Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF): Supplies and Personal Protective Equipment Form (CDC 57.146)

Data Field	Instructions for Data Collection
NHSN Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
CMS Certification Number (CCN)	*Auto-generated* by the computer based on the CCN entered during NHSN registration or last updated, if previously edited. Please see NHSN CCN Guidance document for instructions on how to add a new CCN or edit an existing CCN.
Facility Name	*Auto-generated* by the computer based on the facility name previously entered during NHSN registration.
Date for which *"supplies and personal protective equipment (PPE)"* responses are reported	*Required*. Select the date on the calendar for which the responses are being reported in the NHSN LTCF COVID-19 Module.

Facility Type	*Auto-generated* based on the facility type selected during NHSN enrollment. Selections include:
	 a. LTC-ASSIST – Assisted Living Residence
	 b. LTC-DEVDIS – Long-term Care Facility for the developmentally Disabled
	 c. LTC-SKILLNURS – Skilled Nursing Facility *+
	     *CMS Certified required for reporting
	     +Includes both skilled nursing facilities and nursing homes
	 Please see NHSN Guidance document for instructions on *How to Correct Your Facility Type*

Date Created	*Auto-generated* based on the first calendar date and time that a user manually enters and saves data or the date the facility first submits a CSV file for a specific pathway. *Note:* The date and time will automatically generate after the "Save" button is selected and **cannot** be modified.

Important:

While daily reporting will provide the timeliest data to assist with COVID-19 emergency response efforts, retrospective reporting of prior day(s), unless otherwise specified, is encouraged if daily reporting is not feasible. At a minimum, facilities should report data <u>at least</u> once per week (every 7 days).

Data Field	Instructions for Data Collection
Do you currently have ANY supply? Select "YES" **or** "NO" for each supply item. *(Select **one** answer for each supply item)*	<u>On the date responses are reported in this Module</u>, does your facility have ANY of each supply item listed below for conventional use (also referred to as <u>conventional capacity</u>)? Select "YES" for each supply item in which your facility currently has available for conventional use **OR** Select "NO" for each supply item in which your facility currently does NOT have available for conventional use. For example, if the facility is using <u>contingency capacity or crisis capacity</u> strategies for any supply item. Select one answer for each supply item • N95 masks (select "NO" if using KN95 masks) • Surgical masks • Eye protection, including face shields or goggles • Gowns • Gloves • Alcohol-based hand sanitizer **Notes:** • <u>CDC's optimization strategies for PPE</u>, such as contingency and/or crisis level strategies are NOT considered as having "Any" supply, and therefore, "NO" must be selected for each supply item in which contingency or crisis strategies are being used on the date responses are reported. o For example, a facility using KN95 masks instead of N95 masks would answer "NO" for the question, "*Do you currently have any supply of N95 masks*?" o Another example, extended use or reuse of a PPE item, such as a gown would answer "NO" for the question, "*Do you currently have any supply of gowns*?" • An accurate assessment of resource needs is important in the provision of supplies and resources.

Data Field	Instructions for Data Collection

Do you have enough for ONE week?
 	
Select "YES" **or** "NO" for each supply item.
 	
*(Select **one** answer for each supply item)*
	On the date responses are reported in this Module, does your facility have enough of each supply item listed for conventional use (also referred to as conventional capacity) for ONE week (for example, the next 7 days)?
	
	Select "YES" for each supply item listed in which your facility has enough for ONE week (for example, the next 7 days) using conventional capacity.
	
	OR
	
	Select "NO" for each supply item listed in which your facility does NOT have enough for conventional use for ONE week (for example, the next 7 days). "NO" must be selected if facility only has enough for one week based on contingency or crisis capacity usage.
	
	Select only one answer for each supply item
	
	- N95 masks (select "NO" if using KN95 masks)
	- Surgical masks
	- Eye protection, including face shields or goggles
	- Gowns
	- Gloves
	- Alcohol-based hand sanitizer
	
	Notes:
	
	- CDC's optimization strategies for PPE, such as contingency and/or crisis level strategies are NOT considered as having "Enough" supply, and therefore, "NO" must be selected for each supply item in which contingency or crisis strategies are expected to be used for one week on the date responses are reported.
	  - For example, a facility that only has KN95 masks and not N95 mask for one week would answer "NO."
	  - Another example, extended use or reuse of a PPE item such as gowns would answer "NO."
	- An accurate assessment of resource needs is important in the provision of supplies and resources.