

Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF) Staff and Personnel Impact Form ([CDC 57.145](#))

Data Field	Instructions for Form Completion
NHSN Facility ID #	The NHSN-assigned facility ID will be auto-generated by the system.
CMS Certification Number (CCN)-may be referred to as participation number	Auto-generated by the computer, if applicable, 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 system based on the facility name previously entered during NHSN registration.
Date for which counts/responses are reported	Required. Select the date on the calendar for which the counts and/or responses in the Staff and Personnel Impact pathway apply. For example, if reporting the number of staff with positive SARS-CoV-2 (COVID-19) viral test results for specimens collected on Monday of the reporting week, Monday should be selected on the calendar as the day for which counts are being reported in the “Staff and Personnel Impact” pathway.
Facility Type	Auto-generated based on the facility type selected during NHSN enrollment. Selections include: <ul style="list-style-type: none"> • LTC-ASSIST – Assisted Living Residence • LTC-ICF/IID – Intermediate Care Facilities for Individuals with Intellectual Disabilities. • LTC-SKILLNURS – Skilled Nursing Facility⁺ <ul style="list-style-type: none"> ⁺Includes both skilled nursing facilities and nursing homes • LTC-PSYCH – Psychiatric Residential Treatment Facility • LTC - SVHALF – Assisted Living Facility for State Veteran’s Homes • LTC - SVHSNF – Skilled Nursing Facility for State Veteran’s Homes Please see NHSN Guidance document for instructions on How to Correct Your Facility Type if this information is incorrect.
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:

Report only the **NEW** counts since the last date counts were collected for reporting to NHSN. If the count is zero for any variable, a “0” is to be entered as the response. A blank response is equivalent to missing data. NON-count questions are to be answered one calendar day during the reporting week.

Note: Answers to the questions below are based on NEW counts only. Specifically, reported counts must include only new data since the last date the data were collected for submitting to NHSN COVID19 Module. See examples in the below instructions.

Data Field	Instructions for Form Completion
Staff and Personnel Impact	
<p>POSITIVE TESTS</p> <p>Number of staff and facility personnel with a new positive COVID-19 viral test result.</p>	<p><i>Positive Tests (previously called "Confirmed")</i>: Defined by NHSN as a positive SARS-CoV-2 (COVID-19) viral test result. The test result may be from a NAAT/PCR or an antigen test. The definition also includes staff and facility personnel with an NHSN defined reinfection.</p> <p>Important:</p> <ul style="list-style-type: none"> • The first newly <i>Positive Test</i> <u>must be included in the <i>Positive Tests</i> count for date of specimen collection regardless of additional tests and results performed.</u> While tests may be subject to false positive or negative results, particularly in certain settings, additional Lab Test questions have been added to the form to capture inconsistent results. • If staff/personnel were present in the facility during the infectious period, as defined by the interim guidance for risk assessment and work restrictions for HCP exposure to COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html), please report this positive test result to the Staff and Personnel Impact Pathway. This includes testing performed outside the facility (can include but not limited to home tests, over the counter tests, and test performed by a clinic or doctor's office) • If the facility performs the test for the staff member and the result is positive, the facility will need to include that result in the positive test count. • Since <i>Positive Tests</i> is considered a surveillance method for capturing positive diagnostic results only, clinical decisions should not be made based on this definition. Instead, diagnostic test results should be used in the context of all available clinical, patient, epidemiological, and diagnostic information. • Report incidence counts only (specifically, staff and facility personnel newly identified in <i>Positive Tests</i> count) to avoid falsely inflated data. • The <i>Positive Tests</i> definition, as defined by NHSN, may not represent the definition individual states use to define <i>Confirmed</i> SARS-CoV-2 (COVID-19) cases. • Staff and facility personnel include anyone working or volunteering in the facility, which includes, but not limited to contractors, temporary staff, resident care givers, shared staff, etc.



Diagnostic Terms and Definitions:

- NAAT: Nucleic acid amplification testing, a form of molecular testing. Includes but are not limited to Polymerase Chain Reaction (PCR) and Real Time Polymerase Chain Reaction (RT-PCR).
- A viral test is used to detect infection with SARS-CoV-2, the virus that causes COVID-19. Molecular (specifically, NAAT) and antigen tests are types of viral tests. CDC-NHSN recognizes positive results from both molecular and antigen diagnostic tests for diagnosing active COVID-19 infection.

Exclude antibody test results. They are used to detect previous infection with SARS-CoV-2, the virus that causes COVID-19. This type of test is also called a serological test. Antibody test results are not considered appropriate for diagnosis of active COVID-19 infection.

Example: The following SARS-CoV-2 tests and results were documented for staff and facility personnel in DHQP Skilled Nursing Facility (SNF) this week (counts represent newly positive or re-infected staff and facility personnel only):

1. *Monday:* A total of **3** staff and facility personnel had positive SARS-CoV2 (COVID-19) viral test results:
 - Of the **3-positive**, all 3 staff and facility personnel had positive point-of-care (POC) antigen results. **2** of the staff and facility personnel had a follow-up negative NAAT (PCR) test result. **1** of the staff and facility personnel had a follow-up positive NAAT result performed on the same day.
2. *Tuesday:* A total of **3** staff and facility personnel had positive SARS-CoV2 (COVID-19) viral test results.
 - Of the **3 positive**, all 3 were antigen positive. No other testing performed on two of the staff and facility personnel. Only one of the three staff and facility personnel had a follow-up negative PCR, performed 4 days later.
3. *Wednesday:* A total of **1** staff had a positive SARS-CoV-2 (COVID-19) viral test result.
 - The contract nurse tested positive via NAAT/PCR. No other COVID19 testing performed.
4. *Thursday:* A total of **1** staff had a positive SARS-CoV-2 (COVID-19) viral test result.
 - Of the 1 positive POC antigen test result, the staff had no other tests performed. He did have a laboratory positive COVID-19 test result over 3 months ago and fully recovered. He developed fever and loss of smell today, prompting antigen POC testing.
5. *Friday:* A total of **3** staff and facility personnel had positive SARS-CoV-2 (COVID-19) NAAT/PCR viral test results.

	<ul style="list-style-type: none"> ○ Of the 3 staff and facility personnel, all had positive COVID-19 antigen test results two weeks ago and were already submitted to NHSN as Positive Tests. <p>6. <i>Saturday</i>: 0 newly positive test results among staff and facility personnel</p> <p>7. <i>Sunday</i>: 1 positive SARS-CoV-2 NAAT/PCR viral test result for a staff nurse with no other testing performed</p> <p>Based on the above information, the following <i>Positive Tests</i> counts were submitted to NHSN: Monday: 3; Tuesday:3; Wednesday:1; Thursday: 1; Friday: 0; Saturday: 0; Sunday: 1.</p> <ul style="list-style-type: none"> • TOTAL POSITIVE TESTS FOR THE WEEK: 9
<p>**TEST TYPE</p> <p>Of the number of reported staff and facility personnel above with a <i>Positive Test</i>, how many were tested using each of the following?</p>	<p><i>Test Type</i>: Defined by NHSN as a single or series of viral testing methods used to detect SARS-CoV-2 (COVID-19). This information may be useful in capturing inconsistent test results when additional tests are performed after initial reported <i>Positive Tests</i> (for example, confirmatory testing performed). Important: The total count reported for <i>Test Type</i> must equal the reported <i>Positive Tests</i>. This conditional rule improves accuracy in capturing potential inconsistencies in consecutive test results.</p> <p>Conditional. Based on the number of <u>submitted</u> <i>Positive Tests</i> for COVID-19, identify how many were tested using one of the following test types.</p> <p>_____ **Positive SARS-CoV-2 antigen test only [no other testing performed]</p> <p>_____ **Positive SARS-CoV-2 NAAT (PCR) only [no other testing performed]</p> <p>_____ ***Positive SARS-CoV-2 antigen test and negative SARS-CoV-2 NAAT (PCR). Important: Select this method only if confirmatory test was performed within 2 days of the initial test.</p> <p>_____ ***Any other combination of SARS-CoV-2 NAAT (PCR) and/or antigen test(s) with at least one positive test. Important: Select this method only if confirmatory test was performed within 2 days of the initial test.</p> <p>Important:</p> <ul style="list-style-type: none"> • [±] Only select confirmatory tests when performed <u>within two days of initial SARS-CoV-2 viral test</u>. Otherwise, only select the initial test method for <i>Test Type</i>. <ul style="list-style-type: none"> ○ Tests performed more than 2 days apart should be considered separate tests, and discordant results may be due to changes in viral dynamics. • To accurately reflect COVID-19 testing methodology and possible false positive or false negative results counted in <i>Positive Tests</i>, the total



number reported for *Test Type* must be equal to the total number reported for *Positive Tests*.

Diagnostic Terms and Definitions:

- SARS-CoV-2 is the virus that causes COVID-19.
- SARS-CoV-2 NAAT methods include but are not limited to Polymerase Chain Reaction (PCR) and Real Time Polymerase Chain Reaction (RT-PCR).

Example: The following example is based on the DHQP example for reporting [Positive Tests](#) in the [previous section](#):

1. [Positive Tests](#) submitted to NHSN on *Monday*. Of the 3-positive tests, all 3 staff and facility personnel had a positive point-of-care (POC) antigen result. 2 of the 3 staff and facility personnel had a follow-up negative NAAT (PCR) test result. 1 of the 3 staff and facility personnel had a follow-up positive NAAT result performed on the same day.
2. On *Tuesday*, 3 [Positive Tests](#) submitted to NHSN. Of the 3, all 3 were antigen positive. Only 1 of the 3 staff and facility personnel had a follow-up negative NAAT (PCR) **4 days** later. No other testing performed on the other two staff and facility personnel.
3. On *Wednesday*, 1 [Positive Tests](#) submitted to NHSN. A contract nurse had a SARS-CoV-2 NAAT/PCR test collected and a positive result was received 2 days later.
4. *Thursday* 1 [Positive Tests](#) was submitted to NHSN for a symptomatic certified nursing assistant (CNA) with a newly positive POC antigen test result. No additional COVID-19 tests performed on the CNA. He did have a laboratory positive COVID-19 viral test result over 3 months ago and fully recovered. He developed fever and loss of smell today, prompting antigen POC testing. *Hint: [re-infections](#) are included in [Positive Tests](#)*
5. *Friday* 0 [Positive Tests](#) submitted to NHSN. While 3 staff and facility personnel had positive SARS-CoV-2 (COVID-19) PCR test results today, all three staff and facility personnel previously tested positive for COVID-19 by antigen POC two weeks ago and were included in the [Positive Tests](#) count at that time. *Hint: duplicate results are not reported to NHSN*
6. *Saturday*: 0 [Positive Tests](#) submitted to NHSN for staff and facility personnel.
7. *Sunday*: 1 [Positive Tests](#) submitted to NHSN for a staff nurse who had a positive SARS-CoV-2 NAAT/PCR results with no other testing performed.

The following *Test Types* were submitted:

4 Positive SARS-CoV-2 antigen test **only** [no other testing performed]

Hint: see results from Tuesday & Thursday

2 Positive SARS-CoV-2 NAAT (PCR) **only** [no other testing performed]

Hint: see results from Wednesday & Sunday

2 [±]Positive SARS-CoV-2 antigen test **and** negative SARS-CoV-2 NAAT (PCR). *Hint: see results from Monday*

1 [±]Any other combination of SARS-CoV-2 NAAT(s)/PCR and/or antigen test(s) with at least one positive test. *Hint: see results from Monday*

TOTAL TEST TYPES FOR WEEK: 9

<p>**RE-INFECTIONS Of the number of reported staff and facility personnel above with a Positive Test, how many were considered as re-infected?</p> <p>Of the number of reported staff and facility personnel with <i>Re-infections</i>, how many were in each category:</p> <ul style="list-style-type: none"> • SYMPTOMATIC REINFECTIONS • ASYMPTOMATIC REINFECTIONS 	<p><i>Re-infections</i>: Defined by NHSN as a new positive SARS-CoV-2 (COVID-19) viral test result performed more than 90 days after an initial COVID-19 infection. Staff and facility personnel meeting this definition <u>must be included</u> in the Positive Tests count for the date of specimen collection. Conditional. Based on the number of submitted Positive Tests for staff and facility personnel, report the <u>total</u> number of staff and facility personnel meeting the CDC-NHSN definition for <i>Re-infection</i>: _____</p> <p>_____ SYMPTOMATIC: Of the number of reported staff and facility personnel with <i>Re-Infections</i>, how many had signs and/or symptoms consistent with COVID-19, as defined by the CDC?</p> <p>_____ ASYMPTOMATIC: Of the number of reported staff and facility personnel with <i>Re-infections</i>, how many did not have signs and/or symptoms consistent with COVID-19, as defined by the CDC?</p> <p>Example: The following example is based on the DHQP example for reporting Positive Tests:</p> <p>On <i>Thursday</i>, only 1 Positive Tests was submitted to NHSN. The positive test was from a symptomatic CNA with a history of laboratory positive COVID-19 infection <u>over 3 months ago</u>.</p> <p><u> 1 </u> Re-infection submitted for Thursday.</p> <p><u> 1 </u> SYMPTOMATIC</p> <p><u> 0 </u> ASYMPTOMATIC</p>
<p>COVID-19 DEATHS Number of staff and facility personnel with COVID-19 who died.</p>	<p><i>COVID-19 Deaths</i>: Defined by NHSN as staff and/or facility personnel who died from SARS-CoV-2 (COVID-19) related complications.</p> <p>Enter the number of staff and/or facility personnel with COVID-19 who died.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Staff and facility personnel include anyone working or volunteering in the facility, which includes, but not limited to contractors, temporary staff, resident care givers, shared staff, etc. <p>Report only the new COVID-19 deaths among staff and/or facility personnel since the last time these counts were collected for NHSN submission.</p>

Data Field	Instructions for Form Completion
Staff and Personnel Impact for Non-COVID-19 (SARS-CoV-2) Respiratory Illness	
<p>INFLUENZA Number of staff and facility personnel with a new influenza (flu).</p>	<p><i>Influenza</i>: Defined by NHSN as a <u>new</u> positive influenza test result, also referred to as a positive flu test result.</p> <p>Notes:</p> <ul style="list-style-type: none"> • A new positive influenza/flu test result is required to be included in the influenza count. Duplicate counting of staff and facility personnel with <i>Influenza</i> will result in falsely inflated counts.



<p>RESPIRATORY ILLNESS Number of staff and facility personnel with acute respiratory illness symptoms, <u>excluding</u> COVID-19 and/or influenza (flu).</p>	<p><i>Respiratory Illness:</i> Defined by NHSN as <u>new</u> onset of acute respiratory illness symptoms in the absence of a positive viral test result for influenza (flu) and/or SARS-CoV-2 (COVID-19).</p> <p>Notes:</p> <ul style="list-style-type: none"> • Incidence counts only. Duplicate counting of staff and facility personnel will result in falsely inflated counts. • The count must include only staff and facility personnel with a new <i>Respiratory Illnesses</i> but have a negative SARS-CoV-2 (COVID-19) viral test result and/or negative Influenza (flu) test result.
<p>Staff and Personnel Impact for Co-Infections</p>	
<p>INFLUENZA and COVID-19 Number of staff and facility personnel with a confirmed co-infection with influenza (flu) <u>and</u> SARS-CoV-2 (COVID-19).</p>	<p><i>Influenza and COVID-19</i> co-infection: Defined by NHSN as a positive viral test result for <u>both</u> influenza (flu) AND SARS-CoV-2 (COVID-19).</p> <p>Notes:</p> <ul style="list-style-type: none"> • Submit incidence only counts. Duplicate counting will result in falsely inflated counts. • The count must include only staff and facility personnel with a new coinfection with both influenza (flu) AND SARS-CoV-2 (COVID-19) through positive viral test results. Staff and facility personnel meeting these criteria must be reported one time to avoid duplicate counts.
<p>Staff and/or Personnel Shortages</p>	
<p>STAFFING SHORTAGE Does your organization have a shortage of staff and/or personnel? Select “YES” or “NO” for each group.</p>	<p>Select “YES” for each group in which there is currently a staff shortage OR Select “NO” for each group in which there is not currently a staff shortage (Select <u>one</u> answer for each group)</p> <ul style="list-style-type: none"> • Nursing Staff: registered nurse, licensed practical nurse, or vocational nurse. • Clinical Staff: physician, physician assistant, or advanced practice nurse. • Aide: certified nursing assistant, nurse aide, medication aide, or medication technician. • Other staff or facility personnel: that are not included in the above categories, regardless of clinical responsibility or resident contact. These personnel may include, but are not limited to, environmental services, cook, dietary, pharmacists, pharmacy techs, activities director, care givers, wound care, physical therapy, shared staff, etc.

