Long-Term Care Facility (LTCF)
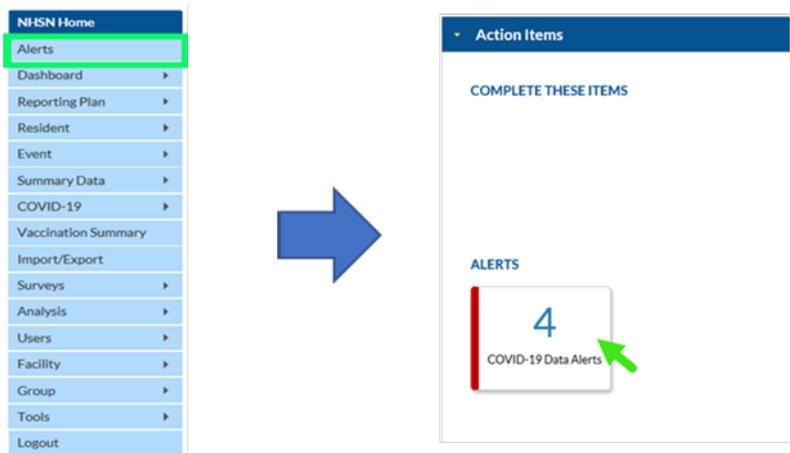# COVID-19 Module: Data Alerts

Description

The NHSN Long-term Care Facility (LTCF) Component supports the nation's COVID-19 response through the LTCF COVID-19 Module. Reported data are immediately available for use in strengthening local and national surveillance, monitoring trends in infection rates, and assisting in identifying resource insecurities.

NHSN regularly reviews data reported to the LTCF COVID-19 Module to understand trends and to identify potential reporting errors. Data that were potentially entered in error are flagged by the NHSN application and an alert is automatically displayed on the application landing page. This guide provides instructions to help users locate data alerts and correct or confirm flagged data.

*Please Note: Alerts will persist on the landing page until a user addresses them by confirming or correcting the flagged data using the alerts feature. If the data are corrected by updating data on the calendar page, the alerts will persist on the landing page until the NHSN application updates which occurs on Mondays.

Correcting or Confirming Data that are Flagged for Potential Errors

1. Once you log into NHSN, the alerts page will appear with the number of COVID-19 data alerts. Click on the box. Otherwise, the alerts page can be accessed by clicking on "Alerts" on the left-side menu bar.

2. This will open the alerts page, which shows the collection dates where data are flagged. Click on the row for the alert you would like to open. The Resident Impact and Facility Capacity (RIFC) Pathway is selected as an example in this guide.

Correcting Flagged Data

Selecting the alert demonstrated in the image on page one will open the RIFC pathway form for the calendar date with the potential error(s). The flagged data, which in this example is the number of COVID-19 Deaths, will be highlighted as shown below.

Review and correct the data entry by entering the appropriate value for the indicated calendar date. The date is March 18, 2021 in this example. Once the necessary changes are made, **click on save at the bottom of the page**. The data alert will then be removed from the NHSN landing page and the alert list.

Confirming Flagged Data

Users can indicate that data flagged on the alert list are correct. To remove the alert, the relevant data entry must be confirmed. Selecting the alert demonstrated in the image below will open the RIFC pathway form for the calendar date with the potential error(s).

On the form page click on "Manage alert(s)" at the bottom of the page.

This will open the "Manage Alerts" page. Click on the "Yes" box to confirm that the data are correct. **Then click on the save button.**

A message verifying that the data were confirmed will appear.