

Table of Contents

Point of Care Testing - Reporting Requirements 2
Reporting Requirements 2
Manually Adding a Test Result for a New Individual
Setting Default POC Devices
Multiplex POC Devices
Adding Residents
Adding Staff Demographic Data9
Uploading POC Test Results
Reporting Results for Individuals from Canada or Mexico14
Reporting Results for Visitors
CMS Qualifications
Clinical Laboratory Improvement Amendments (CLIA) Number15
Secure Access Management Services (SAMS) Level15
Testing Requirements
Testing Requirements
Resident, Staff, or Visitor ID





Point of Care Testing - Reporting Requirements

Reporting Requirements

Q. Is there a requirement for nursing homes to report POC test results to NHSN?

CMS-certified long-term care facilities may submit point-of-care SARS-CoV-2 testing data, including antigen testing data, to CDC's National Healthcare Safety Network (NHSN). This CDC- and CMS-preferred pathway to submit data to CDC's NHSN applies only to CMS-certified long-term care facilities. Test data submitted to NHSN will be reported to appropriate state and local health departments using standard electronic laboratory messages. Other types of LTC facilities may also report testing data in NHSN for self-tracking or to fulfill state or local reporting requirements, if any.

Q. Am I required to report COVID-19 test results for my facility?

Information regarding the requirement to report test results is located at: <u>QS0-23-13-ALL (cms.gov)</u>

CMS is the regulatory body involved in enforcement of testing, not CDC. Further information can be found at: https://www.cms.gov/newsroom/press-releases/cms-posts-guidance-implementing-new-testing-requirements-nursing-homes-and-labs

CDC provides a pathway by which test results may be reported, but it is neither an enforcement agency nor the agency that mandates testing or reporting.

Q. Must negative results also be reported?

No. *Effective April 4, 2022*, entities conducting all other SARS-COV-2 testing (e.g., testing conducted in a setting operating under a CLIA certificate of waiver, non-NAAT testing conducted in a facility certified under CLIA to perform moderate- or high-complexity tests) except antibody and self-administered testing, must report positive test results. **Reporting of negative results, either individual test results or in aggregate, is optional**. This includes rapid testing conducted in many settings (e.g., screening testing at schools, correctional facilities, employee testing programs, long-term care facilities, and point-of-care testing performed in pharmacies, medical provider offices, and drive-through testing sites). **Negative result reporting may still be required by applicable state or local law, and entities should check with the applicable state, territorial, local, and Tribal (STLT) jurisdiction for specific reporting requirements.**

Q. Do my facility's POC test results reported to NHSN get sent to my state health department?

POC test results for SARS CoV-2 entered into NHSN are sent within 15 minutes of saving in NHSN, to an electronic platform at the Association for Public Health Laboratories via a secure messaging format. From there, within another 2 hours, they are sent to the appropriate state health department and to the Centers for Disease Control and the U.S. Department of Health and Human Services. Non-SARS CoV-2 test results are sent on the same schedule but sent based on preferences provided by state health departments and only to those health departments with which NHSN has a Data Use Agreement (DUA). DUA's specify which data is shared and how such data may be used. If you are interested in whether your state health or local department has a DUA with





NHSN, please email, <u>NHSNDUA@cdc.gov</u>. See <u>Multiplex POC Devices</u> for more information about non-SARS-CoV-2 test results reporting via the NHSN POC Tool.

Q. What if I'm already reporting POC test results to my state or local health department?

If your state or local health department has already developed a process by which facilities report these data, please contact those public health authorities before making any changes to the reporting process.

Q. Can I report my test results via the pharmacy or laboratory?

Point of care testing is defined by the American College of Pathologists as, "testing that is performed near or at the site of a patient with the result leading to a possible change in the care of the patient." Therefore, if your facility is a CMS-certified long-term care facility, and it is performing POC testing, the facility is required to report the POC test results, not the laboratory.

Alternatively, if your facility simply collects a specimen from the individual in the nursing home, then transports the specimen to the laboratory for testing, the laboratory is required to report the results by way of one of the options for reporting included in the Reporting Guidance cited above.

Only results for COVID-19 from point of care (POC) devices in CMS-certified long-term care facilities may be reported to NHSN via the POC Test Reporting Tool.

If all specimens for COVID-19 from your facility are being sent to a laboratory for processing and resulting, then those will be reported via the laboratory, to the state or local health department.

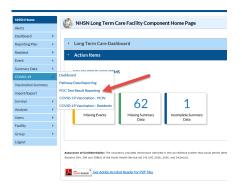
Q. How are laboratory testing results for COVID-19 reported?

Laboratories have other mechanisms by which they routinely report Notifiable Diseases, which correlate to other reporting pathways in the Reporting Guidance <u>https://www.cms.gov/newsroom/press-releases/cms-posts-guidance-implementing-new-testing-requirements-nursing-homes-and-labs.</u> Therefore, they will report any results for tests performed in their laboratories, in that manner.

Manually Adding a Test Result for a New Individual

Q. How do I manually add a test result for a new individual?

1. Choose POC Test Result Reporting from the COVID-19 option in the left navigation bar.







2. Choose the type of individual tested from the drop-down menu, either a Resident or Staff/Volunteer/Contractor and then enter the demographic data for the individual.

CDC Cent	ters for 14/7: Savir	Disease Control and Prevention g Uver, Protecting People**
NHSN - Nat	tional	Healthcare Safety Network
NHSN Home Alerts		POC Test Result Reporting
Dashboard Reporting Plan Resident	•	Resident/Staff/Visitor Find Resident/Staff/Visitor_
Event Summary Data	+ +	Type of Individual Tested *: Resident Resident ID *: StaffVolunteer/Contractor
COVID-19 Vaccination Summa	• ry	Visitor Middle Last First Name *: Name: Name: Gender *: V Date of Birth *: III
Import/Export Surveys	•	Ethnicity •: Race: • Blackor African American Native Hawaiian/Other Pacific Islander

3. Create a unique ID for the individual. If that ID has not been used before, you will get a message instructing that you can go ahead and directly enter the new individual's information.

NHSN Home	POC Test Result Reporting
Alerts Dashboard	
Reporting Plan	Resident/Staff/Visitor
Resident •	
Event +	Type of Individual Resident
Summary Data	Tested *:
COVID-19	Resident BLASS Message
Vaccination Summary	First Mildle Could not find Resident. You can directly enter a new Resident from this screen.
Import/Export	Gender *: V Date of Birth *:
Surveys +	American India
Analysis 🕨	Asian Black or African American
Users +	Ethnicity Race: * Native Hawaiian/Other Pacific Islander
Facility +	White Declined to respond
Group +	Unknown
Tools •	
Logout	POC Test Results Add Test Result.
	CLIA Identification #: 22D1348587
	I ≤ < I ≤ < I of 0 Image: I of 0 Image: I of 0 Image: I of 0 No records to view
	Test Date Test Ordered Any Positive Test Results?
	ra ⊲a Page 1 of 0 → → 10 ✓ No records to view

4. Click Ok and then enter the required demographic data above the POC Test Results section. Then click on Add Test Result.

NHSN Home			
Nerts		POC Test Result Reporting	
Dashboard	•		
Reporting Plan	÷.	Resident/Staff/Visitor	Find Resident/Staff/Visitor
Resident	÷.		Find Resident/Staff/Visitor
Event	•	Type of Individual Resident ▼ Tested *:	
Summary Data	•		
COVID-19	•		
/accination Sum	nary	Name *: BONNIE Last Name *: LAS	\$
mport/Export		Gender *: F - Female	
Surveys	•	C American Indian/Alaska Native	
Analysis	•	Asian Black or African American	
Jsers	- E	Ethnicity NOHISP - Not Hispanic or Not Latino Race: Race: Native Hawaiian/Other Pacific Islander Vinite Vinit	
acility	- E	Declined to respond	
Group	- E	Unknown	
Fools	•		
.ogout		POC Test Results	Add Test Result
		CLIA Identification #: 22D1348587	
		He we Page 1 of 0 + + 1 10 -	No records to view
		Test Date ≎ Test Ordered	Any Positive Test Results?
		He He Page 1 of 0 +++ 10 V	No records to view





5. Proceed with adding the test results on the next screen. You may set up defaults for the POC device used in your facility and the ordering physician, by using the Set as Default options. For the POC device, simply click on the device of choice from the drop-down list and then choose Save as Default. This device will then automatically load as the default device for each test result but can be changed if needed. You may also set up more than one default device if your facility is using more than one POC device. For more guidance, see <u>Setting</u> <u>Default POC Devices</u>. Likewise, clicking on the blue Physician box will allow one to set up a default Physician. Once all test results are recorded, choose Save. The test result has been recorded.

NHSN - Nationa	Healthcare Safety Networ	Choose Default POC Device
NHSN Home Alerts	POC Test Result R	Default POC Device
Dashboard d Reporting Plan d Resident d Event d Summary Data d COVID-19 d Vaccination Summary L Import/Export	Resident/Staf	Select Primary Default: Intro Swab COVID-19 Rapid Test RX_OraSure Technologies, Inc. • POC Device Description: IntellSwab COVID-19 Rapid Test RX_OraSure Technologies, Inc.
Surveys I Analysis I Users I Facility I Group I	Ethnicity *; NOHISP	Select Additional Defaults: Yecula SARS Cov-2 Test, Mess Blotech Inc. EUA ADVAITE ReaCov Rapid COVID-19 Test DVAITE Stylene Rapid Detection of SARS-CoV-2, Becton, Dickinson and Company (BD), EUA BinaxNOW COVID-19 Ag 2 Card, Abport Diagnostics Scattorrough, Inc.
Tools I	CLIA Identification #: 22	Save as default Cancel
	Test Date ≎ Tes	t Ordered Any Positive Test Result? □ □ □ Page[1_of 0 → → [10 ↓ No records to view

Setting Default POC Devices

Q. How can I set more than one default POC device so that I don't have to scroll through so many devices to switch between devices when reporting results?

If your facility is using more than a single POC test device for testing residents and staff, it may be helpful to list more than one default POC device in the POC Test Results section. This can save valuable person-time in scrolling through a lengthy POC device list. You may save a primary default device and multiple additional defaults.

1. After Selecting "Add Test Result" select "Choose Default" from the POC Test Result page. Scroll down and locate the primary default POC device of choice and click on it.

NHSN - National Hea		
	althcare Safety Network	((http://sp/gz/443) Add Test Result
Alerts Dashboard	ØPOC Test Result R	POC Test Result
Reporting Plan > Resident > Event > Summary Data > COVID-19 > Machardino Summary > Impert/Export > Surveys > Users > Group >	Resident/Staf Indi/Gual Resident Resident R:3029 Part Name +; CHARLII Gender *; M-Make Ethnicity NOHISP	Test Date (b)10/2021 Device Name (Intel®Xoab COVID-19 Papel Test RC, Ors&vre Technologies, Inc.
Tools >	POC Test Result	see Pare [] of 1 = + (22 V)





CDC Centers for Disease Control and Prevention

Verts Verts Vertige Plan Vertige Plan Vert Vert Vert Vert Vort Vort Vort Vort Vort Vort Vort Vert Vert Vort Vort Vort Vort Vort Vort Vort Vo	*	Default POC De	~	•
eporting Plan			Assure SARS-CoV-2 (gC)	-
isident ent mmary Data DVID-19		Select Primary Default:		·
nmary Data + VID-19 +		Select Primary Default:		-
nmary Data + VID-19 +			Accula SARS-Cov-2 Test, Mesa Biotech Inc. EUA	
mmary Data + DVID-19 +				
DVID-19			ADEXUSDx COVID-19 Test_NowDiagnostics, Inc.	
			ADVAITE RapCov Rapid COVID-19 Test	
ccination Summary		POC	Assure SARS-CoV-2 IgG	
accination Summary		Device		
		Device	BD Veritor System for Rapid Detection of SARS-CoV-2_Becton, Dickinson and Company (BD)_EUA BinaxNOW COVID-19 Ag 2 Card_Abbott Diagnostics Scarborough, Inc.	
port/Export			BinaxNOW COVID-19 Ag 2 Card_Abbott Diagnostics Scarborougn, Inc. BinaxNOW COVID-19 Ag Card 2 Home Test Abbott Diagnostics Scarborough, Inc.	
irveys 🕨		-	BinaxNOW COVID-19 Ag Card 2 home rest_Adduct Diagnostics Scarborough, Inc.	
			BinaxNOW COVID-19 Ag Self Test. Abbott Diagnostics Scarborough, Inc.	
nalysis 🔹 🕨			BioEire Respiratory Panel 2.1.EZ BioEire Diagnostics LLC	
sers 🕨		Select Additional Defau	CareStart COVID-19 Antigen test_Access Bio, Inc_EUA	•
acility +			CareStart EZ COVID-19 IgG_Access Bio,Inc.	
			CareStart EZ COVID-19 IgM_Access Bio, Inc.	
roup 🕨			Cepheid LDT: Xpert Xpress SARS-CoV-2 DoD	
ols 🔸	-		Cepheid Xpert Xpress SARS-CoV-2/Flu/RSV	
ogout			cobas SARS-CoV-2 & Influenza A/B Nucleic Acid Test_Roche Molecular Systems, Inc. CovAB SARS-CoV-2 AbTest_Diabetomics. Inc.	-

2. Next, select one or more additional devices as defaults from the drop- down menu of all devices labeled "Select Additional Defaults". Note, if additional previous defaults have been set up, and they are no longer desired, first choose "Uncheck all" before making your selections, and when completed, choose "Save as default". Alternatively, you may uncheck individual previously selected default devices simply by clicking on already checked boxes. The checkmark will disappear.

1.	e Default POC Device		
	Default POC Devi	ce	
Ge	Select Primary Default: A	ssure SARS-CoV-2 IgG	•
E POC	POC Device	Description: Assure SARS-CoV-2 IgG Specimen Types: Venous blood specimen or Capillary blood specimen	
	Select Additional Defaults:		
		#Uncheck all	0
		Accula SARS-Cov-2 Test_Mesa Biotech IncEUA	*
Tes		ADEXUSDx COVID-19 Test_NowDiagnostics, Inc.	
+ <u>10</u>		ADVAITE RapCov Rapid COVID-19 Test	
+ 11.		Assure SARS-CoV-2 IgG	
		Assure SARS-CoV-2 IgM	
		BD Veritor System for Rapid Detection of SARS-CoV-2_Becton, Dickinson and Company (BD)_EUA	-

Multiplex POC Devices

Q. I heard that we could report more than just COVID-19 testing now through the POC Tool. Is that true?

Yes. Any test result that is provided by a POC test device which is included in the NHSN COVID-19 POC Test Result Reporting Tool, can now be reported in the same manner as SARS-CoV-2 test results to the NHSN.





Reporting these test results is optional, with the exception of the result(s) of the SARS-CoV-2 test(s), which are required and must be reported in order to save the NHSN event.

Adding Residents

Q. How do I add a resident to the POC test reporting tool?

You may either batch upload demographic data for residents, or you may add the information individually for each resident. See the question "**How can I batch upload demographic information for residents in my facility?**" below for instructions on how to do this.

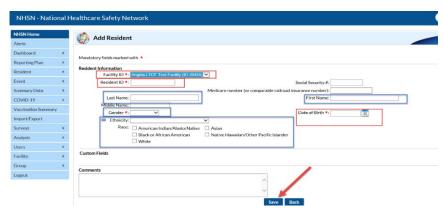
To individually add residents to the tool prior to inputting data, log into NHSN, find the *Resident* tab from the left-hand side, hover over the tab and then click *add*. On the next page, complete not only the data fields with red asterisks, (in red boxes below), which are generically required for ANY NHSN data entry, but also the data fields in blue boxes which are required for Point of Care Test Reporting Tool data entry. Then hit Save. Enter additional patients the same way.

Please refer to the screen shots below to better assist you.

You can add Residents prior to testing.

NHSN - Natio	onal	Healthcare Safety Network
NHSN Home Alerts		WHSN Long Term Care Facility Component Home Page
Dashboard	•	
Reporting Plan		Long Term Care Dashboard
Resident	•	Add
Event	•	Find
Summary Data	•	COMPLETE THESE ITEMS
COVID-19		COMPLETE THESE TEMS
Vaccination Summary	(ALERTS
Import/Export		
Surveys	•	68 10
Analysis	•	10
Users	•	Missing Summary Data Incomplete Summary Data
Facility	•	
Group	•	
Logout		

On the next page, complete not only the data fields with red asterisks, (in red boxes below), which are generically required for ANY NHSN data entry, but also the data fields in blue boxes which are required for Point of Care Test Reporting Tool data entry. Then hit Save. Enter additional patients the same way.







Q. How can I batch upload demographic information for residents in my facility?

You may batch upload a Comma Separated Value (CSV) file of residents' demographic data in the following manner. Please see screen shots below to better assist you.

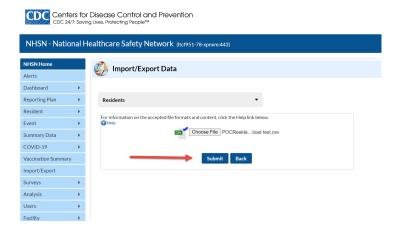
1. Access the option to import the data via the Import/Export option on the blue navigation panel, and then Choose CSV Residents for the import type.

NHSN Home	Import/Export Data
Alerts	
Dashboard +	
Reporting Plan 🕨	Select import/export type
Resident 🕨	Select import/export type
Event 🕨	Residents
Summary Data 🔹 🕨	CSV
COVID-19	
Vaccination Summary	Export Facility Data
Import/Export	
Surveys	Export Location List
Analysis 🕨	
Users 🕨	
Facility >	
Group 🕨	
Tools 🕨	
Logout	

2. On the Import/Export Data screen, select the Choose File button then navigate to the location at which the CSV file was saved.

CDC 24	4/7: Savir	r Disease Control and Prevention ng Lives, Protecting People™
NHSN - Natio	onal H	lealthcare Safety Network (Itcf951-78-xprxm:443)
NHSN Home		Import/Export Data
Alerts		
Dashboard	•	
Reporting Plan	•	Residents
Resident	•	
Event	•	For information on the accepted file formats and content, click the Help link below.
Summary Data	•	Choose File No file chosen
COVID-19	•	
Vaccination Summar	у	Submit Back
Import/Export		
Surveys	•	
Analysis	•	

- 3. Navigate to, and select, the file which you would like to upload.
- 4. Once back at the Import/Export Data screen, choose Submit.







5. If there is any data which is missing or does not fit the required format, those lines will be listed under the "Bad Data" heading. Edit or delete each of the lines of data as needed.

6. The template for the CSV file and the File Layout document can be located under Point of Care (POC) Testing CSV Data Import heading at <u>LTCF | Point of Care | NHSN | CDC</u>

Adding Staff Demographic Data

Q. How do I pre-load Staff demographic data for the Point of Care Test Reporting Tool?

There are 2 ways to upload Staff demographic information. One is an upload via a Comma-separated Value (CSV) format, and the other is a manual upload of individual staff's demographic data one-by one. Please see the guidance provided for each that follows.

Q. How do I manually enter Staff demographic data for the Point of Care Test Reporting Tool?

Please see below the screen shots of this process.

1. Choose POC Test Result Reporting from the COVID-19 option in the left navigation bar.

CDC Centers for D	Second Control and Prevention June Joseph gene	
NHSN - National He	kalthare Safety Network	8 FSA4 August (TC) Teal Facility **
Addrift Source Address Costholand Address Costholand Address Bandoret Bandoret Bornet Bornety Costhol	AbitOre State y belaard N Mith Long Tern Care Facility Component Ham Pige	
		304, 306 and 308(c) of the Public

2. Indicate that the type of individual tested is a Staff/Volunteer/Contractor and then enter the demographic data for the individual. Once the data is complete, choose Save Staff/Volunteer/Contractor Demographics.

Resident/Staff/Visitor		Find Resident/Staff/
Type of Individual Tested •: Staff/Volunteer/Contr	actor 💙	
Staff ID *: 54		
First Name *: SLEEPING	Middle Name:	Last Name *: BEAUTY
Gender *: F - Female 🗸	Date of Birth *: 07/21/2000	3
		an Indian/Alaska Native 🔲 Asian
Ethnicity *: HISP - Hispanic or La		r African American 🛛 Native Hawaiian/Other Pacifi
	White	
Country *: US - United Sta		
Address, line 1 *: 2ND TREE		
Address, line 2: THE WOODS		2
City *: NEVERLAND State/Province *: CA - California		
County *: Kings	×	
Zip Code *: 28749 -		
Contact Phone *: 444-444-4444	Ext:	
		Save Staff/Volunteer/Contractor Demog
OC Test Results		Add Test
IA Identification #: 22D1348587		
	H H Page 1 of 0 ++ 10	✓ No records to view
st Date 😜 Test Ordered		Test Result





3. You will encounter an "Alert" message that confirms that the demographic data has been successfully saved. You will be given the choice to choose "Ok" if you are finished entering demographic data for

Staff/Volunteer/Contractors, or you may alternatively choose "New" if you want to enter demographic data for another Staff/Volunteer/Contractor.

C 🔇	OC Test Result Reporting					
•	Resident/Staff/Visitor	Find Reside	nt/Staff/Visitor	Edit Resident/Staff/Vis	sitor Delete Staff	
	Type of Individual & Staff Volunteer/Contractor Staff ID +: 54 First Name +: SLEEPING Gender +: F-Female Ethnicity +: HISP - Hispanicor Latino	Middle Name: Date of Birth *: 07/21/20/	00 rican Indian/Alaska Nati tor African American		an/Other Pacific Islander	
	Home Address of staff/Wollwriter/Contractor Contry 1: US-Under States Address, line 1: 1: 101 TREE Address, line 2: THE WOODS Coty 1: WEVERLAND State/Province 1: Ca. California Contract Prone 1: 444-444-4444 Contract Phone 1: 444-444-4444	Ext:			saved successfully. Click 1 demographic data. Click 1	tor demographic data has been Oki fir you are finished entering New Tyou want to enter sther Staff/Volunteer/Contractor.
Ш а.	OC Test Results IA Identification #: 22D1348587 It Date & Test Ordered	I < << Page 1 of 0 → → 12			Add Test Result	
r	m done. Start a New POC Test Result Report ->	Upload CSV Develop	ment only: Show HL		records to view HL7 or JSON to REST API	-

4. When POC test results need to be entered for the individual, go into the POC Test Result Reporting Screen, enter the individual's Staff ID and then click outside the box. Their demographic data will appear, and you can choose Add Test Result near the bottom to add their POC test results.

CDC Centers CDC 24/7 5	for Disease Control and Prevention outro Uwes Protecting Perspert
NHSN - Nation	al Healthcare Safety Network
NHSN Home Alerts	🍪 NHSN Long Term Care Facility Component Home Page
Dashboard •	
Reporting Plan	Long Term Care Dashboard
Resident •	Action Items
Event P	
Summary Data	A DATA DE DE DATA DE LEMS
COVID-19	Dishband
Vaccination Summary	DailyEntry
Import/Export	POC Test Result Reporting
Surveys P	68 10
Analysis 🕴	
Users +	Mising Summary Disa Data Data
Facility +	
Group +	
Logout	
	Assesses of Destanting the descent proceed theorem of the end of the analysis where you prove the destant of the probability of
	Cet Adulta Azoluta Rander for POP files.

5. The individual also appears in the list provided when you choose "Find Resident/Staff/Visitor".





·						nd Resident/Staff/Visit				
Type of Individual Tested *:	*									
Resident ID *:]	Middle	Residents/SI	aff/Visitors						
First Name *:		Name:				te de Pa	ge[2] of 38 == ==	10 🗸	Vie	w 21 - 30 of 37
Gender *: 🔽 🗸		Birth •:	Facility ID 1	Tune	ID	Last Name	First Name	Middle Name	Gender	Date of Birth
Ethnicity *:	×	Race: * 🗆 Bla		v x			x [× [x 💌	
		🗆 Wh	14506	Resident	R-57	Bear	Smokey		м	11/10/1957
_			14506	Staff	54	BEAUTY	SLEEPING		F	07/21/2000
POC Test Results			14506	Resident	R1111	BILLIE	TEST		м	03/02/1998
CLIA Identification #: 22D1348587			14506	Resident	25	Blake	Mr		м	09/12/1995
	te ce Pag	e o of 0 🗠 🗠	14506	Resident	175	blue	baby		м	12/12/2020
Test Date 🗧 Test Ordered			14506	Staff	STAFF2	BLUE	SAMANTHA	GENNIE	F	01/13/2020
	ie ee Pag	elo of 0 >> >> [14506	Staff	BROWNB	BROWN	BILL	STEPHEN	м	10/20/1993
			14506	Visitor	BROWNB	BROWN	BUSTER		м	12/13/2010
I'm done. Start a New POC Test Result Report	-> Upload (SV. Develo	14506	Staff	15	BROWN	CHARLIE		м	10/15/1990
Thronka Start a New For Hast Result report	opioud		14506	Visitor	visitor4	Brown	Jan	A	F	01/09/1963
						ie de Pa	ge 2 of 38 🔸 🕫	10 🗙	Vie	w 21 - 30 of 37

Q. How do I upload Staff demographic data for the Point of Care Test Reporting Tool?

You may batch upload a Comma Separated Value (CSV) file of staffs' demographic data in the following manner. Please see screen shots below to better assist you.

1. Access the option to import the data via the Import/Export option on the blue navigation panel, and then Choose CSV Staff for the import type.

NHSN - Natio	nal F	Healthcare Safety Network (Itcr951-78-xpnxm:443)
NHSN Home		Import/Export Data
Alerts		
Dashboard	•	
Reporting Plan	•	Select import/export type
Resident	•	Select import/export type
Event	•	Residents
Summary Data	•	CSV
COVID-19	•	
Vaccination Summary	/	CSV
Import/Export		
Surveys		Export Facility Data
Analysis	+	
Users	•	· · ·
Facility	•	Export Location List
Group	•	

2. On the Import/Export Data screen, select the Choose File button then navigate to the location at which the CSV file was saved.

- 3. Select the file which you would like to upload.
- 4. Once back at the Import/Export Data screen, choose "Submit".





CDC Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™

NHSN - Natior	nal H	lealthcare Safety Network (Itcf951-78-xpnxm:443)
NHSN Home		Import/Export Data
Alerts		
Dashboard	•	
Reporting Plan	•	Staff 🔹
Resident	•	
Event	•	Please select a file to upload:
Summary Data	•	csy Choose File POCStaff-Lload test.csv
COVID-19	•	
Vaccination Summary		Submit Back
Import/Export		
Surveys	•	
Analysis	•	
Users	•	

5. If there is any data which is missing or does not fit the required format, those lines will be listed under the "Bad Data" heading. Edit or delete each of the lines of data as needed.

NHSN Home		· · · · -						
Alerts		🤯 Import E	ditor					
Dashboard	•							
Reporting Plan	•			ta fields. For each record you have two opti				
Resident	•			elete column and then press the Delete but u need to change any of the record's fields				
Event	•							
Summary Data	•							
COVID-19	•							
Vaccination Summary		Bad Data (3)	0	R				
Import/Export								
Surveys	•	14 4 Page 1						
Analysis		Delete	Staff ID * Edit 72585	First Name * KATHERINE	Middle Name	Last Name *	Date of Birth *	
,		(and a large state of the second		natch that of existing record., Gender is re				
Users	•	(gender is requi	Edit 4444	ROSIE		e format is invalid., County is inv RIVETER		F
Facility	•		d., County is invalid.BLACK			RIVETER	10/23/1999	۲
Group			Edit 1247	STEPHAN		CROSS	07/07/1998	м
Tools		(state is require	d. country is not valid. , Cour	ntry is invalid., State/Province is required.))			
10015		🕫 🕫 Page 1	of 1 🕞 🗉					
Logout								

6. The template for the CSV file and the File Layout document can be located under the Point of Care (POC) Testing CSV Data Import heading at LTCF | Point of Care | NHSN | CDC

Uploading POC Test Results

Q. Can I upload POC test results to NHSN?

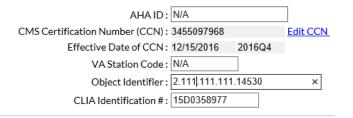
Yes. You can upload POC test results via a comma-separated value (CSV) file. To do so, save the data in a CSV file format that is in accordance with the File Layout for CSV Import LTCF COVID-19 POC Test Results found under the Point of Care (POC) Testing CSV Data Import heading at LTCF | Point of Care | NHSN | CDC

1. Prepare your file.



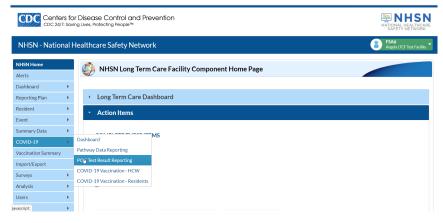


2. Verify the OrgID and CLIA ID (Facility Information) numbers match the file(s) to be uploaded.



3. Select COVID-19 on navigation bar

4. Select POC test Result Reporting



5. Scroll to bottom of page to select "Upload CSV"

РОС	Test Re	sults			
CLIA Id	entification	#: 15D0358977			
				IN A Page of	0 >> >1 10
Test Da	te 🗘	Test Ordered		IN A Page 0 of	0
l'm do	ne. Start a l	New POC Test Resu	t Report ->	 Upload CSV 	Developr

- 6. Upload CSV File pop-up window displays
- 7. Select "Browse"





Upload CSV file	×
	Browse
	Upload CSV Cancel

- 8. Select the CSV file which you had previously prepared to Upload
- 9. Click "Upload CSV"
- 10. If the file has no errors, you will get an upload success message.
- 11. Verify record is uploaded:
 - a. On POC Test Result Reporting:
 - b. Select Find Resident/Staff/Visitor... tab, top right of page
 - c. Enter the ID you're searching for in the ID field
 - d. Verify the record is correct.

12. If there are errors in the data which you are uploading to NHSN, you will encounter the "CSV Upload Errors" screen. The line(s) of data containing error(s) will be identified and the field(s) containing the error(s) indicated. It is suggested that you print a copy of the errors so that you can correct them. To do so, use the Print Screen (prt sc) key on your keyboard to capture all the records that have errors. Note, you can adjust the numbers of lines that are shown on the screen, and you may need to print more than one screen. Once this is completed select "Cancel", return to the data file, correct all incorrect data, and then restart the CSV upload process. Once all errors are corrected, the file will successfully upload.

If an incorrect file type or blank .csv file is uploaded you will receive the same error message, but no errors will display. You should upload a .csv file and provide a .csv file with data.

Reporting Results for Individuals from Canada or Mexico

Q. If we have facility staff who reside in Canada or Mexico and cross the border to work in our facility, how do we report those results?

POC results for staff members who live in Canada or Mexico can be added to the NHSN application in the same way that those who live in the U.S. are added. You will simply select Canada or Mexico from the drop-down menu for the data field Country and then the phone number and zip code must meet the required format for the selected country. The data field "County" will not be a required data field for those living in Canada or Mexico.





Reporting Results for Visitors

Q. How do I report POC Test Results for visitors?

Access the POC Test Result Reporting page as is done for Resident and Staff. Choose "Visitor" from the dropdown menu for *Type of Individual Tested*. Then proceed to complete the required data fields and save the data.

Q. Must I report POC test results for visitors?

Facilities that perform POC testing are required to report results for all POC testing that is performed within the facility. If NHSN is the method by which POC test results are reported, then POC test results for visitors must be reported to NHSN.

CMS Qualifications

Q. What is the definition of CMS-certified?

CMS-certified long-term care facilities consist of (1) skilled nursing facilities certified to participate in Medicare, (2) nursing facilities certified to participate in Medicaid, and (3) facilities certified to participate in both programs as a dually participating facility. The "other" category is defined as long term care facilities that have not been certified by CMS. More information is at: <u>https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/CertificationandComplianc/NHs</u>

Clinical Laboratory Improvement Amendments (CLIA) Number

Q. How do I update or enter my facility's CLIA number?

Only an NHSN facility administrator or an NHSN user within the facility who has administrative rights, can add or edit the CLIA number. To do so, go to the "Facility" option in the blue navigation bar on the left of the screen when you are logged into your facility. From that option, choose "Facility Info." On that screen the CLIA number can either be updated or added. Be sure to choose "Update" at the bottom of the page after making your changes to ensure all changes are saved.

Secure Access Management Services (SAMS) Level

Q. How do I level up/proof up from SAMS level 1 to level 3 so that I can report POC data?

To assist our LTC partners in the NHSN community who are tasked with reporting patient-level Point of Care COVID-19 testing results in addition to other facility-level COVID-19 reporting, we proactively began issuing CDC SAMS Level 3 account invites to existing Level 1 user accounts. If your account has not been upgraded to a Level 3 account, which uses a secondary authentication Token, instead of a Level 1 account that just has a user ID and password, then we recommend the following steps:

 Please check your email backlog for an email from <u>sams-no-reply@cdc.gov</u> with a Level 3 proof up account link and follow the link and associated instructions. The subject of the email is U.S. Centers for Disease Control (CDC): SAMS Partner Portal - Identity Verification Request. Please ensure that your state ID match your name and address provided in your already existing SAMS profile and please submit these documents on the ID verification form found in the email from SAMS. Please ensure that your state ID match your name and address provided on your SAMS profile.





- 2. If you do not have an email from step 1 then please contact the NHSN Help Desk at nhsn@cdc.gov requesting an invite to secure Level 3 SAMS Clearance.
- 3. Please note, if someone in your facility other than the NHSN Facility Administrator has retained a Level 3 SAMS clearance, either a Grid card Token or a mobile soft Token, this user can be granted administrative rights and report on behalf of your facility. The NHSN Facility Administrator will need to grant permissions to allow for patient-level data entry.

Testing Requirements

Q. Is testing for COVID-19 mandatory?

CMS is the regulatory body involved in enforcement, not CDC. Here is a site which can provide further assistance: <u>https://www.cms.gov/newsroom/press-releases/cms-posts-guidance-implementing-new-testing-requirements-nursing-homes-and-labs</u>

The requirement to REPORT test results: QS0-23-13-ALL (cms.gov)

CDC provides a pathway by which test results may be reported, but it is neither an enforcement agency nor the agency that mandates testing or reporting.

Resident, Staff, or Visitor ID

Q. Where can I find information about how to assign a Resident, Staff or Visitor ID#?

Please go to the following website: LTCF | Point of Care | NHSN | CDC

Once there, scroll down the page to "*Data Collection Forms and Instructions*". The first document is the data collection tool for Point Of Care Test Reporting Tool, and the second is the Table of Instructions for the data collection tool. That document provides guidance on completion of the Resident Staff or Visitor ID#. IDs must be unique to the resident/staff/visitor. The system will not allow two individuals to share the same ID. Birthdates are NOT recommended as ID numbers.

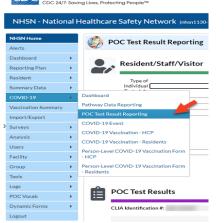
Q. How do I change/edit the Resident, Staff or Visitor ID?

1. Choose "POC Test Result Reporting" from the COVID-19 reporting option in the left navigation bar.





Centers for Disease Control and Prevention



2. From the "POC Test Result Reporting" screen click "Find Resident/Staff/Visitor".

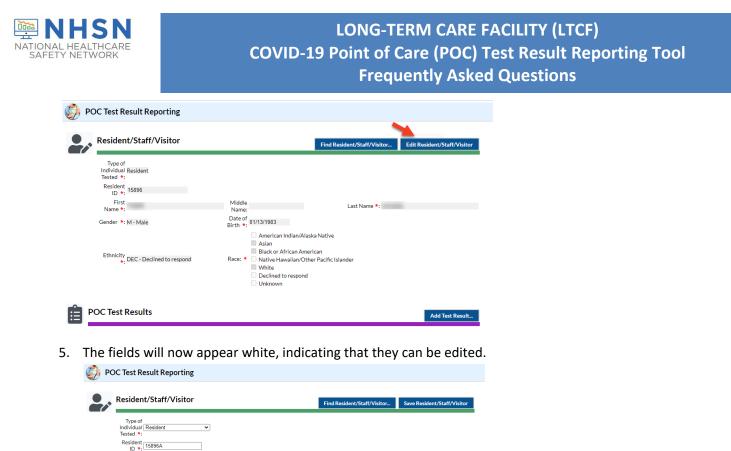
CDC 2	24/7: Savi	or Disease Control and Prevention wrg Uves. Protecting People™ Healthcare Safety Network (retwri 130-5dd6b65687-#tv5r50)	
NHSN Home Alerts	onarr	Pedititical e Salety Network (men 1:30-53808888/gravor880) POC Test Result Reporting	
Alerts Dashboard Reporting Plan	+	Resident/Staff/Visitor	Find Resident/Staff/Visitor
Resident Event Summary Data))	Type of Individual V Tested *: Resident	
OVID-19 accination Summa	ry	ID *: Middle Last Name	*:
nport/Export urveys nalysis) 	eirth *: American Indian/Alaska Native	
sers))	Ethnicity Race: Value Annuel A	
roup pols	+ +	POC Test Results	Add Test Result

3. Find the individual for whom you wish to edit their ID from the drop-down menu; then click on the individual from the list provided and click "Select".

				r:80)										
HSN Home	POC Test Result Rep-	Residents/Sta	aff/Visitors											
Dashboard +							en Pas	ge 7 of 7 IN IN	10. ¥	1		Ma	w 61 - 6	1 06 6
teporting Plan +	Resident/Staff/\	Facility ID *	Turne	ID		Last Name		First Name		Middle Name		Gender	Date	
esident +		racinty to +	× ×		×		×		×		×	× ×	_	×
rent 🕨	Type of Individual		1000			100								
mmary Data 🕨	Tested *: Resident		100											
VID-19 +	ID *:		100			-								
ccination Summary	Name *:	545	Resident			WOODS		TIGER				м		
port/Export	Gender *:					14	😽 Pag	ge 7 of 7 🗠 🗠	10 ¥			Vie	w 61 · 6	4 of 6
rveys 🕨														
nalysis 🕨	Ethnicity													
ers 🕨	*:													
cility 🕨														
oup 🕨														
ols 🕨	POC Test Results													
gs ≯	POC Test Results													
OC Vocab	CLIA Identification #: 36D10											-		
Dynamic Forms												Se	ect	Car

4. Next, click "Edit Resident/Staff/Visitor".





6. Once you have edited the ID field, you will receive a message stating, "Could not find Resident (Staff or Visitor-depending on screen). If you would like to proceed with editing the ID, select OK. Otherwise, select Cancel." Select "OK".

Add Test Result.

Last Name *:

POC Test Result Reporting			
Resident/Staff/Visitor		Find Resident/Staff/Visitor	Save Resident/Staff/Visitor
Type of Individual Resident ✓ Tested *:			
Resident ID *: First Name *: SPONGEBOB	Middle	Message	NTS
Name *: 0 - Other V	Name: Date of Birth * : 12/27/1974	Could not find Resident. If you would like to proceed with editing the ID, select OK.	
Ethnicity DEC - Declined to respond	☐ American Ir ☐ Asian ☐ Black or Afr ✔ Race: ★ ○ Native Haw ○ White	Otherwise, select Cancel.	I
	 White Declined to r Unknown 	espond	

Middle Name:

✓ Race: ¹

Date of Birth *:

Declined to respond
 Unknown

American Indian/Alaska Native
 Asian
 Black or African American
 Native Hawaiian/Other Pacific Islander
 White
 Double American

7. Next, click "Save Resident/Staff/Visitor".

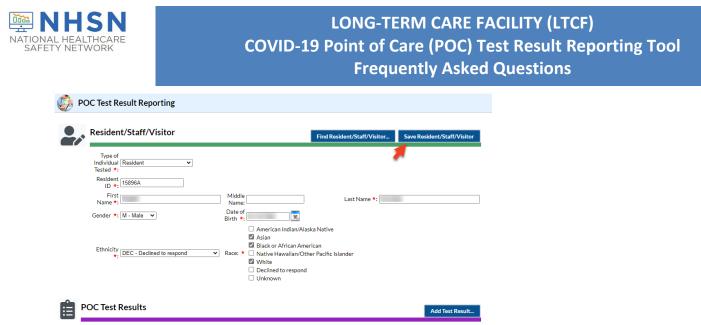
First Name *:

POC Test Results

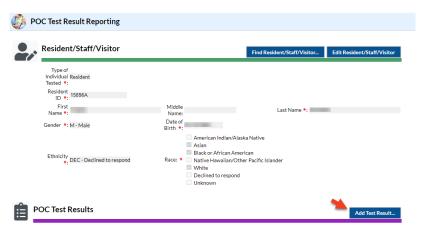
Gender *: M - Male 🗸

Ethnicity DEC - Declined to respond





8. You will then be taken back to the "POC Test Result Reporting" screen where you can proceed with entering POC test results.



9. **Optional**: The **OLD** ID will remain in the resident/staff/visitor list; you are able to delete the **OLD** resident/staff/visitor if needed.

Note: The test results will no longer appear with the **OLD** resident/staff/visitor ID, test results will <u>ONLY</u> appear with the new/edited resident/staff/visitor ID. Please see the sections titled, "Deleting a Resident" or "Deleting a Staff or Visitor" for further instructions if you wish to proceed with this step.

Facility ID \$	Type	ID	×	Last Name woods	×	First Name		Middle Name	×	Gender	Date of Birt
14645	Resident	15896	×	woods	x		x		x	M	01/13/198
14645	Resident	15896A		-		11000				м	01/13/198
					te ce Pag	ge 1 of 1 >> >	10 ¥				View 1 - 2 of





Race and Ethnicity

Q. What if I do not know the race or ethnicity of my resident?

Collecting race and ethnicity is important for understanding trends in the COVID-19 pandemic and ensuring the wellbeing of racial and ethnic minority groups. Because of this, race and ethnicity are U.S. Department of Health and Human Services required data fields for POC Test Reporting. In basic terms, **race** describes physical traits, and **ethnicity** refers to cultural identification. **Race** may also be identified as something you inherit while **ethnicity** is something you learn. NHSN classifies race according to the 5 races included in the Office of Management and Budget's (OMB) issued the Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity <u>https://obamawhitehouse.archives.gov/omb/fedreg_1997standards</u>

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White

Please note that more than one race may be elected for an individual.

Likewise, ethnicity can be categorized as:

- Hispanic or Latino
- Not Hispanic or Latino

Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. *

The resident should always be asked to identify their race and ethnicity. If the resident is not a good historian, then check with a close family member. If, all good faith attempts to identify the race and/or ethnicity information have failed, one of the following options may be chosen, as appropriate:

- Declined to respond
- Unknown

* https://www.census.gov/topics/population/hispanic-origin/about.html

Determining if Test Results Saved

Q. I am trying to add test results into NHSN but when I save the information, the test information is not showing, just the resident/staff information. Is my data saved?

Once you hit "SAVE" you will not receive a confirmation. However, there are a few options you can perform to check. If you see the button "I'm done, start a new POC test result" that is a good indicator that your data is saved. You can also check if your data saved by searching for the individual, then looking to see if their test results appear at the bottom of the page. You can also run a line list after generating datasets.

Please see below the screen shots of these options to better assist you.

1. You should see the test notification button (below).





I'm done. Start a New POC Test Result Report ->

2. Use the Find Resident/Staff option within the POC Test Reporting Tool, and then look for the test result at the bottom.

Resident/St	taff	Find Resident/St
POC Test Res	sults	Add Tast Ba
POC Test Res	sults	Add Test Re
		Add Test Res
POC Test Res		Add Test Res
		Add Test Res
CLIA Identification #	#: 22D1348587	View 1
	#: 22D1348587	
CLIA Identification #	#: 22D1348587	View 1
CLIA Identification # Test Date 🗢	#: 22D1348587 (d <d 1="" []="" of="" page="" ="">> > 10 ♥ Test Ordered</d>	View 1 Any Positive Test Results?

3. Run a line list after generating datasets.

Step 1: Generate Dataset

Select> Analysis> Generate Data Set







NHSN Home		Generate Data Sets (Long Term Care Facility)
Alerts		Concrate Data Sets (Long Ferni Care Facility)
Dashboard		·
Reporting Plan		Reporting Data Sets
Resident		0
Event		Datasets will be generated to include all data from enrollment forward
Summary Data		Datasets will be generated to include an data in one enrollment to ward
COVID-19		Alert
Vaccination Summa	iry	Reporting Data Sets successfully generated.
Import/Export		Data Sets OK
Surveys	+	

Step 2: Generate Report

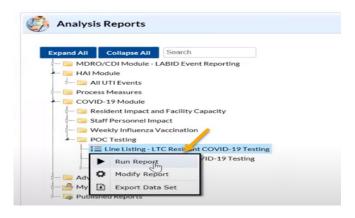
Select > Analysis > Reports

Surveys		
Analysis		Generate Data Sets
Jsers		Reports
acility	- ,	

Select Line Listing (Resident or Staff)

NHSN Home	Analysis Reports
Alerts	
Dashboard	
Reporting Plan	Expand All Collapse All Search
Resident	MDRO/CDI Module - LABID Event Reporting
Event	AII UTI Events
Summary Data	- De Process Measures
	COVID-19 Module
COVID-19	 Resident Impact and Facility Capacity
Vaccination Summary	- Staff Personnel Impact
Import/Export	 POC Testing
Surveys	→ DC Testing ↓ I≡ Line Listing - LTC Resident COVID-19 Testing
Analysis	□ = Line Listing - LTC Staff COVID-19 Testing
	Custom Reports
Users	- 🛄 Advanced
Facility	- 🧀 My Custom Reports
Group	- Published Reports

Select: Run Report







National Healthcare Safety Network Line Listing - LTC Resident COVID-19 Testing Is of November 5, 2020 at 1:59 PM Jate Range: All TC_COVID+POCTEST_RE S

Facility Org ID	Resident ID	Specimen	Physician Last Name	POC Device	Test Ordered	Test Performed	Specimen Type	Test Result	Result Date	Was
39455	2222	30438	WHO	BINAXNOW	COVID19	COVID19	NASALSW	POS	30OCT2020.00.00.00	N
39455	2223	30439	WHO	BINAXNOW	COVID19	COVID19	NASALSW	POS	29OCT2020 00 00 00	Y
39455	2224	30655	WHO	BINAXNOW	COVID19	COVID19	NASALSW	NEG	28OCT2020.00.00.00	N
39455	2225	84399	PHILLIPS	SOFIA	COV1COV2	COV1COV2	NASOPHARSW	NEG	04NOV2020.00.00.00	N
39455	2225	30656	WHO	BINAXNOW	COVID19	COVID19	NASALSW	POS	29OCT2020.00.00.00	Y
39455	2225	84398	JONES	VERITOR	COVID19	COVID19	NASALSW	NEG	05NOV2020.00.00.00	N
39455	2226	30659	WHO	BINAXNOW	COVID19	COVID19	NASALSW	POS	21OCT2020.00.00.00	N
39455	3333	84522	PHILLIPS	SOFIA	COV1COV2	COV1COV2	NASALSW	POS	04NOV2020.00.00.00	Y
39455	334879	30554	WHO	BINAXNOW	COVID19	COVID19	NASALSW	POS	09SEP2020.00.00.00	Y
39455	4487	123	SMITH	BINAXNOW	COVID19	COVID19	NASALSW	NEG	29OCT2020.00.00.00	Y

Deleting a Resident

(Note: Deleting a record is recommended only if the resident was accidentally added to the wrong facility; it is NOT recommended for residents no longer living at the facility or who have died. Deleting the resident and their record completely removes all evidence of any prior reporting of the data.)

Q. How do I delete a Resident?

To delete a Resident:

1. Choose Resident and then Find.

	NHSN I OKAL HEAL HEALE
Ni ISN - National Healthcare Safety Network	SMA Expedit TCT Town FaceBay
ion wee Visition Term Care Facility Composent Hone Page	
enternet > Long Term Care Databaard	
original and the second s	
mmerg/fax 1 COMPLETE DESK ITAMS	
schedula farmary gest/Scart 2020	
an 1 4 4 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
me * 68 Malagteremy/base Malagteremy/base	
	(of the Public
The second secon	

2. Locate the Resident.

NHSN Home		🍪 Find Resident
Alerts		
Dashboard	- F	
Reporting Plan	- F	Enter search criteria and click Find Fever criteria will return a broader result set
Resident	- F	Fewer chief a will return a proveme result set More chiefa will return a parrower result set
Event	- F.	Resident Information
Summary Data	E.	Fadility ID: Angels LTCF Test Facility (ID 39455)
COVID-19	- F	Resident ID:
Vaccination Summa	ary	Last Name : Bates
Import/Export		First Name :
Surveys	- F	Medicare number
Analysis	- F	(or comparable
Users	- F	Find Clear Back
Facility	- F	Find Clear Back
Group	- F	
Logout		
		2

3. Click the button next to the resident and then click the delete button at the top. If the resident has associated Point of Care test results, you will be notified and you will need to go to the POC Test Results Reporting screen





and delete each of the POC test results before re-attempting to delete the Resident. Please also note that deleting the Resident will also delete any associated healthcare-associated infections, for example, catheter-associated urinary tract infections. NOTE: If you will need to report these test results for another individual (for example you recorded these under the wrong Resident ID), make sure to record the results outside the application BEFORE you delete them, so that you can enter them for the correct individual.

NHSN Home		-							
Alerts		🍪 Re	sident Lis	it 2					
Dashboard									
Reporting Plan									
Resident			Facility ID	Resident ID	Last Name	First Name	Gender	View 1 - 10 of 52	
		Delete	39455	00000000	Last Name	First Name	F	Medicare#	
vent	- F.		39455	000222			F		
immary Data	- F		39455	123			F		
DVID-19			39455	125856			M		
			39455	3335588			F		
accination Summa	ary		39455	888888			F		
port/Export			39455	<u>9876</u>			F		
irveys			39455	1963	1000	TEST	M		
			39455	8903	BATES	ROBERT	M		
alysis			1455	1234	Betty	Boop	F		
sers	- F.				Page 1 or	0		View 1 - 10 of 52	Error
acility	- F	-	-						Cannot delete resident. POC Test Result
roup	•	Add	Back						Reporting data exist for the resident.
				-					
ogout									ок

4. Once there are no point of care test results are associated with the resident, and you have repeated steps 1-3, you will be provided a prompt to confirm you want to delete the Resident. Click Delete.

NHSN Home		Re Re	sident L	ist				
Alerts			oracine E					
Dashboard	•							
Reporting Plan	•	Delete			H H Page 1 of	f6 ⇒ ⊨ 10 ¥		View 1 - 10 of 52
Resident	•				Last Name	First Name	Gender	Medicare #
Event	•	Delete	selected red	cord(s)?			F	
							F	
Summary Data	•		∦ Del	ete Ø Cancel			F	
COVID-19	- F						M	
/accination Summar	v		39455	3335588			F	
	<i>y</i>		39455	888888			F	
mport/Export			39455 39455	9876	1000	TEST	F	
Surveys		2	39455	<u>1963</u> 8903	BATES	ROBERT	M	
Analysis			39455	1234	Betty	Boop	F	
			37433	12.04		f6 ↦ ⊨ 10 ∀		View 1 - 10 of 52
Users	•				in the lage 1			VIEW 1 - 10 01 52
Facility	×.							
Group		Add	Back					
Logout								

Deleting a Staff or Visitor

(Note: Deleting a record is recommended only if the staff/visitor was accidentally added to the wrong facility; deleting the staff/visitor and their record completely removes all evidence of any prior reporting of the data.)

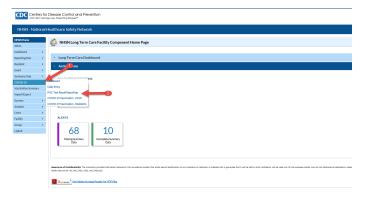
Q. How do I delete a staff person or visitor from the system?

The process for deleting a staff person or visitor is different than deleting a Resident.





1. Choose POC Test Result Reporting from the COVID-19 option in the left navigation bar.



2. From the POC Test Result Reporting screen click "Find Resident/Staff/Visitor" then click on the Type box and choose Staff from the drop-down menu. Then click on the correct staff person from the list provided and click Submit.

NHSN Home		POC Test Result Reporting							
Alerts									
Dashboard	•								
Reporting Plan	•	Resident/Staff/Visitor					Find Resident/Staff/Visitor		
Resident	•		Residents/Sta	#Misitore	2				
vent	•	Type of Individual Tested *:	residents/sta	in, visitors			Page 1 of 1 ⇒ ⊨ 10 ♥		
ummary Data	•	Resident ID *:							View 1 - 8 of 8
OVID-19	•	First Name *:	Facility ID 🕏	Type Staff ~ ×		Last Name	First Name Middle Name	Gender	Date of Birth
accination Summa	iry	Gender *: 🗸 🗸	11101	Staff	BOBBLEY	BOBBLE	YELENA	F	01/04/1990
port/Export			11101	Staff	1	BOMB	IDA	F	08/22/1978
urveys	•	Ethnicity *:	11101	Staff	7	DAIZ	LUCKY	м	12/01/1990
nalysis	•	3		Staff	4	LASS	BONNIE	F	03/30/1970
lsers	•			Staff	2	MEOUT	LETTA	F	04/03/1970
acility	•	POC Test Results							
roup	- F	CLIA Identification #: 12D1234567	11101	Staff	MIRANDA1	MIRANDA	CARMEN	F	01/04/1987
pols	•		11101	Staff	ALEX	т	ALEX	м	12/10/1997
ogout			11101	Staff	ST5	TURKEY	ATE	F	08/16/2000
		Test Date 🗢 Test Ordered				14 44	Page 1 of 1 ↦ 🕫 10 💌		View 1 - 8 of 8

3. Click on Delete Staff. If there are associated POC test results, a message indicating the need to delete those test results will pop up. Choose OK. Then click on the trash can icon under Delete in the POC Test Results section. Once all results are deleted, once again click on the Delete Staff button and confirm deletion. NOTE: If you will need to report these test results for another staff person (for example you recorded these under the wrong Staff ID), make sure to record the record results somewhere BEFORE you delete them, so that you can enter them for the correct individual.





Dashboard	•									
Reporting Plan	•		Resident/Staff	/Visitor		Find Res	ident/Staff/Visitor	Edit Resident/Staff/	/isitor	Delete Staff
Resident	•									
Event	•		Type of Individual Staff/Volu	ateer/Contractor						
Summary Data	•		Tested *:							
COVID-19	•		Staff ID *: 4		Middle					
Vaccination Summary			First Name *: BONNIE		Name:		La	st Name *: LASS		
Import/Export			Gender *: F - Female		Date of Birth * : 03/30	1970				
Surveys	•				A		/Alaska Native			
Analysis	•		Ethnicity		В	ack or African				
Users	•		*: NOHISP -	Not Hispanic or Not Latino	Race: * 🗌 N		/Other Pacific Islander			
Facility	•				D	eclined to resp hknown	Error			
Group	•		Home Address of St	aff/Volunteer/Contractor —		IKHOWH		t Result(s) exist for this		
Tools	•			y *: US - United States				e delete those records		•
Logout				1 *: 1789 PINE			before deleting the	stan record.		
208001			Address, lin	e 2: v *: BRAMLEY				ОК		
				*: CO - Colorado				OK		
				/ *: Clear Creek						
				*: 19584 -						
				e *: 111-111-1111	Ext:					
		Ê	POC Test Results						Add	i Test Result
			CLIA Identification #: 22D	1348587						
					ra ka Pa	ge 1 of 1	> > 10 V			View 1 - 1 of 1
			Test Date 🗘 🛛 Te	est Ordered					Any Posi Results?	tive Test Delete
			+ <u>10/10/2021</u> S	ARS-CoV-2 (COVID-19) Ag [Presence] in Upp	r respiratory s	specimen by Rapid imm	unoassay	No	Û

NOTE: A visitor can be deleted from the system in the same way, with the following minor changes:

- In Step 2 above, click on the Type box and choose Visitor from the drop-down menu. Then click on the correct visitor from the list provided and click Submit.
- In Step 3 above, click on "Delete Visitor".

Deleting Test Results

Centers for Disease Control and Prevention

Q. How do I delete test results?

Deleting test results is a simple process.

1. Simply find the individual for whom you wish to delete test results.

NHSN Home	POC Test Result Reporting	
Alerts		
Dashboard +		
Reporting Plan 🕨	Resident/Staff	Find Resident/Staff
Resident 🕨 🕨		
Event +	Type of Individual Tested *:	
Summary Data 🔹 🕨	Resident ID *:	
COVID-19	First Name *:	Middle Last Name *:
/accination Summary	Gender * ; 🗸	Date of 25
mport/Export		American Indian/Alaska Native Asian
Surveys 🕨	Ethnicity:	Race: 🗆 Black or African American 🔅 Native Hawaiian/Other Pacific Islander
Analysis 🕨		White
Jsers 🕨		
Facility +	POC Test Results	Add Test Result
Group +		
ogout	CLIA Identification #: 12D1114788	
		No records to view
	Test Date 🗘 Test Ordered	Test Result
		No records to view





2. Then click on the trash can icon under "Delete" on the POC Test Result Reporting screen and then click on "OK" to the prompt "Are you sure you want to delete this test result?"

Dashboard	- F.			
Reporting Plan	- F.	Resident/Staff/Visitor	Find Resident/Staff/Visitor Edit Resident/Staf	ff/Visitor Delete Staff
Resident				
Event	•	Type of Individual Staff/Volunteer/Contractor		
Summary Data		Tested *:		
COVID-19		Staff ID *: 4	Mīddle	
Vaccination Summar	y	First BONNIE Name *:	Name: Last Name *: LASS	
Import/Export		Gender *: F - Female	Date of Birth *: 03/30/1970	
Surveys			American Indian/Alaska Native	
Analysis			Aslan Black or African American	
Users		Ethnicity NOHISP - Not Hispanic or Not Latino	Race: * 🗌 Native Hawailan/Other Pacific Islander	
			White Declined to respond	
Facility	,		Unknown Please confirm	
Group		Home Address of Staff/Volunteer/Contractor	Are you sure you want to delete this test	
Tools	÷.	Country *: US - United States Address, line 1 *: 1789 PINE	result?	
Logout		Address, line 2:	OK Cancel	
		City *: BRAMLEY	OK Cancel	
		State/Province *: CO - Colorado County *: Clear Creek		
		Zip Code *: 19584 -		
		Contact Phone *: 111-111-1111	Ext:	
		POC Test Results		Add Test Result
			Page 1 of 1 10 💌	View 1 · 1 of :
		Test Date 🏺 🛛 Test Ordered		Any Positive Test Results?
		+ 10/10/2021 SARS-CoV-2 (COVID-19) Ag [F	resence) in Upper respiratory specimen by Rapid immunoassay	No 🛍

Missing Option to Report POC Test Results

Q. What if I don't see the POC Test Reporting Tool in the dropdown menu?

There are a few things you can check. Are you a new User? If so, have you been granted rights for viewing and or entering, etc. POC data? Someone with administrative rights in your facility must grant you those rights

If your facility was previously a level 1 facility for SAMS and is currently in the works for proofing up to level 3, please note the following. As a level 3 User, you must use your SAMS grid card as well as a different link to access the reporting. When you log in, do NOT use the "NHSN LTC Reporting" link that you were using previously as a Level 1 user. Instead, use the "NHSN Reporting" option to log in. The POC option should then be available for entry.

Missing Option to Report Staff or Visitor POC Results

Q. Why am I not seeing the option to report Point of Care (POC) test results for staff? How can I?

If an NHSN User has rights to add Staff POC test data, the option for staff will be listed in the drop- down menu for Type of Individual Tested. However, for confidentiality reasons, NHSN has only defaulted the rights to enter staff POC test result data to the NHSN Facility Administrator (FacAd). This means that other NHSN users will not be able to add staff POC test data unless enabled by the NHSN FacAd. The NHSN FacAd can edit rights for other Users in the system to enter the data should he/she choose to do so. The NHSN FacAd will need to do this individually, for each person that they wish to have such rights.

Please see the screen shots below for steps for an NHSN FacAd to assign "add, enter or delete", or "view" rights to staff POC test data, to additional facility NHSN members.





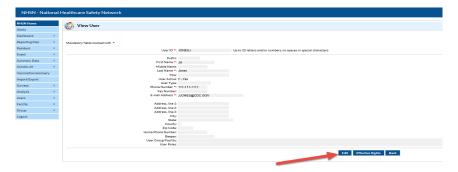
1. Once in the NHSN application, choose Users, and then Find from the options on the blue navigation bar and drop-down menu respectively.

CONTRACTOR OF STREET	onairi	lealthcare Safety Network (ncr9413-25-dz6g):443)	F.
NHSN Home		Find User	
Alerts			
Dashboard			
Reporting Plan		Enter search criteria and click Find	
Resident		User Information	
Event		User ID:	
Summary Data		First Name:	
COVID-19		Last Name:	
Vaccination Summa	ry	Phone Number:	
import/Export		E-mail Address:	
Surveys		Find Clear Back	
Analysis			
Users	-	Add	
Facility		Find	

2. Type in the last name of the individual who is already an NHSN User in the facility. Choose "Find".



3. Once the user is located, on the View User screen, choose "Edit".



4. On the Edit User screen, choose "Edit Rights".





NHSN - Na	tional	Healthcare Safety Network
ISN Home		
erts		🍪 Edit User
shboard		
porting Plan	*	
		Mandatory fields marked with •
sident	,	User ID *: IONESJ Up to 32 letters and/or numbers, no spaces or special characters
ent		Prefix
mmary Data	- P.	First Name *: [JII
VID-19	•	Niddle Name:
coination Summa	iry	Last Name *: Jones
port/Export		Title:
veys		User Active: V-Yes V
alysis		User Type: Phone Number*_111-1111
		Fax Number
ers	,	E-mail Address *: UJONES@CDC.GOV
ility		
pup	- F.	Address, line 1
gout		Address, line 2:
		State:
		County:
		Zip Code:
		Home Phone Number:
		Beeper:
		Save Deactivate Edit Rights Effective Rights Back

5. On the Edit User Rights Screen, check the appropriate box(es) indicating the desired rights for the NHSN member, 1) Staff- Add, Edit, Delete, or 2) Staff – View. Then choose Save. Repeat the process for any others facility NHSN members as needed.

NHSN Home	
Alerts	
Dashboard	•
Reporting Plan	•
Resident	÷
Event	÷
Summary Data	•
COVID-19	÷.
Vaccination Summary	
Import/Export	
Surveys	÷
Analysis	
Users	
Facility	
Group	
Logout	





Group Access to POC Data

Q. How can NHSN Groups access POC data?

There are 2 options for Groups within NHSN to access POC data in the POC Test Result Reporting Tool. One is to view the data in line lists via the "Analysis Option". The second option is to view the data within the POC Test Result Reporting itself. Once in the NHSN system, choose the appropriate Group from the "Select facility/group" option, then choose "All Facilities" from the "Select facility within the above group" option, and choose "Submit".

1. From the left-hand navigation bar choose "COVID-19" and "POC Test Result Reporting". This will open up the data to the first of three levels- a listing of the data by facility and month.

	_							
Summary Level 1								0
			H H Page 1 of 9 ++ +	10 🗸				View 1 - 10 of 83
Organization 🕈	Month/Year	Test Performed	Positive Result	Negative Result	Other Result	Total Tests	Positive %	Negative %
LTCF #1 - ASSIST (14529)	3/2021	Influenza Virus Test	0	4	0	4	0.0	100.0
LTCF #1 - ASSIST (14529)	3/2021	SARS CoV-2 Antibody Test	21	25	0	46	45.7	54.3
LTCF #1 - ASSIST (14529)	3/2021	SARS CoV-2 Virus Test	22	41	0	63	34.9	65.1
LTCF #1 - ASSIST (14529)	4/2021	SARS CoV-2 Virus Test	0	2	0	2	0.0	100.0
TCF #2 - DEVDIS (14530)	6/2020	SARS CoV-2 Virus Test	1	2	0	3	33.3	66.7
TCF #2 - DEVDIS (14530)	11/2020	SARS CoV-2 Virus Test	9	27	0	36	25.0	75.0
TCF #2 - DEVDIS (14530)	12/2020	SARS CoV-2 Virus Test	2	0	0	2	100.0	0.0
TCF #2 - DEVDIS (14530)	2/2021	SARS CoV-2 Virus Test	0	2	0	2	0.0	100.0
TCF #2 - DEVDIS (14530)	3/2021	Influenza Virus Test	0	3	0	3	0.0	100.0
LTCF #2 - DEVDIS (14530)	3/2021	SARS CoV-2 Antibody Test	70	97	0	167	41.9	58.1
			H Page 1 of 9 ++ +	10 V				View 1 - 10 of 83

2. In the screen shot below, the various categories for the months of data available for facility number 14529 (a fictional facility) are shown. First there is an aggregation and statistics of Influenza virus tests performed in March 2021. 4 tests were performed, all were reported as negative. In the same month, the facility reported 46 SARS CoV-2 antibody tests, of which 21, or 45.7% were positive, as well as 63 tests performed for SARS CoV-2 virus of which 22 or 34.9% were positive. Likewise, there are SARS CoV-2 test results reported for the facility for April 2021.

Dashboard		POC Test Result Repo								
porting Plan	•									
Event		Summary Level 1								1
Summary Data	•				ie ee Page 1 of 9 ↔	H 10 V				View 1 - 10 of i
COVID-19		Organization *	Month/Year	Test Performed	Positive Result	Negative Result	Other Result	Total Tests	Positive %	Negative %
Vaccination Summa	ny	LTCF #1 - ASSIST (14529)	3/202	Influenza Virus Test	0	4	0	4	0.0	100.0
Surveys		LTCF #1 - ASSIST (14529)	3/202	SARS CoV-2 Antibody Test	21	25	0	46	45.7	54.3
Analysis	•	LTCF #1 - ASSIST (14529)	3/202	SARS CoV-2 Virus Test	22	41	0	63	34.9	65.1
Users	\rightarrow	LTCF #1 - ASSIST (14529)	4/2021	SARS CoV-2 Virus Test	0	2	0	2	0.0	100.0
Group	•	LTCF #2 - DEVDIS (14530)	6/2020	SARS CoV-2 Virus Test	1	2	0	3	33.3	66.7
Tools	×.	LTCF #2 - DEVDIS (14530)	11/2020	SARS CoV-2 Virus Test	9	27	0	36	25.0	75.0
Logout		LTCF #2 - DEVDIS (14530)	12/2020	SARS CoV-2 Virus Test	2	0	0	2	100.0	0.0
		LTCF #2 - DEVDIS (14530)	2/2021	SARS CoV-2 Virus Test	0	2	0	2	0.0	100.0
		LTCF #2 - DEVDIS (14530)	3/2021	Influenza Virus Test	0	3	0	3	0.0	100.0
		LTCF #2 - DEVDIS (14530)	3/2021	SARS CoV-2 Antibody Test	70	97	0	167	41.9	58.1
					H Page 1 of 9 ++ 1	H 10 V				View 1 - 10 of





3. By clicking on a line of data in the Summary Level 1, the specific test data for that line is displayed in the Summary Level 2, below. This screen shot displays both an IgG and IgM antibody results as well as other types of test results.

		Month/ Year	lest Performed	POSITIVE RESULT	Negative Kesuit	Uther Result	IOTAI IESTS	POSITIVE %	Negative %
LTCF #1 - ASSIST	r (14529)	3/2021	Influenza Virus Test	0	4	0	4	0.0	10
LTCF #1 - ASSIST	r (14529)	3/2021	SARS CoV-2 Antibody Test	21	25	0	46	45.7	54
LTCF #1 - ASSIST	r (14529)	3/2021	SARS CoV-2 Virus Test	22	41	0	63	34.9	6
LTCF #1 - ASSIST	r (14529)	4/2021	SARS CoV-2 Virus Test	0	2	0	2	0.0	10
LTCF #2 - DEVDI	IS (14530)	6/2020	SARS CoV-2 Virus Test	1	2	0	3	33.3	6
LTCF #2 - DEVDI	IS (14530)	11/2020	SARS CoV-2 Virus Test	9	27	0	36	25.0	7
LTCF #2 - DEVDI	IS (14530)	12/2020	SARS CoV-2 Virus Test	2	0	0	2	100.0	(
LTCF #2 - DEVDI	IS (14530)	2/2021	SARS CoV-2 Virus Test	0	2	0	2	0.0	10
LTCF #2 - DEVDI	IS (14530)	3/2021	Influenza Virus Test	0	3	0	3	0.0	1
LTCF #2 - DEVDI	IS (14530)	3/2021	SARS CoV-2 Antibody Test	70	97	0	167	41.9	5
				Had Hage 1 of 9 +> +	10 V				View
Summary Level 2	- Orgid: 14529							-	
			0						
			14 - c4 P	Page 1 of 5 💀 🕫 10 🗸				View 1 - 10 of 48	5
Date Tested 🗢	Individual Type	ID	Test Performed	'age 1_ of 5 ↔ + 10 ∨				View 1 - 10 of 46 Result	5
	Individual Type Resident	ID C2838-RES-21			by Rapid immunoassay				5
03/13/2021			Test Performed	sence] in Serum, Plasma or Blood				Result	5
Date Tested * 03/13/2021 03/13/2021 03/13/2021	Resident	C2838-RES-21	Test Performed SARS-CoV-2 (COVID-19) IgG Ab [Pres	ience] in Serum, Plasma or Blood	by Rapid immunoassay			Result NEG	5
03/13/2021 03/13/2021	Resident Resident	C2838-RES-21 C2838-RES-4	Test Performed SARS-CoV-2 (COVID-19) IgG Ab [Pres SARS-CoV-2 (COVID-19) IgG Ab [Pres	ience] in Serum, Plasma or Blood sence] in Serum, Plasma or Blood sence] in Serum, Plasma or Blood	by Rapid immunoassay by Rapid immunoassay			Result NEG NEG	-
03/13/2021 03/13/2021 03/13/2021	Resident Resident Resident	C2838-RES-21 C2838-RES-4 C2838-RES1-21	Test Performed SARS-Col-2 (COVID-19) IgG Ab [Pres SARS-Col-2 (COVID-19) IgG Ab [Pres SARS-Col-2 (COVID-19) IgG Ab [Pres	ience] in Serum, Plasma or Blood ience] in Serum, Plasma or Blood ience] in Serum, Plasma or Blood ience] in Serum, Plasma or Blood	by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay			Result NEG NEG NEG	5
03/13/2021 03/13/2021 03/13/2021 03/13/2021 03/13/2021	Resident Resident Resident Resident	C2838-RES-21 C2838-RES-4 C2838-RES1-21 C2838-RES1-4	Test Performed SARS-CeV-2 (COVID-19) IgG Ab [Pres SARS-CeV-2 (COVID-19) IgG Ab [Pres SARS-CeV-2 (COVID-19) IgG Ab [Pres SARS-CeV-2 (COVID-19) IgG Ab [Pres	uence] in Serum, Plasma or Blood uence] in Serum, Plasma or Blood	i by Rapid immunoassay i by Rapid immunoassay i by Rapid immunoassay i by Rapid immunoassay			Result NEG NEG NEG	
03/13/2021 03/13/2021 03/13/2021 03/13/2021 03/13/2021 03/13/2021	Resident Resident Resident Resident Resident	C2838-RES-21 C2838-RES-4 C2838-RES1-21 C2838-RES1-4 C2838-RES2-21	Test Performed SARS-CoV-2 (COVID-19) IgG Ab [Press	ence) in Serum, Plasma or Blood ence) in Serum, Plasma or Blood ence) in Serum, Plasma or Blood ence) in Serum, Plasma or Blood acce) in Serum, Plasma or Blood acce) in Serum, Plasma or Blood	by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay			Result NEG NEG NEG NEG	
03/13/2021 03/13/2021 03/13/2021 03/13/2021 03/13/2021 03/13/2021 03/13/2021	Resident Resident Resident Resident Resident	C2838-RE5-21 C2838-RE5-4 C2838-RE51-21 C2838-RE51-21 C2838-RE51-4 C2838-RE52-21 C2838-RE52-21	Test Performed SARS Colv 2 (COVID-19) lig6 Ab [Press	ence] in Serum, Plasma or Blood ence] in Serum, Plasma or Blood	by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay by Rapid immunoassay			Result NEG NEG NEG NEG NEG	
03/13/2021 03/13/2021 03/13/2021 03/13/2021	Resident Resident Resident Resident Resident Resident Resident Resident Resident	C2838-RE5-21 C2838-RE5-4 C2838-RE51-21 C2838-RE51-21 C2838-RE51-4 C2838-RE52-21 C2838-RE52-4 C2838-RE52-21	Test Performed SARS-CoV-2 (COVID-19) lig-6 Ab [Press SARS-CoV-2 (COVID-19) lig-6 Ab [Press	ence] in Serum, Plasma or Blood ence] in Serum, Plasma or Blood	by Rapid immunoassay by Rapid immunoassay			Result NEG NEG NEG NEG NEG NEG NEG	

Training

Q. Where can I get guidance on using the POC Test Reporting Pathway?

A recording of previously offered trainings, which are still current, are posted to the NHSN website under the heading "Trainings" at this site: <u>LTCF | Point of Care | NHSN | CDC</u>

Miscellaneous

Q. How do I order POC test devices?

Please contact the Office for the Assistance Secretary of Health (OASH). Their email address for this purpose is: <u>NHTesting@hhs.gov</u>.

Q. How do I use the COVID-19 test kits?

Unfortunately, CDC does not handle the use and or guidelines of the COVID-19 tests, however the e-mail address listed below may be able to offer advice. <u>NHTesting@hhs.gov.</u> Device manufacturers should also be able to provide guidance.

