

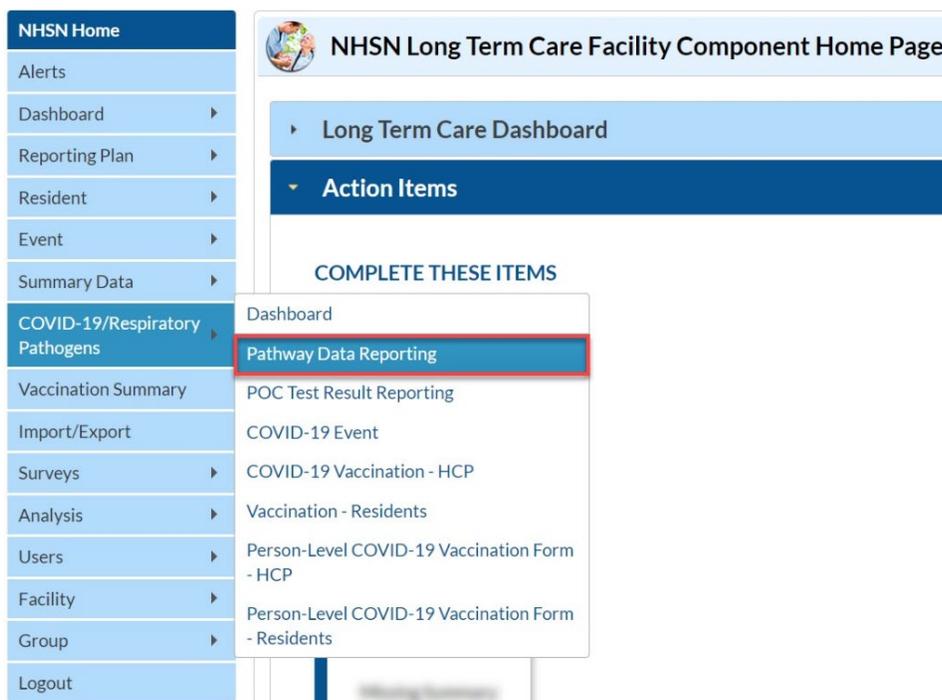
Staff and Personnel Impact Pathway Guidance Document

Description

The Long-term Care Facility (LTCF) COVID-19 Staff and Personnel Impact Pathway has been updated to more closely align with the ever-changing progression of COVID-19. This document provides instructions for reporting Staff and Personnel with a newly positive SARS-CoV-2 viral test result. Within this guidance document, a combination of instructions and screen shots are used to illustrate the steps for navigating and reporting these data through manual data entry in the NHSN application. In addition to this guidance document, users are encouraged to use the [Staff and Personnel Impact form Table of instructions](#), which is located on the [COVID-19/Respiratory Pathogens Module | LTCF | NHSN | CDC](#) under data collection forms and instructions.

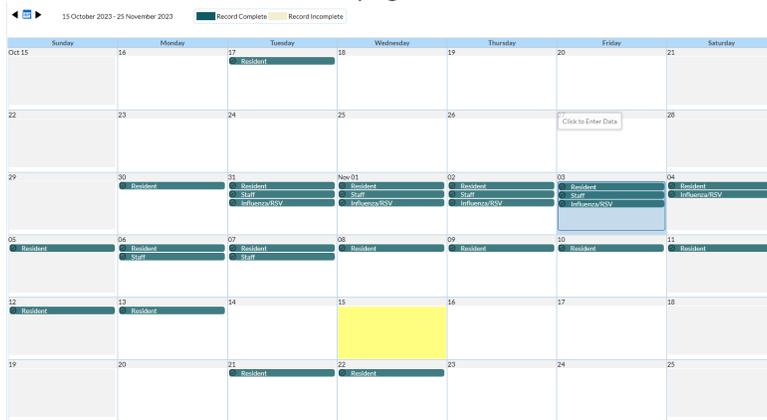
Instructions

Select Module—After logging into the LTCF NHSN component, select “COVID-19/Respiratory Pathogens > Pathway Data Reporting” from the menu bar, to get to the COVID-19/Respiratory Pathogens Module calendar view for surveillance pathway reporting.



The screenshot shows the NHSN Long Term Care Facility Component Home Page. On the left is a vertical navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19/Respiratory Pathogens, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The 'COVID-19/Respiratory Pathogens' item is expanded, showing a sub-menu with the following items: Dashboard, Pathway Data Reporting (highlighted with a red box), POC Test Result Reporting, COVID-19 Event, COVID-19 Vaccination - HCP, Vaccination - Residents, Person-Level COVID-19 Vaccination Form - HCP, and Person-Level COVID-19 Vaccination Form - Residents. The main content area of the page shows 'NHSN Long Term Care Facility Component Home Page' with a 'Long Term Care Dashboard' and an 'Action Items' section. Below this is a section titled 'COMPLETE THESE ITEMS'.

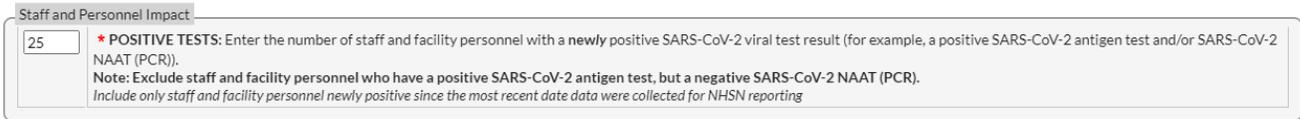
Step 1: Select Date – From the calendar view page, select the date for which data will be reported.



Step 2: Select Pathway – Select the “Staff and Personnel Impact Pathway,” where the data will be entered.



Step 3: Positive Tests – Enter the number of Staff and Personnel with a newly positive SARS-CoV-2 viral test result since the last time these counts were collected for reporting to NHSN.



Step 4: Review reported data and click “Save” to submit form.

