

PROTOCOL & DEFINITION RELATED QUESTIONS

ΤΟΡΙϹ	QUESTION	RESPONSE
Covid-19 Event Reporting	Do I need to report daily or weekly?	Both. A new event must be entered each time a resident or staff member newly tests positive for COVID-19, including residents who test positive during readmission.
		CMS certified State Veterans Homes will still be required to submit all COVID-19 Module Pathways through the NHSN reporting system at least once every seven days (Resident Impact and Facility Capacity (RIFC), Staff and Personnel Impact, and Therapeutics). The weekly number of "Positive tests" reported in the RIFC and Staff and Personnel Impact pathway must equal the number of events entered into the State Veterans Home tool.
		Note: If the weekly count is zero in the RIFC, Staff and Personnel Impact, or Therapeutics pathways, a "0" must be entered as the response. A blank response is equivalent to missing data. NON-count questions should be answered one calendar day during the reporting week.
		For further information regarding LTCF COVID-19 pathway reporting, please visit the following website: https://www.cdc.gov/nhsn/ltc/covid19/index.html
	Are only State Veterans Homes (SVH) SNFs	Only State Veterans Homes SNFs and Domiciliaries (ALF's) are required to report events using this new reporting tool.
	supposed to report COVID-19 events or are other types of SNFs also reporting COVID-19 events?	CMS certified State Veterans Homes will still be required to submit all COVID-19 Module Pathways through the NHSN reporting system at least once every seven days (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies and Personal Protective Equipment, and Therapeutics).
	Are additional reporting options available for State Veterans Homes?	Vaccination status of residents and staff that test positive for COVID-19 is reportable on the LTCF vaccination person-level form and the LTCF COVID-19 RIFC Pathway. Visit the <u>Weekly HCP & Resident COVID-19 Vaccination</u> webpage or the <u>LTCF COVID-19 Module</u> webpage for current forms, instructions, training, FAQs and CSV templates.



TOPIC	QUESTION	RESPONSE
	My State Veterans home has both a SNF and Domiciliary facility. Do we need to enroll both facilities?	Yes, both facilities will need to be enrolled, and report, separately. If you need assistance with enrolling your facility, please access this link on our enrollment page <u>https://www.cdc.gov/nhsn/ltc/enroll.html</u> . *Please note: Further assistance can also be provided by contacting nhsn@cdc.gov.
	What is the difference between a booster shot and an additional dose?	A booster shot is administered when a person has completed their vaccine series and protection against the virus has decreased over time. Additional doses are administered to people with moderately to severely compromised immune systems. This additional dose of an mRNA-COVID-19 vaccine is intended to improve <u>immunocompromised people's</u> response to their initial vaccine series. Please follow CDC recommendations regarding the administration of <u>additional</u> or <u>booster doses</u> of COVID-19 vaccines.
	How do I delete an event from the system?	 1. Log-in to the NHSN system. On the left navigation bar, select COVID-19, then COVID-19 Event: Centers for Disease Control and Prevention CDC 24/7. Soving Lives, Protecting People^{MC} NHSN - National Healthcare Safety Network (tter101-62 NHSN - National Healthcare Safety Network (tter101-62 NHSN Home Alerts Dashboard Resident Summary Data Dashboard Pot Test Result Reporting Pot Test Result Reporting COVID-19 Event Details COVID-19 Vaccination - HCW COVID-19 Vaccination - Residents Event Details 2. Simply find the individual for whom you wish to delete test results.



ΤΟΡΙΟ	QUESTION	RESPONSE
		Centers for Disease Control and Prevention CDC 24/7: Saving Lives. Protecting People ¹¹⁴
		NHSN - National Healthcare Safety Network (Itcr/954-62-b2akc443)
		NHSN Home COVID-19 Event Reporting Alerts Covid Alerts
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		NHSN Hame Arets Bashdoard Resident Besident Swimary Data Vacchation Summary Imper L'Exord Surveys Analysis Gest Bisident Cest Bisident Surveys Construct Exord Bisident (1): 1238* Besident (1): 1238* Medicare number (or comparable rainoal nurance number): Parater Number (or comparater number):
	Where can I find information about how to assign a Resident ID# or Staff ID#?	The resident ID# is the resident identifier assigned by the facility and may consist of any combination of numbers and/or letters. This should be an ID that remains the same for the resident across all admissions and stays reported to NHSN. If the individual tested is a staff/volunteer/contractor at the facility, enter a facility specific alphanumeric staff ID number. This is a number assigned by the facility and may consist of any combination of numbers and/or letters.
	Who assigns an Event #?	The event number is auto-populated by the NHSN system.



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	Is level 3 access required to use this reporting option?	Yes, when reporting person-level data, level 3 access is needed. If you need assistance with gaining level-3 access, please email nhsn@cdc.gov.
	Does this take the place of Redcap reporting?	This question should be directed to your State Health Department to see what mandate that they may have.
	How should we answer if the patient was admitted to the hospital for another event (i.e., AMI) in the time frame with the current positive test?	Select "YES" if the resident was transferred to an acute care facility (hospital, long-term acute care hospital, or acute inpatient rehabilitation facility only) for this COVID-19 event only , otherwise select "NO."
	Is there a requirement for State Veteran homes to report POC test results to NHSN?	Yes. The requirement is part of the H.R.7105 - Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020. The purpose of the act is to provide flexibility for the Secretary of Veterans Affairs in caring for homeless veterans during a covered public health emergency, to direct the Secretary of Veterans Affairs to carry out a retraining assistance program for unemployed veterans, and for other purposes. <u>https://www.congress.gov/bill/116th-congress/house-</u> <u>bill/7105/text?q=%7B%22search%22%3A%5B%22HR+7105%2C+Title+III%22%5D</u> <u>%7D&r=3&s=2#toc-HB7863A034E29417A8C549A9B32F49AB9</u>
	Must negative results also be reported?	No, only positive results must be reported.
	How soon after finding out a resident or staff is positive are we required to create the event in NHSN? Do we update weekly or when the event occurs?	Both resident and staff/volunteer/contractor events should be reported when the events occur.
	Must I report test results for visitors?	No, results only need to be included for residents and staff/volunteers/contractors of State Veterans Homes.



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	I do not have the option to click "facility" on the left- hand side; there is no tab.	If you are not able to see "facility" on your left navigation panel, there may something wrong with the rights that have been assigned to you. Contact your listed NHSN facility administrator to make sure your profile is correct.
	What if I don't see COVID-19 Event- SVH in the drop- down menu?	As part of CDC's ongoing COVID-19 response, the Resident and Staff COVID-19 Event Forms are designed to help long-term care facilities (LTCFs) track and monitor residents and staff who test-positive for COVID-19 (SARS-CoV-2). LTCFs eligible to report data include Skilled Nursing Facility for State Veteran's Homes (LTC-SVHSNF) and Assisted Living Facility for State Veteran's Homes (LTC-SVHSNF) and Assisted Living Facility for State Veteran's Homes (LTC-SVHALF). LTCFs that are not currently enrolled in NHSN will need to complete enrollment before the COVID-19 event forms are accessible. LTCFs enrolling in NHSN for the first time should follow the instructions outlined on the <u>5-Step Enrollment for</u> Long-term Care Facilities webpage.
		Staff COVID-19 Event Forms will be available in the application. Follow the steps below to edit your facility type to gain access to "COVID-19 Event reporting."
	How do I correct/edit the	Please follow the directions below if you would like to change your facility type: 1. Log into NHSN.
t.	facility type?	 On the left-hand navigation panel, select > <i>Facility</i>>><i>Facility Info</i> near the bottom of the screen.
		3. When the <i>Edit Facility Information</i> screen appears, scroll down to <i>Facility type</i> .
		4. Choose the correct facility type in the drop-down menu.
		LTC-SVHSNF (Nursing Home/Skilled Nursing Facility) Or
		LTC-SVHALF (Domiciliary/Assisted living)
		5. Select "Update" at the bottom of the screen (to save your edits).
		6. You will need to log-out and log back-in for changes to take effect.
	What if I do not know the race or ethnicity of the resident or staff member?	Collecting race and ethnicity is important for understanding trends in the COVID- 19 pandemic and ensuring the wellbeing of racial and ethnic minority groups. To ensure we capture this data, race and ethnicity are required data fields for event 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) "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



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		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 or staff member 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
	Can I upload COVID- 19 Event results to NHSN?	Presently, NHSN does not have a method to upload or export Resident and Staff COVID-19 Event results.
	How do I know if my	Once you hit "SAVE" you will receive a confirmation message. However, there are
	data saved?	a few options you can perform to check. If you see the button, "I'm done. Start New Event," 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.
		Please see below the screen shots of these options to better assist you.
		1. You should see the message button (below):
		Message
		Successfully added LTCovid19Event record.
		ОК



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		2. You should also see the test notification button (below):
		I'm done. Start New Event ->
		 Use the Find Resident/Staff option within the COVID-19 Event Reporting Tool, and then look for the test result at the bottom of the page.
		Reporting Plan Resident Resident Turn of
		Event Details Add Event Details
		View 1-1 of 1 Event Date * TEST TYPE RE-INFECTIONS VACCINATION STATUS COVID-19 THERAPY Delete 05/16/2021 POSNAAT N NONE BAMETES Image: Covid - 1 of 1 ref <
	When we begin submitting data to the COVID-19 event Tool, do we need to enter retrospective data; and if so, how far back?	NHSN encourages facilities to enter data into the "State Veterans Homes Event reporting" tool beginning May 27, 2021.
	Where do I get my VA station Code?	Please contact your VA GEC representative to obtain your assigned station code.
Deleting a Resident (recommended only if the resident was accidentally added to the wrong facility- **Not recommended for residents no longer living at the facility or who have died).	How do I delete a Resident?	**To delete a Resident: 1. On left navigation bar select "Resident" and then "Find." Image: Control for Disease Control and Prevention Image: Control Healthcare Safety Network (work/wash work).sool) Image: Control Healthcare Safety Network (work/wash work).sool) Image: Control Summary Image: Control Summary Image: Control Summary Image: Control Healthcare Safety Network (work/wash work).sool) Image: Control Summary Image: Control Summary <td< td=""></td<>



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		2. Enter search criteria, then select, "Find."
		CDC 24/7. Saving Lives. Protecting People TM
		NHSN - National Healthcare Safety Network (AWDV-NHSN-WL0188001)
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		Centers for Disease Control and Prevention
		NHSN - National Healthcare Safety Network (ANTOV NHSN VKL01:8003)
		NHSN Home View Resident
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		Tools Logout Logout



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		4. Message stating "Are you sure you want to delete this resident?" will appear.
		Click "OK."
		Conters for Disease Control and Prevention aver-shar-with 19801 aver CoC 247 Somg User, Network Prevention Average Source Sourc
		NHSN - National Healthcare Safety Network (ANDV-NHSN-WL02.0001)
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		Database Methods Paint Form Reporting Finn Painter Information Paint Form
		Relative 0 Facility ID *: Event • Reduct ID *: Social Security #: Symmav: Object 3 Medicare number for comparable railinead insurance number 1:
		COVID-19 Image: Last Names : Held Floct Names : Held Vacchurdon Summary Gender *: M:-Malia Date of Birth *: SIG&1543
		Import Equation 3 Surveys
		Antons > Couton Falds Facility > T551
		Group Comments Comments
		Exposit
		5. A message stating, "The selected resident has associated Event records, do
		that you want to delete ALL Associated records before clicking "Continue"
		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.
		CDC Centers for Disease Control and Prevention
		NHSN - National Healthcare Safety Network (pworkess-wuldisson)
		NBRY Home W View Resident The selected resident has associated Event records, do you want to delete the resident and all associated records?
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		6. You will receive a message stating, "Record deleted successfully."
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		NHSN - National Healthcare Safety Network (MNDX-MHSN MLD:1800))
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		CVDL-39 >> Fediny ID:
		Survey Analysis Analysis
		Users Fiscility
		Cross Tools Convolt
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Edits	Can I make edits to	1. Yes. A user may edit an event by logging into the NHSN application home
	been submitted?	page and on the left havigation bar, click COVID-19, then COVID-19 Event.
	been submitted?	Contents for Disease Control and Prevention
		CDC 24/7: saving Lives, Protecting People ***
		NHSN - National Healthcare Safety Network (http://doi.org/10.142
		NHSN Home
		Alerts COVID-19 Event Reporting
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		Resident Resident
		Summary Data
		COVID-19 Dashboard
		Vaccination Summary Pathway Data Reporting POC Test Result Reporting r comparable ra
		Surveys COVID-19 Event
		Analysis COVID-19 Vaccination - HCW
		Users
		Facility >
		Tools Event Details
		Logout



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		2. Next, use the Find Resident/Staff option within the COVID-19 Event Reporting Tool, and then look for the event date at the bottom.
		NHSN Home COVID-19 Event Reporting Alerts COVID-19 Event Reporting
		Dashboard > Reporting Plan > Resident >
		Event Details Add Event Details
		verver v
		Event Date LEST TYPE RE-INFECTIONS VACCINATION STATUS COVID-19 THERAPY Delete 05/16/2021 POSNAAT N NONE BAMETES Image: The status
		 Once the event opens, you can make edits. Once edits have been made, select "SAVE." You will receive the following confirmation:
		Message Successfully updated LTCovid19Event
		record.
		OK
	How do I change/edit the Resident or Staff ID?	It is not possible to edit an ID in the system. You must create a new individual in the system with a new ID, delete the test results from the incorrect ID and add them to the new (correct), ID.
Staff Events	How do I respond if a staff member was diagnosed by private bealth care	The individual tested should always be asked to identify the "test type" that was performed in the event of the staff member being diagnosed by a private physician or healthcare facility.
	and called to report to facility?	If the staff member is tested at an outside facility and notifies the facility of a positive test result but is unaware of the "test type" select, "Any other combination of SARS-CoV-2 NAAT (PCR) and/or antigen test(s) with at least one positive test " as the response.
Deleting a Staff member	How do I delete a staff member from	**The process for deleting a staff member is different than deleting a Resident.
(recommended only if the person was accidentally added to the wrong facility- **Not	the system?	1. In the left navigation bar Click COVID-19, then COVID-19 Event.
recommended		
for staff members no		



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at the facility)		CDC 24/7: Saving Lives, Protecting People™
		NHSN - National Healthcare Safety Network (http://doi.org/10.142
		NHSN Home COVID-19 Event Reporting
		Alerts Dashboard
		Reporting Plan Resident
		Resident Type of
		COVID-19 Dashboard
		Vaccination Summary POC Test Result Reporting r comparable ra
		Surveys COVID-19 Event COVID-19 Vaccination - HCW
		Analysis COVID-19 Vaccination - Residents
		Facility >
		Group
		Logout
		2 From the COVID-19 Event-SVH Reporting screen click Find Resident/Staff
		CDC 247: Saving Lives, Protecting People TM
		NHSN - National Healthcare Safety Network (Ittr/101-174tr/629/443)
		NISS Home COVID-19 Event Reporting
		Reporting Plan
		Resident Type of
		Summary Data Tested *:
		COVID-19 Medicare number (or comparable railroad insurance number): Medicare number (or comparable railroad insurance number):
		Vaccination summary *First Name: *Last Name: Import/Export *Gender: *Date of Birth: 30
		Surveys
		Analysis Vhite Declined to respond Users Veteran Veteran
		Facility Resident Type: Veteran U Veteran Spouse Gold Star Parent Other
		Tools Add Event Details
		Logout
		I'm done. Start New Event->



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		3. Then click on the "Type" box and choose "Staff/Volunteer/Contractor" from
		the dron-down menu
		CDC Centers for Disease Control and Prevention
		NHSN - National Healthcare Safety Network memo-stavoewa
		NSISViliane COVID 10 Event Reporting
		Alerts Dishboard Reddeta/Staff
		Resoluting Pluin Page [1 of 1 =>> 12 >> View 1-2 of 2 Resident / Staff Type * 10 Last Name Mode Name Gender Date of Birth
		Event > Type of Ind/doi V X X X X V X Summer/Data > EsquilleL JOSEPH M 06/06/1966
		COVID-19 *Resident ID: 4 Resident Resident Resident Network Vaccination Summary Medicate number for comparing Stat/Nobineter/Contractor Stat/Nobineter/Contractor 10 V View 1-2 of 2
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		Analysis > *Ethology
		Facility > Resident Type:
		Tools French Details
		State: Cancel Fin does. Start New Event >
		A Highlight/Click the correct staff member from the list provided and click
		4. Inghinging click the correct start member from the list provided and click "Colort "
		NHSN - National Healthcare Safety Network (11:d101-17-http:://d3)
		NHSN Home G COVID-19 Event Reporting
		Dashboard
		Reporting Plan Resident/Staff Resident/Staf
		Resident Image: Control of the second seco
		Summary Data
		COVID-19 Medicare number (or comparab Varination Summary there is a state of the state of
		Import/Export *Gender: V
		Suneys > *Ethnicity:
		Users + +Veteran
		Facility Periodent Type: Veteran "
		Group
		Logout
		I'm done. Start New Event->



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		5. Click on the '	'Delete Staff" tab. If there are associated event results, a message
		indicating the n	eed to delete those test results will pop up. Choose "OK."
		Centers for Disec CDC 24/7: Saving Lives, F	ase Control and Prevention Protecting People™
		NHSN - National Health	care Safety Network (http://www.searcharge.care.safety.network (http://www.searcharge.care.safety.network))
		NH5N Home	COVID-19 Event Reporting
		Dashboard	Desidest/(ftsff
		Resident	Find Resident/Staff Edit Resident/Staff Delete Staff
		Event Summary Data	individual Staff/Volunteer/Contractor Tested *:
		COVID-19	*Staff ID: 123456 *First Name: TEST Middle Name:
		Vaccination Summary	*Gender: O - Other *Date of Birth: 11/15/19 There is at least one event linked to this staff Control of Birth: 11/15/19 There is at least one event linked to this staff record. The event(s) must be deleted before you can delete a staff record.
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		Analysis	
		Facility	Event Details Add Event Details
		Group	He ≪ Page 1 of 1 → H 10 V View 1-1 of 1
		Logout	Event Date TEST TYPE RE-INFECTIONS VACCINATION STATUS Delete
			09/30/2021 POSAGNEGNAAT N PFIZBION
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		Resident	Resident/Staff Find Resident/Staff Edit Resident/Staff Delete Staff
		Event Summary Data	Indi/vdual Staff/Volunteer/Contractor Tested *: *Staff(1b): t23456
		COVID-19 Vaccination Summary	First Name: TEST Middle Name: Please confirm Gender: 0 - Other Other Other
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		7. Once all results are deleted, once again click on the "Delete Staff" button, and confirm deletion.
		Centers for Disease Control and Prevention CDC 24/7. Soving Lives, Protecting Resplate
		NHSN - National Healthcare Safety Network (http://www.ac443)
		<complex-block></complex-block>



TOPIC	QUESTION	RESPONSE
TOPIC	QUESTION What if I don't see the option for adding staff data in the "Type of individual tested" drop down menu?	RESPONSE The NHSN Facility Administrator (FacAd) will be the only registered NHSN user in the facility to whom access to Staff test data is automatically granted by NHSN. If other NHSN Users in the facility need the ability to enter or access Staff events or data, the NHSN FacAd will need to grant such rights through the "Users" option in the blue navigation bar on the left side of the screen while in the NHSN application. Without the granting of such rights, Staff data screens will not be visible to the NHSN User. Please see 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. Image: Contest of Disease Control and Prevention Image: Contest of Disease Control and Prevention Image: Contest of Disease Contest and dist Find Image: Contest of Disease Contest and dist Find
		Averts Dashboard Reporting Plan Resident Vaccination Summary Data COVID-19 Vaccination Summary Import/Export Surveys
		Analysis



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		3. Once the user is located on the "View User" screen, choose Edit.
		NHSN - National Healthcare Safety Network (AWDV-NHSN WL0260001)
		NHSN Home View User
		Dastboard >
		Resident Up to 32 letters and/or numbers, no spaces or special characters
		Summary Data
		COVID-19 Middle Name : Vaccination Summary Last Name *: The :
		Import/Export User Active: Y-Yes Surveys VIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
		Analysis > Fast Number : Uters > E-mail Address * :
		Facility Address, line 1: Group Address, line 2:
		Address, line 3: Tools City: State:
		Zogout County: Zip Code:
		Home Home X: Beeper:: User Group/Facility:
		User Roles: ADDSTAFFLITCF) ADMINILITCF) ALLRIGHTSILITCF) FINDSTAFFLITCF) Edit: Effective Rights Back
		4 On the "Edit User" screen choose "Edit Rights "
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		from Advant, Ins 1 Advant, Ins 2 Advant, Ins 2 Advant, Ins 2
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		Line Destruite
		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 - National Healthcare Safety Network (AWDV-NHSN-WL018001)
		NH5N Home Control Cont
		Dashboard
		Reporting Plan User ID: Resident Fac f
		Event Facility List
		COVID-19
		Vaccination Summary Long Term Care Facility Import/Export Administrator Import/Export
		Surveys Analyze Data Analyze Data Analyze Data Andu Edit, Delete
		View Data Users View Oata Staff/visito-AdcEdit, Delete Staff/visito-Manue
		Facility Jeans years Group Customize Rights
		Tools Effective Rights Save Back