

## Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF) FLIS Portal Report

Access the portal at: <https://dphflisevents.ct.gov/>

Submit a report **within 24 hours of a new positive PCR and/or antigen in staff and/or resident (including weekends)** - Access via the COVID-19 Reporting tab.

DATA FIELD	INSTRUCTIONS FOR DATA COMPLETION
<b>FACILITY NAME</b>	Required. Select your facility from the drop down of facility names.
<b>DATE OF REPORT</b>	Required. Select the date on the calendar for which the responses are being reported in the FLIS portal. The default date is today's date. If you missed reporting for a previous day, click on the calendar icon and select the date for the report you would like to enter.

### Section 1 – COVID-19 at your facility

DATA FIELD	INSTRUCTIONS FOR DATA COMPLETION
<b>PENDING</b> Covid-19 laboratory test result	Include all PCR tests on asymptomatic and symptomatic residents and staff for which you are waiting for test results.
<b>RESIDENTS</b>	Includes persons who are currently in house, in hospital, permanently discharged or deceased regardless of where they were tested or whether they have now recovered.
<b>STAFF</b>	Nursing home staff and personnel (referred to collectively as 'staff') include anyone working or volunteering in the facility, such as contractors, temporary staff, resident care givers shared staff, etc.
<b>CONFIRMED</b> Residents/staff with new positive COVID-19 test results	Confirmed is defined as a resident or staff with a new positive COVID-19 test result from a PCR or antigen test. Positive results from antigen Point of Care test results are included. Notes: <ul style="list-style-type: none"> <li>• A viral test is used to detect infection with SARS-CoV-2, the virus that causes COVID-19. Molecular PCR and antigen tests are types of viral tests.</li> <li>• A newly positive COVID-19 PCR or antigen viral test result should be included in the Confirmed COVID-19 count, even if repeat COVID-19 test results are negative.</li> <li>• Point of Care testing instruments appropriate for diagnosing current COVID-19 infection. Newly positive residents/staff tested using this test method must be included in the Confirmed COVID-19 count for the reporting period. <b>Do not include consecutive positive results for the same resident/staff</b> if multiple tests are done.</li> <li>• An antibody test is used to detect previous infection with SARS-CoV-2, the virus that causes COVID-19. This type of test is also called a serological test. Antibody test results are not considered appropriate for diagnosis of active COVID-19 infection and therefore positive results from antibody tests must be excluded from Confirmed COVID-19 counts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each time counts are collected for reporting, only newly Confirmed cases should be included in the count (specifically, count each confirmed resident/staff only once during your report).</li> <li>• Include resident(s) with new positive COVID-19 test results regardless if the resident(s) is still in the LTCF on the date of data entry. For example, the count should include resident(s) who remain in the facility, were transferred out of the facility, admitted to another facility, as well as those who died prior to or on the date of data entry in to the FLIS portal.</li> <li>• Reinfection: Residents with recurrent symptoms after 90 days who test positive for COVID-19 should be considered newly positive for counting purposes and therefore included in the Confirmed COVID-19 count.</li> <li>• <i>Count data on confirmed cases in residents and staff will still be collected in Section 3.</i></li> </ul>
<p><b>SUSPECTED</b> Residents/staff with new suspected COVID-19</p>	<p>Suspected is defined as a resident or staff who is being managed as though COVID-19 positive because of signs and/or symptoms suggestive of COVID-19, as described by CDC’s guidance, but does not have a positive COVID-19 test result. Includes residents and staff who have not been tested or those with pending test results.</p> <ul style="list-style-type: none"> <li>• Enter the number of residents and staff who have been or are newly managed as though they have COVID-19 (but do not have a positive COVID-19 test result) since yesterday. This includes residents who remain in the LTCF, as well as residents who were transferred out of the facility, admitted to another facility, or died yesterday.</li> <li>• Asymptomatic residents who are preemptively placed on COVID-19 isolation, due to possible exposure, are <u>not included</u> in the count since they did not meet the definition of Suspected COVID-19 (missing signs/symptoms).</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Each newly suspected COVID-19 resident/staff should only be counted once during a reporting period since the goal of this count is to collect incidence (new cases).</li> <li>• Include residents with newly Suspected COVID-19 regardless if the resident remains in the LTCF. For example, the count should include Suspected resident(s) who remain in the facility, were transferred out of the facility, admitted to another facility, as well as those who died on or before the date of data entry in the FLIS portal.</li> <li>• <i>Count data on suspect cases in residents and staff will still be collected in Section 3.</i></li> </ul>

**Section 2 – Line List information on laboratory confirmed COVID-19 residents at your facility**

List all your residents who have tested positive for the virus that causes COVID-19 using a PCR or antigen test. Update within 24 of new cases and as other information becomes available.

- Once a resident has tested positive, he or she should remain classified as a laboratory confirmed case even if he/she has a subsequent negative or indeterminate test and should not be removed from the list.

- Be sure to include residents currently in house, in hospital, permanently discharged or deceased.
- When including residents who have transferred in as a known case, please remember to include that in the line list
- If a resident tests PCR positive >90 days since their first COVID-19 PCR positive result, make a new entry for the resident on the line list.

DATA FIELD	INSTRUCTIONS FOR DATA COMPLETION
Transferred in	Residents admitted to your LTCF from another facility, such as assisted living, hospital, rehabilitation, or another facility type, where they were previously diagnosed with COVID-19 and still require transmission-based isolation precautions because of this previous diagnosis are considered transferred in to your facility and the response is 'YES'. These residents will not be included in your facilities cumulative case counts.
COVID-19 tested	When 'YES' is selected, indicate the reason COVID-19 PCR or antigen testing was performed on your resident.
Reason for testing	Select only one: <ul style="list-style-type: none"> <li>• Symptomatic – new signs/symptoms consistent with COVID-19</li> <li>• Asymptomatic -testing as part of routine surveillance</li> <li>• Asymptomatic – testing in response to a new case/outbreak response</li> <li>• Pre-procedure/outpatient appointment</li> <li>• Hospital admission/transfer into a facility</li> <li>• Hospital discharge/transfer out of facility</li> <li>• None of the above</li> </ul>
Test type	Select one: PCR or Antigen
Test Result	For PCR and Antigen test results the default value is 'Positive' as only residents with positive test results are required to be entered in the facility line list.
Date positive specimen collected	Enter the date on which the nasal swab yielding the positive test result was collected from the resident being tested. <b>(required)</b>
New or previously positive (>90 days) test result	<ul style="list-style-type: none"> <li>• New positive PCR – resident never tested positive</li> <li>• Previous positive PCR – 90 days or more since first positive test result</li> </ul> <b>Residents testing positive again greater than 90 days (&gt;90 days) after their first positive test result are included in this category. Report these residents on the line list even if they do not have symptoms. These residents may have reinfections.</b>
In-house antigen test	Enter 'YES' if your facility in-house point-of-care test machine was used to determine the test result. In-house is defined as available for use within your LTCF.
Point-of care antigen testing machine	Select either BD Veritor, Quidel Sofia, or BINAXNow
Confirmatory PCR testing	Indicate 'YES' if a sample was collected and sent for PCR testing after the rapid-antigen test results were known.
Date of confirm specimen collection	Select date that the confirmatory test nasal sample was collected from the resident.

<b>Confirmatory test result</b>	Pick list includes the following choices: new positive, previous positive, negative, indeterminate, unknown. Select 'new positive' if the resident has not previously tested positive for COVID-19 using a PCR test.
<b>Symptomatic</b>	Include residents who test positive while asymptomatic. If they do develop symptoms later, be sure to edit the resident's line list with date of onset and a list of symptoms. COVID-19 can have a wide range of symptoms in elderly residents. These symptoms include but are not limited to fever, cough and other respiratory symptoms, gastrointestinal complaints, prolonged confusion or falls not otherwise explainable.
<b>Date of symptom onset</b>	Date first symptom of infection is noted. This date may be after the positive test date of collection in presymptomatic individuals.
<b>Symptoms</b>	COVID-19 can have a wide range of symptoms in elderly residents. These symptoms include but are not limited to fever, cough and other respiratory symptoms, gastrointestinal complaints, prolonged confusion or falls not otherwise explainable.
<b>Treatment</b>	List methods used to treat the resident's infection.
<b>Hospitalized for COVID-19</b>	Include hospitalization of all positive residents regardless of where they were tested (in-house or in the hospital).
<b>Hospital name</b>	Select the hospital name from the pick-list
<b>Date of admission</b>	Date of admission to the hospital
<b>Died</b>	Indicate 'YES' when resident has died for any reason (including COVID-19) in the facility or another location
<b>Date of death</b>	Date of death of the resident.
<b>Died while sick with COVID-19</b>	COVID-19 Deaths is defined as a resident with a positive COVID-19 test result who died in the facility or another location as a result of COVID-19 related complications.
<b>Recovered (no longer symptomatic)</b>	<p>For this reporting system, a resident is considered recovered if symptoms have resolved.</p> <ul style="list-style-type: none"> <li>Other standards of recovery are used for making decisions about ending isolation and other infection control measures.</li> <li><b>Enter NA for the recovery status</b> of a resident that was never symptomatic and leave the 'Date Recovered' blank</li> <li><b>Enter NA for the recovery status</b> of a resident who dies before recovering from COVID-19 and leave the 'Date Recovered' blank.</li> </ul> <p><b>Notes on updating recovery and death</b></p> <ul style="list-style-type: none"> <li>If a resident with symptomatic COVID-19 dies before he/she recovers, mark 'yes' to death while sick with COVID-19, mark 'recovered' as NA, and enter the date of death.</li> <li>If a resident dies after recovering from COVID-19, Enter Yes for 'Died', enter the Date of Death, and enter No for 'Died While Sick with COVID-19'. Be sure that Recovered (no longer symptomatic) is Yes, and the Date of Recovery is recorded.</li> </ul>
<b>Date Recovered</b>	Record the date the symptomatic resident no longer has symptoms of COVID-19 infection.
<b>Vaccine #1</b>	Indicate 'Yes' if the resident has ever received their first vaccine either at your facility or another facility before admission. <b>(required)</b>

<b>Vaccine #1 type</b>	List the name of the manufacturer of the vaccine #1 (Pfizer or Moderna)
<b>Date of Vaccine #1</b>	Date vaccine #1 was administered to the resident
<b>Vaccine #2</b>	Indicate 'Yes' if the resident has ever received their second vaccine either at your facility or another facility before admission.
<b>Vaccine #2 type</b>	List the name of the manufacturer of the vaccine #2 (Pfizer or Moderna)
<b>Date of Vaccine #2</b>	Date vaccine #2 was administered to the resident
<b>Additional dose or booster</b>	Indicate 'Yes' if the resident has ever received an additional dose or booster vaccine either at your facility or another facility before admission.
<b>Additional dose or booster Vaccine type</b>	List the name of the manufacturer of the additional dose or booster vaccine (Pfizer or Moderna)
<b>Date of Additional dose or booster Vaccine</b>	Date the additional dose or booster vaccine was administered to the resident

The following data are **auto-calculated** from the data above. **Please verify that these data are correct.**

Please note that residents who came to your facility for the first time as a case of Covid-19 are excluded.

<b>DATA FIELD</b>	<b>INSTRUCTIONS FOR DATA COMPLETION</b>
<b>Total (cumulative) number PCR COVID-19</b>	Auto-calculated from line list information. Cumulative/total number of residents who have ever had PCR laboratory-confirmed COVID-19 since the start of the pandemic. Notes: <ul style="list-style-type: none"> <li>The total does not include residents who have transferred into your facility as a known positive.</li> <li>The total includes antigen positive residents who had confirmatory positive PRC test results.</li> <li>The total does not include residents who tested positive greater than 90 days (&gt;90 days) since their last positive test.</li> </ul>
<b>Total (cumulative) number PCR COVID-19 positive tests &gt;90 days</b>	Auto-calculated from line list information. Cumulative/total number of residents who have ever had a PCR laboratory-confirmed COVID-19 test results >90 days after their initial positive test result. Notes: <ul style="list-style-type: none"> <li>The total does not include residents who have transferred into your facility as a known positive.</li> </ul>
<b>Total (cumulative) number antigen positive COVID-19 test</b>	Auto-calculated from line list information. Cumulative/total number of residents who have ever had an in-house antigen positive COVID-19 test result. Notes: <ul style="list-style-type: none"> <li>The total does not include residents who have transferred into your facility as a known positive.</li> </ul>
<b>Total (cumulative) number PCR COVID-19 residents hospitalized</b>	Auto-calculated from line list information. Cumulative/total number of residents with PCR laboratory-confirmed COVID-19 who have been hospitalized for COVID-19. Notes:

	<ul style="list-style-type: none"> <li>The total does not include residents who have transferred into your facility as a known positive.</li> <li>The total includes antigen positive residents who had confirmatory positive PRC test results and were hospitalized.</li> </ul>
<b>Total (cumulative) number PCR COVID-19 resident deaths</b>	<p>Auto-calculated from line list information. Cumulative/total number of residents with PCR laboratory-confirmed COVID-19 who have died while sick with COVID-19.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>The total does not include residents who have transferred into your facility as a known positive.</li> <li>The total includes antigen positive residents who had confirmatory positive PRC test results and died while sick with COVID-19.</li> </ul>
<b>Total (cumulative) number PCR COVID-19 symptomatic recovered residents</b>	<p>Auto-calculated from line list information. Cumulative/total number of residents with PCR laboratory-confirmed COVID-19 who had symptoms but have now recovered.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>The total does not include residents who have transferred into your facility as a known positive.</li> <li>The total includes antigen positive residents who had confirmatory positive PRC test results, had symptoms, and recovered.</li> </ul>

**Section 3 – The current COVID-19 situation at your facility**

Please provide counts for the previous 24-hour period (referred to below as ‘yesterday’).

<b>DATA FIELD</b>	<b>INSTRUCTIONS FOR DATA COMPLETION</b>
<b>FACILITY CENSUS</b> 7.1 Census	<p>Enter the total number residents that are occupying beds in the facility yesterday. Current Census may include a combination of private pay and non-private pay occupied beds.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>The count must include total residents occupying a bed in the reporting facility, including non-licensed beds (for example, additional beds had to be brought in to handle increased capacity of residents or residents are being moved to other parts of the facility that are not normally included in the LTCF bed count).</li> </ul>
<b>STAFF</b> 7.2 New PCR positive cases	<p>Enter the number of staff who have been newly identified as having a positive COVID-19 <b>PCR</b> test result yesterday.</p>
<b>STAFF</b> 7.2H Total staff out sick for any reason yesterday	<p>This question was asked <b>before</b> the Nov. 16, 2020 upgrade (H=historic questions) and then dropped from the daily survey.</p> <ul style="list-style-type: none"> <li><b>You DO NOT need to enter data in this field.</b> The field is for display only and is ‘greyed out’ to indicate that no additions/editing is needed.</li> <li>This field has been added to preserve nursing homes historic data.</li> </ul>
<b>STAFF</b> 7.3 New antigen positive cases	<p>Enter the number of staff who have been newly identified as having a positive COVID-19 <b>rapid antigen</b> test result yesterday.</p>

<p><b>STAFF</b> 7.3H Total staff currently known to have Covid-19</p>	<p>This question was asked <b>before</b> the Nov. 16, 2020 upgrade (H=historic questions) and then dropped from the daily survey.</p> <ul style="list-style-type: none"> <li>• <b>You DO NOT need to enter data in this field.</b> The field is for display only and is 'greyed out' to indicate that no additions/editing is needed.</li> <li>• This field has been added to preserve nursing homes historic data.</li> </ul>
<p><b>STAFF</b> 7.4 New suspect cases</p>	<p>Suspected cases are staff without a COVID-19 laboratory viral PCR or rapid antigen test indicating current infection who have signs and symptoms comparable with COVID-19. Suspect cases would include staff you are treating as a COVID-19 case pending test results yesterday.</p>
<p><b>STAFF</b> 7.5 STAFF PPS</p>	<p>Point prevalence survey (PPS) is the preemptive testing of all COVID-19 negative staff and those who tested positive more than 90 days ago regardless of whether they have signs or symptoms of infection. Indicate if a PPS was conducted on staff yesterday. (no longer used)</p>
<p><b>RESIDENT</b> 8.1 New laboratory-confirmed PCR cases</p>	<p>Enter the number of residents who have been newly identified as having a positive COVID-19 <b>PCR</b> test result yesterday. Note:</p> <ul style="list-style-type: none"> <li>• These residents should also be included on the line list in Section 2.</li> </ul>
<p><b>RESIDENT</b> 8.2 New suspect cases</p>	<p>Suspected cases are residents without a COVID-19 laboratory viral PCR or rapid antigen test indicating current infection who have signs and symptoms comparable with COVID-19. Suspect cases would include residents you are treating as a COVID-19 case pending test results.</p>
<p><b>RESIDENT</b> 8.3 Resident hospitalized</p>	<p>Enter the number of residents transferred from your facility to the hospital for any reason yesterday. Notes:</p> <ul style="list-style-type: none"> <li>• Each resident transfer to the hospital should be included only once.</li> <li>• Important: The transferred to the hospital count should NEVER be lower than the COVID19 hospital transfer count in a report.</li> </ul>
<p><b>RESIDENT</b> 8.4 Resident hospitalized COVID-19</p>	<p>Enter the number of residents transferred from your facility to the hospital for confirmed or suspect COVID-19 yesterday. Notes:</p> <ul style="list-style-type: none"> <li>• Each resident transfer to the hospital for COVID-19 should be included only once.</li> <li>• Important: The transferred to the hospital for COVID-19 count should NEVER be higher than the hospital transfer count in a report.</li> </ul>
<p><b>RESIDENT</b> 8.5 Total deaths</p>	<p>Residents who have died for any reason in your facility or another location. Total Deaths is defined as residents who have died from any cause in the facility. Enter the number of residents who died for any reason (including COVID-19 deaths) in your LTCF or another location yesterday. Notes:</p> <ul style="list-style-type: none"> <li>• Each resident death should be included only once.</li> <li>• Important: The Total Deaths count should NEVER be lower than the COVID19 Deaths count in a report.</li> </ul>
<p><b>RESIDENT</b> 8.6 COVID-19 deaths</p>	<p>COVID-19 Deaths is defined as a resident with a positive COVID-19 test result who died in the facility or another location as a result of COVID-19 related complications. Notes:</p>

	<ul style="list-style-type: none"> <li>• If a resident without known COVID-19 dies and the facility later finds out the resident was positive for COVID-19 (for example, COVID-19 found in autopsy result), the LTCF should include the previously reported data. This means, on the day following the date of death (deaths yesterday), the resident must be counted in both the Total Deaths and COVID-19 Deaths counts. The death should also be documented for the resident on the line list and include the date of death.</li> <li>• If a resident previously had Confirmed (positive COVID-19 test result) COVID-19 but recovered and is no longer sick with COVID-19, do not include the resident in COVID-19 death count. Instead, include the resident in the Total Deaths count.</li> <li>• Important: The COVID-19 Deaths count should not be higher than the Total Deaths count in a report.</li> </ul>
<b>RESIDENT</b> 8.7 New in-house antigen positive tests	Enter the number of residents who have been newly identified as having a positive COVID-19 <b>rapid antigen</b> test result yesterday. Note: These residents should also be included on the line list in Section 2.
<b>RESIDENT</b> 8.8 Resident PPS	Point prevalence surveys (PPS) is the preemptive testing of all COVID-19 negative residents and those who tested positive >90 days ago regardless of whether they have signs or symptoms of infection. Indicate if a PPS was conducted on residents yesterday. (no longer used)
<b>NEW OUTBREAK</b>	A new outbreak in a LTCF is define as the first case of Covid-19 in a <b>staff or resident</b> ever in the LTCF or the first case <b>in staff or resident</b> > 28 days since the last COVID-19 case in a staff or resident of the facility. Note: <ul style="list-style-type: none"> <li>• Answer this question <b>only once</b>, on the day the outbreak was recognized.</li> </ul>
<b>OUTBREAK ONSET</b>	Indicate the date of onset of symptoms for the <u>first case</u> (resident or staff) associated with the new outbreak. If date of symptoms is unknown, then enter the date of collection of the first positive specimen identified in either a staff or resident.