

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH  
Acting Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### Frequently Asked Questions – NHSN LTCF COVID-19 Module

On May 8, 2020, the Centers for Medicare and Medicaid Services (CMS) required all nursing homes to report COVID-19 data to NHSN. Data submitted to NHSN are shared with CMS on a weekly basis, enabling the agency to evaluate requirement compliance and publicly publish facility-level information. CT DPH will also make NHSN COVID-19 data publicly available.

DPH is planning to publish NHSN data on a weekly basis and requests that all CT NHs who choose to report weekly do so on **Wednesdays by NOON**. Doing so will allow for consistency in reports across NHs on a weekly basis. NHs that have decided to submit daily can continue to do so or transition to weekly reporting.

#### 1. When should I report to NHSN?

CMS requires facilities to submit data through the NHSN at least once every seven days. Facilities may choose to submit daily or once a week, but you should be consistent in your method.

- If your facility chooses to do weekly NHSN reporting, please submit on Wednesdays by NOON, ensuring that reporting remains consistent throughout the state.
- If your facility has decided to submit daily, you can continue to do so. Your facility does not need to transition to the Wednesday weekly reporting. The Wednesday weekly reporting applies to facilities that want to do weekly NHSN reporting.
- Example of Wednesday weekly reporting:
  - o If your facility wants to start reporting on weekly 6/17, enter data from 6/10–6/16. When your facility transitions to Wednesday reporting, it is important that no more than seven days have passed since the last calendar day that data was submitted.
  - o Questions regarding how to transition the day of your weekly reporting can be emailed to: [adora.harizaj@ct.gov](mailto:adora.harizaj@ct.gov)

#### 2. I need to correct data on NHSN, can I do that?

Yes, facilities can correct their data in the NHSN COVID-19 module at any time by simply accessing the applicable calendar day and then replacing the incorrect data with correct data. You must then choose “save” before existing the screen to retain your changes. The updated data will be sent to CMS with the next NHSN data submission. CMS will receive the correction, however keep in mind that there will be a 11-day delay on the CMS website.



Phone: (860) 509-7995 • Fax: (860) 509-7910  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

*Affirmative Action/Equal Opportunity Employer*



**3. I just submitted COVID data for my facility, but NHSN keeps saying it's "incomplete".**

- If you leave blank data, NHSN will consider that as incomplete. It is important that each question is answered before saving.
- Confirm all 4 pathways are marked complete (dark green) for all reporting days.
- On the ventilator module, select "No" if you do not have any ventilator dependent unit(s) and/or beds *(if yes, make sure you add the count)*

**4. I submitted data but I still received a Civil Money Penalty (CMP) for failure to submit information.**

- Check your CCN, CCN Effective Date, and Facility Type: <https://www.cdc.gov/nhsn/pdfs/covid19/ltrcf/change-ltrcf-508.pdf>
- Independent Informal Dispute Resolution (IIDR): In the event that you received a citation, you have one opportunity to dispute. The process, required documentation, and contacts will be outlined in your citation letter.
- CMS contact info: CMS: [NH\\_COVID\\_Data@cms.hhs.gov](mailto:NH_COVID_Data@cms.hhs.gov)

**5. While awaiting results from asymptomatic resident and staff testing, do I need to report those numbers as suspected in NHSN?**

No, "suspected" is defined as a person with signs and symptoms suggestive of COVID-19 as described by CDC but without a positive COVID-19 laboratory test result. This may include individuals with symptoms who have not been tested or those with pending test results. If a resident and/or staff is tested because for outbreak control purposes and they do not have any signs and symptoms consistent with COVID-19 disease, they should not be counted as "suspected" for your daily/weekly NHSN reporting.

When you do receive results from asymptomatic testing and there are positives, those need to be reported as confirmed on NHSN.

**6. We have been completing NHSN report daily; is there going to be an issue if we stop reporting and start weekly?**

If your facility chooses to transition to weekly reporting, you can do so. It is important however that the last calendar day that a facility has reported to NHSN hasn't been more than seven days.

**Useful Emails**

- NHSN technical assistance: [NHSN@cdc.gov](mailto:NHSN@cdc.gov)
- CMS contact info regarding nursing home data: [NH\\_COVID\\_Data@cms.hhs.gov](mailto:NH_COVID_Data@cms.hhs.gov)
- CMS' enforcement of the new COVID-19 nursing home reporting requirement: [DNH\\_Enforcement@cms.hhs.gov](mailto:DNH_Enforcement@cms.hhs.gov)