

# INSTRUCTIONS FOR USING THE SURVEILLANCE TRACKING TOOL

## Manual Entry Option for Summary Sheets

This tool is designed to be printed and used for manual data entry. To print either the **Resident or Participant** or the **Staff** data collection tabs, navigate to the desired tab for printing and select **File > Print**. You can choose to print as many as 30 pages. Follow the instructions below for the proper data elements to include in the data collection tables.

### Residents

Enter the **Resident or Participant demographics** including name, date of birth (use MM/DD/YY format), gender, room number (if applicable) and location. Describe **Resident/Participant symptoms**. Enter the date symptoms appeared in column G, using the MM/DD/YYYY format. Manually enter YES in response to each symptom. The "Other" column can be used to enter any symptoms not captured in the previous columns. The "Other" column is a Describe **Resident/Participant diagnosis**, including the type of lab test, the date the lab test was obtained/sent, diagnosis by the medical provider and whether the disease or condition is reportable. Enter the date the disease or condition was reported to VDH using the MM/DD/YYYY format. Include how the information was reported to VDH - by phone, fax, VDH reporting portal or other. If the method of reporting is not listed in the drop down, Describe **Resident/Participant outcome** and include date symptoms resolved, date of hospitalization (if applicable), date of expiration (if applicable) and a column for additional comments. These columns are manual entry using the MM/DD/YYYY format.

### Staff

Enter the **Staff demographics** including name, date of birth (use MM/DD/YY format), gender, primary work location and last location worked. The Age column will be calculated based on today's date and the DOB, labeled "gender" includes a drop-down box. The remaining columns are all manual entry. Enter in symptom onset, including last day they worked and when the symptoms began, using the MM/DD/YYY format. Describe **Staff symptoms**. Manually enter "YES" in response to each symptom. The "Other" column can be used to enter any symptoms not captured in the previous columns. Describe **Staff diagnosis** and include the type of lab test, the date the lab test was obtained/sent, result, diagnosis by the medical provider, whether the disease or condition is reportable and whether additional testing is needed. Manually indicate "YES" or "NO" for identification of the reportable disease condition and manual entry/free texting (blank box) of the condition. Refer to the reportable disease list on the last tab for the name to enter. Enter the date the disease or condition was reported to VDH using the MM/DD/YYYY format. Enter in how the information was reported to VDH (by phone, fax, Describe **Staff outcome** and include the date symptoms resolved, date of hospitalization (if applicable), return to work date and additional comments. These columns are manual entry using the MM/DD/YYYY format.

**Please Note:** *Information related to the health of an employee, resident or participant is protected health information (PHI) and should be maintained in a manner that allows only those persons responsible to access based on specific roles.*

## Manual Entry Option for Summary Sheets

A manual option for data collection is provided in the PRINTABLE **Manual Tracking** tab. Users can record symptoms on one section and actual confirmed reportable conditions on the other. Resident/participant information is maintained separately from staff information.

## Reference Tab for VA Reportable Conditions

The last tab of this tool lists the 2023 Virginia Reportable Conditions and the timetable expectation for reporting requirements. It is organized with the most likely found conditions in ALFs for ease of locating the condition.



This material was prepared by Health Quality Innovators (HQI), a Quality Innovation Network-Quality Improvement Organization (QIN-QIO)