



COVID Line List Instructions

	Facility to enter	LTCF RN to enter/review
<i>Outbreak Name:</i>	Facility enters name of the facility	Nurse can review if accurate
<i>Outbreak Number:</i>	N/A	Nurse enters outbreak number (CalREDIE#)
<i>Total # of Residents at Intake:</i>	N/A	Nurse enters data
<i>Total # of Staff at Intake:</i>	N/A	Nurse enters data
<i>Total # of Visitors at Intake:</i>	N/A	Nurse enters data
<i>Total # of (+) cases:</i>	Facility enters data	Nurse can review if accurate
<i>Total # of (+) residents:</i>	Facility enters data	Nurse can review if accurate
<i>Total # of (+) visitors:</i>	Facility enters data	Nurse can review if accurate
<i>Name</i>	Facility enters "First and Last name" of Resident/Staff/Visitor	Nurse can review if accurate
<i>Res/Staff/Visitor? (R/S/V)</i>	Facility MUST enter only the following: For <u>Resident</u> , enter "R" only For <u>Staff</u> , enter "S" only For <u>Visitor</u> , enter "V" only	Nurse can review if accurate
<i>Unit/Floor</i>	Facility enters "Name" of Unit/ Floor where resident lives or where staff member works (e.g. "Station 1" or "2 nd Floor")	Nurse can review if accurate
<i>Room/ Bed#/ Staff Role</i>	Facility can enter the following: For <u>Resident</u> , enter "Room/Bed#" (e.g. "103B") For <u>Staff</u> , enter title of "Staff Role" (e.g. "CNA" or "PT")	Nurse can review if accurate
<i>DOB</i>	Facility enters correct DOB for Resident/ Staff/ Visitor	Nurse can review if accurate
<i>Age</i>	Facility enters correct Age for Resident/ Staff/ Visitor	Nurse can review if accurate
<i>Sex</i>	Facility MUST enter only the following: For <u>Male</u> , enter "M" only For <u>Female</u> , enter "F" only	Nurse can review if accurate
SYMPTOMS		
<i>Onset date</i>	Facility enters correct "Onset date" of when Resident/Staff/ Visitor <u>started</u> symptoms (e.g. Resident started symptoms on 5/9/2020, enter "5/9/2020" only for "Onset date")	Nurse can review if accurate
<i>End date</i>	Facility enters correct "End date" of when Resident/Staff/ Visitor <u>ended/stopped</u>	Nurse can review if accurate



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	symptoms (e.g. Resident ended symptoms on 5/31/2020, enter "5/31/2020" only for "End date"	
<i>Temp</i>	Facility enters <u>highest temperature reading</u> of Resident/Staff/ Visitor (e.g. Staff had 101 as highest temperature, enter "101" for "Temp"	Nurse can review if accurate
<i>Fever – Measured or Subjective (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Chills (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Sore throat (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Myalgia (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Rigor (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Headache (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>New Olfactory and Taste disorder (s) (Y/N)</i>	For example, loss of taste and/or smell. If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Cough (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Shortness of Breath (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Difficulty Breathing (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Other (specify)</i>	If there are any other symptoms not listed, please enter here (e.g. Resident had fatigue, enter "fatigue")	Nurse can review if accurate
LAB TESTING		
<i>Rapid Flu test (+/-)</i>	Facility enters result for Rapid Flu test if done (e.g Rapid flu test result was positive, enter "(+)" only)	Nurse can review if accurate
<i>Flu PCR (+/-)</i>	Facility enters result for Flu PCR test if done (e.g Flu PCR test result was negative, enter "(-)" only)	Nurse can review if accurate
<i>COVID Test Date</i>	Facility enters date of COVID test (e.g. COVID test was done	Nurse can review if accurate



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	on 5/9/2020, enter "5/9/2020" only for "COVID Test Date")	
<i>COVID PCR (+/-)</i>	Facility enters result for COVID PCR test if done (e.g COVID PCR test result was positive, enter "(+)" only)	Nurse can review if accurate
<i>COVID Result Date</i>	Facility enters date of COVID test result (e.g. Date of COVID test result was on 5/10/2020, enter "5/10/2020" only for "COVID Result Date")	Nurse can review if accurate
<i>Other test</i>	Facility enters result of any other test not listed (e.g. Influenza A test result was positive, enter "Flu A (+)"	Nurse can review if accurate
<i>OUTCOME</i>		
<i>Emergency Dept (Y/N)</i>	If Resident/Staff/Visitor was sent to the Emergency Dept, enter "Y" only If NOT sent to the Emergency Dept, enter "N" only	Nurse can review if accurate
<i>Hospitalized (Y/N)</i>	If Resident/Staff/Visitor <u>was hospitalized</u> , enter "Y" only If Resident/Staff/Visitor <u>was NOT hospitalized</u> , enter "N" only	Nurse can review if accurate
<i>ICU (Y/N)</i>	If Resident/Staff/Visitor <u>was hospitalized in the ICU</u> , enter "Y" only If Resident/Staff/Visitor <u>was NOT hospitalized in the ICU</u> , enter "N" only	Nurse can review if accurate
<i>Died (Y/N)</i>	If Yes, enter "Y" only If No, enter "N" only	Nurse can review if accurate
<i>Date of death</i>	Facility enters correct date of death of Resident/Staff/Visitor	Nurse can review if accurate
<i>IS IT A CASE?</i>		
<i>Lab-confirmed</i>	N/A – Facility DOES NOT enter any data	Nurse reviews auto-populated response: If COVID PCR "(+)," will change <i>Lab-confirmed</i> to "Y" If COVID PCR "(-)," <i>Lab-confirmed</i> will remain "N"
<i>Fever, Chills, Rigors, Myalgia, Headache, Sore throat, or o/t disorder</i>	N/A – Facility DOES NOT enter any data	Nurse reviews auto-populated response:



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		If any symptoms are entered "Y," will state number of symptoms reported from 1 to 7
<i>Cough, shortness of breath, or difficulty breathing</i>	N/A – Facility DOES NOT enter any data	Nurse reviews auto-populated response: If any symptoms entered "Y," will state number of symptoms reported from 1 to 3
<i>Case Type (Sus, LC, N)</i>	N/A – Facility DOES NOT enter any data	Nurse reviews auto-populated response: Sus = Suspect case: <ul style="list-style-type: none"> • <i>Lab-confirmed</i> is "N" • <i>Fever, chills...</i> states number of symptoms are at least 2 or more • <i>Cough, shortness of breath...</i> states number of symptoms are at least 1 or more LC = Lab-confirmed: <ul style="list-style-type: none"> • <i>Lab-confirmed</i> is "Y" • <i>Fever, chills...</i> states any number of symptoms • <i>Cough, shortness of breath...</i> states any number of symptoms N = Not a Case: <ul style="list-style-type: none"> • <i>Lab-confirmed</i> is "N" • <i>Fever, chills...</i> states number of symptoms is less than 2 • <i>Cough, shortness of breath...</i> states number of symptoms is 0 (zero)
<i>Case (Y/N)</i>	N/A – Facility DOES NOT enter any data	Nurse reviews auto-populated response: <i>Case (Y/N)</i> is "Y:" <ul style="list-style-type: none"> • <i>Lab-confirmed</i> is "Y" • <i>Case Type</i> is LC = Lab-confirmed <i>Case (Y/N)</i> is "N:" <ul style="list-style-type: none"> • <i>Lab-confirmed</i> is "N" • <i>Case Type</i> is N = Not a Case or Sus = Suspect
<i>Onset date (duplicate of Column J)</i>	N/A – Facility DOES NOT enter any data	Nurse can review if accurate



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Troubleshooting Issues

Issues	Solutions						
<p>When entering "R" for <i>Res/Staff/Visitor? (R/S/V)</i>, the data automatically enters or auto-fills to "Res/Staff/Visitor? (R/S/V):"</p> <div style="border: 1px solid black; background-color: #007080; color: white; padding: 5px; margin: 10px 0; text-align: center;">Res/Staff/Visitor? (R/S/V)</div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; text-align: center;">Res/Staff/Visitor? (R/S/V)</div>	<p>Solution #1: Press "Backspace" to leave only "R" then press "Tab."</p> <ul style="list-style-type: none"> You should not have any further issues after that when entering "R" for <i>Res/Staff/Visitor? (R/S/V)</i> <p>Solution #2: While in the Excel program:</p> <ul style="list-style-type: none"> Click on "File" at left upper corner Then click on "Options" where a pop window called "Excel Options" will appear Then click on "Advanced" on left side panel Under "Editing Options," please <u>uncheck the box</u> for "Enable AutoComplete for cell values" Click "Ok" at the bottom You should then enter "R" normally for <i>Res/Staff/Visitor? (R/S/V)</i> 						
<p>When entering "N" for <i>New Olfactory and Taste disorder (s) (Y/N)</i>, the data automatically enters or auto-fills to "New Olfactory and Taste Disorder (s) (Y/N):"</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 20%; text-align: center;">Headache (Y/N)</td> <td style="width: 60%; text-align: center;">New Olfactory and Taste disorder(s) (Y/N)</td> <td style="width: 20%; text-align: center;">Cough (Y/N)</td> </tr> <tr> <td></td> <td style="text-align: center;">New Olfactory and Taste disorder(s) (Y/N)</td> <td></td> </tr> </table>	Headache (Y/N)	New Olfactory and Taste disorder(s) (Y/N)	Cough (Y/N)		New Olfactory and Taste disorder(s) (Y/N)		<p>Solution #1: Press "Backspace" to leave only "N" then press "Tab."</p> <ul style="list-style-type: none"> You should not have any further issues after that when entering "N" for <i>New Olfactory and Taste disorder (s) (Y/N)</i> <p>Solution #2: While in the Excel program:</p> <ul style="list-style-type: none"> Click on "File" at left upper corner Then click on "Options" where a pop window called "Excel Options" will appear Then click on "Advanced" on left side panel Under "Editing Options," please <u>uncheck the box</u> for "Enable AutoComplete for cell values" Click "Ok" at the bottom You should then enter "N" normally for <i>New Olfactory and Taste disorder (s) (Y/N)</i>
Headache (Y/N)	New Olfactory and Taste disorder(s) (Y/N)	Cough (Y/N)					
	New Olfactory and Taste disorder(s) (Y/N)						



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Do's and Don'ts when entering data in the Line List

Do's	Don'ts
Facility should enter any Resident/Staff/Visitor who: <ul style="list-style-type: none"> • Have COVID PCR (+) lab result • Have symptoms concerning for COVID • Hospitalized for concern for COVID • Died especially for any concern for COVID 	Facility should not enter a person "twice" on the line list
Facility should <u>ONLY</u> enter data that requests that specific answer. <ul style="list-style-type: none"> • If question for a symptom is to respond "Yes" or "No," you should only enter "Y" for "Yes" and only enter "N" for "No" • If question is to respond positive or negative results for lab tests, you should only enter "(+)" for "Positive" and only enter "(-)" for "Negative" 	For symptoms requesting "Y" or "N" answer, DO NOT enter "Yes," "No," or "0" as an answer. For lab test results requesting "(+)" or "(-)" answer, DO NOT enter "+," "-" or "0" as an answer
Facility should <u>ONLY</u> enter data on the line list <u>ONCE</u> for each subject or question <ul style="list-style-type: none"> • Please enter data as accurate and complete as possible 	Facility should NOT enter a person twice on the line list Facility should NOT have missing or incomplete data as much as possible
Please consult with nurse if Resident/Staff/Visitor had any additional symptoms after you have entered the data for any symptoms as "N" for "No" <ul style="list-style-type: none"> • NOTE: This may change the case status of that person and therefore must be careful when changing any data for symptoms. Please consult with nurse. 	For any symptoms that have been entered as "Y" for "Yes," please <u>DO NOT change</u> back "N" for "No" if symptoms have resolved E.g. Resident had cough and was entered "Cough (Y/N)" as "Y" for "Yes." This makes this resident a "Suspect Case" in "IS IT A CASE?" Cough then resolved 3 days later. Please do not change "Cough (Y/N)" to "N" for "No" cough as this changes the resident's status from a "Suspect Case" to "Not a Case."
Please consult with nurse if Resident/Staff/Visitor had a change from a negative to a positive test result when initially entering "(-)" <ul style="list-style-type: none"> • NOTE: This may change the case status of that person and therefore must be careful when changing any data for results reported. Please consult with nurse. 	For any test results that have been entered "(+)" for "Positive," please <u>DO NOT change</u> back to "(-)" if person was retested and was negative E.g. Staff member was positive for "COVID PCR (+/-)" and was entered "(+)." This makes the staff member as "Lab Confirmed" in "IS IT A CASE?" and was considered a case. Staff member then retested 2 weeks later and was negative. Please do not change "COVID PCR (+/-)" to "(-)" as this changes the staff member's status from a "Lab Confirmed" case to "Not a case."



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<p>If a Resident/Staff/ Visitor was hospitalized, please make sure to enter “Y” for “Hospitalized? (Y/N)”</p> <ul style="list-style-type: none">• NOTE: This is always entered ONCE any time a person is hospitalized during the outbreak.• If a Resident/Staff/Visitor was later hospitalized after person was already entered in the line list, consult with nurse to determine if person can be entered as “Y” for “Hospitalized? (Y/N)”	<p>For any Resident/Staff/ Visitor who was hospitalized and entered “Y” for “Hospitalized? (Y/N),” please <u>DO NOT</u> change back to “N” for “No” if person was re-admitted back to the facility or discharged home or to another facility. E.g. Resident was hospitalized at Eden Medical Center and was entered “Y” for “Hospitalized? (Y/N).” Resident is now counted as a person who was hospitalized during the outbreak. Resident then was re-admitted back to the facility 3 days later. Please do not change “Hospitalized? (Y/N)” to “N” when person was re-admitted as this will NOT count the resident as a person who was hospitalized during the outbreak.</p>
<p>If a Resident/Staff/Visitor died, please make sure to enter “Y” for “Died? (Y/N)” and enter the date of death</p> <ul style="list-style-type: none">• NOTE: Please immediately notify nurse of any death in a Resident/Staff/Visitor	<p>Please do not wait to notify the nurse of any deaths. Deaths must be reported once facility is aware of a death.</p>