Go to facility survey url:  

1. **Select the Facility Type**

   Enter either the **License Number** (for all facility types except Supported Living)  
   OR  
   Enter the **Certification Number** (for Supported Living facilities)

   Enter either the **License Date** (for all facility types except Supported Living)  
   OR  
   Enter the **Certification Date** (for Supported Living Facilities)

   **Click Confirm Facility**

2. **Once Confirm Facility is clicked**, the name of the facility will be displayed along with the data fields to be captured as shown below, most of them will be empty except for the Phone number and the County which will be pre-populated for most facilities since DSHS already has that info. Enter the fields and click Update Report as shown below.
Fields to be captured:

**Phone Contact**: Phone number of the facility. This field will be pre-populated if DSHS already has the information. If it is empty then it needs to be entered.

County -> County where the facility is located. This field will be pre-populated if we already have the information. If it is empty then it needs to be entered.

**Confirmed Number of Cases** -> Current number of COVID-19 positive residents/clients. Clients/Residents only, do not include staff

**Suspected Number of Cases** -> Current number of suspected (showing symptoms, but not officially diagnosed) COVID-19 residents/clients in the facility. Do not include staff

**Number of Deaths**: Total number of resident/client deaths due to COVID-19

**Number of Hospitalizations**: Total number of resident/client who are CURRENTLY hospitalized due to COVID-19

**Resident/Client Count** -> Number of total residents in the facility (all Facility Types except Supported Living) OR number of clients for Supported Living.

**Staff Count** -> Number of staff/employees including those not involved in direct patient care or currently at work

**Test Kit Trained** -> Does the facility have at least one staff trained to administer COVID-19 test (Y/N)?
Additional Links where license or certification numbers can be found:


