Go to facility survey url:
https://fortress.wa.gov/dshs/adsaapps/lookup/FacilityStatus/UpdateStatus.aspx

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.

Update COVID-19 Reports in a Facility

Facility Information

Please verify your facility by entering your facility type, license/certification number and date of license/certification. Instructions.

Facility type:
Adult Family Home ▼

License/Certification #:
752999

License/Cert. Date: ❓
12/31/2015

[Confirm Facility]

South Oly AFH - LLC

Phone contact:
(360) 705-9999   *Phone number to call if we have any questions.*

County:
Clark ▼   *County that the facility is located in.*

Confirmed Number of Cases:
_____   *Current number of COVID residents/clients in the facility. Do not include staff.*

Suspected Number of Cases:
_____   *Current number of suspected (showing symptoms, but not officially diagnosed) COVID 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:
_____   *Number of residents/clients who are CURRENTLY hospitalized due to COVID-19.*

Resident/Client Count:
_____   *Total number of residents/clients currently in the facility.*

Staff Count:
_____   *Total number of staff, including those not currently at work.*

Test Kit Trained:
Unknown ▼   *Select Yes if any current staff have been trained on how to use a COVID-19 test kit*

[Update Report]

Problems completing this form? Call **1-888-856-5691**

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 COVID-19 residents/clients. Clients/Residents only, 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:

AFH's - https://fortress.wa.gov/dshs/adsaapps/lookup/AFHAdvLookup.aspx

Assisted Living -> https://fortress.wa.gov/dshs/adsaapps/lookup/BHAdvLookup.aspx

Nursing Homes -> https://fortress.wa.gov/dshs/adsaapps/lookup/NHAdvLookup.aspx

ICF/IID -> https://fortress.wa.gov/dshs/adsaapps/lookup/ICFIIDLookup.aspx

Supported Living -> https://fortress.wa.gov/dshs/adsaapps/lookup/SLAdvLookup.aspx

Enhance Services Facilities -> https://fortress.wa.gov/dshs/adsaapps/lookup/ESFLookup.aspx