April 16, 2025
DOH 689-185

WA HEALTH User Guide

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

Microsoft Edge is the preferred browser to access the WA HEALTH web portal.

WA HEALTH Vision: Empowering Washington with healthcare insights for a resilient and healthy future.

WA HEALTH Mission: WA HEALTH's mission is to operate and enhance a technology platform that collects key healthcare data to help leaders make timely and informed decisions in response to Public Health threats.

This WA HEALTH User Guide is intended to help support the onboarding and data submission for partners across the state.

If you have any questions regarding the WA HEALTH platform, please email us at wahealth@doh.wa.gov.

Regards,
Your WA HEALTH Team

Table of Contents

Overview

Managing healthcare incidents can be challenging. There are many factors that contribute to ensuring patients receive the right care at the right time in the right place. Having solid situational awareness across Washington State of healthcare resources and healthcare demands is essential to provide a high standard of patient care. The Washington State Health and Logistics Tracking Hub (WA HEALTH) is used to inform planned patient movement needs across the state, so patients have access to the appropriate level of healthcare.

WA HEALTH provides a portal for Washington State healthcare to report key data elements to provide situational awareness and can help inform decision makers.

In addition, WA HEALTH's language and data categories are aligned with the Department of Health, Centers for Medicare & Medicaid Services (CMS), and National Healthcare Safety Network (NHSN) to assist in federal reporting required by hospitals.

WA HEALTH requires daily entries of data submissions. Bed Occupancy, COVID-19 Stats, Influenza Stats and RSV Stats data are required daily. **WA HEALTH has a 3-day reporting window to allow for reporting to be done on the following business day after the weekend/holiday**.

Please **access WA HEALTH using the preferred browser, Microsoft Edge**
Internet Explorer is not compatible and will cause issues in the user's experience.

Getting Started with the Portal

Before you can access the WA HEALTH platform, you will need to have a Secure Access Washington (SAW) Account that uses the **same** email that you will be using with WA HEALTH. This email must be your **primary** email in SAW.

Sign up for a SAW account here: Secure Access Washington

Please ensure that your SAW account is not automatically connecting to a different email address when attempting to login to WA HEALTH.

Registering for a WA HEALTH Account

There are multiple ways to create a WA HEALTH user account. You can email the WA HEALTH team to set up and account, you can have a user from your organization with the Parent Organizational Healthcare Worker role create an account for you, or you can request an account using the registration link here: wahealth.doh.wa.gov (screenshot below). Fill out the information below "New Users Register Below".

Redeem Invitation

If you received an email invitation with an invitation code select Redeem invitation, paste your invitation code in the box:

Please do not select the checkbox '**I have an existing account'** if you are uncertain your account is already present in WA HEALTH.

Select **Register** to start the registration process and provide your details to save in your account.

Sign In

After registering for your Secure Access Washington account and activating your WA HEALTH account, you can login to WA HEALTH using either of the two links below:
https://wahealth.doh.wa.gov/SignIn
Choose Facility · WA HEALTH

Click on the "Sign In" button (indicated by the red arrows in the screenshots below). You will be directed to Secure Access Washington to sign in. After your successful sign in, you will be redirected to the WA HEALTH portal.
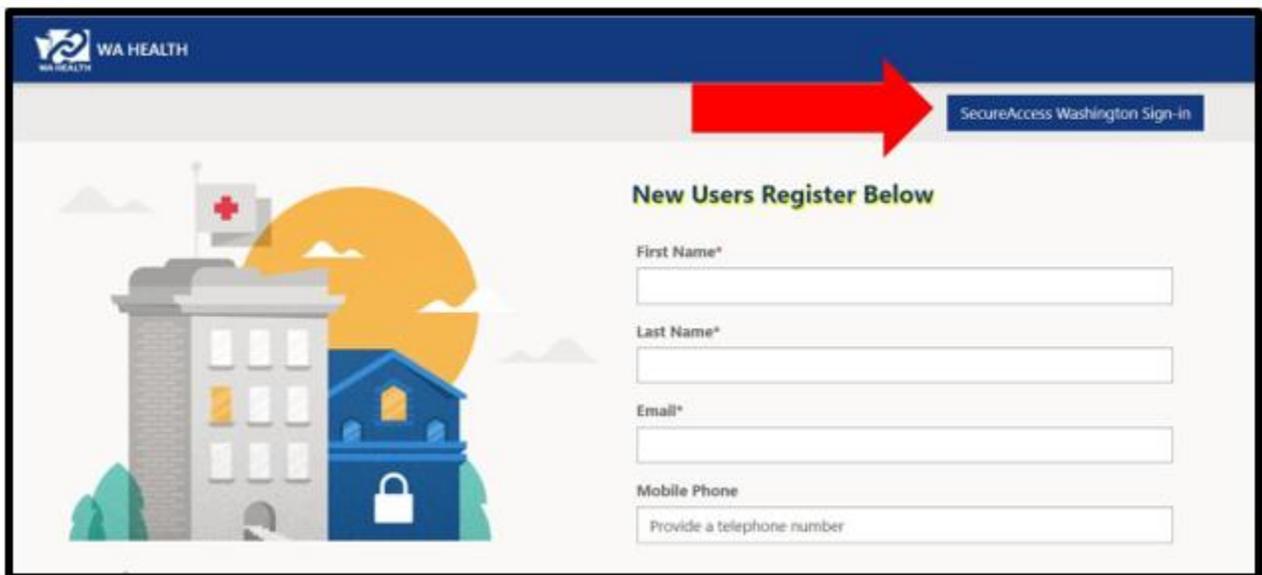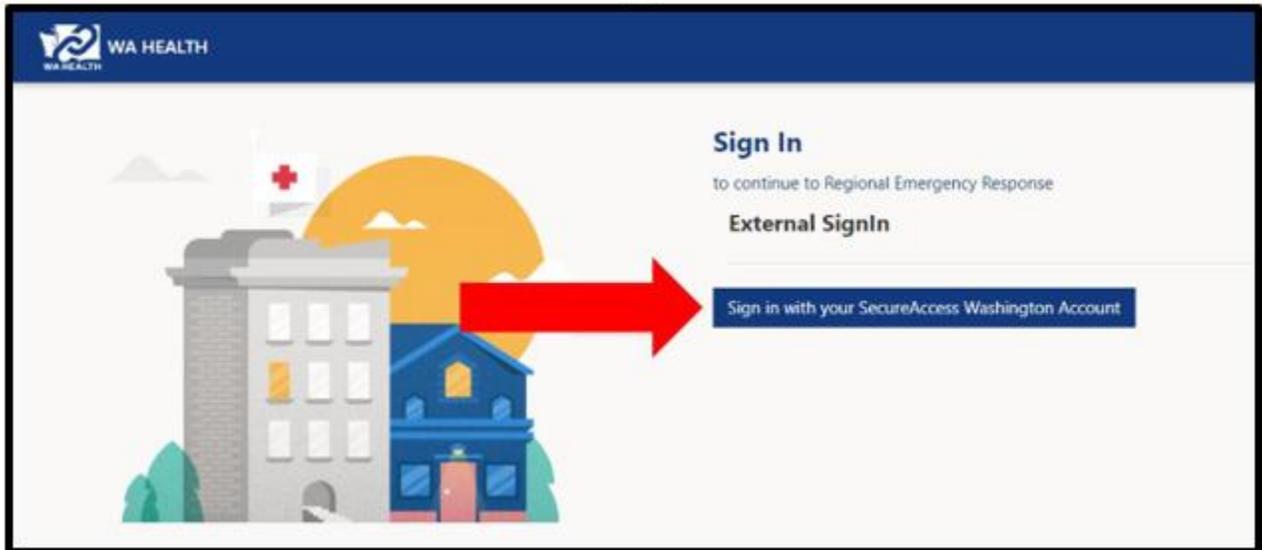
Profile

1. Complete Account **Profile** and click on the **Update** button.
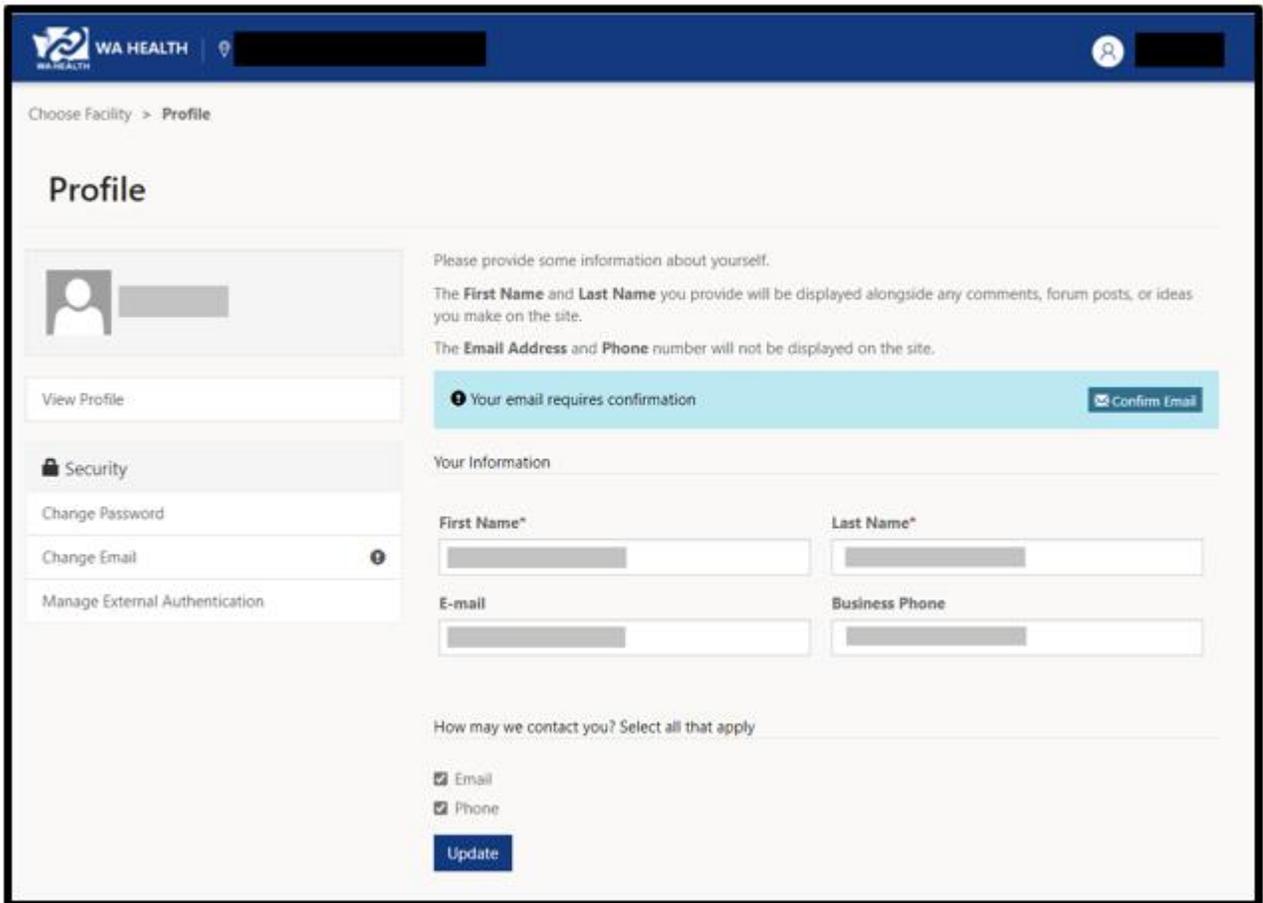
a. Note: You can return to this page any time to update your password and contact information including email and phone number. Click on "view profile" in the top right of your screen.

After you sign in to the portal, you'll see **Hospital System, Region,** and **Facility** selectors that you must choose before you can begin to submit data:
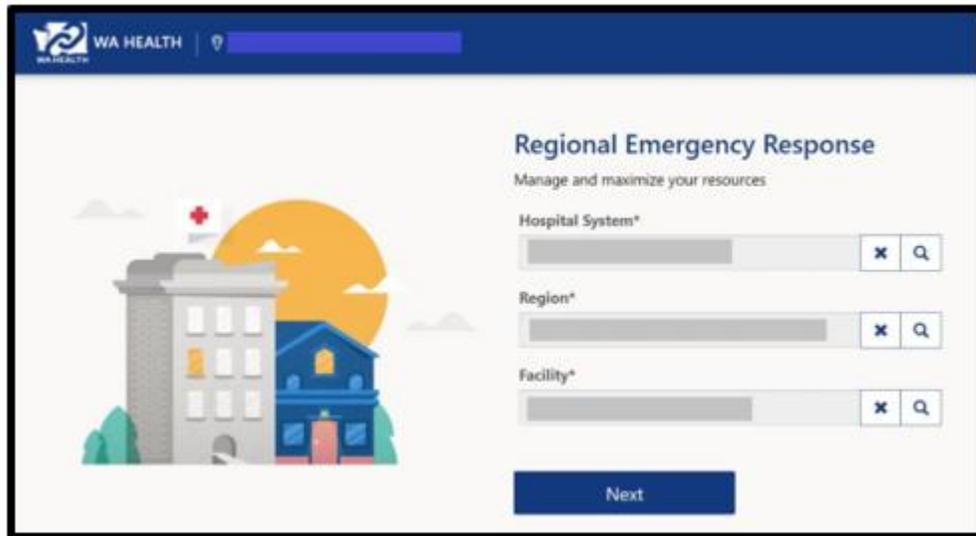
Enter your choices before you proceed to the next step. You can use the search button to look up records and search for your desired hospital, region, or facility:
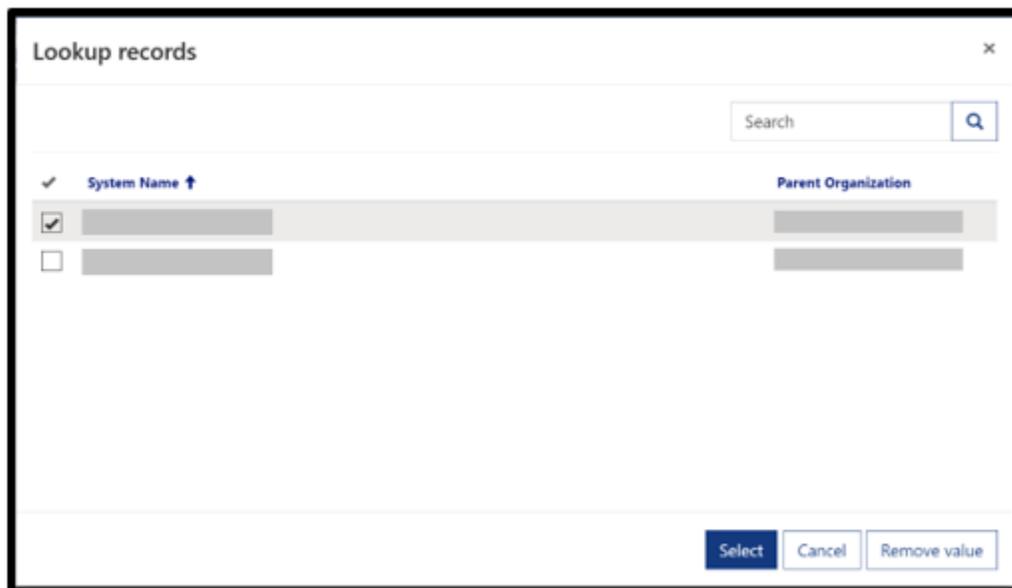
Portal User Web Roles:

Users may see different information based on their assigned web role(s).

Parent Organization Administrator – can access the Administration section of the WA HEALTH portal where facility and user information are updated. Limiting the number of users with this role is recommended.

Organizational Healthcare Worker – responsible for submitting and updating data on behalf of the facility.

Report Viewer – can access the dashboard and export reports for various facilities. Note: Export to Excel is located under the ellipses ("…") on the top right of the report.

Regional Report Viewer – can only access the dashboard and export reports for various facilities. Users with this role do not need to be associated with a specific facility or parent organization. Note: Export to Excel is located under the ellipses ("…") on the top right of the report.

Facility Baseline Data Set-Up (Parent Organization Administrators Only)

Before a facility can use WA HEALTH, the facility Admin needs to set up the facility baseline data. The system uses the baseline data and the daily data updates to compute certain values, therefore it is essential that the baseline data is periodically checked to ensure it is accurate. **All beds in WA HEALTH refer to "staffed" beds.**

Baseline data is set up and updated in the Administration section, found at the bottom of the screen.
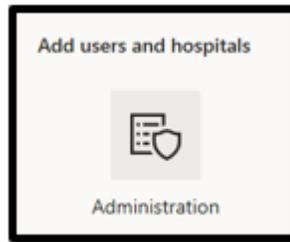
Facility Set-Up Page

To get to the facility set-up page, click on the "facilities" icon and then select the facility you would like to edit.

WA HEALTH at a Glance

The following section walks you through what you can access, submit, and update in the portal.

The key on the right-hand side of the reporting grid specifies the meaning of each symbol. Facilities will need to enter data for the empty grid boxes and receive check marks across the row. If there is an "N/A" in the box, this means that the data is not required for that reporting date.

WA HEALTH Components (Acute Care Facility)

WA HEALTH consists of multiple apps for enhanced user experience.

- **Bed occupancy**
  Collect details regarding specific staffed bed types and capacity including staffed surge space.

- **COVID-19 Stats**
  Collect confirmed COVID-19 information for pediatric and adult patients.

- **Influenza Stats**
  Collect confirmed Influenza information for pediatric and adult patients.

- **RSV Stats**
  Collect confirmed RSV information for pediatric and adult patients.

- **Data Upload**
  Import data from spreadsheets rather than manually entering information into each data field.

Bed Occupancy

IMPORTANT

ONLY COUNT A BED ONCE. DO NOT DOUBLE COUNT!

Select **Bed occupancy** to update bed information for the selected location.

All **Current Occupancy & Staffed Bed Capacity** bed counts must reflect actively staffed beds for each day rather than report the facility's licensed bed counts (i.e., count presently staffed beds, not total possible onsite).

Staffed Bed Definition – A bed at a facility where there are staff (i.e., nurse, MA, etc.) available at the time of data collection to take care of a patient/potential patient. The staff must be present and on-hand within the facility to care for the patient/potential patient. This includes staff that are scheduled to come in within that shift at the time of counting.

(Image on next page)
Please Note: The image provided depicts a facility with all ICU types. Facilities that do not have all ICU types will see less fields. To update facility ICU types, you will need the Parent Organization Administrator role. More information about how to update ICU facility types can be found in the Admin User Guide on the WA HEALTH webpage. If you have additional questions, please reach out to the WA HEALTH team at wahealth@doh.wa.gov.

Staffed Inpatient ICU Bed Occupancy

Bed type		Current Occupancy	Staffed Bed Capacity
ICU Beds	Adult*		
ICU Beds	Pediatric*		
ICU Beds	Neonatal*		

Staffed Inpatient Acute Care Bed Occupancy

Bed type		Current Occupancy	Staffed Bed Capacity
Acute Beds	Adult*		
Acute Beds	Pediatric*		

Staffed Inpatient Bed Occupancy - Other areas

Bed type	Current Occupancy	Staffed Bed Capacity
Nursery Beds*		
Beds in overflow/surge/expansion areas *		
Adult Beds in other inpatient areas *		

Emergency Department Visits

	Adult	Pediatric �
Previous day's total Emergency Department visits ⓘ*		

Submit

Data Element Definitions

Information Needed	Definition	Bed Types
Staffed Inpatient ICU and Acute Care Bed Occupancy:		
ICU beds - Current Occupancy - Adult	Number of staffed Adult ICU Beds that are occupied (i.e., filled by a patient for any reason).	Adult Critical Care/ICU Beds: These beds are intended for adult patients with life-threatening conditions who require continuous monitoring and support. They are equipped with advanced monitoring and life-support equipment. Can support critically ill/injured adult patients, including ventilator support. Adult Intensive care, critical care, and cardiac care units all treat patients with critical conditions. Adult burn ICU beds either approved by the American Burn Association or self-designated.
ICU beds - Staffed Bed Capacity - Adult	Total number of Adult ICU beds that are currently set-up, staffed and are or could be used for a patient within the reporting period. This count includes occupied and unoccupied ICU beds. Note: All ICU beds should be considered, regardless of the unit on which the bed is housed. This includes ICU beds located in non-ICU locations, such as mixed acuity units.	
ICU beds - Current Occupancy - Pediatric	Total number of Pediatric staffed ICU beds that are occupied. (A subset of ICU Pediatric Capacity) **This count excludes Neonatal ICU & Nursery beds.**	Pediatric Critical Care/ICU Beds: These beds are intended for pediatric patients (patients 17 years of age or less) with life-threatening conditions who require continuous monitoring and support. They are equipped with advanced monitoring and life-support equipment. Can support critically ill/injured pediatric patients, including ventilator support. Pediatric Intensive care, critical care, and cardiac care units all treat patients with critical conditions. Pediatric burn ICU beds either approved by the American Burn Association or self-designated.
ICU beds - Staffed Bed Capacity – Pediatric	Total number of Pediatric ICU beds that are currently set-up, staffed and are or could be used for a patient within the reporting period. This count includes occupied and unoccupied ICU beds. Note: All ICU beds should be considered, regardless of the unit on which the bed is housed. This includes ICU beds located in non-ICU locations, such as mixed acuity units. **This count excludes Neonatal ICU & Nursery beds.**	
Acute Care beds - Current Occupancy - Adult	Number of staffed Adult Acute Care Beds that are occupied (i.e., filled by a patient for any reason).	Adult Medical-Surgical Beds: These are standard hospital beds that are used for the care of adult patients with medical and

Information Needed	Definition	Bed Types
Acute Care beds - Staffed Bed Capacity – Adult	Total number of staffed Adult inpatient beds that are currently set-up, staffed and are or could be used for a patient within the reporting period.	surgical conditions. They are typically used for patients who are stable and do not require critical care. Includes progressive care, telemetry units (also called step-down unit, intermediate care unit, transitional care unit, or telemetry unit) may be used in varying ways in different facilities. But often it is an intermediary step between ICU and a med/surg floor.
Acute Care beds - Current Occupancy - Pediatric	Total number of set-up and staffed inpatient pediatric beds that are occupied by a patient. Includes med-surge beds (beds in which medical or surgical pediatric patients may be routinely placed). **This count excludes NICU, newborn nursery, and outpatient surgery beds.**	Pediatric Beds: These beds are designed or used for the care of children and adolescents (patients 17 years of age or less) recovering from surgical procedures or non-critical medical conditions. They are staffed by healthcare professionals trained in pediatrics and equipped with specialized pediatric medical equipment.
Acute Care beds - Staffed Bed Capacity - Pediatric	Total number of pediatric beds in the facility that are currently set-up, staffed and able to be used for a patient within the reporting period. This count includes occupied and unoccupied inpatient pediatric beds including med-surge beds (beds in which medical or surgical pediatric patients may be routinely placed). **This count excludes NICU, newborn nursery beds, and outpatient surgery beds.**	
Staffed Inpatient Bed Occupancy in other areas:		
Neonatal ICU beds – Current Occupancy	Number of staffed Neonatal ICU beds that are occupied	Neonatal units which provide care for critically ill premature infants and neonates. **Level II:** This nursery is a neonatal intensive care unit (NICU) that can provide care for a baby who is moderately

Information Needed	Definition	Bed Types
Neonatal ICU beds – Staffed Bed Capacity	Number of neonatal ICU beds actively staffed and currently available for use.	sick but expected to improve quickly. **Level III:** A level III nursery offers the most intensive care possible for the sickest and the smallest of babies. **Level IIIA:** Babies stay here who are 28 weeks gestation or more and weigh more than 1,000 g (2.2 lbs.). **Level IIIB:** Babies at any gestational age or weight can stay here; pediatric surgeons are always available to perform any surgeries should the need arise. **Level IIIC:** This level has all the staffing and equipment of a level IIIB NICU, with the added ability to provide open-heart surgery and an advanced form of critical care called ECMO (extracorporeal membrane oxygenation).
Nursery beds – Current Occupancy	Number of staffed Nursery beds that are occupied (i.e., filled by a patient for any reason).	Beds/bassinets for newborn infants. **Level I:** This nursery is also called a newborn or a well-baby nursery and is for healthy babies who don't need any special monitoring, oxygen or an intravenous tube.
Nursery beds – Staffed Bed Capacity	Number of Nursery beds actively staffed and currently available for use.	
Number of adult beds in Overflow/Surge/Expansion areas – Current Occupancy	Number of adult staffed beds in Overflow/Surge/Expansion areas that are occupied (i.e., filled by a patient for any reason).	Adult beds in overflow/surge/expansion areas are used when a hospital has reached the point of over-capacity, requiring the hospital to implement a unique process to allow for decompression. Surge fields shouldn't be utilized until at least one bed category is at 100% capacity.
Number of adult beds in Overflow/Surge/Expansion areas – Staffed Bed Capacity	Number of adult surge and/or overflow beds actively staffed and currently available (not beds you stand up over time).	
Number of adult beds in other inpatient areas – Current Occupancy	Number of adult staffed beds in other inpatient areas that are occupied (i.e., filled by a patient for any reason).	Adult beds that you might want to include in other inpatient areas: In-Patient Psychiatry Beds, In-Patient Rehabilitation, In-Patient Perinatal Care for Mothers (peri-

Information Needed	Definition	Bed Types
Number of adult beds in other inpatient areas – Staffed Bed Capacity	Number of all remaining adult staffed inpatient beds currently available for use (excluding adult, pediatric, and neonatal ICU beds, and adult and pediatric acute care beds which are counted separately in prior fields).	and/or post-partum care), In-Patient behavioral health, Hospice care, In-patient designated dialysis beds, Swing Bed: which the hospital can use its beds, as needed, to provide either acute or skilled nursing facility (SNF) care. **CMS-certified IRF units and/or CMS-certified IPF units must be reported separately to NHSN and should not be included in these WA HEALTH counts. (Refer to page 16 of NHSN HRD Protocol).**
Emergency Department Visits:		
Previous day's total Emergency Department visits - adult		Enter the total number of adult patient visits to the ED who were seen on the previous calendar day regardless of reason for visit. Include all patients who are triaged even if they leave before being seen by a provider.
Previous day's total Emergency Department visits - pediatric		Enter the total number of pediatric patient visits to the ED who were seen on the previous calendar day regardless of reason for visit. Include all patients who are triaged even if they leave before being seen by a provider.

COVID-19 Stats

Submit COVID-19 specific details using the **COVID-19 stats** form.

Inpatient beds	COVID-19 confirmed
All hospitalized adult laboratory-confirmed COVID-19 patients*	
All hospitalized pediatric laboratory-confirmed COVID-19 patients*	
Total hospitalized patients with laboratory-confirmed COVID-19*	0

Patients in ICU	COVID-19 confirmed
All hospitalized ICU adult laboratory-confirmed COVID-19 patients*	
All hospitalized ICU pediatric laboratory-confirmed COVID-19 patients*	
Total ICU patients with laboratory-confirmed COVID-19*	0

NEW Admission by age

COVID-19 confirmed

Previous day's admissions with confirmed COVID-19 pediatric and adult (with age breakdown). Patient is only counted once during their in-patient admission.

0-4*	0
5-17*	0
18-49*	0
50-64*	0
65-74*	0
75+*	0
Unknown*	0
Total Previous Days Admissions*	0

Data Element Definitions

Data Element Name	Definition
Inpatient beds:	
All hospitalized adult patients with laboratory confirmed COVID-19	Total number of patients hospitalized in an adult inpatient bed who have laboratory-confirmed COVID-19. Include those in observation beds. Include patients who have laboratory-confirmed COVID-19 who may also have laboratory-confirmed influenza and/or laboratory-confirmed RSV in this field.
All hospitalized pediatric patients with laboratory confirmed COVID-19	Total number of patients hospitalized in a pediatric inpatient bed, including NICU, PICU, newborn, and nursery, who have laboratory-confirmed COVID-19. Include those in observation beds. Include patients who have laboratory-confirmed COVID-19 who may also have laboratory-confirmed influenza and/or laboratory-confirmed RSV in this field.
Adult ICU patients with laboratory-confirmed COVID-19	Patients currently hospitalized in a designated adult ICU bed who have laboratory-confirmed COVID-19. Include patients who have laboratory-confirmed COVID-19 who may also have laboratory-confirmed influenza and/or laboratory-confirmed RSV in this field.
Pediatric ICU patients with laboratory confirmed COVID-19	Patients currently hospitalized in a designated pediatric ICU bed who have laboratory-confirmed COVID-19. Include patients who have laboratory-confirmed COVID-19 who may also have laboratory-confirmed influenza and/or laboratory-confirmed RSV in this field.
NEW Admissions by age:	Previous day's admissions with confirmed COVID-19 pediatric and adult (with age breakdown). Patient is only counted once during their in-patient admission.
Number of new admissions of patients with laboratory confirmed COVID-19, 0-4 years of age	Enter the number of pediatric patients 0-4 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.
Number of new admissions of patients with laboratory confirmed COVID-19, 5-17 years of age	Enter the number of pediatric patients 5-17 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.
Number of new admissions of patients with laboratory confirmed COVID-19, 18-49 years of age	Enter the number of adult patients 18-49 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.
Number of new admissions of patients with laboratory confirmed COVID-19, 50-64 years of age	Enter the number of adult patients 50-64 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.

Data Element Name	Definition
Number of new admissions of patients with laboratory confirmed COVID-19, 65-74 years of age	Enter the number of adult patients 65-74 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.
Number of new admissions of patients with laboratory confirmed COVID-19, 75+ years of age	Enter the number of adult patients 75+ years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.
Number of new admissions of patients with laboratory confirmed COVID-19, unknown age	Enter the number of patients unknown age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed COVID-19 at the time of admission.

COVID-19 Reporting Reminder: Please remember that when doing the COVID-19 reporting for WA HEALTH, there is a distinction between the COVID-19 total hospitalizations (Inpatient Beds) reporting and Previous Day COVID-19 admissions (New Admissions by age) reporting. "Admissions" refers to the number of patients who are newly admitted to the hospital each day (measure of incidence), whereas "hospitalizations" refers to the number of patients in beds on a particular day (measure of prevalence). If a patient has a five-day hospital stay, he/she would be counted each day under total hospitalizations. However, he/she would only be counted one time under admissions since he/she was admitted one time.

Influenza Stats

Submit Influenza specific details using the **Influenza stats** page.

Inpatient Beds — Influenza Confirmed

All hospitalized adult laboratory-confirmed Influenza patients*

All hospitalized pediatric laboratory-confirmed Influenza patients*

Total hospitalized patients with laboratory-confirmed Influenza*   0

Patients in ICU — Influenza Confirmed

All hospitalized ICU adult laboratory-confirmed Influenza patients*

All hospitalized ICU pediatric laboratory-confirmed Influenza patients*

Total ICU patients with laboratory-confirmed Influenza*   0

NEW Admission by Age

Influenza Confirmed

0-4*	0
5-17*	0
18-49*	0
50-64*	0
65-74*	0
75+*	0
Unknown*	0
Total Previous Days Admissions*	0

Data Element Definitions

Data Element Name	Definition
Inpatient beds:	
All hospitalized adult patients with laboratory confirmed influenza	Total number of patients hospitalized in an adult inpatient bed who have laboratory-confirmed influenza. Include those in observation beds. Include patients who have laboratory-confirmed influenza who may also have laboratory-confirmed COVID-19 and/or laboratory-confirmed RSV in this field.
All hospitalized pediatric patients with laboratory confirmed influenza	Total number of patients hospitalized in a pediatric inpatient bed, including NICU, PICU, newborn, and nursery, who have laboratory-confirmed influenza. Include those in observation beds. Include patients who have laboratory-confirmed influenza who may also have laboratory-confirmed COVID-19 and/or laboratory-confirmed RSV in this field.
Adult ICU patients with laboratory-confirmed influenza	Total number of patients hospitalized in an adult ICU bed who have laboratory-confirmed influenza. Include patients who have laboratory-confirmed influenza who may also have laboratory-confirmed COVID-19and/or laboratory-confirmed RSV in this field.
Pediatric ICU patients with laboratory-confirmed influenza	Total number of patients hospitalized in a pediatric ICU bed who have laboratory-confirmed influenza. Include patients who have laboratory-confirmed influenza who may also have laboratory-confirmed COVID-19 and/or laboratory-confirmed RSV in this field.
New Admissions by age	(Previous day's admissions. Patient is only counted once during their in-patient admission.)
Number of new admissions of patients with laboratory confirmed influenza, 0-4 years of age	Enter the number of pediatric patients 0-4 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.
Number of new admissions of patients with laboratory confirmed influenza, 5-17 years of age	Enter the number of pediatric patients 5-17 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.
Number of new admissions of patients with laboratory confirmed influenza, 18-49 years of age	Enter the number of adult patients 18-49 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.
Number of new admissions of patients with laboratory confirmed influenza, 50-64 years of age	Enter the number of adult patients 50-64 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.
Number of new admissions of patients with laboratory confirmed influenza, 65-74 years of age	Enter the number of adult patients 65-74 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.

Data Element Name	Definition
Number of new admissions of patients with laboratory confirmed influenza, 75+ years of age	Enter the number of adult patients 75+ years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.
Number of new admissions of patients with laboratory confirmed influenza, unknown age	Enter the number of patients of unknown age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed influenza at the time of admission.

RSV Stats

Submit RSV specific details using the **RSV stats** page.

NEW Admission by Age

RSV Confirmed

0-4* — `0`

5-17* — `0`

18-49* — `0`

50-64* — `0`

65-74* — `0`

75+* — `0`

Unknown* — `0`

Total Previous Days Admissions* — 0

Data Element Definitions

Data Element Name	Definition
Inpatient Beds:	
All hospitalized adult patients with laboratory confirmed RSV	Total number of patients hospitalized in an adult inpatient bed who have laboratory-confirmed RSV. Include those in observation beds. Include patients who have laboratory-confirmed RSV who may also have laboratory-confirmed COVID-19 and/or laboratory-confirmed influenza in this field.
All hospitalized pediatric patients with laboratory confirmed RSV	Total number of patients hospitalized in a pediatric inpatient bed, including NICU, PICU, newborn, and nursery, who have laboratory-confirmed RSV. Include those in observation beds. Include patients who have laboratory-confirmed RSV who may also have laboratory-confirmed COVID-19 and/or laboratory confirmed influenza in this field.
Adult ICU patients with laboratory-confirmed RSV	Total number of patients hospitalized in an adult ICU bed who have laboratory-confirmed RSV. Include patients who have laboratory-confirmed RSV who may also have laboratory-confirmed COVID-19 and/or laboratory-confirmed influenza in this field.
Pediatric ICU patients with laboratory-confirmed RSV	Total number of patients hospitalized in a pediatric ICU bed who have laboratory-confirmed RSV. Include patients who have laboratory-confirmed RSV who may also have laboratory-confirmed COVID-19 and/or laboratory-confirmed influenza in this field.
New Admissions by age	(Previous day's admissions. Patient is only counted once during their in-patient admission.)
Number of new admissions of patients with laboratory confirmed RSV, 0-4 years of age	Enter the number of pediatric patients 0-4 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.
Number of new admissions of patients with laboratory confirmed RSV, 5-17 years of age	Enter the number of pediatric patients 5-17 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.
Number of new admissions of patients with laboratory confirmed RSV, 18-49 years of age	Enter the number of adult patients 18-49 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.
Number of new admissions of patients with laboratory confirmed RSV, 50-64 years of age	Enter the number of adult patients 50-64 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.
Number of new admissions of patients with laboratory confirmed RSV, 65-74 years of age	Enter the number of adult patients 65-74 years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.

Data Element Name	Definition
Number of new admissions of patients with laboratory confirmed RSV, 75+ years of age	Enter the number of adult patients 75+ years of age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.
Number of new admissions of patients with laboratory confirmed RSV, unknown age	Enter the number of patients unknown age who were admitted to an inpatient bed (regardless of whether the bed is designated as pediatric or adult) **on the previous calendar day** who had laboratory-confirmed RSV at the time of admission.

Bulk Data Upload

The WA HEALTH platform allows facilities to enter their data via a CSV file template to aid in reporting burden. The process is meant to replace manual entry of fields on the various pages of the WA HEALTH portal. Please email us at wahealth@doh.wa.gov if you are interested in this service and we will adjust your facility's settings to accommodate the bulk data upload.

From the main landing page, click on the "Data Upload" icon.
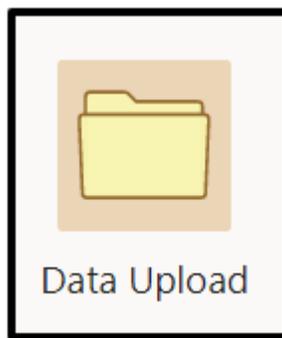
1. Go to the "Before You Can Upload" section. Download the CSV template and complete all required fields for your facility/facilities. You can enter multiple facilities and multiple report dates on a single CSV template file. Please refer to the file specifications for definitions and instructions.

2. Click "Choose File" to select today's data file you want to upload. Click "Upload".

Data Upload

1. Click "Choose File" to select today's data file you want to upload. Click "Upload".

2. WA HEALTH will validate and upload the file. Once uploaded, you will receive an email within a couple minutes verifying the upload was successful or details on any errors encountered.

Select a file to upload:

Choose File No file chosen

Upload

Before You Can Upload

You will need a process or report that creates the data upload file on a daily basis from information in your hospital's IT systems. Here are some resources to help you design the process/report:

- Click Here to download the File Specifications that describe each column that must be included in the CSV file and the validations that will be performed to ensure data quality.
- Click here to download a CSV Template File that includes a list of facilities for your parent organization and the unique identifier (Facility_GUID) for each.
- Please refer to the WA HEALTH user guide for additional information regarding the bulk data upload process.

3. You will receive an initial email to verify that the system has received your file.

Hello

We have received the Bulk Data Upload file and have begun the process of validating the data submitted. Once this is completed, another email should follow.

Environment: QA

If you want to unsubscribe from these emails, please use this form.
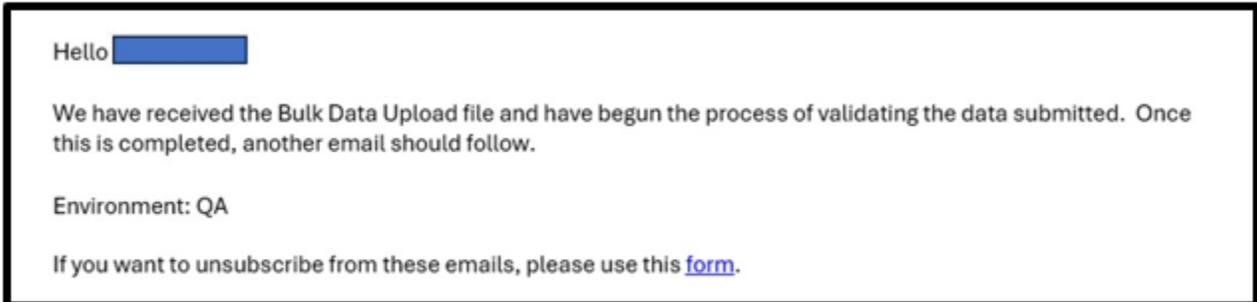
4. WA HEALTH will validate and upload the file. Once uploaded, you will receive a second email verifying the upload was successful or details on any errors encountered (this email may take up to an hour to be received).

This is a sample email response from the WA HEALTH QA environment of a successful WA HEALTH data upload with no errors:

Dear [REDACTED]

The file that was uploaded to the WaHealth QA site on 01-03-2024 was processed successfully.

1 records were processed.

Thank you for your help in this effort.

WA HEALTH Technical Support is available at WAHEALTH@doh.wa.gov

If you want to unsubscribe from these emails, please use this form.

This is a sample email response from the WA HEALTH QA environment of an unsuccessful WA HEALTH data upload with errors. You will need to fix the errors stated and reupload the file to ensure that your data gets reported.

Dear [REDACTED]

The file that was uploaded to the WaHealth QA site on 10-07-2024 was processed with errors. All of the valid records were saved successfully, please view the errors below for the records that failed to process successfully.

Error Summary

ErrorDetails	FacilityName	Section	ReportingDate
previous_days_admissions_0_4_confirmed_covid (S) must be a numeric value.	[REDACTED]	Covid	2024-10-03
previous_days_admissions_0_4_confirmed_covid (-14) cannot be less than 0 or greater than 1000.	[REDACTED]	Covid	2024-10-04
previous_days_admissions_0_4_confirmed_covid (5015) cannot be less than 0 or greater than 1000.	[REDACTED]	Covid	2024-10-05

Please correct these errors in the CSV file and resubmit the file again.
Thank you for your help in this effort.

WA HEALTH Technical Support is available at WAHEALTH@doh.wa.gov

Before You Can Upload
You will need a process or report that creates the data upload file daily from information in your hospital's IT systems. This process can also be done manually if needed.

Warning on Data Error During Data Entry

Many numeric fields include a validation check for potential data errors.
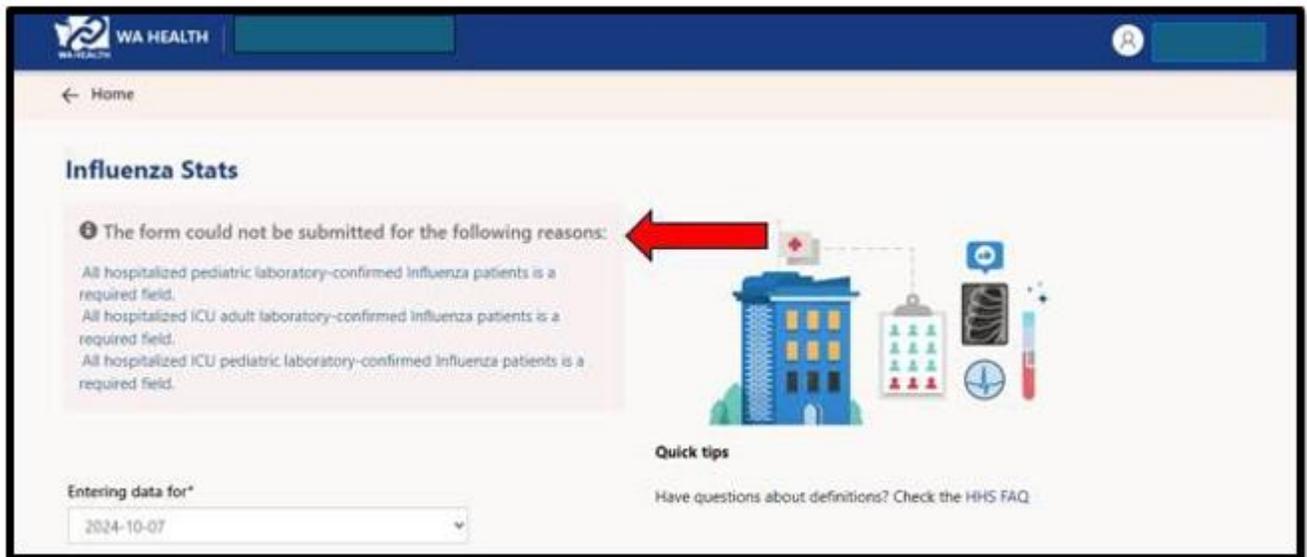
- If you enter an invalid number or value, you will receive an error message at the top of your screen in a pink banner. Please review the error and reenter the correct value. Then you will be able to submit the page.

NHSN Reporting

Centers for Medicare & Medicaid Services (CMS) requires acute care hospitals to electronically report information via NHSN about COVID-19, influenza, and RSV. Starting June 1, 2023, WA HEALTH began daily reporting to National Healthcare Safety Network (NHSN) for all Washington state acute care hospitals. This alleviates the quality issues identified in how the data/metrics from various facilities are reported. You will see a username from the WA HEALTH team in the "entered by" column in NHSN. When populating the dashboard data in question, the CDC will run its de-duplication logic to prioritize the data submitted by the WA HEALTH system to eliminate the possibility of reporting duplicate records.

There will be no impact on individual facilities. Facilities are still able to report directly to NHSN if necessary for their hospital organization. Please keep in mind, reporting to WA HEALTH daily is required for acute care hospitals.

Every acute care hospital should have a designated NHSN facility administrator and/or an individual from your site with NHSN access. Please email us if you need help obtaining access to NHSN. Sign in to NHSN through your SAMS account here: Secure Access Management Service (cdc.gov).

WA HEALTH breaks down certain data categories further than NHSN (such as bed occupancy data). When WA HEALTH reports hospital data to NHSN, we sum up certain fields to ensure that the data adheres to the NHSN reporting requirements.

Sign Out

You can sign out from the WA HEALTH portal using the profile icon on the upper-right side of the screen.

Note: Sign-out may not be available if your IT administrator has disabled device sharing.

Switch Facility

Switch between facilities anytime by selecting the facility name on the top-left side of the screen. Use the magnifying glass next to 'Facility' to search and then select the facility you would like to switch to.
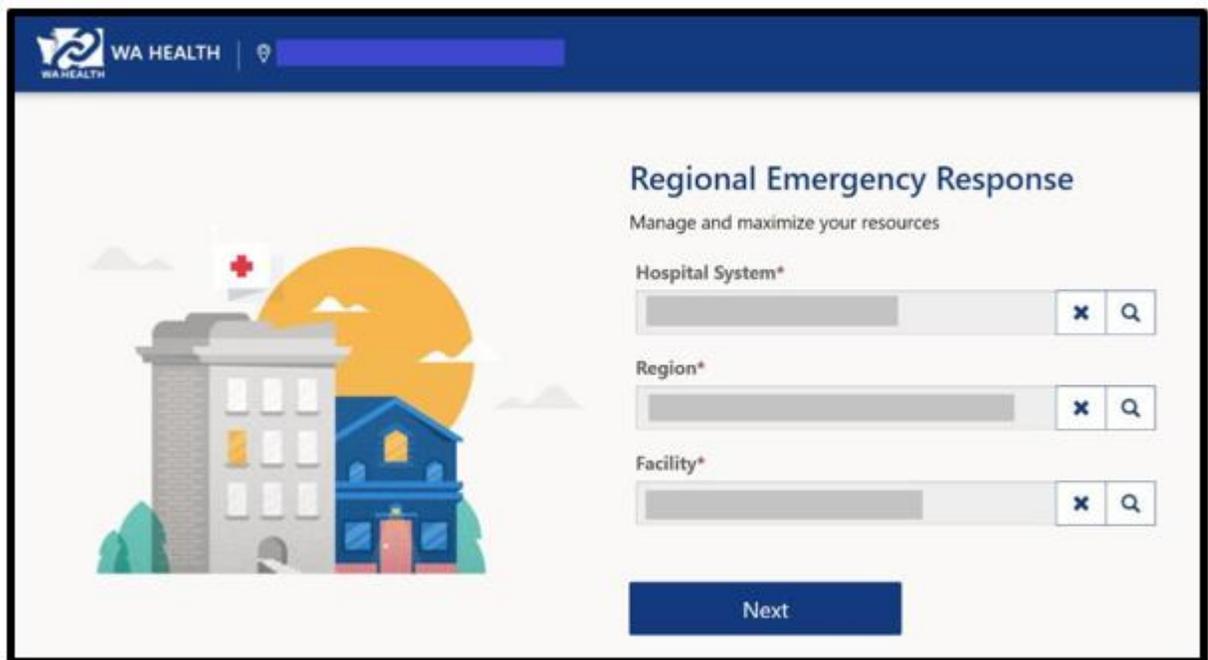
Dashboard

Note: You need to have "Report Viewer" or "Regional Report Viewer" permissions to view the dashboard.

To access the WA HEALTH dashboard, look for the Dashboard icon on the WA HEALTH web portal.
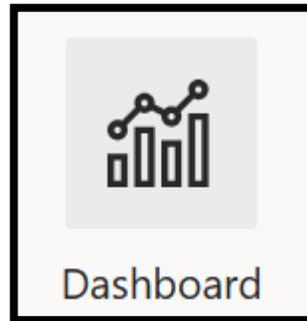
The WA HEALTH Dashboard provides reports of all information submitted by acute care facilities every day. The reports on details can be filtered by county, parent organization, or facility. All tables can be exported into Excel reports.

To export the most current data, recognizing facilities may update data at their convenience throughout the day, the system may require refresh (numerous X's will show on the screen or an error message will pop up when choosing to export). The dashboard refreshes every 4 hours at 3am, 6am, 10am, 2pm, and 7pm.

To export data into an Excel sheet, click on the 3 dots next to the chart. Then click 'export data'.
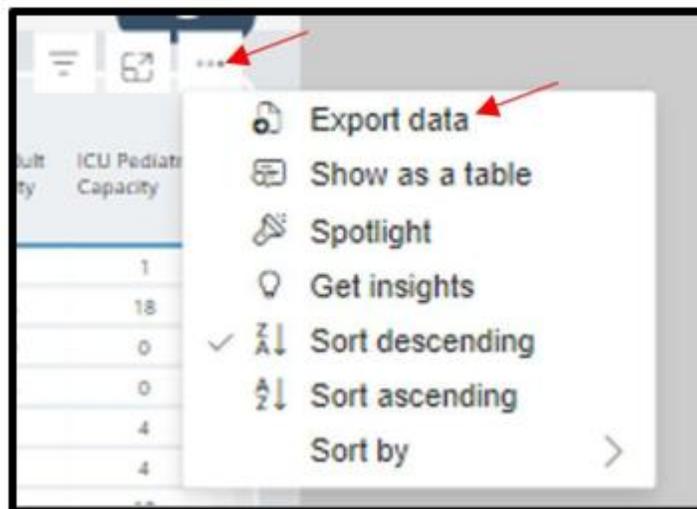
Power BI Reports Available on the Dashboard:

- Bed Census Detail
- COVID-19 Detail
- Influenza Detail
- RSV Detail
- Facility Setup

Bed Census Detail

Export a cumulative report of all facilities' data submissions on staff bed occupancy.

COVID-19 Detail

Export a report on COVID-19 data including previous day's admissions and total number of hospitalized patients with confirmed COVID-19.

Influenza Detail

Export a report on Influenza data including previous day's admissions and total number of hospitalized patients with confirmed Influenza

RSV Detail

Export a report on RSV data including previous day's admissions and total number of hospitalized patients with confirmed RSV.

Facility Setup

Export a report of baseline data including facility address and facility type.

We Are Here for You

Thank you for your meaningful contribution to our state's reporting.

Additional resources, including WA HEALTH Frequently Asked Questions (FAQs), can be found on Department of Health's dedicated WA HEALTH webpage. You can always reach us directly with any questions or ideas for how we can better support you at wahealth@doh.wa.gov.