March 4, 2024
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.

PLEASE ACCESS WA HEALTH USING MICROSOFT EDGE, FIREFOX, OR GOOGLE CHROME

WA HEALTH is a technology platform that collects key health care data and provides the data in a seamless way to help support leaders across the state 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, vaccine appointment availability submissions, or how WA HEALTH updates data presented to the Vaccine Locator website, please email us at wahealth@doh.wa.gov.

Regards,
Your WA HEALTH Team

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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 and supply 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 and Health and Human Services (HHS) to assist in federal reporting required by hospitals.

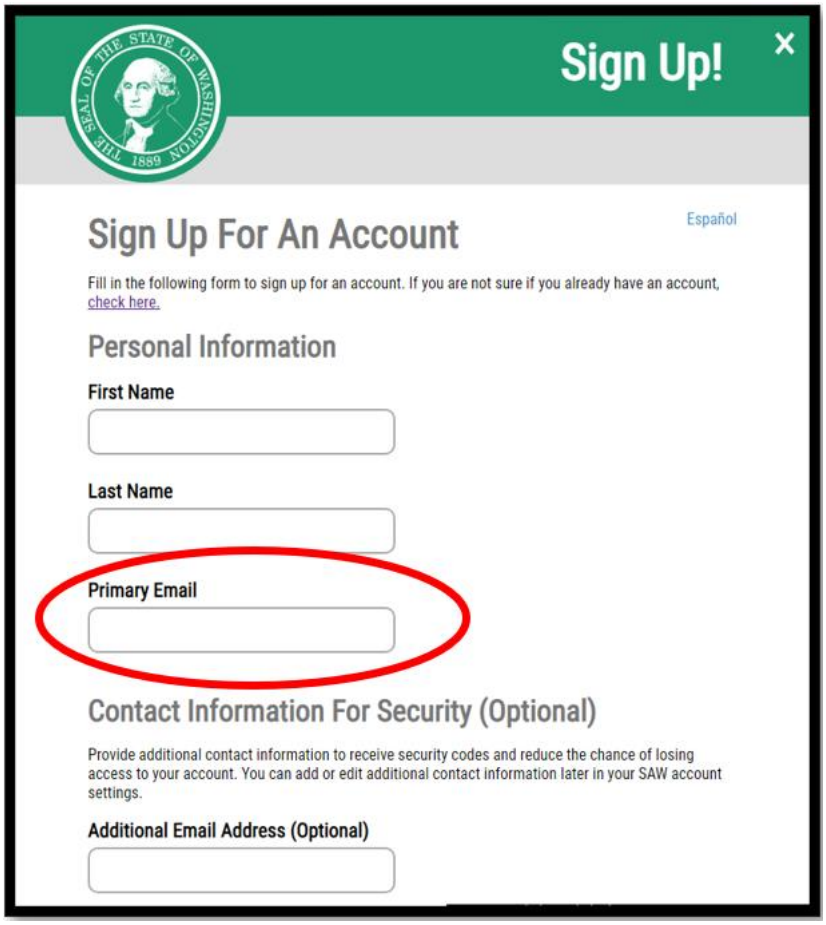
WA HEALTH requires daily entries of data submissions. Bed Occupancy, COVID-19 Stats, Influenza Stats and RSV Stats data are required daily. Equipment and Supplies data are required on Wednesdays only. **WA HEALTH has a 3-day reporting window to allow for reporting to be done on the following business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

Please **access WA HEALTH using Microsoft Edge, Google Chrome, or Firefox** browsers. Internet Explorer is not compatible and will cause issues in the user's experience.

Getting Started with the Portal

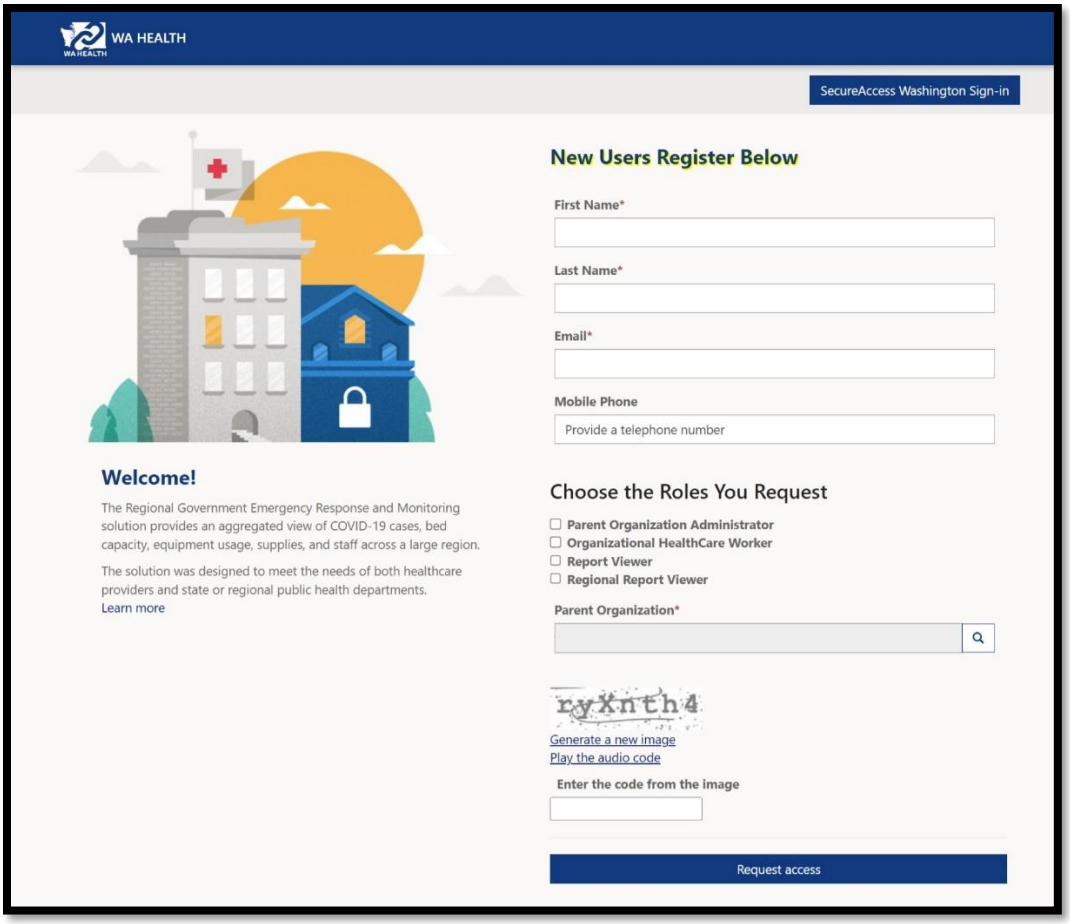
Before you can access the WA HEALTH platform, you will need to have a Secure Access Washington (SAW) Account that uses the same email that you will be using with WA HEALTH. This email must be your **primary** email in SAW.

Sign up for a SAW account here: Secure Access Washington



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

Select **Redeem invitation** if you received an email invitation with an invitation code. Paste your invitation code in the box:

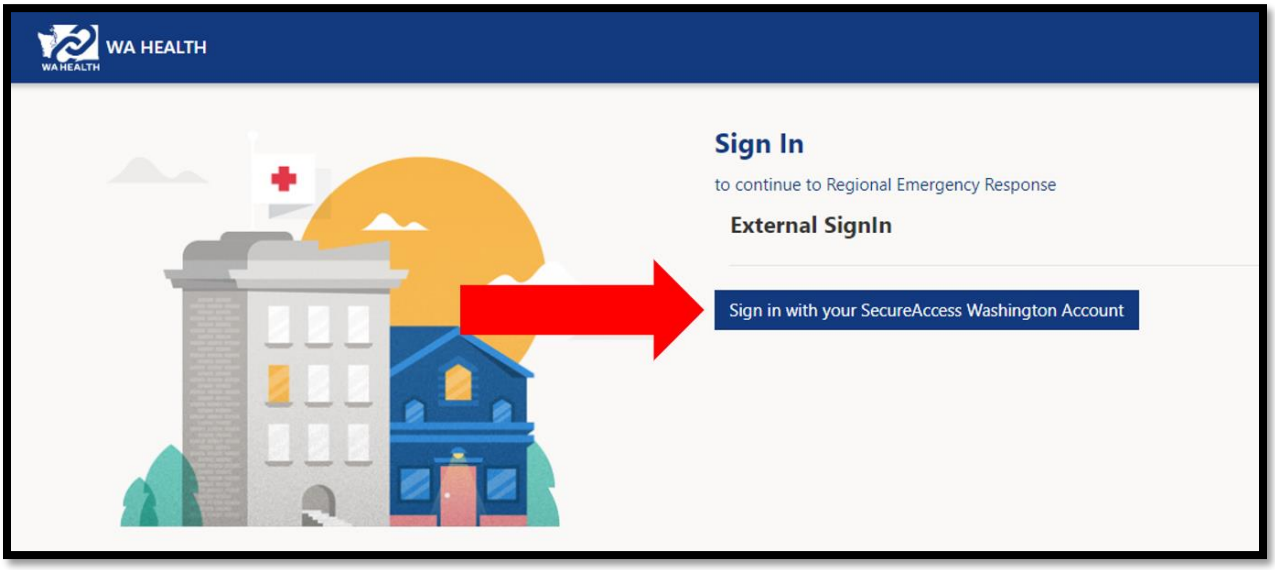
Please do not select the checkbox '**I have an existing account'** if you are uncertain your account is already present in WA HEALTH.

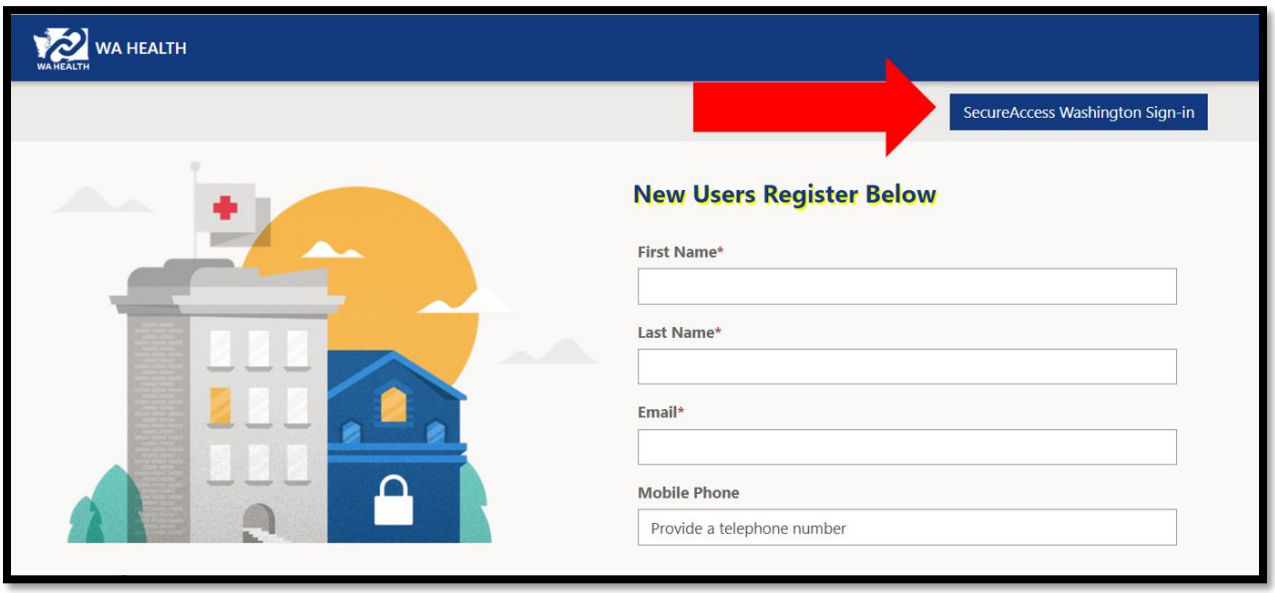
Select **Register** to start the registration process and provide your details to save in your account.

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

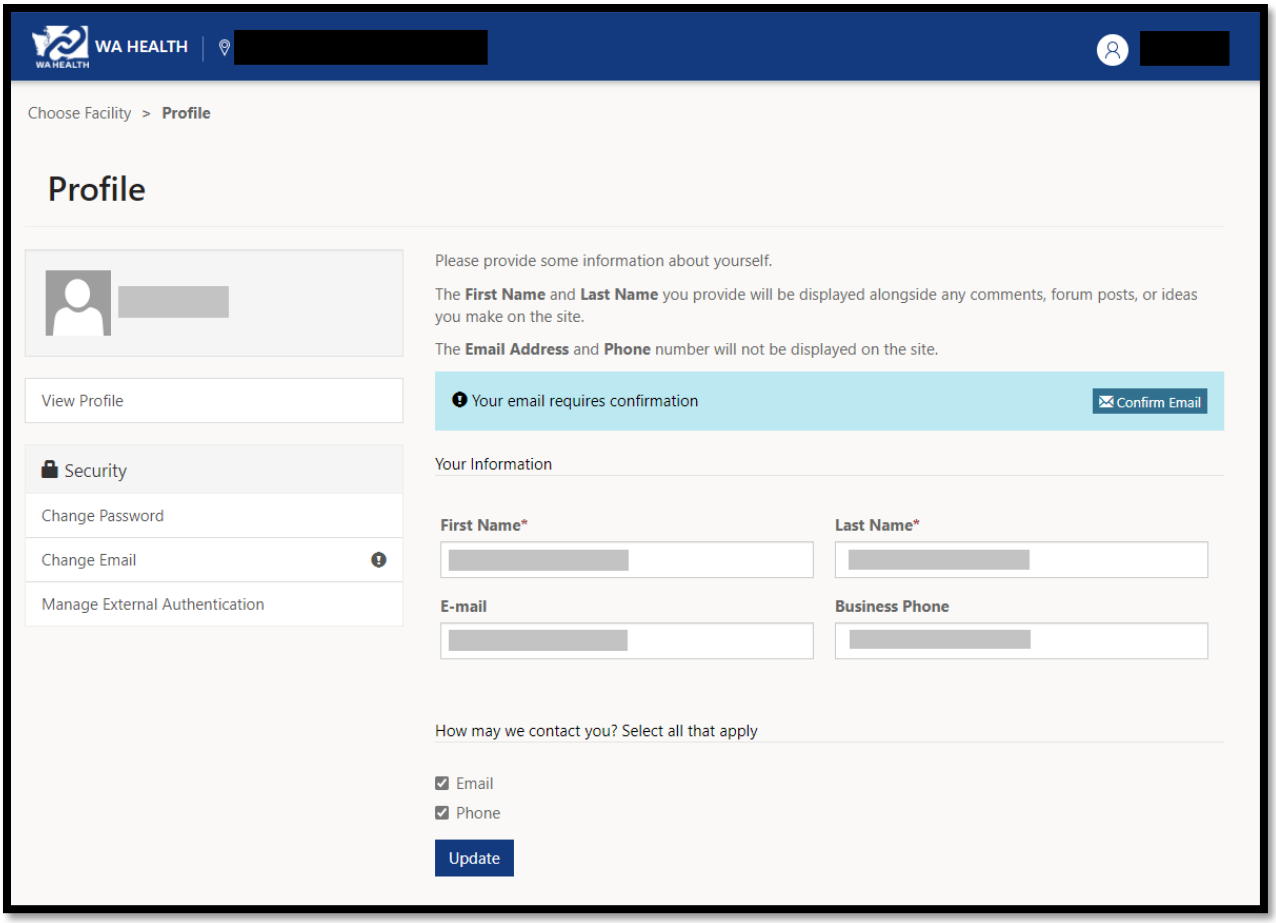
Click on the "Sign In" button (indicated by the red arrows in the screenshots below). You will be directed to Secure Access Washington to sign in. After your successful sign in, you will be redirected to the WA HEALTH portal.





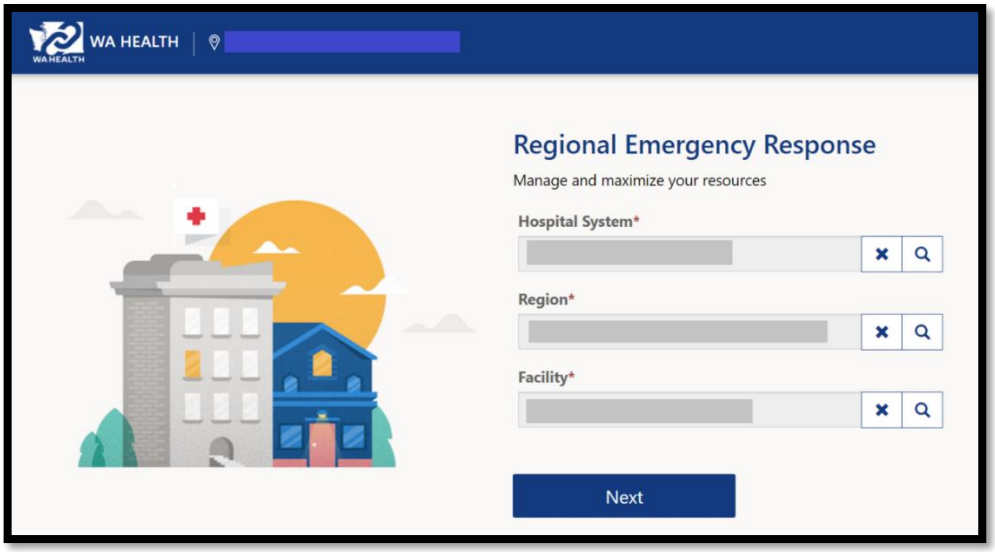
Profile

1. Complete Account **Profile** and click on the **Update** button.

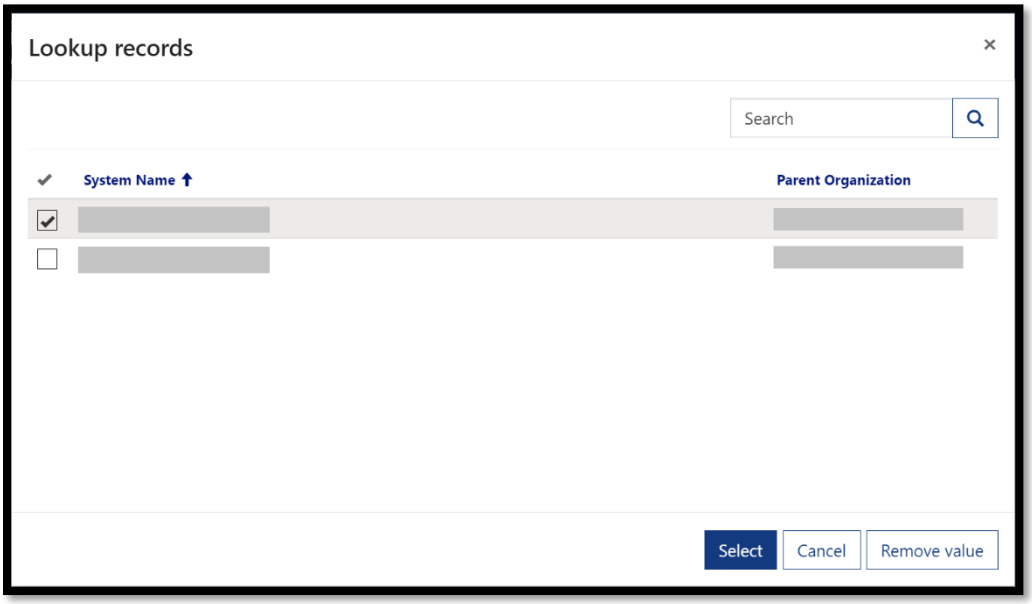


a. Note: You can return to this page any time to update your password and contact information including email and phone number. Click on “view profile” in the top right of your screen.

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 lookup 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.

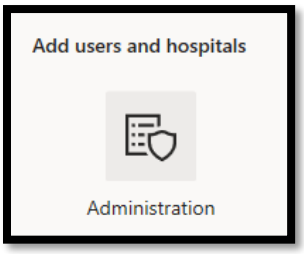
Regional Report Viewer – can only access the dashboard and export reports for various facilities. Users with this role do not need to be associated with a specific facility or parent organization. Note: Export to Excel is located under the ellipses ("…") on the top right of the report.

Vaccine Locator Role – can only update vaccine locator settings information for a facility. If users have this role, they cannot have other user roles.

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

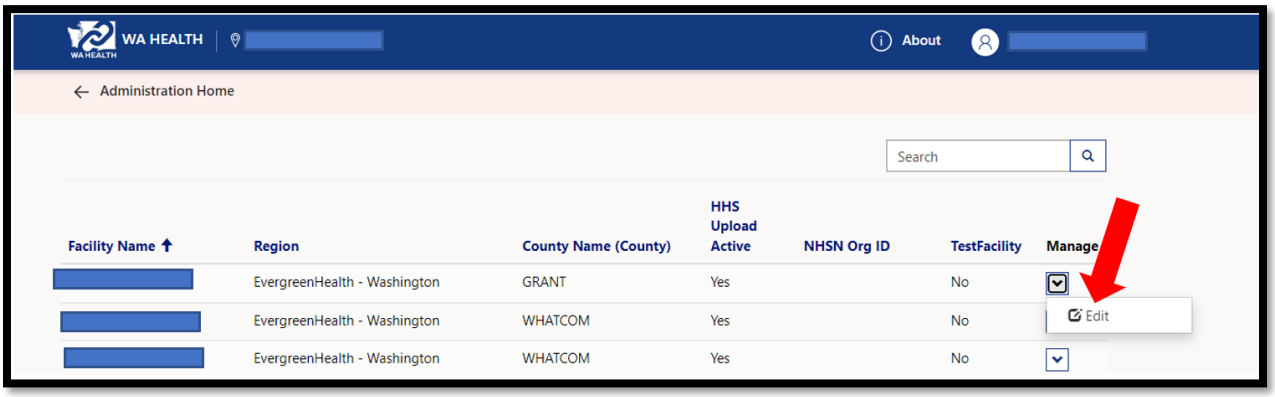
Before a facility can use WA HEALTH, the facility Admin needs to set up the facility baseline data. The system uses the baseline data and the daily data updates to compute certain values, therefore it is essential that the baseline data is periodically checked to ensure it is accurate. **All beds in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

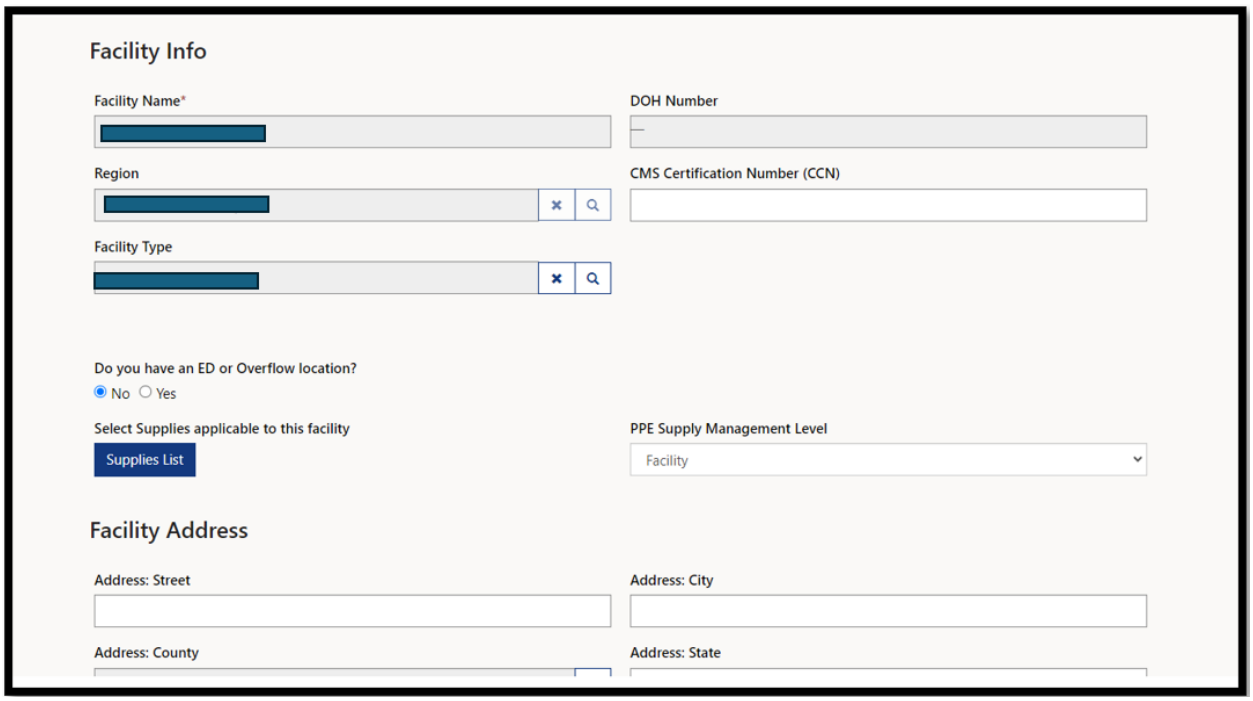
Baseline data is set up and updated in the Administration section, found at the bottom of the screen.



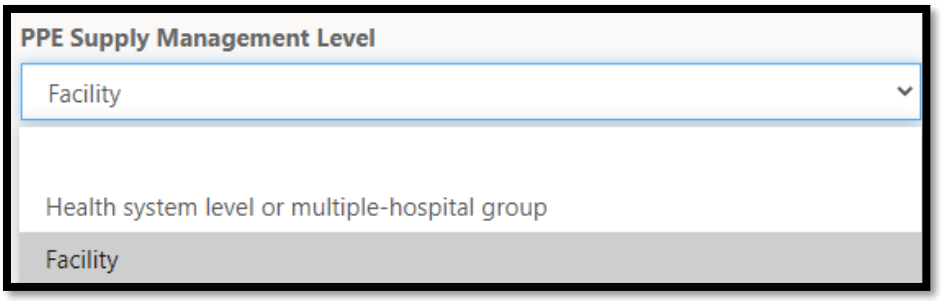
Facility Set-Up Page

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

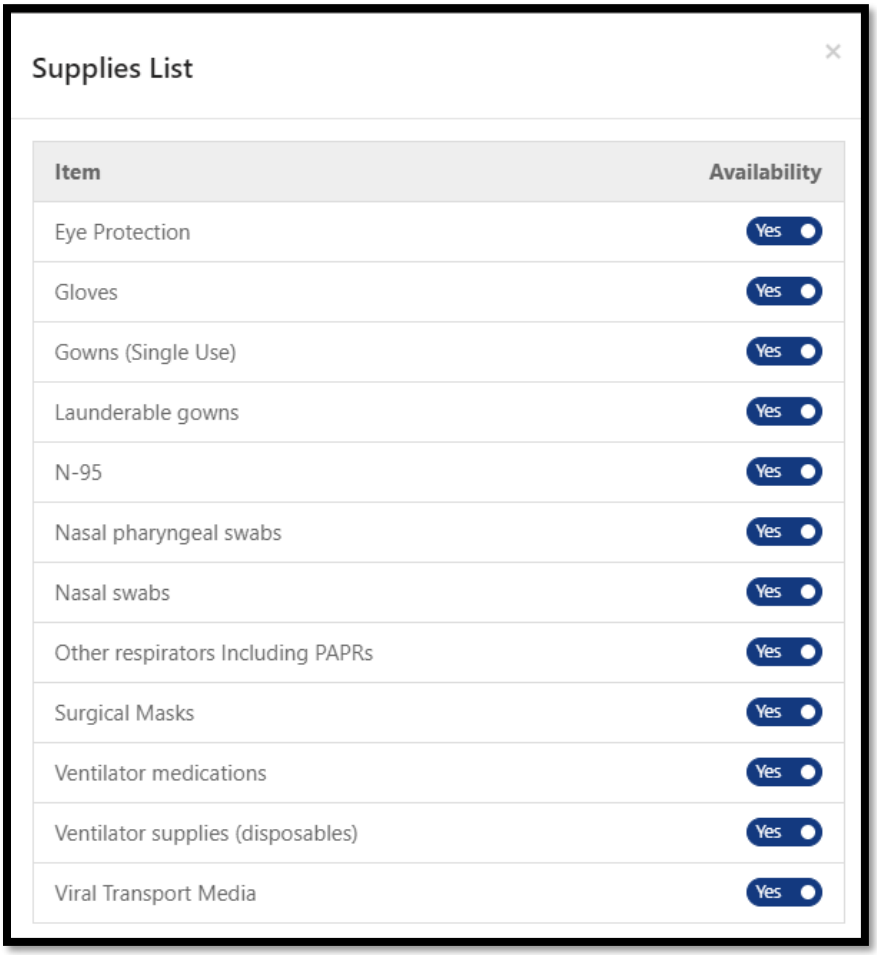




PPE Supply Management Level

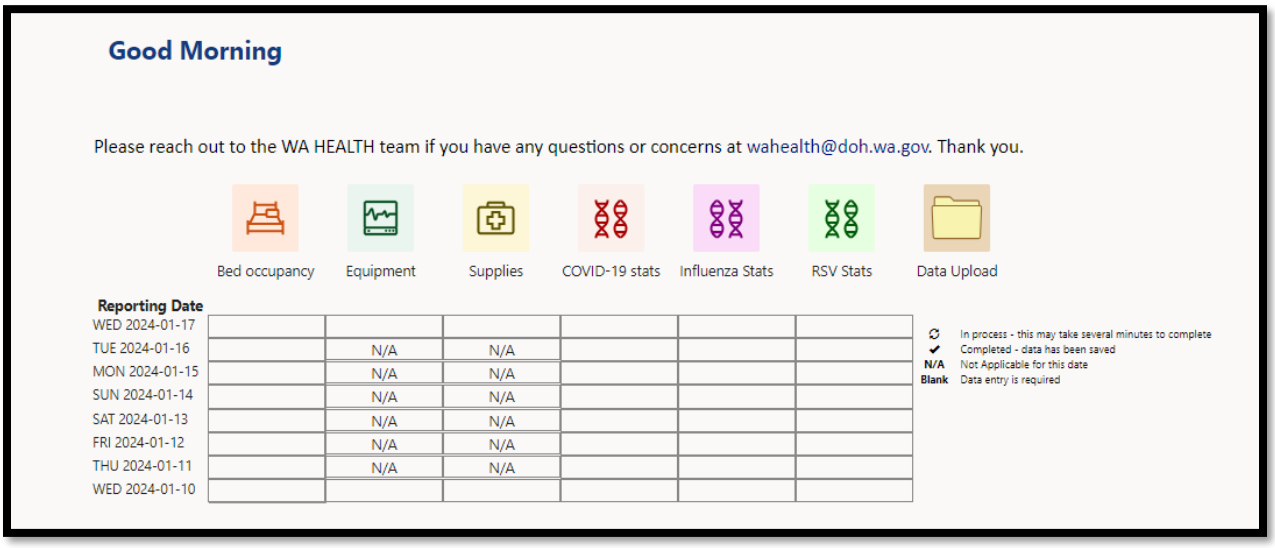


Supplies List



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.
- **Equipment (Wednesday ONLY Requirement)**
  Collect status of mechanical ventilator availability.
- **Supplies (Wednesday ONLY Requirement)**
  Collect information to track key supplies such as Personal Protective Equipment (PPE).
- **COVID-19 Stats**
  Collect status on how many patients are under investigation for COVID-19 and how many tested positive.
- **Influenza Stats**
  Collect influenza information and patients with both influenza & COVID-19.
- **RSV Stats**
  Collect confirmed RSV information for both pediatric and adult patients.
- **Data Upload**
  Import data from spreadsheets rather than manually entering information into each data field.
- **Vaccine Locator Settings**

Collect COVID-19 appointment availability data to be displayed on the Vaccinate WA (Vaccine Locator) website.

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)

Staffed Inpatient ICU & Acute Care Bed Occupancy

Bed type		Current Occupancy	Staffed Bed Capacity
ICU Beds*	Adult		16
	Pediatric		18
Acute Beds*	Adult		20
	Pediatric		22

Staffed Inpatient Bed Occupancy - Other areas

Bed type	Current Occupancy	Staffed Bed Capacity
Neonatal ICU beds *		24
Nursery Beds*		1
Beds in overflow/surge/expansion areas *		26
Adult Beds in other inpatient areas *		28

Emergency Department Visits

	Adult	Pediatric
Previous day's total Emergency Department visits*		

Submit

Data Element Definitions

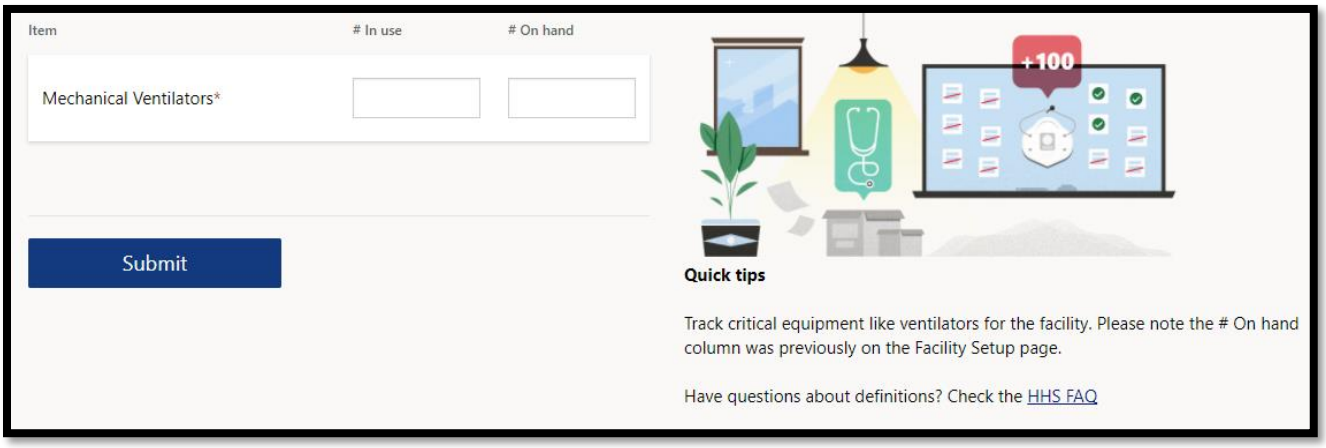
Information Needed	Definition	Bed Types
Staffed Inpatient ICU and Acute Care Bed Occupancy:		
ICU beds - Current Occupancy - Adult	Number of staffed Adult ICU Beds that are occupied (i.e., filled by a patient for any reason).	Adult Critical Care/ICU Beds: These beds are intended for adult patients with 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	Number of adult ICU beds actively staffed and available for use	
ICU beds - Current Occupancy - Pediatric	Number of staffed Pediatric ICU beds that are occupied (i.e., filled by a patient for any reason)	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	Number of pediatric ICU beds actively staffed and available for use	
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 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 - Staffed Bed Capacity – Adult	Number of adult Acute Care beds actively staffed and available for use	

Acute Care beds - Current Occupancy - Pediatric	Number of staffed Pediatric Acute Care beds that are occupied (i.e., filled by a patient for any reason)	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	Number of pediatric Acute Care beds actively staffed and available for use	
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 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).
Neonatal ICU beds – Staffed Bed Capacity	Number of neonatal ICU beds actively staffed and currently available for use.	
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 beds in Overflow/Surge/Expansion areas – Current Occupancy	Number of staffed beds in Overflow/Surge/Expansion areas that are occupied (i.e., filled by a patient for any reason).	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 beds in Overflow/Surge/Expansion areas – Staffed Bed Capacity	Number of surge and/or overflow beds actively staffed and currently available (not beds you stand up over time).	

Number of beds in other Adult inpatient areas – Current Occupancy	Number of staffed beds in other adult inpatient areas that are occupied (i.e., filled by a patient for any reason).	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- 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.
Number of beds in other Adult inpatient areas – Staffed Bed Capacity	Number of all remaining staffed adult inpatient beds currently available for use (excluding adult ICU, pediatric ICU, NICU, adult acute care, pediatric acute care, and nursery beds which are counted separately in prior fields).	
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.

Equipment (Wednesdays ONLY)

Submit ventilator details.

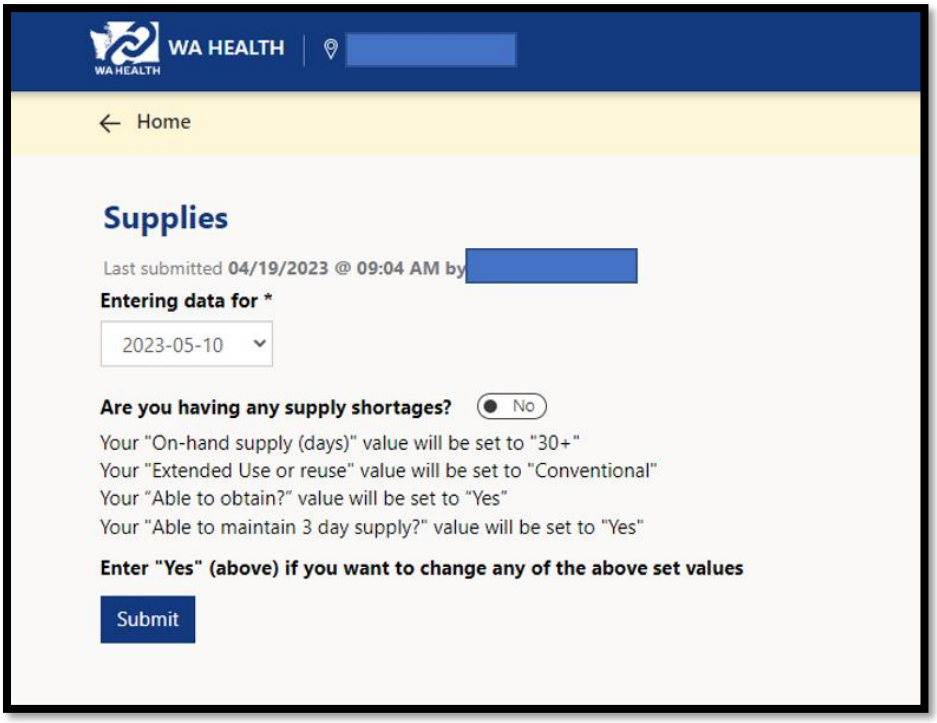


Data Element Definitions

Information Needed	Definition
Mechanical ventilators - in use	Enter the total number of mechanical ventilators in use at the time the data is collected, including adult, pediatric, neonatal ventilators, anesthesia machines and portable/transport ventilators. Include BiPAP machines if the hospital uses BiPAP to deliver positive pressure ventilation via artificial airways.
Mechanical ventilators - on hand	Enter the total number of mechanical ventilators available onsite at the time the data is collected, including adult, pediatric, neonatal ventilators, anesthesia machines and portable/transport ventilators. Include BiPAP machines if the hospital uses BiPAP to deliver positive pressure ventilation via artificial airways.

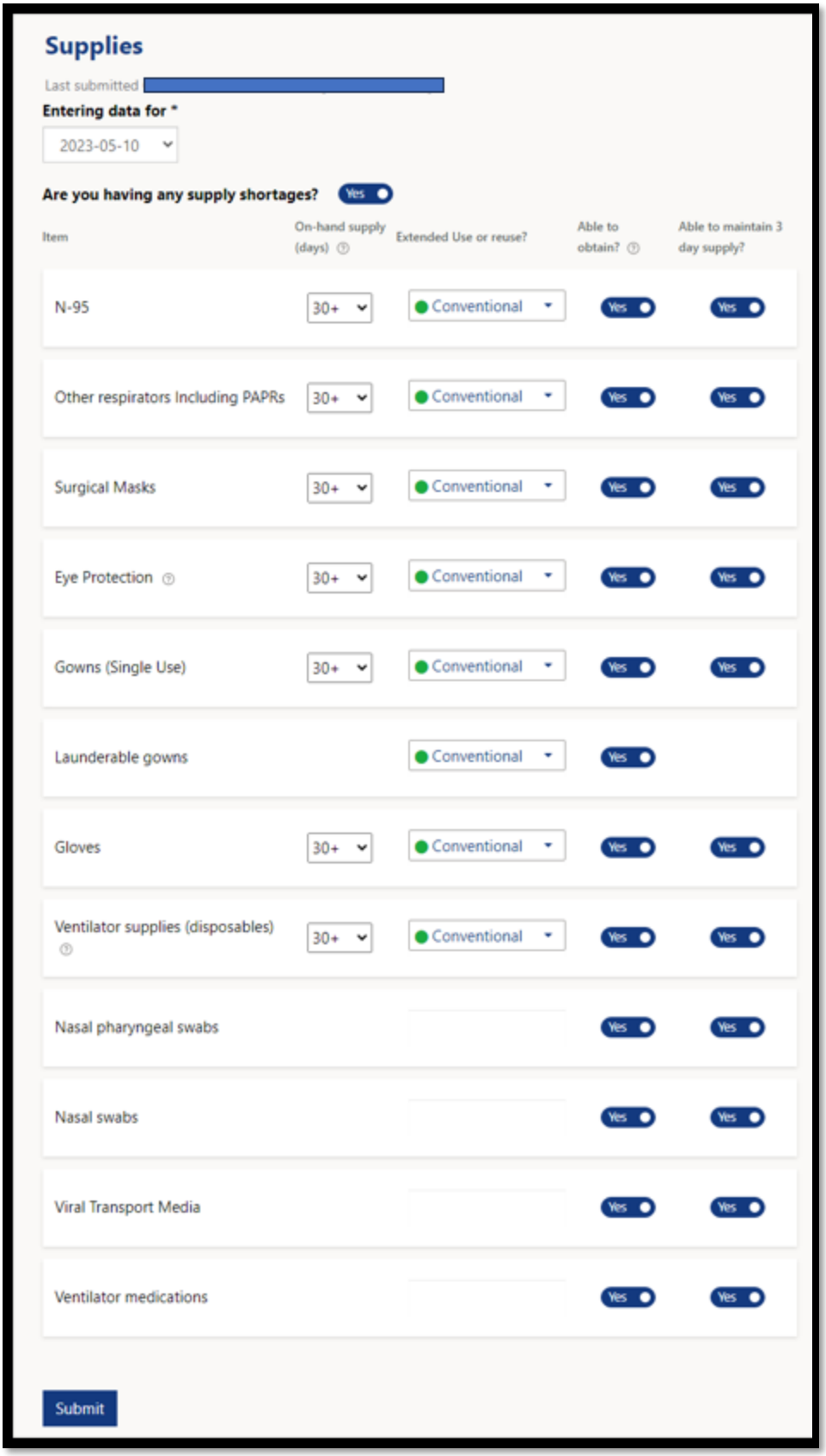
Supplies (Wednesdays Only)

Supplies reporting is reporting by exception. The screen below is the first page you will see. If your facility is **NOT** having supply issues, toggle the question “Are you having any supply shortages” to “No” and click submit. This will complete your supplies reporting for the week.



If your facility **IS** having trouble obtaining supplies, toggle the question “Are you having any supply shortages” to “Yes” and click submit. This will take you to the second supplies page.

This is the second supplies page. Submit the supplies inventory in stock:


Supplies
Last submitted
Entering data for *
2023-05-10
Are you having any supply shortages?
Yes
Item
On-hand supply (days)
Extended Use or reuse?
Able to obtain?
Able to maintain 3 day supply?
N-95
30+
Conventional
Yes
Yes
Other respirators Including PAPRs
30+
Conventional
Yes
Yes
Surgical Masks
30+
Conventional
Yes
Yes
Eye Protection
30+
Conventional
Yes
Yes
Gowns (Single Use)
30+
Conventional
Yes
Yes
Launderable gowns
Conventional
Yes
Gloves
30+
Conventional
Yes
Yes
Ventilator supplies (disposables)
30+
Conventional
Yes
Yes
Nasal pharyngeal swabs
Yes
Yes
Nasal swabs
Yes
Yes
Viral Transport Media
Yes
Yes
Ventilator medications
Yes
Yes
Submit

Data Element Definitions

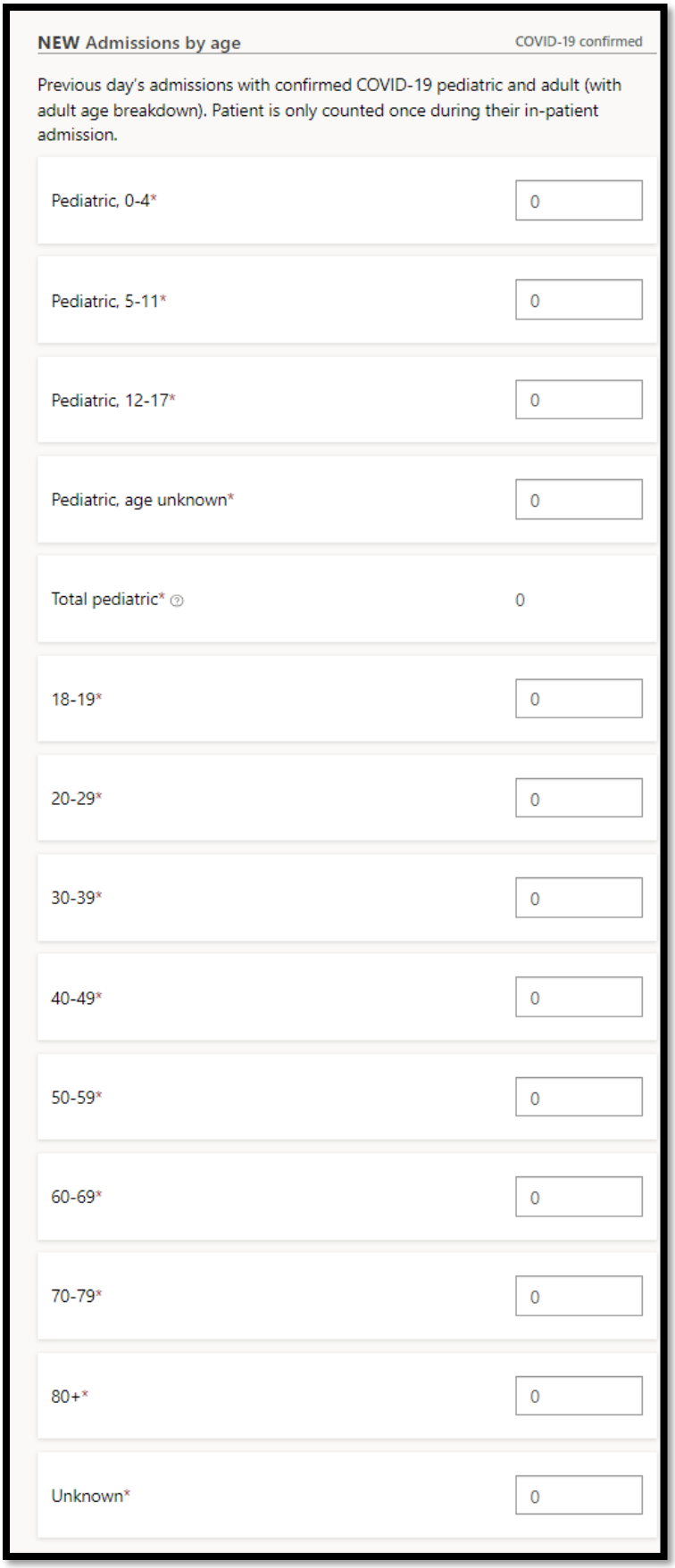
The supplies app items list may be different depending on your organization's requirements. Refer to your organization resources for descriptions of supply names.

Information Needed	Definition
On-hand supply (duration in days) a) N95 respirators b) Other respirators such as PAPRs or elastomeric c) Surgical and procedure masks d) Eye protection including face shields and goggles e) Single-use gowns f) Exam gloves (single) g) Ventilator supplies (disposables) (any supplies excluding medications, including flow sensors, tubing, connectors, valves, filters, etc.)	Provide calculated range of days of supply in stock for ventilator supplies and each PPE category. For supply categories that may have varying quantities, days on hand, or ability to obtain and maintain, reply for the item that has the lowest stock on hand. • 0 days • 1-3 days • 4-6 days • 7-14 days • 15-30 days • >30 days Calculation may be provided by your hospital's ERP system or by utilizing the CDC's PPE burn rate calculator assumptions*: • Ventilator supplies (any supplies, including flow sensors, tubing, connectors, valves, filters, etc.) • N95 masks • Surgical masks • Eye protection including face shields and goggles • Single-use gowns • Exam gloves
Extended Use or reuse? a) N95 respirators b) Other respirators such as PAPRs or elastomeric c) Surgical and procedure masks d) Eye protection including face shields and goggles e) Single-use gowns f) Launderable gowns g) Exam gloves (single) h) Ventilator supplies	Conventional / Contingency / Crisis For calculation of on hand supply, we recommend using the Personal Protective Equipment (PPE) Burn Rate Calculator. For more information regarding conservation strategy, please refer to the PPE Usage Guidelines. **Extended use**: Wearing for repeated close contact encounters with several patients without removing between patients. **Reuse**: Using same PPE for multiple encounters with patients but removing it ('doffing') after each encounter.
Able to obtain? a) N95 masks b) Other respirators such as PAPRs or elastomeric c) Surgical and procedure masks d) Eye protection including face shields and goggles	Select YES for each of the supply types that your facility can order and obtain. If you have placed an order but are not able to have that order filled, please answer NO. Information can be obtained from materials management, infection prevention leader, operational leadership, or the COVID-19 incidence command leadership in your facility.

Information Needed	Definition
e) Single-use gowns f) Launderable gowns g) Exam Gloves h) Nasal pharyngeal swabs i) Nasal swabs j) Viral transport media k) Ventilator supplies l) Ventilator medications	
Able to maintain 3-day supply? a) N95 masks b) Other respirators such as PAPRs or elastomeric c) Surgical and procedure masks d) Eye protection including face shields and goggles e) Single-use gowns f) Exam Gloves g) Nasal pharyngeal swabs h) Nasal swabs i) Viral transport media j) Ventilator supplies k) Ventilator medications	Enter YES for each supply type for which your facility can maintain at least a 3- day supply. Enter NO for those for which your facility is not able to maintain at least a 3-day supply.

COVID-19 Stats

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



NEW Admissions by age — COVID-19 confirmed

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

Pediatric, 0-4*	0
Pediatric, 5-11*	0
Pediatric, 12-17*	0
Pediatric, age unknown*	0
Total pediatric*	0
18-19*	0
20-29*	0
30-39*	0
40-49*	0
50-59*	0
60-69*	0
70-79*	0
80+*	0
Unknown*	0

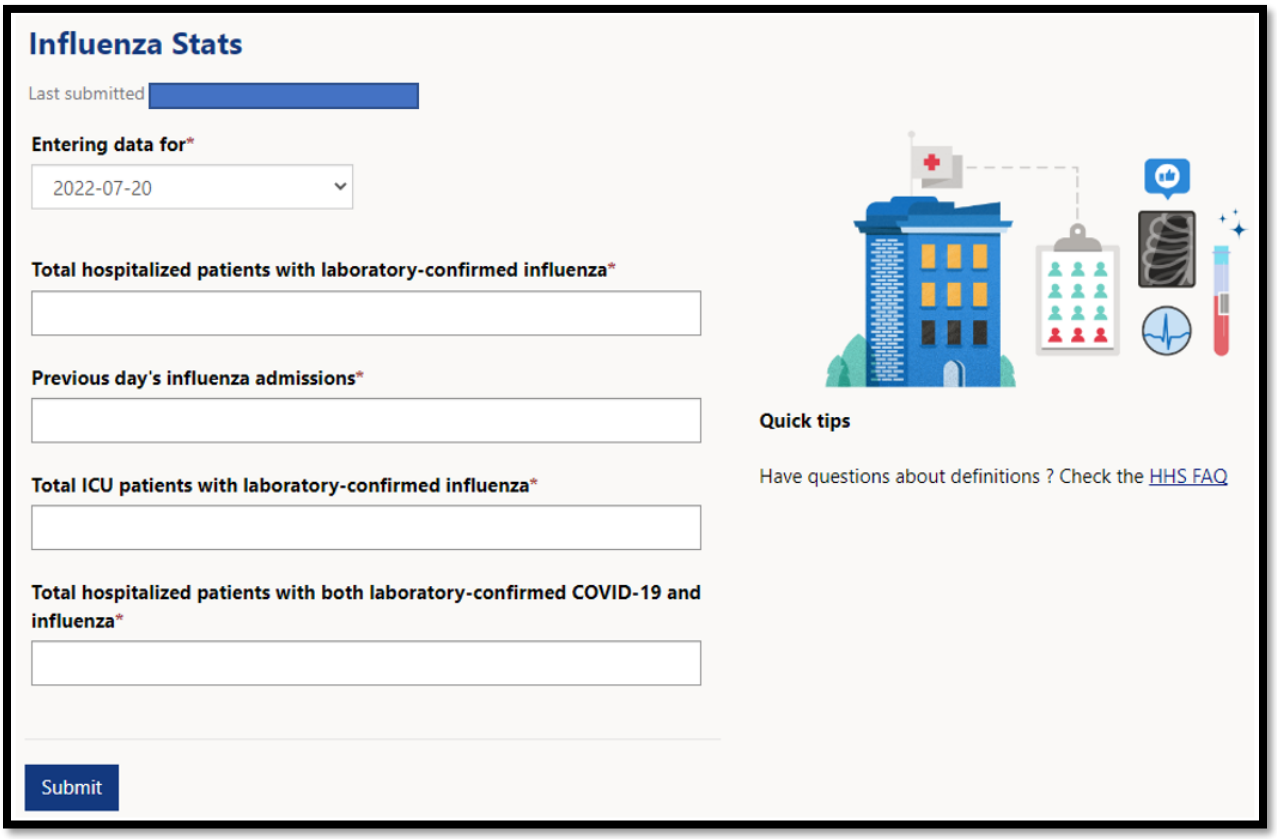
Data Element Definitions

Data Element Name	Definition
Inpatient beds:	
Total hospitalized adult patients: COVID-19 confirmed	Total number of adult patients currently hospitalized in an adult inpatient bed who have laboratory-confirmed COVID-19. Include those in observation beds.
Total hospitalized pediatric patients: COVID-19 confirmed	Total number of pediatric patients currently hospitalized in a pediatric inpatient bed, including NICU, newborn, and nursery, who have laboratory-confirmed COVID-19. Include those in observation beds.
Total hospitalized patients: COVID-19 confirmed	Sum of all adult and pediatric patients in an inpatient bed who have confirmed COVID-19 Note: This data field automatically sums the two fields above
Total hospitalized and ventilated patients: COVID-19 confirmed	Total number of patients currently hospitalized in an inpatient bed and are on a mechanical ventilator with confirmed COVID-19
Total ICU adult patients: COVID-19 Confirmed	Patients currently hospitalized in a designated adult ICU bed who have laboratory-confirmed COVID-19.
Total ICU pediatric patients: COVID-19 Confirmed	Patients currently hospitalized in a designated pediatric ICU bed who have laboratory-confirmed COVID-19.
NEW Admissions by age:	
Previous day's admissions with confirmed COVID-19 pediatric and adult (with age breakdown).	Enter the number of pediatric patients who were admitted to an inpatient bed, including NICU, newborn, and nursery, on the previous calendar day who had **confirmed** COVID-19 at the time of admission. Provide the breakdown by age bracket: 0-4, 5-11, 12-17, and Unknown. Enter the number of patients who were admitted to an adult inpatient bed on the previous calendar day who had **confirmed** COVID-19 at the time of admission. Provide the breakdown by age bracket: 18-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70-79, 80+, and Unknown. These values have been defaulted to 0 to aid in data entry. **Please do not double count patients here! Patient is only counted once during their in-patient stay**.

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.



Data Element Definitions

Data Element Name	Definition
Total hospitalized patients with laboratory-confirmed influenza	Enter the total number of patients (adult and pediatric) currently hospitalized in an inpatient bed who have laboratory-confirmed influenza virus infection. Include inpatient, overflow, observation, ED, ED awaiting orders for an inpatient bed, active surge/expansion, ICU, NICU, PICU, newborn and nursery
Previous day's influenza admissions	Enter the total number of patients (adult and pediatric) who were admitted to an inpatient bed on the previous calendar day who had laboratory confirmed influenza virus infection at the time of admission. Include inpatient, overflow, observation, ED, ED awaiting orders for an inpatient bed, active surge/expansion, ICU, NICU, PICU, newborn and nursery.
Total ICU patients with laboratory-confirmed influenza	Enter the total number of patients (adult and pediatric) currently hospitalized in a designated ICU bed with laboratory-confirmed

Data Element Name	Definition
	influenza virus infection. This is a subset of (Total hospitalized patients with laboratory-confirmed influenza)—this value should not exceed the value in (Total hospitalized patients with laboratory-confirmed influenza)
Total hospitalized patients with both laboratory-confirmed COVID-19 and influenza	Only enter the total number of patients (adult and pediatric) currently hospitalized in an inpatient bed, who are co-infected with BOTH laboratory-confirmed COVID-19 AND laboratory-confirmed influenza virus infection. Include inpatient, overflow, observation, ED awaiting orders for an inpatient bed, active surge/expansion, ICU, NICU, PICU, newborn and nursery. This value should not exceed the value in (Total hospitalized patients with laboratory-confirmed influenza).

RSV Stats

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

Inpatient Beds	RSV Confirmed
Hospitalized adult laboratory-confirmed RSV patients*	
Hospitalized pediatric laboratory-confirmed RSV patients*	
Total hospitalized patients with laboratory-confirmed RSV patients*	__

Previous Day's RSV Patients	RSV Confirmed
Previous day's adult admissions with laboratory-confirmed RSV*	
Previous day's pediatric admissions with laboratory-confirmed RSV*	
Total previous day's admissions with laboratory-confirmed RSV*	__

RSV Patients in ICU	RSV Confirmed
Hospitalized ICU adult laboratory-confirmed RSV patients*	
Hospitalized ICU pediatric laboratory-confirmed RSV patients*	
Total ICU patients with laboratory-confirmed RSV*	—

Data Element Definitions

Data Element Name	Definition
Inpatient Beds:	
Hospitalized adult laboratory-confirmed RSV patients	Adult patients currently hospitalized in an inpatient bed who have laboratory-confirmed RSV. Include those in observation beds.
Hospitalized pediatric laboratory-confirmed RSV patients	Pediatric patients currently hospitalized in an inpatient bed who have laboratory-confirmed RSV. Including NICU, PICU, newborn, and nursery, who have laboratory confirmed RSV.
Total hospitalized patients with laboratory-confirmed RSV patients	Sum of all adult and pediatric patients in an inpatient bed who have confirmed RSV. Note: This data field automatically sums the two fields above
Previous Day's RSV Patients:	
Previous day's adult admissions with laboratory-confirmed RSV	Number of Adult patients who were admitted to an inpatient bed on the previous calendar day who had laboratory-confirmed RSV at the time of admission.
Previous day's pediatric admissions with laboratory-confirmed RSV	Number of pediatric patients who were admitted to an inpatient bed on the previous calendar day who had laboratory-confirmed RSV at the time of admission.
Total previous day's admissions with laboratory-confirmed RSV	Sum of all adult and pediatric patients' admissions with confirmed RSV. Note: This data field automatically sums the two fields above
RSV Patients In ICU:	
Hospitalized ICU adult laboratory-confirmed RSV patients	Adult patients currently hospitalized in a designated ICU bed with laboratory-confirmed RSV.
Hospitalized ICU pediatric laboratory-confirmed RSV patients	Pediatric patients currently hospitalized in a designated ICU bed with laboratory-confirmed RSV.
Total ICU patients with laboratory-confirmed RSV	Sum of all adult and pediatric patients hospitalized in the ICU with confirmed RSV. Note: This data field automatically sums the two fields above

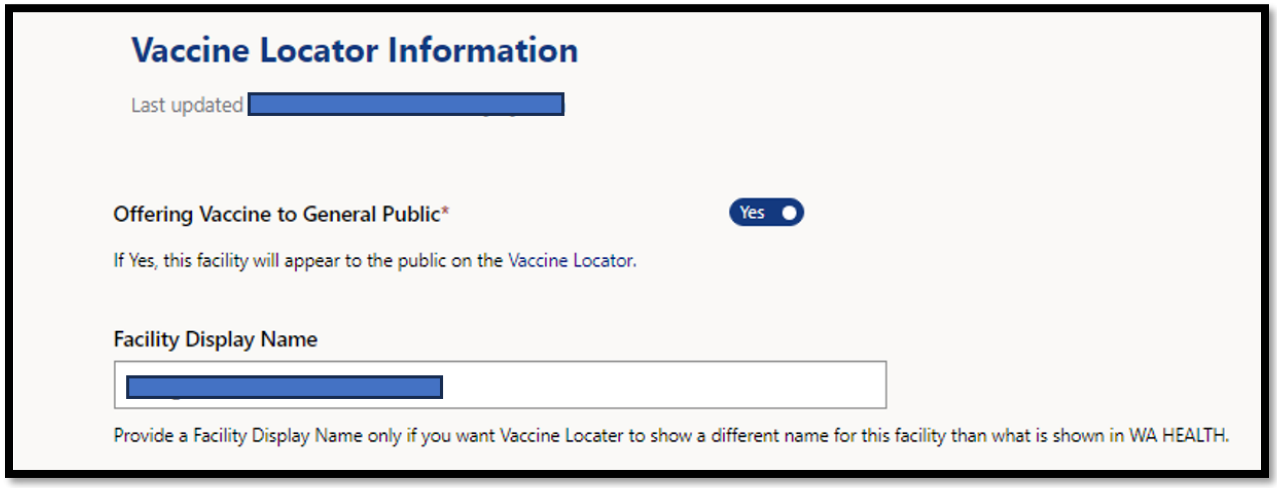
Vaccine Locator Settings

If you have the Organizational Healthcare Worker role, you will be able to update your vaccine locator settings. Additionally, if you have the Vaccine Locator role, you will only be able to update your vaccine locator settings and no other areas within WA HEALTH.

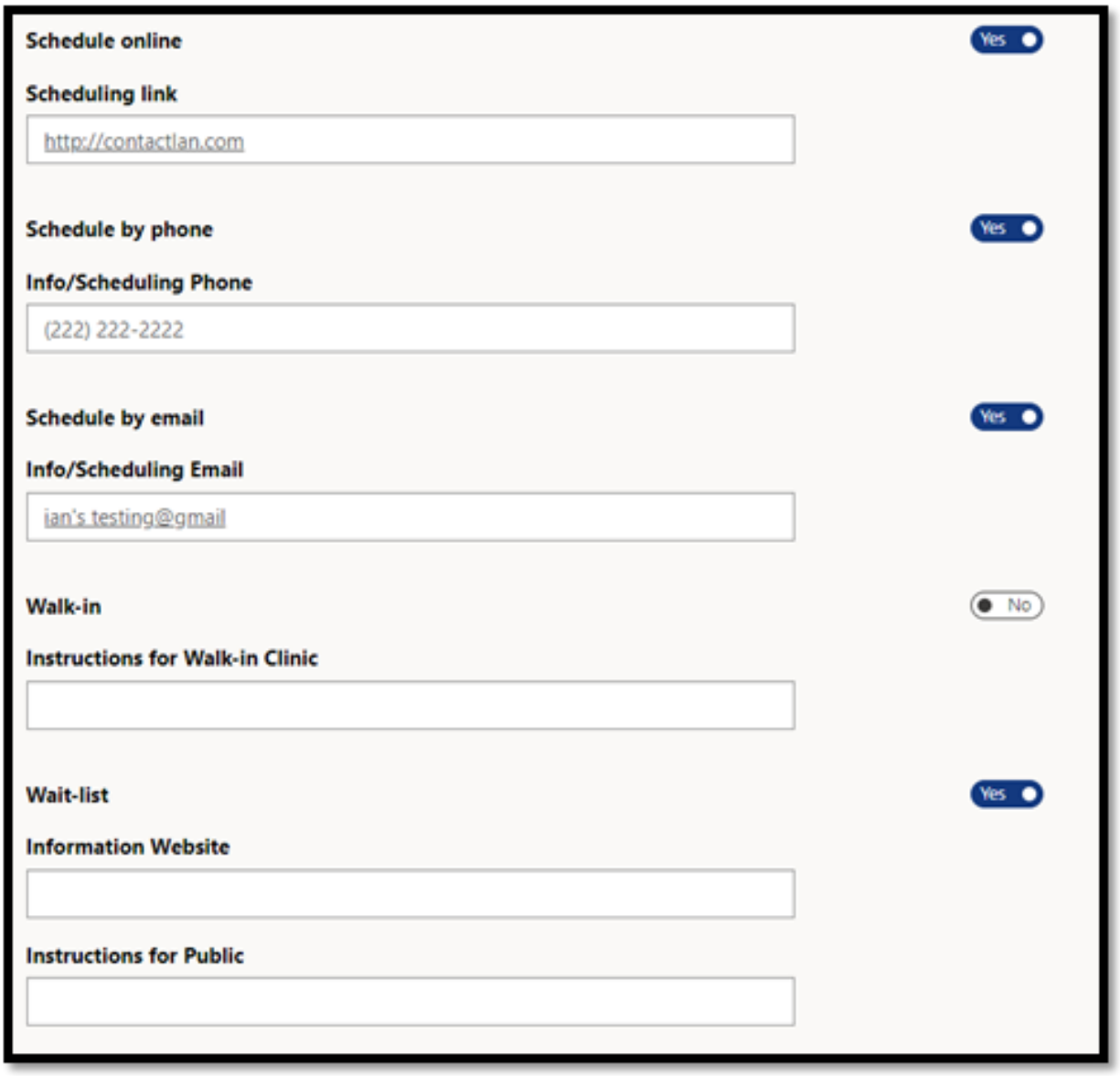
Update COVID-19 vaccine appointment availability information at least monthly and whenever you have new vaccine availability information to share with the public. Your facility's information will be available to the public on the Vaccinate WA webpage if you configure your settings accordingly.

1. From the WA HEALTH home page, click the **Vaccine Locator Settings** tile to access.

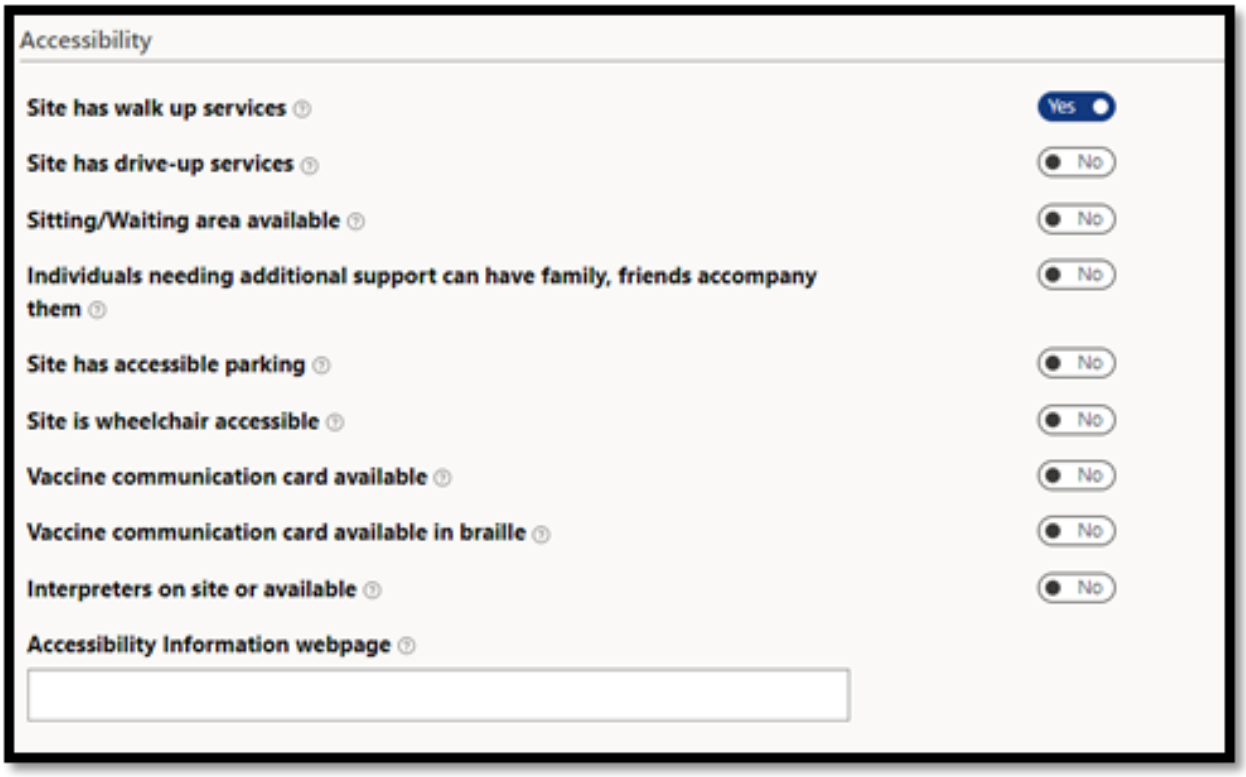
2. The first possible question is a 'Yes/No' question stating, "Offering vaccine to the public."
    a. Please toggle to 'Yes' if you are actively offering COVID-19 vaccine appointments. Otherwise, please toggle to 'No' (toggling to 'No' removes your site from public view).
    b. By toggling to 'Yes,' more questions will be revealed, and this site will appear on the Vaccinate WA website.
3. For 'Facility Display Name,' please use your site's name as you specifically want it displayed to the public in Vaccine Locator.
4. The 'Vaccine Name' section requests you to confirm which COVID-19 vaccine type(s) you have available at your site. You must select at least one vaccine name that you are offering.



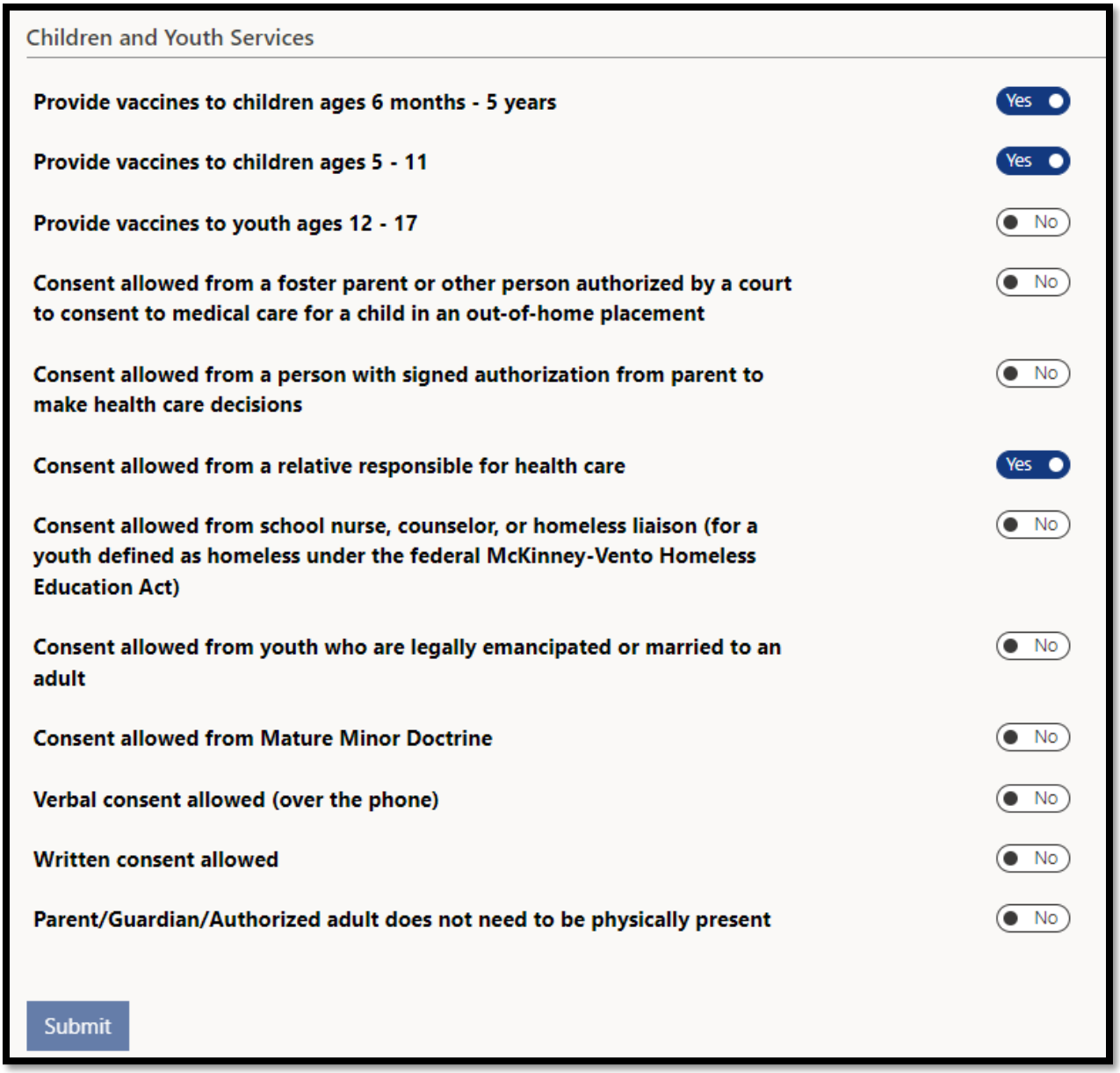
5. Please confirm all possible methods the public can use to schedule an appointment (e.g., call, email, and/or register online) and confirm if walk-in appointments are allowed and if a waitlist is available.



6. Under ‘Accessibility’, toggle to “yes” the services available at your site.



7. Under ‘Children and Youth Services’, more questions will appear if you toggle “yes” to offering vaccines to children ages 6 months - 5 years, children ages 5-11 years, or youth ages 12-17 years. Customize these settings to match what your facility is offering.



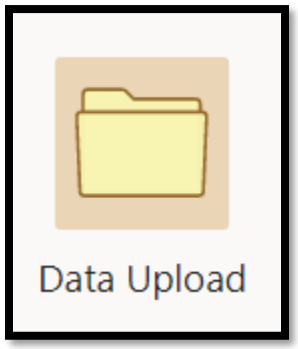
8. Share as many details you would like to provide the public about connecting with your facility then click 'Submit.'

Additional information on reporting in WA HEALTH can be found in the WA HEALTH Vaccinate WA (Vaccine Locator) Onboarding Guide (PDF) .

Bulk Data Upload

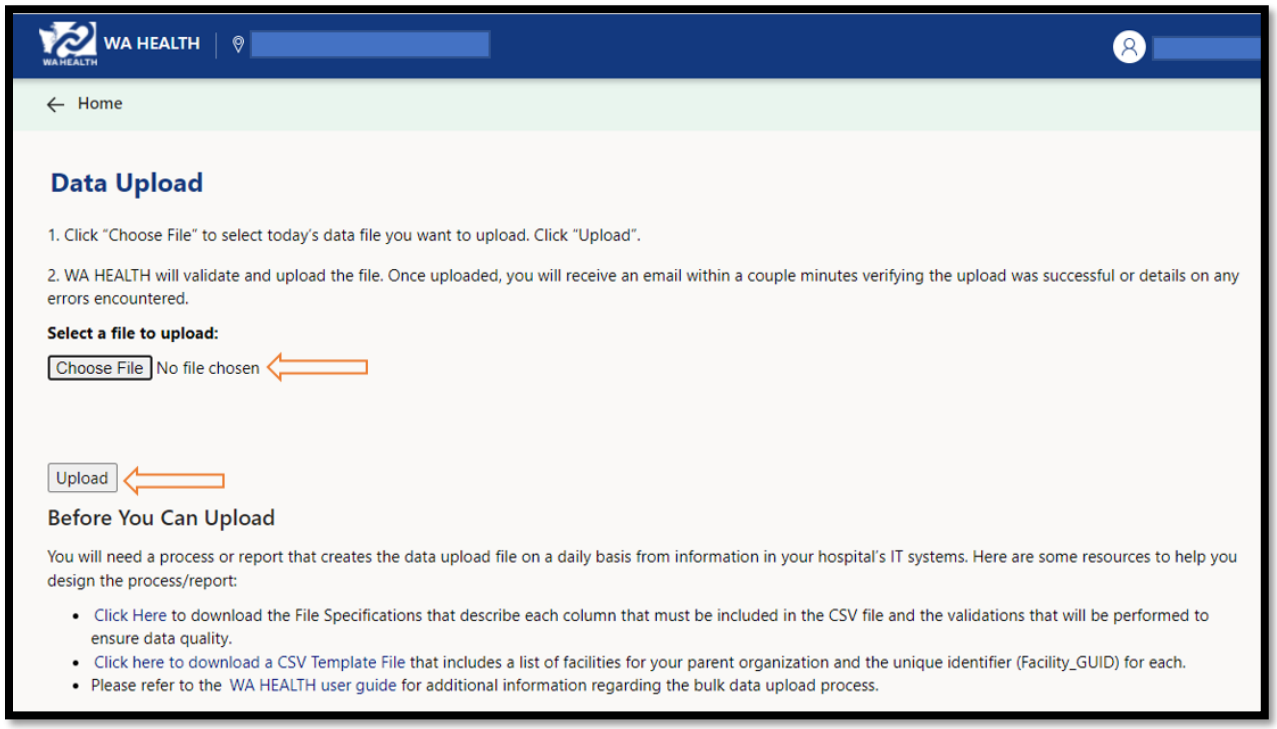
The WA HEALTH platform allows facilities to enter their data via a CSV file template to aid in reporting burden. The process is meant to replace manual entry of fields on the various pages of the WA HEALTH portal. Please email us at wahealth@doh.wa.gov if you are interested in this service and we will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

From the main landing page, click on the "Data Upload" icon.

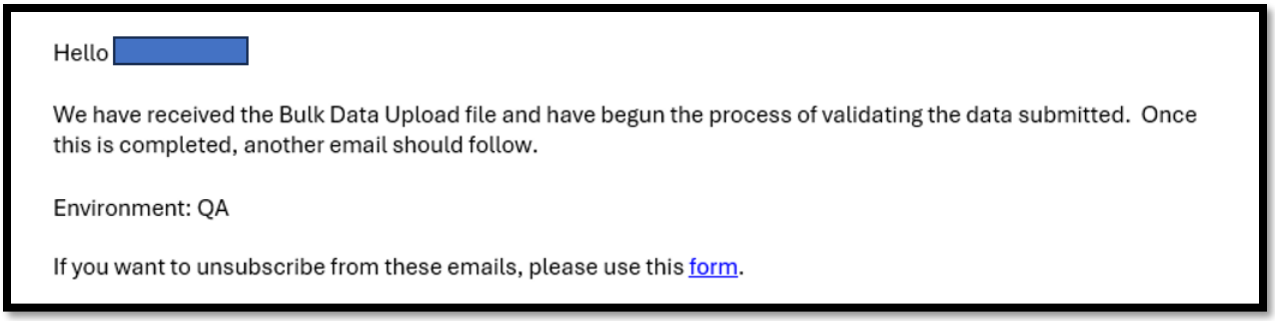


1. Go to the "Before You Can Upload" section. Download the CSV template and complete all required fields for your facility/facilities. You can enter multiple facilities and multiple report dates on a single CSV template file. Please refer to the file specifications for definitions and instructions.

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

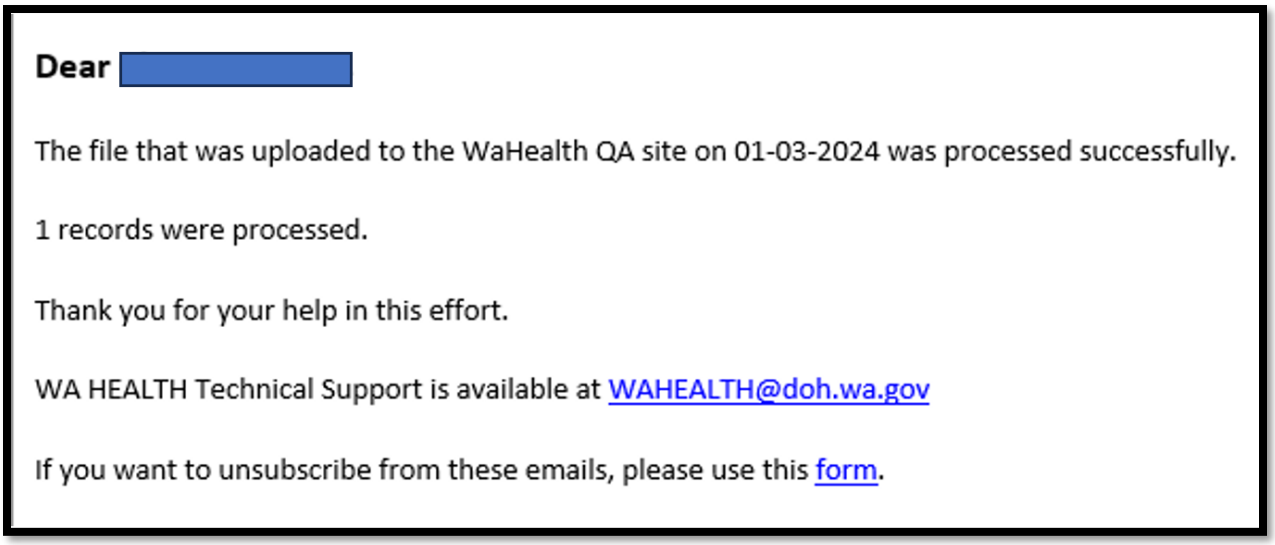


3. You will receive an initial email to verify that the system has received your file.

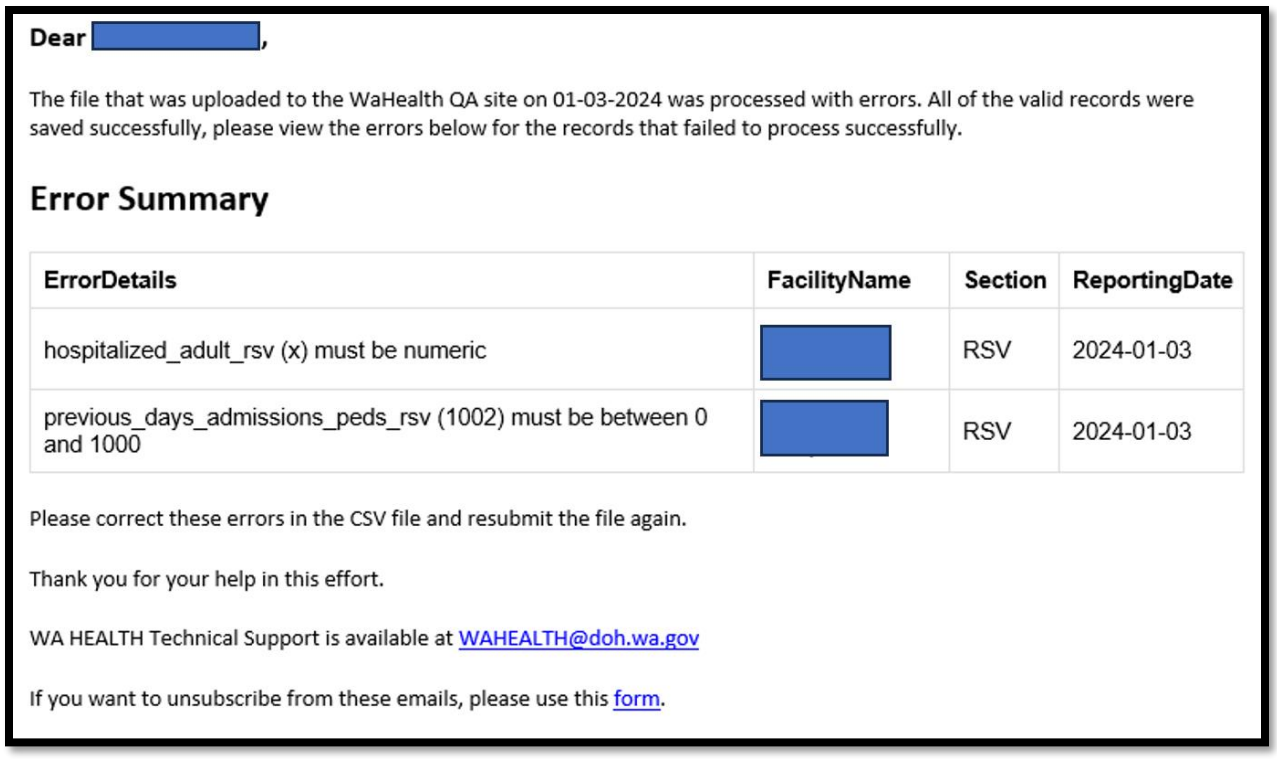


4. WA HEALTH will validate and upload the file. Once uploaded, you will receive a second email verifying the upload was successful or details on any errors encountered (this email may take up to an hour to be received).

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



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 01-03-2024 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
hospitalized_adult_rsv (x) must be numeric	[redacted]	RSV	2024-01-03
previous_days_admissions_peds_rsv (1002) must be between 0 and 1000	[redacted]	RSV	2024-01-03

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

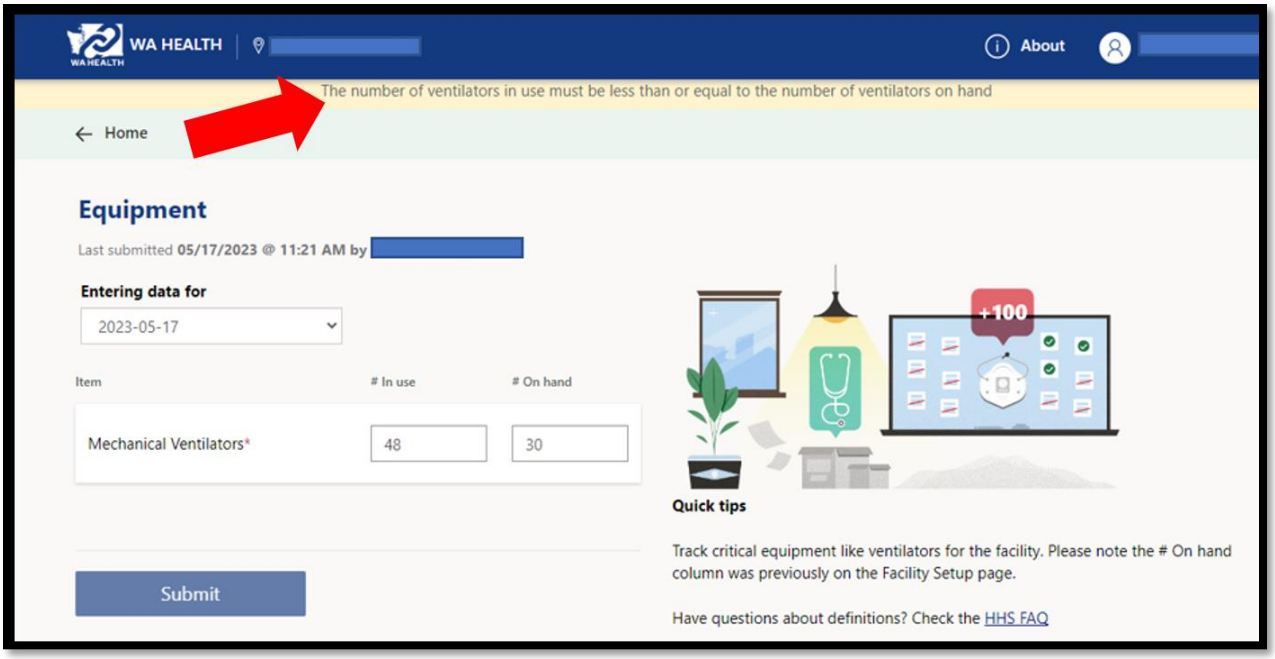
If you want to unsubscribe from these emails, please use this form.

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 a discrepant number, you will receive an error message at the top of your screen in a yellow banner. Please review the error and reenter the correct value. Then you will be able to submit the page.

HHS Reporting

Starting June 1, 2023, WA HEALTH began daily reporting to U.S. Department of Health and Human Services (HHS) National Healthcare Safety Network (NHSN) for all Washington state acute care hospitals. This was done to alleviate the quality issues identified in how the data/metrics from various facilities are reported. Facilities 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 can continue conducting business as usual. If facilities do not want to rely on the WA HEALTH system to upload their data to the NHSN, they can still upload their data directly to the NHSN to ensure they comply with the HHS reporting requirements.

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).

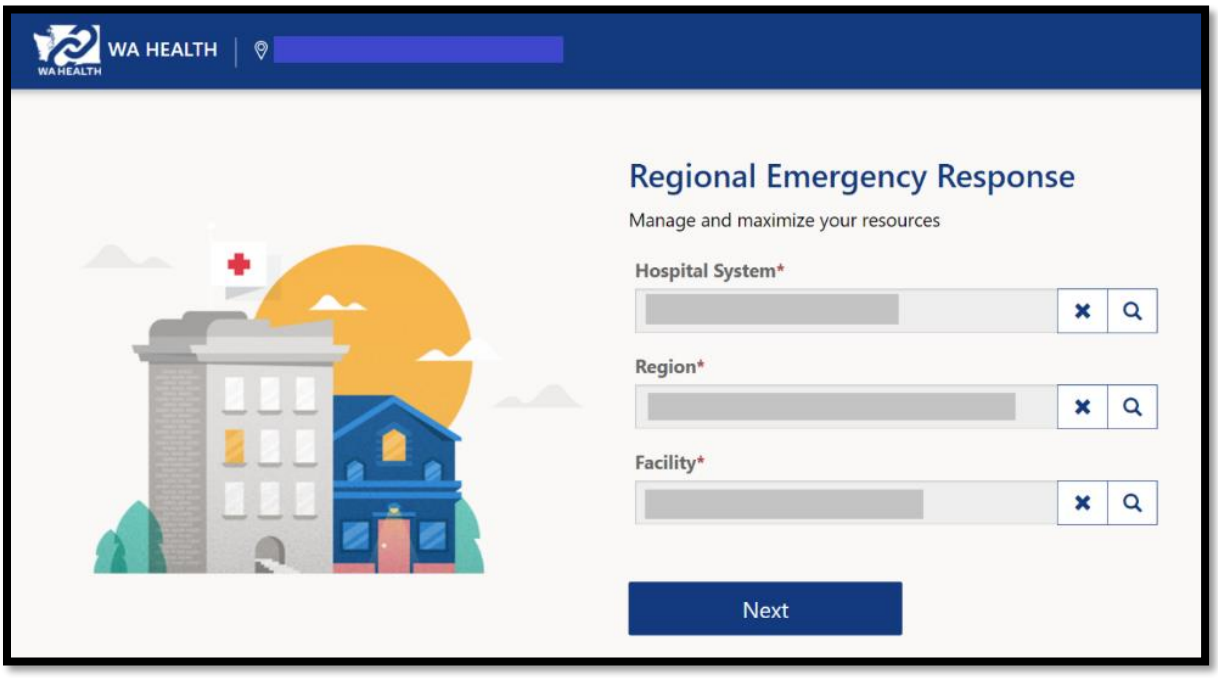
Sign Out

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.



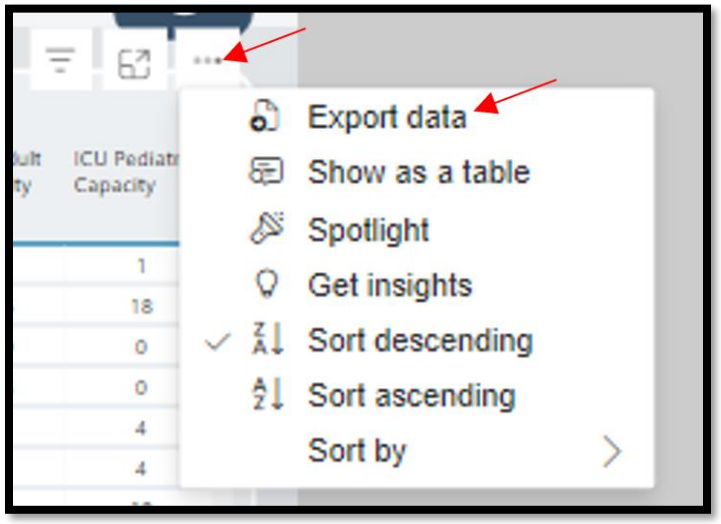
Dashboard

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

The WA HEALTH Dashboard provides reports and data visualization 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 is refreshed every 30 minutes during business hours, which is Monday – Friday, 6am – 7pm. Outside of business hours, the dashboard refreshes every one hour.

To export data into an Excel sheet, click on the 3 dots next to the chart. Then click ‘export data’.

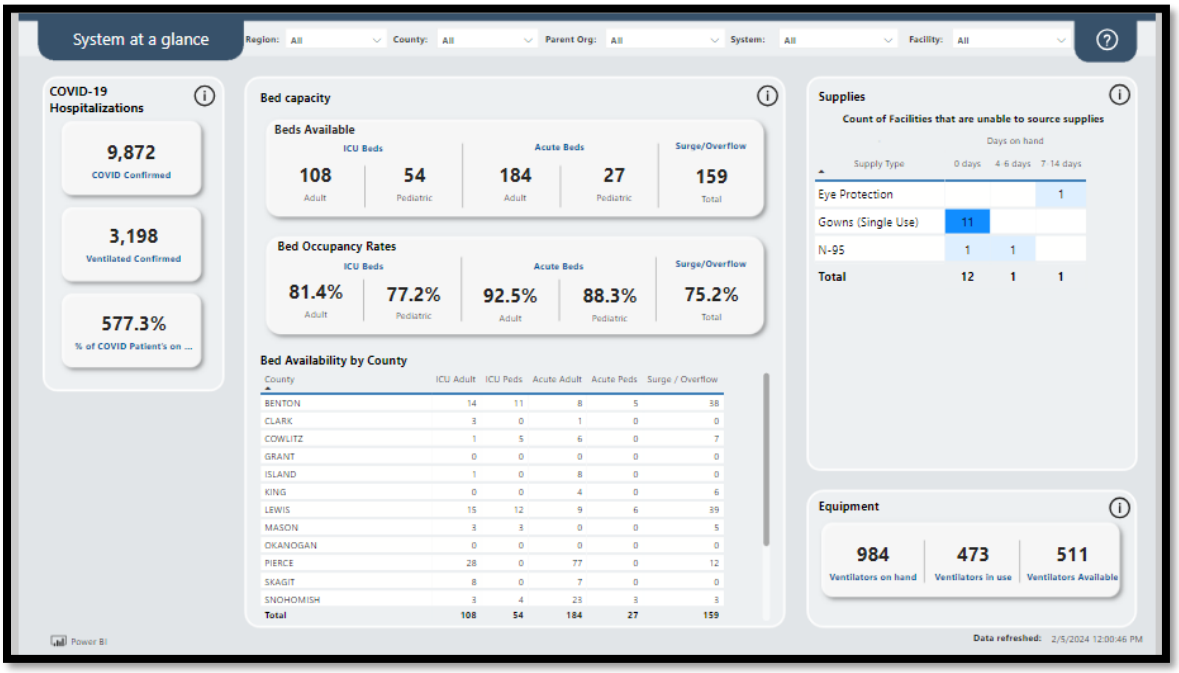


Power BI Reports Available on the Dashboard:

- System at a glance
- COVID-19 patient details
- Bed capacity details
- Equipment details
- Influenza Details
- RSV Details
- Facility Setup
- Census data
- Equipment data
- Supplies data
- COVID-19 data
- Influenza Data
- RSV Data

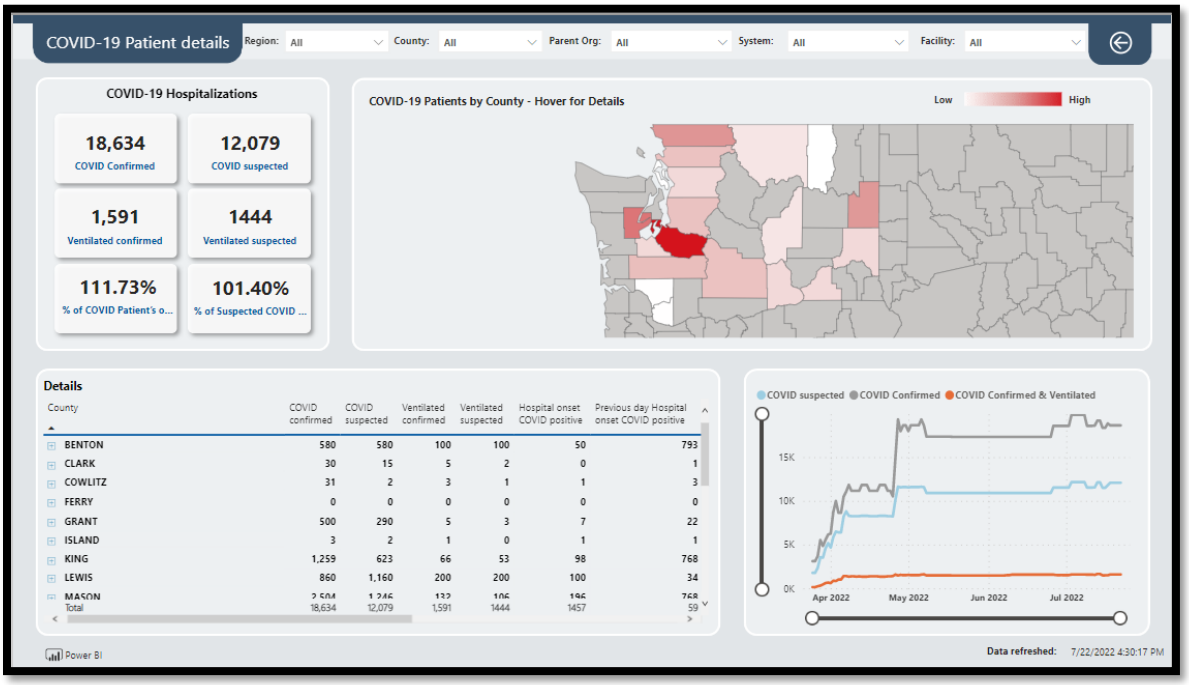
System at a Glance

Provides an overview of COVID-19, bed capacity, equipment, and supply details



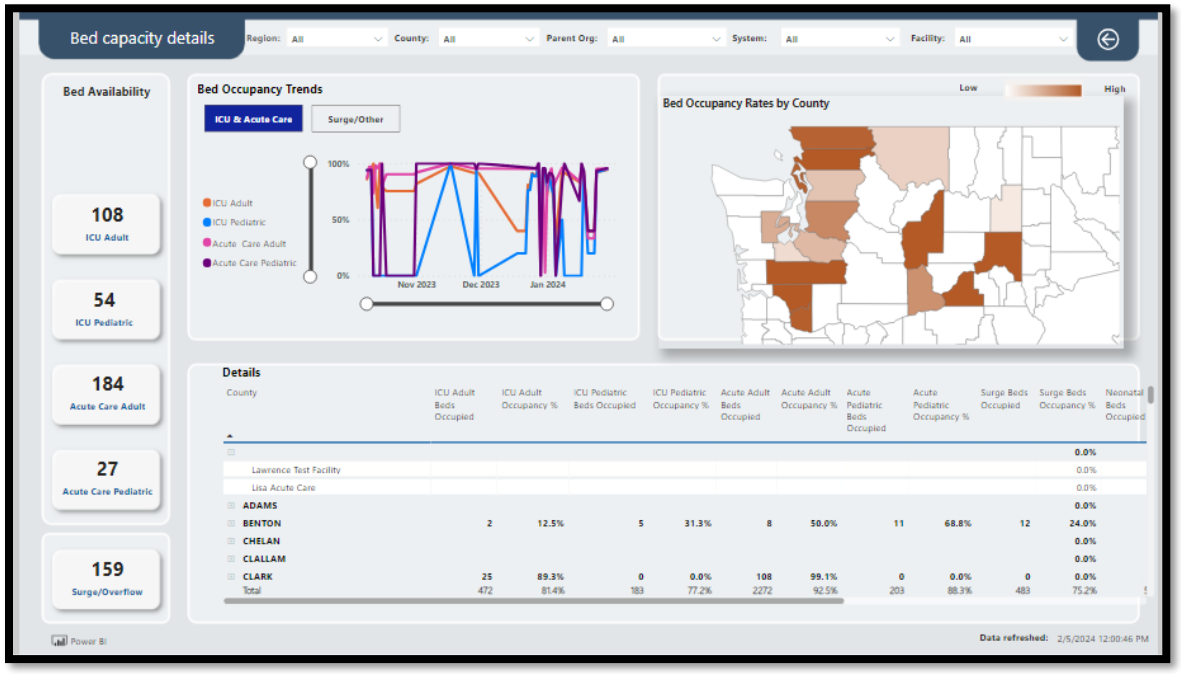
COVID-19 Patient Details

View data with visualizations on COVID-19 details including confirmed COVID-19 metrics and confirmed COVID-19 and ventilated patients. Numbers are updated by COVID-19 data as submitted by facilities.



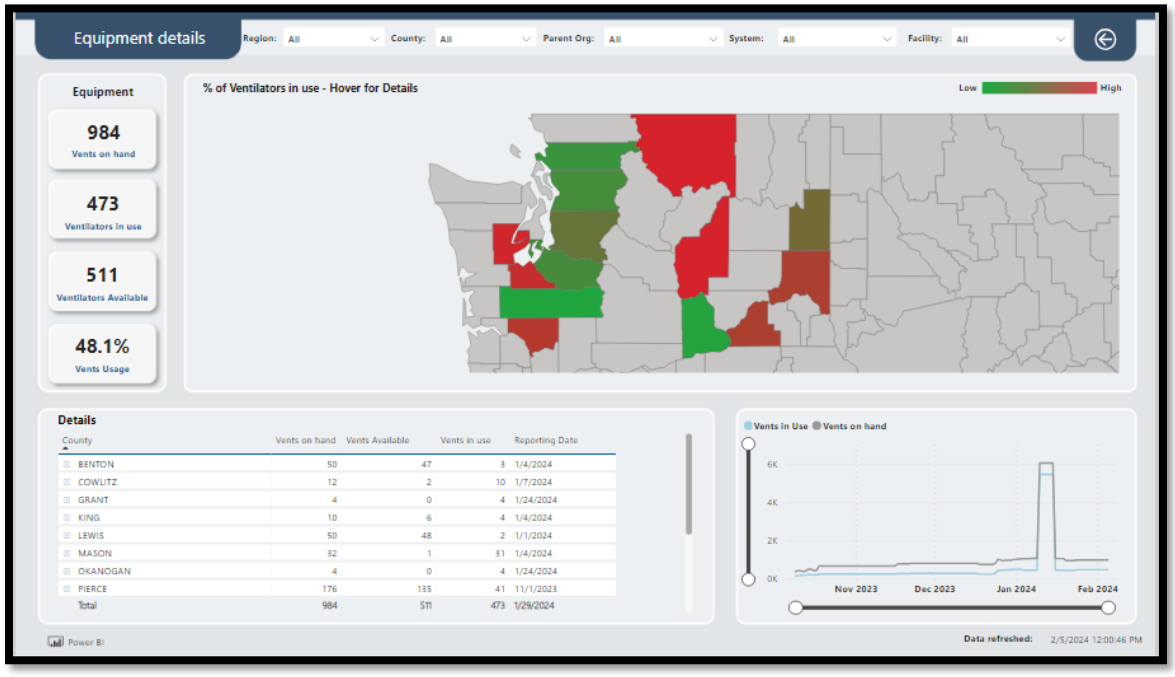
Bed Capacity Details

View data with visualizations on bed occupancy rates by bed type. Numbers are updated by Census data as submitted by facilities.



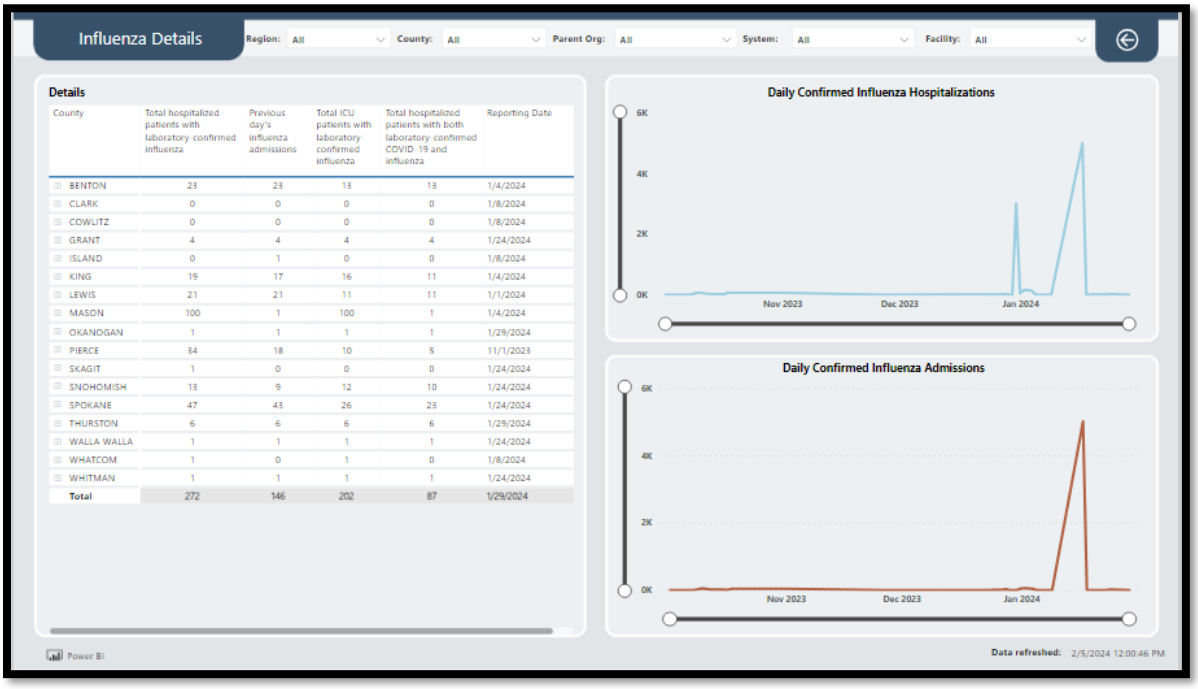
Equipment Details

View numbers and data visualizations of ventilator inventory, availability, and use. Numbers are updated by Equipment data submitted by facilities.



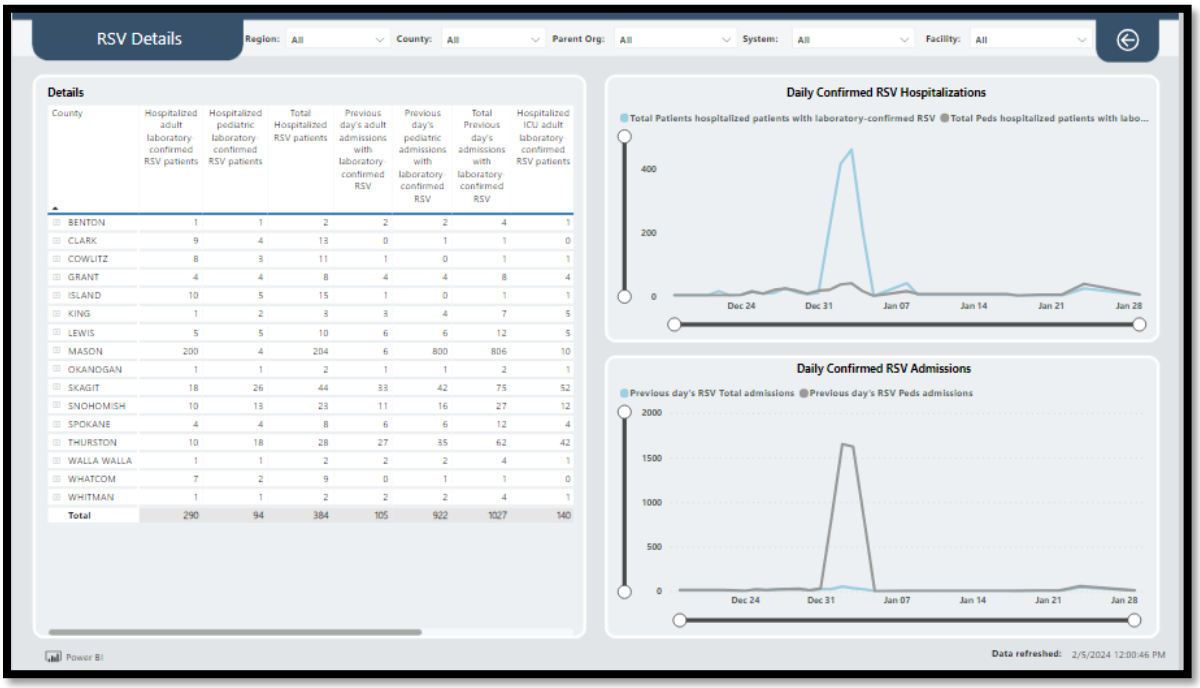
Influenza Details

View numbers and data visualizations of confirmed influenza hospitalizations and admissions. Numbers are updated by influenza data submitted by facilities.



RSV Details

View numbers and data visualizations of confirmed RSV hospitalizations and admissions. Numbers are updated by RSV data submitted by facilities.



Facility Setup

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

Census Data

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

Equipment Data

Export a report on the number of ventilators in use at each facility over time.

Supplies Data

Export a cumulative report of PPE available (type and number of days on hand) for facilities over time as well as confirmation of ability to source and if each supply is in extended use (i.e., conservation strategy)

COVID-19 Data

Export a report on COVID-19 data including number of confirmed cases and number of patients intubated by facility over time.

Influenza Data

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

RSV Data

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

More Dashboard Tools:

(Dashboard screenshots are taken from our QA environment)

Hovering your mouse over details allows more tools to be available to you.

Drill up

Click to turn on Drill down

Go to the next level in the hierarchy

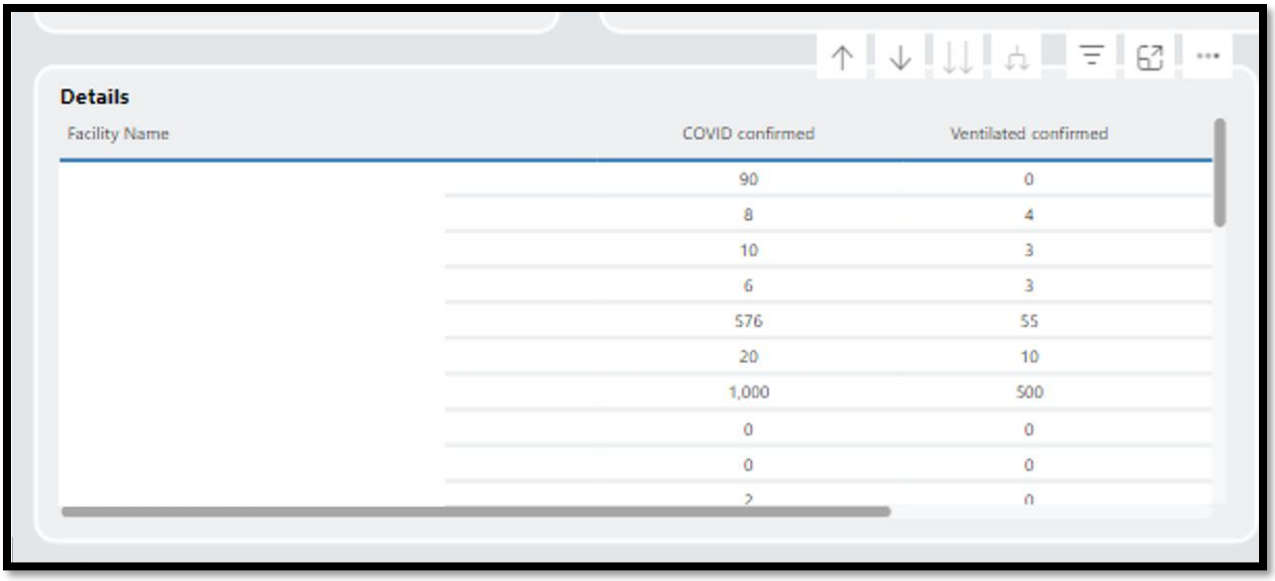
Expand all down one level in the hierarchy

Filters and slicers affect this visual

Focus mode

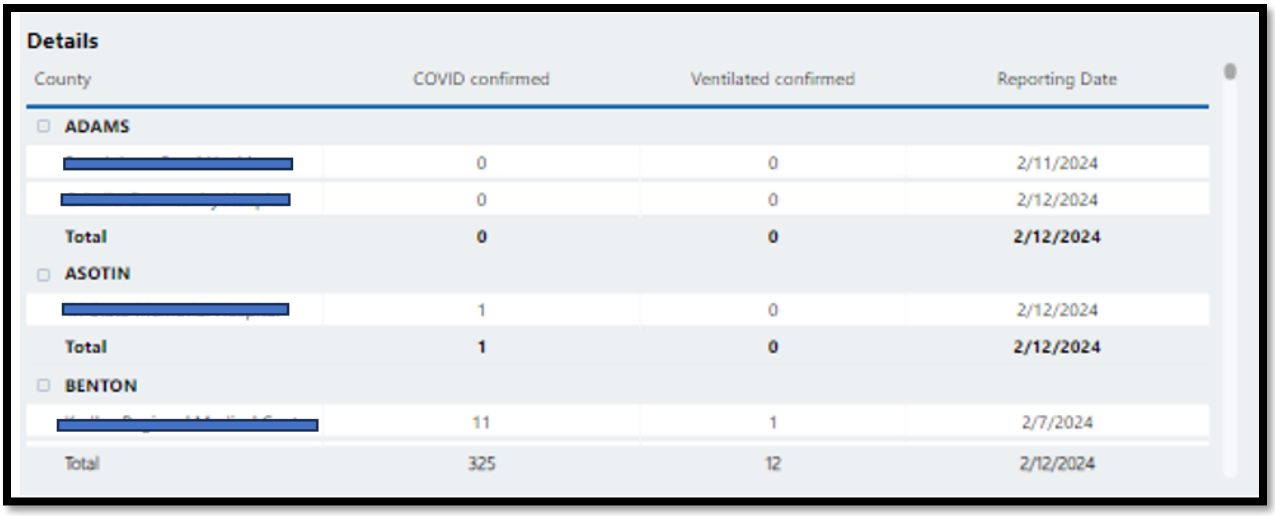
More options

Click to go the next level in the hierarchy – facility level



Click on to drill up – back the region level.

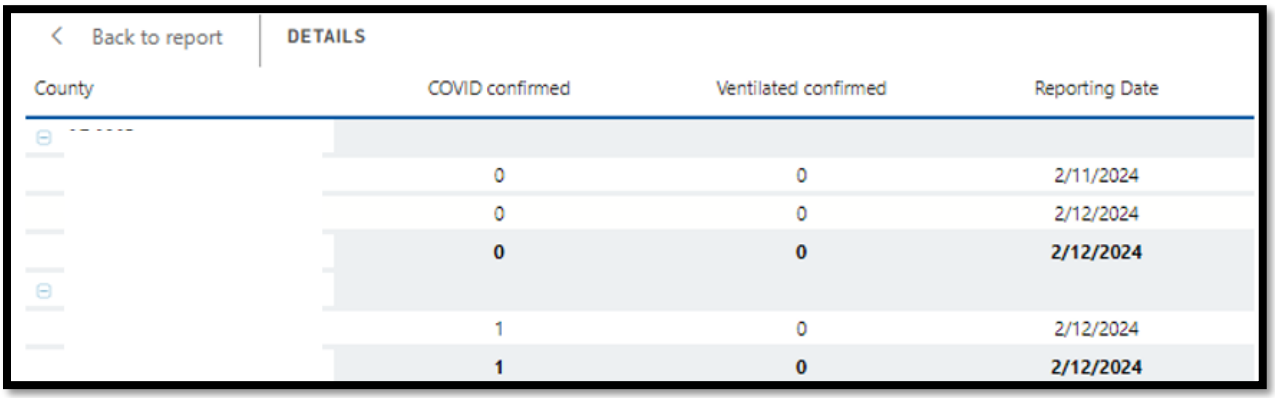
Click on to expand all down one level in the hierarchy – County/facility.



Details

County	COVID confirmed	Ventilated confirmed	Reporting Date
ADAMS			
[redacted]	0	0	2/11/2024
[redacted]	0	0	2/12/2024
Total	**0**	**0**	**2/12/2024**
ASOTIN			
[redacted]	1	0	2/12/2024
Total	**1**	**0**	**2/12/2024**
BENTON			
[redacted]	11	1	2/7/2024
Total	325	12	2/12/2024

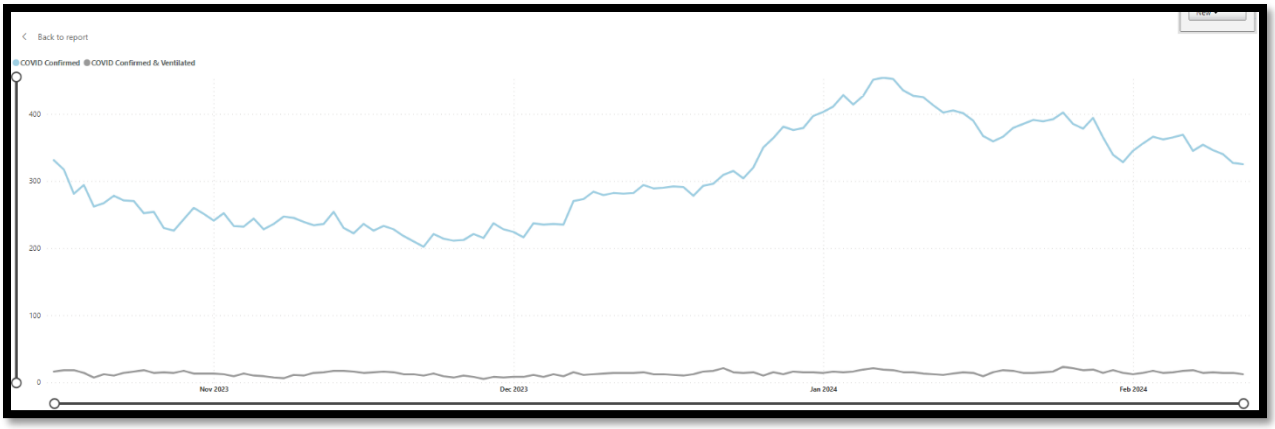
Click on go into focus mode.



Back to report | **DETAILS**

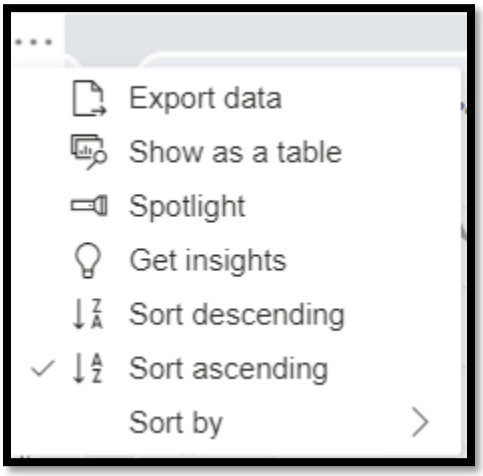
County	COVID confirmed	Ventilated confirmed	Reporting Date
[redacted]			
	0	0	2/11/2024
	0	0	2/12/2024
	0	**0**	**2/12/2024**
[redacted]			
	1	0	2/12/2024
	1	**0**	**2/12/2024**

Focus mode for COVID-19 graph:

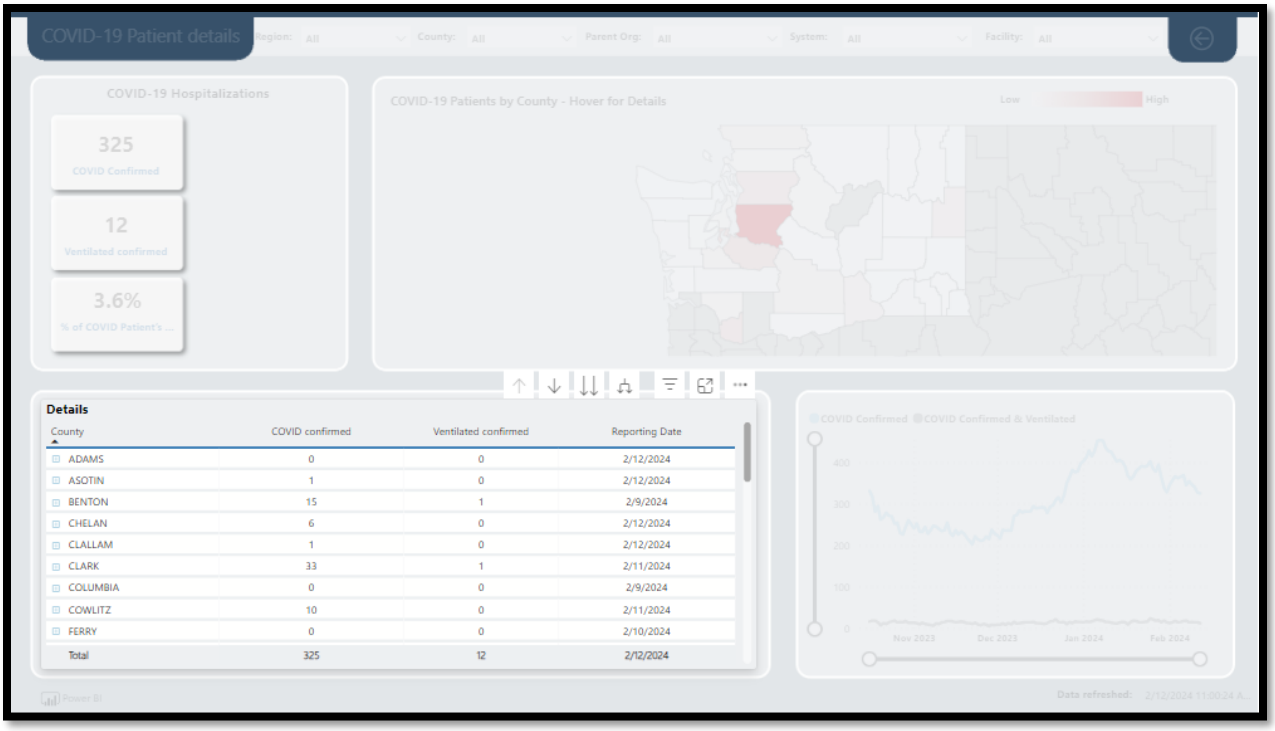


These tools are available throughout the platform.

More Options



Spotlight – highlights the specific area and greys out the surrounding areas.

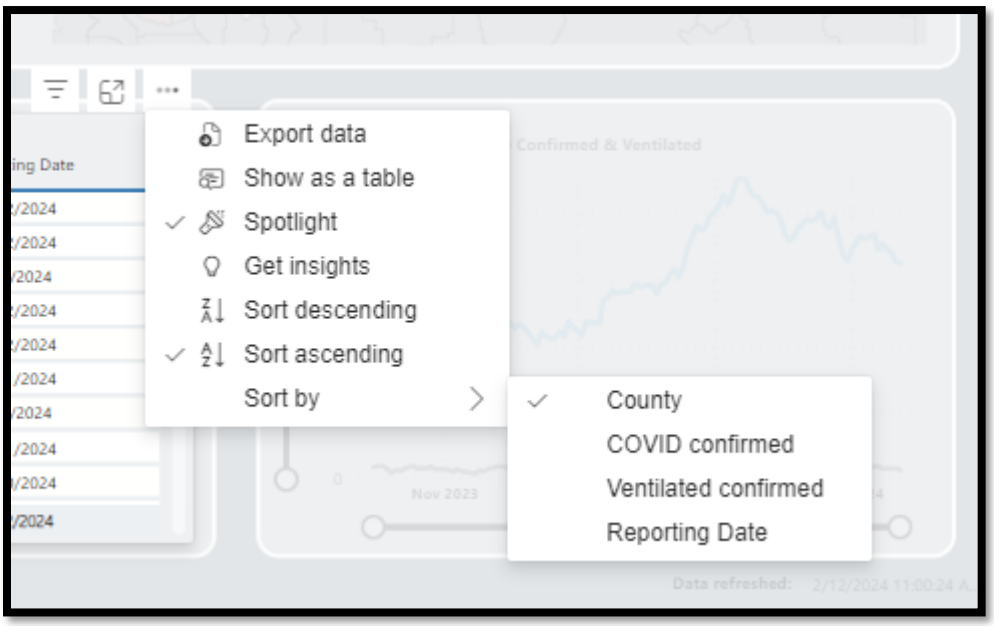


Sorting Features:

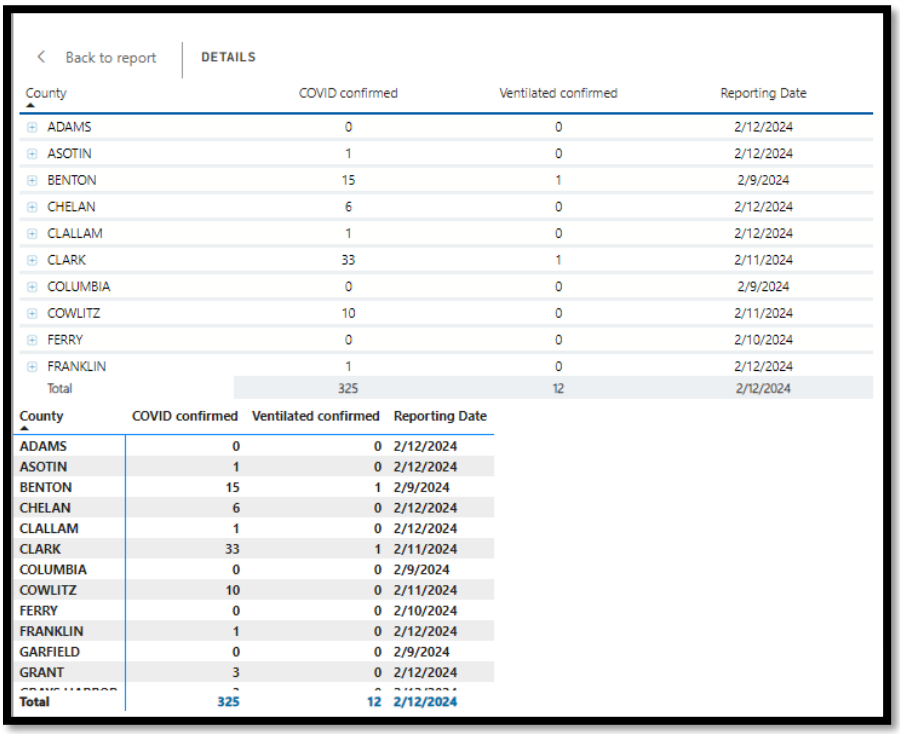
Sort descending

Sort ascending

Sort by



Show as Table feature:



Back to report | DETAILS

County	COVID confirmed	Ventilated confirmed	Reporting Date
ADAMS	0	0	2/12/2024
ASOTIN	1	0	2/12/2024
BENTON	15	1	2/9/2024
CHELAN	6	0	2/12/2024
CLALLAM	1	0	2/12/2024
CLARK	33	1	2/11/2024
COLUMBIA	0	0	2/9/2024
COWLITZ	10	0	2/11/2024
FERRY	0	0	2/10/2024
FRANKLIN	1	0	2/12/2024
Total	325	12	2/12/2024

County	COVID confirmed	Ventilated confirmed	Reporting Date
ADAMS	0	0	2/12/2024
ASOTIN	1	0	2/12/2024
BENTON	15	1	2/9/2024
CHELAN	6	0	2/12/2024
CLALLAM	1	0	2/12/2024
CLARK	33	1	2/11/2024
COLUMBIA	0	0	2/9/2024
COWLITZ	10	0	2/11/2024
FERRY	0	0	2/10/2024
FRANKLIN	1	0	2/12/2024
GARFIELD	0	0	2/9/2024
GRANT	3	0	2/12/2024
Total	325	12	2/12/2024

Vertical and horizontal slider features: These slider features allow users to better zoom in and analyze a date range of their choice. You are able to adjust both the x and y axes on the graphs.

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.