

COVID-19 Critical Supplies and Equipment (CSE) Survey

How-To-Guide

Health Sector

Updated: June 16, 2020

Ontario 

Survey Background

To support the provincial response to the COVID-19 outbreak, the Government of Ontario has developed a common survey for identifying the current status and anticipated demand of CSE across multiple sectors within the province. Your continued participation is invaluable in ensuring we have the critical information needed to procure and allocate supplies effectively.

In May, the survey transitioned to an enhanced survey portal, to reduce the reporting burden. It was also re-named the “Critical Supplies & Equipment (CSE) Survey” to better reflect the scope of items being captured.

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Legend:

- All new/ updated pages, as of June 11, 2020, have a red dot besides them.

May 4 - Features of the Enhanced Survey Portal

This enhanced Survey Portal **went live on May 4th** with the following features. These features reduce the reporting burden, save time inputting data, and provide you with a more user-friendly experience:



★ If you have previously responded to the PPE/CSE Survey, the system will **recognize your email**, resulting in a streamlined registration process.

If you are a new respondent, simply register for a new account.

★ **Key updates**, such as new inventory items, will be pushed to the user on the Home Page, therefore, you will not have to download a new Excel spreadsheet each week.

★ If you are responsible for making submissions for multiple entities, these entities will appear in a **customized drop down menu**. Therefore, you can easily switch between entities to record inventory data without having to leave the portal.

★ **Data entry takes place within the web portal**, therefore, you will not have to download a new Excel spreadsheet each week.

★ After your first submission, your **inventory data will be pre-populated** with data from your last submission, resulting in a simplified process for regular reporting.

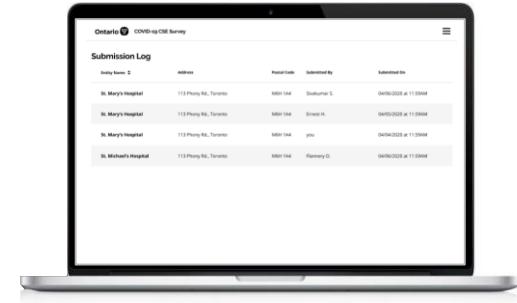
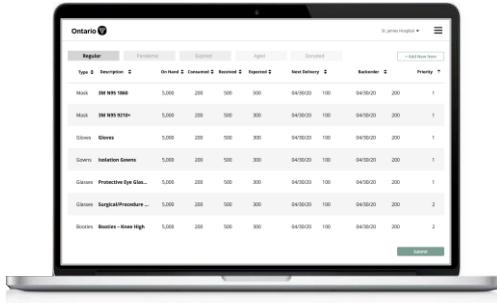
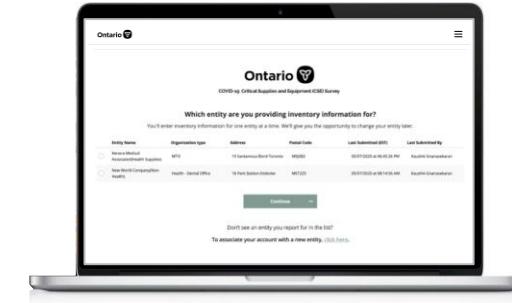
★ After your first submission, the inventory items listed will be refined to only show those that are **applicable to your entity**. You can easily add new items if required.

★ At any point in time, you can **track all previous submissions** for your organization in the "Submission Log".

★ If you **share the task of submitting inventory with another person** from your entity, you can use the Submission Page to identify: who made the last submission, when the submission was, and see an overview of all past submissions.

May 21 - Features of the Enhanced Survey Portal

Based off your feedback, since the survey portal went live on May 4th, we have added in new features to the Tool, to help reduce your reporting burden and improve user experience. These features went-live on **May 21st**.



- ★ From the moment you log onto the Portal, all the information you see on the Home Page and Help Page will be **customized to the sector** your entity is in.
- ★ After logging in, you will be able to view a sector-specific **recording of the training webinar within the Help Page**. The recording includes an overview of the CSE Survey, a detailed demo, and a summary of the key information to support you in completing the survey.

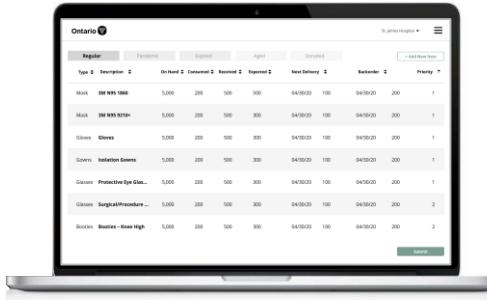
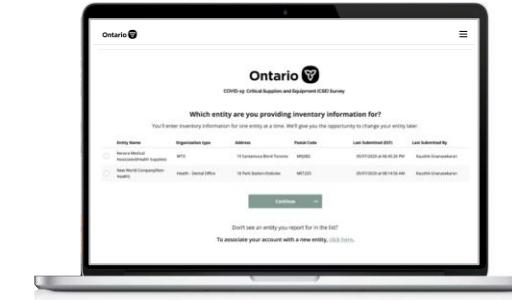
- ★ Within the *My Entities* Page, you will be able to **add/ register for additional entities**, directly in the Portal. You will have the opportunity to identify the entity from a list of existing organizations, and if it doesn't exist, create a new one.
- ★ A new, one-time question has been added into the Portal, where you will be asked to **identify if your organization is an Indigenous community, organization or service provider**.

- ★ Within the *Inventory Input Page*, there is now an **autosave feature that saves your data inputs every few minutes**. This will reduce the risk of data being lost. **Please 'Submit' your data when you have completed your data entry**.
- ★ Within the *Inventory Input Page*, **Inventory Items and Descriptions, will now be sorted alphabetically** - making it easier to manage the items you report on.

- ★ Within the *Submission Log*, you will be able to view and **download all of your historical submissions - in both PDF and Excel formats**.

June 11 - Features of the Enhanced Survey Portal

Based off your feedback, since the survey portal went live on May 4th, we have added another round of new features to the Tool, to help reduce your reporting burden, improve data quality, and enhance the user experience . These features **went live on June 11th**.



★ After logging in, you have access to an **updated recording of the CSE Survey - Health Training Webinar**. It is located on the Help Page. This recording summarizes all the features of the survey portal and provides you with step-by-step instructions on how to use it.

★ The list of **Organization Types has been updated**. All impacted entities will be changed on the back-end, no additional effort required for impacted respondents.

If this is relevant to you, you may notice a different organization type for your entity upon logging in. (Please note, it may take a bit of time for your entity to be remapped accordingly.) Please see *Appendix B* for a full list of Organization Types.

★ Within the Inventory Input Page, you can manually save your data using the **'Save as Draft' button**. **Please don't forget to click 'Submit' once you have completed your submission.**

★ The **list of inventory items has been updated** - all reusable products have been removed and the list of disposable products has been updated. Please ensure you add all new items applicable to your entity. (Note: If you have reusable versions of any of the items listed, you do not need to report on them.)

Reporting Cadence

As per the Minister's Order, all in-scope entities are required to submit their data **twice per week – on Mondays and Thursdays**.

Please ensure your entity(ies) submit before 5pm EST on Monday and Thursday to ensure your data is aggregated into our analysis. *If, for any reason, you are unable to submit on a Monday or Thursday, please submit on an alternate day (ensuring you make at least two submissions per week).*

Your entity is welcome to submit data more frequently if inventory levels/ needs change (e.g., report on significant changes in inventory status, correct errors).

The survey will continue to be open on Monday – Sunday, 8am to 5pm EST (note - you are unable to submit data after 5pm EST)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Complete the Survey between 8am and 5pm EST			Complete the Survey between 8am and 5pm EST			

If you are unable to submit on Mondays and Thursdays and/or your entity would like to report more frequently (e.g. to correct an error in a submission, report on a significant change in inventory), please submit your data on another day of the week (*ensuring you make at least two submissions per week*).

Overview of CSE Survey

Home Page

- 1 When you login, you will arrive on the COVID-19 Critical Supplies and Equipment (CSE) Survey Home Page.
- 2 This page will provide you with an overview of the survey's purpose.
- 3 This page also highlights any updates that have been made to the survey. These updates could include information such as: enhancements to the survey functionality, additional inventory items, changes to the How-to-Guide etc. *Please click on the link that says "For Health Entity related updates, click here" to access the PDF document.*

To help you track when an update has been made, please refer to the **red text** besides the link, that informs you of when the last update was made.
- 4 Once you have reviewed the content on this page, please click the **"Start Survey"** button.

 **Quick Tip:** All the information on the **Home Page** is **customized**, to only include Health related updates.

COVID-19 Critical Supplies and Equipment (CSE) Survey

As the outbreak of COVID-19 continues to evolve locally and globally, a key challenge identified across Ontario has been the availability of and access to CSE. To support the provincial response to the outbreak, the Government of Ontario has developed this survey for identifying the current status and anticipated demand of CSE across multiple sectors within the province.

This enhanced survey portal was designed to have an improved user experience and to save you time when recording inventory data for your entity(ies). Your efforts in completing this survey help to accurately assess and address the province's inventory needs, and we appreciate your support.

Updates:

[For Health Entity related updates, click here](#) New, as of May 21, 2020

[For Supply Entity \(Warehouse\) related updates, click here](#) New, as of May 21, 2020

To begin inputting your inventory information, please click 'Start Survey'

 **Start Survey**

If you require support with the completion of this survey, please refer to the [Help Page](#) or contact the CSE Survey Help Desk at 416-687-8445.

Overview of CSE Survey

Select an Entity from your Customized List

1 Before inputting inventory data, you will arrive on a page that asks you to select the entity you would like to provide inventory data for.

2 If you report for multiple entities, you will see them all listed here. (You can easily move back and forth between your entities, but we recommend fully completing one submission, before beginning another).

If you are only responsible for submitting inventory for one entity, you will not see this screen after clicking the “**Start Survey**” button on the Home Page. Instead, you will immediately be directed to the Inventory Input Page. To access this entity selection screen, click on the menu button and select “*My Entities*”.

3 Please check the box besides the entity’s name, that you would like to report inventory for **first**, then click “**Continue**” to proceed to the inventory page.

Entity Name	Organization type	Address	Postal Code	Last Submitted (EST)	Last Submitted By
Kenora Medical Associated(Health Supplies)	MTO	19 Santamoca Blvd-Toronto	M5J0B2	05/07/2020 at 06:45:26 PM	Kaushik Gnanasekaran
New World Company(Non-Health)	Health - Dental Office	18 Park Station-Etobicoke	M5T2Z5	05/07/2020 at 08:14:56 AM	Kaushik Gnanasekaran

Continue →

Quick Tip: If any of the information about your organization/facility is **incorrect**, please call the Help Desk.

You can reach the Help Desk at 416-246-7172 (local), 1-888-444-9102 (toll free) or email CSEsurveysupport@ontario.ca.

For instructions on how to **add another entity to this list**, please refer to page 10, for detailed instructions.

Overview of CSE Survey

Start Reporting for a New Entity (1 of 2)

- 1 If you would like to start reporting for a new entity, please go to the *My Entities Page*. (This page can be found via the Menu button or by clicking “[Start Survey](#)” on the Home Page, if you report for multiple entities.)
- 2 At the bottom of the page, refer to the call out that says “*To associate your account with a new entity, [click here](#).*”
- 3 After selecting “[click here](#)” you will be directed to a page that asks you to select the entity that you would like to report for.
- 4 Scroll through the pre-populated list or begin typing to refine the list and select the entity you would like to report for. (If you do not see your entity listed, continue to page 11 of this Guide.)
- 5 Once you have selected the entity you would like to report for, click the “[Submit](#)” button. You will then arrive on a confirmation screen.
 - a. If you are the first person to register for this entity, the entity will be automatically added to your account.
 - b. If you are not the first person to register for this entity, your registration will take two hours to process, allowing time for the other registered respondents from this entity to validate your request.

Entity Name	Organization type	Address	Postal Code	Last Submitted (EST)	Last Submitted By
Kenora Medical Associated(Health Supplies)	MTO	19 Santamoca Blvd-Toronto	M5J0B2	05/07/2020 at 06:45:26 PM	Kaushik Gnanasekaran
New World Company(Non-Health)	Health - Dental Office	18 Park Station-Etobicoke	M5T2Z5	05/07/2020 at 08:14:56 AM	Kaushik Gnanasekaran

Entity name
Select the entity you wish to add from the list below.

Check this box if you don't see your entity in the list above.

Cancel Submit

Overview of CSE Survey

Start Reporting for a New Entity (2 of 2)

1 If you do **not** see the entity you would like to report for in the drop down list, check the box beside the text that says “*Check this box if you don’t see your entity in the list above.*”

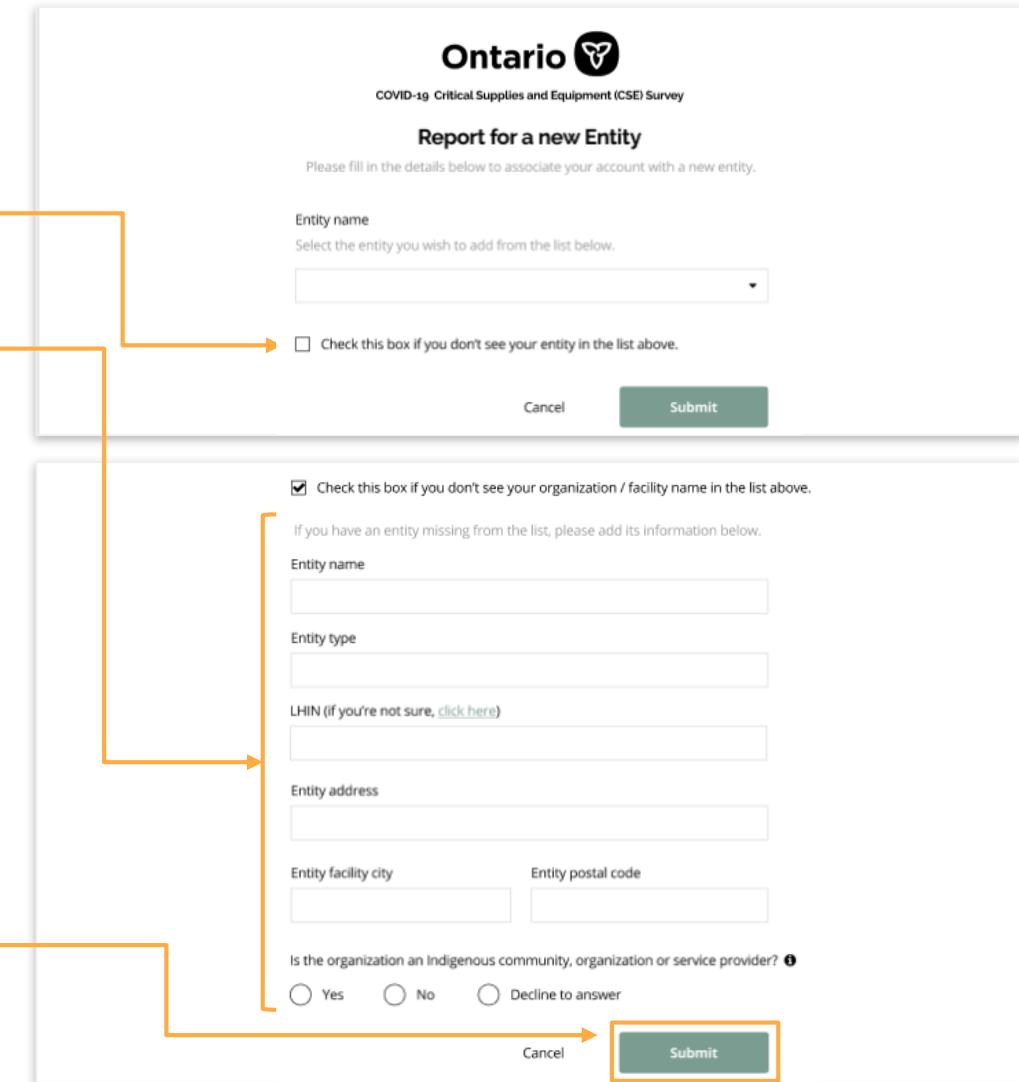
2 After checking the box, additional fields will populate. Please complete them all.

a. If you are unsure about which LHIN(s) is applicable to your entity, please visit: <http://www.lhins.on.ca/>. If you would like to report for an organization, with multiple facilities, please select all the LHIN(s) that apply.

b. For the address details, if you would like to report for an individual facility, please include the address of that specific facility. If you would like to report for an organization that represents multiple facilities, please include the address of the organization’s main location/ head office.

3 Once you have filled out all the information click “**Submit**.”

4 You will receive a confirmation message, stating that your request is being processed. Once your request has been processed, you will receive an email or see the entity added to the *My Entities* Page.



Ontario 

COVID-19 Critical Supplies and Equipment (CSE) Survey

Report for a new Entity

Please fill in the details below to associate your account with a new entity.

Entity name
Select the entity you wish to add from the list below.

Check this box if you don't see your entity in the list above.

Check this box if you don't see your organization / facility name in the list above.

If you have an entity missing from the list, please add its information below.

Entity name

Entity type

LHIN (if you're not sure, [click here](#))

Entity address

Entity facility city Entity postal code

Is the organization an Indigenous community, organization or service provider? [?](#)

Yes No Decline to answer

Cancel **Submit**

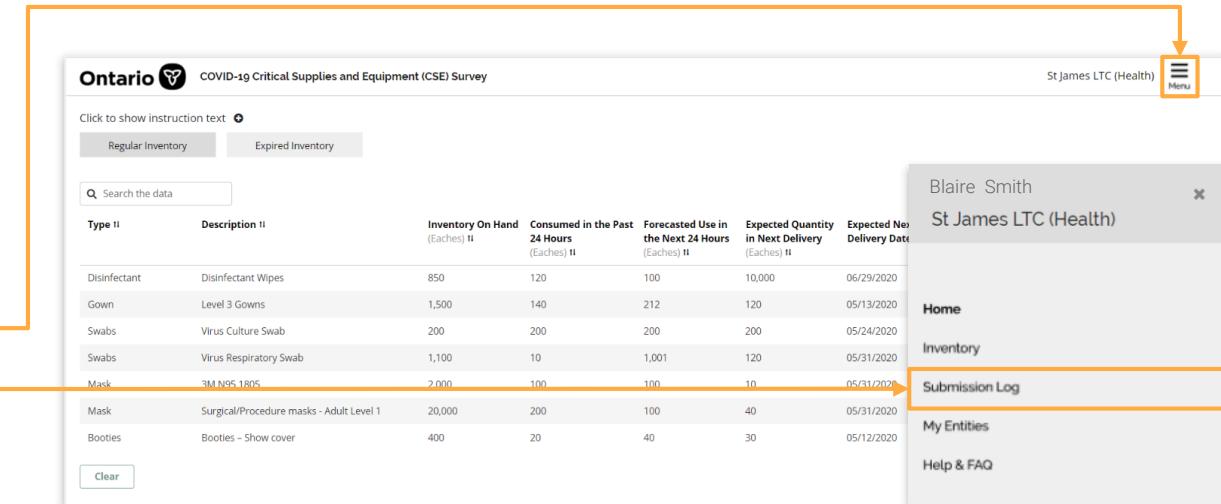
Overview of CSE Survey Submission Log

- 1 After selecting the entity you would like to report for, you will arrive on the inventory input page.
- 2 Before you begin inputting inventory, if you would like to check your organization/facility's submission log, click on the menu icon and a grey menu bar will appear.

- 3 Within the grey menu bar, select “**Submission Log**”
- 4 The submission log will then open. This log is includes:

- a. The name, address and postal code of the organization that you selected in the previous page.
- b. The date and time the last survey was submitted.
- c. The name of the last person who submitted the survey.

 **Quick Tip:** You can only view the submission log after you have selected an entity to submit inventory data for, and are on the Inventory Input page. This ensures that your Submission Log only includes the submission of the one entity you selected.



Ontario COVID-19 Critical Supplies and Equipment (CSE) Survey

Click to show instruction text

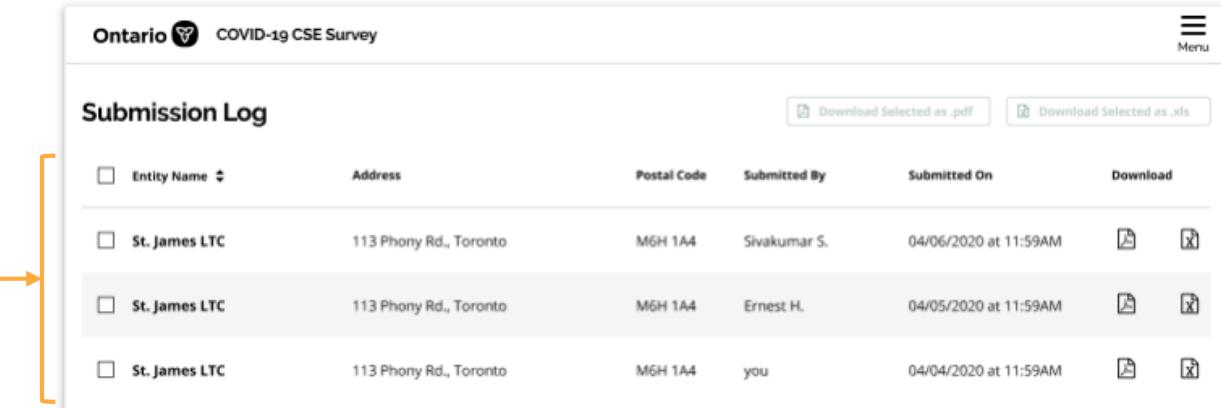
Regular Inventory Expired Inventory

Search the data

Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date
Disinfectant	Disinfectant Wipes	850	120	100	10,000	06/29/2020
Gown	Level 3 Gowns	1,500	140	212	120	05/13/2020
Swabs	Virus Culture Swab	200	200	200	200	05/4/2020
Swabs	Virus Respiratory Swab	1,100	10	1,001	120	05/31/2020
Mask	3M N95 1805	2,000	100	100	10	05/31/2020
Mask	Surgical/Procedure masks - Adult Level 1	20,000	200	100	40	05/31/2020
Bootees	Bootees - Show cover	400	20	40	30	05/12/2020

Blair Smith
St James LTC (Health)

Home
Inventory
Submission Log
My Entities
Help & FAQ



Ontario COVID-19 CSE Survey

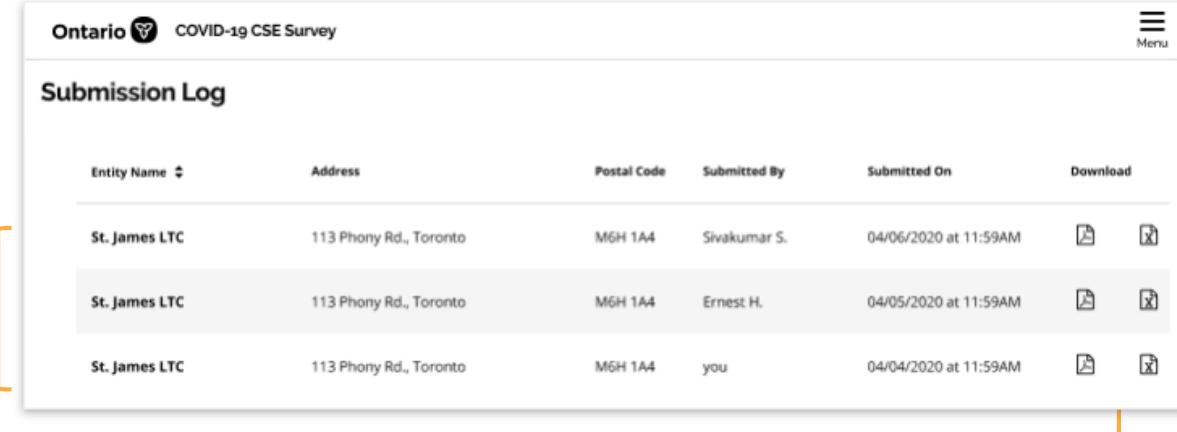
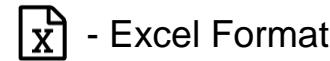
Submission Log

Entity Name	Address	Postal Code	Submitted By	Submitted On	Download
St. James LTC	113 Phony Rd., Toronto	M6H 1A4	Sivakumar S.	04/06/2020 at 11:59AM	
St. James LTC	113 Phony Rd., Toronto	M6H 1A4	Ernest H.	04/05/2020 at 11:59AM	
St. James LTC	113 Phony Rd., Toronto	M6H 1A4	you	04/04/2020 at 11:59AM	

Overview of CSE Survey

Download Your Submissions

- 1 Follow the instructions on Page 12 of this guide to navigate to the *Submission Log* page.
- 2 Once on the *Submission Log* page, you will be able to download all your submissions within the CSE Survey Portal.
- 3 To **download a submission**, click on the Excel or PDF icon beside the the entry you would like to download.



Ontario COVID-19 CSE Survey

Submission Log

Entity Name	Address	Postal Code	Submitted By	Submitted On	Download
St. James LTC	113 Phony Rd., Toronto	M6H 1A4	Sivakumar S.	04/06/2020 at 11:59AM	
St. James LTC	113 Phony Rd., Toronto	M6H 1A4	Ernest H.	04/05/2020 at 11:59AM	
St. James LTC	113 Phony Rd., Toronto	M6H 1A4	you	04/04/2020 at 11:59AM	

- 4 After clicking on the icon, your submission will immediately begin downloading.
- 5 Your downloaded submissions will appear in your browser's download status bar, or in your computer's downloads folder.



Quick Tip: After making a submission to the Portal, you can quickly and easily download your submission, without going to the *Submission Log*.

After you submit your survey, you will arrive on the *Survey Submission Confirmation Screen*. On this screen, click on either the Excel or PDF download link and your submission will immediately begin downloading.

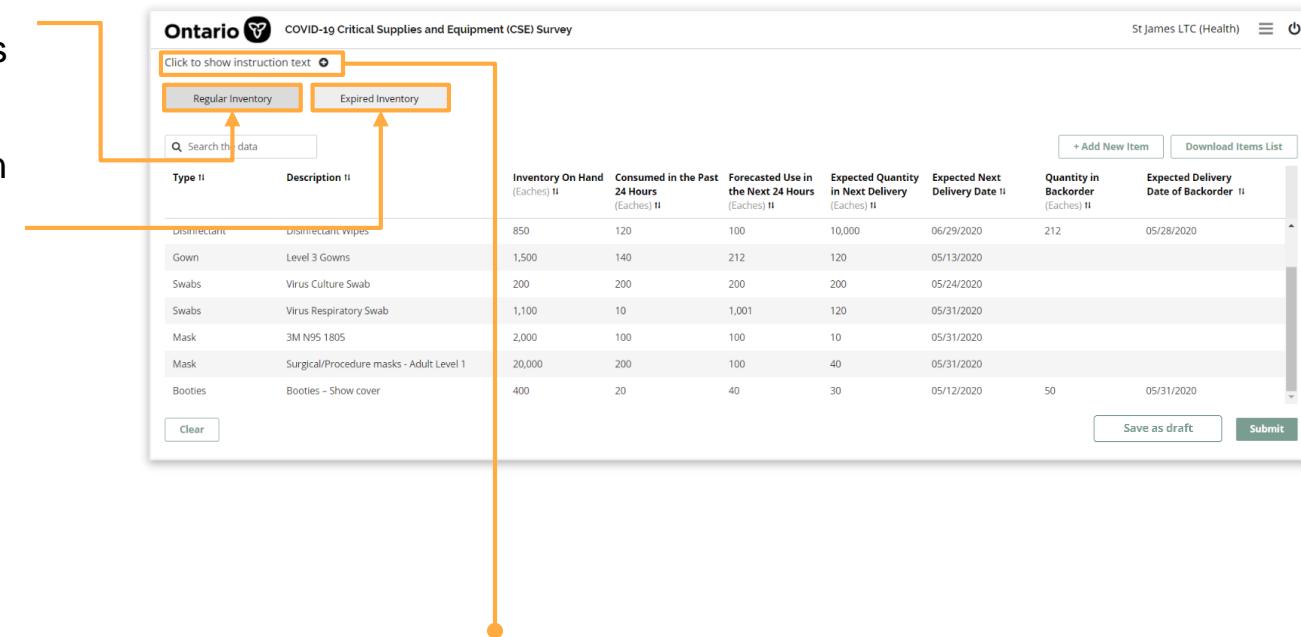
Inputting Inventory Data

Overview of Inventory Tabs

There are two inventory tabs included in the survey. Below is a description of each of them. If you need help with a specific tab, please refer to the following pages, for step-by-step guidelines.

- 1 Regular Inventory Tab** - This tab should include information on all CSE inventory that your organization holds (excluding expired inventory).
- 2 Expired Inventory Tab** - This tab should include information on all expired CSE inventory that your organization holds, but that is expired as of the day this survey is due.
- 3** Please remember, Regular and Expired inventory are mutually exclusive:

$$\text{Total CSE inventory you hold} = \text{Regular Inventory} + \text{Expired Inventory}$$



Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
850	120	100	10,000	06/29/2020	212	05/28/2020
1,500	140	212	120	05/13/2020		
200	200	200	200	05/24/2020		
1,100	10	1,001	120	05/31/2020		
2,000	100	100	10	05/31/2020		
20,000	200	100	40	05/31/2020		
400	20	40	30	05/12/2020	50	05/31/2020

Quick Tip: The 'Pandemic Inventory Tab' has been removed from this version of the survey. Please merge all your pandemic inventory data with your regular inventory data and report it in the 'Regular Inventory' tab.

Quick Tip: If you have questions while entering inventory, click the text that says 'Click to show instruction text' and a popup will appear with high-level instructions for how to fill out the page.

Inputting Inventory Data

Adding Inventory Items

To reduce the burden of reporting, you will be able to create a customized list of inventory items that are applicable to your organization(s), using our pre-populated list of potential items.

- 1 On either the 'Regular Inventory Tab' or 'Expired Inventory Tab', **click the 'Add New Item' button** on the top right to start adding inventory items.

- 2 The **new inventory item will appear in green**. Within the row, select the Inventory 'Type' and 'Description' that you would like to input data on. Please note, you cannot have duplicates of inventory items. For example, once you add gloves, you cannot add another row of gloves.

- 3 Continue adding inventory items until you have added all items that are relevant to your organization. You can delete newly added items by selecting the trash icon at the end of the row. *If an inventory item is no longer relevant, enter zeros for each column. This item will be removed from your list for future submissions.*

Quick Tip: After adding all the inventory items that are applicable to your organization, you will have created a customized list. This organization-specific list will be pre-populated with data from your previous submission, available for update each time you enter the portal.

Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
Please Select	Please Select	10,099	100	1,000	100,000,000	05/31/2020	1,000	05/25/2020
Please Select	Gloves	1	1	100	10	05/31/2020		
Gown	Ant Wipes	850	120	100	10,000	06/29/2020	212	05/28/2020
Hand Sanitizer	Gowns	1,500	140	212	120	05/13/2020		
Mask	Surface Swab	200	200	200	200	05/24/2020		
Mask	Inspiratory Swab	1,100	10	1,001	120	05/31/2020		
Mask	3M N95 1805	2,000	100	100	10	05/31/2020		
Mask	Surgical/Procedure masks - Adult Level 1	20,000	200	100	40	05/31/2020		

Buttons: Click to show instruction text, Regular Inventory, Expired Inventory, Search the data, + Add New Item, Download Items List, Save as draft, Submit.



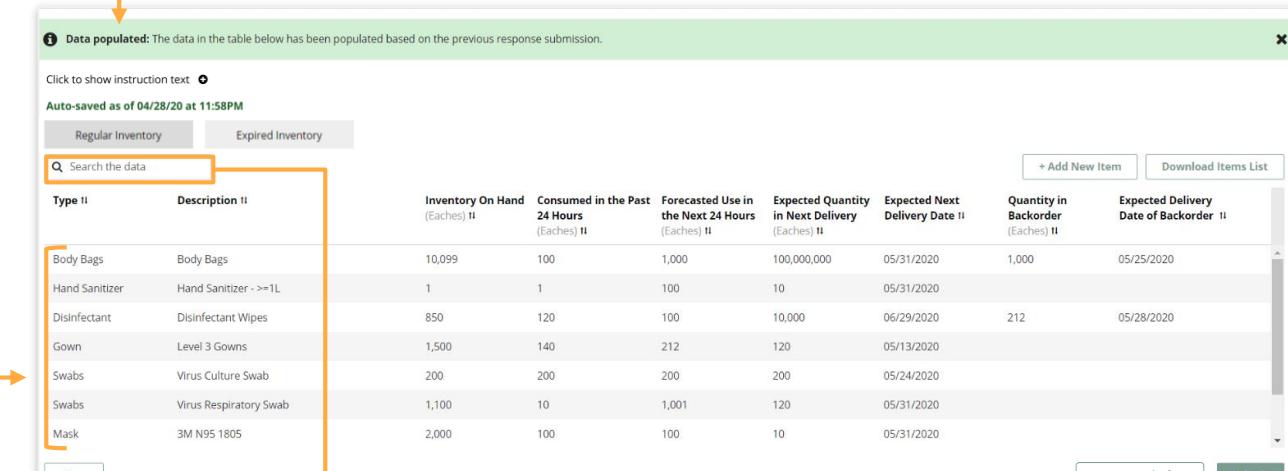
Quick Tip: If you would like to see the full list of potential inventory items, please click the "Download Items List" button, and select the ".pdf" or ".xls" button and the document will download.

Inputting Inventory Data

Pre-Populated Inventory Items and Data

If you have previously made a submission to the CSE Survey all of your inventory items and data will be pre-populated from your last submission.

- 1 A green notification will appear at the top of the screen to inform you that the data in the table is from your previous submission.
- 2 Use your list of inventory items and existing data as a base, to help you update your data for today's submission.
- 3 To help you track changes, all newly entered data will appear in **green bold font**.
- 4 If your inventory data has changed significantly from your last submission and you would like to clear the pre-populated data, select the '**Clear**' button. This will clear the data from the 'Inventory On Hand,' 'Previous Consumption' and 'Forecasted Consumption' Columns (the first three data input columns).
- 5 If the delivery date (of your next order/ backorder) is historical, it will be highlighted in **red**. You will not be able to submit until you update this date.



Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
Body Bags	Body Bags	10,099	100	1,000	100,000,000	05/31/2020	1,000	05/25/2020
Hand Sanitizer	Hand Sanitizer - >=1L	1	1	100	10	05/31/2020		
Disinfectant	Disinfectant Wipes	850	120	100	10,000	06/29/2020	212	05/28/2020
Gown	Level 3 Gowns	1,500	140	212	120	05/13/2020		
Swabs	Virus Culture Swab	200	200	200	200	05/24/2020		
Swabs	Virus Respiratory Swab	1,100	10	1,001	120	05/31/2020		
Mask	3M N95 1805	2,000	100	100	10	05/31/2020		



Quick Tip: To look for inventory items in the survey, use the search feature

Inputting Inventory Data

Autosave and Manual Save Features

As you begin inputting data into the CSE Survey, your data will automatically save, every few minutes. In addition, you can also manually save your data using the 'Save as Draft' button.

- 1 The portal automatically saves your data inputs every few minutes.
- 2 Each time an autosave occurs, the green bold font above the inventory input tabs will update to reflect the most recent autosave date and time.
- 3 If you need to step away from your computer, please click on the 'Save as Draft' button to manually save your draft submission.
- 4 Don't forget to click 'Submit' once you have inputted all your data.



Data populated: The data in the table below has been populated based on the previous response submission.

Click to show instruction text Auto-saved as of 04/28/20 at 11:58PM

Regular Inventory Expired Inventory

Search the data

Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
Body Bags	Body Bags	10,099	100	1,000	100,000,000	05/31/2020	1,000	05/25/2020
Hand Sanitizer	Hand Sanitizer - >=1L	1	1	100	10	05/31/2020		
Disinfectant	Disinfectant Wipes	850	120	100	10,000	06/29/2020	212	05/28/2020
Gown	Level 3 Gowns	1,500	140	212	120	05/13/2020		
Swabs	Virus Culture Swab	200	200	200	200	05/24/2020		
Swabs	Virus Respiratory Swab	1,100	10	1,001	120	05/31/2020		
Mask	3M N95 1805	2,000	100	100	10	05/31/2020		

How To Fill Out The “Regular” Inventory Tab (1 of 2)

The purpose of this tab is to collect data on your organization’s regular inventory. This is the inventory that your organization uses on a day-to-day basis, plus any pandemic/outbreak inventory (if applicable).

 **Quick Tip:** Hover over the column headings and instructions will pop-up.



Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
Disinfectant	Disinfectant Wipes	850	120	100	10,000	06/28/2020	212	05/28/2020
Gown	Level 3 Gowns	1,500	140	212	120	05/13/2020		
Swabs	Virus Culture Swab	200	200	200	200	05/24/2020		

1

Enter the **Inventory on Hand Quantity** in eaches. This is the amount of regular inventory that your organization currently holds.

As you consume and receive inventory, please update this number to reflect your current inventory on hand.

What is Eaches?

Eaches is the smallest unit of measure. For example, if you have 3 boxes of gloves with 20 individual gloves within them, please enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3".

2

Enter the **Quantity Consumed in the Past 24 Hours** in eaches. “Past 24 hours” is defined as the 24 hours prior to your last inventory count.

For items where it is infeasible to identify how much or how many units have been used once opened (e.g., liquids, gloves, wipes, swabs), consider all items “consumed” once open. For items that you can easily and safely count (e.g., gowns, goggles), please report the actual number used in a day.

3

Enter the **Forecasted Quantity to be Used in the Next 24 Hours** in eaches. “Next 24 hours” is defined as the 24 hours after you complete your inventory count. Please estimate how much inventory you expect to use between your count today, and when you count again tomorrow.

How To Fill Out The “Regular” Inventory Tab (2 of 2)

The purpose of this tab is to collect data on your organization’s regular inventory. This is the inventory that your organization uses on a day-to-day basis, plus any pandemic/outbreak inventory (if applicable).

Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
Disinfectant	Disinfectant Wipes	850	120	100	10,000	06/29/2020	212	05/28/2020
Gown	Level 3 Gowns	1,500	140	212	120	05/13/2020		
Swabs	Virus Culture Swab	200	200	200	200	05/24/2020		

Enter the **Expected Quantity of Next Order Delivery** in eaches. This is the quantity of items you expect to receive in your next order.

If you are unsure about the quantity of inventory you will receive, please provide your best estimate.

What is Eaches?

Eaches is the smallest unit of measure. For example, if you have 3 boxes of gloves with 20 individual gloves within them, please enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3".

4

Enter the **Expected Delivery Date of Next Order** using the calendar drop down function.

If you are unsure about the exact delivery date, please provide your best estimate. Please update it once you get more accurate information.

5

Enter the **Total Quantity in Backorder** in eaches. Backorder is the inventory that you have ordered, but your supplier has been unable to fulfil due to items being out of stock.

For example, if you tried to order 5 boxes of 100 gloves and your supplier states that they are unable to fulfill this order at the current time, the respective quantity (500 gloves) should be stated as your backorder quantity.

If you are unsure about the quantity of inventory you will receive, please provide your best estimate.

6

Enter the **Expected Delivery Date of Backorder** using the calendar drop down function. If multiple dates, please use the earliest one.

If you are unsure about a date, please provide your best estimate.

7

How to Fill Out the “Expired” Inventory Tab

The purpose of this tab is to collect data on your organization’s expired inventory. Expired inventory is defined as inventory that is expired, as of the day this survey is due. (For example, if this survey is due on Tuesday, please list all the inventory items that are expired as of Tuesday).

 **Quick Tip:** Hover over the column headings and instructions will pop-up.

Click to show instruction text				
Regular Inventory	Expired Inventory			
Search the data				
Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)
Disinfectant	Disinfectant Wipes	120	100	10

1

Enter the **Inventory on Hand Quantity** in eaches. This is the amount of expired inventory that your organization currently holds.

As you consume inventory, please update this number to reflect your current inventory on hand.

2

Enter the **Quantity Consumed in the Past 24 Hours** in eaches. “Past 24 hours” is defined as the 24 hours prior to your last inventory count.

For items where it is infeasible to identify how much or how many units have been used once opened (e.g., liquids, gloves, wipes, swabs), consider all items “consumed” once open. For items that you can easily and safely count (e.g., gowns, goggles), please report the actual number used in a day.

3

Enter the **Forecasted Quantity to be Used in the Next 24 Hours** in eaches. “Next 24 hours” is defined as the 24 hours after you complete your inventory count. Please estimate how much inventory you expect to use between your count today, and when you count again tomorrow.

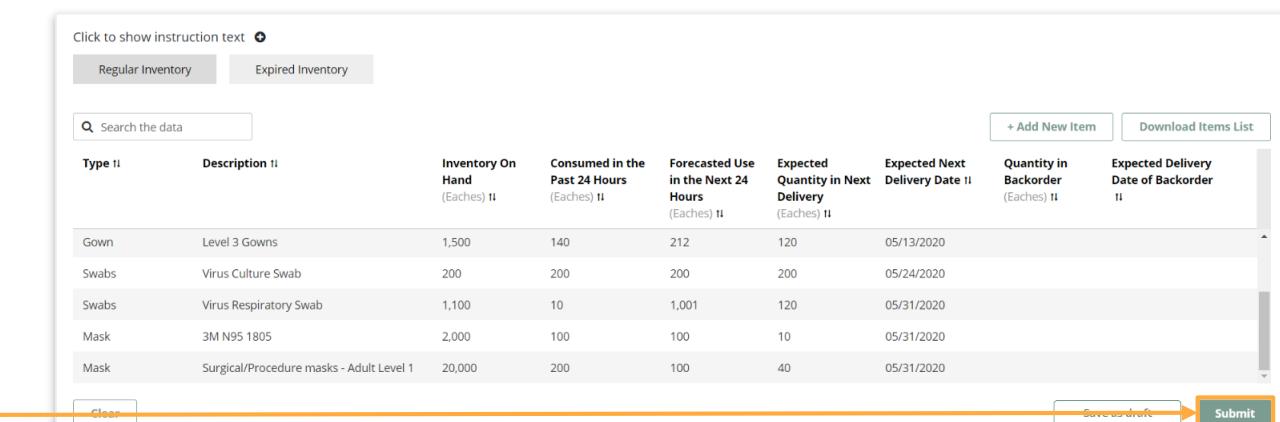
What is Eaches?

Eaches is the smallest unit of measure. For example, if you have 3 boxes of gloves with 20 individual gloves within them, please enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3".

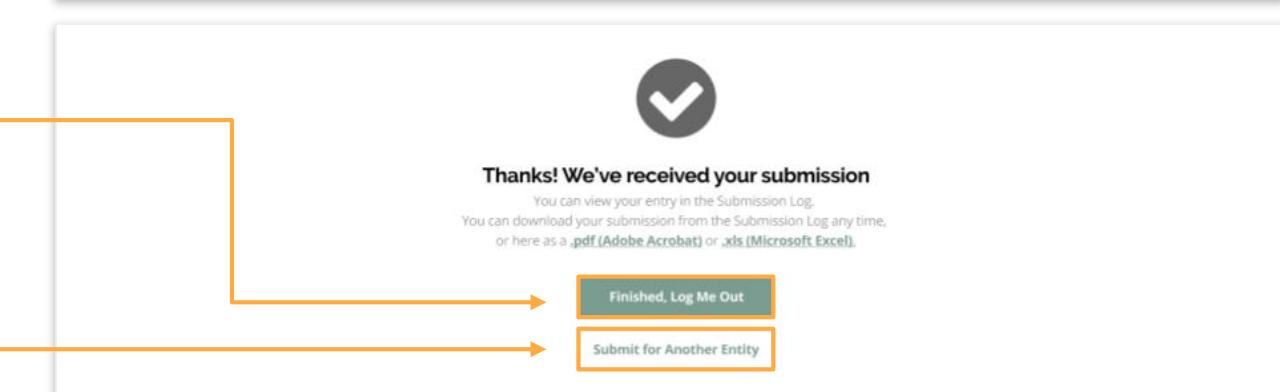
Submitting Your Data

Once you have completed inputting all of your inventory data, please follow the steps below to submit your data. Please ensure you submit your data before 5pm, to be included our data processing.

- 1 Once you have completed each of the input tabs (Regular Inventory and Expired Inventory), please click the '**Submit**' button, on the bottom right hand side of the screen.
- 2 To confirm that you have successfully submitted your data, a message will appear on your screen saying "*Thanks! We've received your submission.*"
- 3 If you would like to **download** a copy of your submission, click the PDF or Excel link, and your download will immediately begin.
- 4 If you would like to **Logout** of the survey portal, select '**Finished, Log Me Out**' and you will automatically be logged off.
- 5 If you report for **multiple entities**, and you would like to make a submission for a different one, please click '**Submit for Another Entity**'.



The screenshot shows the 'Submit' button highlighted with an orange arrow. The button is located at the bottom right of the data entry table. The table contains data for various items: Gown, Level 3 Gowns; Swabs, Virus Culture Swab; Swabs, Virus Respiratory Swab; Mask, 3M N95 1805; and Mask, Surgical/Procedure masks - Adult Level 1. The 'Submit' button is a green rectangle with white text.



The screenshot shows a confirmation message: 'Thanks! We've received your submission'. It includes a link to the Submission Log and download options for PDF or Excel. Below the message are two buttons: 'Finished, Log Me Out' (green) and 'Submit for Another Entity' (orange). The 'Submit for Another Entity' button is highlighted with an orange arrow.

Type	Description	Inventory On Hand (Eaches)	Consumed in the Past 24 Hours (Eaches)	Forecasted Use in the Next 24 Hours (Eaches)	Expected Quantity in Next Delivery (Eaches)	Expected Next Delivery Date	Quantity in Backorder (Eaches)	Expected Delivery Date of Backorder
Gown	Level 3 Gowns	1,500	140	212	120	05/13/2020		
Swabs	Virus Culture Swab	200	200	200	200	05/24/2020		
Swabs	Virus Respiratory Swab	1,100	10	1,001	120	05/31/2020		
Mask	3M N95 1805	2,000	100	100	10	05/31/2020		
Mask	Surgical/Procedure masks - Adult Level 1	20,000	200	100	40	05/31/2020		

Contact Information for Additional Survey Support

If you have any additional questions, we are operating webinars and a technical support hotline to support you in completing this survey.

There are three options for help:

1 Online Training Sessions via WebEx

If you are looking for an overview of the survey, please attend one of these WebEx sessions, listed on the Help & FAQ Page of the Survey Portal. If you cannot attend one of these sessions, the Training Session has been recorded and uploaded to the portal.

2 If you have specific questions related to the survey, please call the following number to speak with one of our technical support staff members:



416-246-7172 (local) or 1-888-444-9102 (toll free) for the Help Desk (available from 8am - 5pm EST, Monday to Sunday) ***new number***

OR



Email "CSEsurveysupport@ontario.ca" - please indicate whether you are health or non-health organization, a brief description of the issue, and a contact number (with extension if applicable) ***new email address***

3 Questions pertaining to the Minister's Order - please visit the following website: <http://www.ontariohealth.ca/covid-supplies>

Your continued participation is invaluable in ensuring that we have the critical information needed to procure and allocate CSE effectively. We sincerely thank you for your cooperation and support.

Frequently Asked Questions (1 of 7):

Inventory in CSE Survey

Questions	Answers
Should I capture every inventory item individually (e.g. in eaches), even for gloves and wipes?	Yes, please complete the survey using the “eaches” unit, even for gloves (individual, not by the pair), wipes and swabs. Eaches is the smallest unit of measure. For example, if you have 2 boxes with 1,000 wipes each, you’d report 2,000 wipes. If you have 3 boxes of gloves and each box has 50 individual gloves within them, you would report 150 gloves. Please do not fill this out by box/pack/container.
We have a box of gloves and wipes that are open, do I have to count the individual number of gloves and wipes to determine how much my facility used/consumed in the past 24 hours?	For items where it is infeasible to identify how many units have been used once the container has been opened (e.g., gloves, wipes, swabs), consider all items “consumed” once open. For items that you can easily and safely count (e.g., gowns, goggles), please report the actual number used in a day. Finally, for liquids , once you have opened the bottle, please consider the whole bottle ‘consumed,’ for the purposes of this survey.
My organizations’ N95 Masks are not from 3M, what should I do?	If your N95 masks are from another vendor, not 3M, please include your inventory data under the “Masks - N95 Undefined/ Other” inventory item.
My organization has CSE items on-hand that are not included in the survey, what should I do?	If your inventory item is an N95 mask, please refer to Question 3 of the the FAQs. If your item is not a mask, please find an item listed within the survey that has similar functionality to your item. If your CSE item is not similar to any items in the list, you do not need to include it in the survey submission.

Frequently Asked Questions (2 of 7):

Inventory in CSE Survey

Questions	Answers
How do I indicate the sizes of the inventory items I have on hand?	We are looking for a summary of the total number of items you have. We are not collecting information on the size of items you hold. Please enter your total quantity (irrespective of their size) in the applicable inventory item row. This approach holds true for all items where sizes are not specified in the survey (e.g., gloves, masks, gowns).
Can you provide me with definitions for the inventory items included within the portal?	Please refer to Appendix A , which includes definitions for Masks, Disinfectant Wipes, Swabs, Hand Sanitizer and Gowns.
Where should I add data on my Pandemic Inventory?	Historically, we asked respondents to separate out 'regular' and 'pandemic' inventory. At this point in time, this distinction is no longer required. Please report all unexpired inventory in the 'regular inventory' tab, and all expired inventory in the 'expired' tab.
I am not sure if my inventory is expired, what should I do?	If you don't know if your inventory is expired, please treat it as 'regulatory inventory'. Please ensure that you are not double counting inventory between the Regular and Expired Inventory tabs.
How should my organization track the use of expired CSE?	Please track the use of expired CSE within the 'Expired Inventory' tab. For example, if you used an expired N95 mask within the past 24 hours, please report that within the 'Quantity Consumed in the Past 24 Hours' column of the "Expired Inventory" tab and adjust your 'Inventory On-Hand' accordingly.
My organization has immediate PPE needs, what should we do? (*new*)	Please reach out to your Ontario Health Regional Supply Chain Lead, to discuss any urgent requirements, or complete the request form on this website .

Frequently Asked Questions (3 of 7):

Inventory in CSE Survey

Questions	Answers
My facility is not seeing a high volume of patients and I would like to donate our excess CSE inventory. Who can I contact to donate my inventory?	Thank you for your interest in donating excess inventory. All donation offers, regardless of volume, can be directed to the Ontario Together – We Need Supplies website. Donors will be asked to complete a brief online form regarding the CSE supplies they have available. Your submission will be routed through a centralized intake process, and a representative from the Ministry of Health will be in touch directly to coordinate the receipt of the donated products and subsequent distribution to the most appropriate organization or facility.
An inventory item I used to report on is no longer relevant for my organization. Can I delete it?	Once you have submitted data for a specific inventory type, you are not able to delete that row of inventory. Please insert '0' in all the quantity columns. Clear the dates by clicking on the cell and selecting 'clear' in the calendar pop-up. When you submit your data, all inventory items with '0' quantities and no dates will automatically get deleted by the system. You will not see this item listed next time.
I am trying to add another inventory item and it is not letting me. Why is this happening?	You can only report on specific items once per inventory tab. For example, if you have already added the inventory item "Swabs - NPS," you will not be able to add another row for the same item. To help you find inventory items that you have already added, use the 'Search the Data' feature on the top left to search for the inventory item you are looking for.
How do I download my submission data?	Submissions can be downloaded within the <i>Submission Log</i> page. Once on this page, please select the PDF or Excel icon beside the submission you would like to download. Click it to immediately begin downloading. In addition, after submitting your survey, there will be a link to download your submission on the <i>Survey Submission Confirmation</i> screen. Please select the PDF or Excel link, and the submission will immediately begin downloading. <i>For detailed instructions on the download submission features, please refer to page 13 of this guide.</i>

Frequently Asked Questions (4 of 7):

Audience for CSE Survey

Questions	Answers
Am I supposed to fill out the Bed Census Tool and/or the CSE Survey Tool?	<p>Your facility is only required to fill out one tool. If you are a hospital (acute or non-acute) with access to the Daily Bed Census Tool, please provide data via that tool only. For all other in-scope providers, please utilize the CSE Tool. For more information on the Minister's Order - please refer to the following website: www.ontariohealth.ca/COVID-supplies</p> <p>Please note, if your organization is affiliated with a hospital, please connect with them to ensure that your inventory is not being double counted. Questions or technical concerns about the Daily Bed Census tool can be directed to ASKHEALTHDATA@ontario.ca</p>
My organization has five facilities. Do I submit the survey once, for the organization as a whole, or multiple times per facility?	<p>If you are an organization with multiple facilities, please submit one survey per facility. The more granular the information, the better. We are looking to understand availability by region, and ensure that CSE supplies are provisioned to where they are needed most. <i>Please note: if you are currently reporting as a facility, and the facility you would like to report for is not included, call the Help Desk.</i></p> <p>Alternatively, if your organization holds inventory centrally, or it is not feasible to report at a facility level - you are welcome to report at an organizational level. <i>Please note: if you are submitting by organization, please use the organization's head office name.</i></p> <p>The most important factor is that you don't double-count inventory supply.</p>

Frequently Asked Questions (5 of 7):

Audience for CSE Survey

Questions	Answers
I am a health service provider (e.g., LTC home) and my CSE is managed/ distributed through my affiliation with a hospital. Do I need to fill out a survey?	<p>If you are affiliated with a hospital, please report your inventory separately through the CSE Survey tool. Please ensure you are connecting with the hospital (and if required) determine the internal allocation model to designate a portion of the inventory to your organization. It is vital that inventory is neither double counted, or missed.</p> <p>Alternatively, if your hospital is unable to determine an internal allocation model to designate a portion of the overall inventory to your organization, please confirm with the hospital that they are reporting all inventory through the Daily Bed Census Tool. In this situation, you should not complete the CSE survey in order to avoid double-counting of inventory.</p>
I am a small health service provider (e.g., single physician office) who does not require much CSE. Do I need to fill out a survey every day?	<p>If you are actively treating patients, we ask that you do your best to meet the reporting requirement so that we can continue to monitor the inventory of these critical supplies. Once you fill in the survey on the portal for the first time, the inventory data will automatically carry over for the next day to help you save time when filling in a new survey.</p>
I am a health service provider (e.g., dentist office) who has closed all in-person operations and therefore no longer need any CSE. Do I need to fill out the survey and if so, how frequently do I need to fill it out?	<p>If your centre, program or service has halted patient-facing health care services as a result of the provincial, regional or local COVID-19 response, please fill in the survey to provide us with a baseline. Your current supply levels will be retained in our CSE database. Please ensure timely updates when you resume patient-facing services or see a change in stock.</p> <p>If you submitted the previous CSE survey and your inventory count has not changed, you do not need to submit another survey.</p> <p>If you are actively treating patients, we ask that you do your best to meet the reporting requirement so that we can continue to monitor the inventory of these critical supplies.</p>

Frequently Asked Questions (6 of 7):

CSE Survey Submission and Reporting Cadence

Questions	Answers
If I made a mistake in filling out my survey, how do I correct it?	<p>Please review your submissions carefully to minimize the risk of errors.</p> <p>If you notice an error, please update and re-submit for your facility/ organization. If you notice the error after 5pm EST, you are not able to make any changes to your submission for that day. Please ensure the information you submit in your next submission is accurate.</p> <p>If you are concerned about a significant error in your submission, please contact the Help Desk via email or phone.</p>
How do I know which LHIN applies to the facility I am providing data on?	<p>If you are unsure about which LHIN is applicable to your facility, please visit: http://www.lhins.on.ca/. On this website, you can type in your Postal Code, select “Find” and the website will identify which LHIN is applicable to your facility. If you are completing the survey for multiple facilities, please ensure you determine the applicable LHIN for all the locations of the facilities included in your inventory data.</p>
Would this CSE information be used to request one HSP to transfer the CSE to another HSP? Would this data collection be used to inform potential reallocation strategy?	<p>The key purpose is to determine distribution and allocation strategies based on new supply coming into the province through various means such as vendors and broader government initiatives. This will lead to more proactive work up front with informed decision making for where CSE are most needed.</p>

Frequently Asked Questions (7 of 7):

Organization / Facility Information

Questions	Answers
After registering for the survey portal, the organization I report for is not included in my list of entities. What should I do?	After logging into the portal, if you notice that an organization or facility that you report for is not included in your list of entities, please follow the instructions on page 10 of the guide to associate with a new entity.
My Organization's name, address and/or postal code is incorrect, how do I change it?	If you notice an error with your Organization's/Facility's information, please contact the Help Desk and they will assist you with resolving this issue. Please see here for the Help Desk contact information.
Why are you asking if the entity I am reporting for is an Indigenous community, organization or service provider?	The inclusion of a voluntary Indigenous identifier question in the survey was made in order to ensure that the needs of Indigenous communities, organizations and service providers are identified, considered and met.
What will be done with the information collected from the question asking me to identify if the entity I am reporting for is an Indigenous community, organization or service provider?	Information gathered will be used to support decision-making to provide CSE to Indigenous communities, organizations and service providers across all sectors, as appropriate, and to address their CSE needs.

Appendix A: Inventory Definitions* - Masks and Disinfectant Wipes and Hand Sanitizer

To assist you in identifying which products to enter into the survey please see the guidelines below:

Surgical / Procedure Masks			Disinfectant Wipes
Level 1 (low) Barrier: 80 mm Hg	Level 2 (moderate) Barrier: 120 mm Hg	Level 3 (high) Barrier: 160 mm HG	This Inventory Type includes:
<ul style="list-style-type: none">• Light/ minimum BFE & PPE protection• Used for general procedures and respiratory etiquette• Designed to resist a splash or spray at venous pressure	<ul style="list-style-type: none">• High BFE & PFE protection• More breathable than high barrier mask• Designed to resist a splash or spray at arterial pressure	<ul style="list-style-type: none">• High BFE & PFE protection• Highest fluid resistance - designed to resist a splash or spray during tasks like orthopedic surgery or trauma	<ul style="list-style-type: none">• Low level disinfectant wipes• High-level disinfectant wipes

Hand Sanitizer
As per Health Canada's new recommendation regarding hand sanitizers, please only include hand sanitizers with a minimum 70% alcohol . Technical grade alcohol is <u>not</u> acceptable in healthcare settings.

***Disclaimer** - the purpose of these definitions are to assist respondents completing the survey. These definitions should not be used as guidance to determine which inventory is required for your organization's operations.

Appendix A: Inventory Definitions* - Isolation Gowns

To assist you in identifying which products to enter into the survey, please see the guidelines below:

Isolation Gowns		
Level 2	Level 3	Level 4
Low risk, to be used, for example, during blood draw, suturing, in the Intensive Care Unit (ICU), or a pathology lab	Moderate risk, to be used, for example, during arterial blood draw, inserting an Intravenous (IV) line, in the Emergency Room, or for trauma cases	High risk, to be used, for example, during long, fluid intense procedures, surgery, when pathogen resistance is needed or infectious diseases are suspected (non-airborne)
Used when there is a medium to high risk of contamination and a need for larger critical zones than traditional surgical gowns.		
All areas of the surgical isolation gown except bindings, cuffs, and hems are considered critical zones of protection. Gowns are required to have full 360 degree coverage and must meet the highest liquid barrier protection level for which the gown is rated. All seams must have the same liquid barrier protection as the rest of the gown.		
Additionally, the fabric of the surgical isolation gown should cover as much of the body as is appropriate for the intended use.		
Isolation Gowns do not have an expiry date.		

***Disclaimer** - the purpose of these definitions are to assist respondents completing the survey. These definitions should not be used as guidance to determine which inventory is required for your organization's operations.

Appendix A: Inventory Definitions* - Surgical and Chemo Gowns

To assist you in identifying which products to enter into the survey, please see the guidelines below:

Surgical Gowns			Chemo Gowns - Level 4
Level 2	Level 3	Level 4	
Low risk, to be used, for example, during blood draw, suturing, in the Intensive Care Unit (ICU), or a pathology lab	Moderate risk, to be used, for example, during arterial blood draw, inserting an Intravenous (IV) line, in the Emergency Room, or for trauma cases	High risk, to be used, for example, during long, fluid intense procedures, surgery, when pathogen resistance is needed or infectious diseases are suspected (non-airborne)	<p>Chemo gowns are tested under the USP 800 Guidelines – ASTM F739: Standard Test Method for Permeation of Liquids and Gases through Protective Clothing Materials under Conditions of Continuous Contact – Permeability tests.</p> <ul style="list-style-type: none">• Gowns used when handling chemotherapy are disposable and made of polyethylene-coated polypropylene or other laminate, lint-free, and low permeability fabric.• Gown has a solid front with long sleeves and tight/closed elastic or knit cuffs.• No seams or closures are present on the front of the gown that could permit drugs to pass through.<ul style="list-style-type: none">○ Materials and seams are tested against the top 11 chemotherapy drugs per ASTM F739-12.• Gowns are designed for single use and should not be reapplied after removal. (NIOSH, 2004a, 2008; USP, 2016)

***Disclaimer** - the purpose of these definitions are to assist respondents completing the survey. These definitions should not be used as guidance to determine which inventory is required for your organization's operations.

Appendix A: Inventory Definitions* - Swabs

You are **no** longer required to provide data on Virus Culture Swabs, Virus Respiratory Swabs. Moving forward, please only provide data on Nasal / Throat, Deep Nasal / Throat and NPS (Nasopharyngeal) swabs. To assist you with reporting for these new items, please see below:

Swab Examples, by New Swab Inventory Items			
Manufacturer	Vendor Catalogue	Description	New Inventory Item
Oxoid	OXRE12568	M6 Kit with Traditional-Tipped Swab	Swabs - Deep Nasal / Throat
Copan	CA302MH	3mL UTM standard	
Copan	CA56750CS01	Midturbinate - pediatrics swabs	
BD	B220528	3mL Vial, one sterile Nylon flocked tip swab	
Roche	07958021190	KIT COBAS PCR MEDIA DUAL SWB	
Hologic	PRD-03546	Multitest Swabs	
Oxoid	OXRE12569	M6 Kit with Micro-Tipped Flocked Swab	Swabs - NPS (Nasopharyngeal)
Copan	CA305MH	3mL UTM Pernasal flock	
BD	B220531	3mL Vial, one sterile mini-tip swab	

For detailed definitions of swabs, please [click here](#)

***Disclaimer** - the purpose of these definitions are to assist respondents completing the survey. These definitions should not be used as guidance to determine which inventory is required for your organization's operations.

Appendix B: CSE Survey – Health Sector Organization Types In Scope

The following table provides an overview of the health sectors covered by this survey and examples of organization types (please note - this is not an exhaustive list). This list may be refined periodically, as we evolve the process.

** - New/org types

Health - Organization Types	Example
Health - Ambulance Services (EMS)	EMS Services
Health - Community-Based Specialist Physician Practices **	Community based specialist clinics or practices unaffiliated with interprofessional teams, IHFs or interdisciplinary practices captured elsewhere
Health - Community Service Provider	Meals on Wheels, Children's / Seniors Services
Health - Dental Office	Dental Practices, Dental Research
Health - Home Care Provider	Home Care Service Providers
Health - Home for Special Care	Homes providing nursing, residential or sheltered care (licensed with MOH)
Health - Independent Health Facility	Diagnostic Imaging, Sleep Studies, Outpatient Surgery (licensed with MOH)
Health - LHINs	14 Local Health Integration Networks
Health - Long-Term Care Provider	LTC Homes
Health - Mental Health & Addictions - Congregate and/ or Residential **	Congregate and/ or residential mental health facilities (not otherwise classified as a Special Care Home or Hospital)
Health - Mental Health & Addictions - Community **	Community-based counseling, addictions services, mental health supports
Health - Primary Care - Interprofessional Teams **	FHTs, NPLCs, CHCs, AHACs, Primary Care Indigenous Groups/ Teams
Health - Primary Care - Other Arrangements **	Rural and Northern Programs (e.g. RNPGA, GHC, SLRPSI, WAHA, Nursing Stations), Patient Enrolment Models (e.g. FHO, FHN, FHG, CCM) not affiliated with a primary care team, Solo physicians (FFS, walk-in clinics) IHP/ISP programs
Health - Public Health	Public Health Units
Health - Retirement Homes	Retirement Homes
Health - Trillium Gift of Life	Trillium Gift of Life Program
Health - Midwifery Practice	Midwifery Practices
Health - Hospice	Visiting Hospices/ Palliative Care, Residential Hospices/ Palliative Care
Health - Other	Organizations not captured in this table