

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

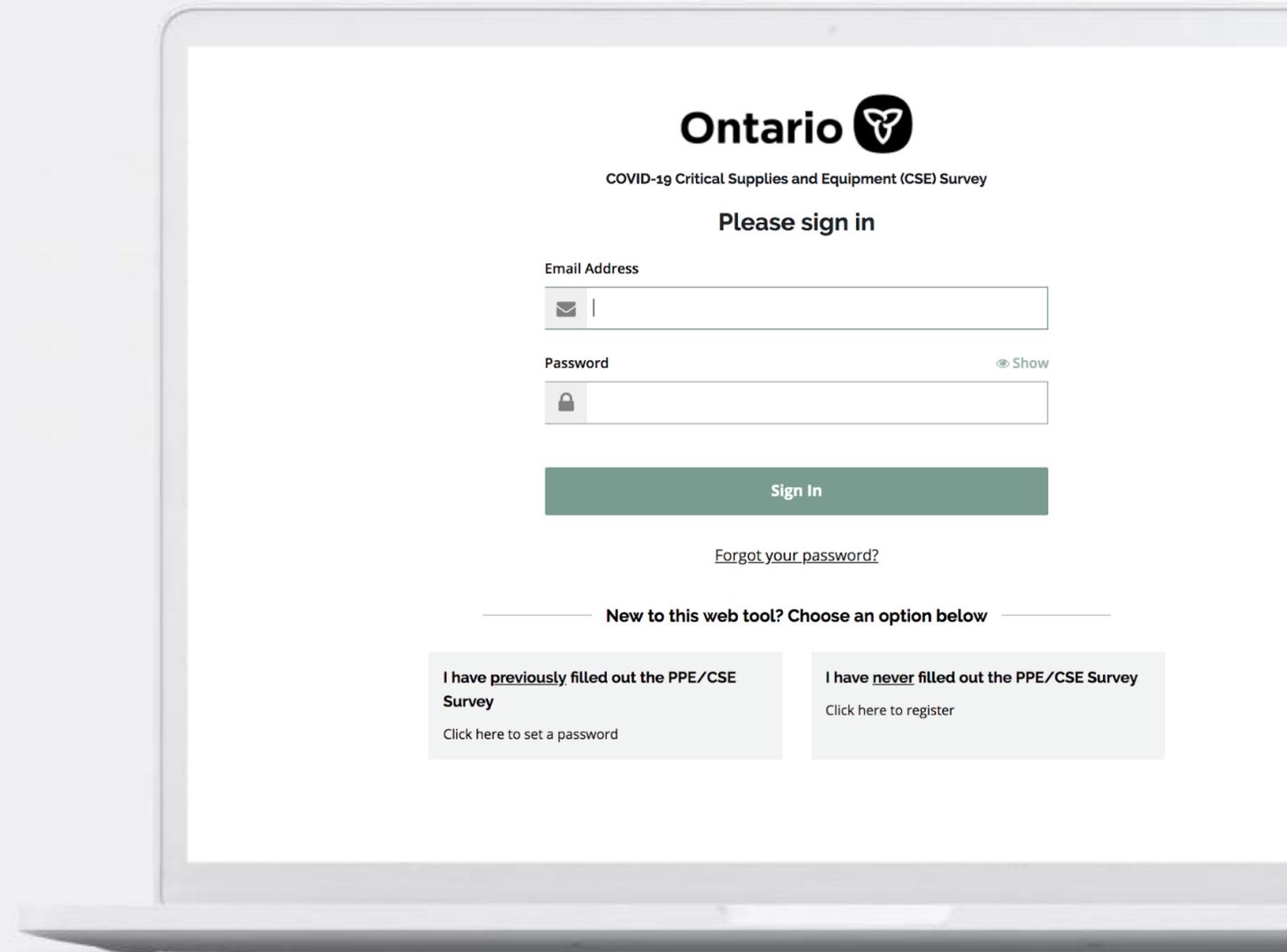
How-To-Guide

**Health Sector**

Updated: November 23, 2020

# 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.



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### Legend:

-  All new/updated pages, as of **November 23, 2020**, have a red dot beside them.



# Reporting Cadence

Effective **Tuesday, December 1, 2020**, all in-scope Health entities are required to submit their data **once a week** per the Minister's Order.

After this date, the virtual inventory is to be submitted once per week **between Thursday and Monday**. Entities are asked to submit **before 5pm ET on Monday**.

**NOTE:** You are unable to submit data **after 5pm ET**.



# 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.



The COVID-19 CSE Survey has moved!

Update your bookmarks with the new link:

<https://ontario-ppecse-survey.mgcs.gov.on.ca/>

### 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.

Ontario 

COVID-19 Critical Supplies and Equipment (CSE) Survey

Which entity are you providing inventory information for?

You'll enter inventory information for one entity at a time. We'll give you the opportunity to change your entity later.

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

**Continue** →

Don't see an entity you report for in the list?  
To associate your account with a new entity, [click here.](#)

 **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](mailto:CSEsurveysupport@ontario.ca).

For instructions on how to **add another entity to this list**, please refer to page 8, 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 8** 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.

Ontario 

COVID-19 Critical Supplies and Equipment (CSE) Survey

**Which entity are you providing inventory information for?**

You'll enter inventory information for one entity at a time. We'll give you the opportunity to change your entity later.

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

[Continue](#)

Don't see an entity you report for in the list?

To associate your account with a new entity, [click here.](#)

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.

[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, check the box, besides the text, that says “Check this box if you don’t see your entity in the list above”. Before proceeding to Step 2, please try a few different keywords related to your organization, or an acronym, to verify that your organization is not already registered.
- 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.
  - a. 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.

Cancel

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

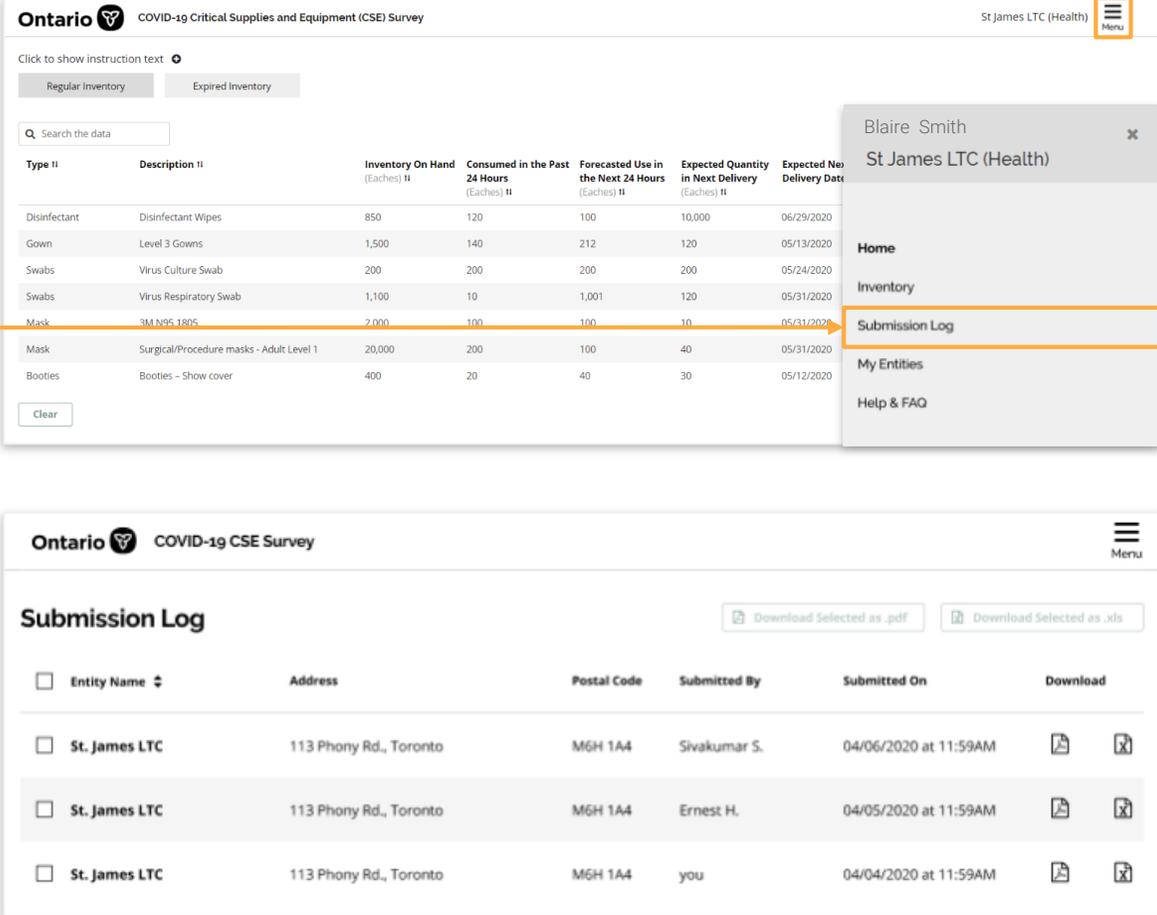
Cancel

# 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 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.



The screenshot displays the Ontario COVID-19 Critical Supplies and Equipment (CSE) Survey interface. The top navigation bar shows the user is logged in as 'St James LTC (Health)'. A menu icon is visible in the top right corner. Below the navigation bar, there are tabs for 'Regular Inventory' and 'Expired Inventory', and a search bar labeled 'Search the data'. A table lists various inventory items with columns for Type, Description, Inventory On Hand, Consumed in the Past 24 Hours, Forecasted Use in the Next 24 Hours, Expected Quantity in Next Delivery, and Expected Next Delivery Date. A grey menu bar is overlaid on the right side of the screen, showing the user's name 'Blaire Smith' and the organization 'St James LTC (Health)'. The menu items are 'Home', 'Inventory', 'Submission Log' (highlighted with an orange box), 'My Entities', and 'Help & FAQ'. Below the menu bar, the 'Submission Log' page is shown, featuring a table with columns for Entity Name, Address, Postal Code, Submitted By, Submitted On, and Download. The table contains three entries for 'St. James LTC' at '113 Phony Rd., Toronto', with M6H 1A4 postal code, submitted by Sivakumar S., Ernest H., and 'you' on 04/06/2020, 04/05/2020, and 04/04/2020 respectively. Download buttons for PDF and XLS are provided for each entry.

# Overview of CSE Survey

## Download Your Submissions

- 1 Follow the instructions on **Page 9** 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 entry you would like to download.



- PDF Format



- Excel Format

- 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.

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	



**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

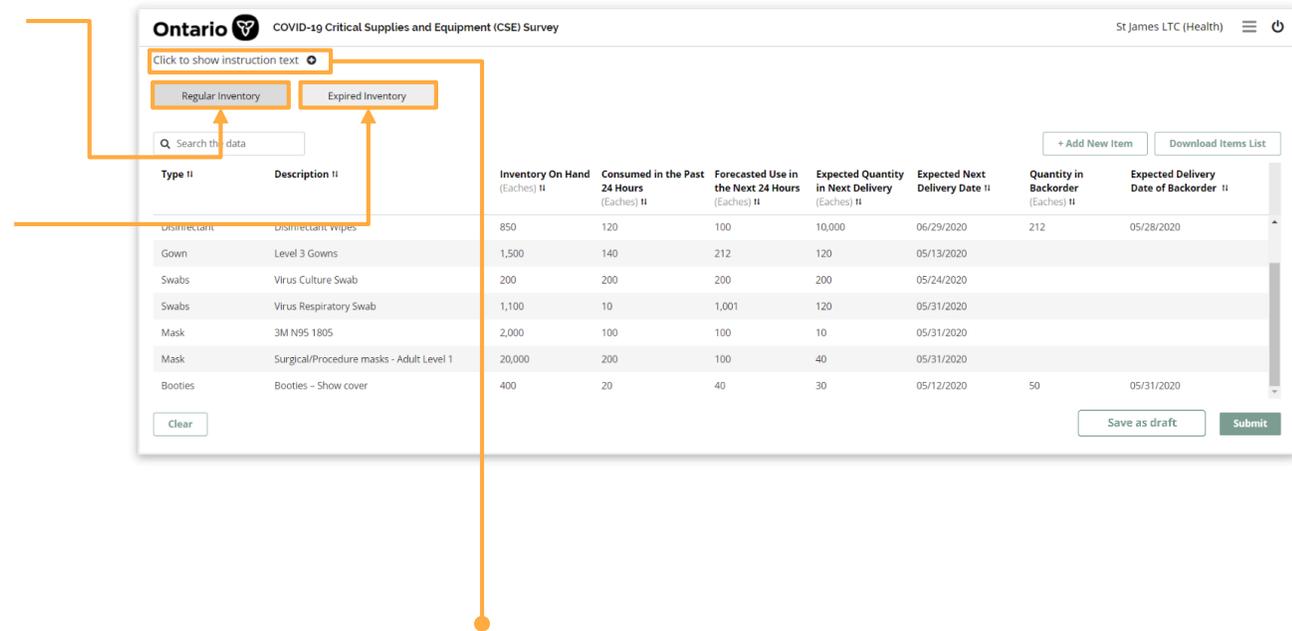
## Overview of Inventory Tabs

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:

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

**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.

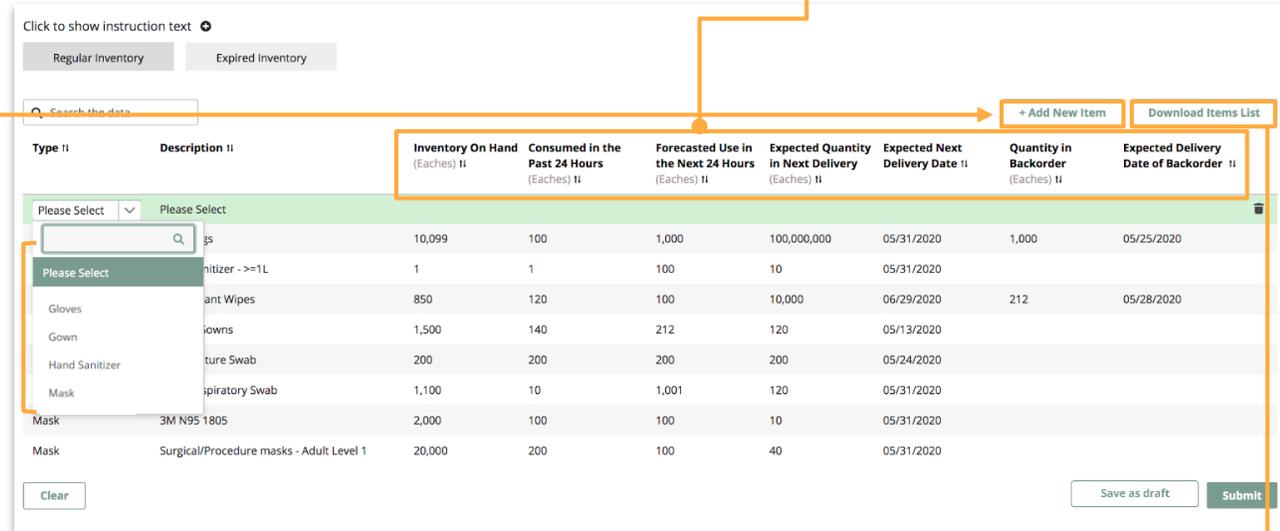
- 1 On either the 'Regular Inventory Tab' or 'Expired Inventory Tab', **click the 'Add New Item' button** on the top right to start adding inventory items.
- 2 The **new inventory item will appear in green**. Within the row, select the Inventory 'Type' and 'Description' that you would like to input data 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.



### Importance of inventory information:

Having accurate and timely inventory information helps us to understand need and to allocate supplies where they are needed most. Please complete all the fields to ensure that your information is as complete, and as accurate, as possible.



Click to show instruction text

Regular Inventory | Expired Inventory

Search the data

+ Add New Item | Download Items List

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							
Please Select	Disinfectant Wipes	10,099	100	1,000	100,000,000	05/31/2020	1,000	05/25/2020
Please Select	Hand Sanitizer - >=1L	1	1	100	10	05/31/2020		
Gloves	Antibacterial Wipes	850	120	100	10,000	06/29/2020	212	05/28/2020
Gown	Gowns	1,500	140	212	120	05/13/2020		
Hand Sanitizer	Alcohol Hand Sanitizer Swab	200	200	200	200	05/24/2020		
Mask	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		

Clear | 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.



The screenshot shows a web interface for inventory management. At the top, a green notification bar states: "Data populated: The data in the table below has been populated based on the previous response submission." Below this, there's a search bar with the placeholder text "Search the data". The main part of the interface is a table with the following columns: 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), and Expected Delivery Date of Backorder. The table contains several rows of data, including Body Bags, Hand Sanitizer, Disinfectant, Gown, Swabs, and Mask. A "Clear" button is located at the bottom left of the table, and "Save as draft" and "Submit" buttons are at the bottom right. An orange arrow points from the search bar in the instructions to the search bar in the screenshot.

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.



The screenshot shows a web interface for entering inventory data. At the top, a green banner states "Data populated: The data in the table below has been populated based on the previous response submission." Below this, a search bar and two tabs, "Regular Inventory" and "Expired Inventory", are visible. A notification box above the tabs indicates "Auto-saved as of 04/28/20 at 11:58PM". The main area contains a table with the following columns: 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), and Expected Delivery Date of Backorder. The table lists items such as Body Bags, Hand Sanitizer, Disinfectant, Gown, Swabs, and Mask. At the bottom right, there are buttons for "Save as draft" and "Submit".

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.

Click to show instruction text ⓘ

Regular Inventory Expired Inventory

Q Search the data

+ Add New Item Download Items List

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

2

3

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.

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.

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.

### 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 wipes 1 cannister with 160 wipes within them, please enter “160”. For liquids, if the inventory is 3, 250 ml bottles, enter “3”.

# 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).

Click to show instruction text ⓘ

Regular Inventory Expired Inventory

Q Search the data

+ Add New Item Download Items List

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		

4

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 wipes 1 cannister with 160 wipes within them, please enter "160". For liquids, if the inventory is 3, 250 ml bottles, enter "3".

5

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.

6

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.

7

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.

# 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.



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

Click to show instruction text ⓘ

Regular Inventory Expired Inventory

Search the data

+ Add New Item Download Items List

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 2 3

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.

## 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 wipes 1 cannister with 160 wipes within them, please enter "160". For liquids, if the inventory is 3, 250 ml bottles, enter "3".

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.

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.

# 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 displays the inventory submission interface. At the top, there are tabs for 'Regular Inventory' and 'Expired Inventory'. Below the tabs is a search bar and two buttons: '+ Add New Item' and 'Download Items List'. The main area contains a table with the following columns: 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), and Expected Delivery Date of Backorder. The table lists five 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). At the bottom of the table, there are buttons for 'Clear', 'Save as draft', and 'Submit'. An orange arrow points from the 'Submit' button in the screenshot to step 1 of the instructions.

Below the table is a confirmation message: 'Thanks! We've received your submission'. It includes a checkmark icon and text stating: 'You can view your entry in the Submission Log. You can download your submission from the Submission Log any time, or here as a .pdf (Adobe Acrobat) or .xls (Microsoft Excel)'. At the bottom of the confirmation message, there are two buttons: 'Finished, Log Me Out' and 'Submit for Another Entity'. Orange arrows point from these buttons to steps 4 and 5 of the instructions, respectively.

# 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:

### Online Training Sessions via WebEx

- 1 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 ET, Monday to Sunday), **excluding statutory holidays**

OR

 Email "[CSEsurveysupport@ontario.ca](mailto: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)

- 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.**

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

Disinfectant Wipes
<p>This Inventory Type includes:</p> <ul style="list-style-type: none"> <li>• Low level disinfectant wipes</li> <li>• High-level disinfectant wipes</li> </ul>

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

\***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)
<p>Used when there is a medium to high risk of contamination and a need for larger critical zones than traditional surgical gowns.</p> <p>All areas of the surgical isolation gown except bindings, cuffs, and hems are considered critical zones of protection. <b>Gowns are required to have full 360 degree coverage</b> 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.</p> <p>Additionally, the fabric of the surgical isolation gown should cover as much of the body as is appropriate for the intended use.</p> <p>Isolation Gowns do not have an expiry date.</p>		

**\*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		
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)

Chemo Gowns - Level 4
<p>Chemo gowns are tested under the <b>USP 800 Guidelines – ASTM F739</b>: 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"> <li>• Gowns used when handling chemotherapy are disposable and made of polyethylene-coated polypropylene or other laminate, lint-free, and low permeability fabric.</li> <li>• Gown has a solid front with long sleeves and tight/closed elastic or knit cuffs.</li> <li>• 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"> <li>○ Materials and seams are tested against the top 11 chemotherapy drugs per ASTM F739-12.</li> </ul> </li> <li>• Gowns are designed for single use and should not be reapplied after removal. (NIOSH, 2004a, 2008; USP, 2016)</li> </ul>

**\*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.