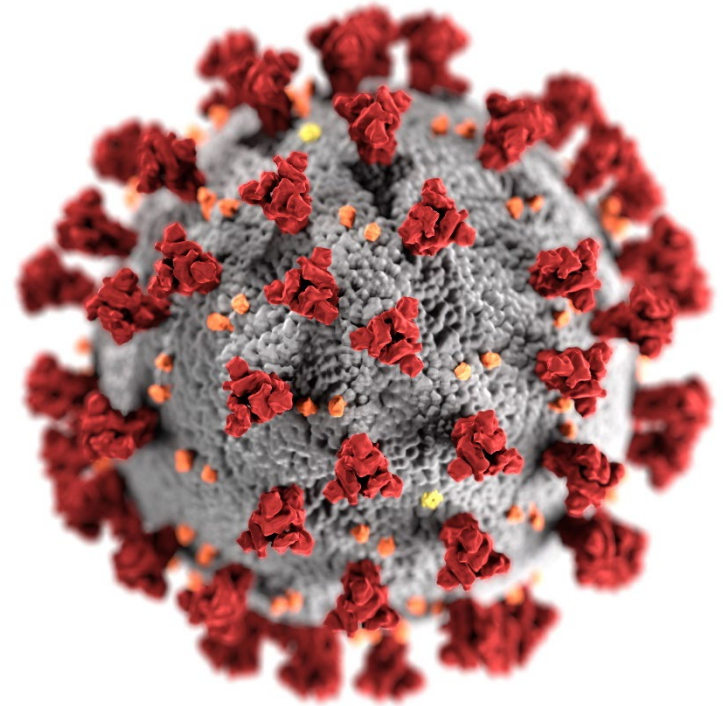


COVID-19 Hospital Data

Overview of Webform and .CSV Upload for Individual Facility Reporters

September 2022



cdc.gov/coronavirus

Agenda

- COVID-19 Hospital Data Transition: General Information
 - Important information related to reporting
 - Timeline
- Getting Started in NHSN
 - NHSN access for individual facility reporting
- Data Submission – Manual Entry
- Data Submission - .CSV Upload
- Q&A



COVID-19 Hospital Data Transition

General Information



Important Reminders

- On December 31, 2022, the TeleTracking contract will expire, and reporting will transition to NHSN
- Transition webpage and resources:
<https://www.cdc.gov/nhsn/covid19/transition.html>
- Transition preparation will be ongoing with additional webinars, standing meetings, and frequent webpage updates

Important Information

- Reminder that reporting activities will not change until mid-December 2022
 - Continue reporting as usual
- There will be **no impact or changes** to reporting for the LTCF, Dialysis, and Healthcare Personnel Vaccination COVID-19 modules in NHSN
- There will be no significant changes to the reporting questions as result of this transition
- Process for reporting will remain the same
- Reporting capabilities for web interface, CSV upload, and API will remain the same
- Data will still be aggregated into HHS Protect

Timeline and Important Dates

- October 1, 2022 (recommended)
 - Obtain access/active user in NHSN
- Late October 2022 – mid-December 2022
 - Module available in NHSN for data submission testing
- Mid-December 2022
 - Reporting transition

Purpose of today's webinar

- Audience – reporters from individual facilities
- Overview of COVID-19 module in the NHSN application
- More in depth demo once the data submission testing becomes available in October

Getting Started in NHSN – Individual Facility Reporting



Individual Facility Reporting – What is it?

- Your facility is individually reporting if **your facility** has been reporting **directly** into TeleTracking (via webform, CSV, or API)
- You are **NOT** reporting your HHS COVID information to HHS through your state, hospital association, healthcare system, or third-party vendor
 - *These are considered bulk uploads and will be covered in future trainings specific to the bulk upload process*



Individual Facility Reporting Prep – Steps Overview

1. Identify the NHSN facility administrator for your facility (usually part of infection control department)
 - They can assist with ensuring your facility is enrolled in NHSN, enroll new users, and assign access rights
2. Ensure your facility is enrolled in NHSN (most likely)
3. Identify user(s) in the facility who will be submitting hospital COVID-19 data
4. (If needed) add the individual reporting COVID information (and any backup reporters) as a new NHSN user
5. Assign user access rights to the COVID module



NHSN Access Overview

- NHSN reporting is structured into components because it is used for a variety of reporting requirements
 - For example, Patient Safety Component, Healthcare Personnel Safety Component, Long-term Care Facility Component, etc.


Select component:
Patient Safety

Select facility/group:

Facility/Group Name	Facility ID	CCN	City	State
Grp: CDC	0		ATLANTA	GA
Grp: Maggie's Test Group	11933	999999	ATLANTA	GA
Fac: Craggette LTAC- Test Facility	28003	N/A	Hampton	VA
Fac: Decennial Medical Center	15331	999999	Atlanta	GA

Submit

Welcome to the NHSN Landing Page



Select component:

- Biovigilance
- Dialysis
- Healthcare Personnel Safety
- Long Term Care Facility
- Neonatal
- Outpatient Procedure
- Patient Safety**



NHSN Access Overview continued

- Facilities then report based on the modules available within that component
 - Users access rights can be assigned by module to help with data access controls
- COVID reporting will be within the **COVID module** of the **Patient Safety Component**
 - User access rights can be assigned specifically to the COVID module
 - Users added to a facility within the Patient Safety Component will automatically have access to the COVID module



Step 1: Identify your NHSN Facility Administrator

- The NHSN Facility Administrator or NHSN user can:
 - Confirm facility enrollment in NHSN
 - Add new users to the NHSN application
 - How to Add A New NHSN User: <https://www.cdc.gov/nhsn/pdfs/Add-User-508.pdf>
- Contact facility infection prevention and control department
- If unable to identify an NHSN user at the facility or there is no longer an NHSN user at the facility:
 - Email NHSN@cdc.gov and provide the following
 - Email subject line: “COVID-19 Hospital”
 - Facility name
 - Facility address (including zip code)
 - CCN (if applicable)



Step 2: Check Facility Enrollment

- **Important:** Most hospitals are already enrolled in NHSN
- **Please do not begin enrolling a facility without confirmation from NHSN that enrollment is needed**
- How do I know if my facility is enrolled?
 - Am I Enrolled? (AMIE)
 - Website form to send email to NHSN helpdesk
 - Available end of September
 - Contact the facility infection prevention and control department

NHSN Enrollment (as of August 18, 2022):

7,148 Hospitals (this includes 444 Long-term Acute Care Hospitals,
433 Free-standing Inpatient Rehabilitation Facilities, and 810
Inpatient Psychiatric Facilities)

7,928 Outpatient Hemodialysis Facilities

5,431 Ambulatory Surgery Centers (ASCs)

17,864 Long-term Care Facilities

38,371 Total Healthcare Facilities Enrolled



Step 3: Identify user(s) reporting COVID-19 Hospital Data in NHSN

- Hospital/facility discretion on who will reporting COVID-19 data into NHSN
- Recommend having multiple reporters added to the facility in NHSN for backup



Step 4: Adding A New User in NHSN (Facility-level Users)

- New users can be added to a facility in NHSN by the NHSN facility Administrator or current users in the facility with All Rights
- Steps to add a new user: <https://www.cdc.gov/nhsn/pdfs/Add-User-508.pdf>
- Remember: COVID-19 Hospital data will be reported in the **Patient Safety Component**



Step 5: Adding a user to the COVID-19 module in the Patient Safety Component (Facility-level Users)

- New users added to NHSN to report hospital COVID-19 data can be given rights to the only the COVID-19 module in the Patient Safety Component
- On the Add User Rights page, select “Custom Rights” and then “Advanced”

Rights	Patient Safety	
Administrator	<input type="checkbox"/>	
All Rights	<input type="checkbox"/>	
Analyze Data	<input type="checkbox"/>	
Add, Edit, Delete	<input type="checkbox"/>	
View Data	<input type="checkbox"/>	
Staff/Visitor - Add, Edit, Delete		
Staff/Visitor - View		

Customize Rights	<input checked="" type="checkbox"/>	Advanced
------------------	-------------------------------------	-----------------

Effective Rights **Save** **Back**



Step 5: Adding a user to the COVID-19 module in the Patient Safety Component – Rights (Facility-level Users)

- Rights options within the specific module
 - View
 - Add, Edit, Delete
 - All Rights

Denominator Data: Procedure/Summary	View	Add,Edit,Delete	All Rights
AUR - Antimicrobial Use and Resistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Custom Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICU - Device Associated - Intensive Care Unit / Other Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NICU - Device Associated - Neonatal Intensive Care Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCA - Device Associated - SCA/ONC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COVID19 - COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MDRO - MDRO and CDI Monthly Denominator - all Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Step 5: Adding a user to the COVID-19 module in the Patient Safety Component - Rights continued (Facility-level Users)

- Select rights for the COVID-19 Module
- Recommended to add users with All Rights for COVID-19 reporting

Denominator Data: Procedure/Summary	View	Add,Edit,Delete	All Rights
AUR - Antimicrobial Use and Resistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Custom Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICU - Device Associated - Intensive Care Unit / Other Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NICU - Device Associated - Neonatal Intensive Care Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCA - Device Associated - SCA/ONC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COVID19 - COVID-19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MDRO - MDRO and CDI Monthly Denominator - all Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Step 5: Adding a user to the COVID-19 module in the Patient Safety Component - Rights continued (Facility-level Users)

- Option to add users with Rights to View only (if needed)

Denominator Data: Procedure/Summary	View	Add,Edit,Delete	All Rights
AUR - Antimicrobial Use and Resistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Custom Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICU - Device Associated - Intensive Care Unit / Other Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NICU - Device Associated - Neonatal Intensive Care Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCA - Device Associated - SCA/ONC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COVID19 - COVID-19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MDRO - MDRO and CDI Monthly Denominator - all Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Step 5: Adding a user to the COVID-19 module in the Patient Safety Component continued (Facility-level Users)

- **Important:** New users can be added to the COVID-19 module at any time, but the module will not be accessible to use until late October 2022.



Who can see my data?

- Because most facilities are a member of a State Health Department Group in NHSN, those Group users will be able to view data via the NHSN group function
- Information will still flow into HHS Protect



NHSN Application: COVID-19 Module



Important – Please Note

- Current access to the COVID-19 Pathway Data Reporting option in the NHSN application is VIEW ONLY and does not permit active data submission. This is **not** the version of the module to be used for data submission testing.
- Access to the new COVID-19 module will be available for testing in late October 2022 and users will be notified at that time.



COVID-19 Module Overview

- The COVID-19 Module landing page in NHSN will be your landing page for:
 - Submitting data via webform or .CSV
 - Checking daily reporting completeness
 - Downloading historical data



Disclaimer

- Please note that the COVID-19 Module is in development in the NHSN application.
- Screenshots are for demonstration purposes and may not reflect the final version (however, any changes will be minimal).
- Additional training for accessing and data entry in the NHSN application will be available in late October 2022.



Accessing the COVID-19 Module


- Log into the Patient Safety Component
- Select “COVID-19” in the left navigation menu and then “Pathway Data Reporting”


The screenshot displays the NHSN Patient Safety Component Home Page. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, COVID-19, Import/Export, Surveys, and Analysis. The 'COVID-19' item is highlighted in green. A yellow callout box points to 'Pathway Data Reporting' under the COVID-19 menu. The main content area shows the NHSN Patient Safety Component Home Page with a header and a list of items: TAP Strategy Dashboard, TAS Dashboard, and Action Items. A 'Confer Rights' dialog box is visible in the foreground, displaying the word 'Not'.


COVID-19 Module Landing Page


- NHSN Home
- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- COVID-19 ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶


COVID-19



 Click a cell to begin entering data on the day for which counts are reported.

 Download History

 Upload CSV...

 Download CSV Template...

◀  ▶ 31 July 2022 - 10 September 2022

 Record Complete  Record Incomplete


	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	Aug 01	02	03	04	05	06	
07	08	09	10	11	12	13	



COVID-19 Module Landing Page

- NHSN Home
- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- COVID-19 ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facilitv ▶

COVID-19

 Click a cell to begin entering data on the day for which counts are reported.

31 July 2022 - 10 September 2022 Record Complete Record Incomplete

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31		Aug 01	02	03	04	05	06
07		08	09	10			

Initiate download of NHSN COVID-19 data.

- [Download History](#)
- [Upload CSV...](#)
- [Download CSV Template...](#)

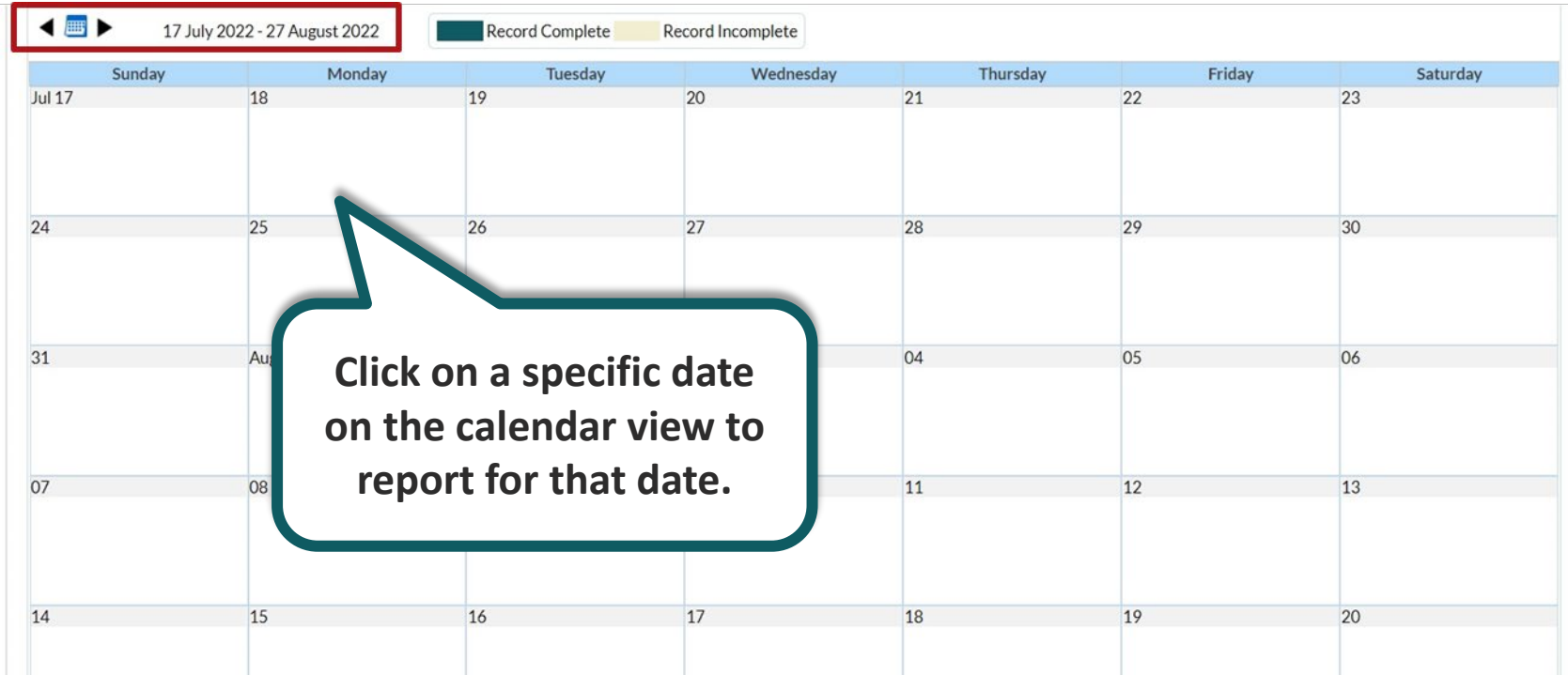
Initiate download of .CSV template.



Manual Data Submission: Webform



Webform Data Submission Example



Webform Data Submission

- Select calendar day
- Webform will open with fields for data entry
- Data elements will be the same as current form

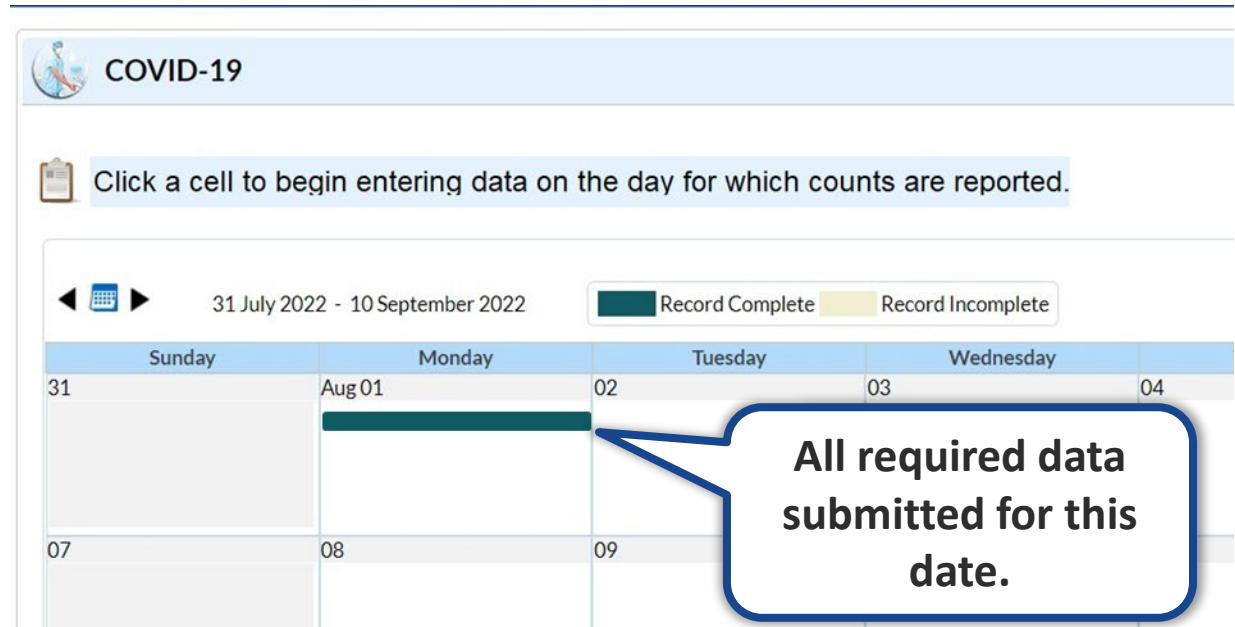
**Example for training.
Demonstration of Live
webform planned for
October 2022.**

Staffed Bed Capacity

3a. All hospital inpatient beds	40	4a. All hospital inpatient bed occupancy	36
3b. Adult hospital inpatient beds	40	4b. Adult hospital inpatient bed occupancy	36
3c. All inpatient pediatric beds (Optional)	Unknown	4c. Pediatric inpatient bed occupancy (Optional)	Unknown

Record Indicators (Example)

- Record Complete/Green – required data elements submitted for the day
- Record Incomplete/Yellow – required data elements are missing for the day



Manual Data Submission: .CSV Upload



.CSV Upload

- Select Upload CSV option

The screenshot displays the NHSN COVID-19 reporting dashboard. At the top left is the CDC logo and text: "Centers for Disease Control and Prevention, CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo: "NHSN NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a dark blue navigation bar with "NHSN - National Healthcare Safety Network (AWDV-NHSN-WL01:8001)" on the left and a user profile dropdown on the right.

A left-hand navigation menu includes: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, COVID-19, Import/Export, Surveys, Analysis, Users, and Facility.

The main content area is titled "COVID-19" and contains a calendar grid. A message above the calendar says: "Click a cell to begin entering data on the day for which counts are reported." To the right of the calendar are three buttons: "Download History", "Upload CSV..." (highlighted with a red box), and "Download CSV Template...".

The calendar shows the period from 31 July 2022 to 10 September 2022. The legend indicates "Record Complete" (dark green) and "Record Incomplete" (light yellow). The calendar grid has columns for days of the week and rows for dates.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31		Aug 01	02	03	04	05	06
07		08	09	10	11	12	13



.CSV Upload continued

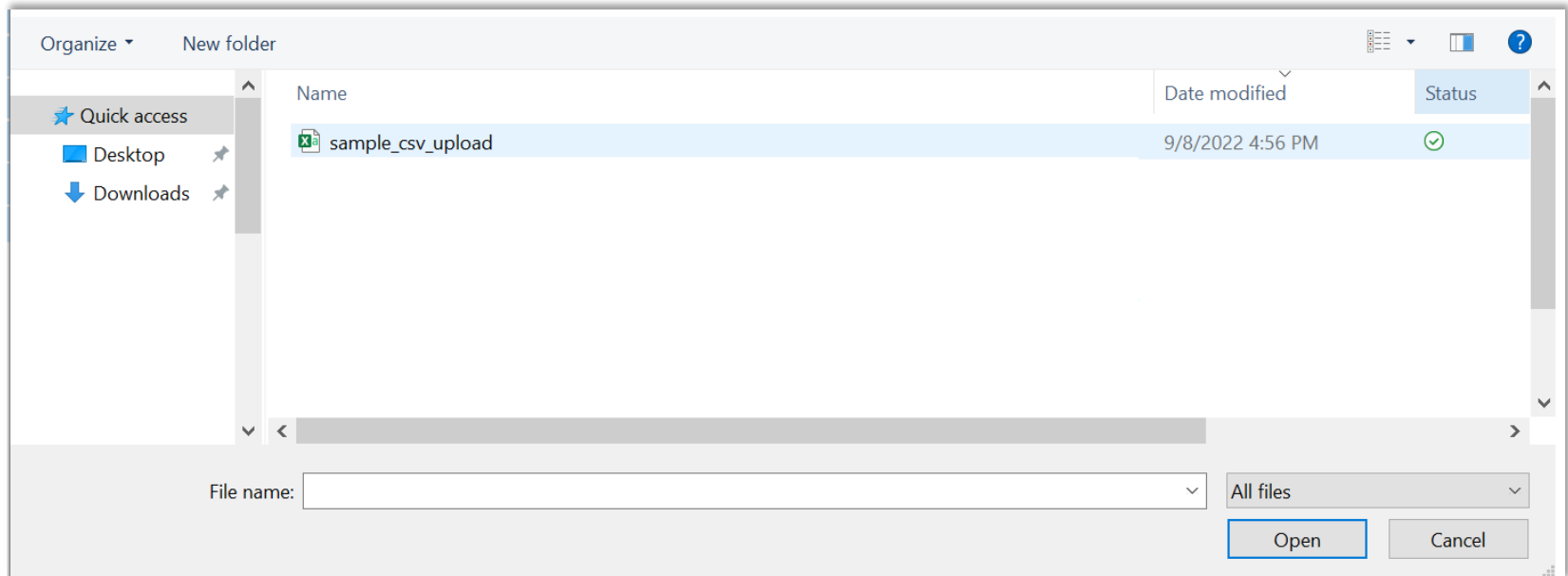
- Dialog box will open
- Select Browse to find your CSV

The screenshot shows a web application interface for 'Healthcare Safety Network (6M4ZL73:8080)'. The main content area is titled 'COVID-19' and includes a calendar view for the period '28 August 2022 - 08 October'. A dialog box titled 'Upload CSV file' is open, displaying the text 'Please select a CSV file containing Pathway data'. A red box highlights the 'Browse...' button and the text 'No file selected.' at the bottom of the dialog. The dialog also features 'Upload CSV' and 'Cancel' buttons.

Sunday	Monday
28	29
04	05

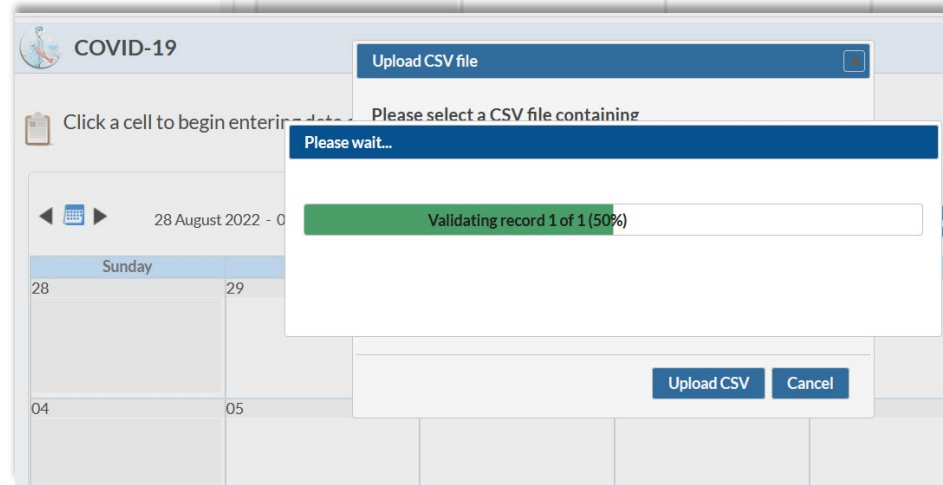
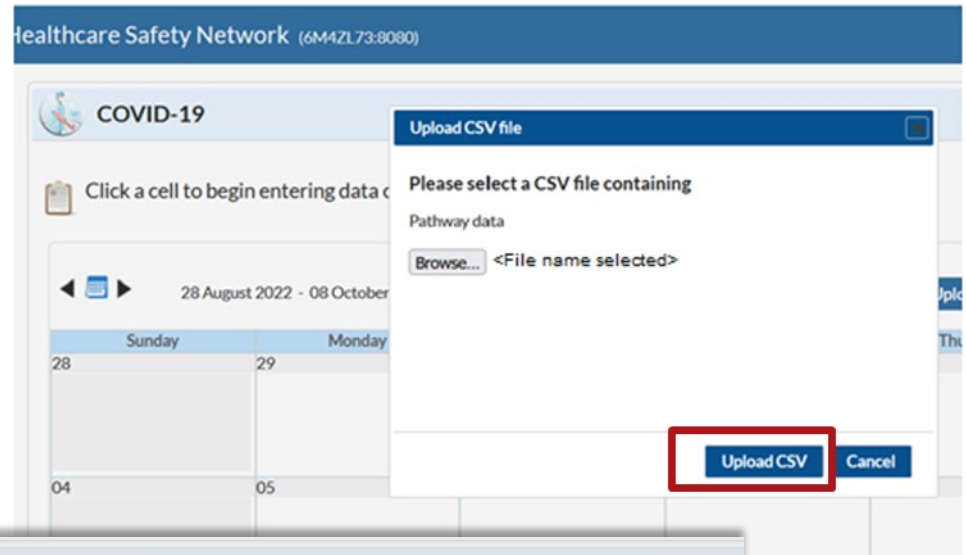
.CSV Upload continued

- Select completed the .CSV file to upload



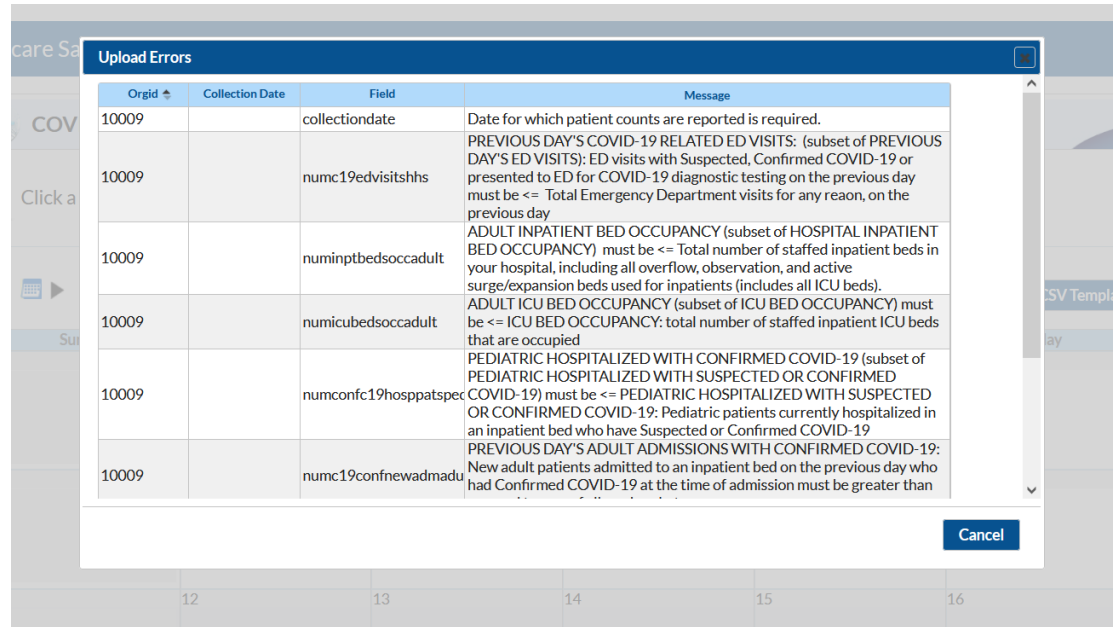
.CSV Upload continued

- The .CSV will load into the Dialog box in the NHSN application
- Select Upload CSV



.CSV Upload - Errors

- After the upload completes, a message detailing any upload errors will display
- An email with an attachment detailing upload results will also be sent to the user



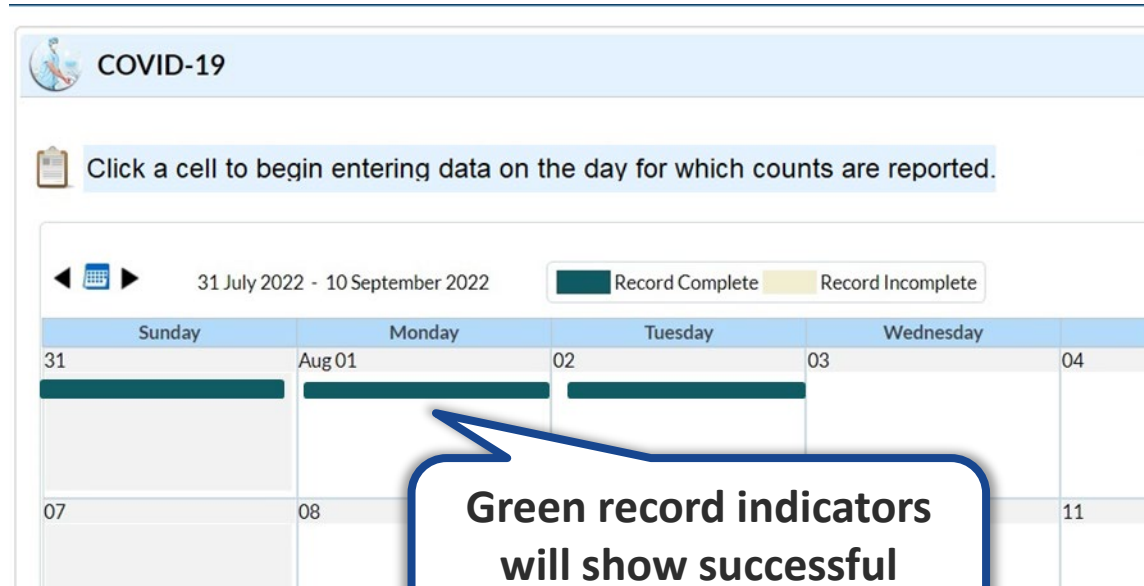
The screenshot shows a dialog box titled "Upload Errors" with a table of error details. The table has four columns: "Orgid", "Collection Date", "Field", and "Message". All "Collection Date" entries are "10009". The "Field" column lists various data fields, and the "Message" column provides detailed error descriptions for each field.

Orgid	Collection Date	Field	Message
10009	10009	collectiondate	Date for which patient counts are reported is required.
10009	10009	numc19edvisitslhs	PREVIOUS DAY'S COVID-19 RELATED ED VISITS: (subset of PREVIOUS DAY'S ED VISITS): ED visits with Suspected, Confirmed COVID-19 or presented to ED for COVID-19 diagnostic testing on the previous day must be <= Total Emergency Department visits for any reason, on the previous day
10009	10009	numinptbedsoccadult	ADULT INPATIENT BED OCCUPANCY (subset of HOSPITAL INPATIENT BED OCCUPANCY) must be <= Total number of staffed inpatient beds in your hospital, including all overflow, observation, and active surge/expansion beds used for inpatients (includes all ICU beds).
10009	10009	numicubedsoccadult	ADULT ICU BED OCCUPANCY (subset of ICU BED OCCUPANCY) must be <= ICU BED OCCUPANCY: total number of staffed inpatient ICU beds that are occupied
10009	10009	numconfc19hosppatspec	PEDIATRIC HOSPITALIZED WITH CONFIRMED COVID-19 (subset of PEDIATRIC HOSPITALIZED WITH SUSPECTED OR CONFIRMED COVID-19) must be <= PEDIATRIC HOSPITALIZED WITH SUSPECTED OR CONFIRMED COVID-19: Pediatric patients currently hospitalized in an inpatient bed who have Suspected or Confirmed COVID-19
10009	10009	numc19confnewadmadu	PREVIOUS DAY'S ADULT ADMISSIONS WITH CONFIRMED COVID-19: New adult patients admitted to an inpatient bed on the previous day who had Confirmed COVID-19 at the time of admission must be greater than

Cancel

Record Indicators (Example)

- Record Complete/Green – required data elements submitted for the day
- Record Incomplete/Yellow – required data elements are missing for the day



Resources and Q&A



Resources

- Transition Webpage <https://www.cdc.gov/nhsn/covid19/transition.html>
- Transition Preparation Webinar slides:
<https://www.cdc.gov/nhsn/pdfs/covid19/Transition-Preparation-508.pdf>

Questions

- NHSN@cdc.gov
 - Subject line: “**COVID-19 Hospital**”



Transition Webpage – Updates

Transition of COVID-19 Hospital Reporting

Updated September 14, 2022



Updates

Transition webpage updates for September 14th, 2022: Addition of FAQs on Transition of COVID-19 Hospital Reporting.

FAQs on Transition of COVID-19 Hospital Reporting

The National Healthcare Safety Network (NHSN) has assumed responsibility for the collection of COVID-19 hospital data mid-2022. The NHSN is updated frequently with information about the transition from data collection from TeleTracking to the NHSN. For more information, see the public page on [HHS Protect](#) and [COVID-19 Hospital Reporting](#). You are able to view their own data within the NHSN.

Banner with description of most recent updates and resources to be added.

On this Page

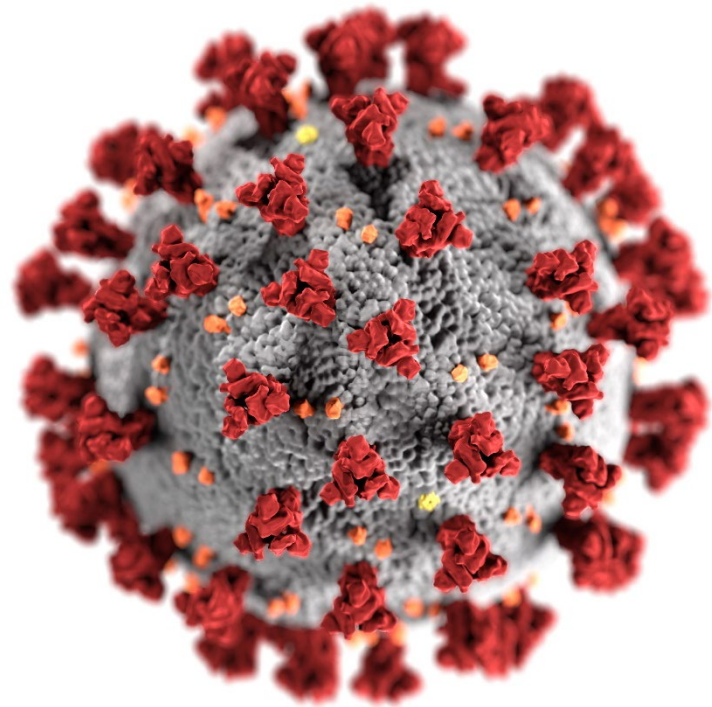
[Important Information](#)

[Upcoming Trainings](#)

[Reporting and Data Submission Scenarios](#)



Thank you!



For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

