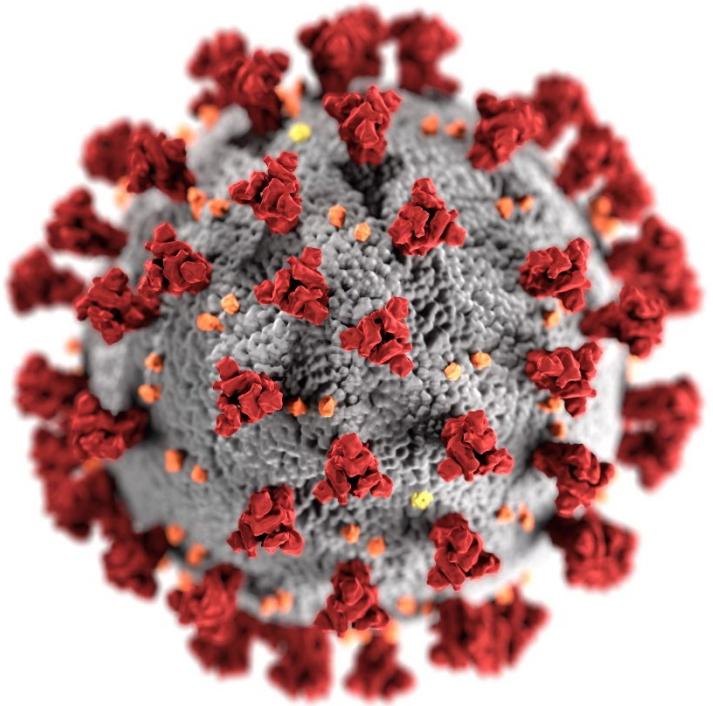
COVID-19 Hospital Data

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)

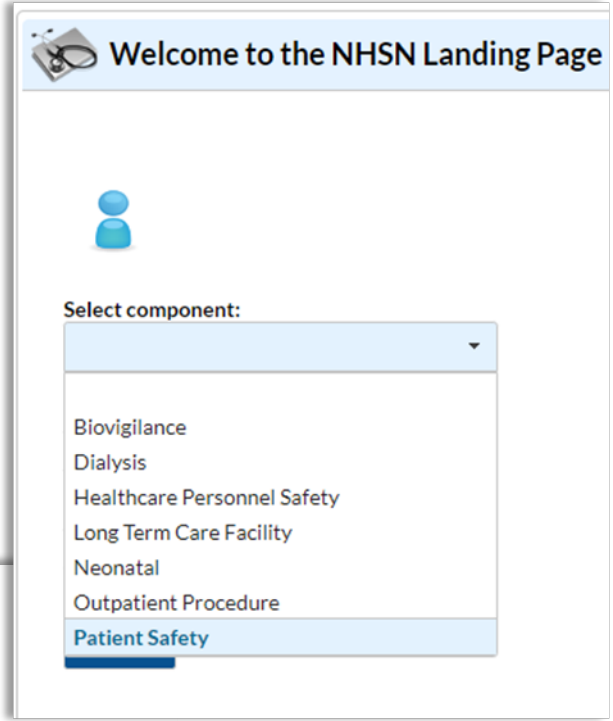
- You are **NOT** reporting your HHS COVID information to HHS through your state, hospital association, healthcare system, or third-party vendor
  - *These are considered bulk uploads and will be covered in future trainings specific to the bulk upload process*

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

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

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

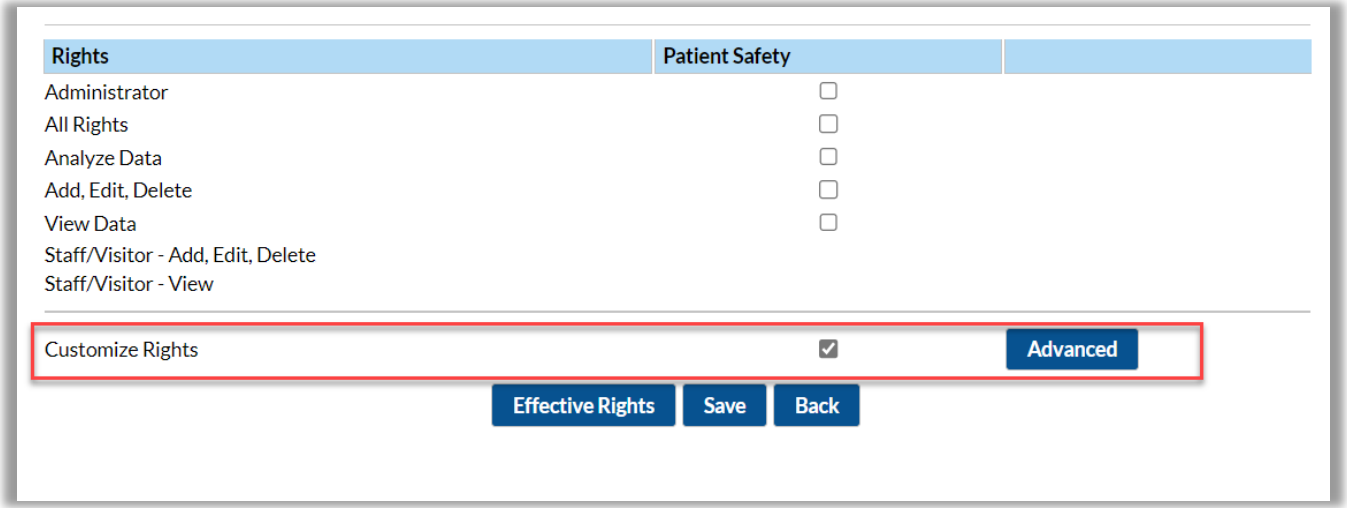
- Hospital/facility discretion on who will reporting COVID-19 data into NHSN
- Recommend having multiple reporters added to the facility in NHSN for backup

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”



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	☐	☐	☐
PROC - Procedures	☐	☐	☐
PROC - Custom Procedures	☐	☐	☐
ICU - Device Associated - Intensive Care Unit / Other Locations	☐	☐	☐
NICU - Device Associated - Neonatal Intensive Care Unit	☐	☐	☐
SCA - Device Associated - SCA/ONC	☐	☐	☐
COVID19 - COVID-19	☐	☐	☐
MDRO - MDRO and CDI Monthly Denominator - all Locations	☐	☐	☐

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	☐	☐	☐
PROC - Procedures	☐	☐	☐
PROC - Custom Procedures	☐	☐	☐
ICU - Device Associated - Intensive Care Unit / Other Locations	☐	☐	☐
NICU - Device Associated - Neonatal Intensive Care Unit	☐	☐	☐
SCA - Device Associated - SCA/ONC	☐	☐	☐
COVID19 - COVID-19	☑	☑	☑
MDRO - MDRO and CDI Monthly Denominator - all Locations	☐	☐	☐

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	☐	☐	☐
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PROC - Custom Procedures	☐	☐	☐
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MDRO - MDRO and CDI Monthly Denominator - all Locations	☐	☐	☐

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

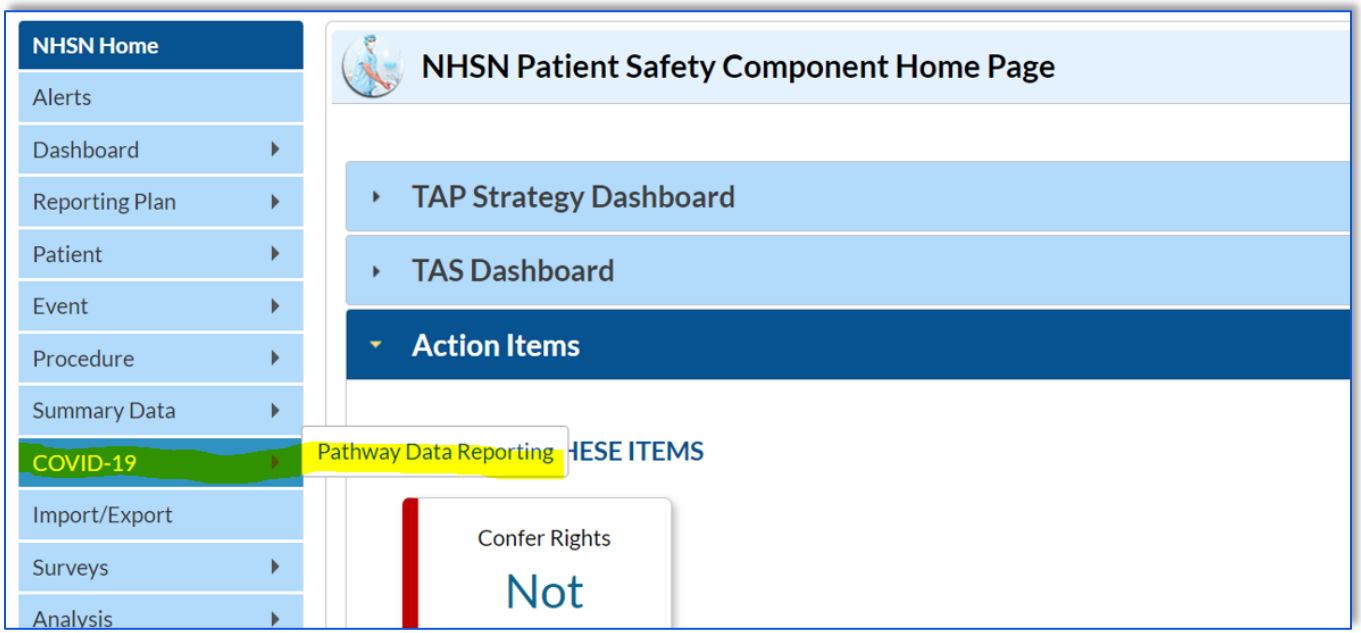
- The COVID-19 Module landing page in NHSN will be your landing page for:
  - Submitting data via webform or .CSV
  - Checking daily reporting completeness
  - Downloading historical data

Disclaimer

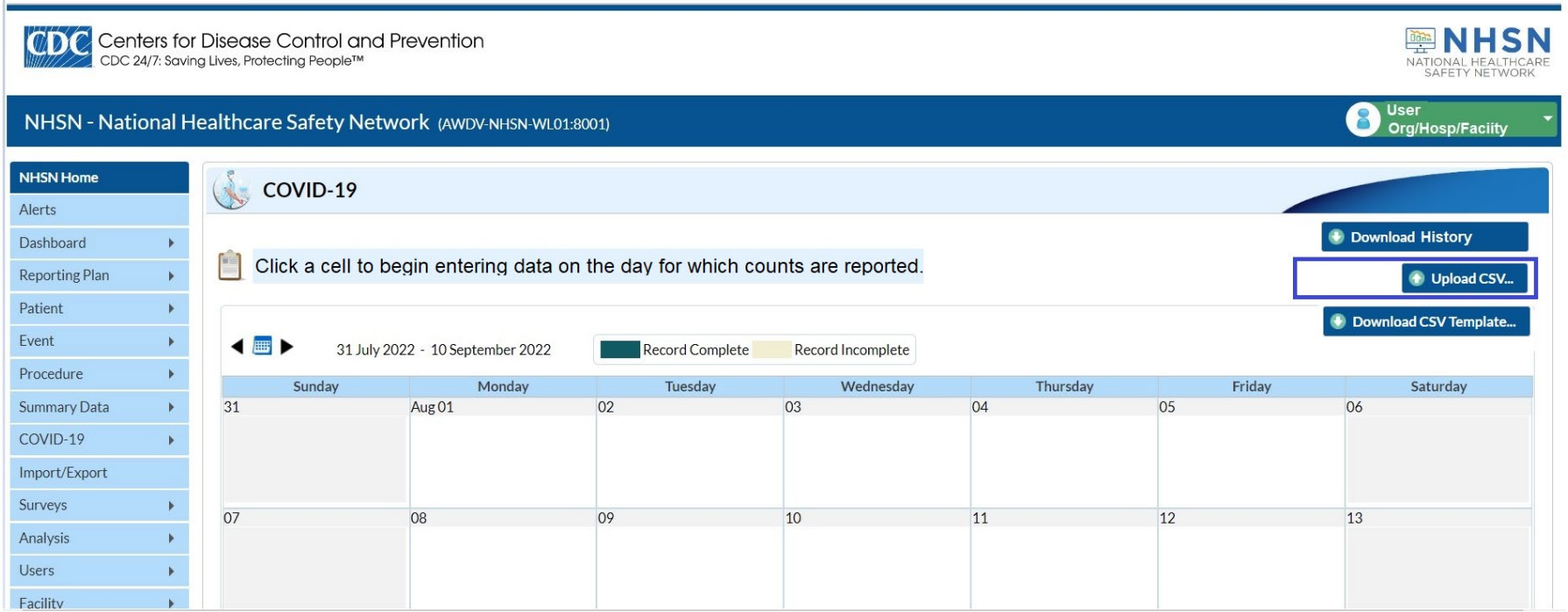
- Please note that the COVID-19 Module is in development in the NHSN application.
- Screenshots are for demonstration purposes and may not reflect the final version (however, any changes will be minimal).
- Additional training for accessing and data entry in the NHSN application will be available in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

Accessing the COVID-19 Module

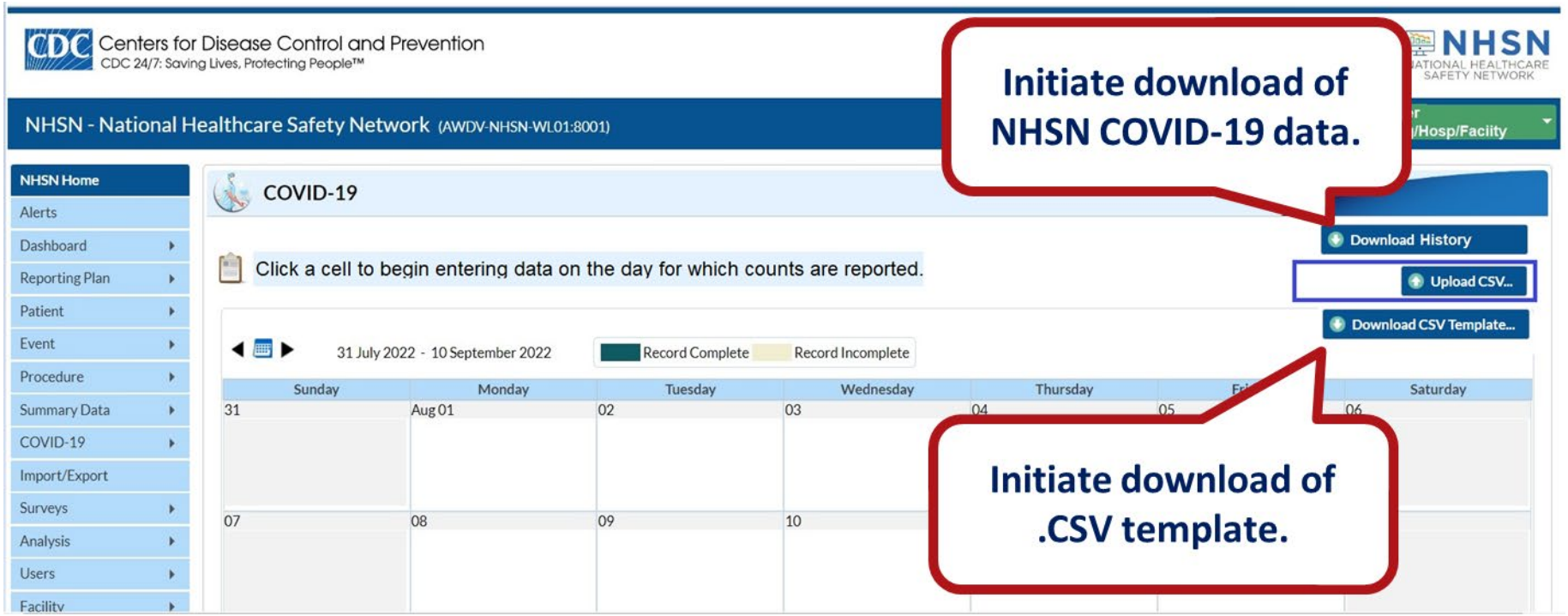
- Log into the Patient Safety Component
- Select “COVID-19” in the left navigation menu and then “Pathway Data Reporting”



COVID-19 Module Landing Page

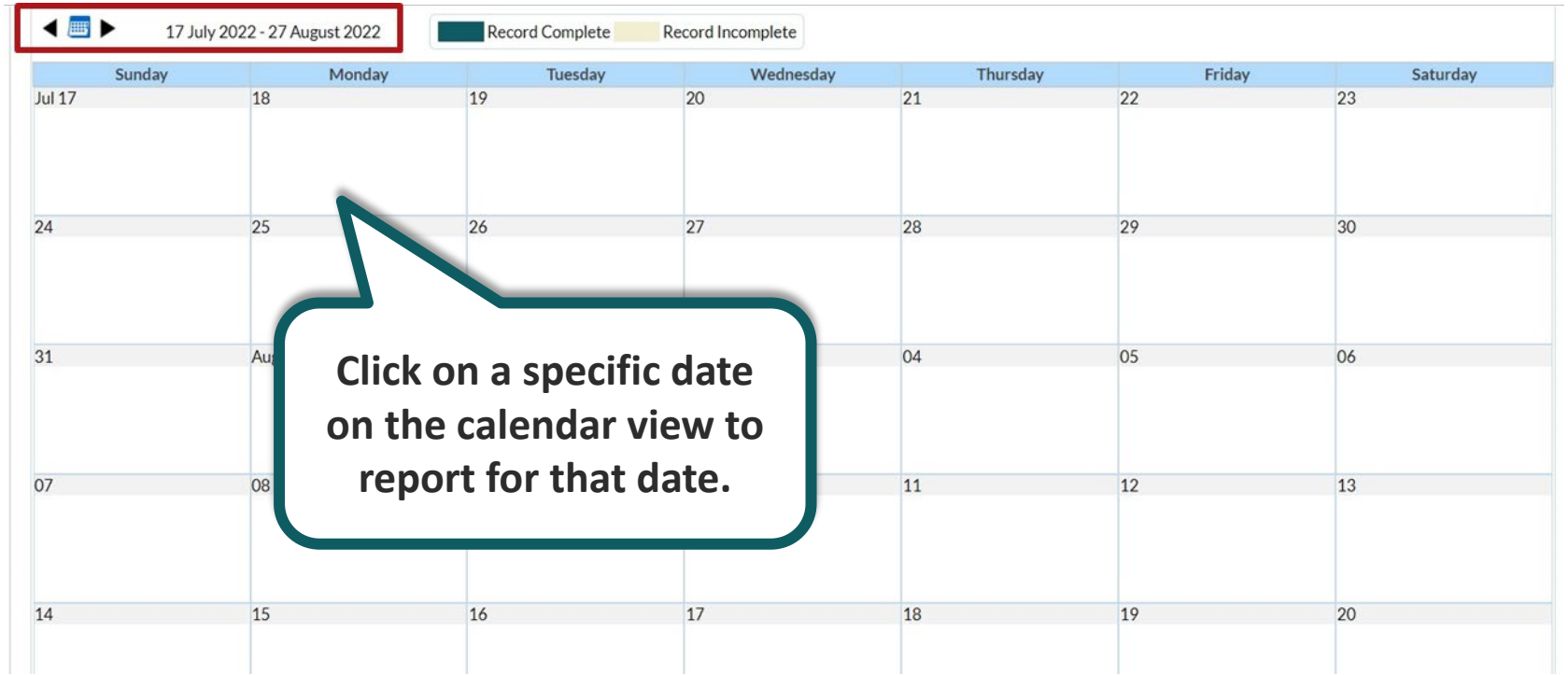


COVID-19 Module Landing Page



Manual Data Submission: Webform

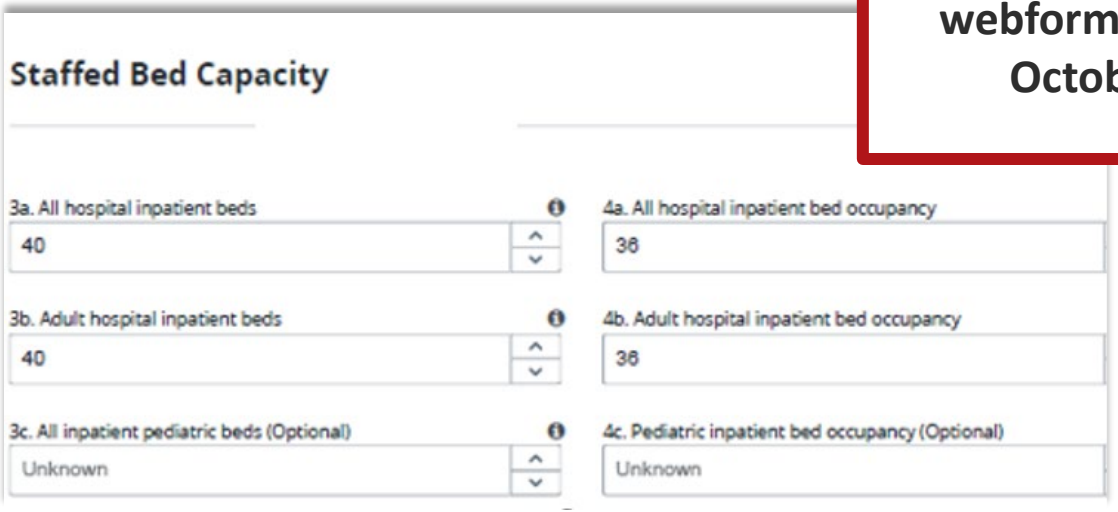
Webform Data Submission Example



Webform Data Submission

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

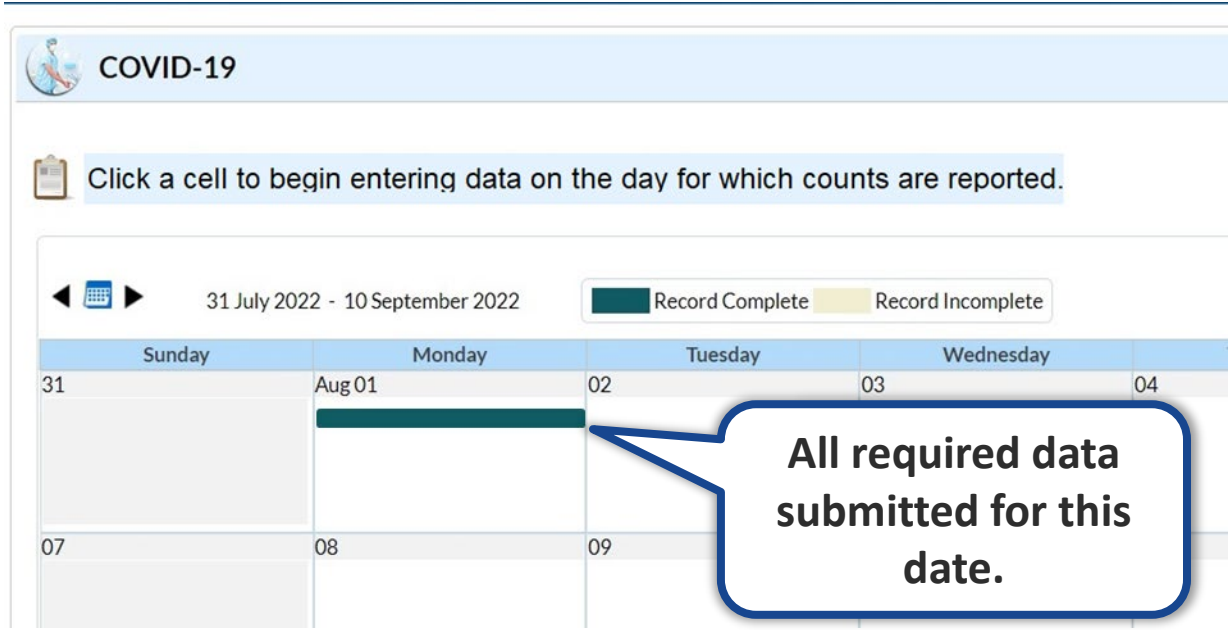
Example for training. Demonstration of Live webform planned for October 2022.



Record Indicators (Example)

- Record Complete/Green – required data elements submitted for the day

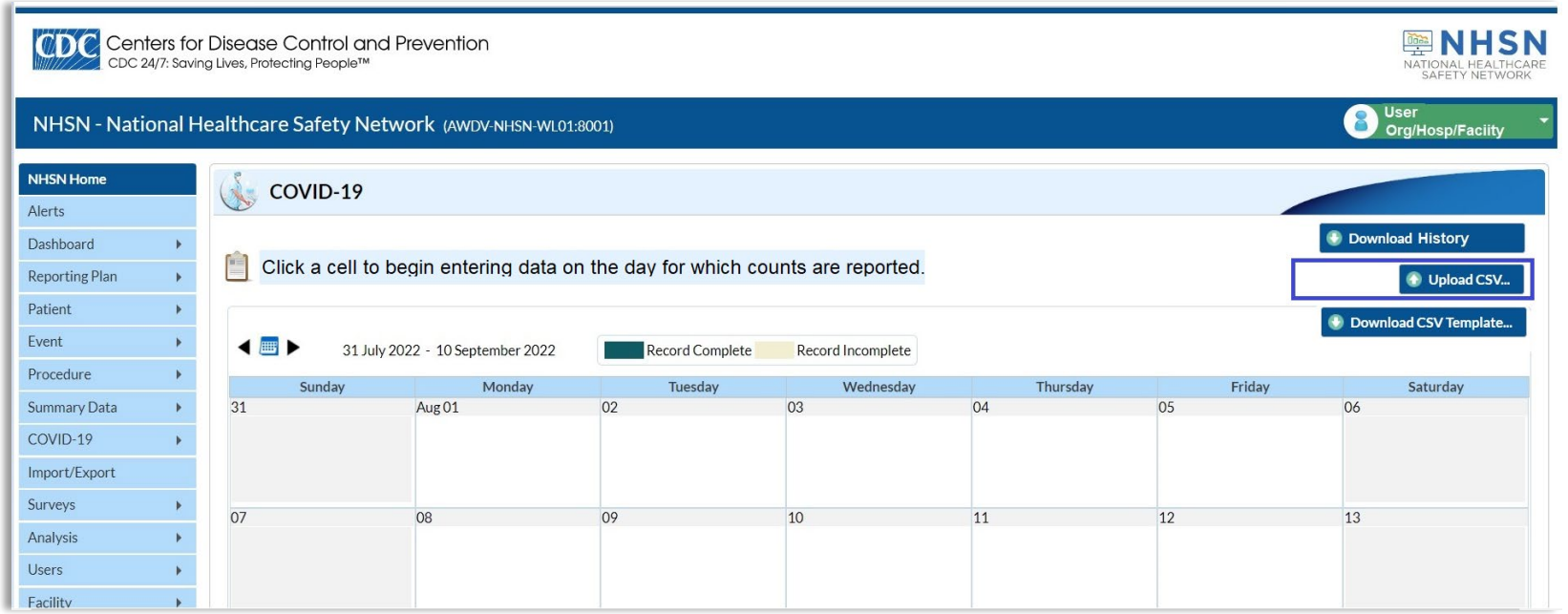
- Record Incomplete/ Yellow – required data elements are missing for the day



Manual Data Submission: .CSV Upload

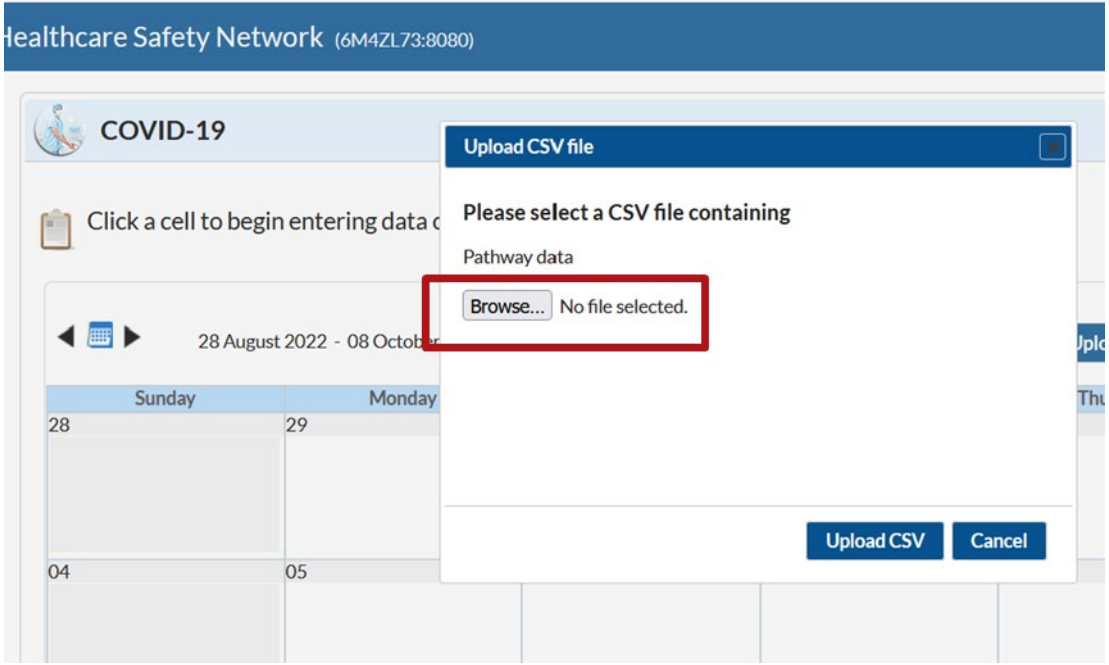
.CSV Upload

- Select Upload CSV option



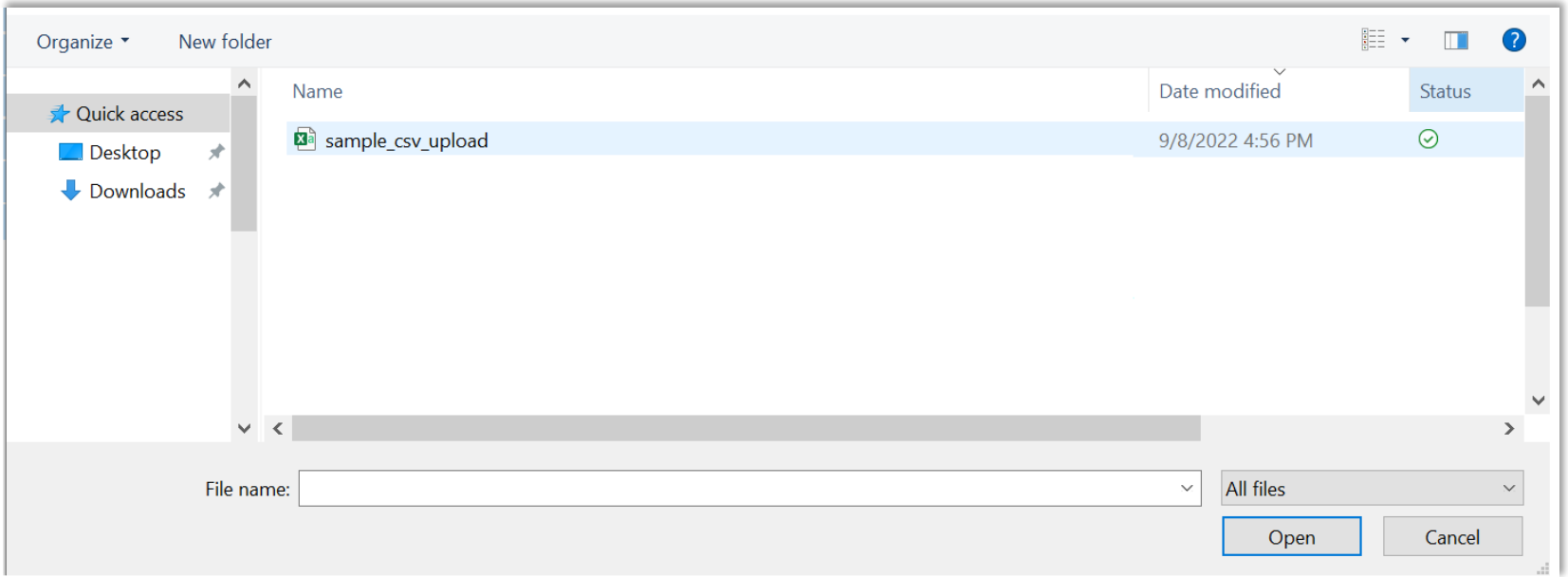
.CSV Upload continued

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



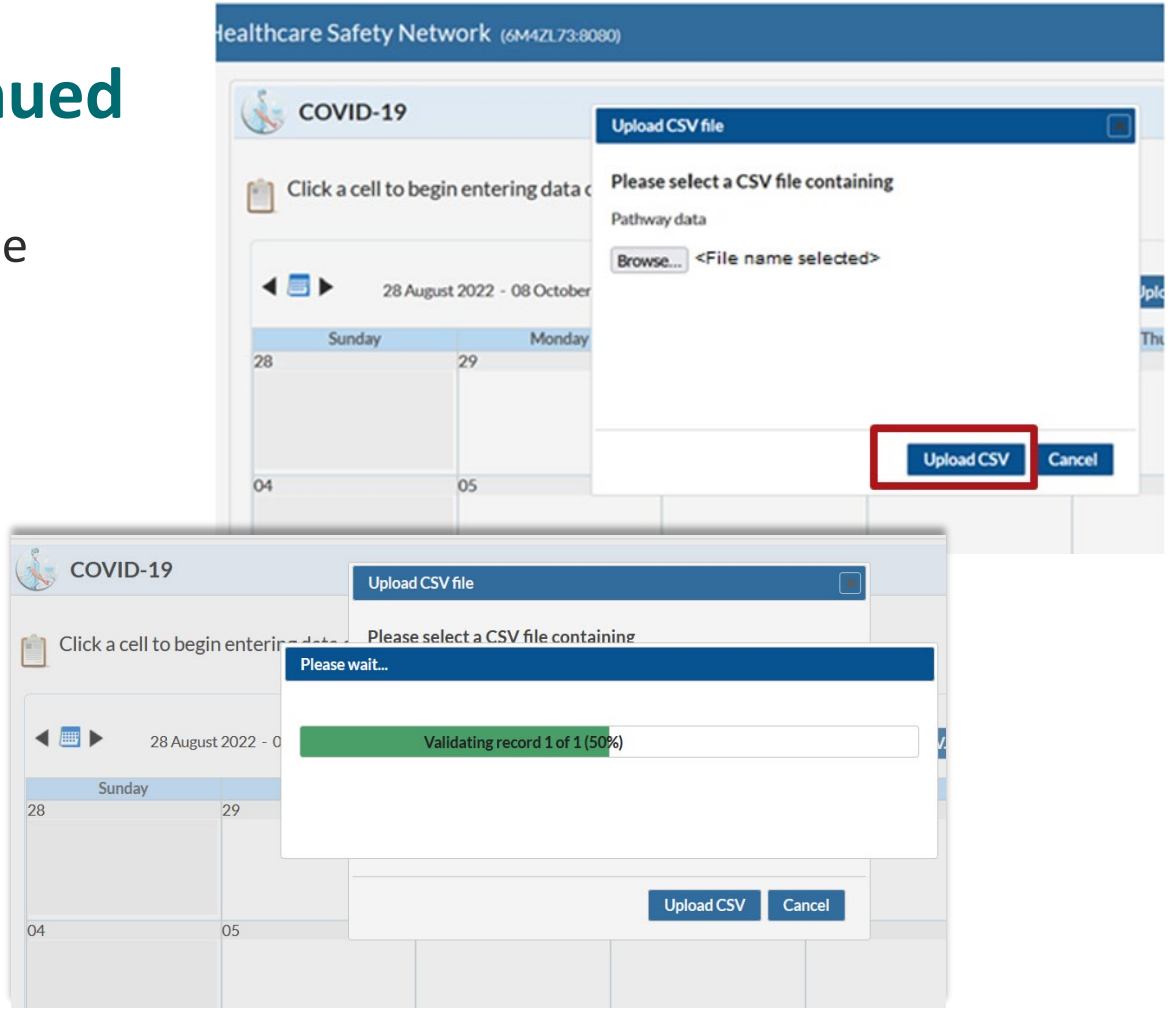
.CSV Upload continued

- Select completed the .CSV file to upload



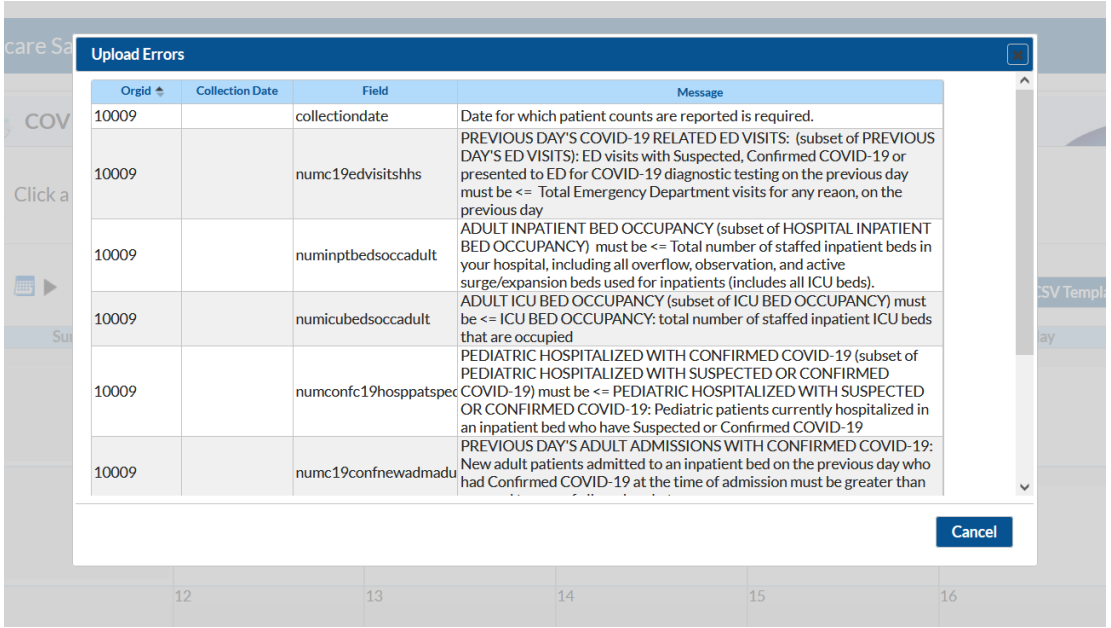
.CSV Upload continued

- 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



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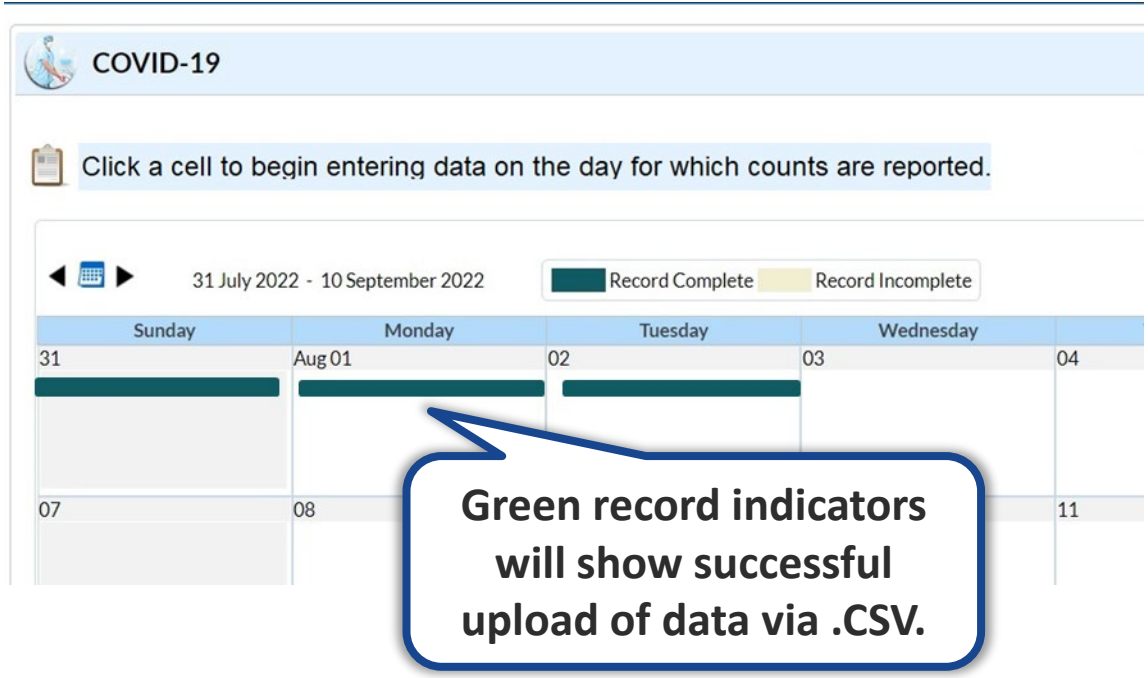


Resources and Q&A

Resources

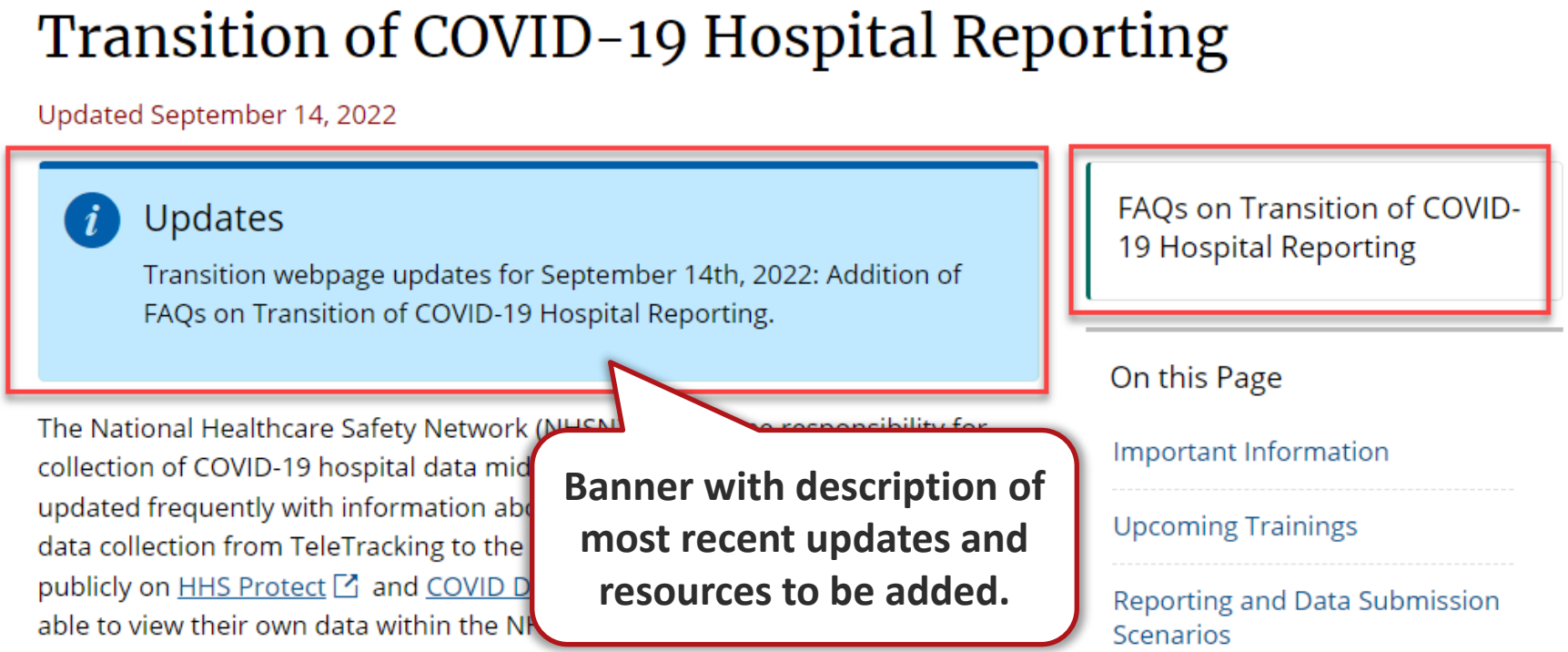
- Transition Webpage https://www.cdc.gov/nhsn/covid19/transition.html

- 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



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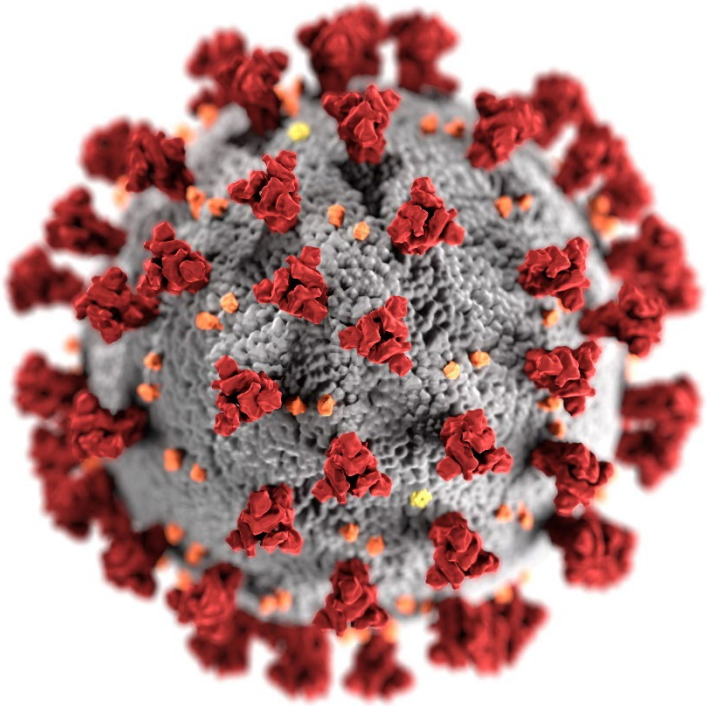

For more information, contact CDC
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TTY: 1-888-232-6348 www.cdc.gov

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