

## NHSN LTCF COVID-19 Module: Facility - Viewing and Uploading COVID-19 Surveillance Data Reporting Pathway CSV Data Files

### Description

As part of CDC's ongoing COVID-19 response, long-term care facilities (LTCFs) enrolled in the National Healthcare Safety Network (NHSN) have the ability to report data using the LTCF COVID-19 Module. Reporting data can be done by entering data manually in the NHSN application or by uploading data using CSV file(s) for individual facilities or facilities within a group. A facility can choose to have a group report data on its behalf if the group has the capability to collect/export facility level data for its member. The purpose of this guidance document is to provide individual facilities with important information and instructions for uploading data using CSV file(s) to the NHSN LTCF COVID-19 Module.

Uploaded data are immediately available in the NHSN application for users to view. To view the uploaded data, users may click on the submission date in the COVID-19 module within the NHSN application. It is important to note that manually entered data will automatically over-ride data uploaded via CSV file if the submission dates are the same. This means a user may edit uploaded data by either uploading corrected data using CSV file(s) for the same submission date or by manually editing the uploaded data in the NHSN application for the same submission date.

LTCFs should be aware that any groups that have been granted access to NHSN for the purpose of viewing facility data will also have access to upload data on behalf of the facility using the CSV bulk upload process. If data has been uploaded into NHSN for a LTCF by one group or supergroup via the CSV bulk upload, this data can be overwritten by a second group uploading data for the LTCF at a later time or date. Therefore, NHSN recommends that LTCFs only grant access to one group/supergroup to upload data on their behalf. Groups or Supergroup may include health departments. *It is also important to note that if a facility has entered its own data, it will not be overwritten by a bulk upload by a group/supergroup.* LTCFs looking to upload their data will need to work with the vendor directly to provide their NHSN orgID and establish the process. Vendors (such as EHR providers, EOC providers, etc.) that intend to provide COVID-19 CSV uploads on behalf of NHSN LTCFs please submit an inquiry to [NHSN@cdc.gov](mailto:NHSN@cdc.gov) with the title "Vendor Support for NHSN COVID-19 Facility Reporting." NHSN will follow up to confirm procedural details as the process may differ by vendor.

## Instructions

**Select Module**—After logging into the LTCF NHSN component, select “COVID-19 > Daily Entry” from the menu bar to get to the COVID-19 Module calendar view for surveillance pathway reporting.

Please note: If accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown below but all functionality related to COVID-19 data reporting are the same.

Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

NHSN - National Healthcare Safety Network (AWDV-NHSN-WLO)

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶**
  - Dashboard
  - Daily Entry**
  - POC Test Result Reporting
  - COVID-19 Vaccination - HCW
  - COVID-19 Vaccination - Residents
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶

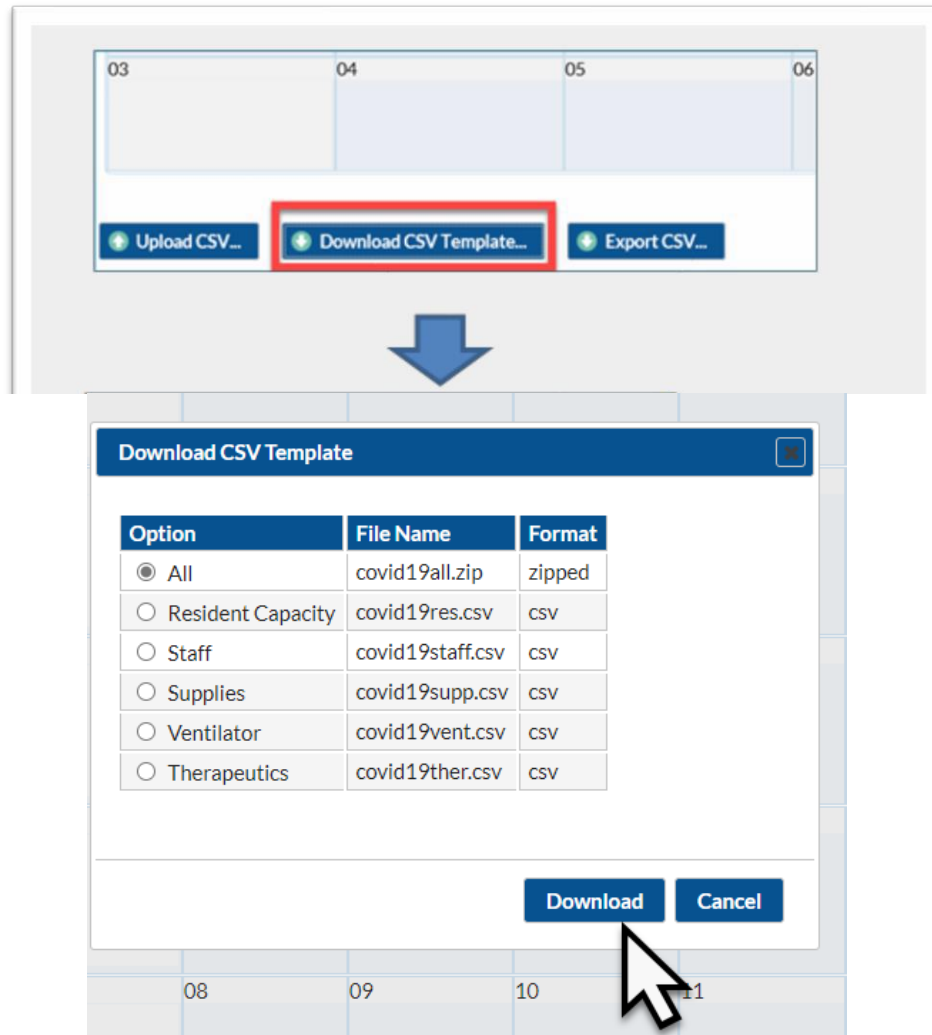
**COVID-19**

Click a cell to begin entering data on the

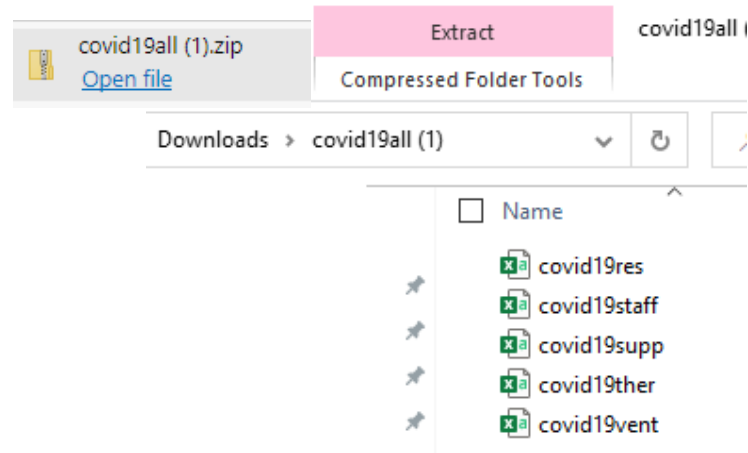
31 January 2021 - 13 March 2021  
[Pharmacy Partnership Program](#)

	Tuesday	
	02	0
	09	1

1. **Download Template** – CSV templates for each pathway can be found by using the Download CSV button, found at the bottom of the calendar view page. Once selected, a window will open with the title and options to download files for each pathway separately, or to download a .zip file that includes all 5 surveillance reporting pathway templates.



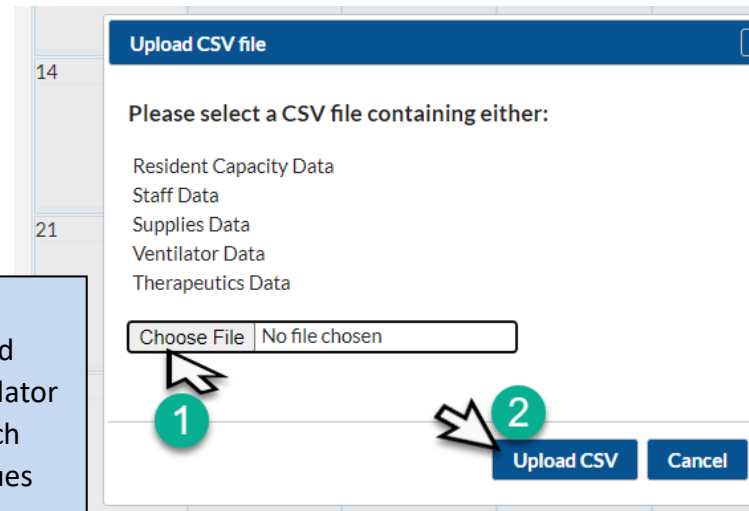
- Select Template** – The headers of the CSV file mimic the titles of data fields in the screenshot to the right and appear in the same order as the data fields shown in the CSV templates. Please review the Facility Level CSV File Templates on the [LTCF COVID-19 Module](#) web-page, located under the “Resources” tab, to access the CSV file template for all 5 surveillance reporting pathways (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies & Personal Protective Equipment, Ventilator Capacity & Supplies, Therapeutics)



**Enter Data**—Using the CSV templates provided, populate each variable with the appropriate data. Save each file in order to upload the CSV file in NHSN

- Upload CSV**—Return to “COVID-19 > Daily Entry” from the menu bar, scroll to the bottom of the calendar view page and select “Upload CSV” to access the completed, saved CSV files. A screen will appear to add the CSV file. Click on “Choose File” to browse and open the saved files. Next, click “Upload CSV” to begin the import.

**Note:** There are different file formats for the different Surveillance Reporting Pathways (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies & Personal Protective Equipment, Ventilator Capacity & Supplies, Therapeutics). There is no need to specify which type of format being imported; just ensure that the format and values are correct.



- 4. **View Data** – A message that indicates the upload was successful will be generated. The calendar view of the COVID-19 module will automatically populate the days for uploaded data. Users can then select a date for which data was added to view and edit the record.

