

NHSN - Technical User Guide for COVID CSV DIRECT Automation

This guide provides technical instructions on how to sign up your customer's facility for DIRECT CSV Automation. Prior to starting, please be sure you have met with the NHSN onboarding team. This is important to ensure the Direct sign-up process is clear and there is not any confusion on where and how to begin.

- There is an assumption that the customer's facility is enrolled in NHSN and has an assigned NHSN Object Identifier (OID).
 - If the facility is not enrolled, then review material at [Getting Started](#)
 - If the facility is enrolled, but does not have an OID, then go to the following link: [OID Assignment Procedure](#)
 - For POC Test Results data, please be sure to have your **CLIA ID** added in your NHSN facility
- Contact the NHSN CDA Team nhsncda@cdc.gov with any questions

STEP 1:

A) Obtain a DIRECT address.

- You may solicit the services of a Health Information Service Provider (HISP) or implement your own HISP
 - Please be sure your HISP is a part of the Direct Trust Consortium
- Contact Rosetta Health to establish or verify trust relationship [RosettaHealth](#)

B) **Certificates** - the HISP-Technical Point of Contact (HISP-TPOC): works with Rosetta Health (a.k.a. Nitor Group) to:

- exchange certificates
- or verify a trust relationship already exists

STEP 2:

Collect the required information to complete the NHSN DIRECT Automation sign-up screen in the NHSN application.

1. DIRECT address: this is the DIRECT address from which your facility will be sending data from
2. Health Information Service Provider (HISP) name: name of HISP or your own HISP name
3. HISP-Technical Point of Contact email (HISP-TPOC): email of technical person from the HISP that will assist with the digital certificate exchange
4. Facility-Technical Point of Contact email (FACILITY-TPOC): email of technical contact at the facility or a vendor that will assist your facility with DIRECT CSV Automation sign-up process by performing required tasks

STEP 3:

A user with administrator rights to import CSV files into NHSN will have the rights to sign-up a facility for DIRECT Enroll.

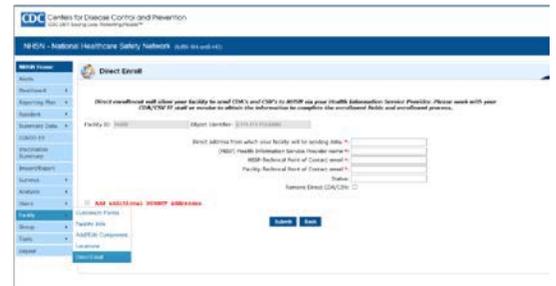
1. User logs into their facility
2. On the blue navigation bar, click on “Facility”, then “Direct Enroll”



STEP 4:

User completes the required fields:

1. A user enters the information collected in Step 2 into the required fields
2. Click Submit
3. An auto-generated status field is viewable to show the facility’s progress in the sign-up process
4. Enter Direct Address



STEP 5:

Ping Test - serves as a verification of the trust relationship between the two domains HISP.

1. The HISP-TPOC will send an email to Rosetta Health (Nitor Group). Enter the subject line as “READY FOR PING TEST”.

From: HISP-TPOC
 To: nhsn-direct@nitorgroup.com
 Subject Line: “READY FOR PING TEST”

2. Rosetta Health will send a “PING TEST” email with zip file attachment to the facility’s DIRECT address. **NOTE: Please do not unzip or modify the attached file.**

From: enrollment@direct.nhsn.us
 To: DIRECT address
 Subject Line: PING TEST
 (Includes “DIRECTAUTOMATION” attachment)

STEP 6:

Pong Test - serves as a verification of the trust and the facility’s ability to send a zip file.

1. The Facility-TPOC forwards the “PING TEST” email to make the PONG TEST email.
2. Change the subject line to “PONG TEST:xxxxx” and send to the enrollment mailbox.
(xxxxx = NHSN facility ID)
3. The subject line is required to be changed to PONG TEST and the NHSN Facility ID number added.
Example: **PONG TEST:12345**
4. Make sure the zip file is attached.
NOTE: Please **do not** unzip or modify the attached file

From: Facility’s DIRECT address
To: enrollment@direct.nhsn.us
Subject Line: PONG TEST:xxxxx
(Include “DIRECTAUTOMATION” attachment)

STEP 7:

Test Message Validation

1. The PONG TEST email with the zip file attachment is processed and validated in NHSN.
2. This serves as a final verification for the following:
 - trusted DIRECT connectivity between the NHSN DIRECT domain and the facility’s DIRECT domain
 - facility’s ability to send the zip file
 - NHSN ability to process the zip file

STEP 8:

Active Status

1. Once the PONG TEST with the zip file attachment is processed and validated, an email notification will be sent to the facility’s DIRECT address.
2. When the status on the Direct Enroll page in NHSN is ‘Active’, the facility may begin to send data from the facility’s DIRECT address to the production mailbox. (see below which one to use)
3. We also recommend sending one file to test and ensure the data is received.

From: production@direct.nhsn.us
To: DIRECT address
Subject Line: DIRECT AUTOMATION ACTIVE



STEP 9:

CSV or HL7 2.5.1 (HL7 works only for POC data) Requirements for submission:

1. One CSV file can be sent and attached to the message
2. Please do not send any .zip or .xls file formats
3. The size of the CSV file can be 10mb
4. **The message should go to one of the following addresses:**
 - a. LTC CSV Point of Care results (POC) uploads: csvpocltc@direct.nhsn.us
 - b. LTC HL7 Point of Care results (POC) Format: HL7pocltc@direct.nhsn.us
 - c. LTC COVID-19 Vaccination uploads: csvcovidvaxltc@direct.nhsn.us
 - d. LTC COVID-19 Pathway data uploads: csvcovidpathwaysltc@direct.nhsn.us
 - e. Dialysis COVID-19 Vaccination uploads: csvcovidvaxdial@direct.nhsn.us
 - f. Dialysis Pathway data uploads: csvcovidpathwaysdial@direct.nhsn.us
 - g. COVID-19 Vaccination for Healthcare Personnel Safety Component uploads: csvcovidvaxhps@direct.nhsn.us
5. Once submitted, a message will be sent back informing if the file upload was successful or if it failed.
 - a. Included will be three documents with the results:
 - i. PDF report
 - ii. XML file
 - iii. stylesheet
6. If a message is sent, and no response is received within 24 hours, please reach out to nhsncda@cdc.gov. Please include the following information when sending an email:
 - a. Facility Name
 - b. NHSN Facility ID #
 - c. Submitted Date/Time
 - d. CSV File Name
 - e. Message ID