Description
As part of CDC’s ongoing COVID-19 response, NHSN LTCFs are entering counts of suspected and confirmed cases into NHSN using the newly created COVID-19 Module. The new module is a calendar-based form that collects data across four pathways: (1) Resident Impact and Facility Capacity, (2) Staff and Personnel Impact, (3) Supplies & Personal Protective Equipment, (4) Ventilator Capacity & Supplies. COVID-19 data are expected to be collected at the same time but may also be reported into the application retrospectively. NHSN anticipates that Groups will use the summary data for situational awareness and for public health response.

The steps below outline the process for Groups to access COVID-19 data from LTCFs within their group. If the group is already pre-established with LTCFs, the first step below under “Establish Group” can be skipped.

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.
Access to COVID-19 Summary Data: Define Rights Template

**Step 1:**
Navigate to the left-hand menu and select *Group* -> *Define Rights* to access the Define Rights Template (DRT). When the page loads, notice the options for *COVID-19 View Data* and *COVID-19 CSV Data Upload*, select both options. Scroll down to the bottom of the page to click *Save* to save the update. This change will create an Alert with LTCF facilities to re-confer to the Group.
**Step 2:**
It is good practice to notify LTCFs when changes have been made to the DRT so they can know when to address the Alert to re-confer rights. Using the “**Send Email**” under the “**Group**” tab of the Navigation pane, send an email to your membership regarding the updates to the DRT. LTCFs will have to re-confer rights to the Group to grant access to the COVID-19 summary data. NHSN recommends using descriptive “**Email Subject**” and an instructive “**Email Message Content**” when sending the email to the facilities. In the email, please consider informing facilities on how the Group intends to use the data.
**Step 3**
Once LTCFs have conferred rights to the group, the facilities’ COVID-19 data will be viewable within the group under COVID-19 on the left-hand side menu bar, see below for further instructions.

*Note: No new dataset generation is required to be able to view the COVID-19 summary data once the DRT has been updated and rights have been re-conferred. This is because the COVID-19 summary data are not included in the Analysis function of NHSN at this time.*
How to Access COVID-19 Data

**STEP 1:** Select the COVID-19 tab on the left navigation panel to be directed to a new page with a list of facilities who have entered summary data. The list includes facility ID, Month and Year for which data have been entered.
STEP 2: On the facility list page, Group Users can view a facility’s data by clicking on the facility ID per month/year.

A dialogue box will appear with the summary data for the selected facility ID as shown in the screenshot.
Alternatively, Groups can export all facilities’ data to a CSV file, by selecting the *Export CSV* button as shown below. Data can be analyzed outside the NHSN application using the exported table.

![CSV Export Example]

When *Export CSV* is selected, a pop-up appears to allow Group Users to select to export which of the four pathway’s data or to export all data.

![Export CSV Options]

<table>
<thead>
<tr>
<th>Option</th>
<th>File Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>covid19all.zip</td>
<td>zipped</td>
</tr>
<tr>
<td>Resident Capacity</td>
<td>covid19res.csv</td>
<td>csv</td>
</tr>
<tr>
<td>Staff</td>
<td>covid19staff.csv</td>
<td>csv</td>
</tr>
<tr>
<td>Supplies</td>
<td>covid19supp.csv</td>
<td>csv</td>
</tr>
<tr>
<td>Ventilator</td>
<td>covid19vent.csv</td>
<td>csv</td>
</tr>
</tbody>
</table>