

LONG-TERM CARE FACILITY (LTCF)

Groups and Supergroups-Viewing and Uploading COVID-19 CSV Data Files

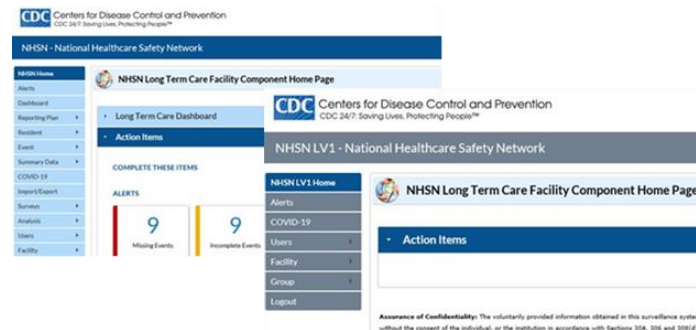
Description

As part of CDC’s ongoing COVID-19 response, LTCFs enrolled in the National Healthcare Safety Network (NHSN) have the ability to submit daily counts of cases with a newly positive SARS-CoV-2 viral test result using the LTCF COVID-19 Module. Group and supergroup users can import data on behalf of their member facilities who report to this module. These step-by-step instructions detail how groups and supergroups can import .csv files and view summary data in the COVID-19 module.

Please note that a facility should decide which of the groups that it has granted access to NHSN for the purpose of viewing their data will upload their data as these same groups will also have access to upload data on their behalf using the CSV bulk upload process. If data has been uploaded into NHSN for a facility by one group or supergroup via the CSV bulk upload, this data can be overwritten by a second group uploading data for the facility at a later time or date. Therefore, NHSN recommends that facilities only grant access to one group/supergroup to upload data on their behalf. Groups or Supergroup can 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.

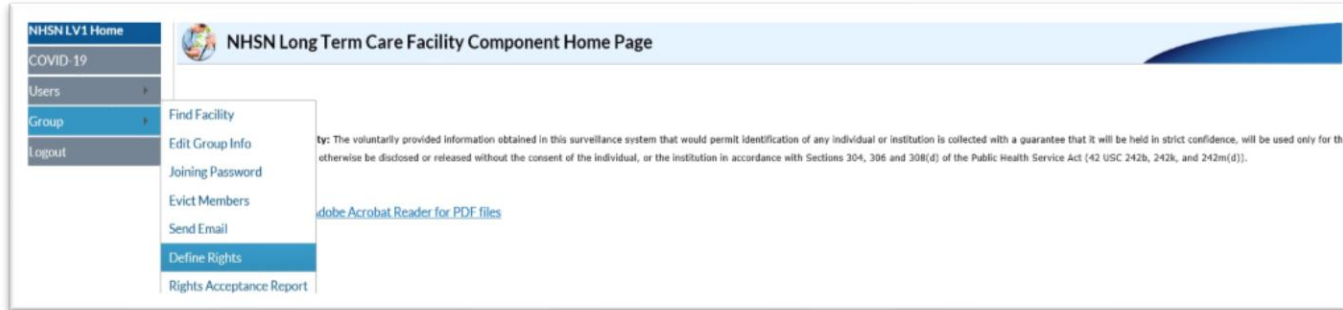
Facilities looking to upload their data by working directly with a vendor will need to work with the vendor directly to provide their OrgID and establish the process. Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide COVID-19 CSV uploads on behalf of NHSN facilities please submit an inquiry to NHSN@cdc.gov with the title “Vendor Support for NHSN COVID-19 Long-term Care Facility (LTCF) Reporting.” NHSN will follow up to confirm procedural details as the process may differ by vendor.

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.



Instructions for Groups and Supergroups

1. **Group** – After logging into an NHSN component, select Group from the menu bar and then select Define Rights.



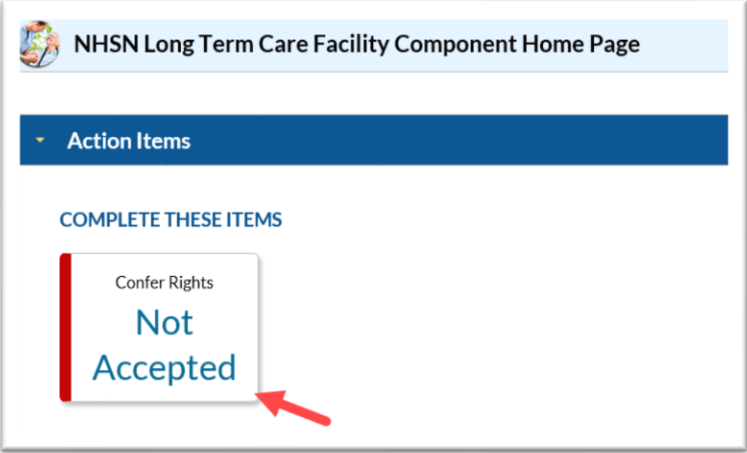
2. **Group** – After selecting Define Rights, the Define Rights for the component will be displayed. Under General, there are new Rights for COVID-19 data. The new Rights allows viewing of COVID-19 Module Daily Summary data for facilities that are a part of the group. Check “COVID-19 View Data” and “COVID-19 CSV Data Upload”. By selecting “COVID-19 CSV Data Upload” the group will have the ability to import .csv data files for facilities who accept the define rights. Select Save at the bottom of the page to Define the additional Rights.



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3. **Group** – The **Facility** group member will need to confer rights (accept the newly defined right(s)) by clicking on Confer Rights Not Accepted under Action Items.



4. **Group** – The **Facility** will see a Confer Rights Not Accepted List. From the list, select the group for which the facility would like to view the new Defined Rights.

Confer Rights Not Accepted List

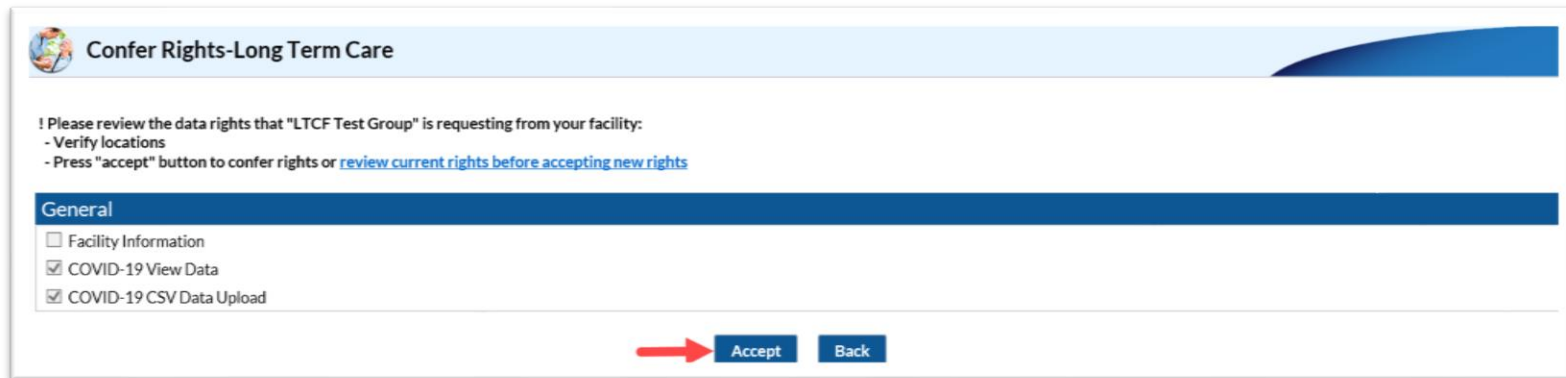
⚠ Define rights have been changed affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.

Name	Group ID	Status	Status Date
LTCF Test Group	11260	Not Accepted	Apr 24 2020 4:43PM

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5. **Group** –The group will have added defined COVID-19 Rights if there is a check in the boxes next to “COVID-19 View Data” and “COVID-19 CSV Data Upload”. The **Facility** may select “Accept” to save the newly conferred Rights. The Facility must accept the newly defined Rights for its data to be viewable to the group.



Confer Rights-Long Term Care

! Please review the data rights that "LTCF Test Group" is requesting from your facility:
- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

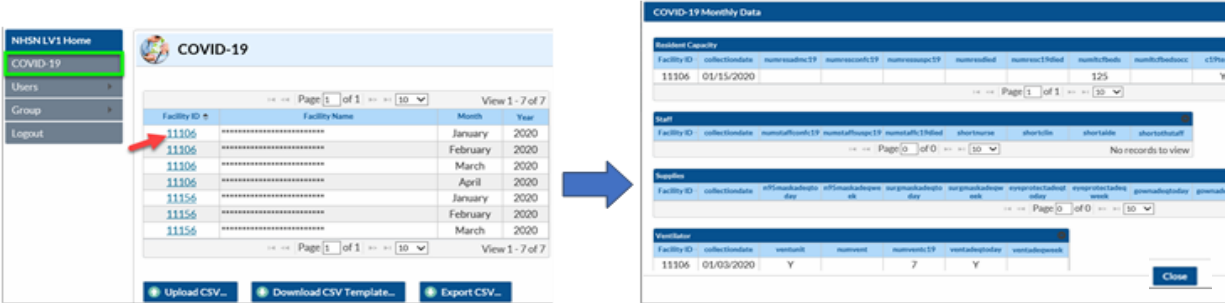
General

Facility Information
 COVID-19 View Data
 COVID-19 CSV Data Upload

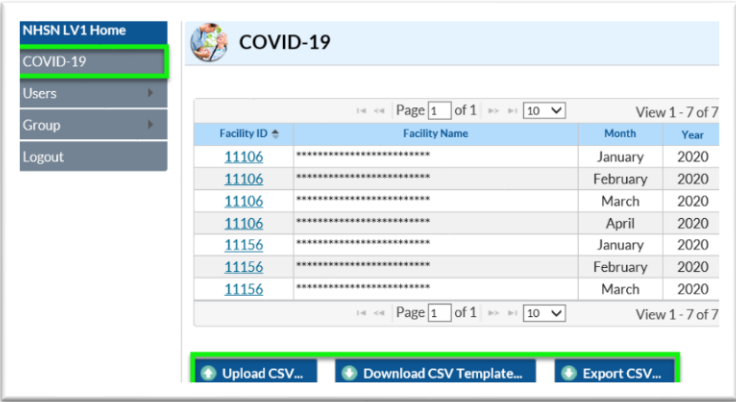
Accept Back

Instructions to Upload and Export .CSV Files for both Group and Supergroup Users

- Group/Super Group** – Select COVID-19 from the menu bar to view specific pathway data. A list of facilities in your group or supergroup that have COVID-19 data by month will be displayed. Select the Facility ID/Month to view the data for that month.



- Group/Super Group** – To upload COVID-19 pathway specific data as a CSV Data file, select COVID-19 from the menu bar as shown in step 1. A list of facilities by month will be displayed.



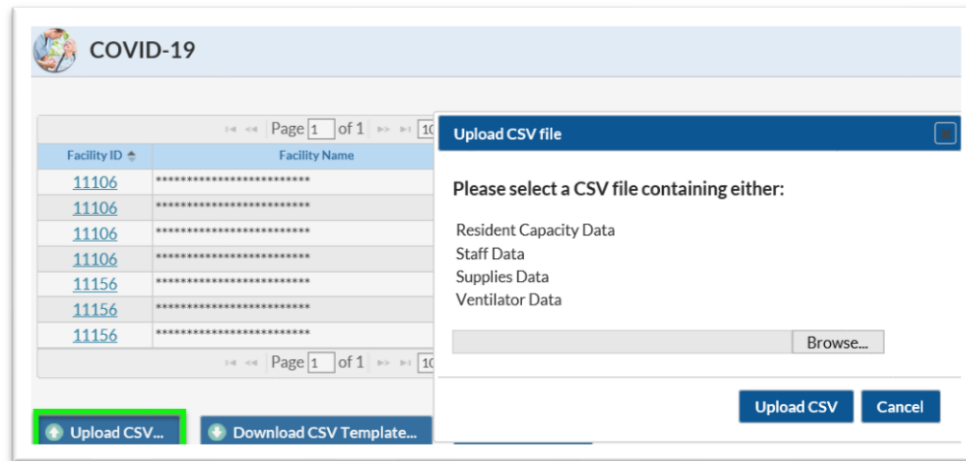
Three buttons will be displayed:
 “Upload CSV”, “Download CSV Template” and “Export CSV”

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- Upload CSV** – Click on the “Upload CSV” button. A screen will appear where a file must be provided for submission. You may include multiple facilities (those that are a part of the group and have conferred rights). A valid facility identifier is required. Browse for the file and then click Upload CSV to begin the import. View the data as referenced in step 1 of this section.

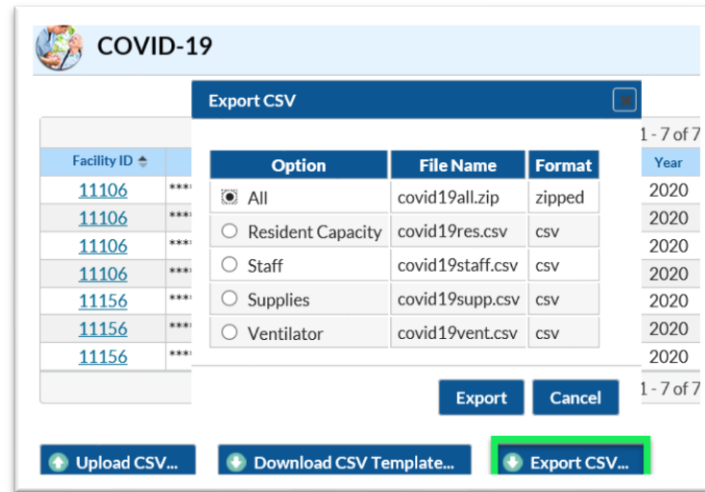
There are different file formats for the different Pathways (Resident Capacity, Staff, Supplies and Ventilator). There is no need to specify the type of format being imported. Please ensure that the format and values are correct. **Note:** Please see tables 1, 2, 3 and 4 at the end of this document for a listing of all the variables used in each pathway.



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4. **Export CSV** – Users may select one of the pathways or all the pathways to export. If you select ‘All’, a .zip file will be downloaded. The .zip file contains excel spreadsheets of imported data for the pathways that have data. If a specific pathway is selected, a flat file of the imported data from that specific pathway will be displayed.



The screenshot shows a web interface for exporting COVID-19 data. At the top, there is a header 'COVID-19' with a globe icon. Below it is a blue bar with the text 'Export CSV' and a small square icon. The main content is a table with columns: Facility ID, Option, File Name, Format, and Year. The 'Option' column contains radio buttons for 'All', 'Resident Capacity', 'Staff', 'Supplies', and 'Ventilator'. The 'File Name' and 'Format' columns show the corresponding file names and formats (zip or csv). The 'Year' column shows '2020'. Below the table are 'Export' and 'Cancel' buttons. At the bottom, there are three buttons: 'Upload CSV...', 'Download CSV Template...', and 'Export CSV...' (highlighted with a green border).

Facility ID	Option	File Name	Format	Year
11106	<input checked="" type="radio"/> All	covid19all.zip	zipped	2020
11106	<input type="radio"/> Resident Capacity	covid19res.csv	csv	2020
11106	<input type="radio"/> Staff	covid19staff.csv	csv	2020
11156	<input type="radio"/> Supplies	covid19supp.csv	csv	2020
11156	<input type="radio"/> Ventilator	covid19vent.csv	csv	2020
11156				2020

Group: Importing COVID-19 using a .csv file for COVID-19 Pathways: Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies and Personal Protective Equipment, and Ventilator Capacity and Supplies

Table 1: NHSN COVID-19 Resident Impact and Facility Capacity Import File Format – NOTE: Use this format for calendar dates Nov 23, 2020 and going forward

Field	Requirement	Values	Format†	Description of Field
orgID	Required			Organization ID number
collectionDate	Required		mm/dd/yyyy	Date for which patient counts are reported:
numresadmc19	Optional	0 to 3000	Must be a whole number Must be <=3000	ADMISSIONS: Residents admitted or readmitted from another facility who were previously diagnosed with COVID-19 and continue to require transmission-based precautions. Excludes recovered residents.
numresdied	Optional	0 to 10000	Must be a whole number Must be <=10000	TOTAL DEATHS: Residents who have died for any reason in the facility or another location
numresc19died	Optional	0 to 10000	Must be a whole number Must be <=10000	COVID-19 DEATHS: Of the number of reported Total Deaths, report the number of residents with COVID-19 who died in the facility or another location.
numlctfbeds	Optional	0 to 3000	Must be a whole number Must be <=3000	ALL BEDS (FIRST SURVEY ONLY): Total number of beds within the certified Medicare and/or Medicaid long-term care facility
numlctfbedsocc	Optional	0 to 3000	Must be whole number Must be <= All Beds , if populated, or <=3000	CURRENT CENSUS: Total number of beds that are occupied on the reporting calendar day
staffc19testability	Optional		Y for Yes N for No	TESTINGSTAFF: Does the LTCF have the ability to perform or to obtain resources for performing SARS-CoV-2 viral testing (NAAT [PCR] or antigen) on all staff and facility personnel within the next 7 days, if needed?

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Field	Requirement	Values	Format†	Description of Field
resc19testability	Optional		Y for Yes N for No	TESTINGRESIDENT: Does the LTCF have the ability to perform or to obtain resources for performing SARS-CoV-2 viral testing (nucleic acid/PCR or antigen) on all current residents within the next 7 days, if needed?
resc19pocetestperf	Conditionally Required	0 to 3000	Must be a whole number Required if perfC19Test = Y	Since the last date of data entry in the Module, how many COVID-19 point-of-care tests has the LTCF performed on residents
staffc19pocetestperf	Conditionally Required	0 to 3000	Must be a whole number Required if perfC19Test = Y	Since the last date of data entry in the Module, how many COVID-19 point-of-care tests has the LTCF performed on staff and/or facility personnel?
numrespostest	Optional	0 to 3000	Must be a whole number	POSITIVE TESTS: Number of residents with a new positive COVID-19 viral test result.
numrespostestposag	Conditionally Required	0 to 3000	Must be a whole number Required if numResPosTest > 0. If entered, sum of all 4 numResPosTest tests must = numResPosTest	TEST TYPE: Of the number of reported residents above with a Positive Test, how many were tested using positive SARS-CoV-2 antigen test only (no other testing performed)
numResPosTestPosNAAT	Conditionally Required	0 to 3000	Must be a whole number Sum of all 4 numResConfC19 tests must be <= numResConfC19	TEST TYPE: Of the number of reported residents above with a Positive Test, how many were tested using positive SARS-CoV-2 NAAT (PCR) [no other testing performed]
numResPosTestPosAgNegNAAT	Conditionally Required	0 to 3000	Must be a whole number Sum of all 4 numResConfC19 tests must be <= numResConfC19	TEST TYPE: Of the number of reported residents above with a Positive Test, how many were tested using positive SARS-CoV-2 antigen test and negative SARS CoV-2 NAAT (PCR)



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Field	Requirement	Values	Format†	Description of Field
numResPosTestOther	Conditionally Required	0 to 3000	Must be a whole number Sum of all 4 numResConfC19 tests must be <= numResConfC19	TEST TYPE: Of the number of reported residents above with a Positive Test, how many were tested using any other combination of SARS-CoV-2 NAAT (PCR) and/or antigen test(s) with at least one positive test
numResPosTestReinf	Required	0 to 3000	Must be a whole number Must be <= numResPosTest	RE-INFECTIONS: Of the number of reported residents above with a Positive Test, how many were considered as re-infected?
numResPosTestReinfSymp	Optional	0 to 3000	Must be a whole number numResPosTestReinfSymp + numResPosTestReinfAsymp must be <= numResPosTestReinf	SYMPTOMATIC: Of the number of reported residents with Re-Infections, how many had signs and/or symptoms consistent with COVID-19?
numResPosTestReinfASymp	Optional	0 to 3000	Must be a whole number numResPosTestReinfSymp + numResPosTestReinfAsymp must be <= numResPosTestReinf	ASYMPTOMATIC: Of the number of reported residents with Re-Infections, how many did not have signs and/or symptoms consistent with COVID-19?
numresconfflu	Optional	0 to 3000	Must be a whole number	INFLUENZA: Number of residents with new influenza (flu).
numresothresp	Optional	0 to 3000	Must be a whole number	RESPIRATORY ILLNESS: Number of residents with acute respiratory illness symptoms, excluding COVID-19 and/or influenza (flu).
numresconffluc19	Optional	0 to 3000	Must be a whole number	INFLUENZA and COVID-19: Number of residents with a confirmed co-infection with influenza (flu) and SARS-CoV-2 (COVID-19).
perfc19test	Optional		Y for Yes N for No	Since the last date of data entry in the Module, has your LTCF performed SARS-COV-2 (COVID-19) viral testing?
resc19nonpocetestperf	Conditionally Required		Must be a whole number Required if perfc19Test = Y	Since the last date of data entry in the Module, how many COVID-19 NON point-of-care tests has the LTCF performed on residents
staffc19nonpocetestperf	Conditionally Required		Must me a whole number Required if perfc19Test = Y	Since the last date of data entry in the Module, how many COVID-19 NON point-of-care tests has the LTCF performed on staff and/or facility personnel?

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Field	Requirement	Values	Format†	Description of Field
c19nonpocetestresults	Optional		<1 DAY for Less than one day 1-2 DAYS -for 1-2 days 3-7 DAYS for 3-7 days >7 DAYS for More than 7 days NOTEST for No testing performed in the past two weeks on residents or staff and/or facility personnel	During the past two weeks, on average, how long did it take your LTCF to receive SARS-CoV-2 (COVID-19) viral test results of staff and/or facility personnel?



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Table 2. NHSN COVID-19 Staff and Personnel Impact Import File Format – NOTE: Use this format for calendar dates Nov 23, 2020 and going forward

Field	Requirement	Values	Format†	Description of Field
orgID	Required			Organization ID number
collectionDate	Required		mm/dd/yyyy	Date for which patient counts are reported
numStaffPosTest	Optional	0 - 1000	Must be a whole number	POSITIVE TESTS: Number of staff and facility personnel with a new positive COVID-19 viral test result.
numStaffPosTestPosAg	Optional		Must be a whole number Required if numStaffPosTest > 0. If entered, sum of all 4 numStaffPosTest tests must = numStaffPosTest	TEST TYPE: Of the number of reported staff and facility personnel above with a Positive Test, how many were tested using positive SARS-CoV-2 antigen test only (no other testing performed)
numStaffPosTestPosNAAT	Conditionally Required		Must be a whole number Required if numStaffPosTest > 0. If entered, sum of all 4 numStaffPosTest tests must = numStaffPosTest	TEST TYPE: Of the number of reported staff and facility personnel above with a Positive Test, how many were tested using positive SARS-CoV-2 NAAT (PCR) [no other testing performed]
numStaffPosTestPosAgNegNAAT	Conditionally Required		Must be a whole number Required if numStaffPosTest > 0. If entered, sum of all 4 numStaffPosTest tests must = numStaffPosTest	TEST TYPE: Of the number of reported staff and facility personnel above with a Positive Test, how many were tested using positive SARS-CoV-2 antigen test and negative SARS-CoV-2 NAAT (PCR)
numStaffPosTestOther	Conditionally Required		Must be a whole number Required if numStaffPosTest > 0. If entered, sum of all 4 numStaffPosTest tests must = numStaffPosTest	TEST TYPE: Of the number of reported staff and facility personnel above with a Positive Test, how many were tested using any other combination of SARS-CoV-2 NAAT (PCR) and/or antigen test(s) with at least one positive test

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Field	Requirement	Values	Format†	Description of Field
numStaffPosTestReinf	Conditionally Required		Must be a whole number Required where numStaffPosTest > 0. Must be <= numStaffPosTest	RE-INFECTIONS: Of the number of reported staff and facility personnel above with a Positive Test, how many were considered as re-infected?
numStaffPosTestReinfSymp	Optional		Must be a whole number	SYMPTOMATIC: Of the number of reported staff and facility personnel with Re-Infections, how many had signs and/or symptoms consistent with COVID-19?
numStaffPosTestReinfASymp	Optional		Must be a whole number	ASYMPTOMATIC: Of the number of reported staff and facility personnel with Re-Infections, how many did not have signs and/or symptoms consistent with COVID-19?
numStaffC19Died	Optional	0 - 1000	Must be a whole number	COVID-19 DEATHS: Number of staff and facility personnel with COVID-19 who died.
numStaffConfFlu	Optional	0 - 3000	Must be a whole number	INFLUENZA: Number of staff and facility personnel above with new influenza (flu).
numStaffOthResp	Optional	0 - 3000	Must be a whole number	RESPIRATORY ILLNESS: Number of staff and facility personnel with acute respiratory illness symptoms, excluding COVID-19 and/or influenza (flu).
numStaffConfFluC19	Optional		Must be a whole number Must be <= numStaffConfC19 and <= numStaffConfFlu	INFLUENZA and COVID-19: Number of staff and facility personnel with a confirmed co-infection with influenza (flu) and SARS-CoV-2 (COVID-19).
shortNurse	Optional		Y for Yes N for No	Does your organization have a shortage of Nursing Staff: registered nurse, licensed practical nurse, vocational nurse?
shortClin	Optional		Y for Yes N for No	Does your organization have a shortage of Clinical Staff: physician, physician assistant, advanced practice nurse?
shortAide	Optional		Y for Yes N for No	Does your organization have a shortage of Aide: certified nursing assistant, nurse aide, medication aide, and medication technician?
shortOthStaff	Optional		Y for Yes N for No	Does your organization have a shortage of Other staff or facility personnel, regardless of clinical responsibility or resident contact not included in the categories above (for example, environmental services)?

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Table 3 — NHSN COVID-19 Supplies and Personal Protective Equipment Import File Format:

"orgid", "collectiondate", "n95maskadeqtoday", "n95maskadeqweek", "surgmaskadeqtoday", "surgmaskadeqweek", "eyeprotectadeqtoday", "eyeprotectadeqweek", "gownadeqtoday", "gownadeqweek", "gloveadeqtoday", "gloveadeqweek", "sanitizeradeqtoday", "sanitizeradeqweek"

Field	Requirement	Values	Format†	Description of Field
orgid				(this is the NHSN assigned Facility ID)
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
n95maskadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: N95 Masks
n95maskadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for next week: N95 Masks
surgmaskadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Surgical Masks
surgmaskadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Surgical Masks
eyeprotectadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Eye protection, including face shields or goggles
eyeprotectadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Eye protection, including face shields or goggles
gownadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Gowns
gownadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Gowns
gloveadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Gloves
gloveadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Gloves
sanitizeradeqtoday	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Alcohol-based hand sanitizer
sanitizeradeqweek	Optional	Y or N	Y for Yes or N for No	Do you have an adequate supply: Alcohol-based hand sanitizer

Table 4 — NHSN COVID-19 Ventilator Capacity and Supplies Import File Format:

“orgid”, “collectiondate”, “ventunit”, “numvent”, “numventc19”, “ventadeqtoday”, “ventadeqweek”

Field	Requirement	Values	Format†	Description of Field
orgid	Required			This is the NHSN assigned Facility ID
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
ventunit	Required	Y or N	Must be Y for Yes or N for No	Do you have a ventilator dependent unit in your facility?
numvent	Optional	0 to 2000	Must be a whole number Must be <= ALL BEDS, or <=2000	Mechanical Ventilators: Total number of available in your facility
numventc19	Optional	0 to 2000	Must be a whole number Must be <= ALL BEDS, or <=2000	Mechanical Ventilators in Use: Total number of mechanical ventilators in use for residents that have suspected, or lab confirmed COVID-19
ventadeqtoday	Optional	Y or N	Must be Y for Yes or N for No	Ventilator Supplies: Do you have an adequate supply?
ventadeqweek	Optional	Y or N	Must be Y for Yes or N for No	Ventilator Supplies: Do you have enough for one week?