

## NHSN Outpatient Dialysis COVID-19 Vaccination Module: Groups and Supergroups - Viewing and Uploading COVID-19 Vaccination Reporting Pathway .CSV Data Files

### Description

As part of CDC's ongoing COVID-19 response, outpatient dialysis facilities enrolled in the National Healthcare Safety Network (NHSN) could report data using the Outpatient Dialysis COVID-19 Vaccination Module. Group and supergroup users can import patient COVID-19 vaccination data on behalf of their member facilities who report to this module. The purpose of this guidance document is to provide important information and instructions for how groups and supergroups can import .CSV files and view summary data in the NHSN Outpatient Dialysis COVID-19 Vaccination Module.

Facilities can be members of several groups in NHSN. These groups can view facility data. Therefore, facilities should decide which group can import .CSV files. If data have been uploaded into NHSN for a facility by one group or supergroup via the .CSV bulk upload, these 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 should submit an inquiry to [NHSN@cdc.gov](mailto:NHSN@cdc.gov) with the title "Vendor Support for NHSN COVID-19 Outpatient Dialysis Facility 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.

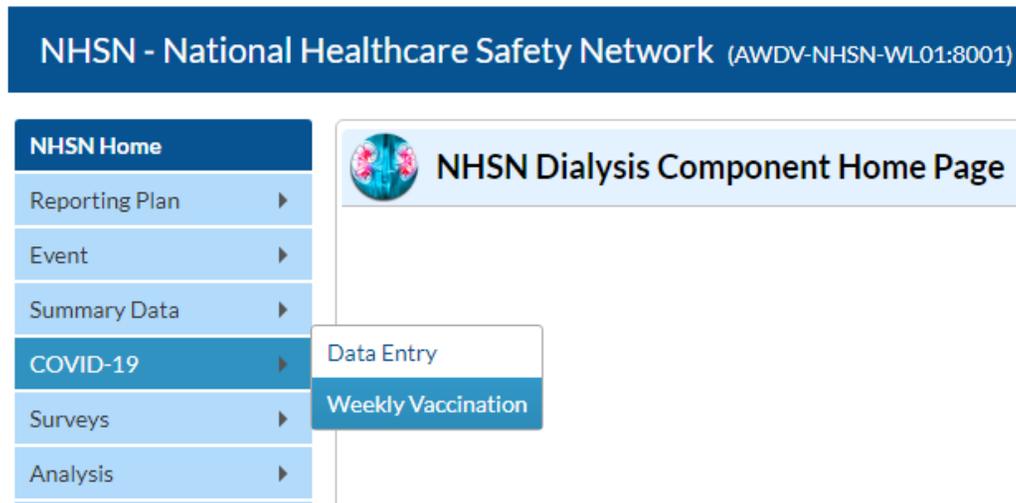


## Instructions for Groups and Supergroups: Defining and Conferring Rights

Please refer to the document, "**How to Join a Group and Accept the Confer Rights Template**" – available for download from the Dialysis COVID-19 Module webpage: <https://www.cdc.gov/nhsn/pdfs/covid19/dialysis/confer-rights-508.pdf>.

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

1. **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 entered vaccination data by month will be displayed. Select the Facility ID/Month to view the data for that month.

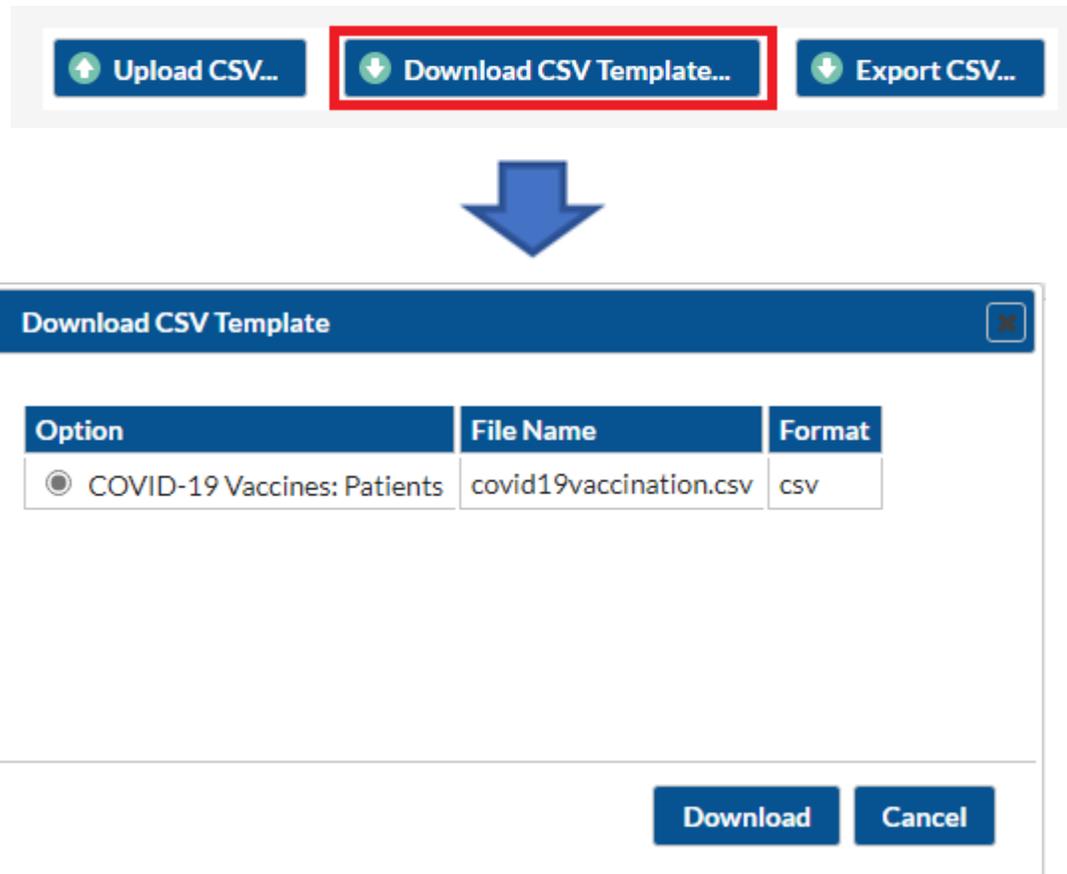
The screenshot shows two parts of the interface. On the left, a table lists facilities with columns for Facility ID, Facility Name, Month, and Year. The first row is highlighted with Facility ID 10055, Facility Name Dialysis Test Facility 2, Month March, and Year 2021. Below the table are three buttons: 'Upload CSV...', 'Download CSV Template...', and 'Export CSV...'. A red arrow points from this table to the right, where a detailed view for 'COVID-19 Vaccine' is shown. This view includes a table with columns: Details, orgid, surweekstart, surweekend, vacctype, numpat, numincentpat, numhomepat, and totpatallvacc. The row for Facility ID 10055 shows surweekstart 02/24/2021, surweekend 03/02/2021, vacctype COVID19, numpat 100, and totpatallvacc 28.

- 2. **Group/Supergroup** – To upload COVID-19 vaccination reporting 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. ①

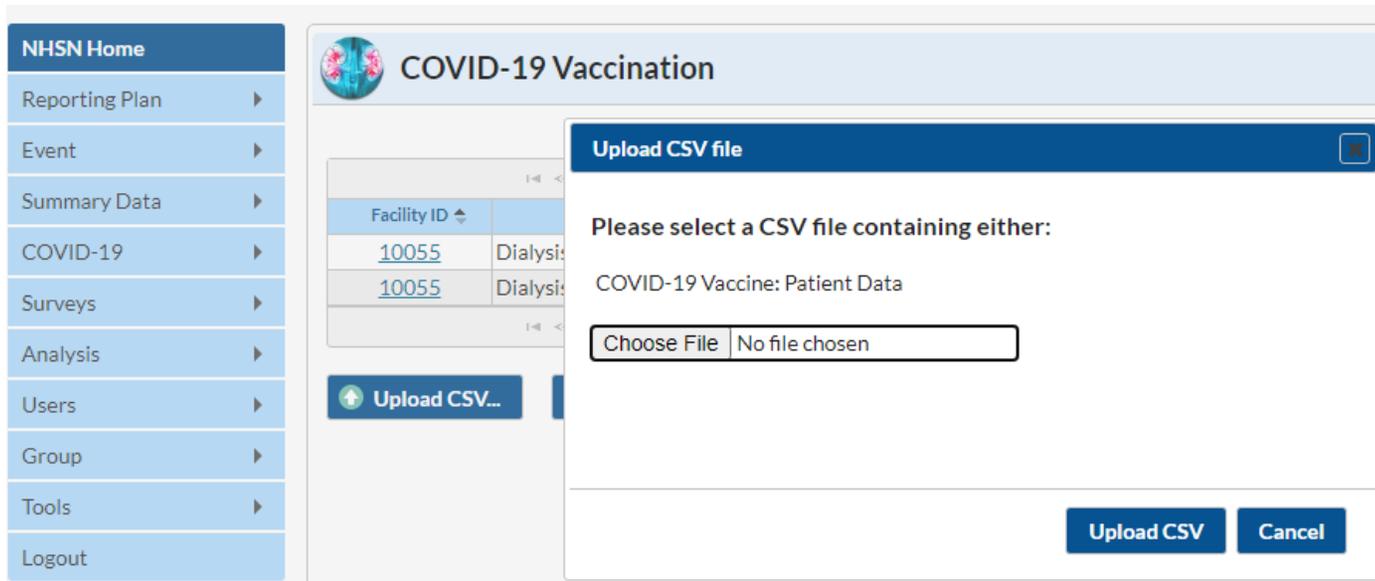
The screenshot shows the NHSN - National Healthcare Safety Network (AWDV-NHSN-WL01:8001) interface. On the left is a navigation menu with items: NHSN Home, Reporting Plan, Event, Summary Data, COVID-19, Surveys, Analysis, Users, Group, Tools, and Logout. The 'COVID-19' item is selected, and a sub-menu is open with 'Data Entry' and 'Weekly Vaccination' options. The 'Weekly Vaccination' option is highlighted. In the background, a table of facilities is visible, showing Facility ID 10055, Facility Name Dialysis Test Facility 2, Month March, and Year 2021. Below the table are three buttons: 'Upload CSV...', 'Download CSV Template...', and 'Export CSV...'. The 'COVID-19 Vaccination' header is also visible at the top of the main content area.

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

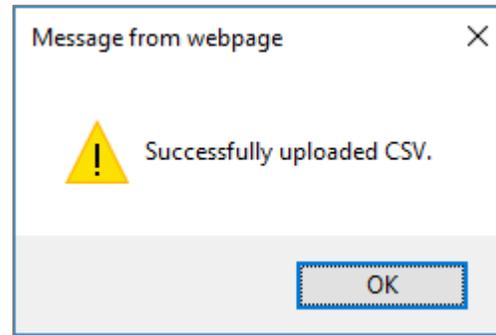
- 3. **Download Template** – .CSV templates for each pathway can be found by using the “Download CSV Template” button. A window will open with the “Download CSV Template” title and option to download the file.



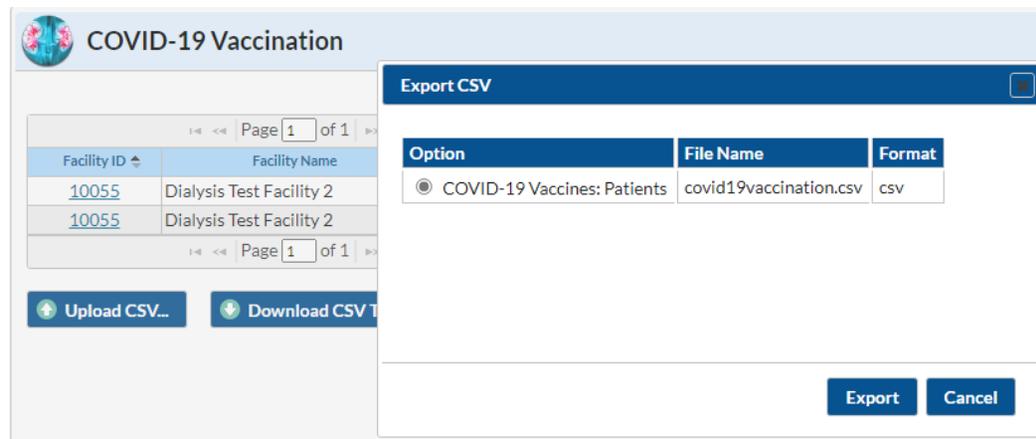
- 4. **Enter Data** – Enter Data—Using the .CSV templates provided, populate each variable with the appropriate data. Save each file in order to upload the .CSV file in NHSN.
- 5. **Upload .CSV** – Click on the “Upload CSV” button. A screen will appear where a file must be provided for submission. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. Browse for the file and then click “Upload CSV” to begin the import.



- 6. **View Data** – A message that indicates the upload was successful will be generated. The Vaccination Module will automatically populate the uploaded data. Users can then select a facility for which data was added to view the record.



- 7. **Export CSV** – Selecting “Export” will download an Excel file of the imported data from the selected pathway.



## Group - Importing via .csv file - *COVID-19 Weekly Vaccination Summary - Patients* Dialysis Component - NHSN release 9.5.2 (March 2021)

Table 1: NHSN Dialysis Patient COVID-19 Vaccination Data Import File Format

| Field         | Requirement | Values  | Format†                | Description of Field   |
|---------------|-------------|---|------------------------|--|
| orgid         | Required    |   |                        | Must be a valid NHSN Facility ID (organization identifier)   |
| survweekstart | Required    | MM/DD/YYYY<br>( <b>Wed</b> through Tue reporting)   |                        | Week of data collection, start date<br><br>(date must be a <b>Wednesday</b> ; must be no later than current date)  |
| survweekend   | Required    | MM/DD/YYYY<br>(Wed through <b>Tue</b> reporting)  |                        | Week of data collection, end date<br><br>(date must be a <b>Tuesday</b> ; must be no later than current date)      |
| vacctype      | Required    | COVID19   |                        | Vaccination Type   |
| numpat        | Required    | 0 – 500<br><br>Must be <= 500   | Must be a whole number | Number of All Patients receiving dialysis care from this facility during the current reporting week                |
| numincentpat  | Optional    | 0 – 500<br><br>If entered, must be <= numPat<br><br>If both numInCentPat and numHomePat entered, the sum should = numPat. | Must be a whole number | Number of In-Center Dialysis Patients receiving dialysis care from this facility during the current reporting week |

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| Field               | Requirement  | Values  | Format†                | Description of Field  |
|---------------------|--|---|------------------------|---|
| numhomepat          | Optional   | 0 – 500<br><br>If entered, must be <= numPat<br><br>If both numInCentPat and numHomePat entered, the sum should = numPat. | Must be a whole number | Number of Home Dialysis Patients receiving dialysis care from this facility during the current reporting week |
| totpatallvacc       | <b>Required but the system will autofill on import</b> |   | Must be a whole number | Total number of All Patients who have received any completed COVID-19 vaccination series                      |
| tothomepatallvacc   | Optional but the system will autofill on import        |   | Must be a whole number | Total number of Home Dialysis Patients who have received any completed COVID-19 vaccination series            |
| totincentpatallvacc | Optional but the system will autofill on import        |   | Must be a whole number | Total number of In-Center Dialysis Patients who have received any completed COVID-19 vaccination series       |
| numpatmed           | <b>Required</b>  | 0 – 500<br><br>Must be <=numpat   | Must be a whole number | Cumulative number of All Patients who have medical contraindication to COVID-19 vaccine                       |
| numincentpatmed     | Optional   | 0 – 500<br><br>Must be <= numInCentPat  | Must be a whole number | Cumulative number of In-Center Dialysis Patients who have medical contraindication to COVID-19 vaccine        |
| numhomepatmed       | Optional   | 0 – 500<br><br>Must be <= numHomePat  | Must be a whole number | Cumulative number of Home Dialysis Patients who have medical contraindication to COVID-19 vaccine             |
| numpatdec           | <b>Required</b>  | 0 – 500<br><br>Must be <=numpat   | Must be a whole number | Cumulative number of All Patients who were offered but declined COVID-19 vaccine                              |

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|---------------------|-------------|------------------------------------|------------------------|--|
| numincentpatdec     | Optional    | 0 – 500<br>Must be <= numInCentPat | Must be a whole number | Cumulative number of In-Center Dialysis Patients who were offered but declined COVID-19 vaccine                  |
| numhomepatdec       | Optional    | 0 – 500<br>Must be <= numHomePat   | Must be a whole number | Cumulative number of Home Dialysis Patients who were offered but declined COVID-19 vaccine                       |
| numpatunk           | Required    | 0 – 500<br>Must be <= numpat       | Must be a whole number | Cumulative number of All Patients who have an unknown COVID-19 vaccine status                                    |
| numincentpatunk     | Optional    | 0 – 500<br>Must be <= numInCentPat | Must be a whole number | Cumulative number of In-Center Dialysis who have an unknown COVID-19 vaccine status                              |
| numhomepatunk       | Optional    | 0 – 500<br>Must be <= numHomePat   | Must be a whole number | Cumulative number of Home Dialysis Patients who have an unknown COVID-19 vaccine status                          |
| numpatconfc19       | Required    | 0 – 500<br>Must be <= numpat       | Must be a whole number | Cumulative number of All Patients who have a history of laboratory-confirmed SARS-CoV-2 infection                |
| numincentpatconfc19 | Optional    | 0 – 500<br>Must be <= numInCentPat | Must be a whole number | Cumulative number of In-Center Dialysis Patients who have a history of laboratory-confirmed SARS-CoV-2 infection |
| numhomepatconfc19   | Optional    | 0 – 500<br>Must be <= numHomePat   | Must be a whole number | Cumulative number of Home Dialysis Patients who have a history of laboratory-confirmed SARS-CoV-2 infection      |
| vaccprovider        | Required    | Y for Yes<br>N for No              |                        | Is your facility enrolled as a COVID-19 vaccination provider?  |

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|---|--|--|---------------------------------------|--|
| vaccsuffsupply  | Conditionally Required<br><br>Required if<br>vaccProvider = Y                          | Y for Yes<br>N for No  |                                       | Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all patients the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week? |
| vaccOthSuffSupply   | Conditionally Required<br><br>Required if<br>vaccProvider = N or<br>vaccSuffSupply = N | Y for Yes<br>N for No  |                                       | Did your facility have other arrangements sufficient to offer all patients the opportunity to receive COVID-19 vaccine(s) in the current reporting week?                                 |
| vaccsupplyissue   | Optional   |  | Alpha numeric up to<br>200 characters | Describe any other COVID-19 vaccination supply-related issue(s) at your facility   |
| vacC19VOs[0].covid19vaccinename<br><br><i>Note: PFIZBION can be reported back to 12/16/2020</i> | Required   | PFIZBION   |                                       | COVID-19 Vaccine Name (PFIZBION – Pfizer-BioNTech COVID-19 vaccine)  |
| vacC19VOs[0].covid19vaccine<br><br><i>Note: PFIZBION can be reported back to 12/16/2020</i>     | Required   | PFIZBION1  |                                       | COVID-19 Vaccine – PFIZBION1 (only dose 1 of Pfizer-BioNTech COVID-19 vaccine)   |
| vacC19VOs[0].numpatvacc   | Required   | 0 -500<br><br>Must be <= numpat  | Must be a whole<br>number             | Cumulative number of patients, from numpat, who have received PFIZBION1 (only dose 1 of Pfizer-BioNTech COVID-19 vaccine at this facility or elsewhere)                                  |
| vacC19VOs[0].numincentpatvacc   | Optional   | 0 – 500<br><br>If both<br>numInCentPatVacc<br>and numHomePatVacc<br>entered, the sum<br>should = numPatVacc. | Must be a whole<br>number             | Cumulative number of In-Center Dialysis, from numpat, who have received PFIZBION1 (only dose 1 of Pfizer-BioNTech COVID-19 vaccine at this facility or elsewhere)                        |

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|---|-------------|--|------------------------|---|
| vacC19VOs[0].numhomepatvacc   | Optional    | 0 - 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of Home Dialysis Patients, from numpat, who have received PFIZBION1 (only dose 1 of Pfizer-BioNTech COVID-19 vaccine at this facility or elsewhere)           |
| vacC19VOs[1].covid19vaccinename<br><br><i>Note: PFIZBION can be reported back to 12/16/2020</i> | Required    | PFIZBION   |                        | COVID-19 Vaccine Name (PFIZBION – Pfizer-BioNTech COVID-19 vaccine)   |
| vacC19VOs[1].covid19vaccine<br><br><i>Note: PFIZBION can be reported back to 12/16/2020</i>     | Required    | PFIZBION   |                        | COVID-19 Vaccine - PFIZBION (dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine)   |
| vacC19VOs[1]. numpatvacc  | Required    | 0 – 500<br><br>Must be <= numpat   |                        | Cumulative number of patients, from numpat, who have received PFIZBION (dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine) at this facility or elsewhere                    |
| vacC19VOs[1].numincentpatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. |                        | Cumulative number of In-Center Dialysis Patients, from numpat, who have received PFIZBION (dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine) at this facility or elsewhere |
| vacC19VOs[1].numhomepatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. |                        | Cumulative number of Home Dialysis Patients, from numpat, who have received PFIZBION (dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine) at this facility or elsewhere      |

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| Field  | Requirement | Values   | Format†                | Description of Field  |
|--|-------------|--|------------------------|---|
| vacC19VOs[2].covid19vaccinename<br><i>Note: MODERNA can be reported back to 12/16/2020</i> | Required    | MODERNA  |                        | COVID-19 Vaccine Name (MODERNA COVID-19 vaccine)  |
| vacC19VOs[2].covid19vaccine<br><i>Note: MODERNA can be reported back to 12/16/2020</i>     | Required    | MODERNA1   |                        | COVID-19 Vaccine (MODERNA1 – only dose one of MODERNA COVID-19 vaccine)   |
| vacC19VOs[2].numpatvacc  | Required    | 0 – 500<br>Must be <= numpat   |                        | Cumulative number of patients, from numpat, who have received (MODERNA1 – only dose one of MODERNA COVID-19 vaccine) at this facility or elsewhere                    |
| vacC19VOs[2].numincentpatvacc  | Optional    | 0 – 500<br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. |                        | Cumulative number of In-Center Dialysis Patients, from numpat, who have received (MODERNA1 – only dose one of MODERNA COVID-19 vaccine) at this facility or elsewhere |
| vacC19VOs[2].numhomepatvacc  | Optional    | 0 – 500<br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. |                        | Cumulative number of Home Dialysis Patients, from numpat, who have received (MODERNA1 – only dose one of MODERNA COVID-19 vaccine) at this facility or elsewhere      |
| vacC19VOs[3].covid19vaccinename<br><i>Note: MODERNA can be reported back to 12/16/2020</i> | Required    | MODERNA  | Must be a whole number | COVID-19 Vaccine Name (MODERNA COVID-19 vaccine)  |
| vacC19VOs[3].covid19vaccine<br><i>Note: MODERNA can be reported back to 12/16/2020</i>     | Required    | MODERNA  | Must be a whole number | COVID-19 Vaccine (MODERNA – dose 1 and dose 2 of MODERNA COVID-19 vaccine)  |
| vacC19VOs[3].numpatvacc  | Required    | 0 – 500<br>Must be <= numpat   | Must be a whole number | Cumulative number of patients, from numpat, who have received (MODERNA – dose 1 and dose 2 of MODERNA COVID-19 vaccine) at this facility or elsewhere                 |

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| Field   | Requirement | Values   | Format†                | Description of Field   |
|---|-------------|--|------------------------|--|
| vacC19VOs[3].numincentpatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of In-Center Dialysis Patients, from numpat, who have received (MODERNA – dose 1 and dose 2 of MODERNA COVID-19 vaccine) at this facility or elsewhere |
| vacC19VOs[3].numhomepatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of Home Dialysis Patients, from numpat, who have received (MODERNA – dose 1 and dose 2 of MODERNA COVID-19 vaccine) at this facility or elsewhere      |
| vacC19VOs[4].covid19vaccinename<br><br><i>Note: JANSSEN can be reported starting 3/3/2021 and going forward</i> | Required    | JANSSEN  |                        | COVID-19 Vaccine Name (JANSSEN – one dose of Janssen COVID-19 vaccine)   |
| vacC19VOs[4].covid19vaccine<br><br><i>Note: JANSSEN can be reported starting 3/3/2021 and going forward</i>     | Required    | JANSSEN  |                        | COVID-19 Vaccine (JANSSEN – one dose of Janssen COVID-19 vaccine)  |
| vacC19VOs[4]. numpatvacc  | Required    | 0 – 500<br><br>Must be <= numpat   | Must be a whole number | Cumulative number of patients, from numpat, who have received (JANSSEN – one dose of JANSSEN COVID-19 vaccine) at this facility or elsewhere                             |
| vacC19VOs[4].numincentpatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of In-Center Dialysis Patients, from numpat, who have received (JANSSEN – one dose of JANSSEN COVID-19 vaccine) at this facility or elsewhere          |

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| Field   | Requirement | Values   | Format†                | Description of Field  |
|---|-------------|--|------------------------|---|
| vacC19VOs[4].numhomepatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of Home Dialysis Patients, from numpat, who have received (JANSSEN – one dose of JANSSEN COVID-19 vaccine) at this facility or elsewhere                                |
| vacC19VOs[5].covid19vaccinename<br><br><i>Note: UNSPECIFIED can be reported starting 3/3/2021 and going forward</i> | Required    | UNSPECIFIED  |                        | COVID-19 Vaccine Name (UNSPECIFIED – complete COVID-19 vaccine series: unspecified manufacturer)  |
| vacC19VOs[5].covid19vaccine<br><br><i>Note: UNSPECIFIED can be reported starting 3/3/2021 and going forward</i>     | Required    | UNSPECIFIED  |                        | COVID-19 Vaccine (UNSPECIFIED – complete COVID-19 vaccine series: unspecified manufacturer)   |
| vacC19VOs[5]. numpatvacc  | Required    | 0 – 500<br><br>Must be <= numpat   | Must be a whole number | Cumulative number of patients, from numpat, who have received (UNSPECIFIED – complete COVID-19 vaccine series: unspecified manufacturer) at this facility or elsewhere                    |
| vacC19VOs[5].numincentpatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of In-Center Dialysis Patients, from numpat, who have received (UNSPECIFIED – complete COVID-19 vaccine series: unspecified manufacturer) at this facility or elsewhere |
| vacC19VOs[5].numhomepatvacc   | Optional    | 0 – 500<br><br>If both numInCentPatVacc and numHomePatVacc entered, the sum should = numPatVacc. | Must be a whole number | Cumulative number of Home Dialysis Patients, from numpat, who have received (UNSPECIFIED – complete COVID-19 vaccine series: unspecified manufacturer) at this facility or elsewhere      |

