NHSN Long-term Care Facility (LTCF) COVID-19 Vaccination Module: Groups and Supergroups - Viewing and Uploading COVID-19 Vaccination Reporting Pathway .CSV Data Files
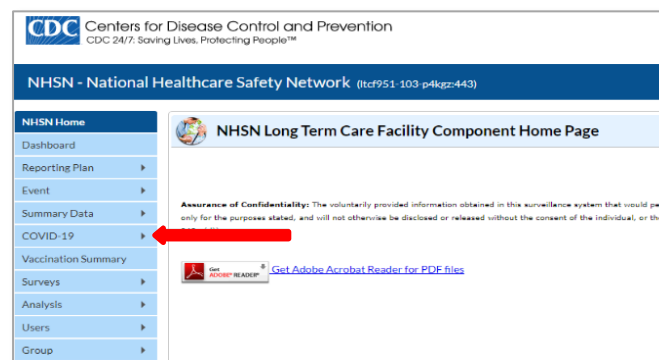
Description

As part of CDC's ongoing COVID-19 response, long-term care facilities (LTCFs) enrolled in the National Healthcare Safety Network (NHSN) can report data using the LTCF COVID-19 Vaccination Module. Group and supergroup users can import resident and healthcare personnel (HCP) 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 LTCF 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 Supergroups 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 choosing to upload their data by working directly with a vendor will need to work with the vendor to provide their NHSN 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 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.

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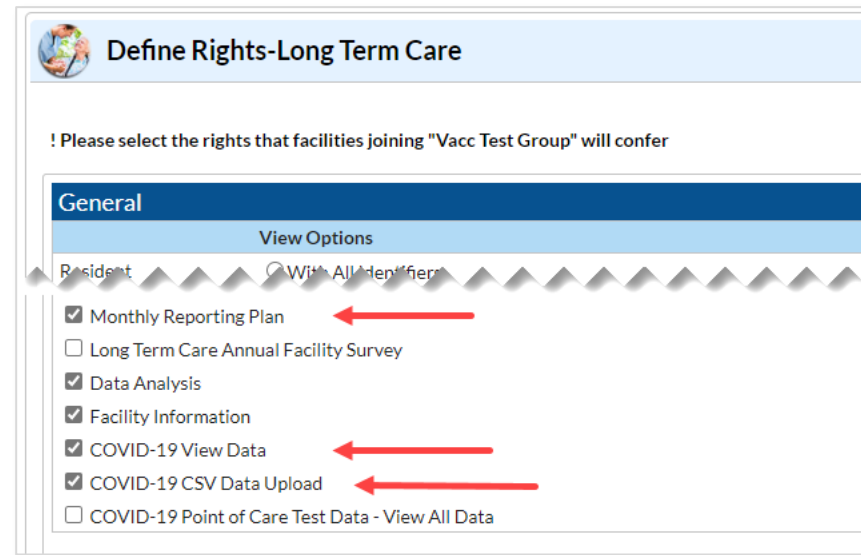Viewing and Uploading COVID-19 Vaccination Reporting Pathway .CSV Data Files

Instructions for Groups and Supergroups: Defining and Conferring Rights

1. **Group** – After logging into an NHSN component, select Group from the menu bar and then select Define Rights.
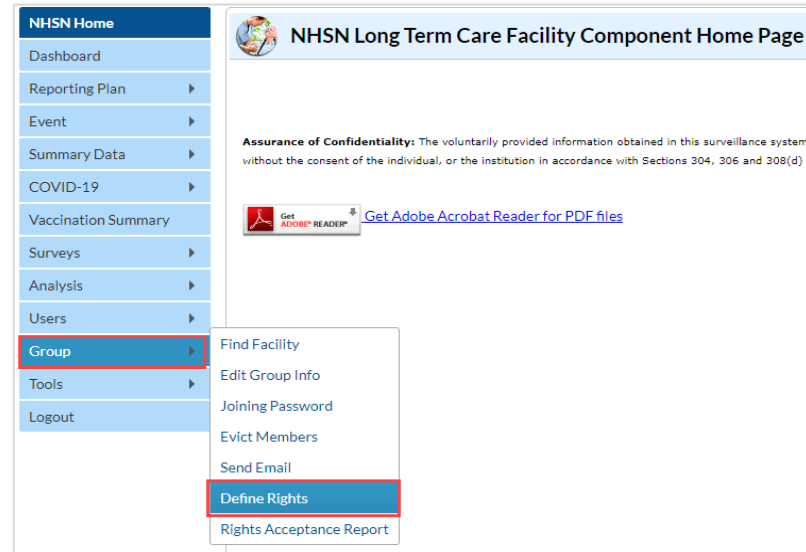
2. **Group** – After selecting Define Rights, the Define Rights options for the component will be displayed. Under General, there are new Rights for COVID-19 vaccination data. The new Rights allow viewing of COVID-19 Vaccination Module summary data for facilities that are a part of the group. Check "COVID-19 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. Group users can also select "Monthly Reporting Plan" to view monthly reporting plan data for facilities within the group. Select Save at the bottom of the page to Define the additional Rights.

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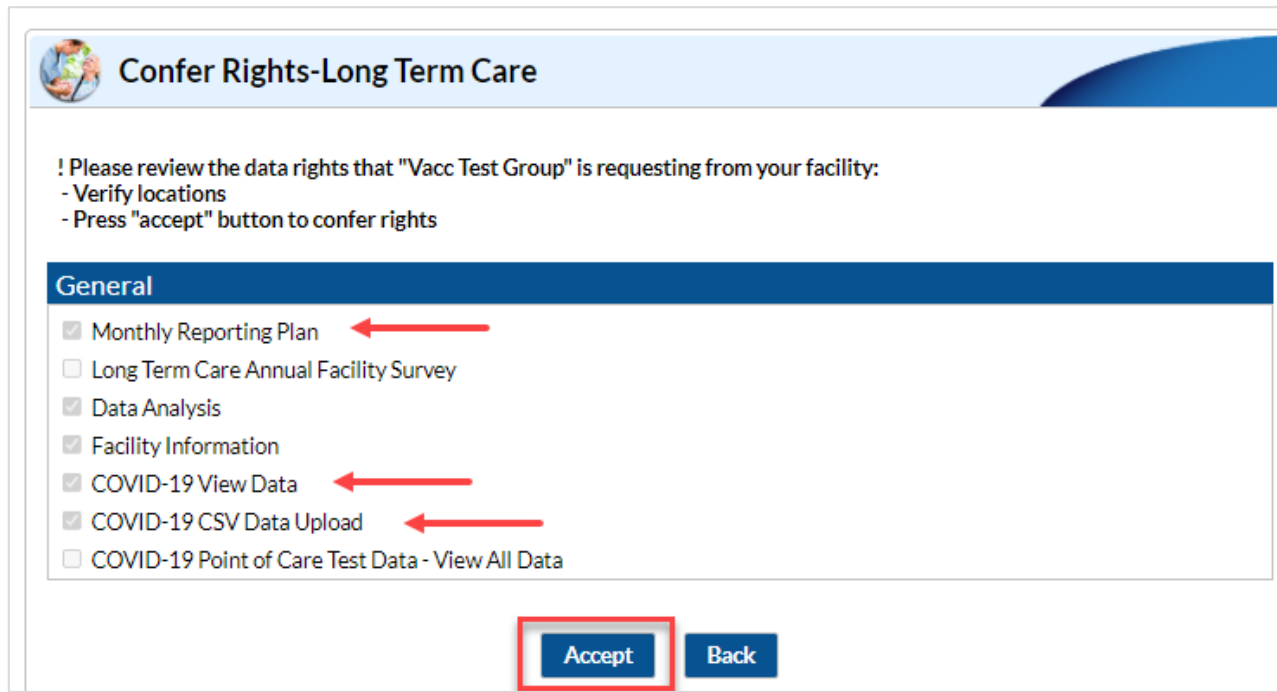Viewing and Uploading COVID-19 Vaccination Reporting Pathway .CSV Data Files

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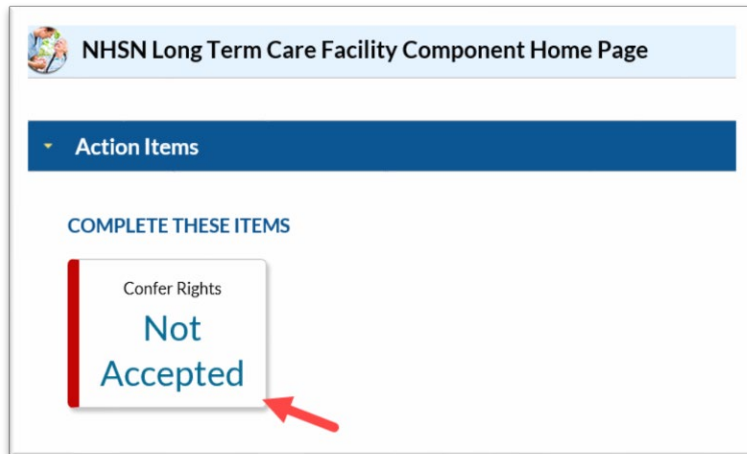
4. **Group** – The **Facility** will see a Confer Rights Not Accepted List. From the list, select the group for which the facility would like to view the new Defined Rights.

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5. **Group** –The group will have added defined COVID-19 Rights if the boxes next to "COVID-19 View Data" and "COVID-19 CSV Data Upload" are checked. The group will have added defined Rights for monthly reporting plan data if the box next to "Monthly Reporting Plan" is checked. 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.

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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. Next, select "COVID-19 Vaccination".
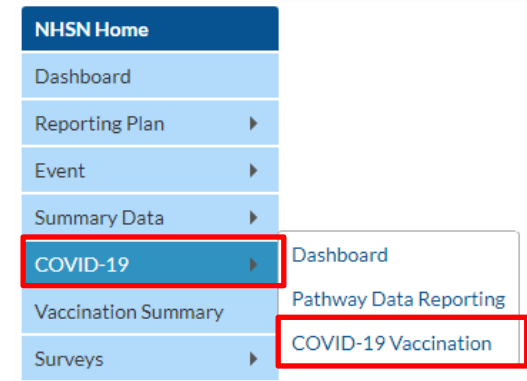
A list of facilities in your group or supergroup that have entered vaccination data by month will be displayed. Select the Facility ID/Month to view the data for that month. (All data in screenshots are for illustration only.)

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2. **Download Templates** –The .CSV templates for COVID-19 Weekly Vaccination Summary Data can be found at NHSN LTCF Weekly Healthcare Personnel (HCP) and Resident COVID-19 Vaccination webpage: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html. Please note, these templates only include variables applicable for NHSN version 9.5.4 and forward.

CSV Data Import

Uploading Group COVID-19 .CSV Data Files (10.0) 📄 [PDF – 1 MB] – September 2021

Uploading Group COVID-19 .CSV Data Files (Pre 10.0) 📄 [PDF – 1 MB] – August 2021

Residents of LTCFs COVID-19 Vaccination Data

- CSV File Template (10.0 and Pre 10.0) 📊 [CSV – 2 KB] – August 2021

- Example CSV File (10.0) 📊 [CSV – 1 KB] – September 2021

- Example CSV File (Pre 10.0) 📊 [CSV – 2 KB] – August 2021

Healthcare Personnel of LTCFs COVID-19 Vaccination Data

- CSV File Template (10.0) 📊 [CSV – 3 KB] – September 2021

- Example CSV File (10.0) 📊 [CSV – 3 KB] – September 2021

- CSV File Template (Pre 10.0) 📊 [CSV – 2 KB] – August 2021

- Example CSV File (Pre 10.0) 📊 [CSV – 2 KB] – August 2021

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3. **Enter Data** – Using the provided .CSV templates for LTCF resident and LTCF healthcare personnel data, populate each variable with the appropriate data. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. After entering all data, save each file to upload the .CSV file in NHSN.

For complete information on the variables included on the .CSV templates, refer to the tables at end of this document ("Table 1: NHSN Resident COVID-19 Vaccination Data Import File Format" and "Table 2: NHSN HCP COVID-19 Vaccination Data Import File Format"). Example .CSV files that include test data in required fields are available from NHSN's LTC Weekly Healthcare Personnel (HCP) and Resident COVID-19 Vaccination webpage: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html.

CSV Data Import

Uploading Group COVID-19 .CSV Data Files (10.0) [PDF – 1 MB] – September 2021

Uploading Group COVID-19 .CSV Data Files (Pre 10.0) [PDF – 1 MB] – August 2021

Residents of LTCFs COVID-19 Vaccination Data

- CSV File Template (10.0 and Pre 10.0) [CSV – 2 KB] – August 2021

- Example CSV File (10.0) [CSV – 1 KB] – September 2021

- Example CSV File (Pre 10.0) [CSV – 2 KB] – August 2021

Healthcare Personnel of LTCFs COVID-19 Vaccination Data

- CSV File Template (10.0) [CSV – 3 KB] – September 2021

- Example CSV File (10.0) [CSV – 3 KB] – September 2021

- CSV File Template (Pre 10.0) [CSV – 2 KB] – August 2021

- Example CSV File (Pre 10.0) [CSV – 2 KB] – August 2021

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4. **Upload .CSV** – To upload the completed .CSV Data file, select the "COVID-19" tab from the menu bar. Next, select "COVID-19 Vaccination". A list of facilities by month will be displayed. Click on the "Upload CSV" button. A prompt will appear where a file must be provided for submission. Browse for the file location and then click "Upload CSV" to begin the import.

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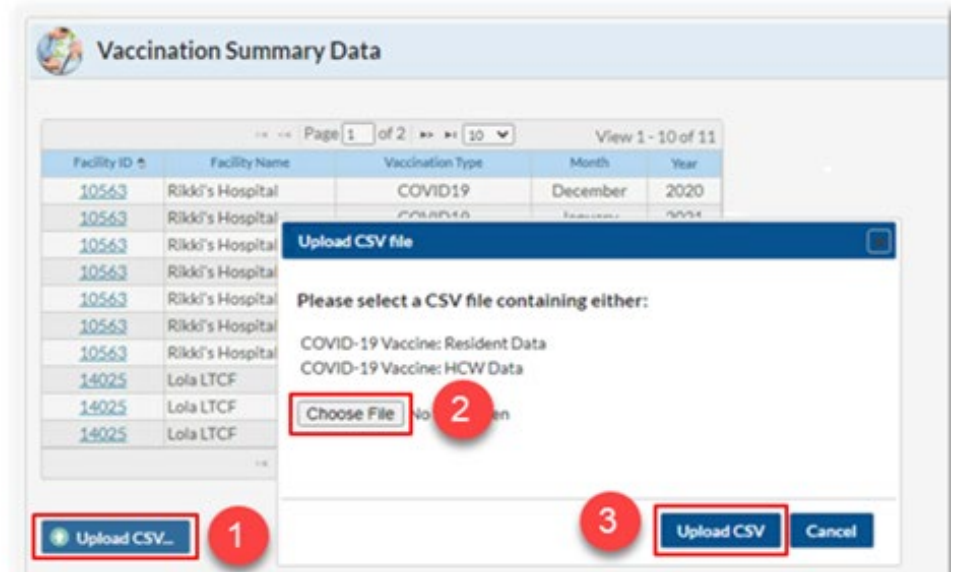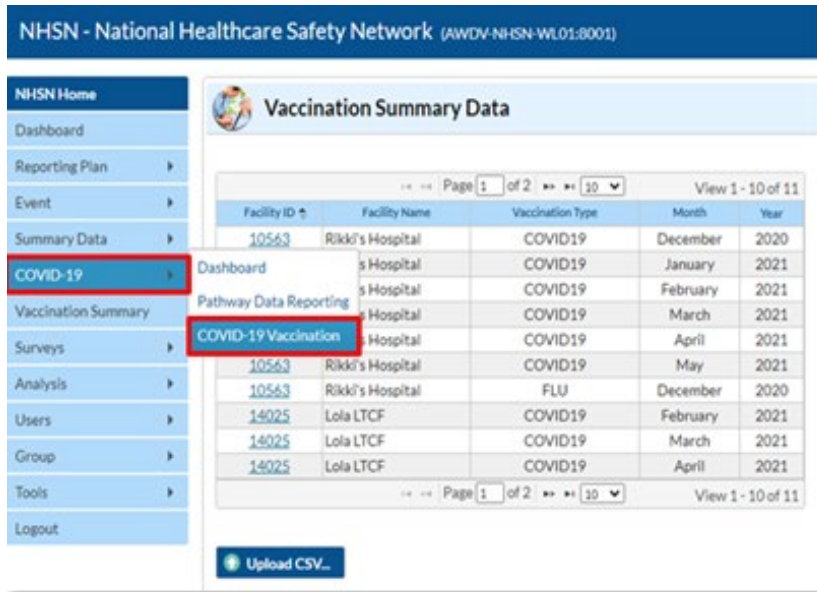
6. **View Data** – A message that indicates the upload was successful will be generated. The Vaccination Module will automatically populate the uploaded data. Users can then select a facility for which data were added to view the record.
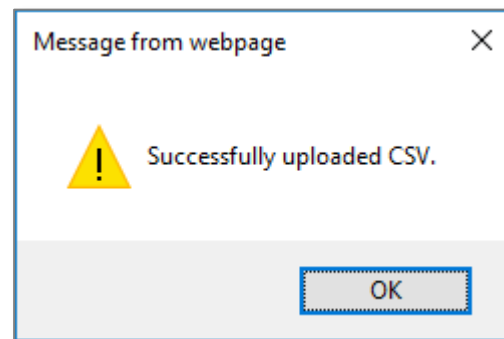
If errors are found during upload, please review the alerts and refer to the tables at the end of this document ("Table 1: NHSN Resident COVID-19 Vaccination Data Import File Format" and "Table 2: NHSN HCP COVID-19 Vaccination Data Import File Format") for complete information on the variables included on .CSV templates. Questions can be submitted to NHSN@CDC.GOV with "Weekly COVID-19 Reporting CSV upload" in the subject line.

7. **View and Export Line List Data Reports** – Users are encouraged to utilize the analysis and reporting functionality built within NHSN to view and export line list data reports for COVID-19 vaccination data for healthcare personnel and residents. For more information, view our Quick Reference Guides on how to modify and export line lists available under the Supporting Materials section of NHSN's LTC Weekly Healthcare Personnel (HCP) and Resident COVID-19 Vaccination webpage: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html

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Group - Importing via .csv file - *COVID-19 Weekly Vaccination Summary – Residents* - LTC Component - NHSN release 11.4.1 (June 2023)

Table 1: NHSN Resident 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)
vacctype	**Required**	COVID19	-	Vaccination Type
survweekstart	**Required**	MM/DD/YYYY (**Monday** through Sunday reporting)	-	Week of data collection, start date (date must be a Monday; must be no later than current date)
survweekend	**Required**	MM/DD/YYYY (Monday through **Sunday** reporting)	-	Week of data collection, end date (date must be a Sunday; must be no later than current date)
numres	**Required**	0 – 3000 Must be ≤ 3,000 AND = sum of (numResMedUTD + numResDecUTD + numResUnkUTD)	Must be a whole number	Number of residents staying in this facility for at least 1 day during the week of data collection
totResUpTodate	**Required**	Must be <=numres	Must be a whole number	Cumulative number of residents from numres that are up to date
numresmedUTD	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, with a medical contraindication or exclusion to COVID-19 vaccine and did not receive COVID-19 vaccine
numresdecUTD	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, who were offered but declined to receive COVID-19 vaccine
numresunkUTD	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, with an unknown COVID-19 vaccination status

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Group – Importing via .csv file - *COVID-19 Weekly Vaccination Summary – Healthcare Personnel* - LTC Component - NHSN release 11.4.1 (June 2023)

Table 2: NHSN Healthcare Personnel COVID-19 Vaccination Data File Format

Field	Requirement	Values	Format†	Description of Field
orgid	**Required**	-	-	Must be a valid NHSN Facility ID (organization identifier)
vacctype	**Required**	COVID19	-	Vaccination Type
survweekstart	**Required**	MM/DD/YYYY (**Monday** through Sunday reporting)	-	Week of data collection, start date (date must be a Monday; must be no later than current date)
survweekend	**Required**	MM/DD/YYYY (Monday through **Sunday** reporting)	-	Week of data collection, end date (date must be a Sunday; must be no later than current date)
numEmpHCP	**Required**	Must be = sum of totEmpVacc+ numEmpMed + numEmpDec + numEmpUnk AND Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000	Must be a whole number	Number of employee HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection

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Field	Requirement	Values	Format[†]	Description of Field
numLIPHCP	**Required**	Must be = sum of (totLIPVacc+ numLIPMed + numLIPDec + numLIPUnk) AND Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000	Must be a whole number	Number of licensed independent practitioner HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numVolHCP	**Required**	Must be = sum of (totVolVacc+ numVolMed + numVolDec + numVolUnk) AND Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000	Must be a whole number	Number of adult student/trainee and volunteer HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numOCPHCP	**Required**	Must be = sum of (totOCPVacc+ numOCPMed + numOCPDec + numOCPUnk) AND Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000	Must be a whole number	Number of other contract personnel that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numEmpMed	**Required**	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with a medical contraindication reason to not receive COVID-19 vaccine

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Field	Requirement	Values	Format†	Description of Field
numLIPMed	**Required**	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with a medical contraindication reason to not receive COVID-19 vaccine
numVolMed	**Required**	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with a medical contraindication reason to not receive COVID-19 vaccine
numOCPMed	**Required**	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with a medical contraindication reason to not receive COVID-19 vaccine
numEmpDec	**Required**	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP who were offered but declined COVID-19 vaccine
numLIPDec	**Required**	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP who were offered but declined COVID-19 vaccine
numVolDec	**Required**	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee and volunteer HCP who were offered but declined COVID-19 vaccine
numOCPDec	**Required**	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel who were offered but declined COVID-19 vaccine
numEmpUnk	**Required**	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with an unknown COVID-19 vaccination status
numLIPUnk	**Required**	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with an unknown COVID-19 vaccination status
numVolUnk	**Required**	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with an unknown COVID-19 vaccination status
numOCPUnk	**Required**	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with an unknown COVID-19 vaccination status
totEmpVacc	**Required**	Must be <=numEmpHCP	Must be a whole number	Cumulative number of employee HCP who have who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totLIPVacc	**Required**	Must be <=numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP who have who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totVolVacc	**Required**	Must be <=numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP who have who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totOCPVacc	**Required**	Must be <=numOCPHCP	Must be a whole number	Cumulative number of other contract personnel who have who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020

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Field	Requirement	Values	Format†	Description of Field
totEmpUpToDate	**Required**	Must be <=numEmpHCP	Must be a whole number	Cumulative number of employee HCP with up to date vaccination status
totLIPUpToDate	**Required**	Must be <=numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with up to date vaccination status
totVolUpToDate	**Required**	Must be <=numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with up to date vaccination status
totOCPUptoDate	**Required**	Must be <=numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with up to date vaccination status