

NHSN Healthcare Personnel COVID-19 Vaccination Module: Groups and Supergroups - Viewing and Uploading COVID-19 Vaccination Reporting Pathway .CSV Data Files

Description

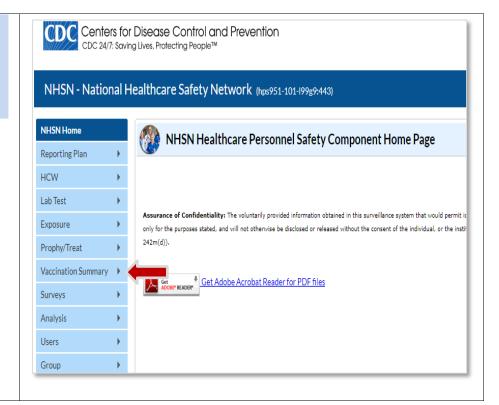
As part of CDC's ongoing COVID-19 response, facilities enrolled in the National Healthcare Safety Network (NHSN) Healthcare Personnel Safety (HPS) Component have the ability to report healthcare personnel (HCP) COVID-19 vaccination data through the HPS Component. Group and supergroup users can import data on behalf of their member facilities who report through the NHSN HCP COVID-19 Vaccination Module. The purpose of this guidance document is to provide important information and instructions on how groups and supergroups can import .CSV files and view summary data in the NHSN HCP COVID-19 Vaccination 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 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 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-ServiceNow, the new portal can be accessed here with the subject line "Vendor Support for NHSN COVID-19 HCP Vaccination Reporting." NHSN will follow up to confirm procedural details as the process may differ by vendor.



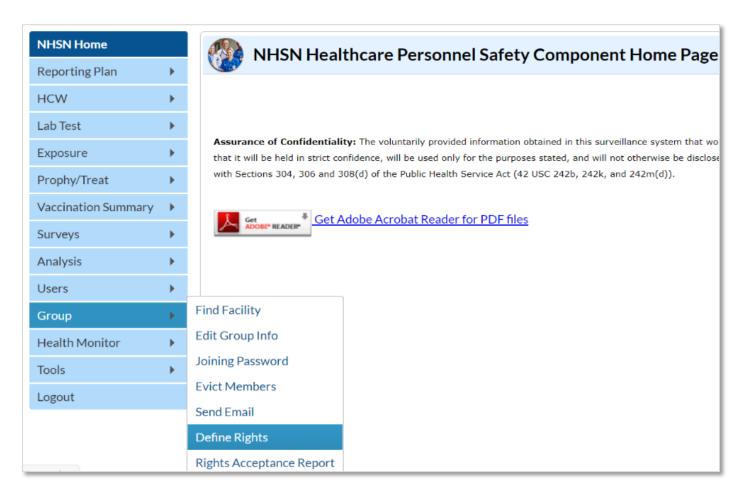
Please note: If accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown here, but all functionality related to COVID-19 data reporting is the same.





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 AND Weekly Influenza CSV Data Upload". By selecting the "COVID-19 AND Weekly Influenza CSV Data Upload" option, 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.



! Please select the rights that facilities joining "Vacc Test Group" will confer

General	
	View Options
HCW	With All Identifiers
	O Without Any Identifiers
✓ Healthcare Safety Monthly Surveillance P	lan
✓ Annual (HPSFACSURVEY)	
✓ Seasonal Flu Survey	
✓ HPS Data Analysis	
✓ Facility Information	
Annual Vaccination Flu Summary CSV Da	ta Upload
☑ COVID-19 View Data	_
COVID-19 AND Weekly Influenza CSV Da	ata Upload

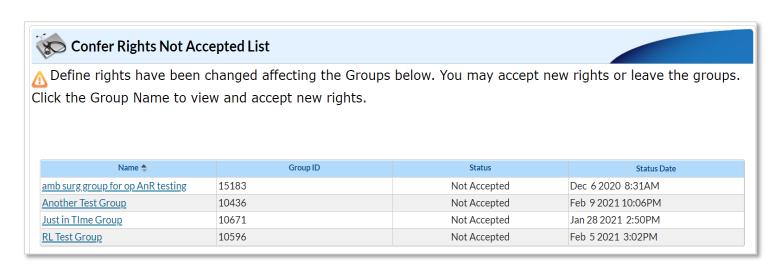


3. **Group** – The **Facility** group member will need to confer rights (accept the newly defined right(s)) by clicking on **Confer Rights Not Accepted** under **Action Items**.



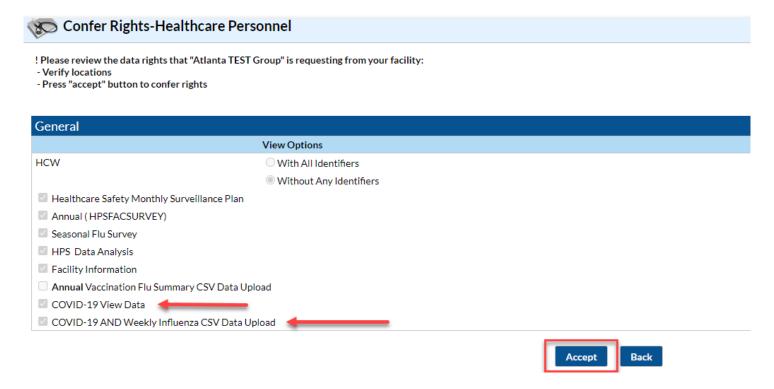


4. **Group** – The **Facility** will see a **Confer Rights Not Accepted List**. From the list, select the group for which the facility would like to view the new **Defined Rights**.





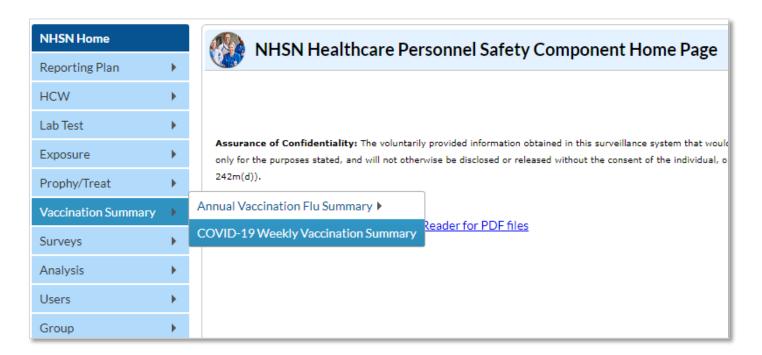
5. **Group** –The group will have added the defined COVID-19 rights if there is a check in the boxes next to "**COVID-19 View Data**" and "**COVID-19 AND Weekly Influenza CSV Data Upload**." The **facility** may select "**Accept**" at the bottom of the page to save the newly conferred rights. The **facility** must accept the newly defined rights for its data to be viewable to the group and to allow the group to upload COVID-19 vaccination data on behalf of the **facility**.





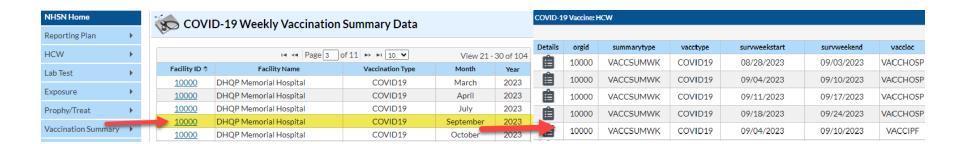
Instructions to Upload and Export .CSV Files for both Group and Supergroup Users

1. **Group/Supergroup** – Hover to the "Vaccination Summary" tab from the menu bar and then click on the "COVID-19 Weekly Vaccination Summary" tab.





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





2. **Download Template** – The .CSV template for COVID-19 Weekly Vaccination Summary Data for Healthcare Personnel can be found at the NHSN Weekly HCP COVID-19 Vaccination webpage: https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html. To download the CSV template or example files, please click on the name of the file on the webpage and the download will commence. Please note, this template only includes variables applicable for NHSN version 11.4.1 and forward.

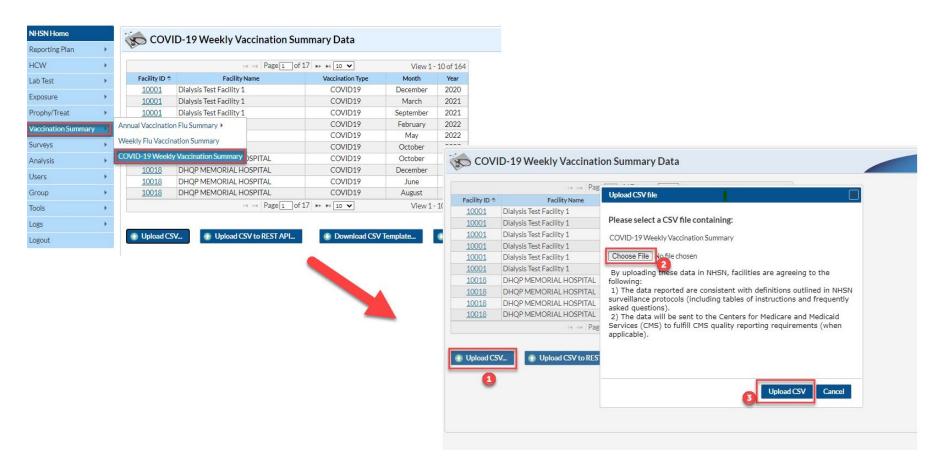
CSV Data Import
Uploading Group COVID-19 .CSV Files
Uploading Group COVID-19 .CSV Data Files (11.4.1) ■ [PDF – 1 MB] – June 2023
Uploading Group COVID-19 .CSV Data Files (10.1.1) ■ [PDF - 964 KB] - May 2022
Uploading Group COVID-19 .CSV Data Files (10.1.1) 🚨 [PDF - 1 MB] - February 2022
Uploading Group 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
Healthcare Personnel COVID-19 Vaccination Data
<u>Example CVS File (11.4.1)</u> @ [XLS – 893 B] – January 2024
CVS File Template (11.4.1)
Example CVS File (11.4.1)
<u>CVS File Template (11.4.1)</u>
<u>CSV File Template (10.1.1)</u>
Example CSV File (10.1.1) 🐠 [XLS – 589 B] – May 2022
CSV File Template (10.1.1). ■ [CSV – 3 KB] – February 2022
Example CSV File (10.1.1) 🚳 [CSV – 3 KB] – February 2022
CSV File Template (10.0) □ [CSV – 2 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 – 4 KB] – August 2021



- 3. **Enter Data** Using the provided .CSV template for 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.
- 4. For complete information on the variables included on the .CSV template, refer to the table at end of this document ("Table 1: NHSN Non-Long-Term Care Facility Staff COVID-19 Vaccination Data Import File Format"). An example .CSV file that includes test data in required fields is available for download from the NHSN Weekly HCP COVID-19 Vaccination webpage: https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html.



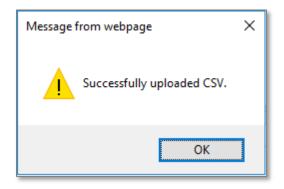
5. **Upload CSV** – To upload the completed .CSV file in NHSN, select "Vaccination Summary" from the menu bar. Then, select "COVID-19 Weekly Vaccination Summary". A list of facilities by month and year will be displayed. Click on the "Upload CSV" button. A prompt will appear where a file must be provided for submission. Browse for the file 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.

If errors are found during upload, please review the error messages, and refer to the table at end of this document ("Table 1: NHSN Non-Long-Term Care Facility Staff COVID-19 Vaccination Data Import File Format") for complete information on the variables included in the .CSV template. Questions can be submitted to NHSN-ServiceNow, the new portal can be accessed here with the subject line "Weekly COVID-19 Reporting CSV upload".



7. **View and Export Line List Data Reports** – Users are encouraged 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. For more information, view the Quick Reference Guide on how to modify and export line lists available under the 'Resources' section of NHSN's Weekly HCP COVID-19 Vaccination webpage: https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html.



Group - Importing via .csv file - *COVID-19 Weekly HCP Vaccination Summary Non-LTC Staff* - HPS Component - NHSN release 12.2.0 (JAN 2024)

Table 1: NHSN Non-Long-Term Care Facility Staff COVID-19 Vaccination Data Import File Format Note that this table includes variables required to submit data for the reporting period of 06/26/2023-12/31/2023 & the reporting period beginning 01/01/2024. Please pay close attention the column "requirement" to differentiate.

Field	Requirement	Values	Format [†]	Description of Field
orgid	Required		_	Must be a valid NHSN Facility ID (organization identifier)
summaryType	Required	VACCSUMWK	Character(12)	
vacctype	Required	COVID19	_	Vaccination Type
vaccLoc	Conditionally Required	VACCHOSP VACCIPF	-	Vaccination location type
	Required if vaccType = COVID19 and survWeekEnd >=10/03/2021	VACCIRF		VACCHOSP – For data reported for all non-LTC facility types, including acute care facilities and dialysis facilities. This includes all inpatient and outpatient units/departments of the acute care facility sharing the same CCN as the acute care facility. Freestanding in-patient psychiatric facilities or free-standing in-patient rehabilitation facilities should also use VACCHOSP. VACCIPF – For data reported by acute care facility for an inpatient psychiatric unit. This selection is only available for acute care facilities reporting data for IPF units with a different CCN from the acute care facility. VACCIRF - for data reported by acute care facility for an inpatient rehabilitation unit. This selection is only available for acute care facilities reporting data for IRF units with a different CCN from the acute care facility.



Field	Requirement	Values	Format [†]	Description of Field
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	For survWeekEnd through 6/25/23: Must = (totEmpVacc + totEmpPartial + numEmpMed + numEmpDec + numEmpUnk) For survWeekEnd 7/2/23 through 12/31/23: Must = (totEmpVacc +	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
		numEmpMed + numEmpDec + numEmpUnk) For survWeekEnd > 12/31/23: Must = (totEmpUpToDate +		
		numEmpMedUpToDate + numEmpDecUpToDate + numEmpUnkUpToDate) AND		
		Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000		
numLIPHCP	Required	For survWeekEnd through 6/25/23: Must = (totLIPVacc + totLIPPartial + numLIPMed + numLIPDec + numLUPUnk)	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



Field	Requirement	Values	Format [†]	Description of Field
		For survWeekEnd 7/2/23 through 12/31/23: Must = (totLIPVacc + numLIPMed + numLIPDec + numLUPUnk) For survWeekEnd > 12/31/23: Must = (totLIPUpToDate + numLIPMedUpToDate + numLIPDecUpToDate + numLIPUnkUpToDate) AND Sum of numEmpHCP, numLIPHCP, numVoIHCP, and numOCPHCP must be <= 50,000		
numVolHCP	Required	For survWeekEnd through 6/25/23: Must = (totVolVacc + totVolPartial + numVolMed + numVolDec + numVolUnk) For survWeekEnd 7/2/23 through 12/31/23: Must = (totVolVacc + numVolMed + numVolDec + numVolUnk) For survWeekEnd > 12/31/23: Must = (totVolUpToDate + numVolMedUpToDate + numVolDecUpToDate + numVolUnkUpToDate) AND	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



Field	Requirement	Values	Format [†]	Description of Field
		Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000		
numOCPHCP	Required	For survWeekEnd through 6/25/23: Must = (totOCPVacc + totOCPPartial + numOCPMed + numOCPDec + numOCPUnk) For survWeekEnd 7/2/23 through 12/31/23: Must = (totOCPVacc + numOCPMed + numOCPDec + numOCPUnk) For survWeekEnd > 12/31/23: Must = (totOCPUpToDate + numOCPMedUpToDate + numOCPMedUpToDate + numOCPUnkUpToDate) 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
numEmpMedUpToDate	Required Variable required beginning with reporting week 01/01/2024- 01/07/2024	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with a medical contraindication reason to not receive the latest COVID-19 vaccine needed to be considered up to date
numLIPMedUpToDate	Required Variable required	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with a medical contraindication reason to not receive the latest COVID-19



Field	Requirement	Values	Format [†]	Description of Field
	beginning with			vaccine needed to be considered up to date
	reporting week			
	01/01/2024-			
	01/07/2024			
numVolMedUpToDate	Required	Must be <= numVoIHCP	Must be a	Cumulative number of adult student/trainee & volunteer HCP with
	Variable required		whole number	a medical contraindication reason to not receive the latest COVID-
	beginning with			19 vaccine needed to be considered up to date
	reporting week			
	01/01/2024-			
	01/07/2024			
numOCPMedUpToDate	Required	Must be <= numOCPHCP	Must be a	Cumulative number of other contract personnel with a medical
•	Variable required		whole number	contraindication reason to not receive the latest COVID-19 vaccine
	beginning with			needed to be considered up to date
	reporting week			·
	01/01/2024-			
	01/07/2024			
numEmpDecUpToDate	Required	Must be <= numEmpHCP	Must be a	Cumulative number of employee HCP who were offered but
	Variable required	·	whole number	declined the latest COVID-19 vaccine needed to be considered up to
	beginning with			date
	reporting week			
	01/01/2024-			
	01/07/2024			
numLIPDecUpToDate	Required	Must be <= numLIPHCP	Must be a	Cumulative number of licensed independent practitioner HCP who
•	Variable required		whole number	were offered but declined the latest COVID-19 vaccine needed to be
	beginning with			considered up to date
	reporting week			·
	01/01/2024-			
	01/07/2024			
numVolDecUpToDate	Required	Must be <= numVoIHCP	Must be a	Cumulative number of adult student/trainee and volunteer HCP
·	Variable required		whole number	who were offered but declined the latest COVID-19 vaccine needed
	beginning with			to be considered up to date
	reporting week			'
	01/01/2024-			



Field	Requirement	Values	Format [†]	Description of Field
	01/07/2024			
numOCPDecUpToDate	Required	Must be <= numOCPHCP	Must be a	Cumulative number of other contract personnel who were offered
	Variable required		whole number	but declined the latest COVID-19 vaccine needed to be considered
	beginning with			up to date
	reporting week			
	01/01/2024-			
	01/07/2024			
numEmpUnkUpToDate	Required	Must be <= numEmpHCP	Must be a	Cumulative number of employee HCP with an unknown COVID-19
	Variable required		whole number	vaccination status resulting in not being up to date
	beginning with			
	reporting week			
	01/01/2024-			
	01/07/2024			
numLIPUnkUpToDate	Required	Must be <= numLIPHCP	Must be a	Cumulative number of licensed independent practitioner HCP with
	Variable required		whole number	an unknown COVID-19 vaccination status resulting in not being up
	beginning with			to date
	reporting week 01/01/2024-			
	01/07/2024			
numVolUnkUpToDate	Required	Must be <= numVolHCP	Must be a	Cumulative number of adult student/trainee & volunteer HCP with
пиштопопкорторате	Variable required	Must be <= Hullivoince	whole number	an unknown COVID-19 vaccination status resulting in not being up
	beginning with		whole number	to date
	reporting week			to date
	01/01/2024-			
	01/07/2024			
numOCPUnkUpToDate	Required	Must be <= numOCPHCP	Must be a	Cumulative number of other contract personnel with an unknown
number of moprobate	Variable required	Must be a manifest free	whole number	COVID-19 vaccination status resulting in being not up to date
	beginning with			
	reporting week			
	01/01/2024-			
	01/07/2024			
totEmpUpToDate	Required	Must be <=numEmpHCP	Must be a	Cumulative number of employee HCP with up to date vaccination
		·	whole number	status



Field	Requirement	Values	Format [†]	Description of Field
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
numEmpMed	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with a medical contraindication reason to not receive a complete primary COVID-19 vaccine series
numLIPMed	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with a medical contraindication reason to not receive a complete primary COVID-19 vaccine series
numVolMed	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with a medical contraindication reason to not receive a complete primary COVID-19 vaccine series
numOCPMed	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with a medical contraindication reason to not receive a complete primary COVID-19 vaccine series
numEmpDec	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP who were offered but declined a COVID-19 vaccine needed to complete a primary COVID-19 vaccine series
numLIPDec	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP who were offered but declined a COVID-19 vaccine needed to complete a primary COVID-19 vaccine series
numVolDec	Required Variable required for reporting	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee and volunteer HCP who were offered but declined a COVID-19 vaccine needed to



Field	Requirement	Values	Format [†]	Description of Field
	weeks prior to 01/01/2024			complete a primary COVID-19 vaccine series
numOCPDec	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel HCP who were offered but declined a COVID-19 vaccine needed to complete a primary COVID-19 vaccine series
numEmpUnk	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with an unknown COVID-19 vaccination status resulting in not completing a primary COVID-19 vaccine series
numLIPUnk	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with an unknown COVID-19 vaccination status resulting in not completing a primary COVID-19 vaccine series
numVolUnk	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with an unknown COVID-19 vaccination status resulting in not completing a primary COVID-19 vaccine series
numOCPUnk	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with an unknown COVID-19 vaccination status resulting in not completing a primary COVID-19 vaccine series
totEmpVacc	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP, from numEmpHCP, who have received complete primary COVID-19 vaccine series at this facility or elsewhere
totLIPVacc	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP, from numLIPHCP, who have received complete primary COVID-19 vaccine series at this facility or elsewhere
totVolVacc	Required Variable required for reporting weeks prior to	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP, from numVolHCP, who have received complete primary COVID-19 vaccine series at this facility or elsewhere



Field	Requirement	Values	Format [†]	Description of Field
	01/01/2024			
totOCPVacc	Required Variable required for reporting weeks prior to 01/01/2024	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel, from numOCPHCP, who have received complete primary COVID-19 vaccine series at this facility or elsewhere

