NHSN LTCF COVID-19 Module: Groups and Supergroups - Viewing and Uploading COVID-19 Surveillance Data Reporting Pathway CSV Data Files
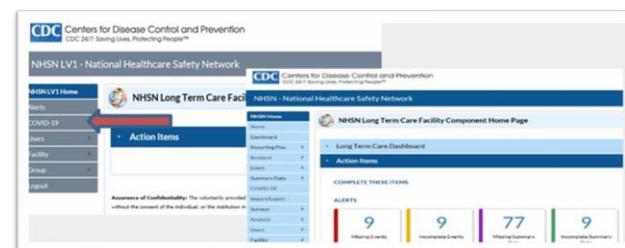
Description

As part of CDC's ongoing COVID-19 response, long-term care facilities (LTCFs) enrolled in the National Healthcare Safety Network (NHSN) have the ability to report data using the LTCF COVID-19 Module. Group and supergroup users can import 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 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.

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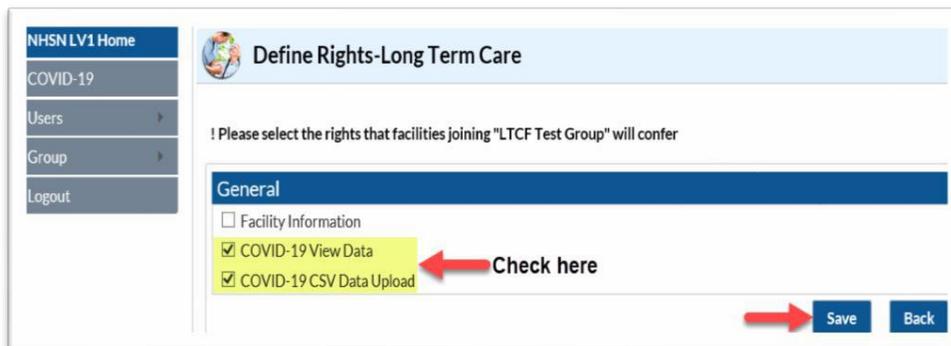Uploading COVID-19 Surveillance Reporting Pathway CSV Data Files

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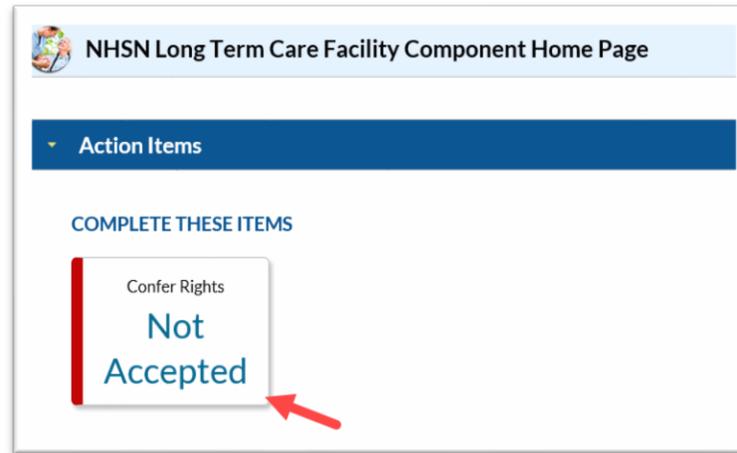
4. **Group** – The **Facility** will see a Confer Rights Not Accepted List. From the list, select the group for which the facility would like to view the new Defined Rights.

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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.

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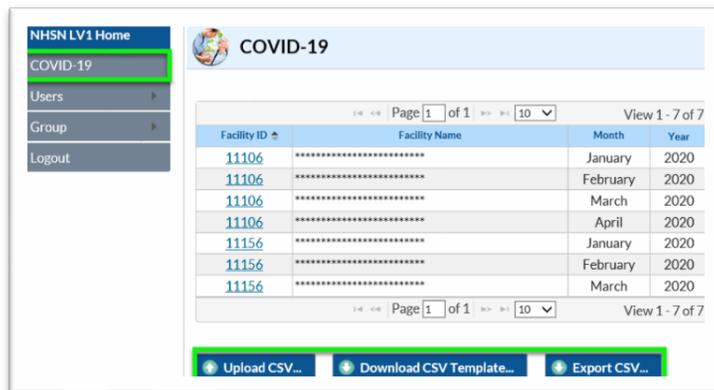Uploading COVID-19 Surveillance Reporting Pathway CSV Data Files

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 COVID-19 data by month will be displayed. Select the Facility ID/Month to view the data for that month.
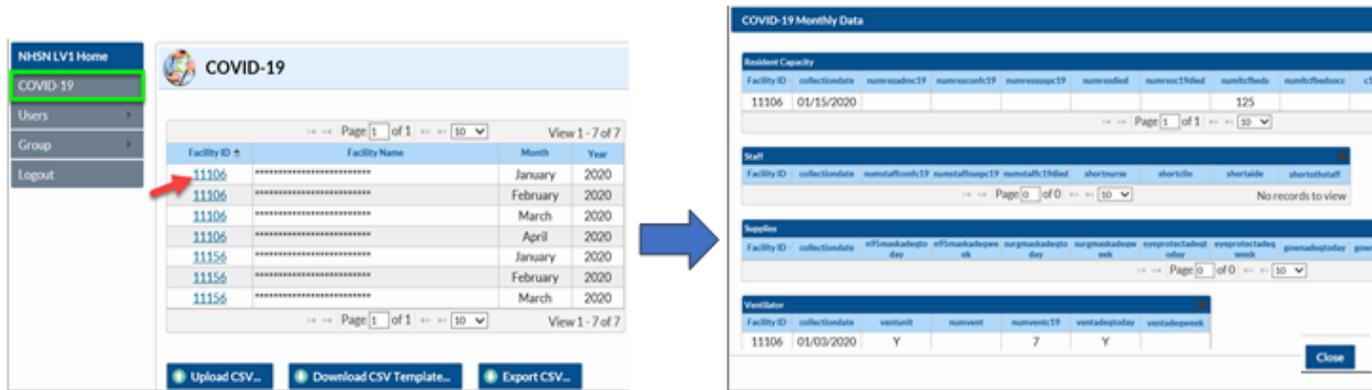

2. **Group/Super Group** – To upload COVID-19 surveillance reporting pathway specific data as a CSV Data file, select COVID-19 from the menu bar as shown in step 1. A list of facilities by month will be displayed.

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

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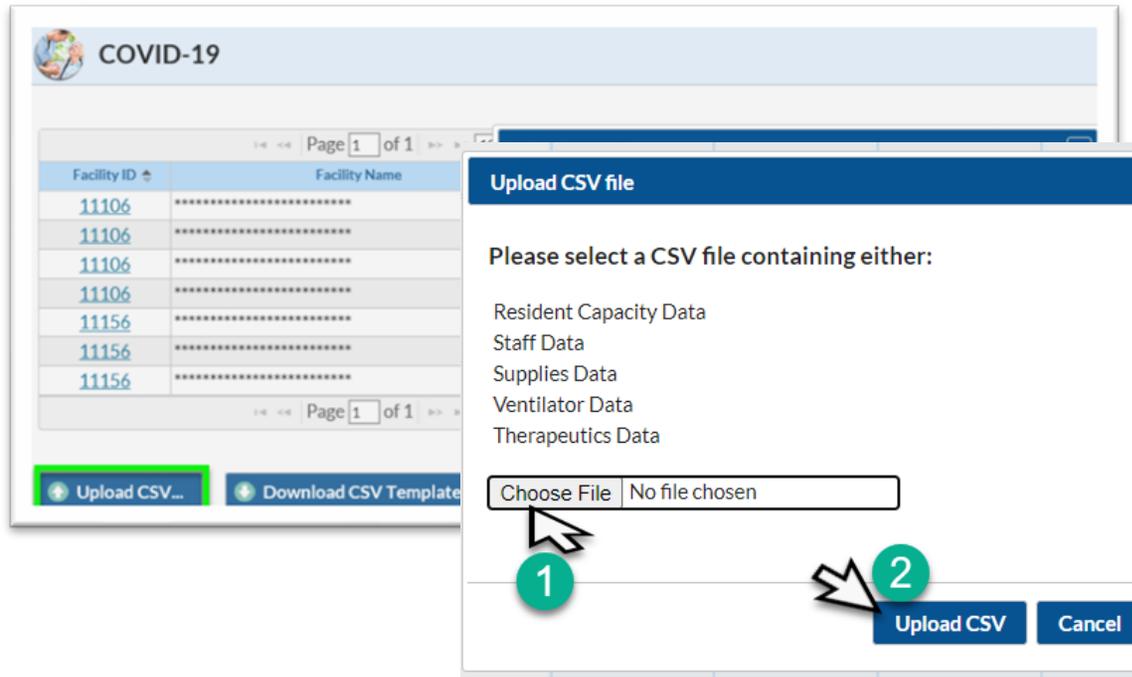
There are different file formats for the different Pathways (Resident Capacity, Staff, Supplies and Ventilator). There is no need to specify the type of format being imported. Please ensure that the format and values are correct. Note: Please see tables 1, 2, 3 and 4 at the end of this document for a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

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4. **Export CSV** – Users may select one of the surveillance reporting pathways or all the pathways to export. If "All" is selected, 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.