NHSN Healthcare Personnel Safety (HPS) COVID-19 Vaccination Module: Viewing and Uploading Person-Level COVID-19 Vaccination Reporting Pathway .CSV Data Files
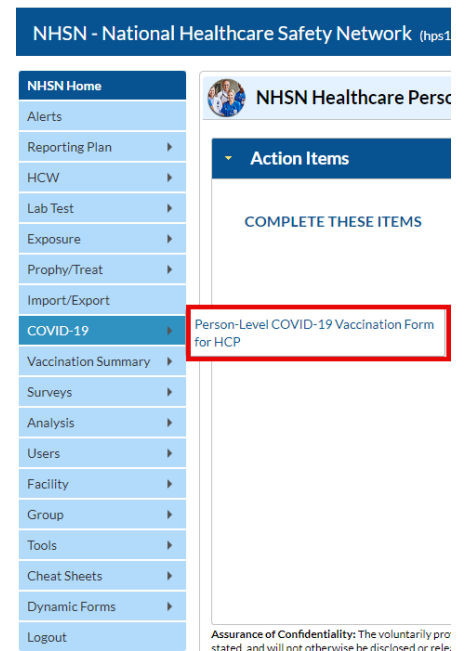
Description

As part of CDC's ongoing COVID-19 response, facilities enrolled in the National Healthcare Safety Network (NHSN) can report data using the Healthcare Personnel COVID-19 Vaccination Module of the Healthcare Personnel Safety Component. Data can be reported to the Weekly Summary HPS COVID-19 Vaccination module or using the person-level COVID-19 vaccination reporting forms. The purpose of this guidance document is to provide important information and instructions for how facilities can import person-level .CSV files and view person-level data in the NHSN HPS COVID-19 Vaccination Module.

Note: Information on how to upload weekly summary COVID-19 vaccination data can be found here: HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC

Instructions to Upload and Export Person-Level .CSV Files for Users

1. Select COVID-19 from the menu bar to view specific pathway data. Next, select "Person-Level COVID-19 Vaccination Form for HCP".

A list of reporting weeks with vaccination data submitted by the facility will be displayed. All data in screenshots are for illustration only.

2. **Download Example Files** –The .CSV example files for Weekly HCP COVID-19 Vaccination Person-Level Data can be found on the NHSN HPS COVID-19 Vaccination webpage: HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC. Please note, these example files only include person-level variables applicable for reporting weeks ending on 6/26/2023 and forward.

3. **Enter Data** – Using the provided .CSV example file for person-level healthcare personnel data, populate each variable with the appropriate data. After entering all data, save each file to upload the .CSV file in NHSN.

4. **Upload .CSV** – To upload the completed .CSV Data file, select the "COVID-19" tab from the menu bar. Next, select the "Person-Level COVID-19 Vaccination for HCP". 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.

5. **View Data** – A message that indicates the upload was successful will be generated. The Vaccination Module will automatically populate the uploaded data.

If errors are found during upload, please review the alerts and refer to "Table 1: NHSN Person-Level COVID-19 Vaccination Form- HPS Import File Format" at the end of Importing via .csv file- Person-Level COVID-19 Vaccination Form- HPS Component (cdc.gov) for complete information on the variables included on .CSV example files. Additional questions can be submitted through the NHSN-ServiceNow portal with "HPS Weekly COVID-19 Person-Level Reporting CSV upload" in the short description.