

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

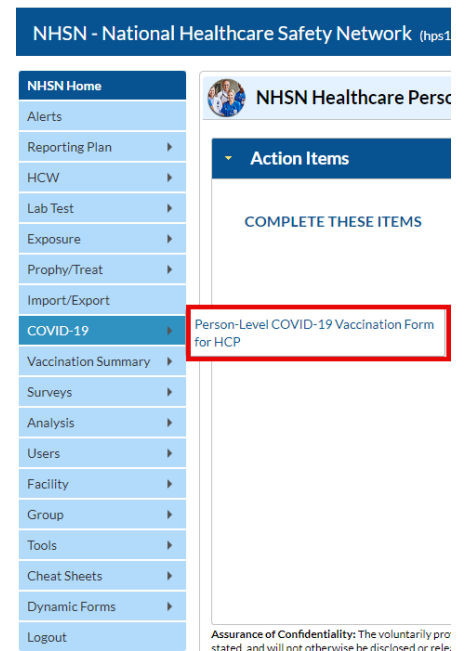
## Description

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”.



NHSN - National Healthcare Safety Network (hps1231-6575885db5-b9kbs:80)

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**Person-Level COVID-19 Vaccination Form for HCP**

Required fields marked with \* Conditionally required fields marked with \*\*

Delete	Duplicate Row	Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Gender **	Sex at Birth	Gender Identity
<input type="checkbox"/>	<input type="checkbox"/>	DUP2	Red	Apple	Male	Male	Female-to-male transgender, Male
<input type="checkbox"/>	<input type="checkbox"/>	FL1	Grape	Jam	Male		
<input type="checkbox"/>	<input type="checkbox"/>	FL2	Peanut	Butter	Male	Unknown	Asked but unknown
<input type="checkbox"/>	<input type="checkbox"/>	FL3	Hash	Brown	Male	Male	
<input type="checkbox"/>	<input type="checkbox"/>	NODUP1	Red	Snapper	Male	Female	Female, Female-to-male transgender, Male
<input type="checkbox"/>	<input type="checkbox"/>	NODUP3	Htwo	Oh	Male		
<input type="checkbox"/>	<input type="checkbox"/>	NODUP4	Cheetah	Girl	Female		
<input type="checkbox"/>	<input type="checkbox"/>	ZOLO1	Houseona	Hill	Male	Female	
<input type="checkbox"/>	<input type="checkbox"/>	ZOLO2	Blue	Benjamin	Male		Female-to-male transgender, Male
<input type="checkbox"/>	<input type="checkbox"/>	ZOLO3	Freedom	Moon	Male		Female, Female-to-male transgender, Male
<input type="checkbox"/>	<input type="checkbox"/>	ZOLO4	Wynter	Frost	Male		Female, Female-to-male transgender, Male
<input type="checkbox"/>	<input type="checkbox"/>	ZOLO5	George	Jefferson	Male	Unknown	Asked but unknown

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

- 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.
- 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.
- 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.

The screenshot shows the NHSN interface for the 'Person-Level COVID-19 Vaccination Form for HCP'. On the left is a navigation menu with options like Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophyl/Treat, Import/Export, COVID-19, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, Tools, Cheat Sheets, Dynamic Forms, and Logout. The main area displays a table of vaccination records with columns for Unique HCP Identifier and HCP First Name. A red arrow points from the 'Upload CSV...' button in the top right of the form to a dialog box titled 'Upload CSV file'. The dialog box contains a 'Choose File' button (2), an 'Upload CSV' button (3), and an 'Export CSV...' button (1).

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

The alert message box has a blue header with the word 'Alert' and a close button. The main text reads: 'Successfully uploaded CSV' followed by 'Added 2 records.' and 'Total 2 records'. At the bottom of the box are two buttons: 'OK' and 'Print Results'.

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.