

## Instructions on Submission of CSV Files for the Reporting of Human Infection of 2019 Novel Coronavirus Cases to CDC

### When to Report to CDC Using the CDC COVID-19 CSV Format

The Comma Separated Values (CSV) line-level reporting format may be used by jurisdictions to submit COVID-19 case data in the following situations:

- When the reporter submits *all* the jurisdiction's COVID-19 line-level case data via CSV as its sole method of reporting, and
- When the reporter submits line-level case data via CSV to augment data that was submitted to the National Notifiable Diseases Surveillance System (NNDSS).<sup>a</sup>

### Reporting Criteria for the CSV Format

COVID-19 case line-level CSV files reported to CDC **must** meet the following criteria:

1. Column headers and data in the CSV file must be directly mapped and aligned with the data dictionary provided by CDC and [available here](#). To be accepted, the CSV file sent by the jurisdiction must:
  - Use the variable names as provided in the [CSV reporting template](#) column headers or the data dictionary's "Variable Name" column
  - Contain *only* data values identified in the "Values, Labels" column of the data dictionary
  - Contain data values in the format identified in the "Type" column of the data dictionary
  - Contain the same number of columns present in the CSV template

*Note that the order of the variables in the data dictionary is not consistent with the order in the CSV reporting template.*

2. The CSV file sent by the jurisdiction should include cumulative case data, such that each day the number of submitted records represents the full listing of probable and confirmed cases for the reporting jurisdiction. Jurisdictions whose 2020 cases are no longer being routinely updated may share a standalone 2020 data described below. After successful ingestion of the 2020 CSV, they may switch to sending only cases from 2021 to present in their case submissions. If other arrangements must be made, please contact the Case Data Section's Line-level Data Team ([eocevent333@cdc.gov](mailto:eocevent333@cdc.gov)) to ensure that your cumulative data are reported correctly.
3. Data must be submitted to CDC as a CSV file type, following the CSV template by **12pm Eastern Time (ET) daily**. Data structured correctly, formatted correctly, and uploaded to CDC's secure access management services (SAMS) by 12pm ET will be imported into the COVID-19 case line-level dataset.<sup>b</sup>
  - **For jurisdictions that are submitting a CSV file for the first time – please submit your CSV by 9am ET** to allow for structural and content validation prior to import into the COVID-19 case line-level dataset.
  - Files received after 12pm ET will be included in the COVID-19 case line-level dataset on the following day.
  - Files formatted incorrectly will not be included into the COVID-19 case line-level dataset until the jurisdiction provides a corrected CSV file.

*Note that CDC will contact jurisdictions when a CSV file cannot be imported successfully so that the jurisdiction can make necessary changes and resubmit.*

4. Once it is determined that a jurisdiction has provided a CSV file in the correct structural and content format, the jurisdiction should maintain this format for all future CSV submissions to CDC. Any changes to the format of the CSV file may result in the data being excluded from processing until a correction is provided by the reporting jurisdiction.

The preferred reporting method is the most current CSV reporting template available at [Information for Health Departments on Reporting Cases of COVID-19 | CDC](#). However, all prior iterations of the CSV template released will continue to be accepted.

## How to Submit the CSV Format to CDC

Please upload the CSV file to the folder “COVID-19-Upload” at <https://transfer2.cdc.gov> or <https://sams.cdc.gov>. This upload requires level 2 SAMS access. To establish a new SAMS account, please follow your jurisdiction’s internal process. If you have an existing SAMS account with level 2 access and need access to the “COVID-19-Upload” folder, please send the request to [eocevent333@cdc.gov](mailto:eocevent333@cdc.gov), clearly stating you have an existing SAMS account with level-2 access and need access to upload CSV files for your jurisdiction.

Files must follow this naming convention: **NCOV2019\_CASELIST\_ST\_YYYYMMDDHHMM**, where ST is the jurisdictional abbreviation; YYYYMMDD is the Date format for year, month, day; HHMM is the military time (2400) of upload. (Sample filename if TX is reporting: NCOV2019\_CASELIST\_TX\_202101200900). If a jurisdiction wishes to provide a second CSV file upload on the same day as an initial submission, the second file must have an updated “HHMM” in the file name convention. (See below for additional information on file naming convention).

CDC is available to answer questions about CSV formatting and uploading of CSV files to SAMS. For inquiries, please email the Case Data Section’s Line-level Data Team ([eocevent333@cdc.gov](mailto:eocevent333@cdc.gov)).

<sup>a</sup>For additional information on reporting data to NNDSS, please visit <https://www.cdc.gov/nndss/index.html>. For specific questions related to reporting data through NNDSS, please contact [edx@cdc.gov](mailto:edx@cdc.gov).

<sup>b</sup>Jurisdictions reporting COVID-19 case line-level data for the first time may see a minor delay in data being reflected in HHS Protect. Structural and content validation of data must be assessed for all new reporters to confirm file content aligns with the data layout of the CSV template and with the values, labels, and types listed in the CSV data dictionary. Once structure and content mapping has been confirmed to be accurate, CDC will operate on the schedule noted for data uploads.

## Changes for 2020 CSV Data

Jurisdictions which are no longer routinely updating their 2020 cases in their CSV file may choose to discontinue including those cases in their routine submission. In order to do so, jurisdictions must submit a standalone CSV of 2020 cases before removing any cases from their routine submission.

1. Both the 2020 standalone file and the ongoing submissions must include the variable `mmwr_year`. All cases included in the 2020 standalone file must have an MMWR Year of 2020, and all cases in the routine CSV submission cannot have an MMWR Year of 2020.
2. Jurisdictions must coordinate with the Line Level Data Team in advance of uploading of a 2020 file.
  - a. Line Level Data Team will review the 2020 CSV for data quality before ingesting into the pipeline, and will let jurisdictions know when they may remove their 2020 cases from their routine submission.
  - b. The 2020 file is intended to be a one-time upload; however, states may upload a file again if major changes occur (eg additional cases are identified, a data quality issue is fixed). Please communicate to the Line Level Data Team in advance of resubmitting any 2020 data.
3. At this time, jurisdictions that are submitting both a CSV and NNDSS data are not eligible for this change unless they have also stopped sending any updates or changes to 2020 data in their NNDSS submissions. Please reach out to the Line Level Data Team to discuss.

Files must follow this naming convention: **NCOV2019\_CASELIST2020\_ST\_YYYYMMDDHHMM**, where ST is the jurisdictional abbreviation; YYYYMMDD is the Date format for year, month, day; HHMM is the military time (2400) of upload. (Sample filename if TX is reporting: NCOV2019\_CASELIST2020\_TX\_202101200900).