NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups - Viewing and Uploading Optional Weekly Influenza and RSV Cumulative Summary CSV Data Files

Description

 The NHSN Respiratory Pathogens Vaccination (RPV) Module allows facilities to **optionally** collect data on vaccinations against influenza and RSV among LTCF residents in the United States. Group and supergroup users can import resident weekly influenza and RSV cumulative summary 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 Weekly Resident Respiratory Pathogens Vaccination (RPV) Module.*

 Facilities can be members of several groups in NHSN. These groups can view facility data. Therefore, facilities should decide which group can import .CSV files. 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.
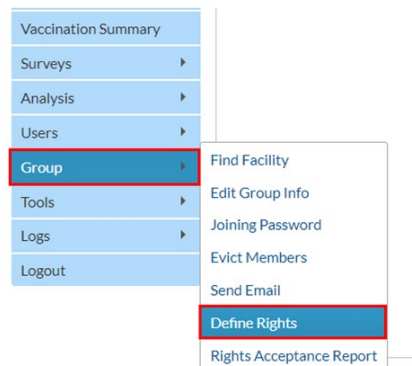
Facilities choosing to upload their data by working directly with a vendor will need to work with the vendor to provide their NHSN Orgid and establish the process. Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide Influenza and RSV .CSV uploads on behalf of NHSN facilities should submit an inquiry to ServiceNow with the title "Vendor Support for NHSN Influenza and RSV Long-term Care Facility (LTCF) Reporting." NHSN will follow up to confirm procedural details as the process may differ by vendor.

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

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.
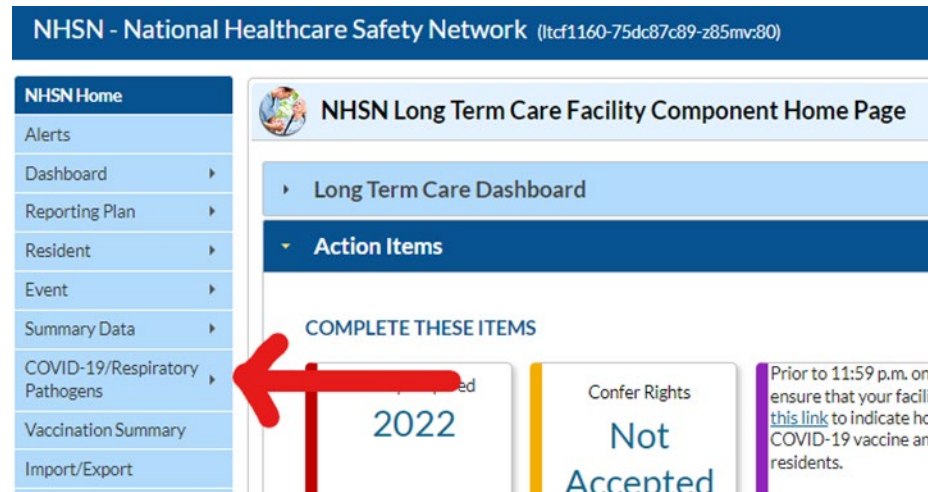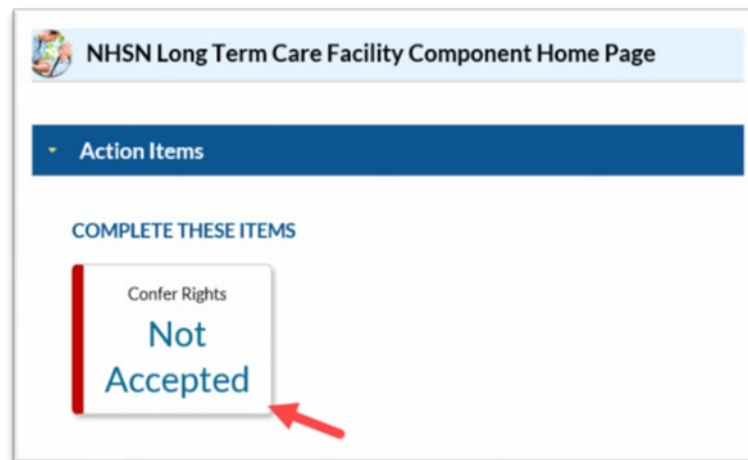

Instructions for Groups and Supergroups: Defining and Conferring Rights

1. **Group** – After logging into an NHSN component, select **Group** from the menu bar and then select **Define Rights**.

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

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 the **"COVID-19 View Data"** and "**COVID-19 CSV Data Upload"** boxes. 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. A monthly reporting plan for influenza and RSV vaccination data is not required. Instead, upon saving or uploading data, users agree to the following: a. The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).

3. Select Save at the bottom of the page to define the additional rights.

4. **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.

5. **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.

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

6. 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.

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

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

1. **Group/Super Group** – Select **COVID-19/Respiratory Pathogens** from the menu bar to view specific pathway data. Next, select "**COVID-19 Vaccination**".
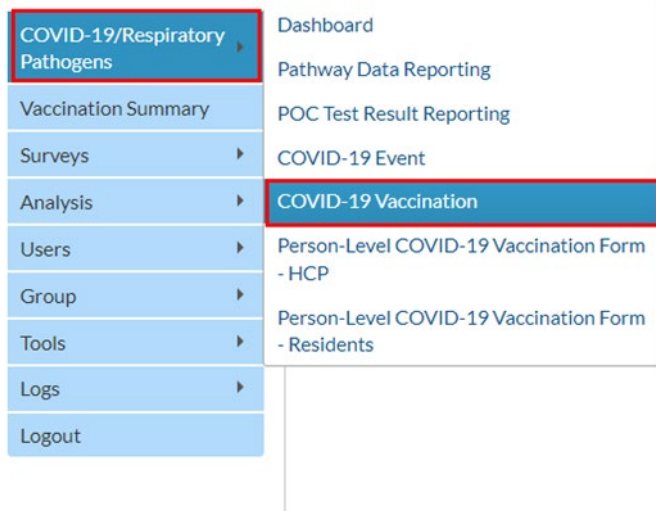
A list of facilities in your group or supergroup that have entered influenza or RSV vaccination data by month will be displayed. Select the **Facility ID/Month** to view the data for that month. (All data in screenshots are for illustration only.)

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

2. **Download Templates** –The .CSV templates for Weekly Influenza and RSV Vaccination Cumulative Summary Data for Residents in LTCFs can be found at NHSN COVID-19/ Respiratory Pathogens Vaccination webpage: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html. Please note, these templates only include variables applicable for NHSN version **11.5 and forward**.

3. **Enter Data** – Using the provided .CSV templates for LTCF resident, 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.

   For complete information on the variables included on the .CSV templates, refer to the tables at end of this document ("Table 1: NHSN Resident Influenza and RSV Vaccination Data Import File Format"). Example .CSV files that include test data in required fields are available from NHSN LTC COVID-19 /Respiratory Pathogens Vaccination webpage: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

4. **Upload .CSV** – To upload the completed .CSV Data file, select the "**COVID-19/Respiratory Pathogen**" tab from the menu bar. Next, select "**COVID-19 Vaccination**". A list of facilities by month 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 location and then click "**Upload CSV**" to begin the import.

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files
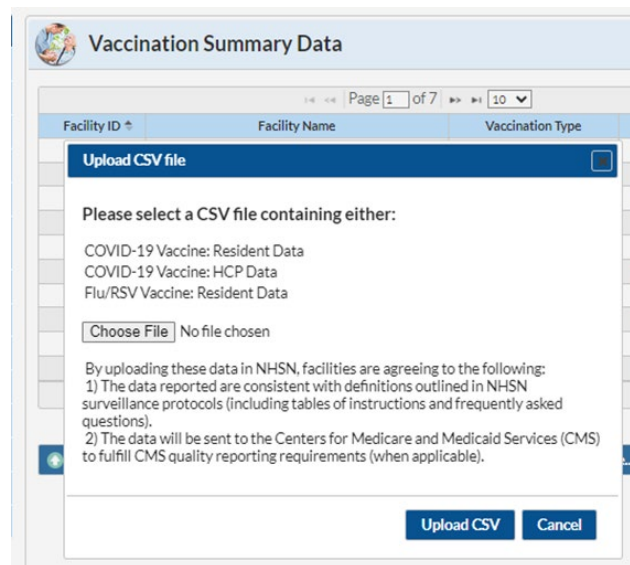
5.**View Data** – A message that indicates the upload was successful will be generated. The Respiratory Pathogen Vaccination Module (RPV) will automatically populate the uploaded data. Users can then select a facility for which data were added to view the record.
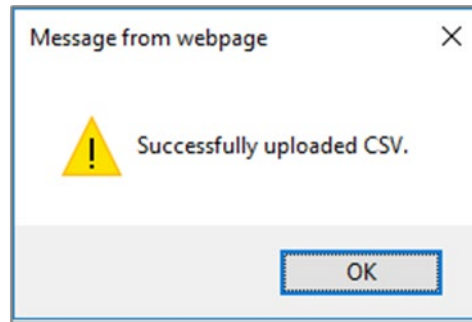
6. If errors are found during upload, please review the alerts, and refer to the tables at the end of this document ("Table 1: NHSN LTC Influenza and RSV Data Import File Format") for complete information on the variables included on .CSV templates. Questions can be submitted to ServiceNow with **"Weekly Influenza and RSV Reporting CSV upload" in the subject line**.

7. **View and Export Line List Data Reports** – Users are encouraged to utilize the analysis and reporting functionality built within NHSN to view and export line list data reports for influenza and RSV cumulative summary data for residents of LTCFs. For more information, view our Quick Reference Guides on how to modify and export line lists available under the Supporting Materials section of NHSN's LTC COVID-19/ Respiratory Pathogens Vaccination webpage: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

Group - Importing via .csv file - *Optional Weekly Influenza and RSV Vaccination Cumulative Summary – Residents* - *LTC Component* - NHSN release 11.5 (October 2023)

Table 1: NHSN LTC Resident Influenza and RSV Vaccination Data Import File Format

Field	Requirement	Values	Format[†]	Description of Field
orgid	**Required**	-	-	Must be a valid NHSN Facility ID (organization identifier)
vacctype	**Required**	Influenza/RSV	-	Vaccination Type
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)
numresfluuptodate	**Required**	Must be <=numres	Must be a whole number	Cumulative number of residents from numres that are up to date with influenza vaccine for current season
numresflumed	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, with a medical contraindication or exclusion to influenza vaccine and did not receive influenza vaccine
numresfludec	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, who were offered but declined to receive influenza vaccine
numresfluunk	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, with an unknown influenza vaccination status
numresrsvuptodate	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents from numres that are up to date with RSV vaccine
numresrsvmed	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, with a medical contraindication or exclusion to RSV vaccine and did not receive RSV vaccine

October 2023

NHSN LTCF Resident Respiratory Pathogens Vaccination Module: Groups and Supergroups
Viewing and Uploading Weekly Influenza and RSV Vaccination Cumulative Summary .CSV
Data Files

Field	Requirement	Values	Format[†]	Description of Field
numresrsvdec	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, who were offered but declined to receive RSV vaccine
numresrsvunk	**Required**	Must be <= numres	Must be a whole number	Cumulative number of residents, from numres, with an unknown RSV vaccination status