

NHSN Long-term Care Facility (LTCF) COVID-19 Vaccination Module: Groups and Supergroups - Viewing and Uploading COVID-19 Vaccination Reporting Pathway .CSV Data Files

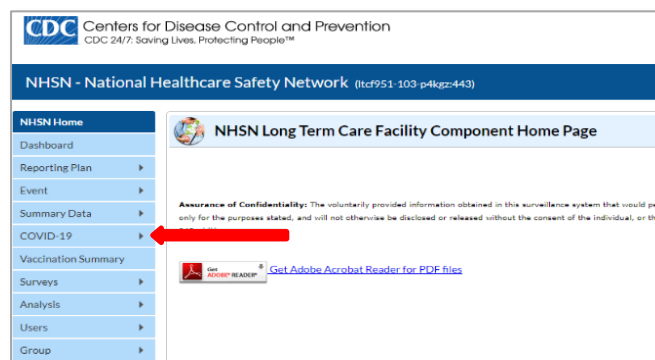
Description

As part of CDC’s ongoing COVID-19 response, long-term care facilities (LTCFs) enrolled in the National Healthcare Safety Network (NHSN) can report data using the LTCF COVID-19 Vaccination Module. Group and supergroup users can import resident and healthcare personnel (HCP) COVID-19 vaccination 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 Vaccination 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.

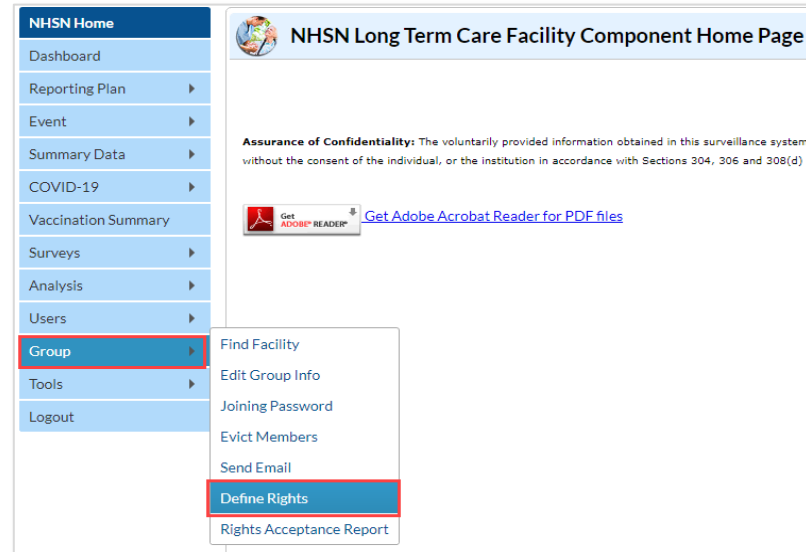
Facilities choosing to upload their data by working directly with a vendor will need to work with the vendor to provide their NHSN OrgID and establish the process. Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide COVID-19 .CSV uploads on behalf of NHSN facilities should submit 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.

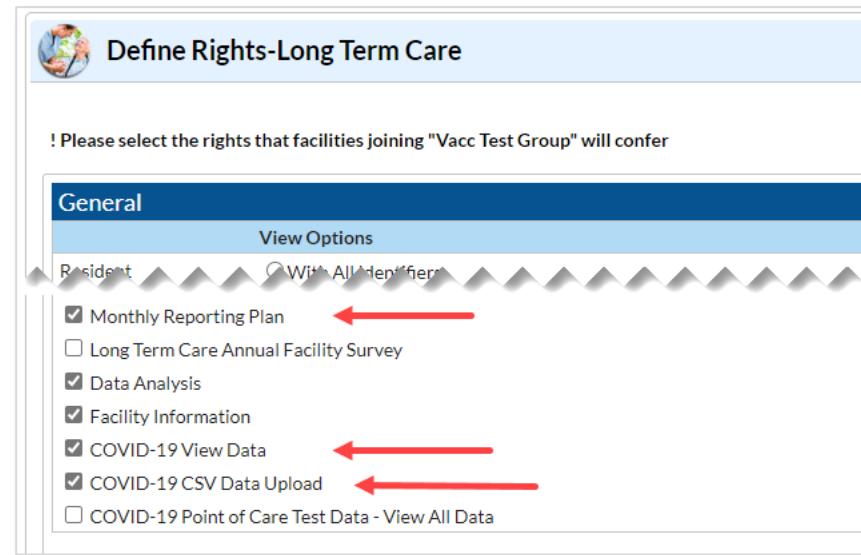


Instructions for Groups and Supergroups: Defining and Conferring Rights

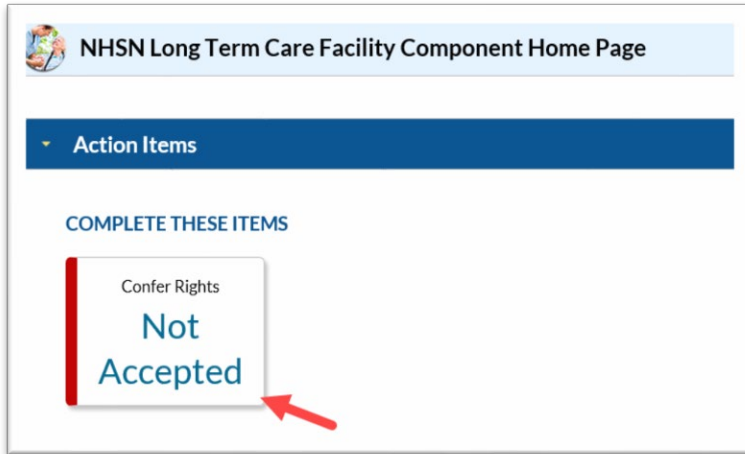
1. **Group** – After logging into an NHSN component, select Group from the menu bar and then select Define Rights.



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 “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. Group users can also select “Monthly Reporting Plan” to view monthly reporting plan data for facilities within the group. Select Save at the bottom of the page to Define the additional Rights.



- 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 DefinedRights.



5. **Group** –The group will have added defined COVID-19 Rights if the boxes next to “COVID-19 View Data” and “COVID-19 CSV Data Upload” are checked. The group will have added defined Rights for monthly reporting plan data if the box next to “Monthly Reporting Plan” is checked. 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.

Confer Rights-Long Term Care

! Please review the data rights that "Vacc Test Group" is requesting from your facility:
- Verify locations
- Press "accept" button to confer rights

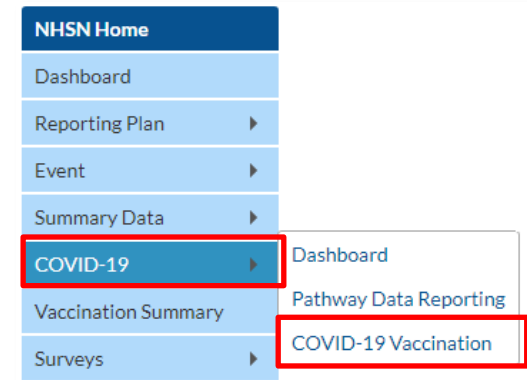
General

- Monthly Reporting Plan ←
- Long Term Care Annual Facility Survey
- Data Analysis
- Facility Information
- COVID-19 View Data ←
- COVID-19 CSV Data Upload ←
- COVID-19 Point of Care Test Data - View All Data

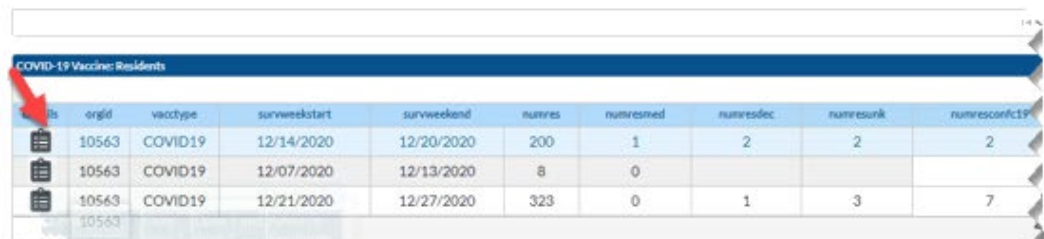
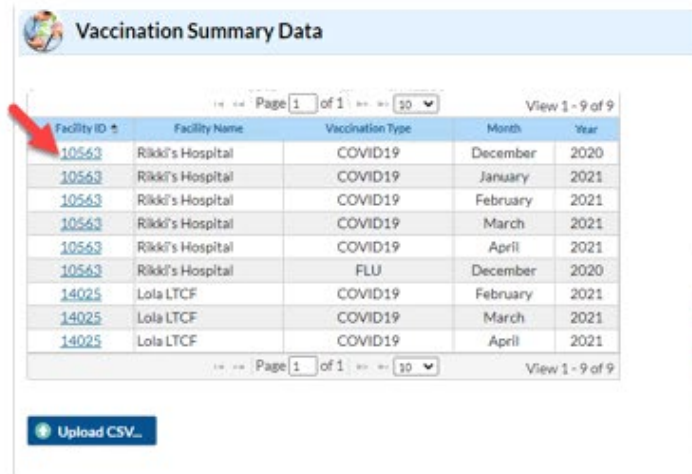
Accept **Back**

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. Next, select “COVID-19 Vaccination”.



A list of facilities in your group or supergroup that have entered 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.)



- 2. **Download Templates** –The .CSV templates for COVID-19 Weekly Vaccination Summary Data can be found at NHSN LTCF Weekly Healthcare Personnel (HCP) and Resident COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>.

LTCF Group Templates and Examples

- [Uploading Group COVID-19 .CSV Data Files \(10.1.1\)](#) [PDF - 947 KB] - May 2022
- [Uploading Group COVID-19 .CSV Data Files \(10.1.1\)](#) [PDF - 1 MB] - February 2022
- [Uploading Group COVID-19 .CSV Data Files \(10.0\)](#) [PDF - 1 MB] - September 2021
- [Uploading Group COVID-19 .CSV Data Files \(Pre 10.0\)](#) [PDF - 1 MB] - August 2021

Residents of LTCFs COVID-19 Vaccination Data

- [CSV File Template \(10.1.1\)](#) [XLS - 177 B] - May 2022
- [Example CSV File \(10.1.1\)](#) [XLS - 243 B] - May 2022
- [CSV File Template \(10.1.1\)](#) [CSV - 2 KB] - February 2022
- [Example CSV File \(10.1.1\)](#) [CSV - 2 KB] - February 2022
- [CSV File Template \(10.0 and Pre 10.0\)](#) [CSV - 2 KB] - August 2021
- [Example CSV File \(10.0\)](#) [CSV - 1 KB] - September 2021
- [Example CSV File \(Pre 10.0\)](#) [CSV - 2 KB] - August 2021

Healthcare Personnel of LTCFs COVID-19 Vaccination Data

- [CSV File Template \(10.1.1\)](#) [XLS - 442 B] - May 2022
- [Example CSV File \(10.1.1\)](#) [XLS - 559 B] - May 2022



3. **Enter Data** – Using the provided .CSV templates for LTCF resident and LTCF healthcare personnel data, 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 COVID-19 Vaccination Data Import File Format” and “Table 2: NHSN HCP COVID-19 Vaccination Data Import File Format”). Example .CSV files that include test data in required fields are available from NHSN’s LTC Weekly Healthcare Personnel (HCP) and Resident COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>.

LTCF Group Templates and Examples

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- [Example CSV File \(10.1.1\)](#) [XLS - 559 B] - May 2022

- 4. **Upload .CSV** – To upload the completed .CSV Data file, select the “COVID-19” 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.

NHSN Home

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- Vaccination Summary
- Surveys
- Analysis
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- Tools
- Logout

Vaccination Summary Data

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Facility ID	Facility Name	Vaccination Type	Month	Year
10563	Rikki's Hospital	COVID19	December	2020
10563	Rikki's Hospital	COVID19	January	2021
10563	Rikki's Hospital	COVID19	February	2021
10563	Rikki's Hospital	COVID19	March	2021
10563	Rikki's Hospital	COVID19	April	2021
10563	Rikki's Hospital	COVID19	September	2021
10563	Rikki's Hospital	COVID19	October	2021
10563	Rikki's Hospital	COVID19	November	2021
10563	Rikki's Hospital	COVID19	January	2022
10563	Rikki's Hospital	COVID19	February	2022

Upload CSV...



Vaccination Summary Data

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Facility ID	Facility Name	Vaccination Type	Month	Year
10563	Rikki's Hospital	COVID19	December	2020
10563	Rikki's Hospital	COVID19	January	2021

Upload CSV file

Please select a CSV file containing either:

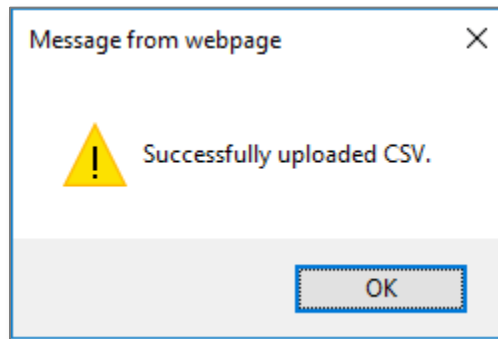
- COVID-19 Vaccine: Resident Data
- COVID-19 Vaccine: HCW Data

Choose File [2]osen

By uploading these data in NHSN, facilities are agreeing to the following:
1) The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
2) The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

Upload CSV... [1] [3] Upload CSV Cancel

6. **View Data** – A message that indicates the upload was successful will be generated. The Vaccination Module will automatically populate the uploaded data. Users can then select a facility for which data were added to view the record.



If errors are found during upload, please review the alerts and refer to the tables at the end of this document (“Table 1: NHSN Resident COVID-19 Vaccination Data Import File Format” and “Table 2: NHSN HCP COVID-19 Vaccination Data Import File Format”) for complete information on the variables included on .CSV templates. Questions can be submitted to NHSN@CDC.GOV with “Weekly COVID-19 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 COVID-19 vaccination data for healthcare personnel and residents. For more information, view our Quick Reference Guides on how to modify and export line lists available under the “Resources” section of NHSN’s LTC Weekly Healthcare Personnel (HCP) and Resident COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>

Group - Importing via .csv file - *COVID-19 Weekly Vaccination Summary – Residents* - LTC Component - NHSN release 10.1.3 (May 2022)

Table 1: NHSN Resident COVID-19 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	COVID19	-	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)
numRes	Required	0 – 3000 Must be ≤ 3,000 AND = sum of (totResPartial+ totResAllVacc + numResMed + numResDec + numResUnk)	Must be a whole number	Number of residents staying in this facility for at least 1 day during the week of data collection
numResMed	Required	Must be ≤ numRes	Must be a whole number	Cumulative number of residents, from numRes, with a medical contraindication or exclusion to COVID-19 vaccine and did not receive COVID-19 vaccine
numResDec	Required	Must be ≤ numRes	Must be a whole number	Cumulative number of residents, from numRes, who were offered but declined to receive COVID-19 vaccine

Field	Requirement	Values	Format [†]	Description of Field
numResUnk	Required	Must be <= numRes	Must be a whole number	Cumulative number of residents, from numRes, with an unknown COVID-19 vaccination status
totResPartial	Required	Must be <= numRes	Must be a whole number	Cumulative number of residents, from numRes, who have completed only one dose of a two-dose primary COVID-19 vaccine series at this facility or elsewhere
totResAllVacc	Required	Must be <= numRes	Must be a whole number	Cumulative number of residents, from numRes, who have completed any primary COVID-19 vaccine series at this facility or elsewhere
totAllResAddtlDose	Required	Must be <= numResAllVacc AND must be >= totAllResBooster1 + totAllResBooster2	Must be a whole number	Cumulative number of residents with complete primary COVID-19 vaccine series who have received any booster(s) or additional dose(s) of COVID-19 vaccine since August 2021
totAllResBooster1	Required	Must be <= totAllResAddtlDose	Must be a whole number	Cumulative number of residents, from numRes, who have received only one booster dose of COVID-19 vaccine since August 2021
totAllResBooster2	Required	Must be <= totAllResAddtlDose	Must be a whole number	Cumulative number of residents, from numRes, who have received two or more booster doses of COVID-19 vaccine, and the most recent dose was received since March 29, 2022
totResUpToDate	Required	Must be <= numResAllVacc	Must be a whole number	Cumulative number of residents, of those with completed primary vaccine series, who are up to date with COVID-19 vaccine

Group – Importing via .csv file - *COVID-19 Weekly Vaccination Summary – Healthcare Personnel* - LTC Component - NHSN release 10.1.3 (May 2022)

Table 2: NHSN Healthcare Personnel COVID-19 Vaccination Data File Format

Field	Requirement	Values	Format†	Description of Field
orgid	Required	-	-	Must be a valid NHSN Facility ID (organization identifier)
vacctype	Required	COVID19	-	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)
numEmpHCP	Required	Must be = sum of (totEmpPartial + totEmpVacc + numEmpMed + numEmpDec + numEmpUnk) AND Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000	Must be a whole number	Number of employee HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection

Field	Requirement	Values	Format†	Description of Field
numLIPHCP	Required	<p>Must be = sum of (totLIPPartial + totLIPVacc + numLIPMed + numLIPDec + numLIPUnk)</p> <p>AND</p> <p>Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000</p>	Must be a whole number	Number of licensed independent practitioner HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numVolHCP	Required	<p>Must be = sum of (totVolPartial + totVolVacc + numVolMed + numVolDec + numVolUnk)</p> <p>AND</p> <p>Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000</p>	Must be a whole number	Number of adult student/trainee and volunteer HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numOCPHCP	Required	<p>Must be = sum of (totOCPPartial + totOCPVacc + numOCPMed + numOCPDec + numOCPUnk)</p> <p>AND</p> <p>Sum of numEmpHCP, numLIPHCP, numVolHCP, and numOCPHCP must be <= 50,000</p>	Must be a whole number	Number of other contract personnel that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection

Field	Requirement	Values	Format [†]	Description of Field
numEmpMed	Required	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with a medical contraindication reason to not receive COVID-19 vaccine
numLIPMed	Required	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with a medical contraindication reason to not receive COVID-19 vaccine
numVolMed	Required	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with a medical contraindication reason to not receive COVID-19 vaccine
numOCPMed	Required	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with a medical contraindication reason to not receive COVID-19 vaccine
numEmpDec	Required	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP who were offered but declined COVID-19 vaccine
numLIPDec	Required	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP who were offered but declined COVID-19 vaccine
numVolDec	Required	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee and volunteer HCP who were offered but declined COVID-19 vaccine
numOCPDec	Required	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel who were offered but declined COVID-19 vaccine
numEmpUnk	Required	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP with an unknown COVID-19 vaccination status
numLIPUnk	Required	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP with an unknown COVID-19 vaccination status
numVolUnk	Required	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with an unknown COVID-19 vaccination status
numOCPUnk	Required	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel with an unknown COVID-19 vaccination status
totEmpPartial	Required	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP, from numEmpHCP, who have completed only one dose of a two-dose primary COVID-19 vaccine series at this facility or elsewhere
totLIPPartial	Required	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP, from numLIPHCP, who have completed only one dose of a two-dose primary COVID-19 vaccine series at this facility or elsewhere

Field	Requirement	Values	Format†	Description of Field
totVolPartial	Required	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP, from numVolHCP, who have completed only one dose of a two-dose primary COVID-19 vaccine series at this facility or elsewhere
totOCPPartial	Required	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel, from numOCPHCP, who have completed only one dose of a two-dose primary COVID-19 vaccine series at this facility or elsewhere
totEmpVacc	Required	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP, from numEmpHCP, who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totLIPVacc	Required	Must be <= numLIPHCP	Must be a whole number	Cumulative number of licensed independent practitioner HCP, from numLIPHCP, who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totVolVacc	Required	Must be <= numVolHCP	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP, from numVolHCP, who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totOCPVacc	Required	Must be <= numOCPHCP	Must be a whole number	Cumulative number of other contract personnel, from numOCPHCP, who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
totEmpVaccAddtlDose	Required	Must be <= totEmpVacc	Must be a whole number	Cumulative number of employee HCP with complete primary COVID-19 vaccine series who have received an additional or booster dose of COVID-19 vaccine at this facility or elsewhere since August 2021
totLIPVaccAddtlDose	Required	Must be <= totLIPVacc	Must be a whole number	Cumulative number of licensed independent practitioner HCP with complete primary COVID-19 vaccine series who have received an additional or booster dose of COVID-19 vaccine at this facility or elsewhere since August 2021
totVolVaccAddtlDose	Required	Must be <= totVolVacc	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP with complete primary COVID-19 vaccine series who have received an additional or booster dose of COVID-19 vaccine at this facility or elsewhere since August 2021
totOCPVaccAddtlDose	Required	Must be <= totOCPVacc	Must be a whole number	Cumulative number of other contract personnel with complete primary COVID-19 vaccine series who have received an additional or booster dose of COVID-19 vaccine at this facility or elsewhere since August 2021
totEmpUpToDate	Required	Must be <= totEmpVacc	Must be a whole number	Cumulative number of employee HCP, of those with completed primary vaccine series, who are up to date with COVID-19 vaccine

Field	Requirement	Values	Format†	Description of Field
totLIPUpToDate	Required	Must be <= totLIPVacc	Must be a whole number	Cumulative number of licensed independent practitioner HCP, of those with completed primary vaccine series, who are up to date with COVID-19 vaccine
totVolUpToDate	Required	Must be <= totVolVacc	Must be a whole number	Cumulative number of adult student/trainee & volunteer HCP, of those with completed primary vaccine series, who are up to date with COVID-19 vaccine
totOCPUpToDate	Required	Must be <= totOCPVacc	Must be a whole number	Cumulative number of other contract personnel, of those with completed primary vaccine series, who are up to date with COVID-19 vaccine