

NHSN Long-term Care Facility (LTCF) COVID-19 Vaccination Module: Groups and Supergroups - Viewing and Uploading Person-Level 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/Respiratory Pathogens Module. Data can be reported to the Weekly Summary HCP & Resident COVID-19 Vaccination modules or using the person-level COVID-19 vaccination reporting forms. Group and supergroup users can import person-level 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 person-level .CSV files and view person-level data in the NHSN LTCF COVID-19 Vaccination Module.

Note: Information on how to upload weekly summary COVID-19/Respiratory Pathogens vaccination data can be found here: [Viewing and Uploading COVID-19 LTCF Vaccination Reporting Pathway CSV Data Files \(cdc.gov\)](#)

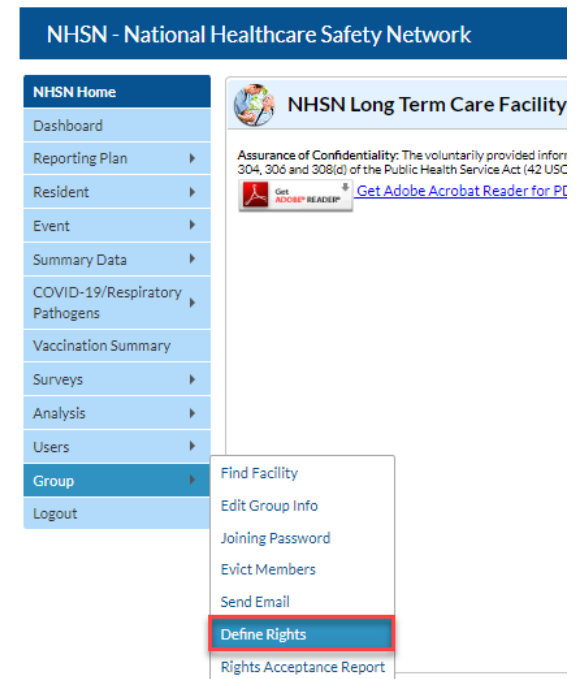


Facilities can be members of several groups in NHSN. Therefore, facilities should decide which group can import person-level COVID-19 Vaccination .CSV files. If data have been uploaded into NHSN for a facility by one group or supergroup via the .CSV bulk upload, these data can be overwritten by a second group uploading data for the facility at a later time or date. Therefore, NHSN recommends that facilities only grant access to **only one** group/supergroup to upload person-level COVID-19 vaccination 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 weekly summary COVID-19 data, it will not be overwritten by group/supergroup CSV upload; however, person-level COVID-19 vaccination data can be edited by a group CSV upload after the facility has entered data. This is because person-level data contribute to multiple summary weeks, and it is important that all persons contributing to a summary week are correctly classified.

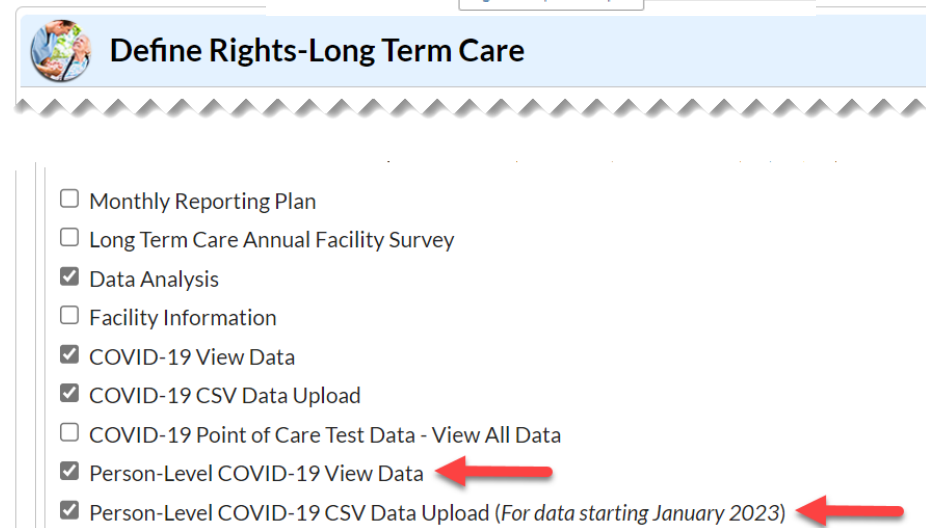
Facilities choosing to upload their data by working directly with a vendor need to work with the vendor, provide their NHSN OrgID, and establish the process. Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide COVID-19 .CSV uploads on behalf of NHSN facilities should submit a ticket through the [NHSN-ServiceNow](#) portal with the title "Vendor Support for NHSN COVID-19 Vaccination Long-term Care Facility (LTCF) Reporting" in the short description. NHSN will follow up to confirm procedural details.

Instructions for Groups and Supergroups: Defining and Conferring Rights

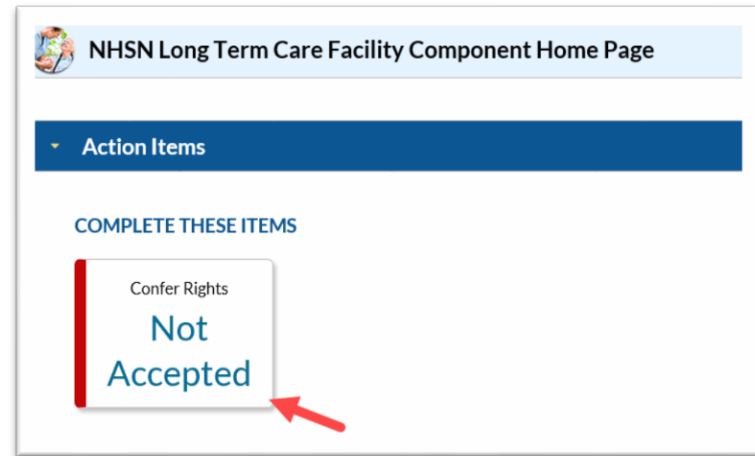
1. **Group** – After logging into an NHSN component, select “Group” from the menu bar and then select Define Rights.



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 person-level data for facilities that are a part of the group. Check “Person-Level COVID-19 View Data” and “Person-Level COVID-19 CSV Data Upload.” By selecting “Person-Level COVID-19 CSV Data Upload” the group will have the ability to import .CSV data files for facilities who accept the define rights. If “COVID-19 View Data” and “COVID-19 CSV Data Upload” were not previously selected for summary level rights, they will be selected if you confer person-level rights. Select Save at the bottom of the page to define the additional rights.



- 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.




- 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.

The screenshot shows the 'Confer Rights Not Accepted List' with a warning message: 'Define rights have been changed affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.' Below the message is a table with the following data:



Name	Group ID	Status	Status Date
LTCF Test Group	11260	Not Accepted	Apr 24 2020 4:43PM

5. **Group** –The group will have added defined COVID-19 Rights if the boxes next to “Person-Level COVID-19 View Data” and “Person-Level COVID-19 CSV Data Upload” are 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. By conferring person-level rights this also confers summary level (COVID-19 view data and COVID-19 CSV data upload) rights if those weren’t previously selected



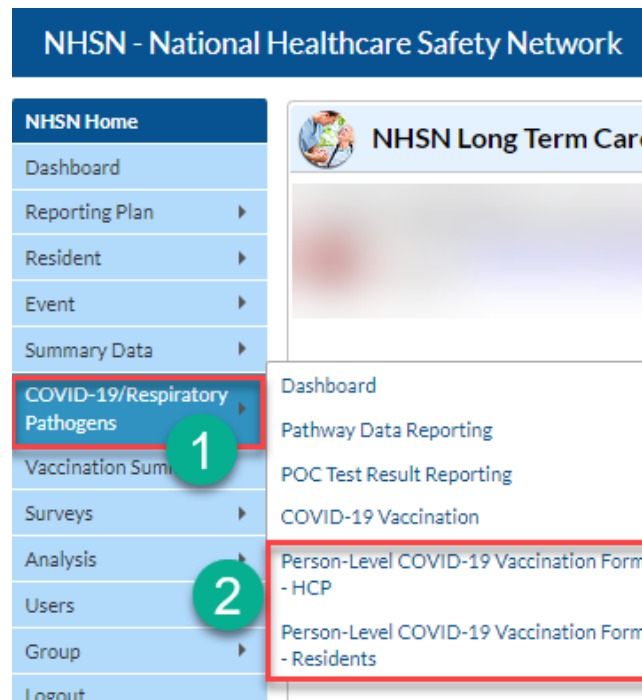
Confer Rights-Long Term Care

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

- 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
- Person-Level COVID-19 View Data 
- Person-Level COVID-19 CSV Data Upload (For data starting January 2023) 

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 the appropriate pathway either “Person-Level COVID-19 Vaccination Form- HCP” or “Person-Level COVID-19 Vaccination Form – Residents”.



2. A list of reporting weeks with vaccination data submitted by group or facility will be displayed. The lock icon on a week means the data has been entered by facility and cannot be changed by a group. Please note, all data in screenshots are for illustration only.



Person-Level COVID-19 Vaccination Upload - Residents

OrgID	Vaccination Type	Week Starting	Week Ending	Modified Date	Number of Residents	Total Up to Date	Locked?
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x
	COVID19	04/03/2023	04/09/2023	04/05/23 1:49:00 AM	12	12	<input type="checkbox"/>
	COVID19	03/27/2023	04/02/2023	04/03/23 8:31:00 PM	10	6	<input type="checkbox"/>
	COVID19	03/20/2023	03/26/2023	03/21/23 8:21:00 PM	1	1	<input type="checkbox"/>
	COVID19	03/13/2023	03/19/2023	03/21/23 8:21:00 PM	1	1	<input type="checkbox"/>
	COVID19	03/06/2023	03/12/2023	03/21/23 8:21:00 PM	1	1	<input type="checkbox"/>
	COVID19	02/27/2023	03/05/2023	03/21/23 8:21:00 PM	1	1	<input type="checkbox"/>
	COVID19	02/20/2023	02/26/2023	03/21/23 8:21:00 PM	1	1	<input type="checkbox"/>



Person-Level COVID-19 Vaccination Upload - HCP

OrgID	Vaccination Type	Week Starting	Week Ending	Modify Date	Number of HCP	Total Up to Date	Locked?
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x
	COVID19	04/03/2023	04/09/2023	04/04/23 4:00:00 PM	11	11	<input type="checkbox"/>
	COVID19	03/27/2023	04/02/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>
	COVID19	03/20/2023	03/26/2023	03/22/23 2:38:00 PM	8	6	<input type="checkbox"/>
	COVID19	03/13/2023	03/19/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>
	COVID19	03/06/2023	03/12/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>
	COVID19	02/27/2023	03/05/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>
	COVID19	02/20/2023	02/26/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>
	COVID19	02/13/2023	02/19/2023	03/06/23 6:51:00 PM	225	178	<input type="checkbox"/>
	COVID19	02/06/2023	02/12/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>
	COVID19	01/30/2023	02/05/2023	04/04/23 5:17:00 PM	13	13	<input type="checkbox"/>

3. **Download Templates** – The .CSV templates for COVID-19 Weekly Vaccination Person-Level Data can be found at NHSN LTCF Weekly Healthcare Personnel (HCP) and Resident 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 10.1 and forward.

Person-Level COVID-19 Vaccination Data - CSV Data Import

VARIABLE DESCRIPTION AND FILE LAYOUT FOR RESIDENTS AND HEALTHCARE PERSONNEL OF LONG-TERM CARE FACILITIES (LTCFS)

[Variable description and file layout for residents and healthcare personnel of LTCFs \(11.5\)](#) [PDF - 364 KB] - October 2023

[Variable description and file layout for residents and healthcare personnel of LTCFs \(11.4.1\)](#) [PDF - 208 KB] - June 2023

CSV TEMPLATES AND EXAMPLES FILES FOR RESIDENTS OF LONG-TERM CARE FACILITIES (LTCFS)

[.CSV File Template for LTCF Residents](#) [XLS - 521 B] - June 2023

[Example .CSV File for LTCF Residents](#) [XLS - 677 B] - June 2023

CSV TEMPLATES AND EXAMPLES FILES FOR HEALTHCARE PERSONNEL OF LONG-TERM CARE FACILITIES (LTCFS)

[.CSV File Template for LTCF HCP](#) [XLS - 534 B] - June 2023

[Example .CSV File for LTCF HCP](#) [XLS - 658 B] - June 2023

4. **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 [LTC variable description and file layout document](#) found here: [Variable Description and File Layout LTC 11.5.0 - April 2024 \(cdc.gov\)](#).

5. **Upload .CSV** – To upload the completed .CSV Data file, select the “COVID-19/Respiratory Pathogens” tab from the menu bar. Next, select the appropriate “Person-Level COVID-19 Vaccination- Resident” or “Person-Level COVID-19 Vaccination – HCP”. A list of residents or healthcare personnel by facility and week 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 - National Healthcare Safety Network

- NHSN Home
 - Dashboard
 - Reporting Plan ▶
 - Resident ▶
 - Event ▶
 - Summary Data ▶
 - COVID-19/Respiratory Pathogens** ▶
 - Vaccination Summary
 - Surveys ▶
 - Analysis ▶
 - Users ▶
 - Group ▶
 - Logout
- NHSN Long Term Care
 - Dashboard
 - Pathway Data Reporting
 - POC Test Result Reporting
 - COVID-19 Vaccination
 - Person-Level COVID-19 Vaccination Form - HCP
 - Person-Level COVID-19 Vaccination Form - Residents



OrgID	Vaccination Type	Week Starting	Week Ending	Modify Date	Number of H
21125	C				
21125	C				
21125	C				
21125	C				
21125	C				
21125	C				

Upload CSV file

Choose File No file chosen

2

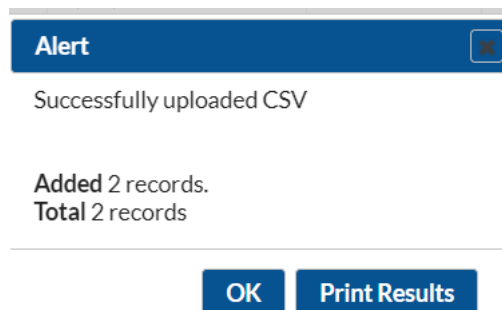
3

Upload CSV Cancel

1

Upload CSV... Export CSV...

6. **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 the LTC variable description and file layout document found here: [Variable Description and File Layout LTC 11.5.0 - April 2024 \(cdc.gov\)](#) The document provides complete information on the variables included on .CSV templates. Additional questions can be submitted through the [NHSN-ServiceNow](#) portal “Weekly COVID-19 Reporting CSV upload” in the short description.