

# NHSN LTCF COVID-19 Module: Groups and Supergroups - Viewing and Uploading COVID-19 Surveillance Data 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) have the ability to report data using the LTCF COVID-19 Module. Group and supergroup users can import 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 Module.

Please note that a facility should decide which of the groups that it has granted access to NHSN for the purpose of viewing their data will upload their data as these same groups will also have access to upload data on their behalf using the CSV bulk upload process. If data has been uploaded into NHSN for a facility by one group or supergroup via the CSV bulk upload, this 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 Supergroup 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 looking to upload their data by working directly with a vendor will need to work with the vendor directly to provide their 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 please submit an inquiry to <u>NHSN@cdc.gov</u> 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.



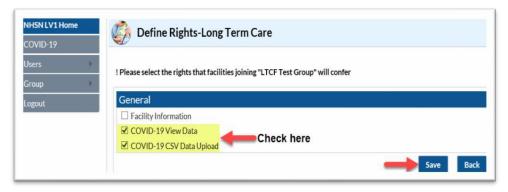


## **Instructions for Groups and Supergroups**

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

NHSN LV1 Home COVID-19 Users	🍪 NHSN Long	g Term Care Facility Component Home Page
Group	Joining Password Evict Members	Ty: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for th otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 204, 206 and 208(d) of the Public Health Service Act (42 USC 242b, 242b, and 242m(d)). dobe Acrobat Reader for PDF files

 Group – After selecting Define Rights, the Define Rights for the component will be displayed. Under General, there are new Rights for COVID-19 data. The new Rights allows viewing of COVID-19 Module Daily 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. 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.

S)	NHSN Long Term	Care Facility Component Home Page
•	Action Items	
(	COMPLETE THESE ITE	MS
	Confer Rights	
	Not	
	Accepted	

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 Defined Rights.

Confer Rights Not Accepted			
C Define rights have been change accept new rights.	ed affecting the Group below. You may a	accept new rights or leave the group.	Click the Group Name to view and
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 there is a check in the boxes next to "COVID-19 View Data" and "COVID-19 CSV Data Upload". 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 "LTCF Test Group" is requesting fr - Verify locations - Press "accept" button to confer rights or <u>review current rights befor</u> General		
Facility Information		
COVID-19 View Data		
COVID-19 CSV Data Upload		
	Accept Back	



#### February 2021

#### 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. A list of facilities in your group or supergroup that have COVID-19 data by month will be displayed. Select the Facility ID/Month to view the data for that month.

NH5N LV1 Home	æ	👌 covi	D-19			Resident C	apacity								
COVID-19	2					Facility/ID	collectiondate	numresadmc11	numresconfc29	numressuspc19	numreadied	numresc19died	numbcfoeds	numits/bedsocc	x
lines.						11106	01/15/2020	F					125		
Users			H H Page 1 of 1 H H 10 ¥	Vie	v1-7 of 7						14 - 14	Page 1 of 1	>> >> 20 <b>V</b>		
Group 🕨		Facility ID 🐮	Facility Name	Month	Year	Staff								0	
Logout		11106		January	2020	Facility ID	- collectiondate	numuta/ficen/c1	P numetalfourpc15	numetall(196led	shortnurse	shortdin	shortaide	shortothstaff	1
	-	11106	******	February	2020				14.44	Page o of 0	10 ¥		Nor	ecords to view	N
		11106		March	2020										_
		11106		April	2020	Septer		Mashalast	Mashalager	aur en autor de cato	areas in the local	sysprotectadegt	everytectates		
		11156	******	January	2020	Facility(0)	collectiondate	day	ek	day	eek	entry	week		1
		11156	******	February	2020							Page 0	]ef 0 == ==[	10 🗸	
		11156		March	2020	Ventlator									
			H → Page 1 of 1 H H 10 V	Vie	v1-7 of 7		collectiondate	ventunit	numvent	numventc19	ventadeptoday	ventadepeek			
						11106	01/03/2020	Y		7	Y			Close	-

2. **Group/Super Group** – To upload COVID-19 surveillance reporting pathway specific data as a CSV Data file, select COVID-19 from the menu bar as shown in step 1. A list of facilities by month will be displayed.

COVID-19			D-19		
Users	•		Derrie of the second		
Group	•	Facility ID 🗢	Facility Name	Viev	v 1 - 7 of Year
Logout		11106	*******	January	2020
, in the second se		11106	*******	February	2020
		11106	*****	March	2020
		11106	********	April	2020
		11156	******	January	2020
		11156	****************	February	2020
		11156	******	March	2020
				Viev	v 1 - 7 of

Three buttons will be displayed: "Upload CSV", "Download CSV Template" and "Export CSV"



3. **Upload CSV** – Click on the "Upload CSV" button. A screen will appear where a file must be provided for submission. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. Browse for the file and then click Upload CSV to begin the import.

Facility ID 🚖	re <e 1="" of="" page="" ⇒<br="">Facility Name</e>	Upload CSV file
11106	*****	Opioad CSV file
11106	*****	
11106	*****	Please select a CSV file containing either:
11106	*****	
11156	*****	Resident Capacity Data
11156	•••••	Staff Data
11156	*****	Supplies Data
	IN NO Page 1 of 1 =>	
		Therapeutics Data
Upload CS	SV 🕑 Download CSV Templa	Choose File No file chosen

There are different file formats for the different Pathways (Resident Capacity, Staff, Supplies and Ventilator). There is no need to specify the type of format being imported. Please ensure that the format and values are correct. Note: Please see tables 1, 2, 3 and 4 at the end of this document for a listing of all the variables used in each pathway.



4. **Export CSV** – Users may select one of the surveillance reporting pathways or all the pathways to export. If "All" is selected, a .zip file will be downloaded. The .zip file contains excel spreadsheets of imported data for the pathways that have data. If a specific pathway is selected, a flat file of the imported data from that specific pathway will be displayed.

		Export CSV		(	×
Facility ID 🜲		Option	File Name	Format	1 - 7 Ye
11106	***1	All	covid19all.zip	zipped	20
<u>11106</u>	***	O Resident Capacity	covid19res.csv	CSV	202
<u>11106</u>	***	○ Staff	covid19staff.csv	CSV	20
<u>11106</u>	***	O Supplies	covid19supp.csv	CSV	20
<u>11156</u>	***	○ Ventilator	covid19vent.csv	CSV	20
<u>11156</u> 11156	***	O Therapeutics	covid19ther.csv	CSV	202
			Export	Cancel	1 - 7

