

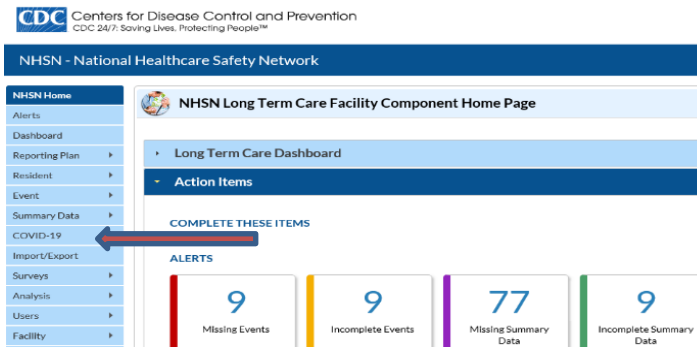
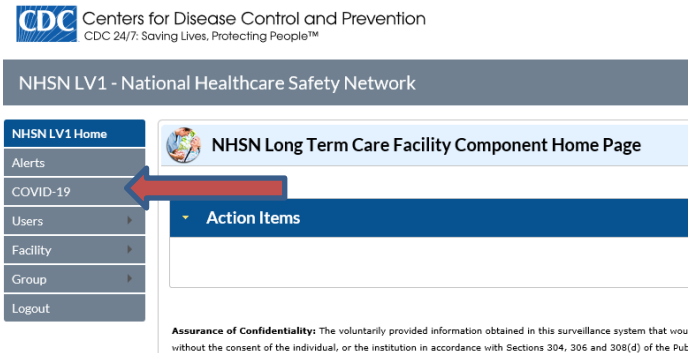
LONG-TERM CARE FACILITY (LTCF) Facility – How to Upload COVID-19 CSV Data Files

Description

As part of CDC’s ongoing COVID-19 response, National Healthcare Safety Network (NHSN) LTCFs can enter daily counts of suspected or confirmed cases into NHSN using the newly created COVID-19 Module. These step-by-step instructions describe how facilities can upload data via .csv files to the NHSN LTCF COVID-19 Module. A facility can opt to have a group report data on its behalf if the group has the capability to collect/export facility level data for its member.

LTCFs should be aware that any groups that have been granted access to NHSN for the purpose of viewing facility data will also have access to upload data on behalf of the facility using the CSV bulk upload process. If data has been uploaded into NHSN for a LTCF by one group or supergroup via the CSV bulk upload, this data can be overwritten by a second group uploading data for the LTCF at a later time or date. Therefore, NHSN recommends that LTCFs only grant access to one group/supergroup to upload data on their behalf. Groups or Supergroup may 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.* LTCFs looking to upload their data will need to work with the vendor directly to provide their NHSN orgID and establish the process. Vendors (such as EHR providers, EOC providers, etc.) that intend to provide COVID-19 CSV uploads on behalf of NHSN LTCFs please submit an inquiry to NHSN@cdc.gov with the title “Vendor Support for NHSN COVID-19 Facility Reporting.” NHSN will follow up to confirm procedural details as the process may differ by vendor.

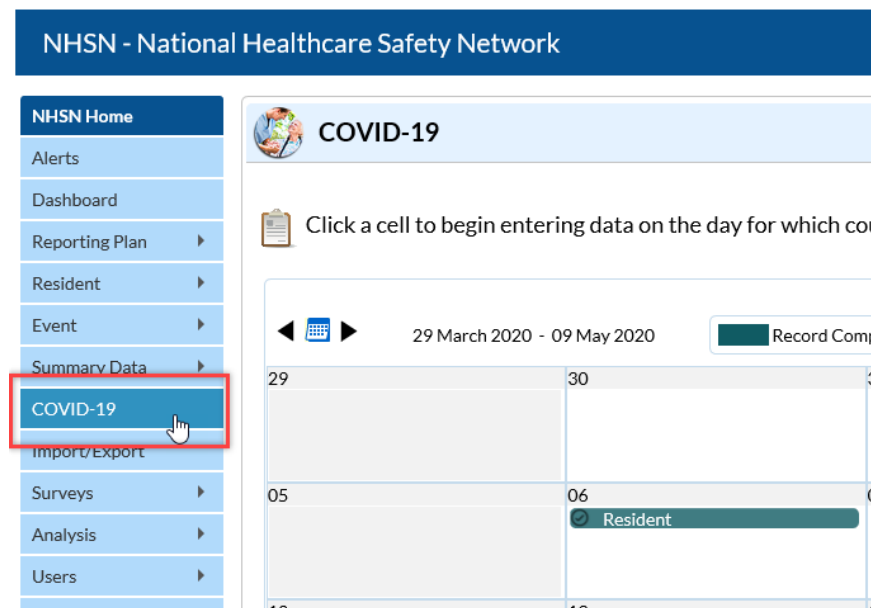
Please note: if accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown below but all functionality related to COVID-19 data reporting are the same. See examples of screenshots below



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Instructions

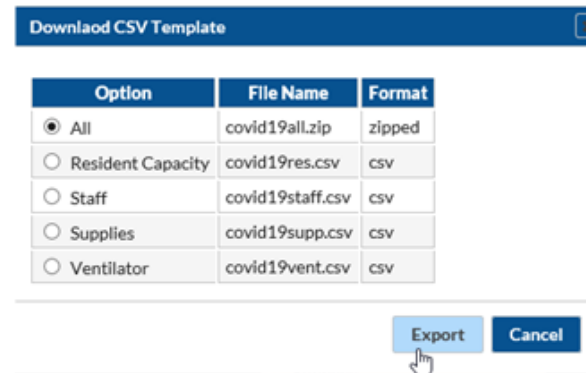
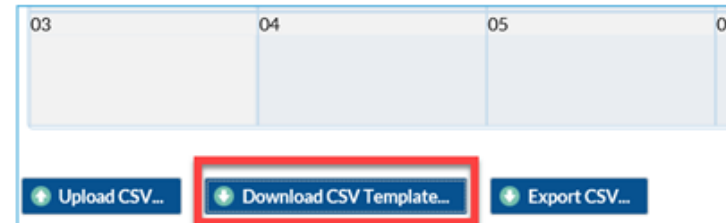
Select Module—After logging into the LTCF NHSN component, select COVID-19 from the menu bar to get to the COVID-19 Module calendar view as shown in the image to the right.



The screenshot shows the NHSN - National Healthcare Safety Network interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19 (highlighted with a red box and a mouse cursor), Import/Export, Surveys, Analysis, and Users. The main content area is titled 'COVID-19' and contains a calendar view for the period '29 March 2020 - 09 May 2020'. A 'Record Complete' button is visible. The calendar grid shows dates 29, 30, 05, and 06. A dropdown menu is open for the date 06, showing a 'Resident' entry with a checkmark. A tooltip above the calendar says 'Click a cell to begin entering data on the day for which you are reporting.'

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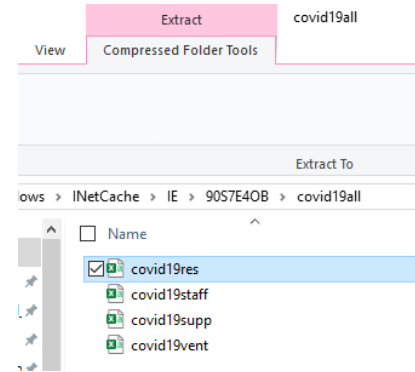
1. **Download Template** – CSV templates for each pathway can be found by using the Download CSV button. A window will open with the title and options to download files for each pathway separately, or to download a .zip file that includes all 4 pathway templates.



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2. **Select Template** – The headers of the CSV file mimic the titles of data fields in the screenshot to the right and appear in the same order as the data fields shown tables 1 -4 below. Please visit the tables at the end of this document (starting on page 6) to learn more about the variables used in this module. The CSV file Template for all 4 pathways (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies & Personal Protective Equipment, Ventilator Capacity & Supplies) can also be found on the NHSN COVID-19 Webpage:

<https://www.cdc.gov/nhsn/ltc/covid19/index.html>



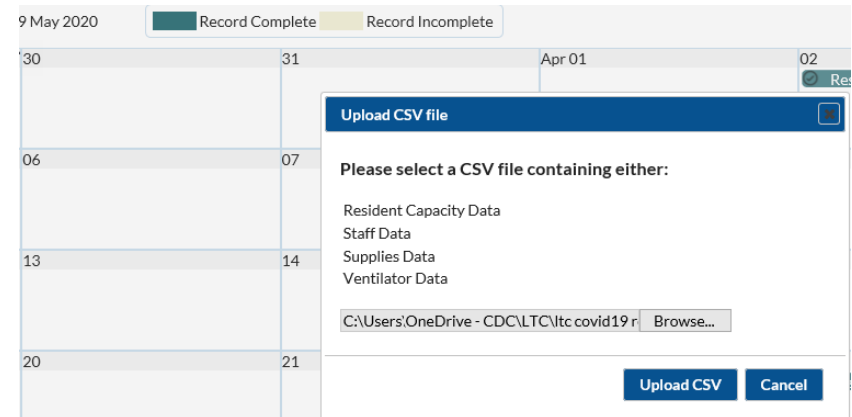
3. **Enter Data**—Using the templates, populate each variable with the appropriate data. Save your file in order to upload it in NHSN. Please see the example to the right to view completed data for the *Resident Impact and Facility Capacity* Pathway.

	A	B	C	D	E	F	G	H	I	J	K	L
1	collection	numresad	numresco	numressu	numresdi	numresc1	numltcfbe	numltcfbe	c19testing	c19testing	c19testing	c19testi
2	4/1/2020	8	3	6	5	2	100	100	Y	Y	Y	Y
3	4/2/2020	0	0	1	0	0	100	100	Y	Y	Y	Y
4	4/3/2020	1	7	5	4	4	100	97	Y	Y	Y	Y
5	4/4/2020	0	5	6	5	2	100	98	Y	Y	Y	Y
6	4/5/2020	3	3	6	5	2	100	99	Y	Y	Y	Y
7	4/6/2020	0	0	1	0	0	100	99	Y	Y	Y	Y
8	4/7/2020	0	8	18	0	3	100	99	Y	Y	Y	Y
9	4/8/2020	0	10	21	1	2	100	95	Y	Y	Y	Y

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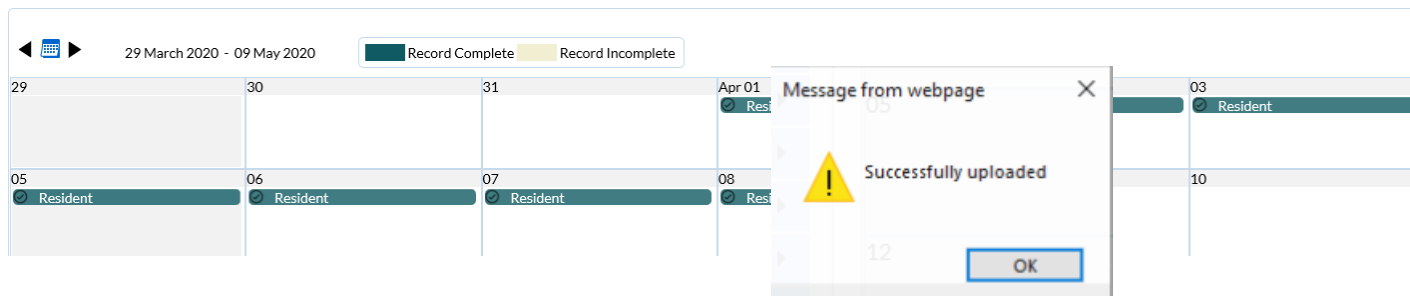
- Upload CSV**—Return to the COVID-19 Module tab in NHSN and select upload CSV at the bottom of the page. A screen will appear to add the CSV file. Browse for the file and then click Upload CSV to begin the import. View the data as referenced in step 1 of this section.

Note: There are different file formats for the different Pathways (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies & Personal Protective Equipment, Ventilator Capacity & Supplies). There is no need to specify which type of format being imported; just ensure that the format and values are correct.



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- View Data** – A message that indicates the upload was successful will be generated. The calendar view of the COVID-19 module will automatically populate the days for uploaded data. Users can then select a date for which data was added to view and edit the record.



29 March 2020 - 09 May 2020

Record Complete Record Incomplete

Date	Status
29	
30	
31	
Apr 01	Resident
02	
03	Resident
04	
05	Resident
06	Resident
07	Resident
08	Resident
09	
10	

Message from webpage

Successfully uploaded

OK

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Facility — Importing COVID-19 using a .csv file for Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies and Personal Protective Equipment, and Ventilator Capacity and Supplies

Table 1 — NHSN COVID-19 Resident Impact and Facility Capacity Import File Format:

"collectiondate", "numresadm19", "numresconfc19", "numressuspc19", "numresdied", "numresc19died", "numltcfbeds", "numltcfbedsoc", "c19testing", "c19testingstatehlab", "c19testingprivatelab", "c19testingotherlab"

Field	Requirement	Values	Format	Description of Field
collectionDate	Required		mm/dd/yyyy	Date for which resident counts are reported
numresadmc19	Optional	0 to 2000	Must be a whole number Must be <=2000	ADMISSIONS: Residents admitted or re-admitted who were previously hospitalized and treated for COVID-19
numresconfc19	Optional	0 to 2000	Must be whole number Must be <= Current Census, if populated, or <=2000	CONFIRMED: Residents with new laboratory positive COVID-19
numressuspc19	Optional	0 to 2000	Must be whole number Must be <= Current Census, if populated, or <=2000	SUSPECTED: Residents with new suspected COVID-19
numresdied	Optional	0 to 10000	Must be whole number Must be <=10000	TOTAL DEATHS: Residents who have died in the facility or another location

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Table 1 Continued — NHSN COVID-19 Resident Impact and Facility Capacity Import File Format:

Field	Requirement	Values	Format	Description of Field
numresc19died	Optional	0 to 10000	Must be a whole number Must be <=10000	COVID-19 DEATHS: Residents with suspected or laboratory positive COVID-19 who died in the facility or another location
numltcfbeds	Optional	0 to 2000	Must be a whole number Must be <=2000	ALL BEDS (FIRST SURVEY ONLY): Number of beds in the facility
numltcfbedsocc	Optional	0 to 2000	Must be whole number Must be <= All Beds, if populated, or <=2000	CURRENT CENSUS: Total number of beds that are currently occupied
c19testing	Required	Y or N	Must be Y for Yes or N for No	TESTING: Does your facility has access to COVID-19 testing while the resident is in the facility?
c19testingstatehlab	Conditional	Y	If Y (yes) for testing, then at least one - Must be Y for Yes	What laboratory type? State health department lab
c19testingprivatelab	Conditional	Y	If Y (yes) for testing, then at least one - Must be Y for Yes	If YES, what laboratory type? Private lab (hospital, corporation, academic institution)
c19testingotherlab	Conditional	Y	If Y (yes) for testing, then at least one - Must be Y for Yes	If YES, what laboratory type? Other

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Table 2 — NHSN COVID-19 Staff and Personnel Impact Import File Format:

"collectiondate", "numstaffconfc19", "numstaffsuspc19", "numstaffc19died", "shortnurse", "shortclin", "shortaide", "shortothstaff"

Field	Requirement	Values	Format	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
numstaffconfc19	Optional	0 to 1000	Must be a whole number Must be <=1000	CONFIRMED: Staff and facility personnel currently with lab-confirmed COVID-19.
numstaffsuspc19	Optional	0 to 1000	Must be a whole number Must be <=1000	SUSPECTED: Staff and facility personnel currently with suspected COVID-19 who are being managed as though they have it
numstaffc19died	Optional	0 to 1000	Must be a whole number Must be <=1000	COVID-19 DEATHS: Staff and facility personnel with suspected or confirmed COVID-19 who died in the facility or another location
shortnurse	Optional	Y or N	Must be Y for Yes or N for No	Nursing Staff: registered nurse, licensed practical nurse, vocational nurse
shortclin	Optional	Y or N	Must be Y for Yes or N for No	Clinical Staff: physician, physician assistant, advanced practice nurse
shortaide	Optional	Y or N	Must be Y for Yes or N for No	Aide: certified nursing assistant, nurse aide, medication aide, and medication technician
shortothstaff	Optional	Y or N	Must be Y for Yes or N for No	Other staff or facility personnel , regardless of clinical responsibility or resident contact not included in the categories above (for example, environmental services)

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Table 3 — NHSN COVID-19 Supplies and Personal Protective Equipment Import File Format:

"collectiondate", "n95maskadeqtoday", "n95maskadeqweek", "surgmaskadeqtoday", "surgmaskadeqweek", "eyeprotectadeqtoday", "eyeprotectadeqweek", "gownadeqtoday", "gownadeqweek", "gloveadeqtoday", "gloveadeqweek", "sanitizeradeqtoday", "sanitizeradeqweek"

Field	Requirement	Values	Format	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
n95maskadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you currently have any supply: N95 Masks
n95maskadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for one week: N95 Masks
surgmaskadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you currently have any supply: Surgical Masks
surgmaskadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for one week: Surgical Masks
eyeprotectadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you currently have any supply: Eye protection, including face shields or goggles
eyeprotectadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for one week: Eye protection, including face shields or goggles
gownadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you currently have any supply: Gowns
gownadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for one week: Gowns

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Table 3 continued — NHSN COVID-19 [Supplies and Personal Protective Equipment](#) Import File Format:

Field	Requirement	Values	Format	Description of Field
gloveadeqtoday	Optional	Y or N	Y for Yes or N for No	Do you currently have any supply: Gloves
gloveadeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for one week: Gloves
sanitizeradeqtoday	Optional	Y or N	Y for Yes or N for No	Do you currently have any supply: Alcohol-based hand sanitizer
sanitizeradeqweek	Optional	Y or N	Y for Yes or N for No	Do you have enough for one week: Alcohol-based hand sanitizer

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Table 4 — NHSN COVID-19 Ventilator Capacity and Supplies Import File Format:

"collectiondate", "ventunit", "numvent", "numventc19", "ventadeqtoday", "ventadeqweek"

Field	Requirement	Values	Format	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
ventunit	Required	Y or N	Must be Y for Yes or N for No	Do you have a ventilator dependent unit in your facility
numvent	Optional	0 to 2000	Must be a whole number Must be <= ALL BEDS, or <=2000	Mechanical Ventilators in Use: Total number of mechanical ventilators in use for residents that have suspected or lab confirmed COVID-19
numventc19	Optional	0 to 2000	Must be a whole number Must be <= ALL BEDS, or <=2000	Mechanical Ventilators: Total number of mechanical ventilators available in your facility
ventadeqtoday	Optional	Y or N	Must be Y for Yes or N for No	Ventilator Supplies: Do you currently have any supply?
ventadeqweek	Optional	Y or N	Must be Y for Yes or N for No	Ventilator Supplies: Do you have enough for one week?