

## NHSN Staff Import File Format

Field Label	Field Name	Required/Optional	Values	Format
Staff ID Number	staffID	Required		Character Length - 15
First Name	gname	Required		Character Length - 30
Middle Name	mname	Optional		Character Length - 15
Last Name	surname	Required		Character Length - 30
Date of Birth	dob	Required	must be $\leq$ today's date; must be $\geq$ 1/1/1890	mm/dd/yyyy
Sex	sex	Required	M - Male F - Female	Character Length - 1
Ethnicity	ethnicity	Required	<b>HISP</b> – for Hispanic or Latino <b>NOHISP</b> – for Not Hispanic or Not Latino	Character - Length 6
Race	racecodes	Required	<ul style="list-style-type: none"> <li>• <b>AMIN</b> - for American Indian/Alaskan Native</li> <li>• <b>ASIAN</b> – for Asian</li> <li>• <b>AAB</b> – for Black or African American</li> <li>• <b>NH-PI</b> – for Native Hawaiian/Other Pacific Islander</li> <li>• <b>WHITE</b> – for White</li> <li>• <b>MENA</b> – for Middle Eastern or North African</li> </ul>	Character - Length 5 Multiple race entries possible - separate by "/" (e.g., WHITE/ASIAN)

Field Label	Field Name	Required/Optional	Values	Format
Street Address 1	addr1	Required		Character – Length 30
Street Address 2	addr2	-		Character – Length 25
City	city	Required		Character – Length 30
State	state	Required if US	<p>If country code is US then supply a valid, two-character, US state abbreviation. For example:</p> <p><b>AZ</b> for Arizona  <b>GA</b> for Georgia  <b>FL</b> for Florida</p>	Character – Length 2
<p>Canadian Province</p> <p>Note: we are only including Provinces at or near the USA northern border</p>	state	Required if CA	<p>If country code is CA then use only one of the following CA state abbreviations</p> <p><b>AB</b> for Alberta  <b>BC</b> for British Columbia  <b>MB</b> for Manitoba  <b>ON</b> for Ontario  <b>QC</b> for Quebec  <b>SK</b> for Saskatchewan  <b>YT</b> for Yukon</p>	Character Length -2

Field Label	Field Name	Required/Optional	Values	Format
<p>Mexican State</p> <p>Note: we are only including States at or near the USA southern border</p>	state	Required if MX	<p>If country code is MX then supply a valid, two-character, MX state abbreviation. For example:</p> <p><b>BC</b> for Baja California  <b>SO</b> for Sonora  <b>CH</b> for Chihuahua  <b>NL</b> for Nuevo Leon  <b>TM</b> for Tamaulipas</p>	Character Length – 2
County	county	Required if US	<p>For US you must supply a valid NHSN code.</p> <p><a href="https://www.cdc.gov/nhsn/pdfs/covid19/lctf/state-territory-county-codes.xlsx">https://www.cdc.gov/nhsn/pdfs/covid19/lctf/state-territory-county-codes.xlsx</a></p> <p>For example:</p> <ul style="list-style-type: none"> <li>• <b>TX279</b> for TX (Texas) county of Lamb</li> <li>• <b>VA081</b> for VA (Virginia) county of Greensville</li> <li>• <b>TN085</b> for TN (Tennessee) county of Humphreys</li> </ul>	
Zip/Postal Code	zip	Required	<p>US and MX is 5 numeric characters: Example – 09876</p> <p>CA is 3 alpha numeric characters followed by a space and followed by 3 additional alpha numeric characters: Example – H8Y 1V3</p>	Character – Length 10
Zip/Postal Code extension	zipExt	Optional		Character – Length 4

Field Label	Field Name	Required/Optional	Values	Format
Country	Country	Required	US for United States CA for Canada MX for Mexico	Character – Length 2
Phone	homePhone	Required	If country code is MX the format is XXX.XXX-XXX (NNN <b>dot</b> NNN <b>dash</b> NNN)  If the country code is USA or CAN the format is XXX-XXX-XXXX (NNN <b>dash</b> NNN <b>dash</b> NNNN)	Character – Length 25
Phone extension	homePhoneExt	Optional		Character – Length 4
Comment	comment	Optional		Character – Length 200

Updated: January 2025