

NHSN Healthcare Personnel 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, facilities enrolled in the National Healthcare Safety Network (NHSN) Healthcare Personnel Safety (HPS) Component have the ability to report healthcare personnel (HCP) COVID-19 vaccination data through the HPS Component. Group and supergroup users can import data on behalf of their member facilities who report through the NHSN HCP COVID-19 Vaccination 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 HCP COVID-19 Vaccination 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 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.

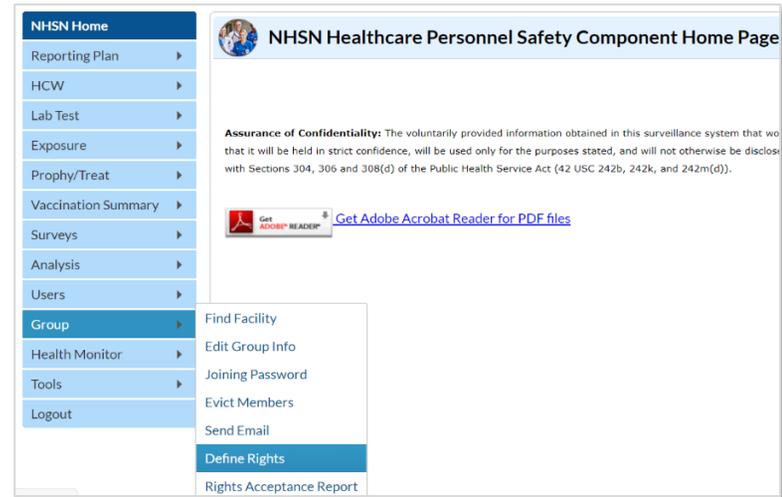
Facilities looking to upload their data by working directly with a vendor will need to work with the vendor directly to provide their OrgID and establish the process. Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide COVID-19 .CSV uploads on behalf of NHSN facilities please submit an inquiry to NHSN@cdc.gov with the title "Vendor Support for NHSN COVID-19 HCP Vaccination 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 here, but all functionality related to COVID-19 data reporting is the same.

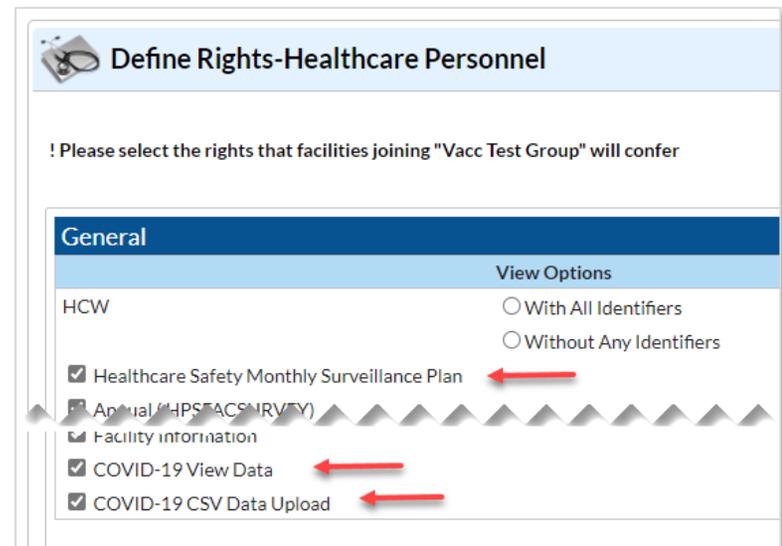


Instructions for Groups and Supergroups: Defining and Conferring Rights

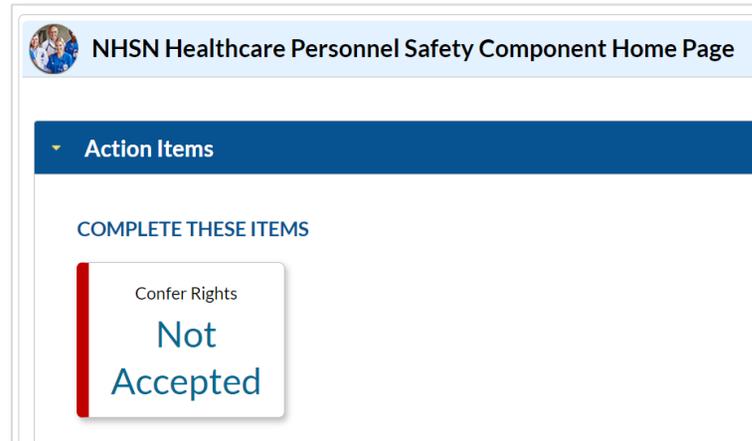
1. **Group** – After logging into an NHSN component, select Group from the menu bar and then select Define Rights.



2. **Group** – After selecting Define Rights, the Define Rights 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 “Healthcare Safety Monthly Surveillance 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.



- 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.

Confer Rights Not Accepted List

⚠ Define rights have been changed affecting the Groups below. You may accept new rights or leave the groups. Click the Group Name to view and accept new rights.

Name	Group ID	Status	Status Date
amb surg.group for op AnR testing	15183	Not Accepted	Dec 6 2020 8:31AM
Another Test Group	10436	Not Accepted	Feb 9 2021 10:06PM
Just in Tlme Group	10671	Not Accepted	Jan 28 2021 2:50PM
RL Test Group	10596	Not Accepted	Feb 5 2021 3:02PM

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 group will have added defined Rights for monthly reporting plan data if the box next to “Healthcare Safety Monthly Surveillance 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-Healthcare Personnel

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

General

View Options

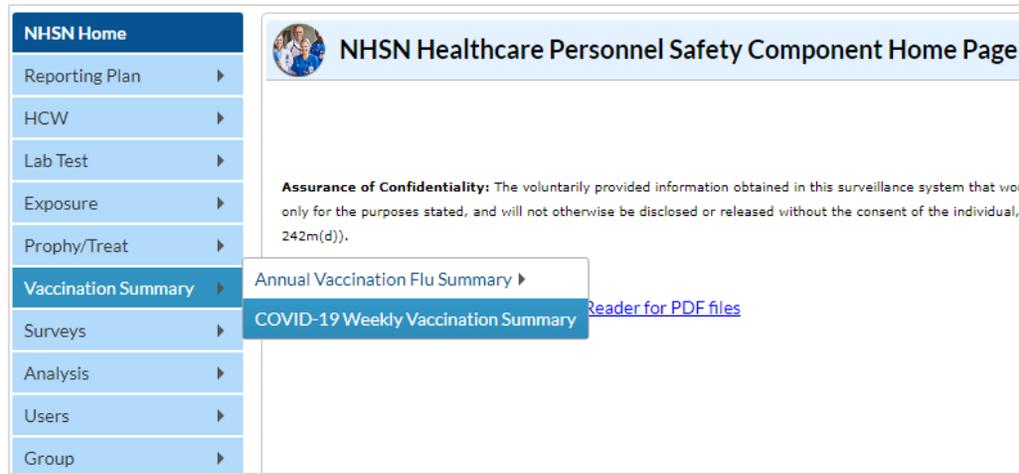
HCW With All Identifiers
 Without Any Identifiers

- Healthcare Safety Monthly Surveillance Plan
- Annual (HPSFACSURVEY)
- Seasonal Flu Survey
- HPS Data Analysis
- Facility Information
- COVID-19 View Data
- COVID-19 CSV Data Upload

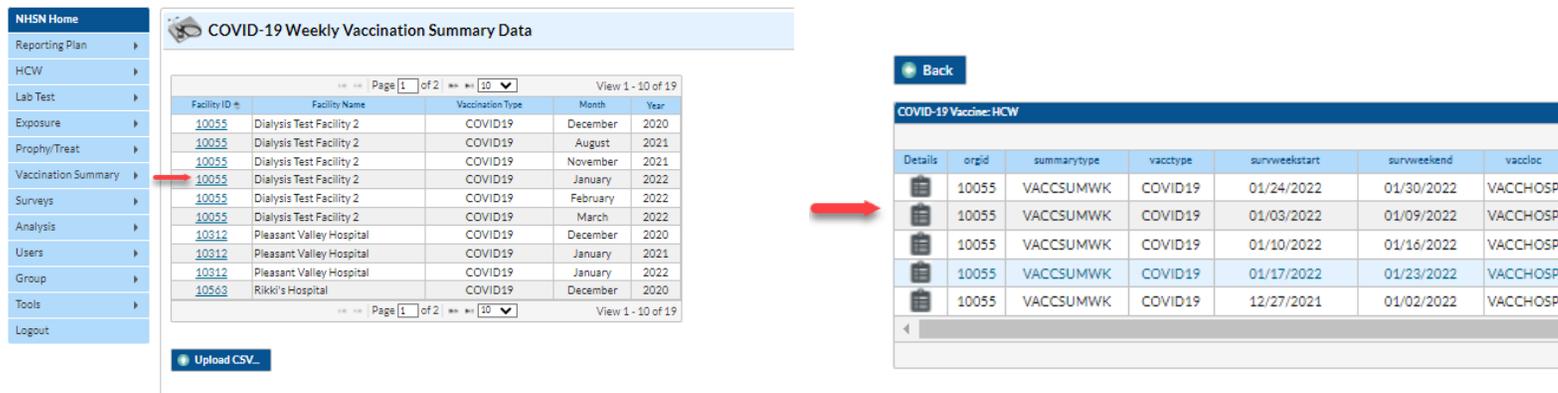
Accept **Back**

Instructions to Upload and Export .CSV Files for both Group and Supergroup Users

1. **Group/Supergroup** – Select “Vaccination Summary” from the menu bar to get to the “COVID-19 Weekly Vaccination Summary” page.



A list of facilities in your group or supergroup that have vaccination data by month will be displayed. Select the Facility ID/Month to view the data for that month. (All data in screenshots for illustration only.)



2. **Download Template** – The .CSV template for COVID-19 Weekly Vaccination Summary Data for Healthcare Personnel can be found at the NHSN Weekly HCP COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>.

CSV Data Import

[Uploading Group COVID-19 .CSV Data Files \(10.1.1\)](#) [PDF - 992 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

Healthcare Personnel COVID-19 Vaccination Data

- [CSV File Template \(10.1.1\)](#) [XLS - 462 B] - May 2022
- [Example CSV File \(10.1.1\)](#) [XLS - 589 B] - May 2022
- [CSV File Template \(10.1.1\)](#) [CSV - 3 KB] - February 2022
- [Example CSV File \(10.1.1\)](#) [CSV - 3 KB] - February 2022
- [CSV File Template \(10.0\)](#) [CSV - 2 KB] - September 2021

- 3. **Enter Data** – Using the provided .CSV template for 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 id 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 template, refer to the table at end of this document (“Table 1: NHSN Non-Long-Term Care Facility Staff COVID-19 Vaccination Data Import File Format”). An example .CSV file that includes test data in required fields is available for download from the NHSN Weekly HCP COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>.

CSV Data Import

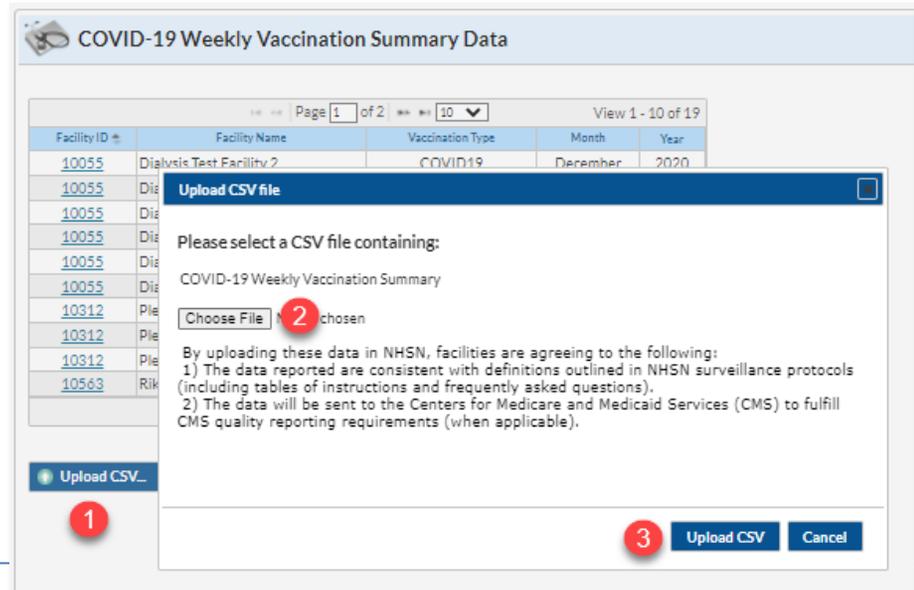
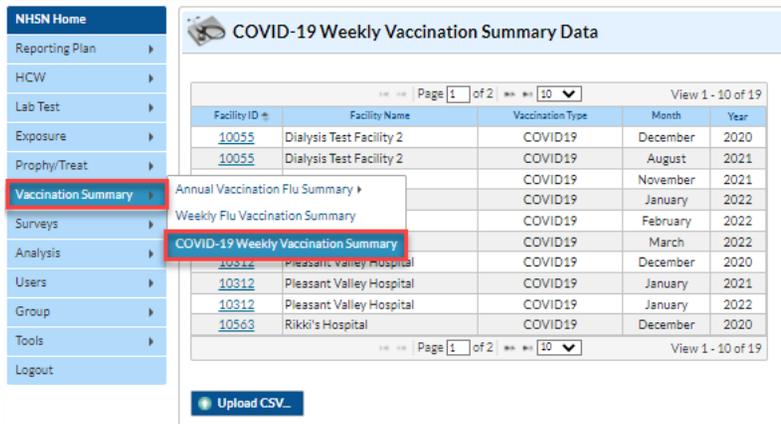
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Healthcare Personnel COVID-19 Vaccination Data

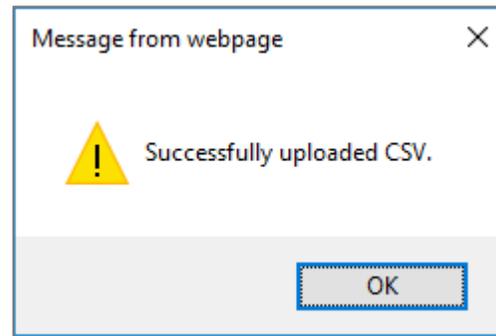
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- 4. **Upload CSV** – To upload the completed .CSV file in NHSN, select “Vaccination Summary” from the menu bar. Then, select “COVID-19 Weekly Vaccination Summary”. A list of facilities by month will be displayed. Click on the “Upload CSV” button. A prompt will appear where a file must be provided for submission. Browse for the file and then click “Upload CSV” to begin the import.



5. **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 was added to view the record.



If errors are found during upload, please review the alerts and refer to the table at end of this document (“Table 1: NHSN Non-Long-Term Care Facility Staff COVID-19 Vaccination Data Import File Format”) for complete information on the variables included on the .CSV template. Questions can be submitted to NHSN@CDC.GOV with “Weekly COVID-19 Reporting CSV upload” in the subject line.

6. **View and Export Line List Data Reports** – Users are encouraged 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. For more information, view the Quick Reference Guide on how to modify and export line lists available under the “Resources” section of NHSN’s Weekly HCP COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>.

Group - Importing via .csv file - *COVID-19 Weekly HCP Vaccination Summary Non-LTC Staff* - HPS Component - NHSN release **11.5** (October 2023)

Table 1: NHSN Non-Long-Term Care Facility Staff 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)
summarytype	Optional	VACCSUMWK	–	Summary Type
vacctype	Required	COVID19	–	Vaccination Type
vaccloc	Conditionally Required Required if vacctype = COVID19 and survWeekEnd >=10/03/2021	VACCHOSP VACCIPF VACCIRF	–	Vaccination location type VACCHOSP – For data reported for all non-LTC facility types, including acute care facilities and dialysis facilities. This includes all inpatient and outpatient units/departments of the acute care facility sharing the same CCN as the acute care facility. Free-standing in-patient psychiatric facilities or free-standing in-patient rehabilitation facilities should also use VACCHOSP. VACCIPF – For data reported by acute care facility for an inpatient psychiatric unit, as indicated in the monthly reporting plan . This selection is only available for acute care facilities reporting data for IPF units with a different CCN from the acute care facility. VACCIRF - for data reported by acute care facility for an inpatient rehabilitation unit, as indicated in the monthly reporting plan . This selection is only available for acute care facilities reporting data for IRF units with a separate CCN from the acute care facility.

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

Field	Requirement	Values	Format [†]	Description of Field
				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 HCP 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
totEmpVacc	Required	Must be <= numEmpHCP	Must be a whole number	Cumulative number of employee HCP, from NumEmpHCP, who have who have completed any

Field	Requirement	Values	Format [†]	Description of Field
				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 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 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 who have completed any COVID-19 vaccine series at facility or elsewhere since December 2020
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
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