

NHSN Long-term Care Facility (LTCF) Respiratory Pathogens and Vaccination Module: Facilities, Groups, and Supergroups - Viewing and Uploading Respiratory Pathogens and Vaccination Module .CSV Data Files

Description

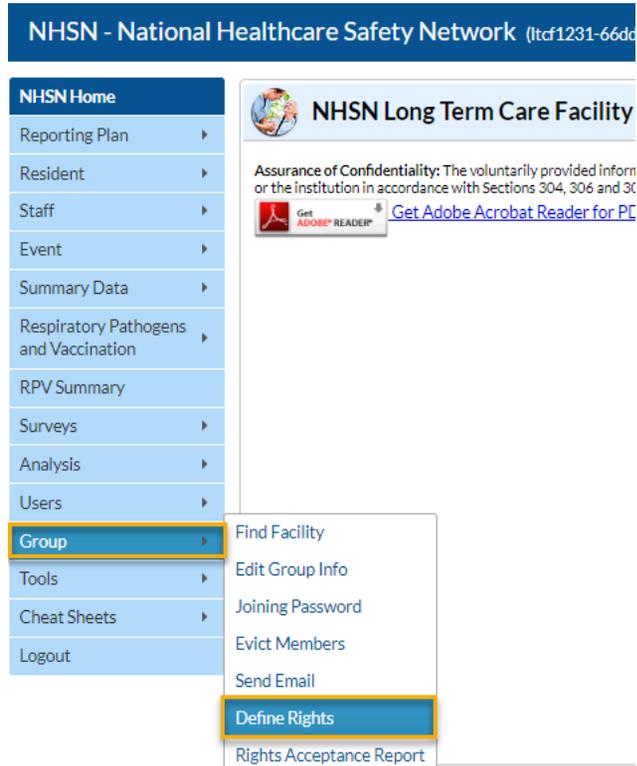
As part of CDC's ongoing COVID-19 response, long-term care facilities (LTCFs) enrolled in the National Healthcare Safety Network (NHSN) can report data using the LTCF Respiratory Pathogens and Vaccination Module. Group and supergroup users can import resident RPV summary data and healthcare personnel (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 .CSV files and view summary data in the NHSN LTCF Respiratory Pathogens and Vaccination Module.

Facilities can be members of several groups in NHSN. These groups can view facility data. Therefore, facilities should decide which group can import .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 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 choosing to upload their data by working directly with a vendor will need to work with the vendor to 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 an inquiry to **NHSN-ServiceNow**. The new portal can be accessed [here](#) with the subject line "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.

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**.



The screenshot shows the NHSN - National Healthcare Safety Network interface. The top navigation bar is dark blue with the text "NHSN - National Healthcare Safety Network (litcf1231-66de)". Below this is a sidebar menu with items: NHSN Home, Reporting Plan, Resident, Staff, Event, Summary Data, Respiratory Pathogens and Vaccination, RPV Summary, Surveys, Analysis, Users, **Group**, Tools, Cheat Sheets, and Logout. The "Group" item is highlighted with a blue bar and a white arrow pointing right. A dropdown menu is open from "Group", listing: Find Facility, Edit Group Info, Joining Password, Evict Members, Send Email, **Define Rights**, and Rights Acceptance Report. The "Define Rights" option is highlighted with a blue bar. The main content area shows "NHSN Long Term Care Facility" with an assurance of confidentiality notice and a link to "Get Adobe Acrobat Reader for PC".

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 summary data for facilities that are a part of the group. Check “**COVID-19 View Data**,” and “**COVID-19 CSV Data Upload**.” These options represent the Respiratory Pathogens & Vaccination Module and the HCP COVID-19 Vaccination Module. By selecting the “**COVID-19 CSV Data Upload**” option, 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.



Define Rights-Long Term Care

! Please select the rights that facilities joining "RL Test Group" will confer

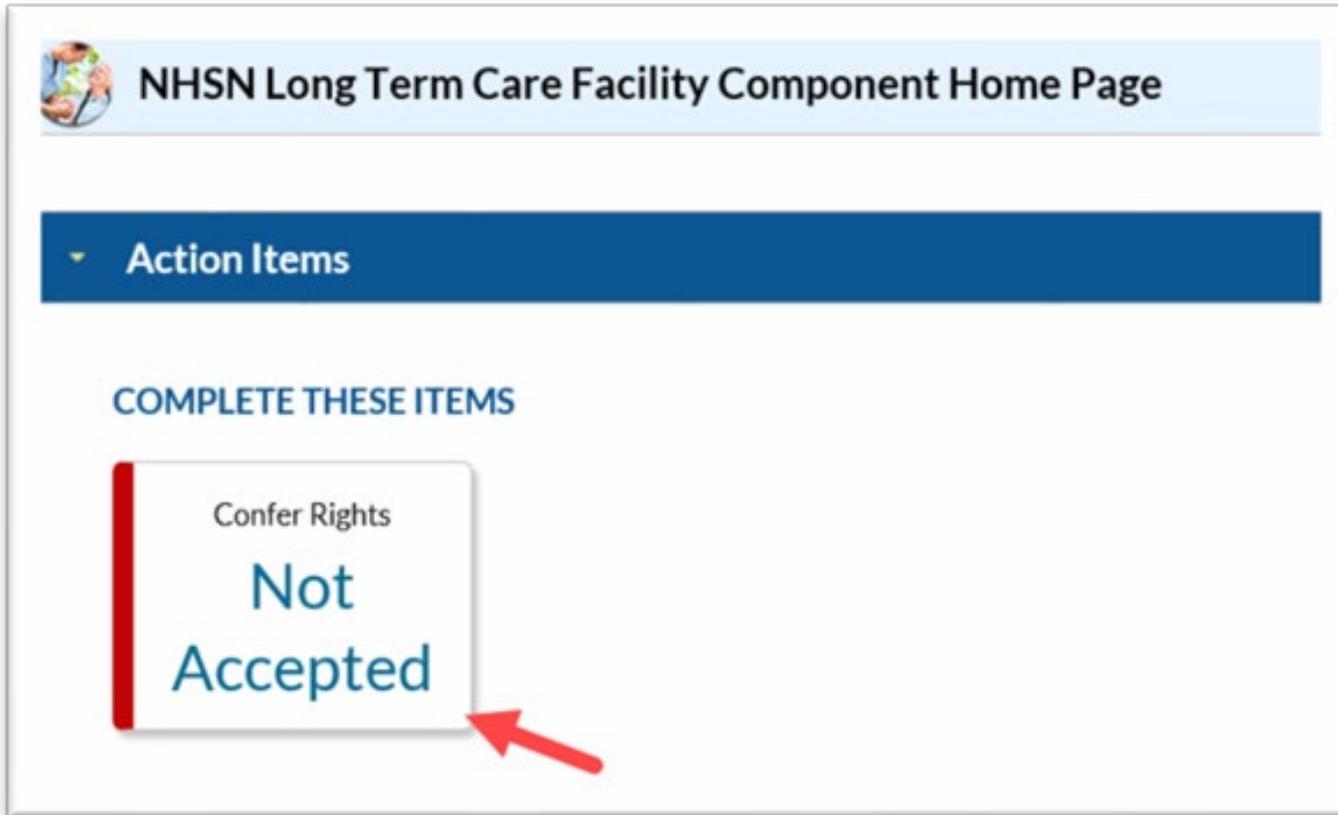
General

View Options

Resident

- 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)

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**.



The screenshot displays the NHSN Long Term Care Facility Component Home Page. At the top, there is a header with the NHSN logo and the text "NHSN Long Term Care Facility Component Home Page". Below this is a blue bar with a white triangle and the text "Action Items". Underneath the bar, the text "COMPLETE THESE ITEMS" is displayed. A white box with a red border contains the text "Confer Rights Not Accepted". A red arrow points to the bottom right corner of this box.

- 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
Group	10596	Not Accepted	Dec 29 2023 4:42PM

5. **Group** –The group will have added defined COVID-19 Rights if the boxes next to “**COVID-19 View Data**” and “**COVID-19 CSV Data Upload**” are checked. These options represent the Respiratory Pathogens & Vaccination Module and the HCP COVID-19 Vaccination Module. The **Facility** may select “**Accept**” at the bottom of the page to save the newly conferred rights. The **Facility** must accept the newly defined rights for its data to be viewable to the group and to allow the group to upload COVID-19 vaccination data on behalf of the **facility**.

 **Confer Rights-Long Term Care**

! Please review the data rights that "RL Test Group" is requesting from your facility:
- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

General

View Options

Resident With All Identifiers

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

1. **Group/Supergroup** – Hover to the “**Respiratory Pathogens and Vaccination**” tab from the menu bar and then click on the “**RPV-Residents**” tab. A list of facilities in your group or supergroup that have entered Respiratory Pathogens and Vaccination data by month and year will be displayed. Select the Facility ID/Month to view the data for that month. (All data in screenshots are for illustration only).



The screenshot displays the NHSN - National Healthcare Safety Network interface. The top navigation bar includes the NHSN logo and the text "NHSN - National Healthcare Safety Network (ltcf1230-d5b6666b7-12j6v:80)". Below this, the "NHSN Long Term Care Facility Component Home Page" is visible. A navigation menu on the left lists various options, with "Respiratory Pathogens and Vaccination" highlighted in red. A dropdown menu is open for this option, listing several sub-items, with "RPV - Residents" highlighted in red. Other sub-items include "POC Test Result Reporting", "Pathway Data Reporting (Archive)", "COVID-19 Event", "Person-Level COVID-19 Vaccination Form - HCP", and "Person-Level COVID-19 Vaccination Form - Residents".

NHSN - National Healthcare Safety Network (ltcf1230-d5b6666b7-12j6v:80)	
NHSN Home	 NHSN Long Term Care Facility Component Home Page
Reporting Plan	
Resident	
Staff	
Event	
Summary Data	
Respiratory Pathogens and Vaccination	RPV - Residents
RPV Summary	POC Test Result Reporting
Surveys	Pathway Data Reporting (Archive)
Analysis	COVID-19 Event
Users	Person-Level COVID-19 Vaccination Form - HCP
Group	Person-Level COVID-19 Vaccination Form - Residents
Tools	
Cheat Sheets	
Logout	

 **RPV Summary Data**

Facility ID ↕	Facility Name	Month	Year
10957	Lovlace Rehabilitation Hospita	December	2020
10957	Lovlace Rehabilitation Hospita	January	2021
10957	Lovlace Rehabilitation Hospita	October	2023
10957	Lovlace Rehabilitation Hospita	March	2024
10957	Lovlace Rehabilitation Hospita	May	2024
10957	Lovlace Rehabilitation Hospita	June	2024
11083	LTC_Joseph -333	December	2020
11083	LTC_Joseph -333	September	2021
11083	LTC_Joseph -333	October	2021
11083	LTC_Joseph -333	January	2022

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To view reported data, please navigate to Analysis tab, generate datasets, and view reports.

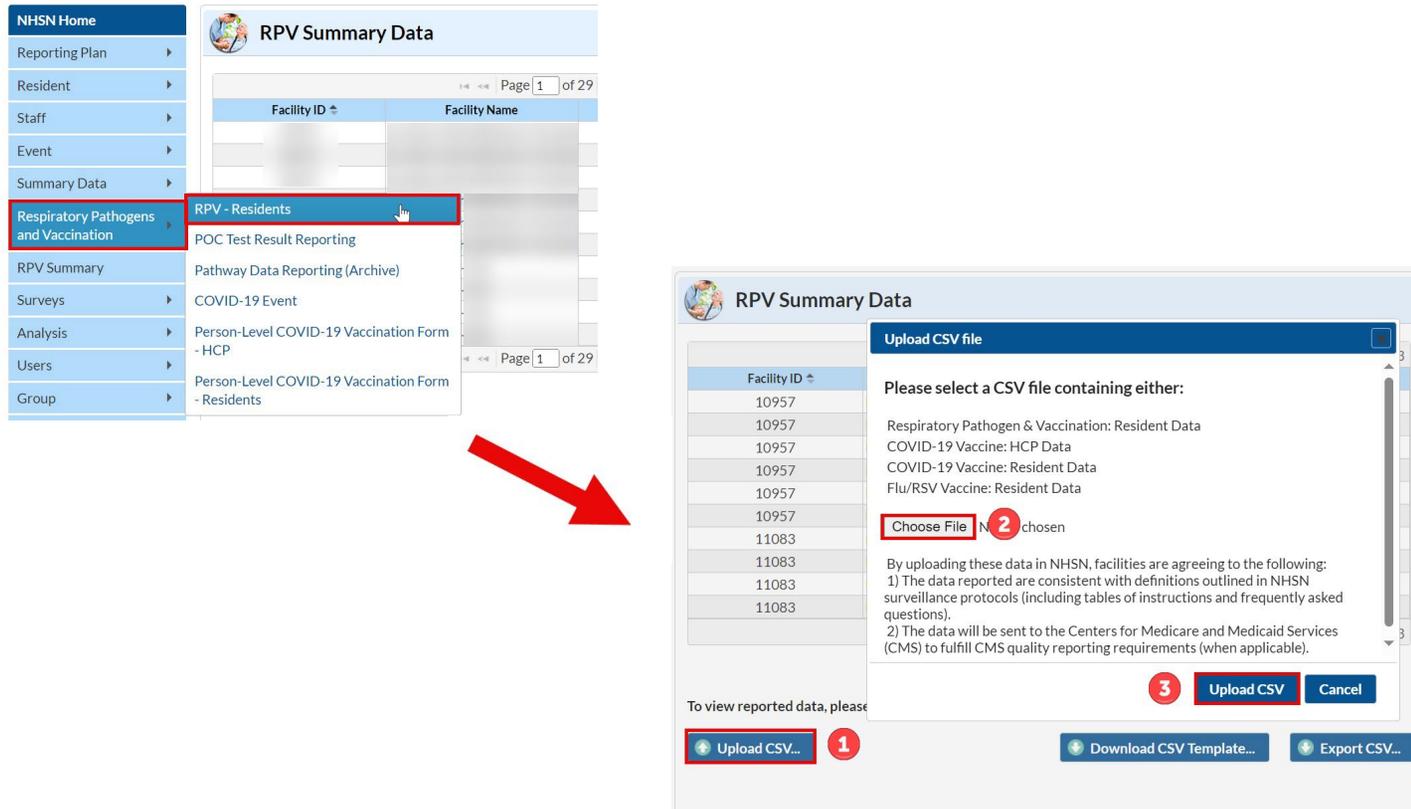
 Upload CSV...

2. **Download Template** –The .CSV templates for RPV Resident Summary Data and Healthcare Personnel COVID-19 Vaccine Data can be found at the NHSN Respiratory Pathogens and Vaccination webpage: [LTCF | Respiratory Pathogens and Vaccination | NHSN | CDC](#). To download the CSV template, please click on the name of the file on the webpage and the download will commence. Please note, these templates only include variables applicable for NHSN version 11.4.1 and forward.

3. **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 LTCF Respiratory Pathogens and Vaccination webpage, under the **Weekly RPV Summary Data – CSV Data Import** section: [LTCF | Respiratory Pathogens and Vaccination | NHSN | CDC](#)

- Upload .CSV** – To upload the completed .CSV file, select the **“Respiratory Pathogens and Vaccination”** tab from the menu bar. Next, select the **“RPV-Residents”** tab. A list of facilities by month and year will be displayed. Click on the **“Upload CSV”** button located at the bottom of the page. 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.



The screenshot displays the NHSN interface. On the left, a navigation menu is visible with 'Respiratory Pathogens and Vaccination' selected. The main content area shows the 'RPV Summary Data' page, which includes a table of facilities. A red arrow points from the 'RPV - Residents' menu item to the 'Upload CSV file' dialog box. The dialog box contains a table of facility IDs and names, a 'Choose File' button, and an 'Upload CSV' button. A red box highlights the 'Upload CSV' button in the dialog, and another red box highlights the 'Upload CSV...' button at the bottom of the page.

Facility ID	Facility Name
10957	
10957	
10957	
10957	
10957	
10957	
11083	
11083	
11083	
11083	

Upload CSV file

Please select a CSV file containing either:

- Respiratory Pathogen & Vaccination: Resident Data
- COVID-19 Vaccine: HCP Data
- COVID-19 Vaccine: Resident Data
- Flu/RSV Vaccine: Resident Data

Choose File **2** chosen

By uploading these data in NHSN, facilities are agreeing to the following:

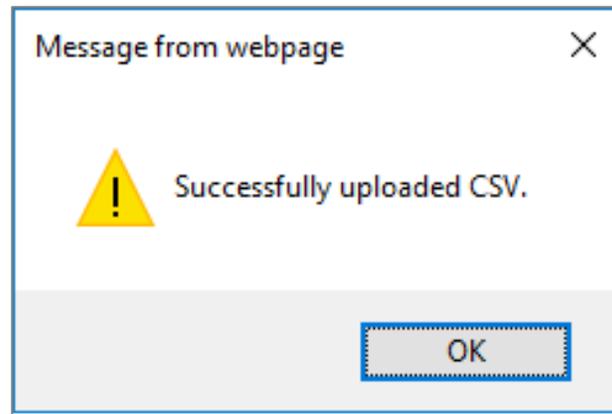
- The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

3 Upload CSV Cancel

To view reported data, please

Upload CSV... **1** Download CSV Template... Export CSV...

5. **View Data** – A message that indicates the upload was successful will be generated. The RPV Summary Module will automatically populate the uploaded data. Users can then navigate to the Analysis tab, generate datasets and view report to view the facility’s record.



If errors are found during upload, please review the error messages. For complete information on the variables included on the .CSV templates, refer to the LTCF Respiratory Pathogens and Vaccination webpage, under the [Weekly RPV Summary Data – CSV Data Import section](#). Questions can be submitted to **NHSN-ServiceNow**. The new portal can be accessed [here](#) with “Weekly RPV Reporting CSV upload” in the subject line.

6. **View and Export Line List Data Reports** – Users are encouraged to 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 and residents. For more information, view the “Analysis and Report” under the general resource section located on the Respiratory Pathogens and Vaccination Resources page found here: [Respiratory Pathogens and Vaccination Resources | NHSN | CDC](#)

