

NATIONAL HEALTHCARE SAFETY NETWORK

Facility – How to Upload COVID-19 CSV Data Files

Description

As part of CDC's ongoing COVID-19 response, NHSN facilities can enter daily counts of suspected or confirmed cases and current use and availability of hospital beds and mechanical ventilators as well as both healthcare worker staffing and supply status and availability into NHSN via the 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.

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 also have access to upload data on their behalf using the CSV bulk upload process. This is important since data uploaded into NHSN for a facility by one group or supergroup via the CSV bulk upload 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 include health departments and hospital associations. 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 Facility Reporting." NHSN will follow up to confirm procedural details as the process may differ by vendor.

Instructions

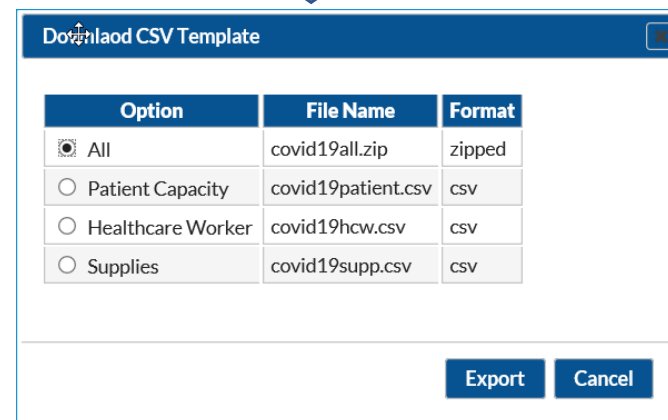
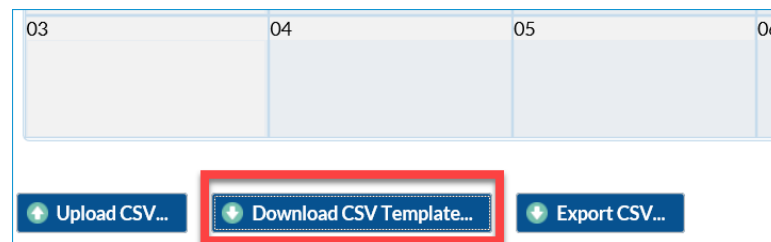
1. **Select Module**—After logging into an NHSN component, select COVID-19 from the menu bar to get to the COVID-19 Module calendar view as shown in the image to the right.

29 March 2020 - 09 May 2020		
29	30	31
05	06 ✓ Patient	07 ✓ 20 Patient ✓ HCW ✓ Supplies
12	13	14

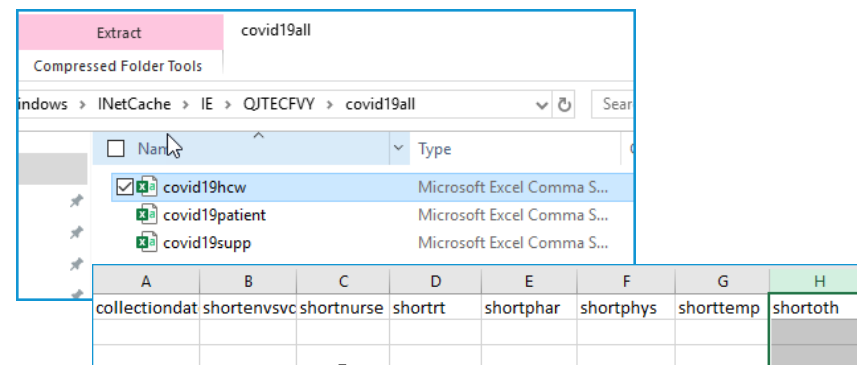
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- Download Template** – CSV templates for each pathway can be found by using the Download CSV button. A window will open with the title and options to download files for each pathway separately, or to download a .zip file that includes all 3 pathway templates.



- 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, 2, and 3 below. Please visit the tables at the end of this document (starting on page 4) to learn more about the variables used in this module. The CSV file Template for all 3 pathways can also be found on the NHSN COVID-19 Webpage: <https://www.cdc.gov/nhsn/acute-care-hospital/covid19/index.html>.



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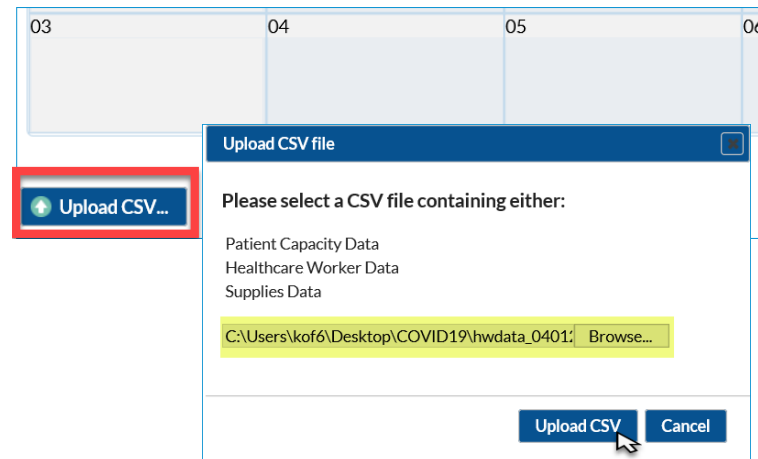
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4. **Enter Data**—Using the templates, populate each variable with the appropriate data. Save your file in order to upload it in NHSN. Please see the example to the right to view completed data for the Healthcare Worker Pathway for the dates between 4/1/2020-4/7/2020.

A	B	C	D	E	F	G	H	I	J	K
collectiondate	shortenvsvc	shortnurse	shortrt	shortphar	shortphys	shorttemp	shortoth	shortothlic	shortothsfy	possho
4/1/2020	y	y	n	n	n	y	y	y	y	n
4/2/2020	y	y	n	n	n	y	y	y	y	y
4/3/2020	y	y	n	y	n	y	y	n	n	n
4/4/2020	y	y	n	y	n	n	y	y	y	n
4/5/2020	y	y	y	n	n	y	y	y	y	n
4/6/2020	y	y	n	n	n	y	y	y	y	n
4/7/2020	y	y	n	n	n	y	y	y	y	n

5. **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 (Patient Capacity, Healthcare Worker, and 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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6. **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.

Critical Staffing Shortage Today	Critical Staffing Shortage within week	Shortage Description
Y - Yes	N - No	Environmental services
Y - Yes	N - No	Nurses: registered nurses and licensed practical nurses
Y - Yes	N - No	Respiratory therapists
N - No	N - No	Pharmacists and pharmacy techs
N - No	N - No	Physicians: attending physicians, fellows
Y - Yes	N - No	Other licensed independent practitioners: advanced practice nurses, physician assistants
Y - Yes	N - No	Temporary physicians, nurses, respiratory therapists, and pharmacists ("per diems", "traveling", "intermittently contracted persons")

Facility - Importing COVID-19 using a .csv file for Patient Capacity, Healthcare Worker, and Supplies

Table1: NHSN COVID-19 Patient Capacity Import File Format:

"collectiondate","numbeds","numbedsocc","numicubeds","numicubedsocc","numvent","numventuse","numc19hosppats","numc19mechventpats","numc19hopats","numc19overflowpats","numc19ofmechventpats","numc19died"

Field	Requirement	Values	Format†	Description of Field
collectionDate	Required		mm/dd/yyyy	Date for which patient counts are reported:
numTotBeds	Optional	0 to 10000	Must be a whole number	ALL HOSPITAL BEDS: Total number of all Inpatient and outpatient beds, including all staffed, ICU, licensed, and overflow (surge) beds used for inpatients or outpatients
Numbeds	Required	0 to 10000	Must be a whole number Must be <= numTotBeds	HOSPITAL INPATIENT BEDS: Inpatient beds, including all staffed, licensed, and overflow (surge) beds used for inpatients
numBedsOcc	Optional	0 to 10000	Must be a whole number Must be <= numBeds	HOSPITAL INPATIENT BED OCCUPANCY: Total number of staffed inpatient beds that are occupied
numICUBeds	Optional	0 to 10000	Must be a whole number Must be <= numBeds	ICU BEDS: Total number of staffed inpatient intensive care unit (ICU) beds
numICUBedsOcc	Optional	0 to 10000	Must be a whole number Must be <= numICUBeds	ICU BED OCCUPANCY: Total number of staffed inpatient ICU beds that are occupied
numVent	Optional	0 to 10000	Must be a whole number Must be <= numTotBeds or <= 10,000	MECHANICAL VENTILATORS: Total number of ventilators available
numVentUse	Optional	0 to 10000	Must be a whole number Must be <= numVent or <= 10,000	MECHANICAL VENTILATORS IN USE: Total number of ventilators in use
numC19HospPats	Optional	0 to 10000	Must be a whole number Must be <= numBedsOcc	HOSPITALIZED: Patients currently hospitalized in an inpatient care location who have suspected or confirmed COVID-19

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Field	Requirement	Values	Format†	Description of Field
numC19MechVentPats	Optional	0 to 10000	Must be a whole number Must be $(\text{numC19MechVentPats} + \text{numC19OFMechVentPats})$ must be $\leq (\text{numVentUse} * 4)$, if populated, or $\leq 10,000$	HOSPITALIZED and VENTILATED: Patients hospitalized in an NHSN inpatient care location who have suspected or confirmed COVID-19 and are on a mechanical ventilator
numC19HOPats	Optional	0 to 10000	Must be a whole number Must be $\leq \text{numBedsOcc}$	HOSPITAL ONSET: Patients hospitalized in an NHSN inpatient care location with onset of suspected or confirmed COVID-19 14 or more days after hospitalization
numC19OverflowPats	Optional	0 to 2000	Must be a whole number Must be ≤ 2000	ED/OVERFLOW: Patients with suspected or confirmed COVID-19 who are in the ED or any overflow location awaiting an inpatient bed
numC19OFMechVentPats	Optional	0 to 10000	Must be a whole number Must be $\leq \text{numC19OverflowPat}$ Must be $(\text{numC19MechVentPats} + \text{numC19OFMechVentPats})$ must be $\leq (\text{numVentUse} * 4)$, if populated, or $\leq 10,000$	ED/OVERFLOW and VENTILATED: Patients with suspected or confirmed COVID-19 who are in the ED or any overflow location awaiting an inpatient bed and on a mechanical ventilator
numC19Died	Optional	0 to 1500	Must be a whole number Must be ≤ 1500	DEATHS: Patients with suspected or confirmed COVID-19 who died in the hospital, ED, or any overflow location

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Table 2: NHSN COVID-19 Healthcare Worker Import File Format:

"collectiondate", "shortenvsvc", "shortnurse", "shortrt", "shortphar", "shortphys", "shorttemp", "shortoth", "shortothlic", "shortothsfy", "posshortenvsvc", "posshortnurse", "posshortrt", "posshortphar", "posshortphys", "posshorttemp", "posshortoth", "posshortothlic", "posshortothsfy"

Field	Requirement	Values	Format†	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
shortenvsvc	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Environmental services today?
shortnurse	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Nurses: registered nurses and/or licensed practical nurses today?
shortrt	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Respiratory therapists today?
shortphar	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Pharmacists and/or pharmacy techs today?
shortphys	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Other licensed independent practitioners: advanced practice nurses, physician assistants today?
shorttemp	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Temporary physicians, nurses, respiratory therapists, or pharmacists ("per diems," "travelers," or other seasonal or intermittently contracted persons) today?
shortoth	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Other HCP (Healthcare Personnel: Persons who work in the facility, regardless of clinical responsibility or patient contact.) today?
shortothlic	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in other licensed independent practitioners: advanced practice nurses, physician assistants today?
shortothsfy	Conditionally Required		Required if "shortoth" is Y Character length 200	Other HCP critical shortage today specify
posshortenvsvc	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Environmental services within one week?
posshortnurse	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Nurses: registered nurses and/or licensed practical nurses within one week?



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Field	Requirement	Values	Format†	Description of Field
posshortrt	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Respiratory therapists within one week?
posshortphar	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Pharmacists and/or pharmacy techs within one week?
posshortphys	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Other licensed independent practitioners: advanced practice nurses, physician assistants within one week?
posshorttemp	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Temporary physicians, nurses, respiratory therapists, or pharmacists (“per diems,” “travelers,” or other seasonal or intermittently contracted persons) within one week?
posshortoth	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Other HCP (Healthcare Personnel: Persons who work in the facility, regardless of clinical responsibility or patient contact.) within one week?
posshortothlic	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in other licensed independent practitioners: advanced practice nurses, physician assistants within one week?
posshortothsfy	Conditionally Required		Required if “posshortoth” is Y Character length 200	Other HCP critical shortage within one week specify



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Table 3: NHSN COVID-19 Supplies Import File Format:

"collectiondate", "ventsupply", "ventreuse", "ventobtain", "n95masksupply", "n95maskreuse", "n95maskobtain", "othrespsupply", "othrespreuse", "othrespobtain", "surgmasksupply", "surgmaskreuse", "surgmaskobtain", "shieldsupply", "shieldreuse", "shieldobtain", "gownsupply", "gownreuse", "gownobtain", "glovesupply", "glove reuse", "gloveobtain"

Field	Requirement	Values	Format†	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
ventsupply	Optional	0 days 1-3 days 4-14 days ≥15 days		Ventilator supplies and tubing on-hand supply
ventreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Ventilator supplies and tubing or implementing extended use?
ventobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Ventilator supplies and tubing?
n95masksupply	Optional	0 days 1-3 days 4-14 days ≥15 days		N95 masks on-hand supply
N95maskreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using N95 masks or implementing extended use?
n95maskobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain N95 masks?
othrespsupply	Optional	0 days 1-3 days 4-14 days ≥15 days		Other respirators including PAPRs on-hand supply
othrespreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using other respirators including PAPRs or implementing extended use?
othrespobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain other respirators including PAPRs?
surgmasksupply	Optional	0 days 1-3 days 4-14 days ≥15 days		Surgical masks on-hand supply



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Field	Requirement	Values	Format†	Description of Field
surgmaskreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Surgical masks or implementing extended use?
surgmaskobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Surgical masks?
shieldsupply	Optional	0 days 1-3 days 4-14 days ≥15 days		Face shields on-hand supply
shieldreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Face shields or implementing extended use?
shieldobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Face shields?
gownsupply	Optional	0 days 1-3 days 4-14 days ≥15 days		Single use gowns on-hand supply
gownreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Single use gowns or implementing extended use?
gownobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Single use gowns?
glovesupply	Optional	0 days 1-3 days 4-14 days ≥15 days		Gloves on-hand supply
glovereuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Gloves or implementing extended use?
gloveobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Gloves?

