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

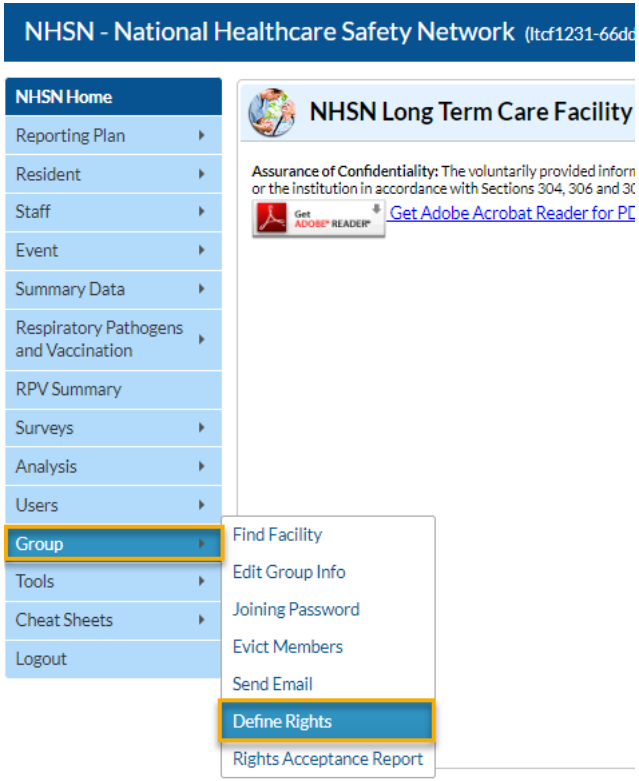
As part of CDC's ongoing COVID-19 response, long-term care facilities (LTCFs) enrolled in the National Healthcare Safety Network (NHSN) can report data using the LTCF Respiratory Pathogens and Vaccination Module. Group and supergroup users can import resident RPV summary data and healthcare personnel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

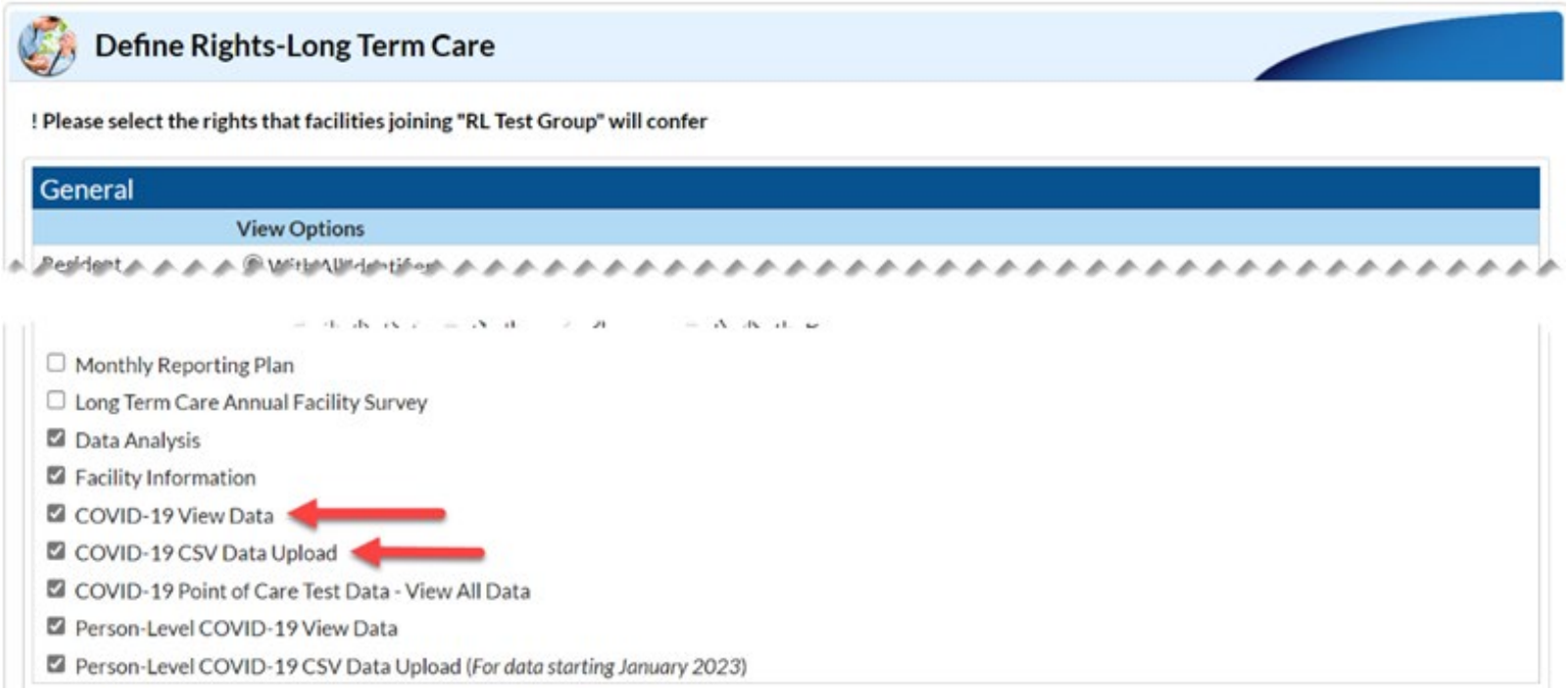
Facilities choosing to upload their data by working directly with a vendor will need to work with the vendor to provide their NHSN OrgID and establish the process. Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide COVID-19 .CSV uploads on behalf of NHSN facilities should submit 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

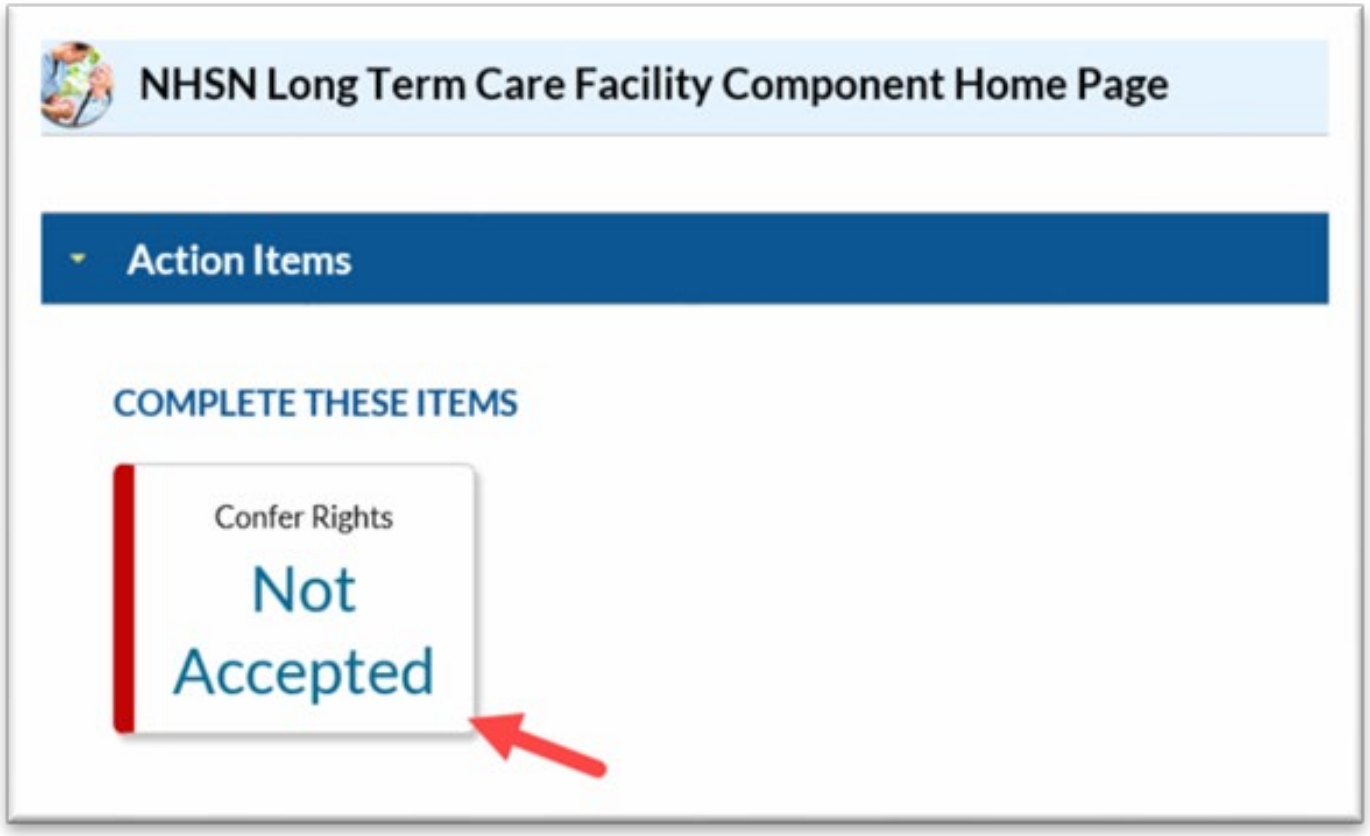
1. **Group** – After logging into an NHSN component, select **Group** from the menu bar and then select **Define Rights**.



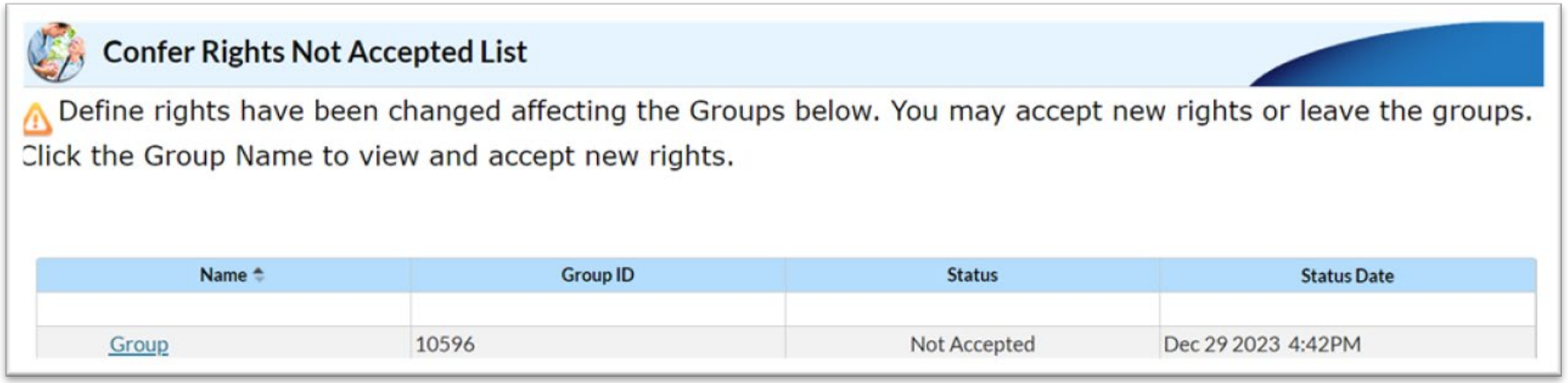
2. **Group** – After selecting **Define Rights**, the Define Rights options for the component will be displayed. Under General, there are new rights for COVID-19 vaccination data. The new rights allow viewing of COVID-19 Vaccination Module summary data for facilities that are a part of the group. Check "**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.



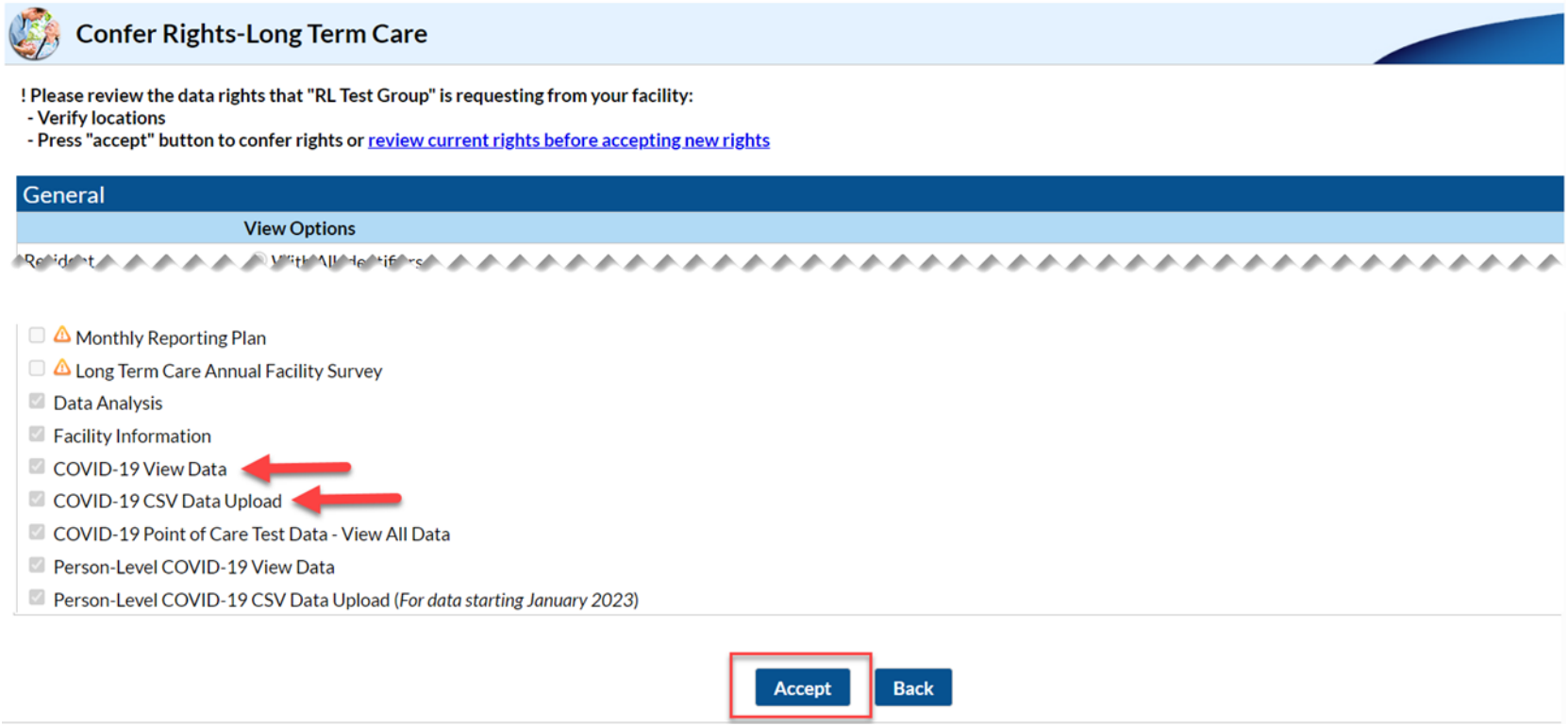
3. **Group** – The **Facility** group member will need to confer rights (accept the newly defined right(s)) by clicking **on Confer Rights Not Accepted** under **Action Items**.



4. **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**.

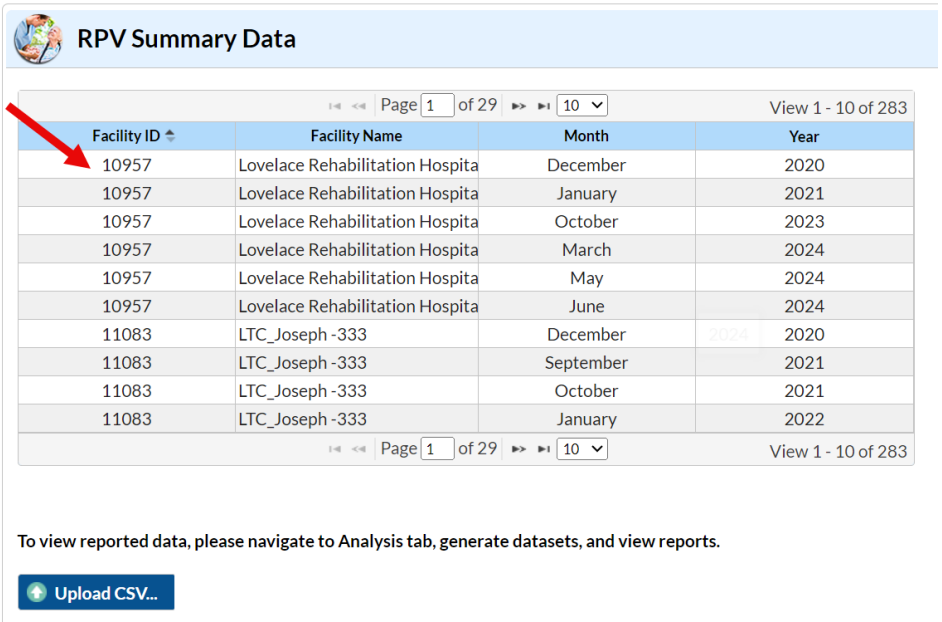


5. **Group** –The group will have added defined COVID-19 Rights if the boxes next to "**COVID-19 View Data**" and "**COVID-19 CSV Data Upload"** are checked. These options represent the Respiratory Pathogens & Vaccination Module and the HCP COVID-19 Vaccination Module. The **Facility** may select "**Accept**" 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**.



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).

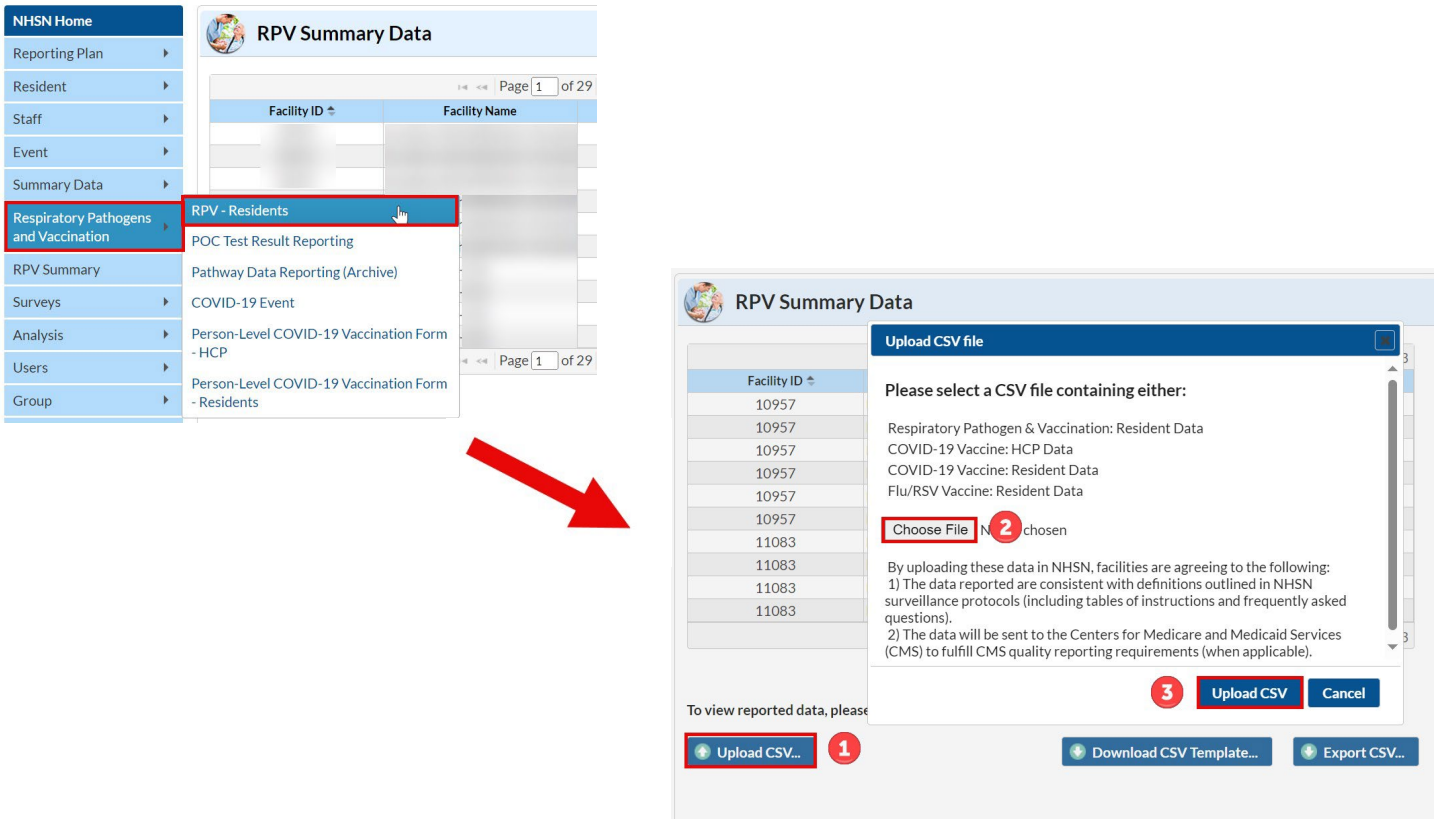


2. **Download Template** –The .CSV templates for RPV Resident Summary Data and Healthcare Personnel COVID-19 Vaccine Data can be found at the NHSN Respiratory Pathogens and Vaccination webpage: LTCF | Respiratory Pathogens and Vaccination |NHSN | CDC. To download the CSV template, please click on the 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.

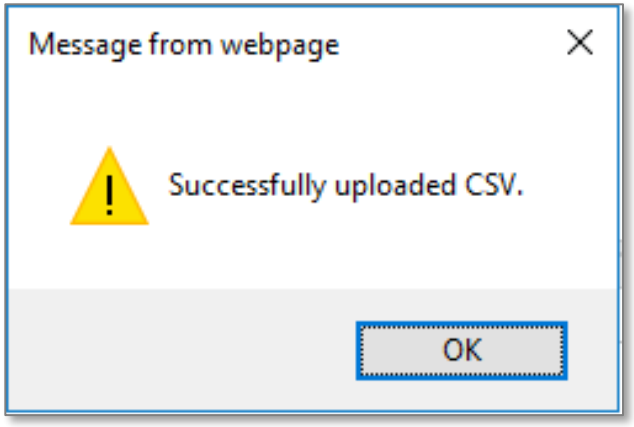
3. **Enter Data** – Using the provided .CSV templates for LTCF resident and LTCF healthcare personnel data, populate each variable with the appropriate data. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. After 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

4. **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.



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