

## NHSN Outpatient Dialysis 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, outpatient dialysis facilities enrolled in the National Healthcare Safety Network (NHSN) can report data using the Outpatient Dialysis COVID-19 Vaccination Module. Group and supergroup users can import patient 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 Outpatient Dialysis COVID-19 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 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 should submit an inquiry to [NHSN@cdc.gov](mailto:NHSN@cdc.gov) with the title "Vendor Support for NHSN COVID-19 Outpatient Dialysis Facility 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 below but all functionality related to COVID-19 data reporting are the same.

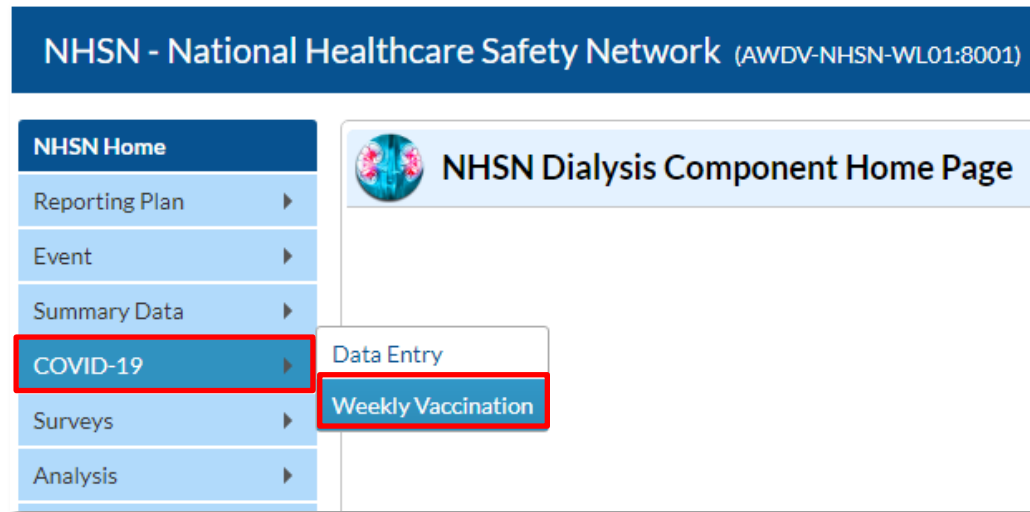


## Instructions for Groups and Supergroups: Defining and Conferring Rights

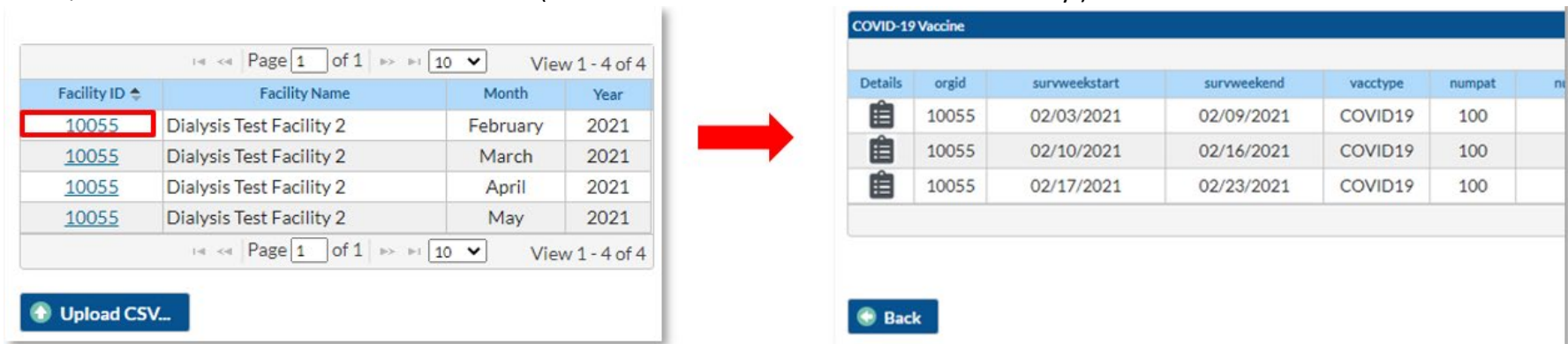
Please refer to the document, "**How to Join a Group and Accept the Confer Rights Template**" – available for download from the Dialysis COVID-19 Module webpage: <https://www.cdc.gov/nhsn/pdfs/covid19/dialysis/confer-rights-508.pdf>.

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

1. **Group/Super Group** – Select “COVID-19” from the menu bar to view specific pathway data. Next, select “Weekly Vaccination”.



A list of facilities in your group or supergroup that have entered vaccination data by month 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 template for COVID-19 Weekly Vaccination Summary Data for dialysis patients is available for download from the NHSN Weekly Patient COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/dialysis/pt-covid-vac/index.html>.

### CSV Data Import

[Uploading Group Dialysis COVID-19 .CSV Data Files \(10.1.1\)](#) [PDF – 638 KB] – May 2022

[Uploading Group Dialysis COVID-19 .CSV Data Files \(10.1.1\)](#) [PDF – 1 MB] – February 2022

[Uploading Group Dialysis COVID-19 .CSV Data Files \(10.0\)](#) [PDF – 1 MB] – September 2021

[Uploading Group Dialysis COVID-19 .CSV Data Files \(Pre 10.0\)](#) [PDF – 1 MB] – August 2021

### Dialysis COVID-19 Vaccination Data

- [CSV File Template \(10.1.1\)](#) [XLS – 422 B] – May 2022
- [Example CSV File \(10.1.1\)](#) [CSV – 2 KB] – May 2022
- [CSV File Template \(10.1.1\)](#) [CSV – 2 KB] – February 2022
- [Example CSV File \(10.1.1\)](#) [CSV – 2 KB] – February 2022



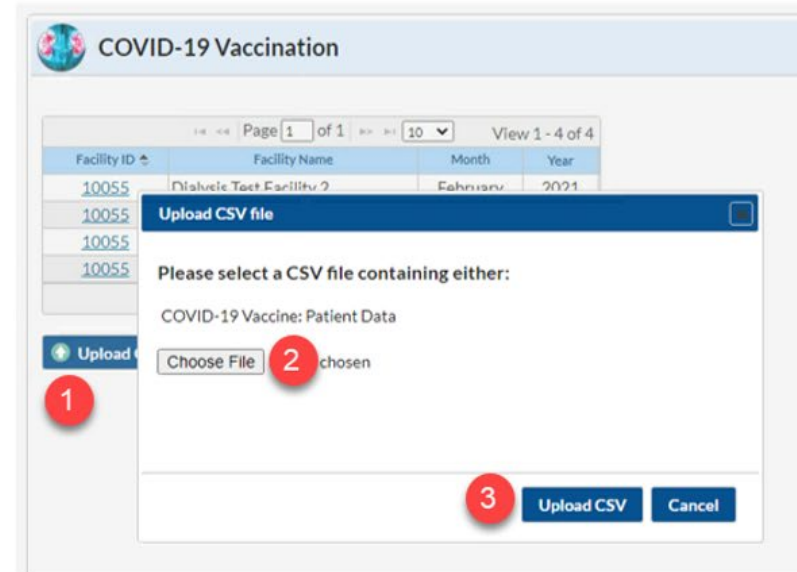
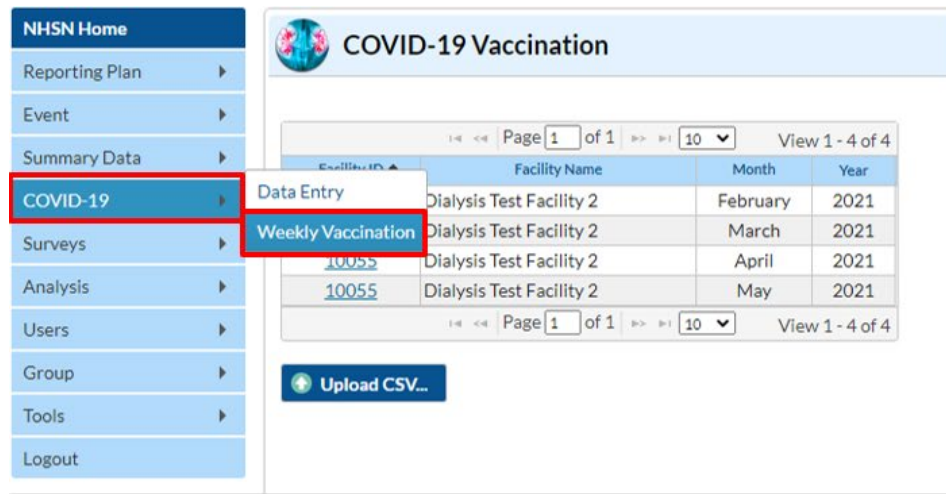
- 3. **Enter Data** – Using the .CSV template provided, populate each variable with the appropriate data. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. Save the file to upload the .CSV file in NHSN.

For complete information on the variables included on the .CSV template, refer to the table at end of this document (“NHSN Dialysis Patient COVID-19 Vaccination Data Import File Format”). An example .CSV file that includes test data in required fields is available from NHSN’s Weekly Patient COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/dialysis/pt-covid-vac/index.html>.

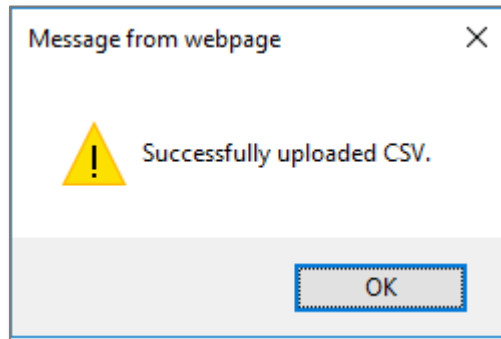
The screenshot displays a webpage titled "CSV Data Import" and "Dialysis COVID-19 Vaccination Data". Under "CSV Data Import", there are four links for PDF files: "Uploading Group Dialysis COVID-19 .CSV Data Files (10.1.1)" (638 KB, May 2022), "Uploading Group Dialysis COVID-19 .CSV Data Files (10.1.1)" (1 MB, February 2022), "Uploading Group Dialysis COVID-19 .CSV Data Files (10.0)" (1 MB, September 2021), and "Uploading Group Dialysis COVID-19 .CSV Data Files (Pre 10.0)" (1 MB, August 2021). Under "Dialysis COVID-19 Vaccination Data", there are four links for file templates and examples: "CSV File Template (10.1.1)" (422 B, May 2022), "Example CSV File (10.1.1)" (2 KB, May 2022), "CSV File Template (10.1.1)" (2 KB, February 2022), and "Example CSV File (10.1.1)" (2 KB, February 2022). The "Example CSV File (10.1.1)" link in the second row is highlighted in yellow.



- 4. **Upload .CSV** – To upload the completed .CSV file in NHSN, select COVID-19 from the menu bar. Next, select “Weekly Vaccination”. A list of facilities by month will be displayed. Click on the “Upload CSV” button. A screen 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 were 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 Dialysis Patient COVID-19 Vaccination Data Import File Format”) for complete information on the variables included on .CSV templates. Questions can be submitted to [NHSN@CDC.GOV](mailto: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 to utilize the analysis and reporting functionality built within NHSN to view and export line list data reports for COVID-19 vaccination data for dialysis patients.

## Group - Importing via .csv file - *COVID-19 Weekly Vaccination Summary – Patients - Dialysis Component - NHSN release 11.4.1 (June 2023)*

**Table 1: NHSN Dialysis Patient COVID-19 Vaccination Data Import File Format**

Field	Requirement	Values	Format <sup>†</sup>	Description of Field
orgid	<b>Required</b>	–	–	Must be a valid NHSN Facility ID (organization identifier)
survweekstart	<b>Required</b>	MM/DD/YYYY ( <b>Wednesday</b> through Tuesday reporting)	–	Week of data collection, start date  (date must be a Wednesday; must be no later than current date)
survweekend	<b>Required</b>	MM/DD/YYYY (Wednesday through <b>Tuesday</b> reporting)	–	Week of data collection, end date  (date must be a Tuesday; must be no later than current date)
vacctype	<b>Required</b>	COVID19	–	Vaccination Type
numpat	<b>Required</b>	0 – 500  Must be <= 500 and ≥ sum of (numInCentPat + numHomePat)	Must be a whole number	Number of All Patients receiving dialysis care from this facility during the current reporting week
numincentpat	Optional	0 – 500  If entered, must be <= numPat  If both numInCentPat and numHomePat entered, the sum should = numPat.	Must be a whole number	Number of In-Center Dialysis Patients receiving dialysis care from this facility during the current reporting week



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Field	Requirement	Values	Format <sup>†</sup>	Description of Field
numhomepat	Optional	0 – 500 If entered, must be <= numPat  If both numInCentPat and numHomePat entered, the sum should = numPat.	Must be a whole number	Number of Home Dialysis Patients receiving dialysis care from this facility during the current reporting week
totPatUpToDate	<b>Required</b>	0 – 500 Must be <= numPat	Must be a whole number	Cumulative number of all patients who are up to date with COVID-19 vaccines
totInCentPatUpToDate	Optional	0 – 500 Must be <= totInCentPatc	Must be a whole number	Cumulative number of In-Center Dialysis patients who are up to date with COVID-19 vaccines
totHomePatUpToDate	Optional	0 – 500 Must be <= totHomePat	Must be a whole number	Cumulative number of Home Dialysis patients who are up to date with COVID-19 vaccines
numpatmedUTD	<b>Required</b>	0-500 Must be <=totPatUpToDate	Must be a whole number	Cumulative number of all patients who are up to date with COVID-19 vaccines with a medical contraindication
numincentpatmedUTD	Optional	0 – 500 Must be <=totInCentPatUpToDate	Must be a whole number	Cumulative number of In-Center Dialysis patients who are up to date with COVID-19 vaccines with a medical contraindication
numhomepatmedUTD	Optional	0 – 500 Must be <=totHomePatUpToDate	Must be a whole number	Cumulative number of Home Dialysis patients who are up to date with COVID-19 vaccines with a medical contraindication
numpatdecUTD	<b>Required</b>	0 – 500 Must be <=totPatUpToDate	Must be a whole number	Cumulative number of all patients who are up to date with COVID-19 vaccines who offered but declined COVID-19 vaccines
numincentpatdecUTD	Optional	0 – 500 Must be <=totInCentPatUpToDate	Must be a whole number	Cumulative number of In-Center Dialysis patients who are up to date with COVID-19 vaccines who offered but declined COVID-19 vaccines

Field	Requirement	Values	Format <sup>†</sup>	Description of Field
numhomepatdecUTD	Optional	0 – 500 Must be <=totHomePatUpToDate	Must be a whole number	Cumulative number of In-Center Dialysis patients who are up to date with COVID-19 vaccines who offered but declined COVID-19 vaccines
numpatunkUTD	<b>Required</b>	0 – 500 Must be <=totPatUpToDate	Must be a whole number	Cumulative number of all patients who are up to date with COVID-19 vaccines who offered with unknown/other COVID-19 vaccines
numincentpatunkUTD	Optional	0 – 500 Must be <=totInCentPatUpToDate	Must be a whole number	Cumulative number of In-Center Dialysis patients who are up to date with COVID-19 vaccines with unknown/other COVID-19 vaccines
numhomepatunkUTD	Optional	0 – 500 Must be <=totHomePatUpToDate	Must be a whole number	Cumulative number of In-Center Dialysis patients who are up to date with COVID-19 vaccines with unknown/other COVID-19 vaccines