



Quick Learn Demonstration: Uploading Weekly COVID-19 Vaccination Summary Data via .CSV Files in the Long-term Care Facility Component

Division of Healthcare Quality Promotion

July 2024

Objectives

- Understand the advantages of uploading data via .CSV files
- Locate resources for .CSV upload, including example files and templates
- Enter weekly resident and healthcare personnel COVID-19 vaccination data into .CSV files
- Upload .CSV files into NHSN

Note: All data shown are fictional and for training purposes only

Advantages of Uploading Data via .CSV Files

Can Enter Data for Multiple Weeks for Residents and Healthcare Personnel on One .CSV File

- Multiple rows can be used to upload data for multiple weeks or facilities if submitting for a group.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S			
1	Orgid	summary	vacctype	survweeks	survweeks	numEmp	numLIPH	numVol	numOCP	totEmp	totLIP	totVol	totOCP	numEmp	numLIP	numVol	numOCP	numEmp	numLIP	numVol	numOCP	
2	99999	VACCSUM	COVID19	1/1/2024	1/7/2024	20	20	20	20													
3	99999	VACCSUM	COVID19	1/8/2024	#####	20	20	20	20													
4	99999	VACCSUM	COVID19	#####	#####	20	20	20	20													

Entering Weekly Summary Vaccination Data into .CSV File: Residents of Long-term Care Facilities

Download .CSV File for Residents of LTCFs

- Download a .CSV example file or template from the LTCF webpage: [LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#)
- Choose the file that matches the date range you are uploading data for.
 - For example, if you are uploading data for January 2024, you would refer to the files from June 2023.

Templates and Example Files for Residents of Long-term Care Facilities (LTCFs)

COVID-19 CSV Materials


[Example CSV File \(11.4.1\)](#)  [XLS – 152 B] – June 2023

[CSV File Template \(11.4.1\)](#)  [XLS – 103 B] – June 2023

[CSV File Template \(10.1.3\)](#)  [XLS – 177 B] – May 2022

[Example CSV File \(10.1.3\)](#)  [XLS – 243 B] – May 2022

[CSV File Template \(10.1.1\)](#)  [CSV – 2 KB] – February 2022

[Example CSV File \(10.1.1\)](#)  [CSV – 2 KB] – February 2022

Most recent version

Open .CSV File Layout

- Open file layout: [Viewing and Uploading COVID-19 LTCF Vaccination Reporting Pathway CSV Data Files \(cdc.gov\)](#).

Instructions for Uploading Data

COVID-19 CSV Materials

[Uploading Group COVID-19 .CSV Data Files \(12.0\)](#)  [PDF – 1 MB] – January 2024

Most recent
version

[Uploading Group COVID-19 .CSV Data Files \(11.4.1\)](#)  [PDF – 773 KB] – June 2023

[Uploading Group COVID-19 .CSV Data Files \(10.1.3\)](#)  [PDF – 939 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 \(Pre 10.0\)](#)  [PDF – 1 MB] – August 2021

.CSV File Layout: Long-term Care Residents

- The table beginning on page 14 includes detailed information on the variables included on the resident .CSV templates.
- This file also provides instructions on how to upload a .CSV file for group data.

Group - Importing via .csv file - *COVID-19 Weekly Vaccination Summary - Residents* LTC Component - NHSN release 11.4.1 (June 2023)

Table 1: NHSN Resident COVID-19 Vaccination Data Import File Format – V1 JAN 2024

Field	Requirement	Values	Format [†]	Description of Field
orgid	Required	-	-	Must be a valid NHSN Facility ID (organization identifier)
vacctype	Required	COVID19	-	Vaccination Type
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)
numres	Required	0 – 3000 Must be ≤ 3,000 AND = sum of (totResUpToDate + numResMedUTD + numResDecUTD + numResUnkUTD)	Must be a whole number	Number of residents staying in this facility for at least 1 day during the week of data collection
totResUpToDate	Required	Must be ≤ numres	Must be a whole number	Cumulative number of residents from numres that are up to date
numresmedUTD	Required	Must be ≤ numres	Must be a whole number	Cumulative number of residents, from numres, with a medical contraindication reason to not receive the latest COVID-19 vaccine needed to be considered up to date
numresdecUTD	Required	Must be ≤ numres	Must be a whole number	Cumulative number of residents, from numres, who were offered but declined to receive the latest COVID-19 vaccine needed to be considered up to date

Long term Care Resident .CSV

- LTC Resident .CSV File Template:

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Font (Calibri, size 11), Alignment, and Number. The worksheet grid shows columns A through I and rows 1 and 2. The header row (row 1) contains the following field names: ORGID, vacctype, survweekstart, survweekend, NumRes, totResUpToDate, numresmedUTD, numresdecUTD, and numresunkUTD. The second row (row 2) is currently empty.

	A	B	C	D	E	F	G	H	I
1	ORGID	vacctype	survweekstart	survweekend	NumRes	totResUpToDate	numresmedUTD	numresdecUTD	numresunkUTD
2									

- LTC Resident .CSV Example File:

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The worksheet grid shows columns A through I and rows 1 and 2. The header row (row 1) contains the following field names: ORGID, vacctype, survweekstart, survweekend, NumRes, totResUpToDate, numresmedUTD, numresdecUTD, and numresunkUTD. The second row (row 2) contains test data: 99999, COVID19, 6/5/2023, 6/11/2023, 110, 100, 0, 10, and 0. The entire second row is highlighted with a red border.

	A	B	C	D	E	F	G	H	I
1	ORGID	vacctype	survweekstart	survweekend	NumRes	totResUpToDate	numresmedUTD	numresdecUTD	numresunkUTD
2	99999	COVID19	6/5/2023	6/11/2023	110	100	0	10	0

Note: The example file includes test data in the required fields that makes it easier to replace with your data!

Enter Data and Save .CSV File for Residents of LTCFs

- Populate each variable with the appropriate data and save the file.

The screenshot shows the Microsoft Excel interface. The title bar indicates the file name is "Test CSV 05.2024". The ribbon is set to "Home". The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	ORGID	vacctype	survweekstart	survweekend	NumRes	totResUpToDate	numresmedUTD	numresdecUTD	numresunkUTD	
2	55097	COVID19	5/13/2024	5/19/2024	150	120	10	10	10	

Entering Weekly Summary Vaccination Data into .CSV File: Healthcare Personnel of Long-term Care Facilities

Download a .CSV Template for Healthcare Personnel of LTCFs

- Download a .CSV example file or template from the LTCF webpage: [LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#)
- Choose the file that matches the date range for which you are uploading data.
 - For example, if you are uploading data for August 2023, you would refer to the files from June 2023.

Templates and Example Files for Healthcare Personnel of Long-term Care Facilities (LTCFs)

[CSV File Template \(11.4.1\)](#)  [XLS – 534 B] – January 2024

[Example CSV File \(11.4.1\)](#)  [XLS – 858 B] – January 2024

[CSV File Template \(11.4.1\)](#)  [XLS – 15 KB] – June 2023

[Example CSV File \(11.4.1\)](#)  [XLS – 17 KB] – June 2023

[CSV File Template \(10.1.3\)](#)  [XLS – 442 B] – May 2022

[Example CSV File \(10.1.3\)](#)  [XLS – 559 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

Most recent version

.CSV File Layout: Healthcare Personnel of LTCFs

- Open the file layout to page 15 for detailed information on the variables included on the HCP .CSV templates: [Viewing and Uploading COVID-19 LTCF Vaccination Reporting Pathway CSV Data Files \(cdc.gov\)](#).

Group – Importing via .csv file - *COVID-19 Weekly Vaccination Summary – Healthcare Personnel* - LTC Component - NHSN release 11.4.1 (JAN 2024)

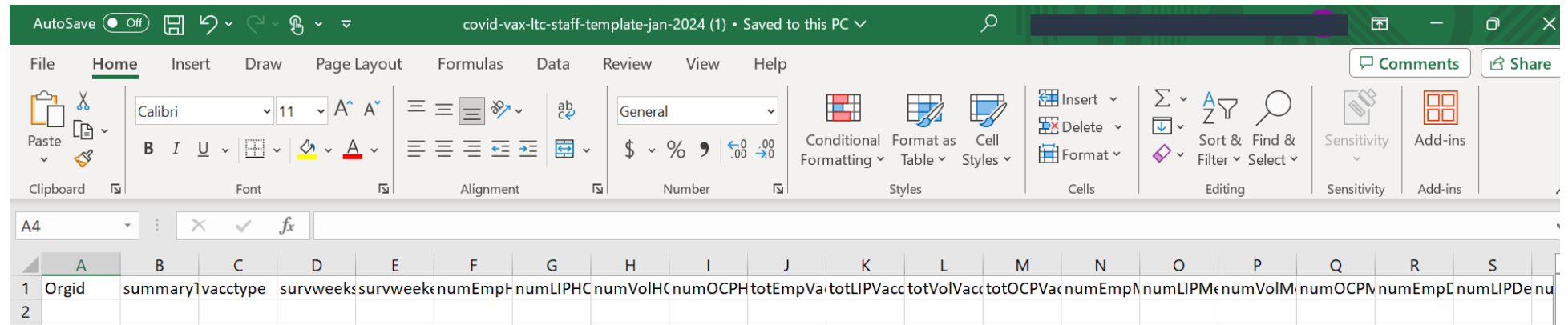
Table 2: NHSN Healthcare Personnel COVID-19 Vaccination Data Import File Format

Note that this table includes variables required to submit data for the reporting period of **06/26/2023-12/31/2023** & the reporting period beginning **01/01/2024**. Please pay close attention the column “requirement” to differentiate.

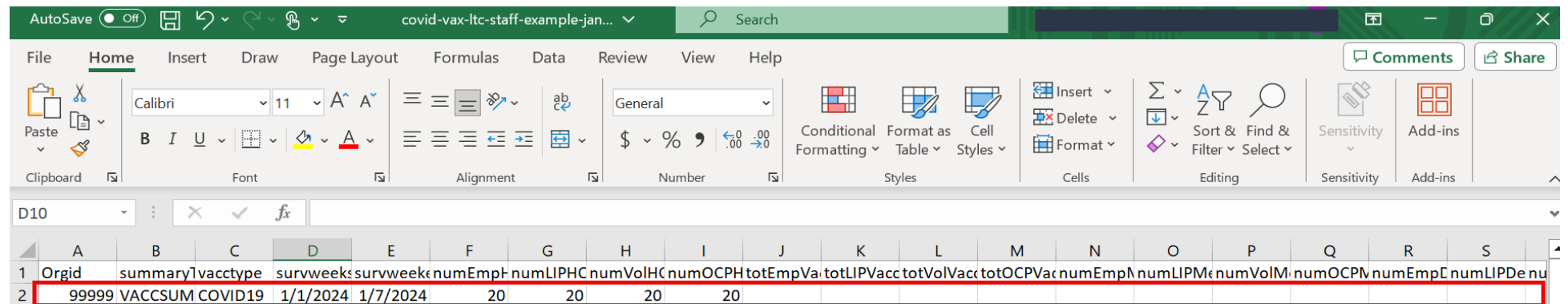
Field	Requirement	Values	Format [†]	Description of Field
orgid	Required	–	–	Must be a valid NHSN Facility ID (organization identifier)
summaryType	Required	VACCSUMWK	Character(12)	
vacctype	Required	COVID19	–	Vaccination Type
survweekstart	Required	MM/DD/YYYY (Monday through Sunday reporting)	–	Week 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	For survWeekEnd through 6/25/23: Must = (totEmpVacc + totEmpPartial + numEmpMed + numEmpDec + numEmpUnk) For survWeekEnd 7/2/23 through 12/31/23:	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

Long-term Care Healthcare Personnel .CSV

- LTC Healthcare Personnel .CSV File Template:



- LTC Healthcare Personnel .CSV Example File:



Note: The example file includes test data in the required fields that makes it easier to replace with your data!

Enter Data and Save File for Healthcare Personnel of LTCFs

- Populate each variable with the appropriate data and save the file.
- Make sure to scroll to the right to enter all data for HCP on the row.

The screenshot shows the Microsoft Excel interface. The title bar indicates the file is named "HCP Test CS..." and is saved to the PC. The ribbon is set to "Home". The spreadsheet shows a table with the following data in row 2:

Orgid	summary	vacctype	survweeks	survweeke	numEmp	numLIPH	numVolHC	numOCPH	totEmpVa	totLIPVacc	totVolVacc	totOCPVacc	numEmpI	numLIPM	numVolM	numOCPN	numEmpC	numLIPDe
55097	VACCSUM	COVID19	5/13/2024	5/19/2024	40	40	10	20										

Resources

Table of Instructions

- If errors prevent upload, please refer to the table of instructions for weekly COVID-19 vaccination data reporting in the LTCF component.
 - Residents: [COVID Vaccination LTC Residents TOI \(cdc.gov\)](#)
 - Healthcare Personnel (HCP): [COVID-19 Vaccination Staff TOI Dec 2023 \(cdc.gov\)](#)

The NHSN Website

- Visit [LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#) for training materials including:
 - LTCF Vaccination Protocols for Residents and HCP
 - .CSV templates and example files
 - Data collection forms
 - Table of instructions on how to fill out the vaccination data collection forms
 - Frequently asked questions (FAQs)
 - Training slides

COVID-19/Respiratory Pathogens Vaccination

[Print](#)

Long-term care facilities can track weekly vaccination data for residents and healthcare personnel (HCP) through NHSN.

On This Page

[Announcements](#)

[Protocol](#)

[Training](#)

[Data Collection Forms and Instructions](#)

[Weekly Vaccination Summary Data - CSV Data Import](#)

[Person-Level COVID-19 Vaccination Forms - Instructions and Guidance Documents](#)

[Person-Level COVID-19 Vaccination Data - CSV Data Import](#)

[Resources](#)

[Retired Quick Reference Guides](#)

[Nursing Home COVID-19 Vaccination Data Dashboard](#)

[FAQs on Reporting Vaccination Data](#)

Questions or Need Help?

- Please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. Locate the portal website here: [nhsn_csp - NHSN Customer Service \(cdc.gov\)](#). ServiceNow should be used instead of [nhsn@cdc.gov](#), [nhsntrain@cdc.gov](#), and [nhsndua@cdc.gov](#).
- Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at [nhsn@cdc.gov](#).

For more information, please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636) / TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.