NHSN Resources at Your Fingertips: Webpage Updates for 2025

Division of Healthcare Quality Promotion

July 2025

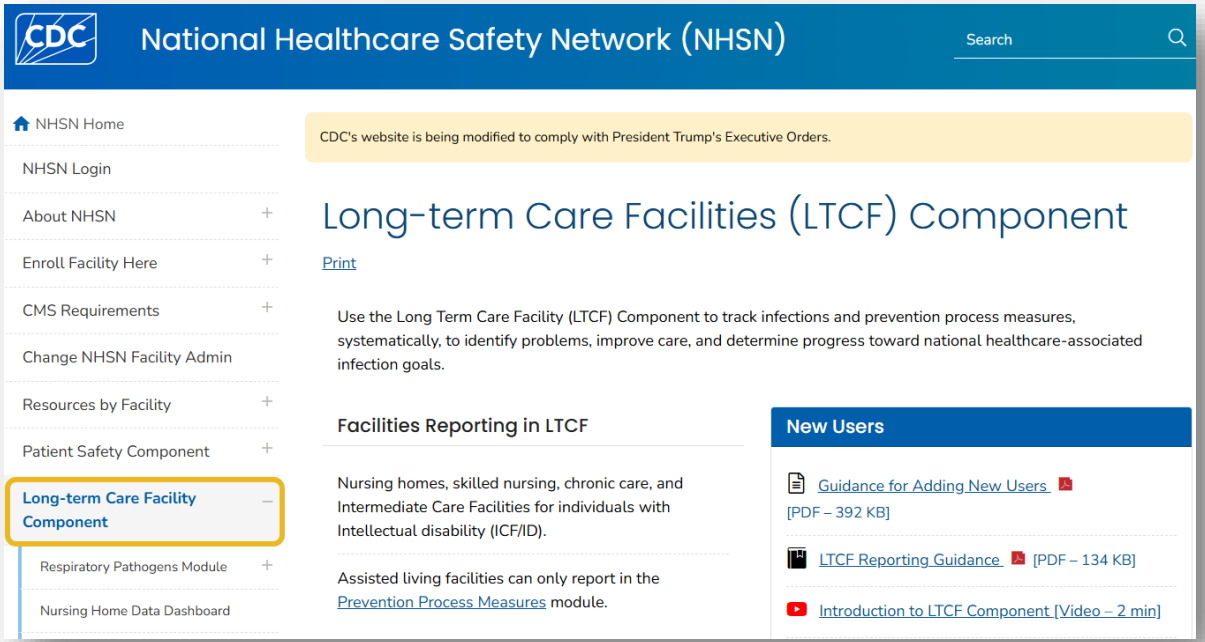
Objectives

- Review key features of NHSN webpages.
- Quickly identify the most helpful resources for reporting respiratory pathogens and vaccination data.

Long-Term Care Facility Component: Webpages

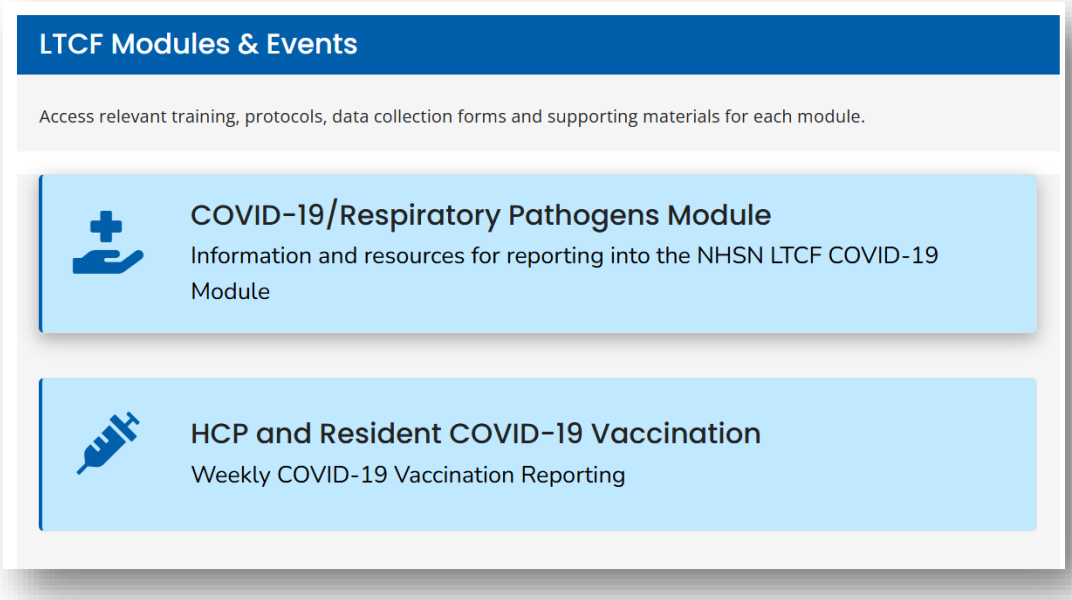
Long-Term Care Facility (LTCF) Component: Main Landing Page

Webpage: Long-term Care Facilities (LTCF) Component | NHSN | CDC



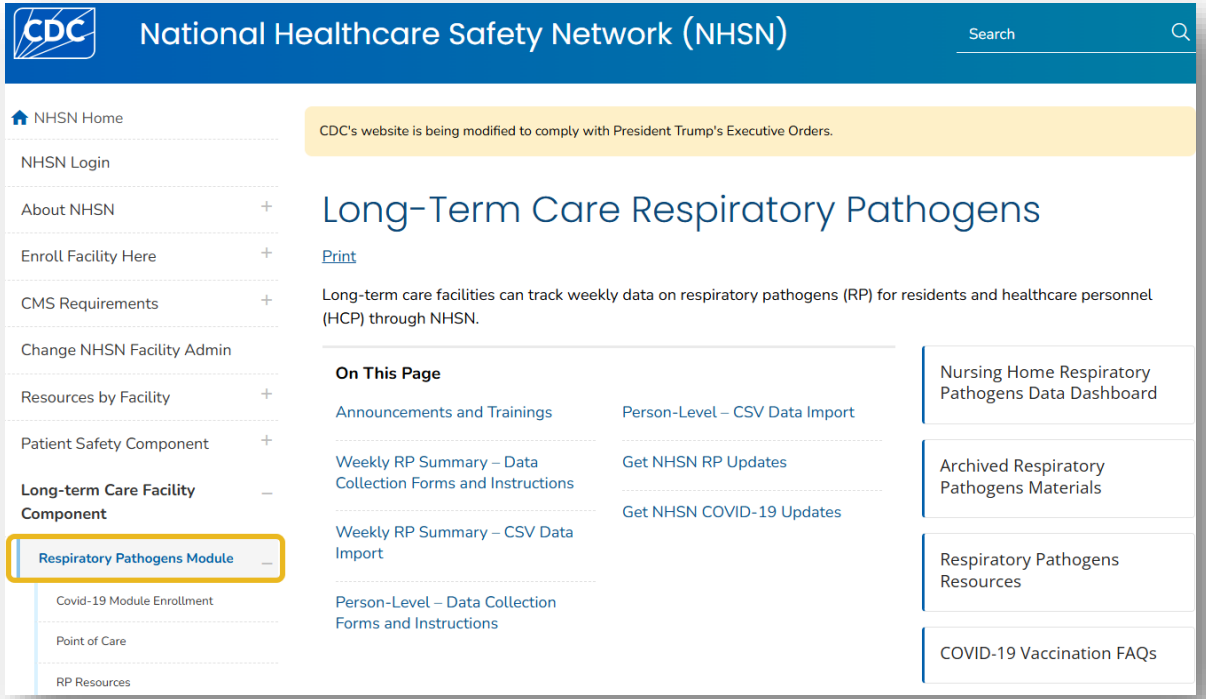
LTCF Component: Main Landing Page (cont.)

- Scroll through the webpage to identify resources of interest:
  - Module-specific webpages
  - New user guidance
  - Facility enrollment
  - LTCF Component trainings



Long-Term Care Respiratory Pathogens Module

- Reporting of COVID-19, influenza, and RSV data
  - Vaccination, case, and hospitalization data



Where are resources housed?

Announcements, data collection forms, and instructions:

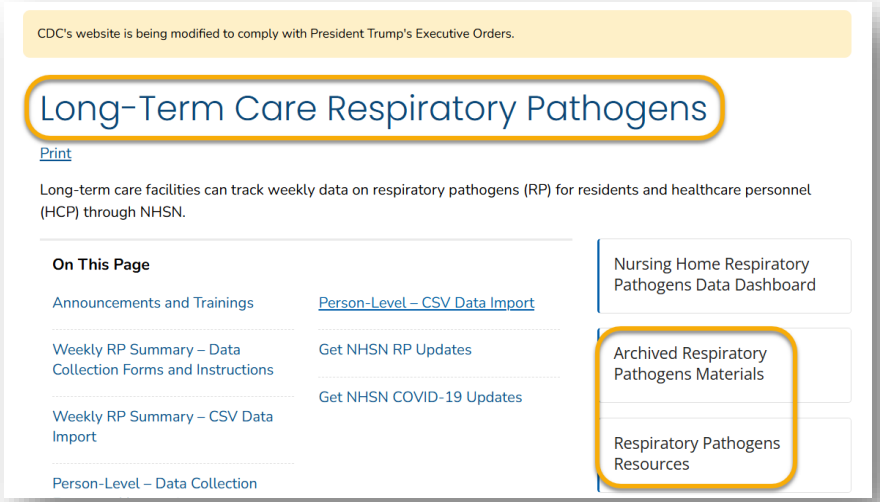
LTCF | Respiratory Pathogens and Vaccination Module | NHSN | CDC

Training slides and reference guides:

Long-Term Care Respiratory Pathogens: Resources | NHSN | CDC

Archived training materials:

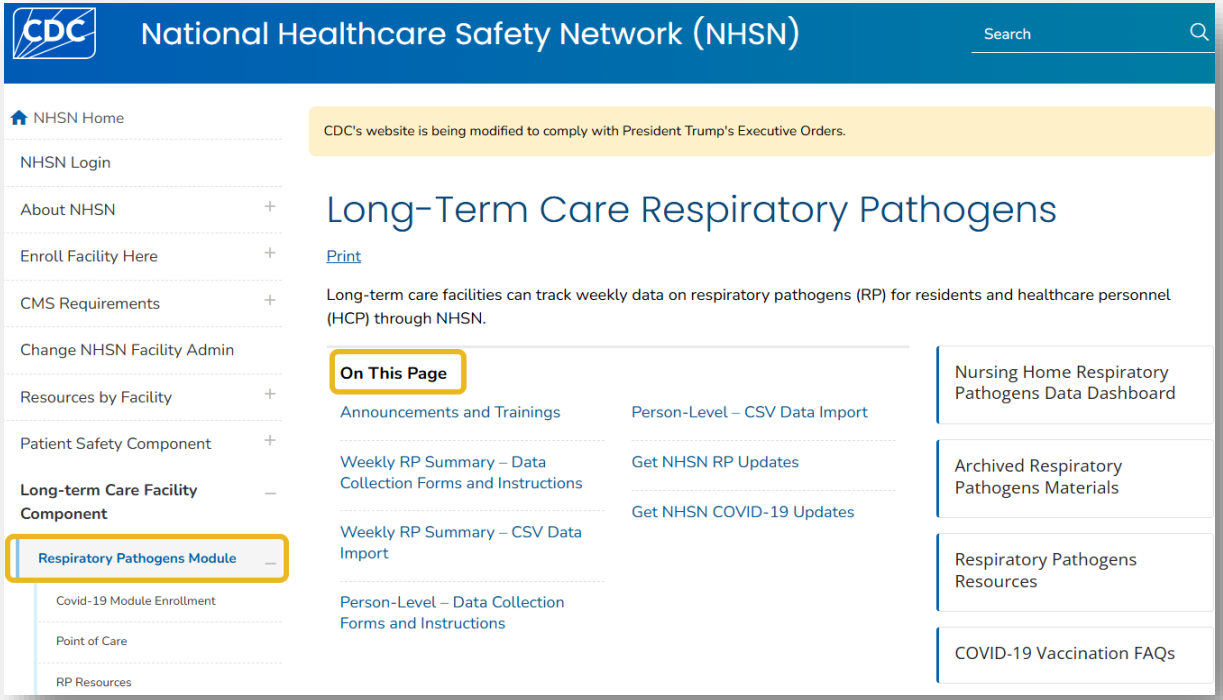
Archived COVID-19/Respiratory Pathogens and Vaccination Materials | NHSN | CDC



Long-Term Care Respiratory Pathogens Webpage: Structure and Main Resources

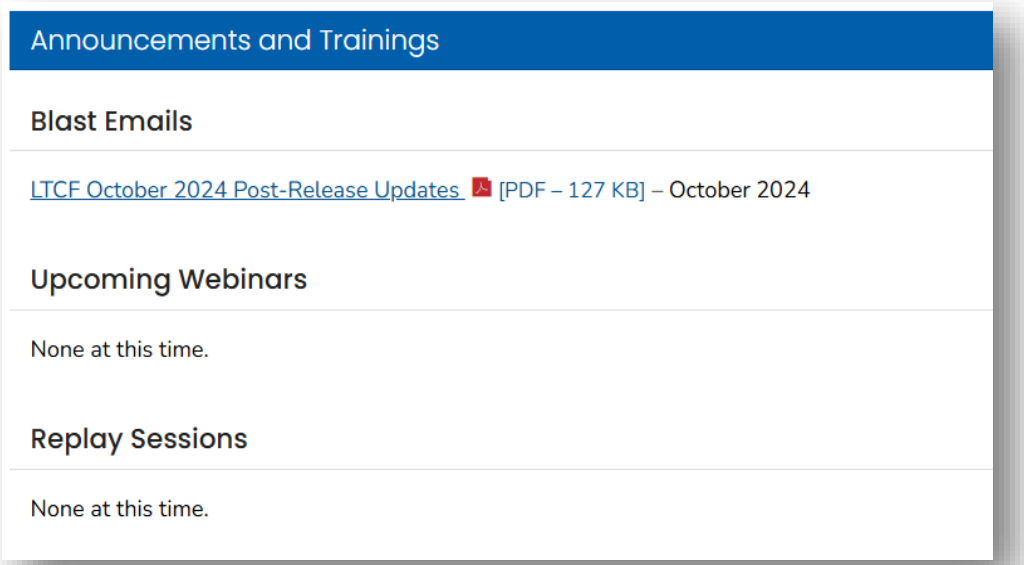
Long-Term Care Respiratory Pathogens: Landing Page

- **Tip**: Use sub-headings on left-hand navigation bar.
- **Tip**: Use headings under “On this Page” to easily access materials.



Long-Term Care Respiratory Pathogens: Landing Page (cont.)

- Refer to the "**Announcements and Training**" heading
- Useful resources that provide links to blast e-mails and webinar information
- Organized chronologically



Locating Resources to Submit Data

Facilities can submit data in three different ways:

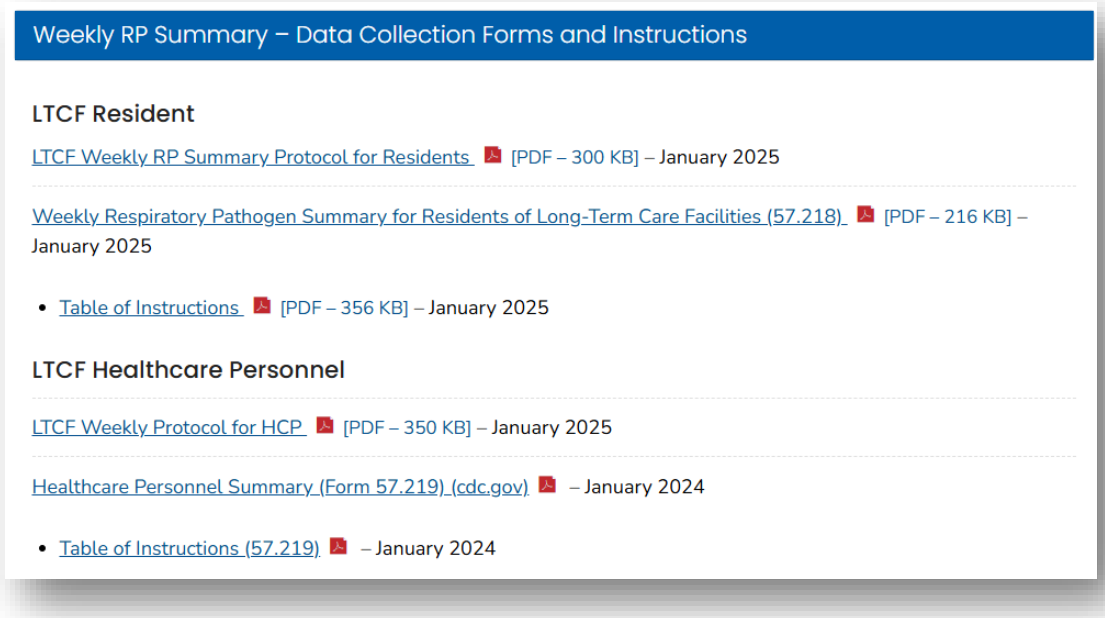
1. Entering **summary-level** data directly into data entry screens

2. Uploading .CSV files of **summary-level** data

3. Using **Person-level** COVID-19 Vaccination Forms (COVID-19 vaccination data only)
    a. Entering data directly into the Person-level forms
    b. Uploading .CSV files of Person-level data

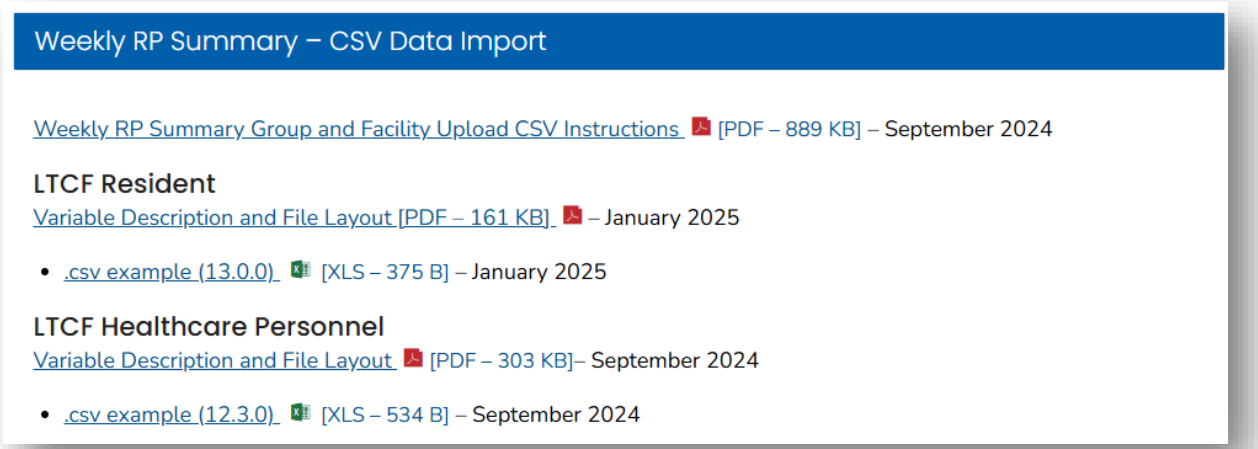
Method 1: Entering Summary-level Data Directly into Data Entry Screens

- Refer to "**Weekly RP Summary -- Data Collection Forms and Instructions**" heading
  - Access forms for collecting weekly data on COVID-19, influenza, and RSV
  - Table of instructions provide detailed guidance on how to complete form questions



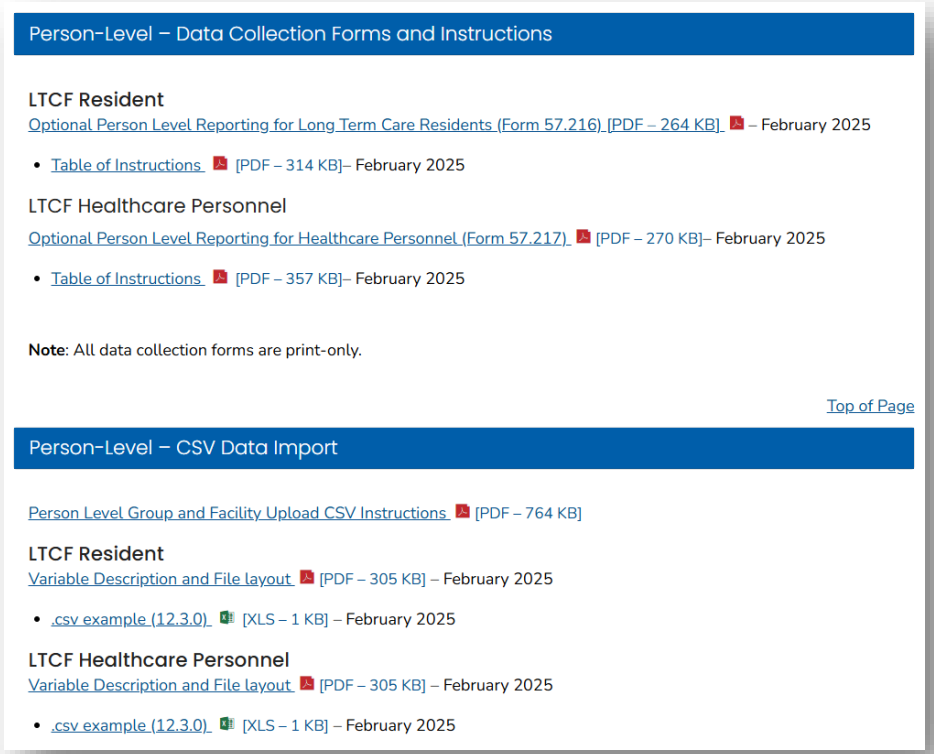
Method 2: Uploading .CSV Files of Summary Data

- Instructions for using .CSV files
- Example .CSV files
  - Access under "**CSV Data Import**" heading



Method 3: Using Person-Level COVID-19 Vaccination Forms

- Refer to "**Person-Level**" headings
  - Instructions for entering data directly into the Person-Level COVID-19 vaccination forms
  - Instructions for using .CSV files
  - Example .CSV files



Person-Level – Data Collection Forms and Instructions

LTCF Resident

Optional Person Level Reporting for Long Term Care Residents (Form 57.216) [PDF – 264 KB] – February 2025

- Table of Instructions [PDF – 314 KB]– February 2025

LTCF Healthcare Personnel

Optional Person Level Reporting for Healthcare Personnel (Form 57.217) [PDF – 270 KB]– February 2025

- Table of Instructions [PDF – 357 KB]– February 2025

Note: All data collection forms are print-only.

Top of Page

Person-Level – CSV Data Import

Person Level Group and Facility Upload CSV Instructions [PDF – 764 KB]

LTCF Resident

Variable Description and File layout [PDF – 305 KB] – February 2025

- .csv example (12.3.0) [XLS – 1 KB] – February 2025

LTCF Healthcare Personnel

Variable Description and File layout [PDF – 305 KB] – February 2025

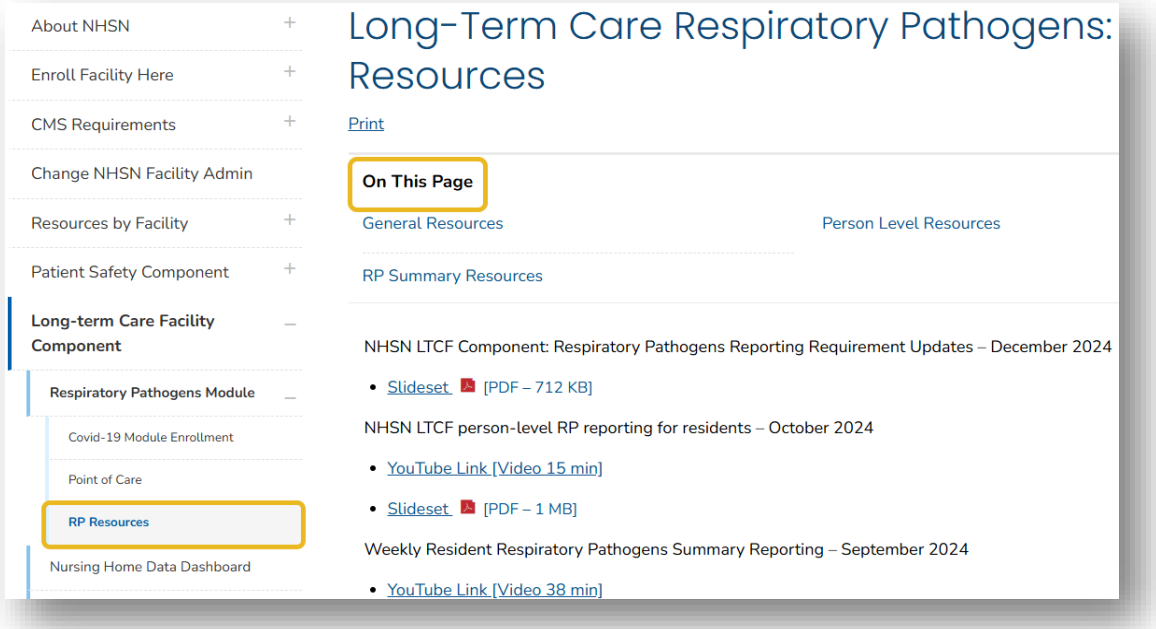
- .csv example (12.3.0) [XLS – 1 KB] – February 2025

Long-term Care Respiratory Pathogens Resources Page

Long-Term Care Respiratory Pathogens Resources Page

Webpage: Long-Term Care Respiratory Pathogens: Resources | NHSN | CDC

- **Tip**: Use sub-headings on left-hand navigation bar
- **Tip**: Use headings under “On this Page” to easily access materials

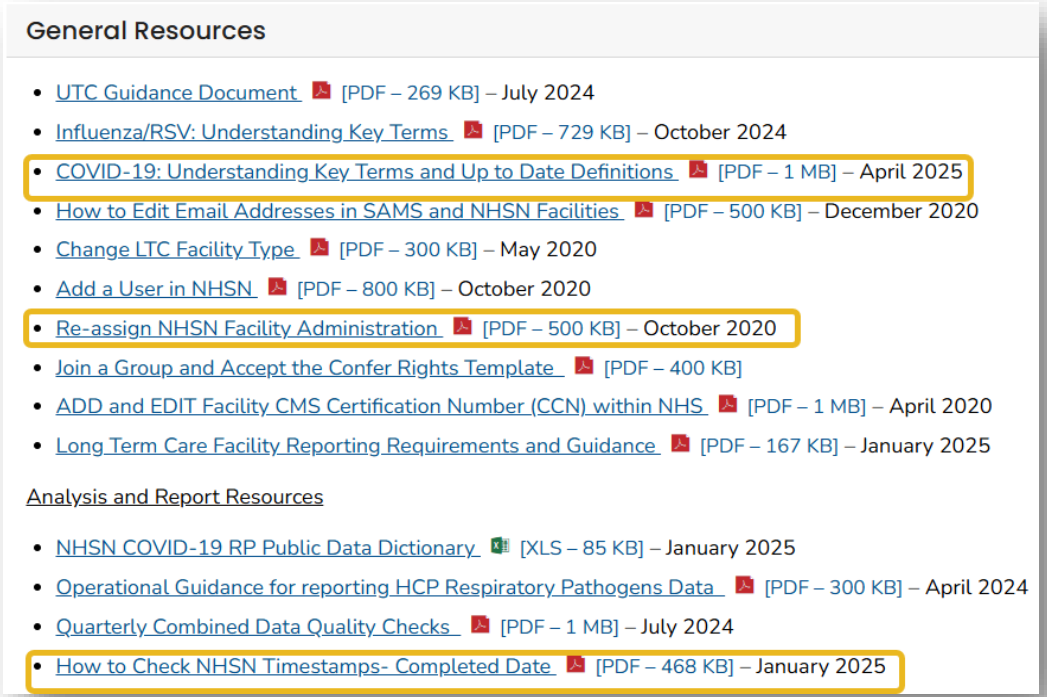


Long-Term Care Respiratory Pathogens Resources Page: Trainings

- Useful resources that provide access to recent webinars
- Slide decks and YouTube recordings
- Organized chronologically

Long-Term Care Respiratory Pathogens Resources Page: Guidance Documents

- Additional guidance documents can be found under the "**General Resources**" heading
  - Reporting Up to Date COVID-19 vaccination status
  - How to re-assign NHSN facility administrator
  - How to check completed date using NHSN timestamps



General Resources

- UTC Guidance Document [PDF – 269 KB] – July 2024
- Influenza/RSV: Understanding Key Terms [PDF – 729 KB] – October 2024
- COVID-19: Understanding Key Terms and Up to Date Definitions [PDF – 1 MB] – April 2025
- How to Edit Email Addresses in SAMS and NHSN Facilities [PDF – 500 KB] – December 2020
- Change LTC Facility Type [PDF – 300 KB] – May 2020
- Add a User in NHSN [PDF – 800 KB] – October 2020
- Re-assign NHSN Facility Administration [PDF – 500 KB] – October 2020
- Join a Group and Accept the Confer Rights Template [PDF – 400 KB]
- ADD and EDIT Facility CMS Certification Number (CCN) within NHS [PDF – 1 MB] – April 2020
- Long Term Care Facility Reporting Requirements and Guidance [PDF – 167 KB] – January 2025

Analysis and Report Resources

- NHSN COVID-19 RP Public Data Dictionary [XLS – 85 KB] – January 2025
- Operational Guidance for reporting HCP Respiratory Pathogens Data [PDF – 300 KB] – April 2024
- Quarterly Combined Data Quality Checks [PDF – 1 MB] – July 2024
- How to Check NHSN Timestamps- Completed Date [PDF – 468 KB] – January 2025

Long-Term Care Respiratory Pathogens Resources Page: Guidance Documents (cont.)

- Additional guidance documents can be found under the "**RP Summary Resources**" and "**Person Level Resources**" headings
  - Guidance for reporting RPV summary data for residents
  - Running data reports
  - Re-submitting data through person-level forms

RP Summary Resources

- Data Entry Guide for Residents and Healthcare Personnel [PDF – 432 KB] – June 2025
- Operational Guidance for reporting HCP Respiratory Pathogens Data [PDF – 300 KB] – April 2024
- Guidance for reporting RPV Residents Summary Data [PDF – 487 KB] – January 2025
- Guidance for reporting COVID Vaccine HCP [PDF – 540 KB] – October 2024

Person Level Resources

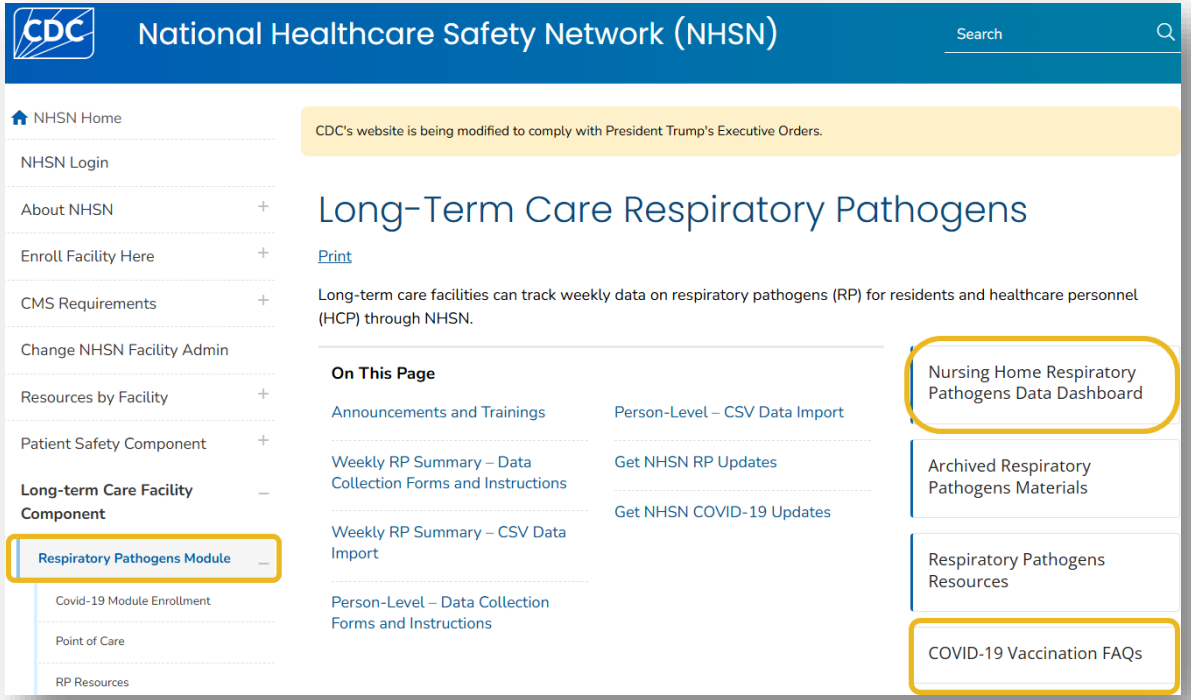
Analysis and Report Resources

- How to Run Respiratory Pathogens and Vaccination Line List Reports for Residents of Long-term Care Facilities: Beginning September 30, 2024 – May 2025 [PDF – 972 KB]
- Quick Reference Guide, Re-Submitting Respiratory Pathogens Data using the Person-Level Forms – December 2024 [PDF – 384 KB]

Additional Respiratory Pathogens Resources

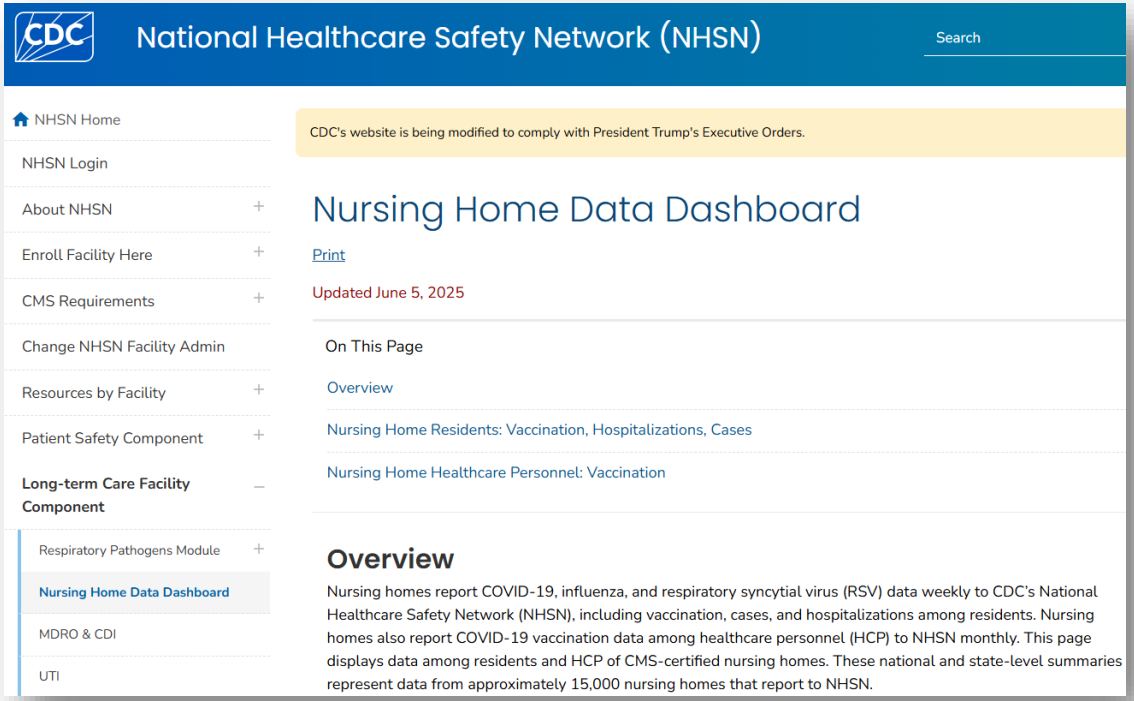
Links to Related Webpages

- **Tip**: Access related webpages on respiratory pathogens such as data dashboard and FAQs

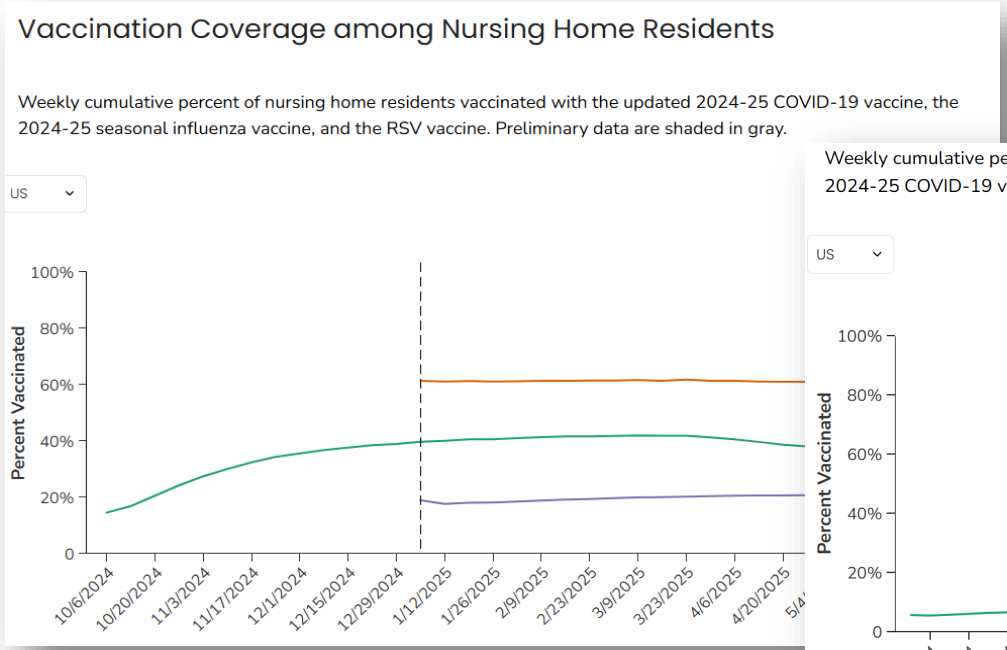


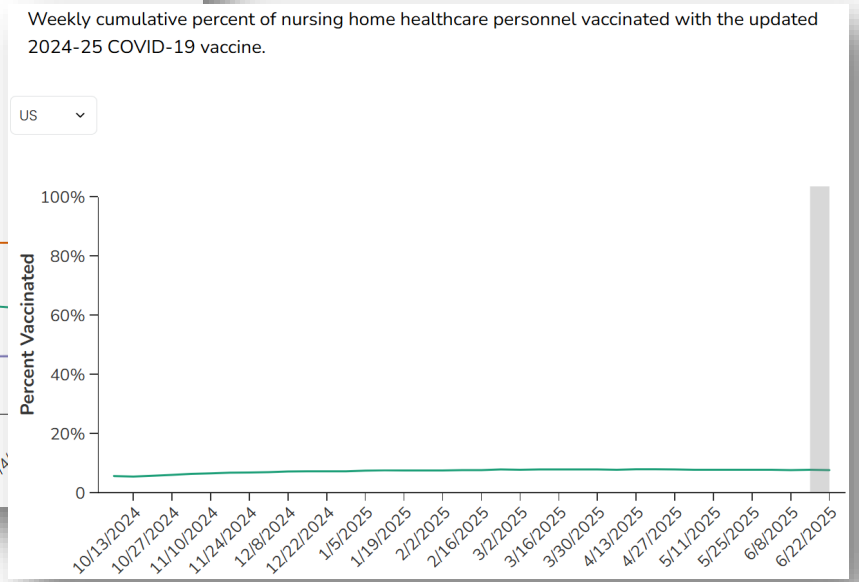
Nursing Home Respiratory Pathogens Data Dashboard

- Displays data among residents and healthcare personnel of CMS-certified nursing homes

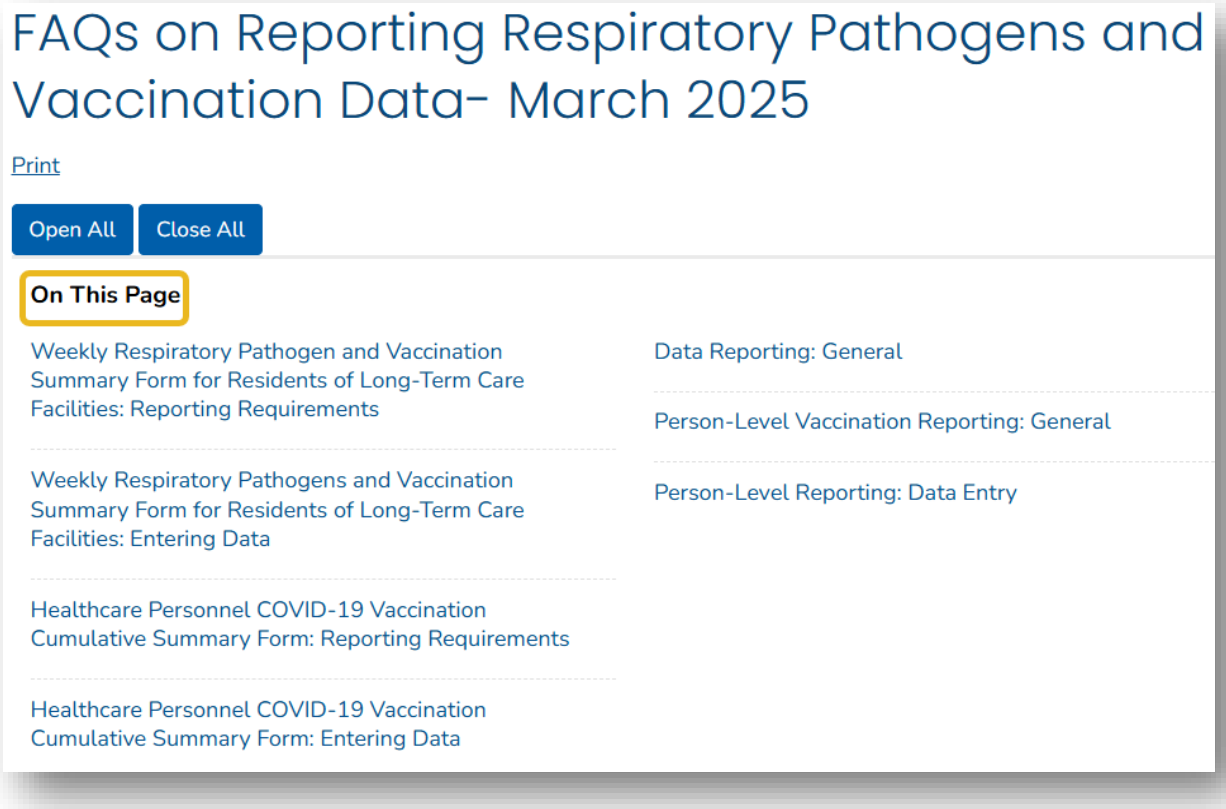


Nursing Home Respiratory Pathogens Data Dashboard (cont.)





Frequently Asked Questions


FAQs on Reporting Respiratory Pathogens and Vaccination Data- March 2025

Print

Open All | Close All

On This Page

Weekly Respiratory Pathogen and Vaccination Summary Form for Residents of Long-Term Care Facilities: Reporting Requirements

Weekly Respiratory Pathogens and Vaccination Summary Form for Residents of Long-Term Care Facilities: Entering Data

Healthcare Personnel COVID-19 Vaccination Cumulative Summary Form: Reporting Requirements

Healthcare Personnel COVID-19 Vaccination Cumulative Summary Form: Entering Data

Data Reporting: General

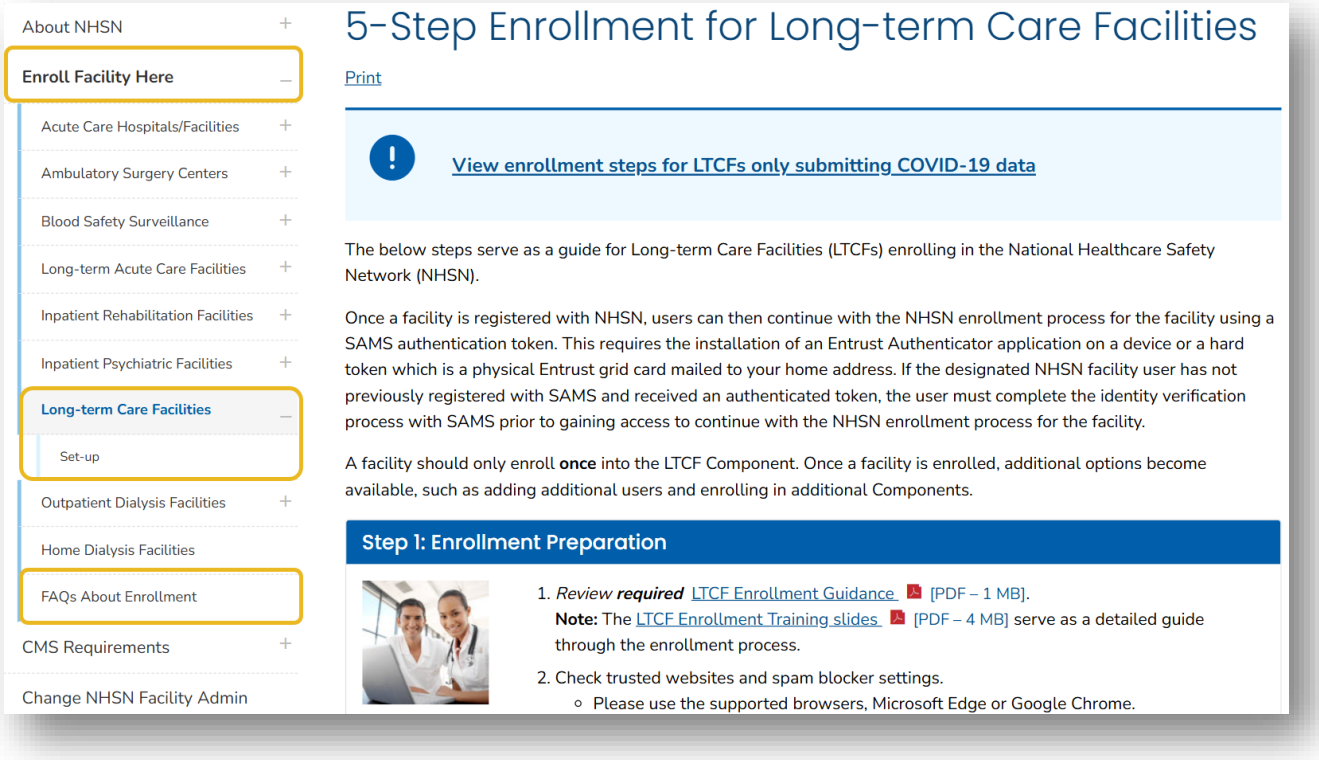
Person-Level Vaccination Reporting: General

Person-Level Reporting: Data Entry

Key NHSN Webpages

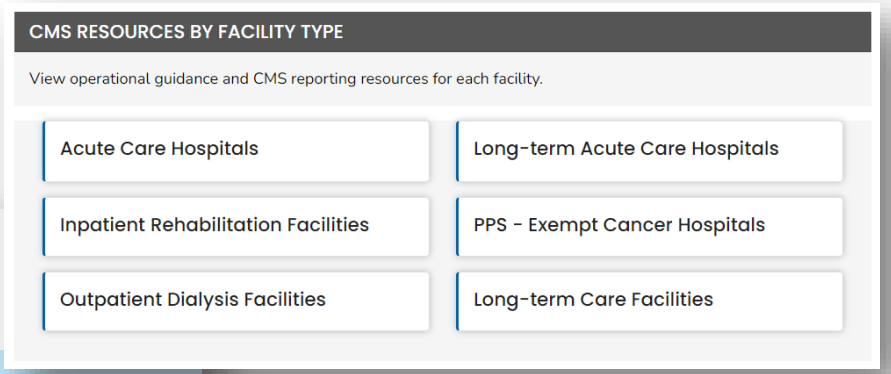
NHSN Enrollment for LTCFs

- Review enrollment steps and FAQs for new facilities



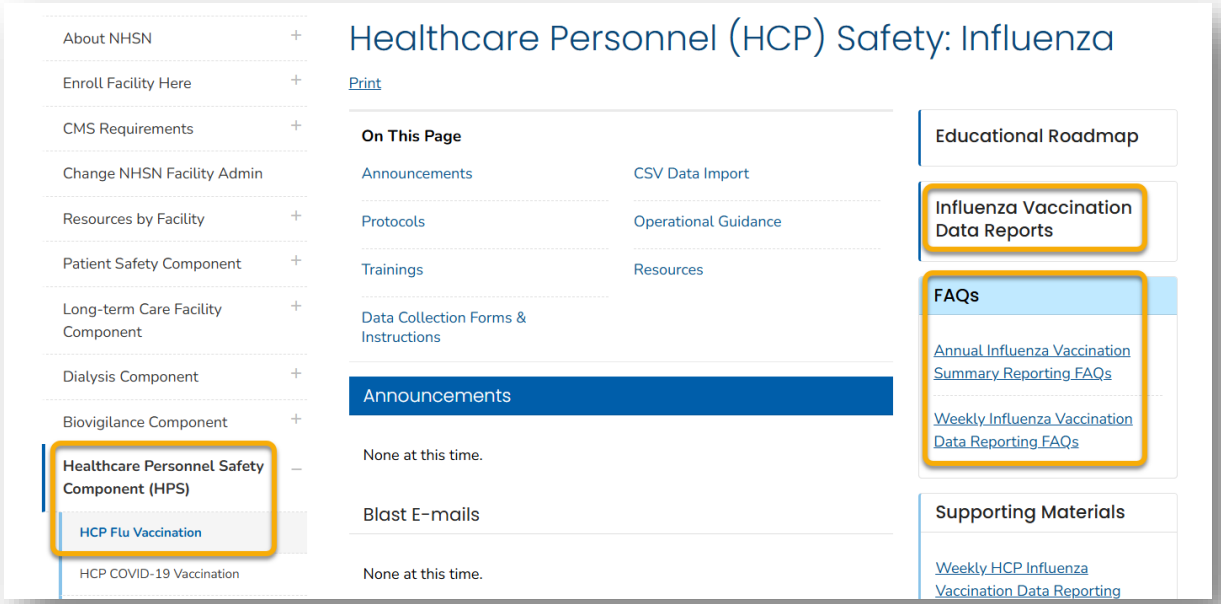
CMS Requirements

- Guidance on CMS reporting requirements across NHSN
  - Operational guidance documents
  - Tips on data reporting
    - ➢ Organized by facility type



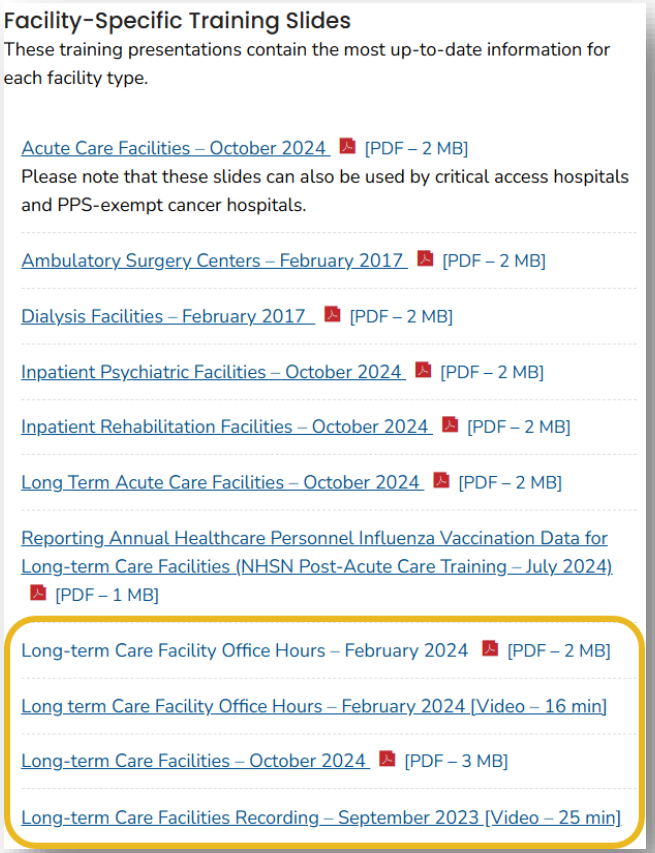
Healthcare Personnel (HCP) Influenza Vaccination

- Materials on reporting influenza vaccination data through the **HCP Safety Component**
  - **Annual** HCP influenza vaccination data
  - **Weekly** HCP influenza vaccination data



HCP Influenza Vaccination (cont.)

- Variety of trainings and guidance documents
  - Tailored to specific facility types



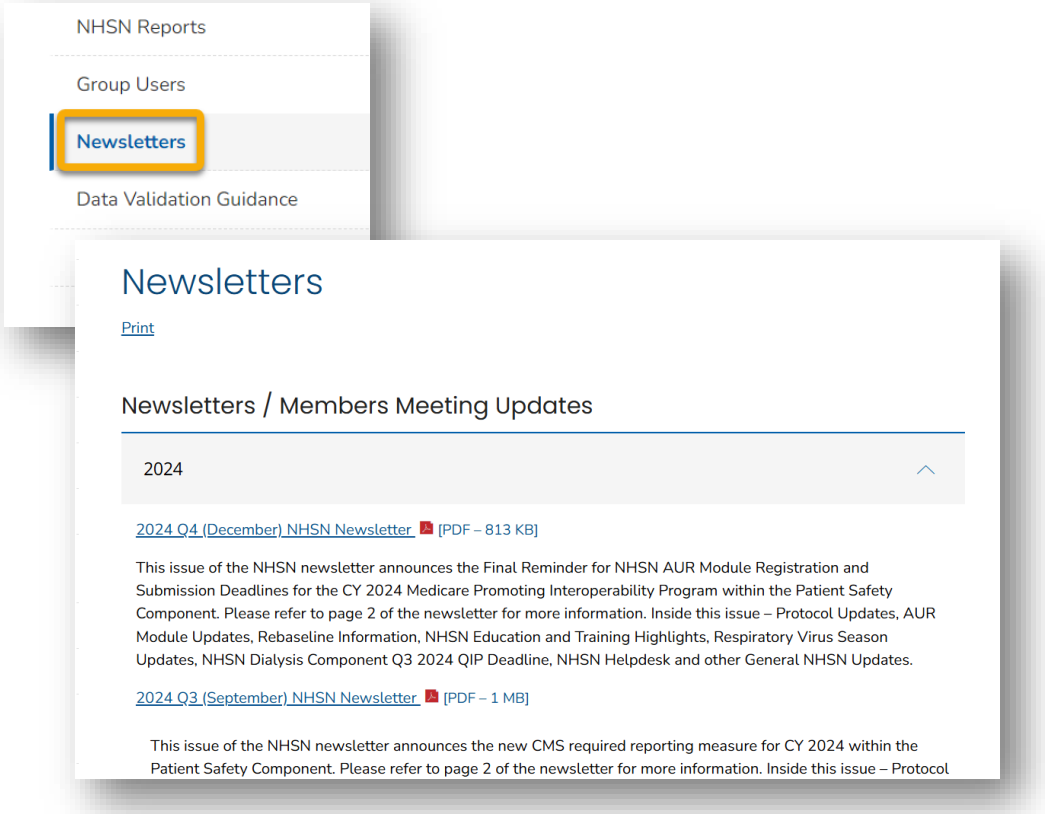
Additional NHSN Resources

Manuals and Protocols

- Manuals and protocols provide detailed guidance on NHSN data reporting requirements
  - Located on NHSN left-hand navigation bar and on module-specific webpages
  - Organized by component and year

NHSN Newsletters

- NHSN newsletters provide quarterly updates on topics covering various NHSN components
  - Access newsletters by clicking on the "**Newsletters**" tab on NHSN left-hand navigation bar
  - Organized by **quarter** and **year**



Questions or Need Help?

Please use **NHSN-ServiceNow** to submit questions to the NHSN Help Desk.

ServiceNow will help the NHSN team respond to your questions faster. 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, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 cdc.gov

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