



# NHSN Hospital Respiratory Data

## Data Submission Overview

**CDC Division of Healthcare Quality Promotion (DHQP)**

September 2024

# Webinar Summary

- **Refresher**
  - What is changing
  - What is new
- **Reporting Requirements – Data Elements and Cadence**
  - Data elements overview
  - Overview of reporting options in NHSN – daily versus weekly reporting form
  - Reporting cadence
- **Data Submission Overview**
  - Webform and .CSV Upload for Individual Facilities in the NHSN Application

# Refresher - Key Information

# Key Information

- Hospital Respiratory Data reporting **will replace** Hospital Respiratory Pathogen, Bed Capacity, and Supply Data (i.e., “Hospital COVID-19 Data”)
  - Encompasses many of the same data elements:
    - Capacity and occupancy
    - Hospitalized patients with lab-confirmed COVID-19, Influenza, and RSV
    - New admissions of patient with lab-confirmed COVID-19, Influenza, and RSV
    - Hospital personal protective equipment (PPE) and supply information

## Key Information – What is staying the same?

- Reporting will take place in the NHSN application – no changes in accessing NHSN
- All reporting modalities (webform, CSV upload, and API) will continue to be available
- Process for reporting will remain the same
  - Hospitals will still be able to report individually
  - Hospital systems will still be able to report centrally at an enterprise level
  - Jurisdictions will still be able to report on behalf of their hospitals
  - Third party vendors will still be able to report on behalf of hospitals and/or jurisdictions

# Key Information – What is New?

- New data elements
- Refinement of definitions for existing data elements
- New CSV upload templates
  - See website: <https://www.cdc.gov/nhsn/psc/hospital-respiratory-reporting.html>
- New protocol (guidance document), Tables of Instructions (list of data elements and descriptions)
  - See website: <https://www.cdc.gov/nhsn/psc/hospital-respiratory-reporting.html>
- Reporting cadence
  - Once per week required reporting
  - **Options** to report daily or weekly data to meet requirements

# Key Information – What is New?

- **All facility types listed below** will be required to report Hospital Respiratory Data to NHSN on a **weekly basis**:

Facility types previously required to report weekly	Facility types previously required to report annually	Facility types not previously required to report
<ul style="list-style-type: none"><li>• Acute Care Hospitals</li><li>• Long-term Acute Care Hospitals</li><li>• Critical Access Hospitals</li><li>• Cancer Hospitals (PPS Exempt Cancer Hospitals)</li><li>• Children’s Hospitals</li></ul>	<ul style="list-style-type: none"><li>• Freestanding rehabilitation facilities</li><li>• Freestanding psychiatric facilities</li></ul>	<ul style="list-style-type: none"><li>• CMS-certified rehabilitation units (IRU within a hospital)</li><li>• CMS-certified psychiatric units (IPU within a hospital)</li><li>• Indian Health Services Hospitals (also Tribal Hospitals if they are Medicare participating)</li></ul>

## Key Information – Miscellaneous

- Preparation for reporting Hospital Respiratory Data will be ongoing
  - Additional webinars, resources, and frequent webpage updates
    - Training and demonstration for data submission (webform user interface (UI), CSV upload)
- There will be no impact or changes to reporting for the LTCF, Dialysis, and Healthcare Personnel Vaccination COVID-19 modules in NHSN



# Hospital Respiratory Webpage is Live!

- <https://www.cdc.gov/nhsn/psc/hospital-respiratory-reporting.html>
- Hospital Respiratory Data Form and Tables of Instructions – Weekly Reporting option
- Hospital Respiratory Data Form and Tables of Instructions – Daily Reporting option
- CSV Templates
- August 2024 Webinar Slides




The screenshot shows the NHSN website interface. At the top is a blue header with the NHSN logo and the text "National Healthcare Safety Network (NHSN)". Below the header is a navigation menu with links for "NHSN Home", "NHSN Login", "About NHSN", "Enroll Facility Here", "CMS Requirements", "Change NHSN Facility Admin", "Resources by Facility", "Patient Safety Component", "Nurse Staffing Hours Indicator", and "Annual Surveys, Locations &". The main content area is titled "Hospital Respiratory Data" and includes a "Print" link. Below the title is a paragraph of text: "Beginning on November 1, 2024, in order to provide situational awareness of the impact of respiratory diseases, the Centers for Medicare & Medicaid Services (CMS) will require the following facility types to electronically report information via NHSN about COVID-19, influenza, and RSV:". A bulleted list of facility types follows: Acute Care Hospitals, Long-term Acute Care Hospitals, Critical Access Hospitals, Cancer Hospitals (PPS Exempt Cancer Hospitals), Children's Hospitals, Freestanding rehabilitation facilities, and Freestanding psychiatric facilities. On the right side of the page, there is a grey box with the text: "Contact the NHSN Helpdesk: Access the NHSN-ServiceNow portal at <https://ServiceDesk.cdc.gov/NHSNcsip> or email the NHSN Help Desk at [NHSN@cdc.gov](mailto:NHSN@cdc.gov). Please use "Hospital Respiratory Data" in the subject line or short description.

# Reporting Requirements – Data Elements and Cadence





# Data elements and definitions now available!

- NHSN posted several helpful resources to new HRD webpage, including:
- Daily and weekly forms
- Daily and weekly tables of instructions (definitions for all data elements included in collection)
- Full guidance document (NHSN protocol) forthcoming

## Data Collection Forms and Instructions

- [Hospital Respiratory Data Form – Weekly Reporting\\_\(57.101\)](#)  [PDF – 372 KB]
- [Table of Instructions – Hospital Respiratory Data Weekly Reporting](#)  [PDF – 309 KB]
- [Hospital Respiratory Data Form – Daily Reporting\\_\(57.102\)](#)  [PDF – 349 KB]
- [Table of Instructions – Hospital Respiratory Data Daily Reporting](#)  [PDF – 300 KB]

## CSV Data Import

- [Weekly Upload Template](#)  [XLS – 1 KB]
- [Weekly Template Mapping](#)  [PDF – 198 KB]
- [Daily Upload Template](#)  [XLS – 1 KB]
- [Daily Template Mapping](#)  [PDF – 197 KB]

## Training

- [NHSN Hospital Respiratory Data – Introductory Webinar Slides](#)  [PDF – 393 KB]

# NHSN Hospital Respiratory Data Reporting Requirements for IPPS 2025 – Bottom Line

- **Data elements**

- 58 total data elements available for reporting, 48 of which are required and 10 are optional
- Combination of previously used data elements and new data elements

- **Reporting cadence**

- Required reporting cadence will remain a weekly requirement (due by Tuesdays for the previous week Sunday – Saturday)
- Data completeness evaluation period will cover 28 days (4 total weeks), with a final report generated after each 28 day/4 week cycle

# Data Elements

- Total of 58 data elements will be available for reporting, of which 48 are required, while 10 are optional:

REQUIRED	48
New admissions (COVID19, influenza, RSV)	21
Prevalent hospitalizations (COVID19, influenza, RSV)	12
Pathogen agnostic bed capacity and occupancy	12
Facility information and datetime fields	3

OPTIONAL	10
Days on hand supplies	5
Able to maintain supplies	5

# REQUIRED Data Elements - Summary

- **Of the 48 required data elements:**
  - 24 only need to be reported once a week for Wednesdays
    - ‘Weekly Wednesday snapshots’
    - Prevalent hospitalizations (COVID-19, flu, and RSV)
    - Bed capacity and occupancy
  - 21 need to be reported to account for an entire week (Sunday – Saturday)
    - ‘Weekly totals’
    - New hospital admissions (COVID-19, flu, RSV)
    - Seven age-specific groups per pathogen
  - Remaining 3 are specific to facility information/datetime for the record
    - NHSN organization ID, context (unit-level reporting), and ‘reporting for’ or weekend date

# REQUIRED Data Elements – Weekly Snapshots

- Of the 24 required weekly snapshots, 12 data elements collect information on overall staffed bed capacity and occupancy\*

Bed capacity and occupancy	12 elements total
Inpatient beds	All hospital inpatient beds
	All adult inpatient beds
	All pediatric inpatient beds
Inpatient bed occupancy	All hospital inpatient occupancy
	All adult inpatient occupancy
	All pediatric inpatient occupancy
ICU beds	All ICU beds
	Adult ICU beds
	Pediatric ICU beds
ICU bed occupancy	All ICU bed occupancy
	Adult ICU occupancy
	Pediatric ICU occupancy

\*if your facility is participating in the NHSN Connectivity Initiative: Hospital Bed Capacity project, the information requested in these 12 fields can be automatically fulfilled using that data instead. <https://www.cdc.gov/nhsn/bed-capacity/index.html>

# REQUIRED Data Elements – Weekly Snapshots

- Of the 24 required weekly snapshots, 12 data elements collect information on pathogen-specific prevalent hospitalizations and ICU hospitalizations

Prevalent hospitalizations	6 elements total
COVID-19	All hospitalized adult patients with laboratory-confirmed COVID19
	All hospitalized pediatric patients with laboratory-confirmed COVID19
Flu	All hospitalized adult patients with laboratory-confirmed influenza
	All hospitalized pediatric patients with laboratory-confirmed influenza
RSV	All hospitalized adult patients with laboratory-confirmed RSV
	All hospitalized pediatric patients with laboratory-confirmed RSV

ICU hospitalizations	6 elements total
COVID-19	Adult ICU patients with laboratory-confirmed COVID19
	Pediatric ICU patients with laboratory confirmed COVID19
Flu	Adult ICU patients with laboratory-confirmed influenza
	Pediatric ICU patients with laboratory confirmed influenza
RSV	Adult ICU patients with laboratory-confirmed RSV
	Pediatric ICU patients with laboratory confirmed RSV



# REQUIRED Data Elements – Weekly Totals

- Of the 48 required data elements:
  - 21 need to be reported to account for an entire week (Sunday – Saturday)
  - Capture information on new hospital admissions for COVID-19, flu, RSV
  - Seven standardized age-specific groups per pathogen

COVID-19 (7 total)
New hospital admissions, 04 years of age
New hospital admissions, 517 years of age
New hospital admissions, 1849 years of age
New hospital admissions, 5064 years of age
New hospital admissions, 6574 years of age
New hospital admissions, 75+ years of age
New hospital admissions, unknown age

Influenza (7 total)
New hospital admissions, 04 years of age
New hospital admissions, 517 years of age
New hospital admissions, 1849 years of age
New hospital admissions, 5064 years of age
New hospital admissions, 6574 years of age
New hospital admissions, 75+ years of age
New hospital admissions, unknown age

RSV (7 total)
New hospital admissions, 04 years of age
New hospital admissions, 517 years of age
New hospital admissions, 1849 years of age
New hospital admissions, 5064 years of age
New hospital admissions, 6574 years of age
New hospital admissions, 75+ years of age
New hospital admissions, unknown age

# OPTIONAL Data Elements – Supplies/PPE

- 10 supply and PPE fields will remain available for optional reporting
- If opting to report these fields, recommend using previous cadence (i.e., for Wednesday each week)

Days on-hand
On hand supply (DURATION in days) n95 respirators
On hand supply (DURATION in days) surgical and procedure mas
On hand supply (DURATION in days) eye protection including face shields and goggles
On hand supply (DURATION in days) single use gowns
On hand supply (DURATION in days) exam gloves (sterile and non sterile)

Able to maintain
Are you able to MAINTAIN at least a 3-day supply of these items (y/n/n/a)? N95 respirators
Are you able to MAINTAIN at least a 3-day supply of these items (y/n/n/a)? Surgical and procedure masks
Are you able to MAINTAIN at least a 3-day supply of these items (y/n/n/a)? Eye protection including face shields and goggles
Are you able to MAINTAIN at least a 3-day supply of these items (y/n/n/a)? Single use gowns
Are you able to MAINTAIN at least a 3-day supply of these items (y/n/n/a)? Exam gloves

# What is considered complete reporting? (to meet CMS CoP requirements)

- **Prevalent hospitalizations for COVID, Flu, and RSV, + pathogen agnostic bed capacity and occupancy\***
  - Weekly snapshot – provide data for Wednesday of the reporting week
- **New admissions for COVID-19, Flu, and RSV by age category**
  - Weekly total (sum for Sunday-Saturday) for the reporting week
    - ***Two pathways/templates for reporting (must choose one or the other; more details in next section of presentation):***
      1. Facility internally totals new admissions for the Sunday through Saturday reporting week, and reports that sum number to NHSN, or
      2. Facility reports daily new admissions values for each day separately, Sunday through Saturday during the reporting week into NHSN, and the NHSN application will aggregate to provide the total

# Reporting cadence

- All required data for each reporting week Sunday through Saturday are due by the following Tuesday, 11:59 p.m. PT
  - Data included in your submission depends on the reporting pathway you choose:

	Daily data pathway	Weekly data pathway
24 snapshot fields (required)	<b>Required:</b> Report for the Wednesday of the reporting week <i>(CAN report for other days in the week voluntarily)</i>	<b>Required:</b> Report for the Wednesday of the reporting week <i>(CANNOT report for other days in the week voluntarily)</i>
21 new hospital admissions fields (required)	<b>Required:</b> Report values for every day in the reporting week separately	<b>Required:</b> Report the weekly total values for the reporting week directly
10 supply/PPE fields (optional)	<b>Recommended:</b> Report for the Wednesday in the reporting week <i>(Can report for other days in the week voluntarily)</i>	<b>Recommended:</b> Report for the Wednesday in the reporting week <i>(CANNOT report for other days in the week voluntarily)</i>

# Reporting cadence: Daily data

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
<b>REQUIRED:</b> New admissions	<b>REQUIRED:</b> New admissions	<b>REQUIRED:</b> New admissions	<b>REQUIRED:</b> New admissions, prevalent hospitalizations, bed capacity/occupancy	<b>REQUIRED:</b> New admissions	<b>REQUIRED:</b> New admissions	<b>REQUIRED:</b> New admissions
<b>OPTIONAL:</b> supplies, prevalent hospitalizations, bed capacity/occupancy	<b>OPTIONAL:</b> supplies, prevalent hospitalizations, bed capacity/occupancy	<b>OPTIONAL:</b> supplies, prevalent hospitalizations, bed capacity/occupancy	<b>OPTIONAL:</b> supplies	<b>OPTIONAL:</b> supplies, prevalent hospitalizations, bed capacity/occupancy	<b>OPTIONAL:</b> supplies, prevalent hospitalizations, bed capacity/occupancy	<b>OPTIONAL:</b> supplies, prevalent hospitalizations, bed capacity/occupancy
<i>START OF EVALUATION PERIOD</i>						
<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
		<b>Submission deadline</b> (Week 1, days 1-7)				
<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
		<b>Submission deadline</b> (Week 2, days 8-14)				
<b>Day 22</b>	<b>Day 23</b>	<b>Day 24</b>	<b>Day 25</b>	<b>Day 26</b>	<b>Day 27</b>	<b>Day 28</b>
		<b>Submission deadline</b> (Week 3, days 15-21)				<i>END OF EVALUATION PERIOD</i>
<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
<b>START OF NEW EVALUATION PERIOD</b>		<b>Submission deadline</b> (Week 4, days 22-28)			<b>Completeness report</b> generated for entire evaluation period (weeks 1-4, days 1-28) (expected/planned)	

# Reporting cadence: Weekly data

Week (Sunday – Saturday)
<b>Week 1 (days 1-7)</b> <b>START OF EVALUATION PERIOD</b> <b>REQUIRED:</b> <ul style="list-style-type: none"><li>Weekly total new admissions (COVID19, flu, RSV)</li><li>Single day snapshots for prevalent hospitalizations (COVID19, flu, RSV), bed capacity and occupancy (Wednesday value only)</li></ul> <b>OPTIONAL:</b> Supplies/PPE
<b>Week 2 (days 8-14)</b> <b>REQUIRED:</b> <ul style="list-style-type: none"><li>Weekly total new admissions (COVID19, flu, RSV)</li><li>Single day snapshots for prevalent hospitalizations (COVID19, flu, RSV), bed capacity and occupancy (Wednesday value only)</li></ul> <b>OPTIONAL:</b> Supplies/PPE (Wednesday value recommended)
<b>Week 3 (days 15-21)</b> <b>REQUIRED:</b> <ul style="list-style-type: none"><li>Weekly total new admissions (COVID19, flu, RSV)</li><li>Single day snapshots for prevalent hospitalizations (COVID19, flu, RSV), bed capacity and occupancy (Wednesday value only)</li></ul> <b>OPTIONAL:</b> Supplies/PPE (Wednesday value recommended)
<b>Week 4 (days 22-28)</b> <b>REQUIRED:</b> <ul style="list-style-type: none"><li>Weekly total new admissions (COVID19, flu, RSV)</li><li>Single day snapshots for prevalent hospitalizations (COVID19, flu, RSV), bed capacity and occupancy (Wednesday value only)</li></ul> <b>OPTIONAL:</b> Supplies/PPE (Wednesday value recommended)

**Data for each week are due by the following Tuesday, 11:59 p.m. PT**

*Completeness reports for the entire evaluation period will be generated on the Friday following the end of week 4 (expected/planned)*

# Data Submission Overview

# Disclaimers

- **Please note that the Hospital Respiratory Data Module is in development in the NHSN application.**
  - The features in the screenshots shown during this presentation are not yet available for data submission. NHSN will send a more detailed timeline of application updates in the coming weeks.
  - Screenshots are for demonstration purposes and may not reflect the final version (however, any changes will be minimal).
- **Additional training for accessing and data entry in the NHSN application will be available in coming weeks.**
- **All facility information (names, description) and data displayed in this presentation are fictitious and provided for instructional purposes.**



# Key Information: File Transmission and Data Validation Requirements

- **NHSN is finalizing full set of technical requirements for successful file transmission and data validation; not part of today's training**
  - Example requirements include:
    - Valid value ranges (i.e., number of new admissions of patients with COVID-19 age 0-4 must be between 0-100)
    - Logical comparisons (i.e., number of occupied adult inpatient beds cannot exceed number of all occupied inpatient beds)
    - Fields designated as 'required' or 'conditionally required'
- **More details, demonstrations, and resources (including protocols and reference guides) planned for near-future release and inclusion in follow up trainings**

# Key Information for Today's Data Submission Overview

- **Individual Facility Reporter**

- Facilities/hospitals reporting COVID-19 hospital data for their hospital/facility individually to HHS
- Do not have a jurisdiction, hospital associations, healthcare systems, or third-party vendors submit data on their behalf

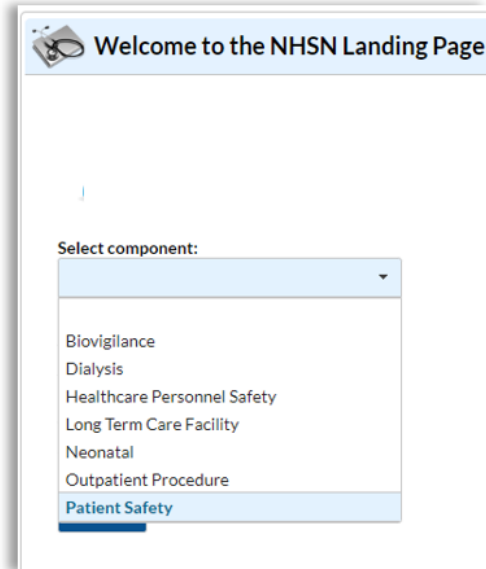
- **Bulk Upload**

- Jurisdictions, hospital associations, healthcare systems, and third-party vendors submit data on behalf of multiple hospitals.
- Using NHSN Groups

Please confirm with your facility and/or jurisdiction if the submission process will be consistent with the previous reporting for COVID-19 Hospital Data.

# Accessing the Hospital Respiratory Data Module

- Reporting will take place in the **Patient Safety Component.**
- Your facility may need to activate the PSC for reporting.



# Activating the Patient Safety Component

1. NHSN Facility Administrator will log into the facility.
2. Select “Facility” on the left side navigation bar.
3. Select “Add/Edit Component.”
4. Under “Components Followed” select the Patient Safety Component.
5. You will then be prompted to complete information for the Patient Safety Component Primary Contact.



A screenshot of a navigation menu with the following items: Analysis, Users, Facility, and Group. To the right of these items are links for Facility Info, Add/Edit Component, Locations, Occupations, and Departments. The 'Add/Edit Component' link is highlighted with a red rectangular border.

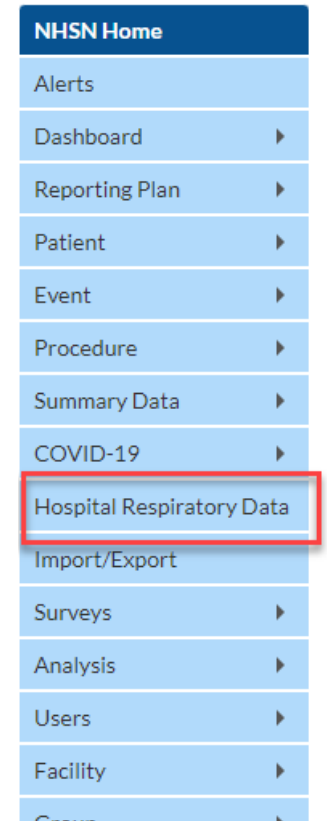
Analysis	▶	Facility Info
Users	▶	Add/Edit Component
Facility	▶	Locations
Group	▶	Occupations
		Departments

## Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis	10/27/2020		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Healthcare Personnel Safety	03/05/2021		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Long Term Care Facility				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

# Accessing the Hospital Respiratory Data Module

- After logging into the facility
- Select “Hospital Respiratory Data” in the left navigation menu



# Daily and Weekly Reporting Pathways

- On the Hospital Respiratory Data landing page, you will see tab options for the Daily Reporting Pathway and the Weekly Reporting Pathway.
  - You have the option to submit data using either a weekly reporting form or a daily reporting form.
  - You will choose a pathway and submit data using that pathway for the entirety of the 28-day reporting cycle.
  - The weekly reporting pathway OR the daily reporting pathway will satisfy requirements for submission of Hospital Respiratory Data for CMS Conditions of Participation.

Sunday	Monday	Tuesday
Sep 01	02	03

# Daily Reporting Pathway Form

- **Calendar view in the NHSN application**
- **Fields to submit data for each day of the reporting week**
  - Bed capacity and hospitalization values are required for Wednesday; optional to report these fields for other days in the reporting week.
  - The new admission fields are required to be submitted for every day in the reporting week (Sunday-Saturday)
    - NHSN application will total for the new admission fields submitted each day for reporting completeness.

# Daily Reporting Pathway Form

- NHSN Home
- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- COVID-19 ▶
- Hospital Respiratory Data
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Tools ▶

## Hospital Respiratory Data

**Daily Hospital Respiratory Data** | Weekly Hospital Respiratory Data

◀ 📅 ▶ 01 September 2024 - 12 October 2024  Record Complete

[Upload CSV](#) [CSV Template](#) [Export CSV \(Download History\)](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21



# Daily Reporting Pathway Form – Webform Submission

- Click on a specific date on the calendar view to report for that date

The screenshot displays the NHSN Hospital Respiratory Data webform submission interface. On the left is a sidebar with navigation options: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, COVID-19, Hospital Respiratory Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Tools. The main content area is titled 'Hospital Respiratory Data' and features two tabs: 'Daily Hospital Respiratory Data' (selected) and 'Weekly Hospital Respiratory Data'. Below the tabs, there is a date range selector showing '01 September 2024 - 12 October 2024' and a 'Record Complete' indicator. To the right are three buttons: 'Upload CSV', 'CSV Template', and 'Export CSV (Download History)'. The main area contains a calendar grid with columns for days of the week (Sunday to Saturday) and rows for dates (01 to 21). A purple arrow points to the date 04 (Wednesday) in the calendar grid.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21

# Daily Reporting Pathway Form – Webform Submission

- Clicking on a specific date on the calendar view will open the webform for reporting for that day

The screenshot shows a webform titled "Daily Hospital Respiratory Data" for the date 09/04/2024 (Wednesday). The form includes a "Back" button, a "Submit" button, and a "Cancel" button. The "Reporting Context" is set to a dropdown menu. The form is divided into two main sections: "Staffed Bed Capacity and Occupancy" and "Prevalent Hospitalizations - COVID-19".

**Staffed Bed Capacity and Occupancy**

Inpatient Beds		ICU Beds	
2a. All hospital inpatient beds <input type="text"/>	3a. All hospital inpatient bed occupancy <input type="text"/>	4a. All ICU beds <input type="text"/>	5a. All ICU bed occupancy <input type="text"/>
2b. All adult hospital inpatient beds <input type="text"/>	3b. All adult inpatient bed occupancy <input type="text"/>	4b. Adult ICU beds <input type="text"/>	5b. Adult ICU bed occupancy <input type="text"/>
2c. All pediatric inpatient beds <input type="text"/>	3c. All pediatric inpatient bed occupancy <input type="text"/>	4c. Pediatric ICU beds <input type="text"/>	5c. Pediatric ICU bed occupancy <input type="text"/>

**Prevalent Hospitalizations - COVID-19**

All hospitalizations	ICU hospitalizations
6a. All hospitalized adult patients with laboratory-confirmed COVID-19 * <input type="text"/>	9a. Adult ICU patients with laboratory-confirmed COVID-19 * <input type="text"/>
6b. All hospitalized pediatric patients with laboratory-confirmed COVID-19 * <input type="text"/>	9b. Pediatric ICU patients with laboratory-confirmed COVID-19 * <input type="text"/>

# Daily Reporting Pathway Form – Webform Submission

- Once required data has been submitted for a day in the daily reporting form, the calendar view will show a green record indicator for that day:

**Hospital Respiratory Data**

**Daily Hospital Respiratory Data** | Weekly Hospital Respiratory Data

◀ 📅 ▶ 01 September 2024 - 12 October 2024 Record Complete

Sunday	Monday	Tuesday	Wednesday	Thursday
Sep 01	02	03 ✔ HOSP	04 ✔ HOSP	05
08	09	10	11	12

# Daily Reporting Pathway Form – Requirements

- In this example:
  - Tuesday, September 3:
    - 21 new admission fields completed
    - 12 capacity and occupancy fields and 12 hospitalization fields optional; not required for submission
  - Wednesday, September 4:
    - 12 capacity and occupancy fields; 12 hospitalization fields; 21 new admissions fields (all fields on the webform)

**Hospital Respiratory Data**

Daily Hospital Respiratory Data | Weekly Hospital Respiratory Data

01 September 2024 - 12 October 2024




Record Complete

Sunday	Monday	Tuesday	Wednesday	Thursday
Sep 01	02	03 HOSP	04 HOSP	05
08	09	10	11	12





# Daily Reporting Pathway Form – .CSV Submission

- CSV templates posted to the webpage:  
<https://www.cdc.gov/nhsn/psc/hospital-respiratory-reporting.html>
- Multiple days of data can be submitted at once for a facility using the CSV template


## Data Collection Forms and Instructions

- [Hospital Respiratory Data Form – Weekly Reporting\\_\(57.101\)](#)  [PDF – 372 KB]
- [Table of Instructions – Hospital Respiratory Data Weekly Reporting](#)  [PDF – 309 KB]
- [Hospital Respiratory Data Form – Daily Reporting\\_\(57.102\)](#)  [PDF – 349 KB]
- [Table of Instructions – Hospital Respiratory Data Daily Reporting](#)  [PDF – 300 KB]

## CSV Data Import

- [Weekly Upload Template](#)  [XLS – 1 KB]
- [Weekly Template Mapping](#)  [PDF – 198 KB]
- [Daily Upload Template](#)  [XLS – 1 KB]
- [Daily Template Mapping](#)  [PDF – 197 KB]

## Training

- [NHSN Hospital Respiratory Data – Introductory Webinar Slides](#)  [PDF – 393 KB]

# Daily Reporting Pathway Form – .CSV Submission

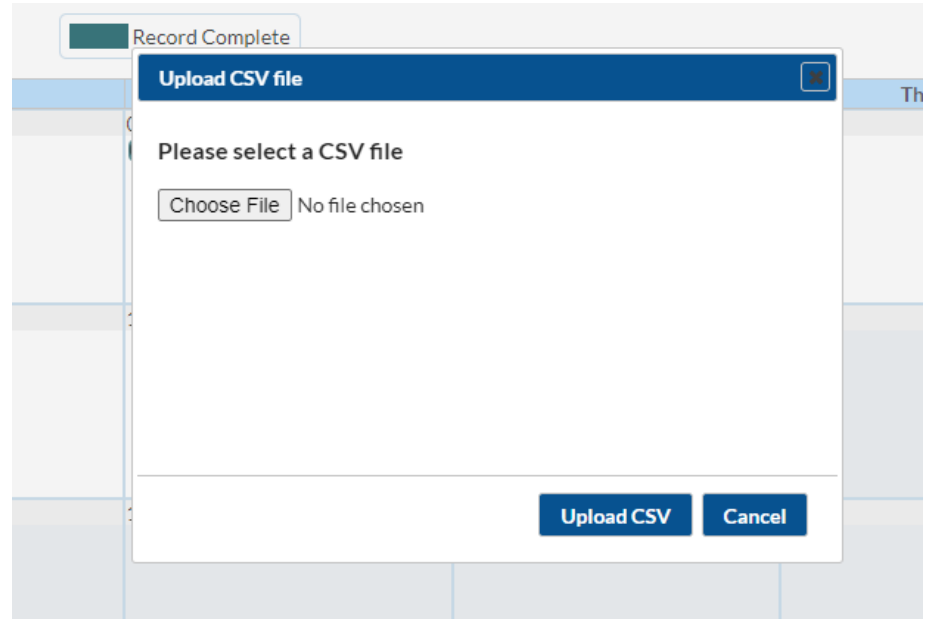
- Select “Upload CSV” option

The screenshot shows the 'Hospital Respiratory Data' interface. At the top, there are two tabs: 'Daily Hospital Respiratory Data' (selected) and 'Weekly Hospital Respiratory Data'. Below the tabs, there is a date range selector showing '01 September 2024 - 12 October 2024' and a 'Record Complete' status indicator. On the right side, there are three buttons: 'Upload CSV' (highlighted with a red box), 'CSV Template', and 'Export CSV (Download History)'. Below the buttons is a table with columns for days of the week (Sunday to Saturday) and rows for dates (Sep 01 to 07).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 01	02	03	04	05	06	07

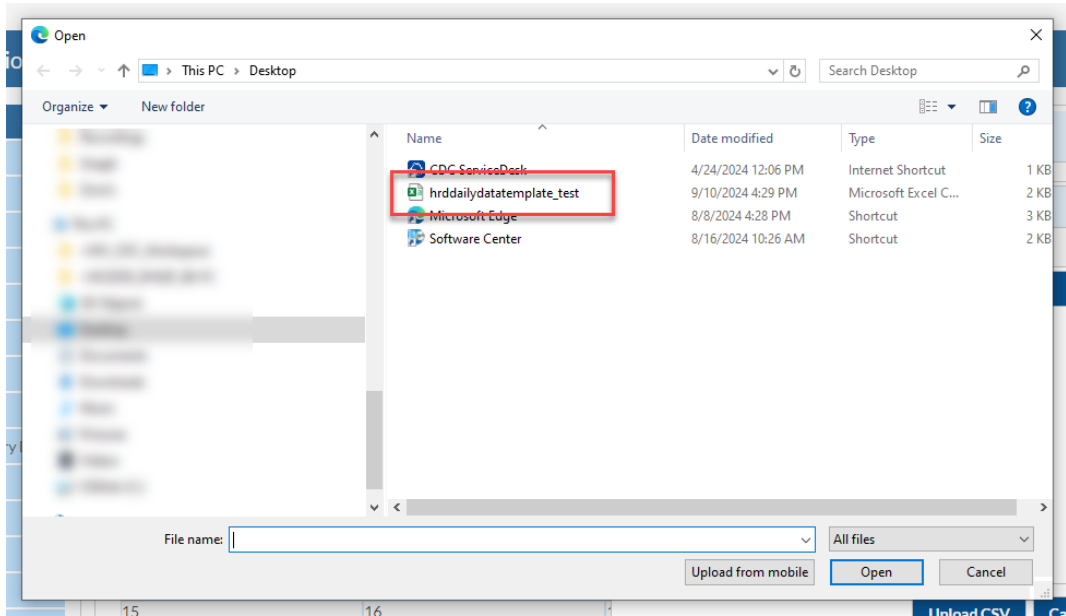
# Daily Reporting Pathway Form – .CSV Submission Continued

- Dialog box will open
- Select Choose File to browse for your CSV



# Daily Reporting Pathway Form – .CSV Submission Continued

- Select completed the .CSV file to upload
- Remember to ensure your CSV file is the daily template if using the daily submission form!





# Daily Reporting Pathway Form – .CSV Submission Continued

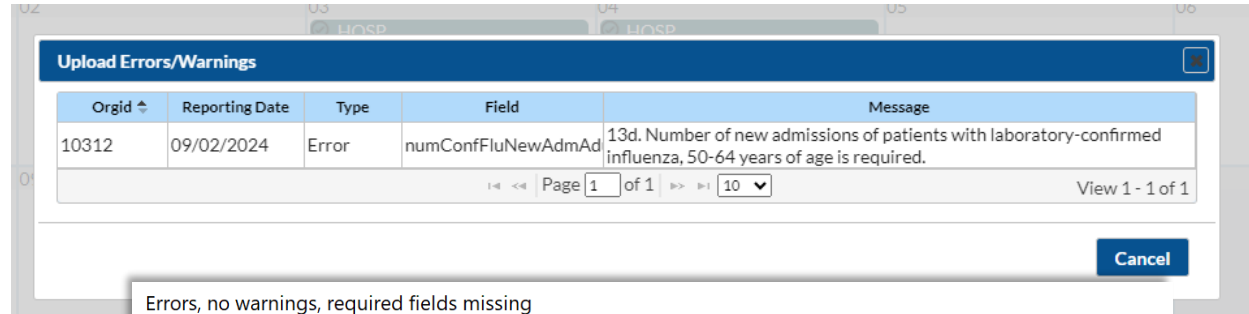
- The .CSV will load into the Dialog box in the NHSN application
- Select Upload CSV
- A successful upload will result in the green record indicator in the daily calendar for the day(s) of data included in the CSV file.

The screenshot displays the NHSN application interface. At the top, a dialog box titled "Upload CSV file" is open, prompting the user to "Please select a CSV file". A file named "hrddailydatat...plate\_test.csv" is listed. The "Upload CSV" button is highlighted with a red rectangle. Below the dialog box, the "Hospital Respiratory Data" section is visible. It features two tabs: "Daily Hospital Respiratory Data" (selected) and "Weekly Hospital Respiratory Data". The date range is set to "01 September 2024 - 12 October 2024", and a "Record Complete" indicator is present. The calendar view shows data for Sunday (Sep 01) through Wednesday (Sep 04). The cells for Monday (02), Tuesday (03), and Wednesday (04) contain a green bar with a checkmark and the text "HOSP", indicating successful data submission. A purple arrow points to the Monday (02) cell.

Sunday	Monday	Tuesday	Wednesday
Sep 01	02 ✓ HOSP	03 ✓ HOSP	04 ✓ HOSP
08	09	10	11

# Daily Reporting Pathway Form – .CSV Submission Errors

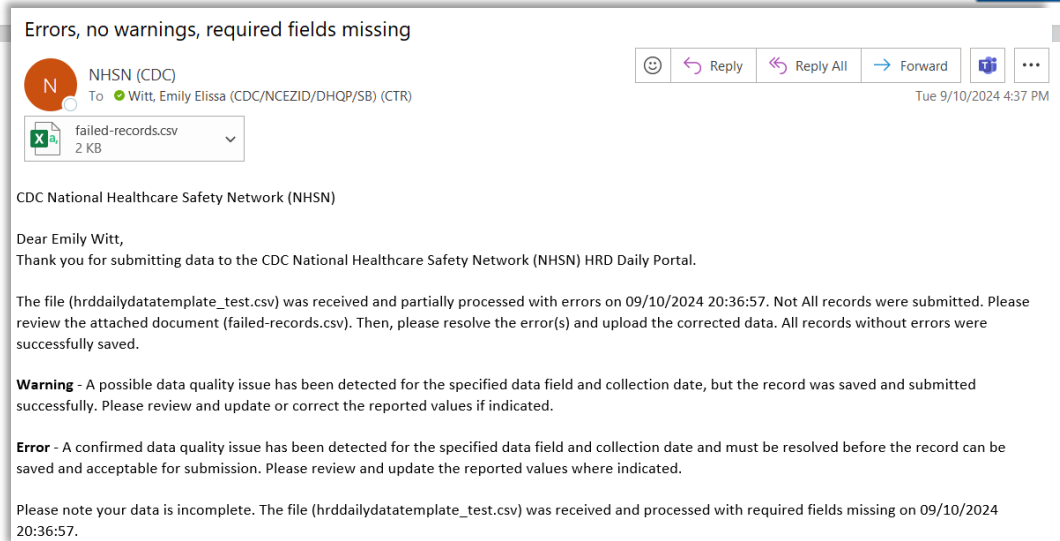
- After the upload completes, a message detailing any upload errors will display
- An email with an attachment detailing upload results will also be sent to the user



The screenshot shows a web interface titled "Upload Errors/Warnings". It contains a table with the following data:

Orgid	Reporting Date	Type	Field	Message
10312	09/02/2024	Error	numConfFluNewAdmAd	13d. Number of new admissions of patients with laboratory-confirmed influenza, 50-64 years of age is required.

Below the table, there is a pagination control showing "Page 1 of 1" and a "View 1 - 1 of 1" indicator. A "Cancel" button is located at the bottom right of the table area.



The email notification is titled "Errors, no warnings, required fields missing" and is from NHSN (CDC) to Witt, Emily Elissa (CDC/NCEZID/DHQP/SB) (CTR). It includes an attachment named "failed-records.csv" (2 KB). The body of the email contains the following text:

CDC National Healthcare Safety Network (NHSN)

Dear Emily Witt,  
Thank you for submitting data to the CDC National Healthcare Safety Network (NHSN) HRD Daily Portal.

The file (hrddailydatatemplate\_test.csv) was received and partially processed with errors on 09/10/2024 20:36:57. Not All records were submitted. Please review the attached document (failed-records.csv). Then, please resolve the error(s) and upload the corrected data. All records without errors were successfully saved.

**Warning** - A possible data quality issue has been detected for the specified data field and collection date, but the record was saved and submitted successfully. Please review and update or correct the reported values if indicated.

**Error** - A confirmed data quality issue has been detected for the specified data field and collection date and must be resolved before the record can be saved and acceptable for submission. Please review and update the reported values where indicated.

Please note your data is incomplete. The file (hrddailydatatemplate\_test.csv) was received and processed with required fields missing on 09/10/2024 20:36:57.

# Weekly Reporting Pathway Form

- **Weekly calendar view in the NHSN application**
- **Bed capacity and hospitalizations fields**
  - Available for Wednesday only of the reporting week
- **New admission fields**
  - Only one field available for submission of each of the total new admissions fields for the reporting week
  - The user is responsible for summing/totaling of each new admission for Sunday-Saturday of the reporting week and entering the sum/total value in the form

# Weekly Reporting Pathway Form

## Hospital Respiratory Data

Daily Hospital Respiratory Data

Weekly Hospital Respiratory Data



01 September 2024 - 12 October 2024

Record Complete

Upload CSV

CSV Template

Export CSV (Download History)

09/01/2024 (Sunday) - 09/07/2024 (Saturday)

09/08/2024 (Sunday) - 09/14/2024 (Saturday)


09/15/2024 (Sunday) - 09/21/2024 (Saturday)

# Weekly Reporting Pathway Form – Webform Submission


- Click on a specific week to submit data for that reporting week:


The screenshot displays the 'Hospital Respiratory Data' webform submission interface. At the top, there is a header with a globe icon and the text 'Hospital Respiratory Data'. Below this, there are two tabs: 'Daily Hospital Respiratory Data' and 'Weekly Hospital Respiratory Data', with the latter being active. The main content area shows a date range '01 September 2024 - 12 October 2024' and a 'Record Complete' button. To the right, there are three buttons: 'Upload CSV', 'CSV Template', and 'Export CSV (Download History)'. The main area is divided into three rows, each representing a week: '09/01/2024 (Sunday) - 09/07/2024 (Saturday)', '09/08/2024 (Sunday) - 09/14/2024 (Saturday)', and '09/15/2024 (Sunday) - 09/21/2024 (Saturday)'. Two purple arrows point to the first two rows, indicating the selection process.

# Weekly Reporting Pathway Form – Webform Submission

 **Weekly Hospital Respiratory Data**

[Back](#)



Weekly Hospital Respiratory Data Reporting Form For **09/01/2024 - 09/07/2024**  [Submit](#) [Cancel](#)

Reporting Context: \*

**Staffed Bed Capacity, Occupancy, and Prevalent Hospitalizations**  
*Important: Please ensure that the values reported for the Staffed Bed Capacity and Prevalent Hospitalization fields are not aggregated to weekly totals. The data should provide a single day snapshot of the overall, adult, and pediatric inpatient and ICU bed capacity and occupancy and COVID, influenza, and RSV prevalent hospitalizations specifically for Wednesday of the reporting week.*

**Staffed Bed Capacity and Occupancy**

Inpatient Beds		ICU Beds	
2a. All hospital inpatient beds *	3a. All hospital inpatient bed occupancy *	4a. ICU beds *	5a. All ICU bed occupancy *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2b. All adult inpatient beds *	3b. All Adult hospital inpatient bed occupancy *	4b. Adult ICU beds *	5b. Adult ICU bed occupancy *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2c. All pediatric inpatient beds *	3c. All pediatric inpatient bed occupancy *	4c. Pediatric ICU beds *	5c. Pediatric ICU bed occupancy *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Prevalent Hospitalizations - COVID-19**

All hospitalizations	ICU hospitalizations
6a. All hospitalized adult patients with laboratory-confirmed COVID-19 *	9a. Adult ICU patients with laboratory-confirmed COVID-19 *
<input type="text"/>	<input type="text"/>
6b. All hospitalized pediatric patients with laboratory-confirmed COVID-19 *	9b. Pediatric ICU patients with laboratory-confirmed COVID-19 *
<input type="text"/>	<input type="text"/>

# Weekly Reporting Pathway Form – Webform Submission

- Same weekly form, scrolled down to the Total New Admission fields section

## Weekly Total New Hospital Admissions (Sunday-Saturday)

Important: Data reported for the COVID-19, Influenza, and RSV new hospital admissions should reflect aggregate weekly totals for these fields. Please provide the weekly total new hospital admissions for the Sunday-Saturday reporting week.

### Total New Hospital Admissions for Reporting Week - COVID-19

#### Pediatric Patients

12a. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, 0-4 years of age \*

12b. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, 5-17 years of age \*

#### Adult Patients

12c. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, 18-49 years of age \*

12d. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, 50-64 years of age \*

12e. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, 65-74 years of age \*

12f. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, 75+ years of age \*

12g. Weekly total number of new admissions of patients with laboratory-confirmed COVID-19, unknown age \*

### Total New Hospital Admissions for Reporting Week - Influenza

#### Pediatric Patients

13a. Weekly total number of new admissions of patients with laboratory-confirmed influenza, 0-4 years of age \*

13b. Weekly total number of new admissions of patients with laboratory-confirmed influenza, 5-17 years of age \*

#### Adult Patients

13c. Weekly total number of new admissions of patients with laboratory-confirmed influenza, 18-49 years of age \*

13d. Weekly total number of new admissions of patients with laboratory-confirmed influenza, 50-64 years of age \*

# Weekly Reporting Pathway Form – Webform Submission

- Once Wednesday snapshot data and New Admission weekly total data has been submitted in the weekly reporting form, the weekly calendar view will show a green record indicator for that day:

Hospital Respiratory Data

Daily Hospital Respiratory Data Weekly Hospital Respiratory Data

◀ 📅 ▶ 01 September 2024 - 12 October 2024 Record Complete

Upload CSV CSV Template Export CSV (Download History)

09/01/2024 (Sunday) - 09/07/2024 (Saturday)  
✓ HOSP





09/08/2024 (Sunday) - 09/14/2024 (Saturday)







# Weekly Reporting Pathway Form – .CSV Submission

- CSV templates posted to the webpage:  
<https://www.cdc.gov/nhsn/psc/hospital-respiratory-reporting.html>

## Data Collection Forms and Instructions

- [Hospital Respiratory Data Form – Weekly Reporting \(57.101\)](#)  [PDF – 372 KB]
- [Table of Instructions – Hospital Respiratory Data Weekly Reporting](#)  [PDF – 309 KB]
- [Hospital Respiratory Data Form – Daily Reporting \(57.102\)](#)  [PDF – 349 KB]
- [Table of Instructions – Hospital Respiratory Data Daily Reporting](#)  [PDF – 300 KB]

## CSV Data Import

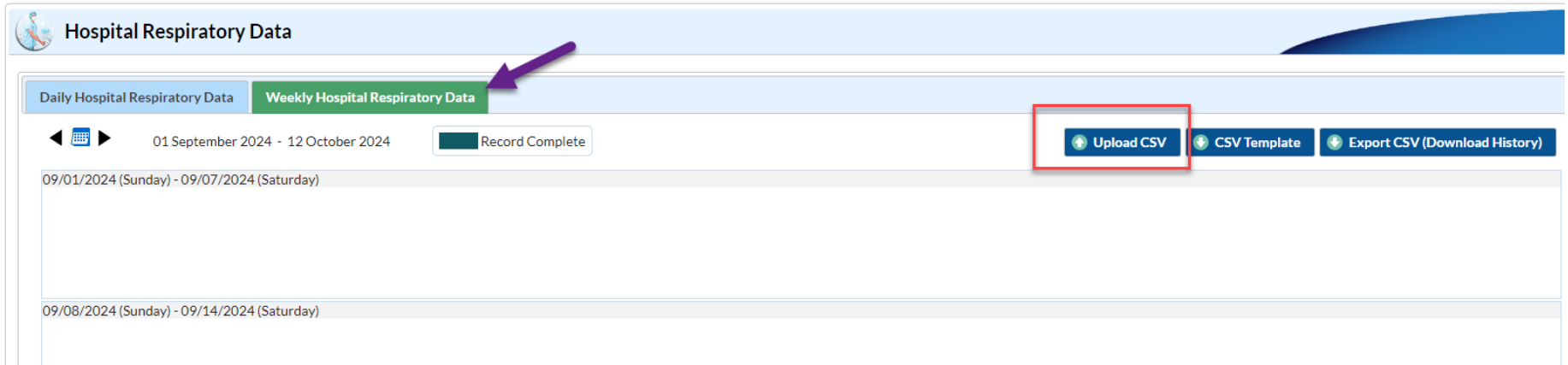
- [Weekly Upload Template](#)  [XLS – 1 KB]
- [Weekly Template Mapping](#)  [PDF – 198 KB]
- [Daily Upload Template](#)  [XLS – 1 KB]
- [Daily Template Mapping](#)  [PDF – 197 KB]

## Training

- [NHSN Hospital Respiratory Data – Introductory Webinar Slides](#)  [PDF – 393 KB]

# Weekly Reporting Pathway Form – .CSV Submission

- Select “Upload CSV” option
- Repeat steps detailed in Daily Form Submission section
  - Ensure you are using the weekly template CSV file!



The screenshot displays the 'Hospital Respiratory Data' reporting interface. At the top, there is a header with a globe icon and the text 'Hospital Respiratory Data'. Below this, there are two tabs: 'Daily Hospital Respiratory Data' and 'Weekly Hospital Respiratory Data'. A purple arrow points to the 'Weekly Hospital Respiratory Data' tab. To the right of the tabs, there is a date range '01 September 2024 - 12 October 2024' and a 'Record Complete' button. Further right, there are three buttons: 'Upload CSV' (highlighted with a red box), 'CSV Template', and 'Export CSV (Download History)'. The main content area shows two rows of data, each representing a week: '09/01/2024 (Sunday) - 09/07/2024 (Saturday)' and '09/08/2024 (Sunday) - 09/14/2024 (Saturday)'. The content area is currently empty.

# Contact the NHSN Helpdesk

- **NHSN-ServiceNow** to submit questions to the NHSN Help Desk.
- Access the portal at <https://ServiceDesk.cdc.gov/NHSNcsp>.
- 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](mailto:NHSN@cdc.gov).

For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://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.

