#### Description

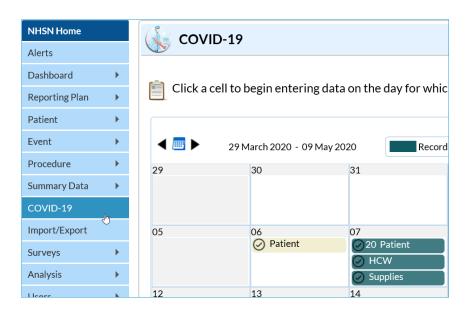
As part of CDC's ongoing COVID-19 response, NHSN facilities can enter daily counts of suspected or confirmed cases and current use and availability of hospital beds and mechanical ventilators as well as both healthcare worker staffing and supply status and availability into NHSN via the COVID-19 Module. A facility can opt to have a group report data on its behalf if the group has the capability to collect/export facility level data for its member.

Please note that a facility should decide which of the groups that it has granted access to NHSN for the purpose of viewing their data will also have access to upload data on their behalf using the CSV bulk upload process. This is important since data uploaded into NHSN for a facility by one group or supergroup via the CSV bulk upload 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 Supergroup include health departments and hospital associations. 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 please submit an inquiry to <a href="https://newcolor.org/nhsn.covide-newcolor.">NHSN@cdc.gov</a> with the title "Vendor Support for NHSN COVID-19 Facility Reporting." NHSN will follow up to confirm procedural details as the process may differ by vendor.

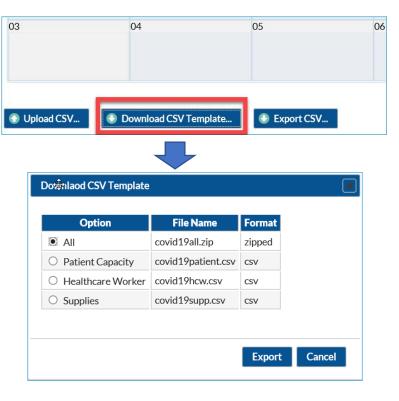
#### Instructions

 Select Module—After logging into an NHSN component, select COVID-19 from the menu bar to get to the COVID-19 Module calendar view as shown in the image to the right.

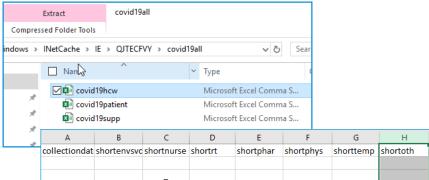




2. Download Template – CSV templates for each pathway can be found by using the Download CSV button. A window will open with the title and options to download files for each pathway separately, or to download a .zip file that includes all 3 pathway templates.



3. Select Template – The headers of the CSV file mimic the titles of data fields in the screenshot to the right and appear in the same order as the data fields shown tables 1, 2, and 3 below. Please visit the tables at the end of this document (starting on page 4) to learn more about the variables used in this module. The CSV file Template for all 3 pathways can also be found on the NHSN COVID-19 Webpage: <a href="https://www.cdc.gov/nhsn/acute-care-hospital/covid19/index.html">https://www.cdc.gov/nhsn/acute-care-hospital/covid19/index.html</a>.



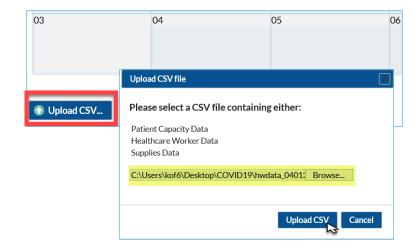


4. **Enter Data**—Using the templates, populate each variable with the appropriate data. Save your file in order to upload it in NHSN. Please see the example to the right to view completed data for the Healthcare Worker Pathway for the dates between 4/1/2020-4/7/2020.

A	В	С	D	E	F	G	Н	1	J	К
collectiondate	shortenvsvo	shortnurse	shortrt	shortphar	shortphys	shorttemp	shortoth	shortothlic	shortothsfy	possho
4/1/2020	у	у	n	n	n	у	у	у	у	n
4/2/2020	у	у	n	n	n	у	у	у	у	У
4/3/2020	у	у	n	у	n	у	у	n	n	n
4/4/2020	у	у	n	у	n	n	у	у	у	n
4/5/2020	у	у	у	n	n	у	у	у	у	n
4/6/2020	у	У	n	n	n	у	у	у	У	n
4/7/2020	у	у	n	n	n	у	у	у	у	n

5. Upload CSV—Return to the COVID-19 Module tab in NHSN and select upload CSV at the bottom of the page. A screen will appear to add the CSV file. Browse for the file and then click Upload CSV to begin the import. View the data as referenced in step 1 of this section.

**Note:** There are different file formats for the different Pathways (Patient Capacity, Healthcare Worker, and Supplies). There is no need to specify which type of format being imported; just ensure that the format and values are correct.





 View Data – A message that indicates the upload was successful will be generated. The calender view of the COVID-19 module will automatically populate the days for uploaded data. Users can then select a date for which data was added to view and edit the record.







# Facility - Importing COVID-19 using a .csv file for Patient Capacity, Healthcare Worker, and Supplies for NHSN release 9.4.6 and going forward

#### 1. NHSN COVID-19 Patient Capacity Import File Format:

"collectiondate", "numc19confnewadm", "numc19suspnewadm", "numc19honewpats", "numconfc19honewpats", "numc19hosppats", "numc19hosppats", "numc19mechventpats", "numc19mechventpats", "numc19icupats", "numconfc19icupats", "numc19hopats", "numc19hopats", "numc19overflowpats", "numc19ofmechventpats", "numc19ofmechventpats"

Field	Requirement	Values	Format <sup>†</sup>	Description of Field
collectionDate	Required		mm/dd/yyyy	Date for which patient counts are reported:
numTotBeds	Optional	0 to 10000	Must be a whole number	ALL HOSPIAL BEDS: Total number of all Inpatient and outpatient beds, including all staffed,ICU, licensed, and overflow (surge) beds used for inpatients or outpatients
numbeds	Required		Must be a whole number  Must be <= numTotBeds	HOSPITAL INPATIENT BEDS: Inpatient beds, including all staffed, licensed, and overflow (surge) beds used for inpatients
numBedsOcc	Optional		Must be a whole number  Must be <= numBeds	HOSPITAL INPATIENT BED OCCUPANCY: Total number of staffed inpatient beds that are occupied
numICUBeds	Optional		Must be a whole number  Must be <= numBeds	ICU BEDS: Total number of staffed inpatient intensive care unit (ICU) beds
numNICUBeds	Optional		Must be a whole number  Allowed if numICUBeds is populated.  Must be <= numICUBeds	Number of ICU Beds that are Neonatal Beds (subset)
numICUBedsOcc	Optional			ICU BED OCCUPANCY: Total number of staffed inpatient ICU beds that are occupied



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
numNICUBedsOcc	Optional	0 to 1000	Must be a whole number	Number of Occupied ICU Beds that are Neonatal Beds (subset)
			Allowed if numICUBedsOcc is	
			populated. Must be <=	
			numICUBedsOcc	
numVent	Optional	0 to 10000	Must be a whole number	MECHANICAL VENTILATORS: Total number of ventilators available
			Must be <= numTotBeds or <= 10,000	
numVentUse	Optional	0 to 10000	Must be a whole number	MECHANICAL VENTILATORS IN USE: Total number of ventilators in
			Must be <= numVent or <= 10,000	use
numC19HospPats	Optional	0 to 10000	Must be a whole number	HOSPITALIZED: Patients currently hospitalized in an inpatient care location who have suspected or confirmed COVID-19
			Must be <= numBedsOcc	
numConfC19HospPats	Optional	0 to 10000	Must be a whole number	Number of Hospitalized with Confirmed COVID-19 (subset)
			Allowed if numC19HospPats is	
			populated. Must be <=	
			numC19HospPats	
numC19MechVentPats	Optional	0 to 10000	Must be a whole number	HOSPITALIZED and VENTILATED: Patients hospitalized in an NHSN inpatient care location who have suspected or confirmed COVID-19
			Must be	and are on a mechanical ventilator
			(numC19MechVentPats +	
			numC19OFMechVentPats)	
			Must be <= (numVentUse * 4), if	
			populated, or <= 10,000	
			Must be <= numC19HospPats, if	
			populated.	
numConfC19MechVentPats	Optional	0 to 10000	Must be a whole number	Number of Hospitalized and Ventilated with Confirmed COVID-19 (subset)
			Allowed if numC19MechVentPats is	
			populated. Must be <=	
			numC19MechVentPats	



Requirement	Values	Format <sup>†</sup>	Description of Field
Optional	0 to 10000	Must be a whole number  Must be <= numBedsOcc	HOSPITAL ONSET: Total current inpatients with onset of suspected or confirmed COVID-19 fourteen or more days after admission for a condition other than COVID-19
Optional	0 to 10000	Must be a whole number	Number of Hospital Onset with Confirmed COVID-19 (subset)
		Allowed if numC19HOPats is populated. Must be <= numC19HOPats	
Optional	0 to 2000	Must be a whole number Must be <=2000	ED/OVERFLOW: Patients with suspected or confirmed COVID-19 who are in the ED or any overflow location awaiting an inpatient bed
Optional	0 to 2000	Must be a whole number	Number of ED/Overflow with Confirmed COVID-19 (subset)
		Allowed if numC19OverflowPats is populated. Must be <= numC19OverflowPats	
numC19OFMechVentPats Optional 0 to 10000		Must be a whole number  ED/OVERFLOW and VENTILATED: Patients with sus confirmed COVID-19 who are in the ED or any over awaiting an inpatient bed and on a mechanical ven (numC19MechVentPats + numC19OFMechVentPats)	
		Must be <= (numVentUse * 4), if populated, or <= 10,000  Must be <= numC19OverflowPats	
<b>S</b> Optional	0 to 10000	Must be a whole number  Allowed if numC19OFMechVentPats is populated. Must be <=	Number of ED/Overflow and Ventilated with Confirmed COVID-19 (subset)
	Optional Optional Optional Optional	Optional 0 to 10000 Optional 0 to 2000 Optional 0 to 2000 Optional 0 to 10000	Optional  Option



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
numC19Died – <b>Note:</b> This variable will not be saved to the database starting calendar dates 5/15/2020 and going forward			Must be a whole number  Must be <= 1500	DEATHS: Patients with suspected or confirmed COVID-19 who died in the hospital, ED, or any overflow location
numc19confnewadm	Optional	0 to 10000	Must be a whole number  Must be <= numBedsOcc, if  populated, or <= 10,000	PREVIOUS DAY'S ADMISSIONS WITH CONFIRMED COVID-19: New patients admitted to an inpatient bed who had confirmed COVID-19 at the time of admission.
numc19suspnewadm	Optional		Must be a whole number  Must be <= numBedsOcc, if populated, or <= 10,000	PREVIOUS DAY'S ADMISSIONS WITH SUSPECTED COVID-19: New patients admitted to an inpatient bed who had suspected COVID-19 at the time of admission
numc19honewpats	Optional		Must be a whole number  Must be <= numBedsOcc, if populated, or <= 10,000	NEW HOSPITAL ONSET: Current inpatients hospitalized for a condition other than COVID-19 with onset of suspected or confirmed COVID-19 on the previous day and the previous day is fourteen or more days since admission.
numConfC19HONewPats			Must be a whole number  Allowed if numC19HONewPats is populated. Must be <= numC19HONewPats	Number of Previous Day's New Hospital Onset with Confirmed COVID-19 (subset)
numc19prevdied - <b>Note:</b> This variable replaces "numC19Died" and will only be saved to the database for calendar dates 5/15/2020 and going forward	Only for calendar dates	0 to 1500	Must be a whole number  Must be <= 1500	PREVIOUS DAY'S DEATHS: Patients with suspected or confirmed COVID-19 who died in the hospital, ED, or any overflow location on the previous calendar day



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
numConfC19PrevDied	Optional	0 to 1500		Number of Previous Day's Deaths with Confirmed COVID-19 (subset)
			Allowed if numC19PrevDied is populated. Must be <= numC19PrevDied	
numC19ICUPats	Optional			HOSPITALIZED and ICU: Patients currently hospitalized in an inpatient ICU bed who have suspected or confirmed COVID-19
numConfC19ICUPats	Optional		Must be a whole number  Allowed if numC19ICUPats is populated. Must be <= numC19ICUPats	Number of Hospitalized and ICU with Confirmed COVID-19 (subset)



#### 2. NHSN COVID-19 Healthcare Worker Import File Format:

"collectiondate", "shortenvsvc", "shortnurse", "shortrt", "shortphar", "shortphys", "shorttemp", "shortoth", "shortoth hsfy", "posshortenvsvc", "posshortnurse", "posshortrt", "posshortphar", "posshortphys", "posshorttemp", "posshortoth lic", "posshortothsfy"

Field	Requirement	Values	Format <sup>†</sup>	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
shortenvsvc	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Environmental services today?
shortnurse	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Nurses: registered nurses and/or licensed practical nurses today?
shortrt	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Respiratory therapists today?
shortphar	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Pharmacists and/or pharmacy techs today?
shortphys	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Other licensed independent practitioners: advanced practice nurses, physician assistants today?
shorttemp	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Temporary physicians, nurses, respiratory therapists, or pharmacists ("per diems," "travelers," or other seasonal or intermittently contracted persons) today?
shortoth	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in Other HCP (Healthcare Personnel: Persons who work in the facility, regardless of clinical responsibility or patient contact.) today?
shortothlic	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it has a critical staffing shortage in other licensed independent practitioners: advanced practice nurses, physician assistants today?
shortothsfy	Conditionally Required		Required if "shortoth" is Y Character length 200	Other HCP critical shortage today specify
posshortenvsvc	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Environmental services within one week?
posshortnurse	Optional	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Nurses: registered nurses and/or licensed practical nurses within one week?



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
posshortrt		<b>Y</b> (for Yes) <b>N</b> (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Respiratory therapists within one week?
posshortphar	•	<b>Y</b> (for Yes) <b>N</b> (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Pharmacists and/or pharmacy techs within one week?
posshortphys	•	Y (for Yes) N (for No)		Does your organization consider that it will have a critical staffing shortage in Other licensed independent practitioners: advanced practice nurses, physician assistants within one week?
posshorttemp	-	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Temporary physicians, nurses, respiratory therapists, or pharmacists ("per diems," "travelers," or other seasonal or intermittently contracted persons) within one week?
posshortoth	-	Y (for Yes) N (for No)	Character length 1	Does your organization consider that it will have a critical staffing shortage in Other HCP (Healthcare Personnel: Persons who work in the facility, regardless of clinical responsibility or patient contact.) within one week?
posshortothlic	•	Y (for Yes) N (for No)		Does your organization consider that it will have a critical staffing shortage in other licensed independent practitioners: advanced practice nurses, physician assistants within one week?
posshortothsfy	Conditionally Required		Required if "possshortoth" is Y Character length 200	Other HCP critical shortage within one week specify



#### 1. NHSN COVID-19 Supplies Import File Format:

"collectiondate", "ventsupply", "ventreuse", "ventobtain", "vent3daysupply", "ventsupplydays", "n95masksupplydays", "n95masksupplydays", "n95masksupplydays", "othrespsupplydays", "othrespsupply", "othrespsupplydays", "othrespsupplydays", "othrespsupply", "othrespsupply", "surgmasksupply", "surgmasksupply", "surgmasksupply", "surgmasksupply", "shieldsupplydays", "shieldsupplydays", "shieldsupply", "shieldreuse", "shieldobtain", "shield 3daysupply", "shieldonhand", "gownsupplydays", "gownreuse", "gownobtain", "gown3daysupply", "gownohand", "reuseisogownsobtainv2", "reuseisogowns3daysupply", "glovesupplydays", "glovesupply", "glovereuse", "gloveobtain", "glove3daysupply", "gloveonhand", "reuseisogowns", "onhandlevel", "othsuppshortage"

Field	Requirement	Values	Format <sup>†</sup>	Description of Field
collectiondate	Required		mm/dd/yyyy	Date for which counts are reported:
ventsupply This variable can be used for calendar dates 7/2/2020 and prior; it will no longer be populated for calendar dates 7/3/2020 and going forward	Optional	0 days 1-3 days 4-14 days >=15 days		Ventilator supplies and tubing on-hand supply
ventreuse	•	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you currently re-using Ventilator supplies and tubing or implementing extended use?
ventobtain		<b>Y</b> (for Yes) <b>N</b> (for No)		Are you able to obtain Ventilator supplies and tubing?
vent3daysupply available for calendar dates 7/3/2020 and going forward	•	Y (for Yes) N (for No)		If you are able to obtain Ventilator supplies and tubing, are you able to maintain a 3-day supply?
ventSupplyDays available for calendar dates 7/3/2020 and going forward	Optional			Ventilator supplies and tubing On-hand supply (DURATION IN DAYS)
n95masksupplydays available for calendar dates 7/3/2020 and going forward	Optional		Should be <=60; must be a whole number	N95 masks on-hand supply (DURATION IN DAYS)
n95masksupply for calendar dates of 7/3/2020 and going forward this variable will be derived based on supply days		0 days 1-3 days 4-14 days >=15 days		N95 masks on-hand supply



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
n95 maskreuse	Optional	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you currently re-using N95 masks or implementing extended use?
n95maskobtain	Optional	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you able to obtain N95 masks?
n95mask3daysupply available for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No)		If you are able to obtain N95 masks, are you able to maintain a 3-day supply?
n95maskonhand available for calendar dates 7/3/2020 and going forward	Optional		Must be a whole number; If entered, must be >= 0	On-hand supply (eaches) of N95 masks
othrespsupplydays available for calendar dates 7/3/2020 and going forward	Optional		Should be <=60; must be a whole number	Other respirators including PAPRs On-hand supply (DURATION IN DAYS)
othrespsupply for calendar dates of 7/3/2020 and going forward this variable will be derived based on supply days	Optional	0 days 1-3 days 4-14 days >=15 days		Other respirators including PAPRs on-hand supply
othrespreuse	•	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you currently re-using other respirators including PAPRs or implementing extended use?
othrespobtain This variable can be used to report for calendar dates 7/2/2020 and prior; it will no longer be populated for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No)		Are you able to obtain other respirators including PAPRs?
othrespobtainv2 available for calendar dates 7/3/2020 and going forward		Y (for Yes) N (for No) NA (for Not Applicable)		Are you able to obtain other respirators including PAPRs?
othresp3daysupply available for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No)		If you are able to obtain other respirators including PAPRs, are you able to maintain a 3-day supply?



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
othresponhand available for calendar dates 7/3/2020 and going forward	Optional		Must be a whole number; If entered, must be >= 0	On-hand supply (eaches) of other respirators including PAPRs
surgmasksupplydays	Optional		Should be <=60; must be a whole number	On-hand supply (eaches) of Surgical masks
surgmasksupply for calendar dates of 7/3/2020 and going forward this variable will be derived based on supply days		0 days 1-3 days 4-14 days >=15 days		Surgical masks on-hand supply
surgmaskreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Surgical masks or implementing extended use?
surgmaskobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Surgical masks?
surgmask3daysupply available for calendar dates 7/3/2020 and going forward	Optional	<b>Y</b> (for Yes) <b>N</b> (for No)		If you are able to obtain Surgical masks, are you able to maintain a 3-day supply?
surgmaskonhand available for calendar dates 7/3/2020 and going forward	Optional		Must be a whole number; If entered, must be >= 0	On-hand supply (eaches) of Surgical masks
shieldsupplydays available for calendar dates 7/3/2020 and going forward	Optional		Should be <=60; must be a whole number	Eye protection including face shields or goggles on-hand supply (DURATION IN DAYS)
shieldsupply for calendar dates of 7/3/2020 and going forward this variable will be derived based on supply days		0 days 1-3 days 4-14 days >=15 days		Face shields on-hand supply
shieldreuse	Optional	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you currently re-using Face shields or implementing extended use?
shieldobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Eye protection?



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
shield3daysupply available for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No)		If you are able to obtain Eye protection, are you able to maintain a 3-day supply?
shieldonhand available for calendar dates 7/3/2020 and going forward	Optional		Must be a whole number; If entered, must be >= 0	On-hand supply (eaches) of Eye protection
gownsupplydays available for calendar dates 7/3/2020 and going forward	Optional		Should be <=60; must be a whole number	Gloves on-hand supply (DURATION IN DAYS)
gownsupply for calendar dates of 7/3/2020 and going forward this variable will be derived based on supply days	Optional	0 days 1-3 days 4-14 days >=15 days		Single use gowns on-hand supply
gownreuse	Optional	Y (for Yes) N (for No)		Are you currently re-using Single use gowns or implementing extended use?
gownobtain	Optional	Y (for Yes) N (for No)		Are you able to obtain Single use gowns?
gown3daysupply available for calendar dates 7/3/2020 and going forward	Optional	<b>Y</b> (for Yes) <b>N</b> (for No)		If you are able to obtain Single use gowns, are you able to maintain a 3-day supply?
gownonhand available for calendar dates 7/3/2020 and going forward	Optional		Must be a whole number; If entered, must be >= 0	On-hand supply (eaches) of Single use gowns
reuseisogownsobtainv2 available for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No) NA (for Not Applicable)		Are you able to obtain reuseable isolation gowns?
reuseisogowns3daysupply available for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No)		If you are able to obtain reuseable isolation gowns, are you able to maintain a 3-day supply?
glovesupplydays available for calendar dates 7/3/2020 and going forward	Optional		Should be <=60; must be a whole number	Gloves on-hand supply (DURATION IN DAYS)



Field	Requirement	Values	Format <sup>†</sup>	Description of Field
glovesupply for calendar dates of 7/3/2020 and going forward this variable will be derived based on supply days	Optional	0 days 1-3 days 4-14 days >=15 days		Gloves on-hand supply
glovereuse	Optional	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you currently re-using Gloves or implementing extended use?
gloveobtain	•	<b>Y</b> (for Yes) <b>N</b> (for No)		Are you able to obtain Gloves?
glove3daysupply available for calendar dates 7/3/2020 and going forward	Optional	Y (for Yes) N (for No)		If you are able to obtain Gloves, are you able to maintain a 3-day supply?
<b>gloveonhand</b> available for calendar dates 7/3/2020 and going forward	Optional		Must be a whole number; If entered, must be >= 0	On-hand supply (eaches) of Gloves
reuseisogowns available for calendar dates 7/3/2020 and going forward		Y (for Yes) N (for No)		Does your facility use reusable/launderable isolation gowns for the care of patients on transmission-based precautions?
onhandlevel available for calendar dates 7/3/2020 and going forward	_	SYS (for System level) FAC (for Facility level)		Are your PPE supply items above managed (purchased, allocated, and/or stored) at the facility level or, if you are part of a health system, at the health system level (or other multiple facility group)?
othsuppshortage available for calendar dates 7/3/2020 and going forward	Optional			Other current or anticipated critical medical supplies shortages

