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Date: Tue, Oct 5, 2021 at 10:47 AM

Subject: CO: 2020 Final COVID-19 Aggregate Counts

To: Herlihy, Rachel (CDC state.co.us) <rachel.herlihy@state.co.us>

Dear State or Territorial Epidemiologist,

The National Notifiable Diseases Surveillance System (NNDSS) will include case counts for coronavirus disease 2019 (COVID-19) in the 2020 annual tables published in spring 2022. The COVID-19 data will not undergo the same data reconciliation process used with other NNDSS data. Instead, CDC is collecting final aggregate 2020 COVID-19 counts using a web form hosted on the CDC Epi Info™ Secure Web Survey system. Please use this form to submit your final 2020 COVID-19 counts by **Monday, November 15, 2021**. To ensure secure data entry, your jurisdiction has a unique link to the *Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* web form included in this email.

Here are a few important things to know about this data collection process:

- An Excel template is attached that may be helpful in preparing your data for submission through the *Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* web form. Data cannot be submitted to CDC using the Excel template. Before preparing your data, please note the instructions provided in the Excel spreadsheet for monthly cut-off dates, age groups, race/ethnicity categories, and unknown/missing information.
- Please do not share your *Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* web form link with other jurisdictions since it is unique to your jurisdiction.
- Coordinate within your jurisdiction on who should enter data into the *Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* web form.
- Multiple people can enter components of the aggregate data and save the form, but only one person can enter data at a time. If multiple people enter data at the same time, one person may overwrite the changes of the other person. After one person enters data, the link can be forwarded to the next person assigned to enter data or to approve and submit the response.
- The State or Territorial Epidemiologist will need to review and approve the data in the *Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* web form. The form should not be submitted until data have been entered, reviewed, and approved by the State or Territorial Epidemiologist.
- Email the CDC Electronic Data Exchange mailbox at edx@cdc.gov with a subject line “2020 final NNDSS COVID-19 data” if you have questions or prematurely submit the form and need to have it reopened.
- CDC will review the final submitted aggregate 2020 COVID-19 NNDSS data for any inconsistencies and may contact your jurisdiction with questions. In the form, be sure to provide the name, phone, and email address of the person who can respond to questions regarding the case counts prior to publication by NNDSS.

***Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* form link for your jurisdiction:**

<https://EpiInfoSecureWebSurvey.cdc.gov/Survey/dc00890b-2d74-45a4-988b-15b9b4d98022/24c9>

Thank you very much for your surveillance efforts and for completing the *Final COVID-19 Aggregate Counts for the 2020 NNDSS Annual Tables* web form by **Monday, November 15, 2021**, for inclusion in the 2020 annual NNDSS publication.

Sincerely,

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Diana Harris Onweh

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