

TIP Sheet for NHSN COVID -19 Data Reporting

This document was created to help provide guidance and problem-solving with possible questions users may have for COVID-19 reporting in NHSN.

The page numbers referenced below with each tip can be found in the [Facility Reporting PDF document](#)

1. Understanding the difference between a “Pathway” and “Data Element” (Refer to pages 10 -12)

Each section in the module is organized by a specific focus called **Pathway**

Data Element is the response or count provided to specific questions within each pathway

2. Data reporting frequency (Refer to page 13) **CDC submits COVID-19 reports to CMS every Monday**

- CMS Interim Final rule states that facilities must report **at least** once a week. You can choose to report once a week or **up to** daily depending what works best with the facility.
- **NOTE: If you switch from daily / multiple times a week to weekly reporting**, be sure to start with the first date that has not been reported since data was last submitted.

3. Methods to report data into NHSN – Manual entry & uploading data (Refer to page 22)

- Daily reporting or reporting multiple times per week should be done manually.
- Reporting data one time a week can be entered manually or via upload with a CSV document. **NOTE:** The upload option is located below the calendar. You can download a template of the CSV files for each Pathway by clicking on the “Download CSV Template” button (see below).

A. Data upload using a CSV file

B. Download CSV Template, which can be used to upload facility COVID-19 data.

C. Export data in a table format using the “Export CSV”

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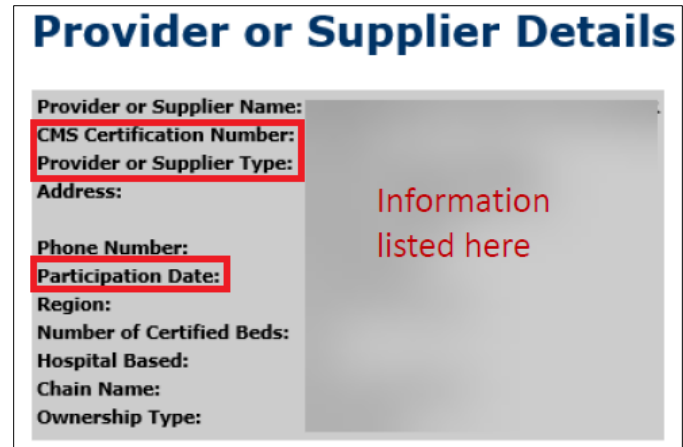
The page numbers referenced below with each tip can be found in the [Facility Reporting PDF document](#)

4. If you are submitting data but it is not reflective on the CMS website, make sure the CCN, participation date, and facility type are correctly entered in NHSN under **Facility → Facility Info**



- To verify if the facility CCN, participation date, and Facility Type listed in NHSN is correct, please refer to the look-up tool located at <https://qcor.cms.gov/main.jsp> and follow the instructions below: (Refer to pages 27 – 31 of the [NHSN Enrollment document](#))

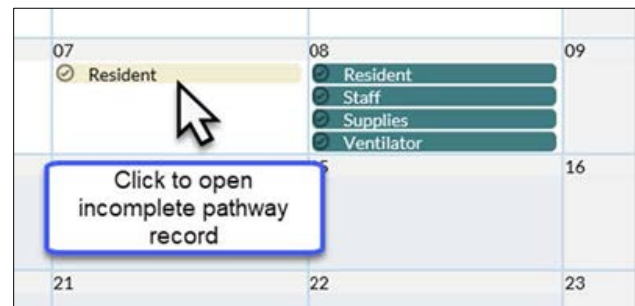
- Using the left navigation pane, select "Basic Search" under "Tool".
- On the next page, enter your facility information and click the "Search" button.
- Select your facility on the "Basic Search Results Report" screen to view the CCN. **Do not select the laboratory profile and CCN which includes letters.**
- Compare your CCN generated by the look-up tool (see sample to the right) to the CCN recorded in NHSN. If these differ, please enter the correct CCN for your facility in NHSN.



- **NOTE:** If you are unable to identify the reason for data not showing on the CMS website, contact the NHSN helpdesk NHSN@cdc.gov to look further into the issue.
 - In the subject line, type "**LTC COVID-19 reporting issue for [YOUR FACILITY NAME]**" to make it easier for the helpdesk staff to identify that the issue pertains to the COVID-19 module.
 - In the body of the email, include the facility name, CCN, and issue with data not displaying in the CMS report.

5. How to tell if data reporting is complete for each day

- **Completed data reporting** is when all four pathway topics are shown in **green** for the day. This means all the questions have been answered for each of the four pathways.
NOTE: If a pathway topic is missing from a date, that means the topic was skipped or the data entry was not saved. You will need to click on the calendar date, select the appropriate pathway tab, complete reporting and save.



- **Incomplete data** will show the pathway topic in a light beige color on the calendar. This means the pathway was saved with one or more questions unanswered. You can go back and edit the data by clicking on the pathway, answer all questions, then save.

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6. Suspected vs. Confirmed data reporting (*Refer to page 61*)

- Only count resident or staff as “Suspected” if you are planning to run a lab test or are isolating because resident or staff member show signs and symptoms. **Do not count in the “Suspected” field if** there are no signs and symptoms and you are just testing to rule out **AND** results come back negative; however, if results come back positive for the resident that did not have signs or symptoms, count them only in the “Confirmed” field.
- If a resident was counted as “Suspected” for a day and then confirmed to be positive for COVID-19 another day, leave them in the “Suspected” field the day they were reported and add them to the count in the “Confirmed” field the day they were confirmed to have COVID-19.
- **Residents should not be counted more than 1x** for each field unless the resident recovers and gets re-exposed after some time has gone by since their last test showed negative.

The screenshot shows a reporting form with three tabs: 'Resident Impact and Facility Capacity', 'Staff and Personnel Impact', and 'Supplies & Equipment'. Below the tabs, there is a section titled 'Resident Impact' with a yellow highlight. Underneath, there are four rows of data entry fields, each with a checkbox and a description. The 'CONFIRMED' and 'SUSPECTED' rows are circled in red. The descriptions are: 'ADMISSIONS: Residents admitted or re-admitted who were previously...', 'CONFIRMED: Residents with new laboratory positive COVID-19', 'SUSPECTED: Residents with new suspected COVID-19', and 'TOTAL DEATHS: Residents who have died in the facility or another loc...'. The text above the form reads: 'For the following questions, please collect data at the same time at least once a week (for exam...'.

7. Surveillance Tips

- Collect and record daily / non-daily data at the same time every day or days if report multiple times a week.
- If reporting once a week, report on the same day and time every week
- Use a **Line List** data collection form to track daily surveillance. Below are forms that reflect the questions in NHSN for each pathway to help you with creating a line list.
 - a) [Resident Impact and Facility Capacity form](#)
 - b) [Staff and Personnel Impact form](#)
 - c) [Supplies and Personal Protective Equipment form](#)
 - d) [Ventilator Capacity and Supplies form](#)

8. Methods to contact SAMS and NHSN (*Refer to page 70 in the [NHSN Enrollment PDF document](#) for more information on reasons to contact each helpdesk*) **NOTE:** Due to a high number of incoming email messages for both helpdesk resources, there may be a delay in receiving email responses between 5 – 7 days.

- SAMS Helpdesk: sams-no-reply@cdc.gov **OR** call (877) 681-2901, option #2 between 8:00 AM – 6:00 P.M. EST
- NHSN Helpdesk: nhsn@cdc.gov

Additional Resources:

- [FAQ document](#) for additional information if you don't see your question addressed in this document.
- [Facility Reporting PDF document](#) – **Common Module Questions** on pages 74 - 77
- [TIP Sheet for NHSN COVID-19 SAMS and Facility Enrollment](#)
- [NHSN COVID-19 LTC Module webpage](#)