

Hospital COVID-19 Data Submission: Tips, FAQs, and Resolving Common Errors

Tips for Hospital COVID-19 Data Submission

Tip 1: When entering daily data using the webform option, please ensure you select the Reporting Context option first. If you enter value in each of the data fields and then update the Reporting Context fields, you will lose the previously entered data.

The screenshot shows a webform titled "COVID-19" for "Decennial Medical Center (ID 15331)". The form includes a "Back" button, facility details (1600 Clifton Road NE, Atlanta, GA), and a "Reporting Context" dropdown menu currently set to "HOSP - Hospital". A callout box with a purple border contains the text "Complete Reporting Context first." Below the dropdown, there is a "Staffed Bed Capacity" field. The form also contains a note: "It is critical to the COVID-19 response that all of the... Emergency (PHE). All fields are mandatory unless oth... the Fe... Note: Provide data entries for all requested fields. Enter 0 or select N/A (if available) if the i..."

Tip 2: When emailing the NHSN Helpdesk with questions related to data submission errors or unexpected results, please include the following if available:

- Screenshot of the error message (webform and CSV upload)
- Data file that was submitted (webform and CSV upload)
- Error report CSV sent in upload confirmation email (CSV upload)

Tip 3: NHSN is a web-based application and requires no special software. You can review minimum system requirements and system recommendations for using NHSN here: https://www.cdc.gov/nhsn/faqs/faq_general.html.

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How to Resolve Common Errors for Hospital COVID-19 Data Submission

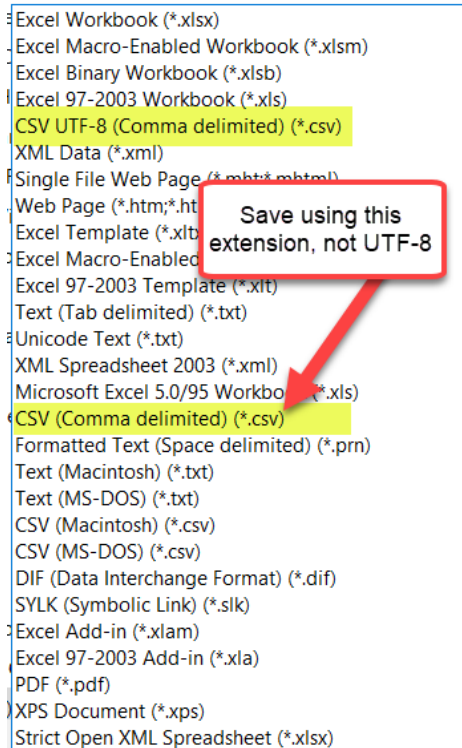
Error message 1: The facility is not following the component.

Resolution: This means that the facility is enrolled in NHSN but does not have the Patient Safety Component (the component in which the COVID hospital data reporting takes place) activated.

Steps on how to activate the Patient Safety Component in a facility can be found in FAQ #2 under NHSN Access:
<https://www.cdc.gov/nhsn/covid19/transition-faqs.html#NHSN-Access>

Error message 2: “Reporting for date is invalid”

Resolution: This error can occur if the file is saved as the wrong type, for example **CSV UTF8** instead of **CSV** or if the file has been converted to a CSV from an Excel document.



Error message 3: Various errors for those reporting using NHSN groups (Note: below information is not applicable to Supergroups).

Resolution: Review the following three steps to ensure that all COVID-19 Rights are in place for the Group. If the below options do not resolve the error message, email NHSN@cdc.gov using the subject line “Hospital COVID-19.”

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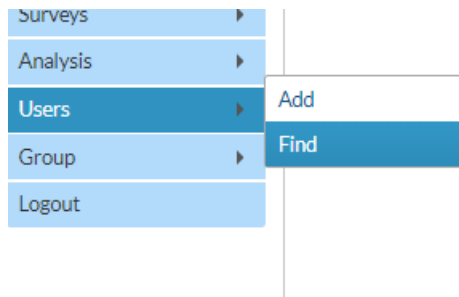


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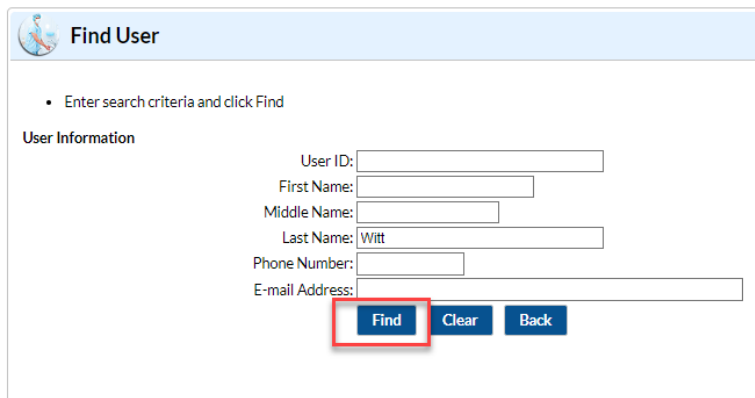
1. Group User Rights

Check the profile for all users in the Group to ensure that the COVID Rights are selected.

Log into the Group and select Users and Find:



Fill in any of the search criteria and select Find:

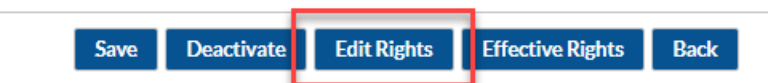


The 'Find User' form includes a header with a globe icon and the text 'Find User'. Below the header is a bullet point: 'Enter search criteria and click Find'. Under the heading 'User Information', there are input fields for: User ID, First Name, Middle Name, Last Name (with 'Witt' entered), Phone Number, and E-mail Address. At the bottom of the form are three buttons: 'Find', 'Clear', and 'Back'. The 'Find' button is highlighted with a red box.

On the user profile, select Edit:



On the Edit User page, select Edit Rights:



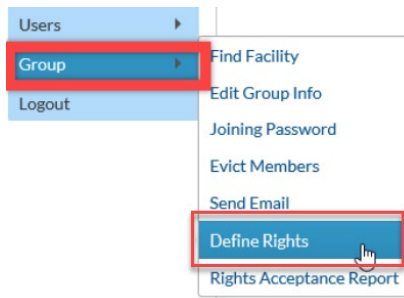
Ensure COVID-19 Rights are selected and Save:

Rights	Patient Safety	Healthcare
Administrator	<input checked="" type="checkbox"/>	
Analyze Data	<input checked="" type="checkbox"/>	
View Data	<input checked="" type="checkbox"/>	
COVID-19 - Add, Edit, Delete	<input checked="" type="checkbox"/>	
COVID-19 - View, Analyze	<input checked="" type="checkbox"/>	

[Effective Rights](#) [Save](#) [Back](#)

2. Define Rights options in the **Group**

Log in to the Group and select Group and Define Rights:



On the Define Rights page, ensure that the COVID-19 View Data and CSV Data Upload options are selected:



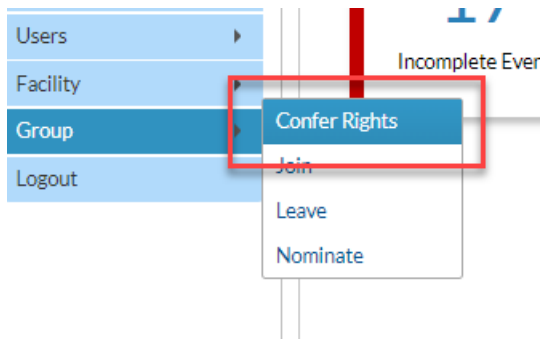
3. Confer Rights options in the **Facility**

Log in to the Facility and select Group and Confer Rights:

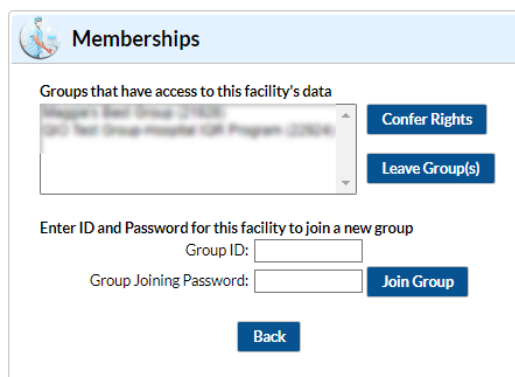
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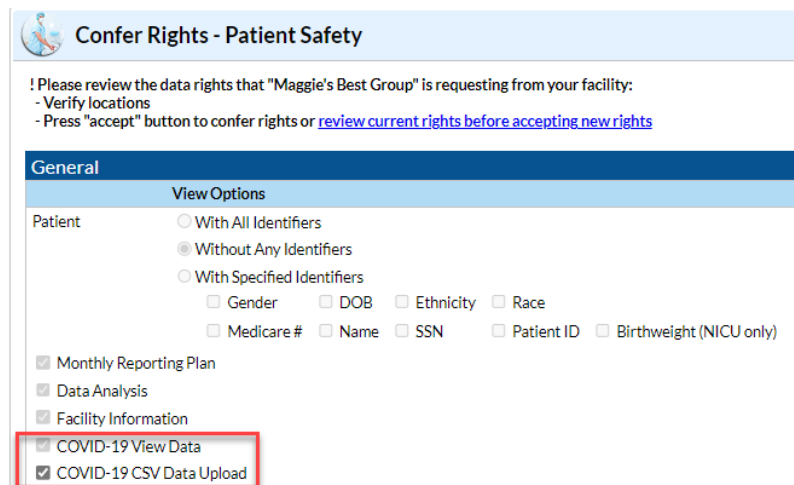
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Select the Hospital COVID-19 NHSN Group the facility belongs to and then select Confer Rights:



On the Confer Rights page, ensure that the COVID-19 View Data and CSV Data Upload options are selected:



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FAQs for Hospital COVID-19 Data Submission

Question 1: I submitted data for all required fields for my facility, but I still have Fields Missing in the calendar view record indicator.

Resolution: If data for all required fields have been entered, the Fields Missing notice is likely related to the Previous Day's Admissions - 17a, 17b, 18a, 18b. Even if these fields are "0" at least one of the age bracket fields must also have "0" entered in order for the missing fields indicator to clear:

Previous Day's Admissions

Note: The age brackets under fields 17a and 17b are required to be considered compliant

Previous Day's adult admissions with laboratory-confirmed COVID-19 and breakdown by age bracket:	Previous Day's adult admissions with suspected COVID-19 and breakdown by age bracket:	Previous Day's pediatric admissions with laboratory-confirmed COVID-19 breakdown by age bracket:	Previous Day's pediatric admissions with suspected COVID-19:
* 17a. Total adult	* 17b. Total adult	18a. Total pediatric	18b. Total pediatric
0	0	0	0
A value is required in this field for submission.			
18-19	18-19	18c. Age brackets	
0	0	0-4	
		0	
20-29	20-29	5-11	

Question 2: I logged into my facility in NHSN and there is data submitted that I did not enter.

Answer: It is likely the jurisdiction is submitting on behalf of the facilities at the Group level in NHSN, and this is why the data was updated/different in the history than what you submitted. The jurisdiction submitting on behalf of the facility was likely taking place prior to the transition to NHSN. Please reach out to the jurisdiction for any requests related to how submission takes place and who is submitting.

Question 3: Can I change the recipient of the submission report emails "Success, no errors or warnings" or "Errors, no warnings" when uploading using CSV?

Answer: Currently, the submission report emails are only sent to the email of the NHSN user who is submitting the data.

Question 4: Prior to the transition to NHSN, I reported hospital COVID-19 data to my jurisdiction, and they reported on behalf of the facility. Will I now need to report both to the jurisdiction and to NHSN?

Answer: The jurisdiction can still report on behalf of facilities to NHSN – you will not need to report both to the jurisdiction and to NHSN. If the jurisdiction has been reporting on your behalf, we recommend confirming with them that this will still be the process for reporting. Facilities are encouraged to ensure that the individual(s) responsible for COVID data within their facility have access to NHSN to ensure they can view/access the data.

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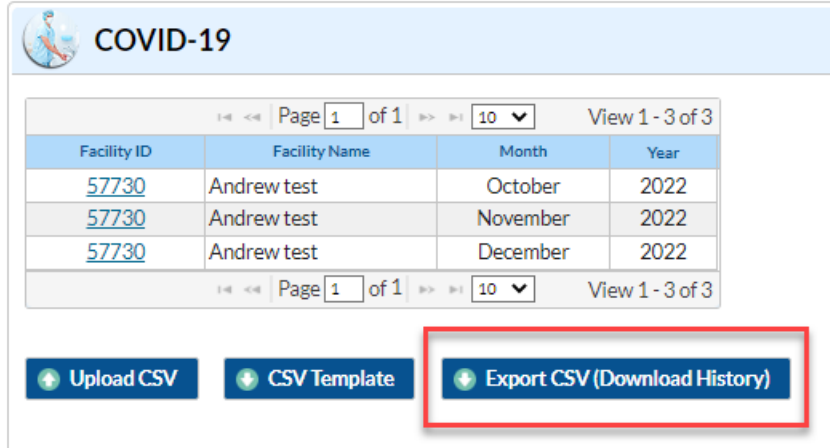


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Question 5: I submit data on behalf of multiple facilities in NHSN. How can I view completeness reports for the facilities in my NHSN group?

Answer: NHSN is currently working to develop a multi-facility completeness viewer for NHSN group users. Current options of for viewing completeness of facility data submission:

1. Log into your NHSN group and download the submission file:



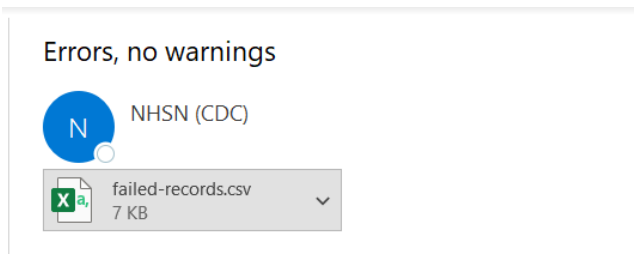
The screenshot shows the COVID-19 dashboard interface. At the top, there is a header with a COVID-19 icon and the text 'COVID-19'. Below the header is a table with the following data:

Facility ID	Facility Name	Month	Year
57730	Andrew test	October	2022
57730	Andrew test	November	2022
57730	Andrew test	December	2022

Below the table, there are three buttons: 'Upload CSV', 'CSV Template', and 'Export CSV (Download History)'. The 'Export CSV (Download History)' button is highlighted with a red rectangular box.

2. Use the options within the Group dashboard: <https://www.cdc.gov/nhsn/pdfs/nhsn-covid19-module-group-dashboard-508.pdf>

Question 6: I submitted a file using CSV upload and received an email stating there were errors for the submission for this facility. Were other fields for the facility processed?



The screenshot shows an email notification from NHSN (CDC). The subject is 'Errors, no warnings'. The email content includes a file icon for 'failed-records.csv' with a size of 7 KB. The file icon has a red 'X' over it, indicating an error.

Answer: If a submission generates an “error” notice or email, the file did not load in to NHSN. The errors will need to be corrected and the file resubmitted. Note, if you are submitting a CSV upload on behalf of multiple facilities, only the facilities where error messages are generated do not load. Other facilities in the file with no error messages will submit successfully.