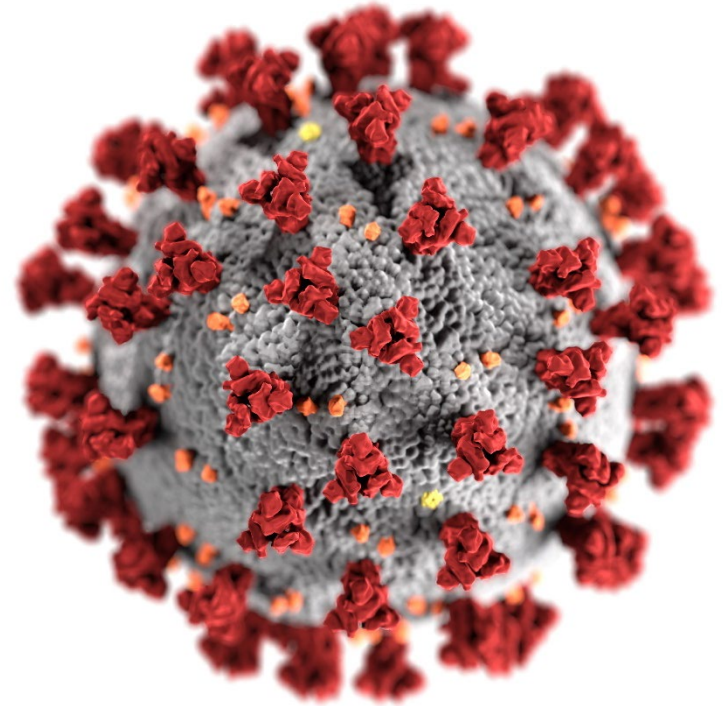


# COVID-19 Hospital Data

## Transition Overview and Data Submission – Bulk Uploaders

November 2022



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Information about today's webinar

- Transition Overview
- Data Submission Demo – Bulk Upload
- Q&A
  - Please submit all questions to the Q&A option in the Zoom taskbar



# Important Information

- Reminder that reporting activities will not change until mid-December 2022
  - Continue reporting as usual
- There will be no significant changes to the reporting questions as result of this transition
  - The only minor change is that the NHSN orgID now serves as the facility identifier
- Reporting processes will remain the same

# Important Information for NHSN Users

- There will be **no impact or changes** to reporting for the LTCF, Dialysis, and Healthcare Personnel Vaccination COVID-19 modules in NHSN
- This is not a directive for NHSN users to begin this COVID-19 hospital data reporting. This reporting has been taking place since 2020, and there is likely an individual in the Emergency Preparedness department of your facility or jurisdiction responsible for reporting.
- Due to the transition, NHSN Facility Administrators and users may be contacted to add hospital COVID-19 data reporters as new users in your NHSN facility. Guidance on adding a user in NHSN is available on the transition webpage: <https://www.cdc.gov/nhsn/covid19/transition.html>

# Important Dates

- Wednesday, November 2, 2022
  - Module available in NHSN for data submission testing
  
- Thursday, December 15, 2022
  - Reporting transition
  - First day reporting into NHSN

# NHSN Access

SAMS



# Do I already have NHSN SAMS access?

- Log in to SAMS:  
<https://sams.cdc.gov>
- If you have NHSN Reporting on your SAMS homepage, you have completed this step

**SAMS**  
secure access management services

**Menu**

- SAMS Admin
- My Profile
- Logout

**Links**

- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

**My Applications**

- Adobe Analytics**
  - Adobe Analytics \*
- CDC TRAIN**
  - CDC TRAIN
- CITI\_Single\_SignOn**
  - CDC Single Point Sign On - CITI Courses
- National Healthcare Safety Network System**
  - NHSN Reporting \*
  - NHSN Enrollment \*
- NHSN Long Term Care Reporting**



# I already have SAMS access but do not have NHSN Reporting as an option

- Reach out [NHSN@cdc.gov](mailto:NHSN@cdc.gov)
- Subject line: **COVID-19 Hospital**
- NHSN reporting activity will be added to your SAMS and identity proofing email will be sent





# I need to register with SAMS

- Two ways to obtain a SAMS invite
  - Be added to a facility or group in NHSN (recommended)
  - Reach out to [NHSN@cdc.gov](mailto:NHSN@cdc.gov) and request a SAMS invite



# SAMS Registration

1. Receive “Welcome to NHSN!” email
2. Accept NHSN Rules of Behavior
3. Receive Invitation to Register with SAMS
4. Complete Identity Verification



# SAMS

- Invitation to Register with SAMS email
- Link to the SAMS registration page with email address and a temporary password
  - **Important:** Ensure you use the same email address when completing SAMS registration
- After receiving the SAMS invitation email, you have **30 days to complete registration**
- Identify Proofing Verification: Experian online method



# Register with SAMS: Identity Proofing

- Option 1 recommended for expedient completion of SAMS registration (Experian)

Welcome!

You have been authorized for access to:

- National Healthcare Safety Network System: NHSN Reporting**

However, security policy for the level of access you've been authorized, requires you also setup a **mobile soft token** or **grid card**. These options, also called second factor credentials, will be used whenever you access SAMS in conjunction with your already established username and password.

To setup your second factor credential, please click the link below. For security, you will be required to login and answer your previously established security questions. <https://sams.cdc.gov/IdentityGuardSelfService/?successLink=https://sams.cdc.gov/&failureLink=https://auth.cdc.gov/errors/globallogout.asp>

The two second factor credential options are:

1. Install and setup an Entrust soft token using an 'authenticator' application on your smart phone, tablet, or computer (recommended for immediate access),
2. The issuance of a physical, card token, Entrust grid card which will be mailed to the home address associated with your SAMS profile.

After your second factor credential is setup (authenticator installed or grid card received via mail) you can reach the activity home page directly by clicking <https://nhsn2.cdc.gov/nhsn/>.



# SAMS Registration: Training Date

- After accepting the Rules of Behavior, you will be directed to a page asking you to enter the NHSN Training Date
- Enter the current date you are completing registration

NHSN Training Date

\*I certify that I have completed all of the appropriate, required NHSN trainings on:

Submit



# Bulk Upload



# Remember – information presented in this session is specific to bulk uploaders

- **Bulk Upload** - jurisdictions, hospital associations, healthcare systems, and third-party vendors submit data on behalf of multiple hospitals.
- Bulk Upload Scenarios
  - Jurisdiction Reporting on Behalf of Facilities (Jurisdiction submits data to HHS)
  - Jurisdiction Reporting on Behalf of Facilities (Jurisdiction uses a third-party vendor [for example, a product such as EMResource, WebEOC] to submit to HHS)
  - **Hospital Systems Reporting at an Enterprise/Corporate Level or on Behalf of Multiple Facilities**



# Hospital Systems Reporting at an Enterprise Level or on Behalf of Multiple Facilities – Reminder of steps to prepare for reporting

1. Identify the NHSN facility administrator for facilities
2. Ensure all reporting facilities are enrolled
3. Determine plan for reporting
  - Leverage existing Group (if available)
  - Create new Group
4. Setup reporting method (CSV, API)
5. Data submission testing

**(Detailed instructions and training available on the transition webpage)**





# Data Submission



# Disclaimer

- All facility or group information (names, description) and data displayed in this presentation are fictitious and provided for instructional purposes.

# NHSN Groups

- Hospital systems reporting at an enterprise level or on behalf of multiple facilities will use NHSN groups.
  - Group will be managed by the hospital system
  - System will set up (or tweak) the Group, add facilities to the Group, and the facilities will need to confer rights
    - Right conferral: grant permission for reporting entity to report on the facility's behalf
- Remember, detailed instructions on set-up of an NHSN Group for COVID-19 hospital data reporting are available here:  
<https://www.cdc.gov/nhsn/pdfs/covid19/information-for-bulk-uploaders.pdf>

# Logging in to the Group

(Note: you must have an active SAMS account in order to access NHSN)

1. Log in to SAMS and select NHSN Reporting from the SAMS home page
2. Select Patient Safety Component

**SAMS**  
secure access management services

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  - CDC TRAIN
- CITI\_Single\_SignOn**
  - CDC Single Point Sign On - C
- National Healthcare Safety Net**
  - NHSN Reporting \***
  - NHSN Enrollment \*

Welcome to the NHSN Landing Page

Select component:

- Biovigilance
- Dialysis
- Healthcare Personnel Safety
- Long Term Care Facility
- Neonatal
- Outpatient Procedure
- Patient Safety**

# Logging in to the Group continued

3. Select the Group you want to access
  - The Select Facility/Group dropdown menu will display all Groups of which you are a user.

Select component:

Patient Safety

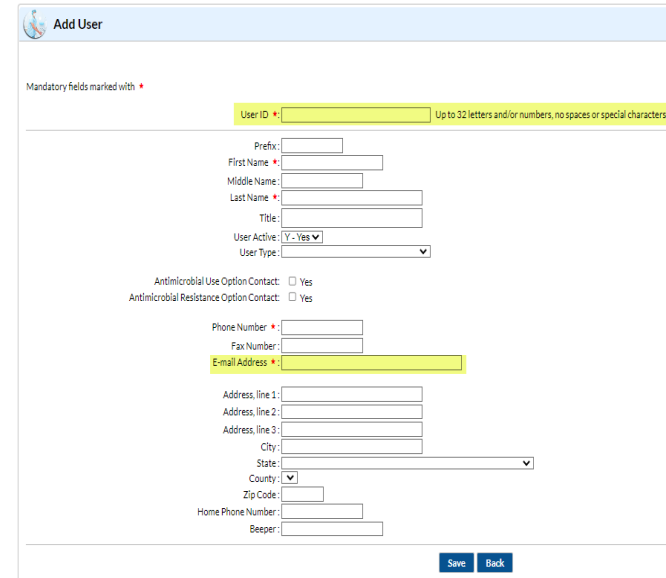
Select facility/group:

Facility/Group Name ↕	Facility ID	CCN	City	State
Grp: CDC	0		ATLANTA	GA
Grp: Maggie's Test Group	11933	999999	ATLANTA	GA
Fac: Craggette LTAC- Test Facility	28003	N/A	Hampton	VA
Fac: Decennial Medical Center	15331	999999	Atlanta	GA

Submit

# Adding Users to the Group

1. On the left-hand navigation panel select > Users>>Add.
2. When the Add User screen appears, complete all the required fields marked with \*.



A screenshot of the 'Add User' form. The form has a title bar 'Add User' with a user icon. Below the title bar, it says 'Mandatory fields marked with \*'. The form contains several input fields and checkboxes:

- User ID \*: [text input] Up to 32 letters and/or numbers, no spaces or special characters
- Prefix: [text input]
- First Name \*: [text input]
- Middle Name: [text input]
- Last Name \*: [text input]
- Title: [text input]
- User Active: [Y-Yes] [dropdown]
- User Type: [dropdown]
- Antimicrobial Use Option Contact:  Yes
- Antimicrobial Resistance Option Contact:  Yes
- Phone Number \*: [text input]
- Fax Number: [text input]
- E-mail Address \*: [text input]
- Address, line 1: [text input]
- Address, line 2: [text input]
- Address, line 3: [text input]
- City: [text input]
- State: [dropdown]
- Country: [dropdown]
- Zip Code: [text input]
- Home Phone Number: [text input]
- Beeper: [text input]

At the bottom right, there are two buttons: 'Save' and 'Back'.



# Adding Users to the Group continued

## For a current NHSN user:

- The email address entered must be the same one they are registered with in SAMS.

## For a new NHSN user:

- A SAMS invitation will be initiated when they are added to the Group.

### Add User

Mandatory fields marked with \*

User ID \*:  Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name \*:

Middle Name:

Last Name \*:

Title:

User Active: Y - Yes

User Type:

Antimicrobial Use Option Contact:  Yes

Antimicrobial Resistance Option Contact:  Yes

Phone Number \*:

Fax Number:

E-mail Address \*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:



# Adding Users to the Group - Rights

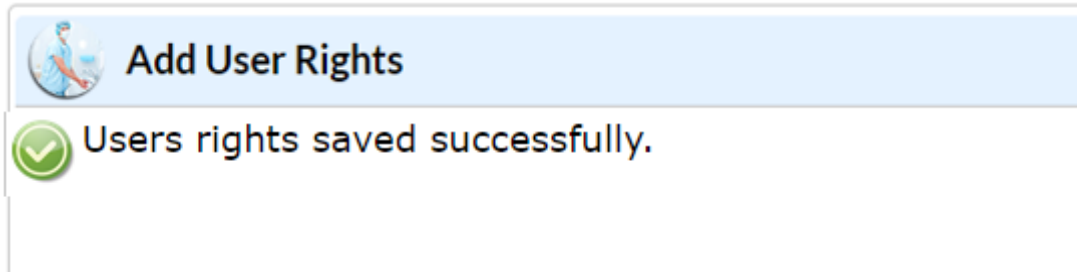
3. On the Add User Rights page, assign user rights by selecting the access boxes
  - Note: User's rights can be assigned to individual facilities or all facilities within the Group.





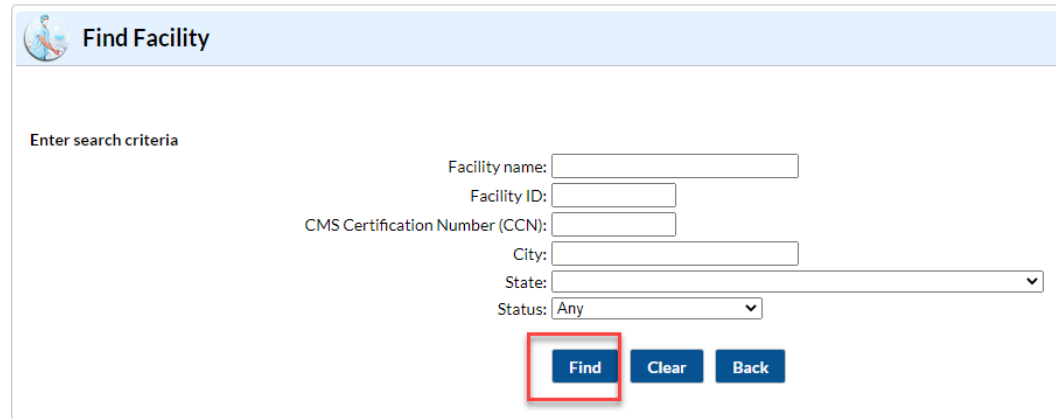
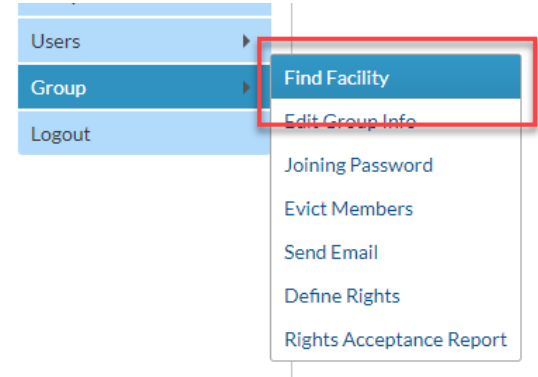
# Adding Users to the Group – Saved Rights

After adding Rights, you will see “Users rights saved successfully” in the top left corner of the screens. This means you have successfully added the new user.



# Viewing Facilities in the Group

1. On the left-hand navigation panel select > Group >> Find Facility.
2. On the Find Facility page, you can enter criteria to view a specific facility within the Group. To view all facilities in the Group, leave the fields blank and select Find.

A screenshot of the 'Find Facility' page. The page has a light blue header with a globe icon and the text 'Find Facility'. Below the header, there is a section titled 'Enter search criteria' containing several input fields: 'Facility name:', 'Facility ID:', 'CMS Certification Number (CCN):', 'City:', 'State:', and 'Status:'. The 'Status' field is a dropdown menu with 'Any' selected. At the bottom of the form, there are three buttons: 'Find', 'Clear', and 'Back'. The 'Find' button is highlighted with a red rectangular box.

# Viewing Facilities in the Group continued

- You will then see a list of facilities joined to the Group that meet the search criteria.



## Organization List

[Print Facility List](#)

Facility name	Facility ID	CCN	City	State	Status
*****	54850		Atlanta	GA	A
*****	57730		Decatur	GA	A
*****	60683		atlanta	GA	A
*****	62724		Decatur	GA	A

Page 1 of 1 | 10 | View 1 - 4 of 4

Back



# “Facility-within-Facility” Scenario

- Units/ floors/ wings of a hospital or facility that are currently reporting COVID-19 data independent of the facility in which these units/ floors/ wings are housed. These units/floors/wings have the same NHSN OrgID as the facility in which they are housed.
- Identified 57 facilities where this scenario is applicable.
- NHSN providing outreach to jurisdictions with specific information.
  - “Reporting Context” field used for the COVID-19 hospital data.



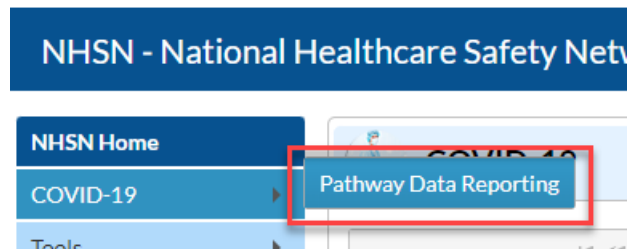
# CSV Template

- Same as current version available
- After December, you will see two version of the template
  - “Bulk\_Data\_Upload\_Template\_FOR UPLOAD DATE\_1” – **does not include** Reporting Context column
  - “Bulk\_Data\_Upload\_Template\_FOR UPLOAD DATE\_2” – **includes** Reporting Context column
    - **This version only for use in Facility-within-facility scenario**



# Data Submission

1. Select COVID-19 and Pathway Data Reporting in the left navigation bar.
2. Click on the “**Upload CSV**” button. A screen will appear where a file must be provided for submission. A valid facility identifier is required of each facility for which data will be reported.

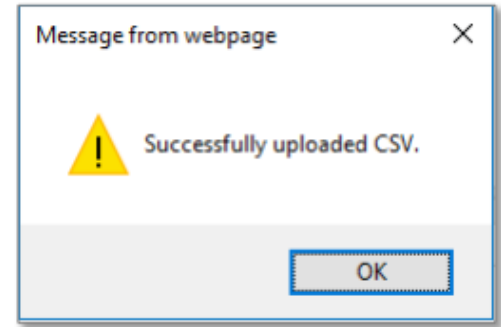
A screenshot of the COVID-19 data reporting interface. The page title is 'COVID-19'. Below the title is a table with the following data:

Facility ID	Facility Name	Month	Year
<a href="#">17707</a>	CEM HOSP-GEN	September	2022
<a href="#">17707</a>	CEM HOSP-GEN	October	2022
<a href="#">20256</a>	COVID	September	2022
<a href="#">20256</a>	COVID	October	2022

Below the table is a pagination control showing 'Page 1 of 1' and 'View 1 - 4 of 4'. At the bottom of the interface, there are three buttons: 'Upload CSV' (highlighted with a red box), 'Upload CSV to REST API', and 'Download CSV Template'.

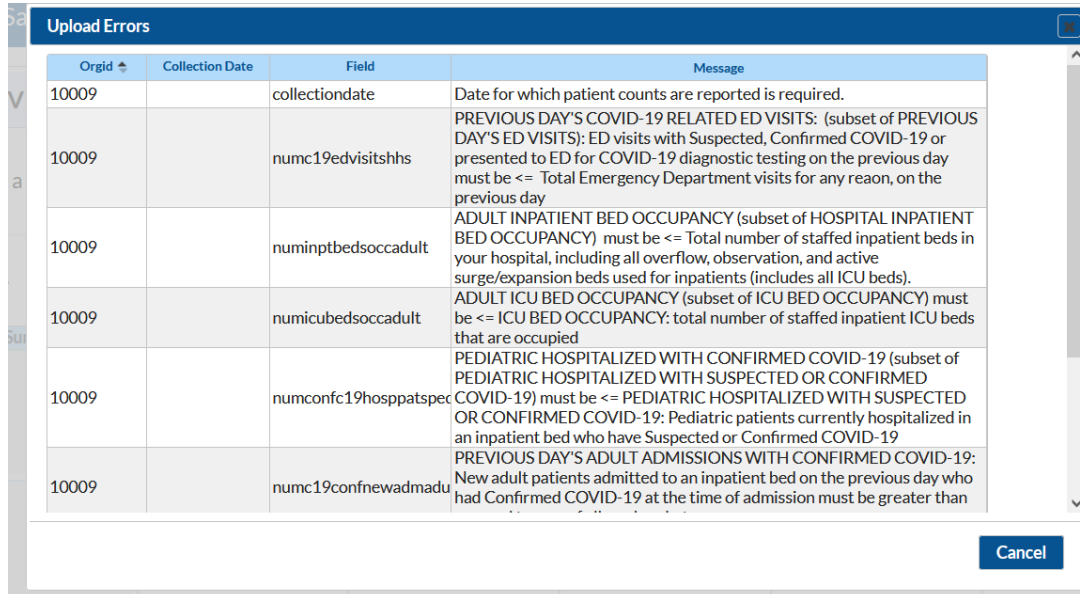
# Data Submission continued

3. Browse for the file and then click **“Upload CSV”** to begin the import.
4. A message that indicates the upload was successful will be generated. The hospital COVID-19 module will automatically be populated with the uploaded data.



# Data Submission - Errors

5. If errors are found during upload, a message detailing the errors will display, and an email with an attachment detailing the upload results will be sent to the Group user who performed the CSV upload.



The screenshot shows a dialog box titled "Upload Errors" with a table containing the following data:

Orgid	Collection Date	Field	Message
10009		collectiondate	Date for which patient counts are reported is required.
10009		numc19edvisitshhs	PREVIOUS DAY'S COVID-19 RELATED ED VISITS: (subset of PREVIOUS DAY'S ED VISITS): ED visits with Suspected, Confirmed COVID-19 or presented to ED for COVID-19 diagnostic testing on the previous day must be <= Total Emergency Department visits for any reason, on the previous day
10009		numinptbedsoccadult	ADULT INPATIENT BED OCCUPANCY (subset of HOSPITAL INPATIENT BED OCCUPANCY) must be <= Total number of staffed inpatient beds in your hospital, including all overflow, observation, and active surge/expansion beds used for inpatients (includes all ICU beds).
10009		numicubedsoccadult	ADULT ICU BED OCCUPANCY (subset of ICU BED OCCUPANCY) must be <= ICU BED OCCUPANCY: total number of staffed inpatient ICU beds that are occupied
10009		numconfc19hosppatspec	PEDIATRIC HOSPITALIZED WITH CONFIRMED COVID-19 (subset of PEDIATRIC HOSPITALIZED WITH SUSPECTED OR CONFIRMED COVID-19) must be <= PEDIATRIC HOSPITALIZED WITH SUSPECTED OR CONFIRMED COVID-19: Pediatric patients currently hospitalized in an inpatient bed who have Suspected or Confirmed COVID-19
10009		numc19confnewadmu	PREVIOUS DAY'S ADULT ADMISSIONS WITH CONFIRMED COVID-19: New adult patients admitted to an inpatient bed on the previous day who had Confirmed COVID-19 at the time of admission must be greater than


A "Cancel" button is located at the bottom right of the dialog box.





# View Submitted Data

1. A list of facilities in your Group that have COVID-19 data by month will be displayed. Select the Facility ID/Month to view the data for that month.



### COVID-19

Facility ID	Facility Name	Month	Year
<a href="#">17707</a>	CEM HOSP-GEN	September	2022
<a href="#">17707</a>	CEM HOSP-GEN	October	2022

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# Resources and Q&A



# Resources

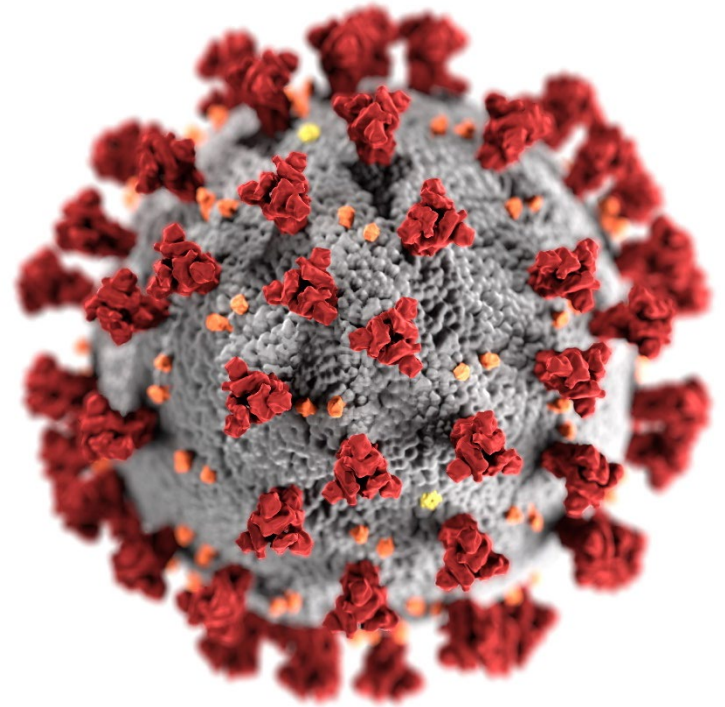
- Transition Webpage <https://www.cdc.gov/nhsn/covid19/transition.html>
- About SAMS: <https://www.cdc.gov/nhsn/sams/about-sams.html>
- Bulk Upload guidance: <https://www.cdc.gov/nhsn/pdfs/covid19/information-for-bulk-uploaders.pdf>

# Questions

- [NHSN@cdc.gov](mailto:NHSN@cdc.gov)
  - Subject line: “**COVID-19 Hospital**”



# Thank you!



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.

