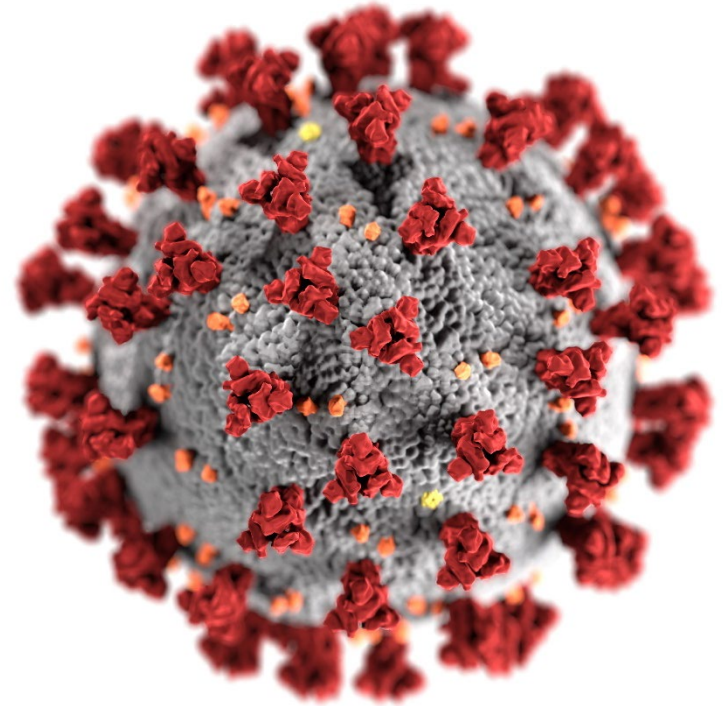


# COVID-19 Hospital Data

## Transition Overview and Data Submission – Facilities

November 2022



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

# Information about today's webinar

- Transition Overview
- Data Submission Demo – Individual Facilities Reporting
- 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 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



# Individual Facilities



# Remember – information presented in this session is specific to individual facilities

- Facilities/hospitals reporting COVID-19 hospital data for their hospital/facility individually to HHS
  - Do not have a jurisdiction, hospital associations, healthcare systems, or third-party vendors submit data on their behalf
- Will report in NHSN using the webform or CSV upload



# Individual facilities reporting – Reminder of steps to prepare for reporting

1. Identify the NHSN facility administrator for your facility (usually part of infection control department)
  - They can assist with ensuring your facility is enrolled in NHSN, enroll new users, and assign access rights
2. Ensure your facility is enrolled in NHSN (most likely)
3. Identify user(s) in the facility who will be submitting hospital COVID-19 data
4. (If needed) add the individual reporting COVID information (and any backup reporters) as a new NHSN user
5. Assign user access rights to the COVID module

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





# Data Submission



# Disclaimer

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

# Logging in to the Facility

(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

The screenshot displays the SAMS (Secure Access Management Services) interface. The top navigation bar includes the SAMS logo and the text "secure access management services". The main content area is divided into two columns: "Menu" and "My Applications".

**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 - C
- National Healthcare Safety Net
  - **NHSN Reporting \***
  - NHSN Enrollment \*

An inset window titled "Welcome to the NHSN Landing Page" shows a dropdown menu for "Select component:". The dropdown is open, displaying the following options:

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

# Logging in to the Facility

3. Select the facility you want to access for reporting COVID-19 hospital data
  - The Select Facility/Group dropdown menu will display all facilities 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

# NHSN Application: COVID-19 Module



# COVID-19 Module Overview

- The COVID-19 Module landing page in NHSN will be your landing page for:
  - Submitting data via webform or .CSV
  - Checking daily reporting completeness
  - Downloading historical data



# Accessing the COVID-19 Module

- After logging in the facility
- Select “COVID-19” in the left navigation menu and then “Pathway Data Reporting”

The screenshot shows the NHSN Patient Safety Component Home Page. On the left is a vertical navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, COVID-19, Import/Export, Surveys, and Analysis. The 'COVID-19' item is highlighted in a darker blue. A red box highlights the 'Pathway Data Reporting' sub-item under 'COVID-19'. On the right, the main content area is titled 'NHSN Patient Safety Component Home Page' and contains a list of items: TAP Strategy Dashboard, TAS Dashboard, and Action Items (which is expanded). Below the 'Action Items' section, there is a heading 'COMPLETE THESE ITEMS' followed by two empty rectangular boxes, one with a red vertical bar on its left side and one with a yellow vertical bar on its left side.

# COVID-19 Module Landing Page




NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- COVID-19 ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶

## COVID-19

Click a date to begin entering data on the day for which counts are being reported.

[Upload CSV](#) [CSV Template](#) [Export CSV \(Download History\)](#)

◀  ▶ 30 October 2022 - 10 December 2022 Record Complete Record Incomplete

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 30, 2022	Oct 31, 2022	Nov 01, 2022	Nov 02, 2022	Nov 03, 2022	Nov 04, 2022	Nov 05, 2022
Nov 06, 2022	Nov 07, 2022	Nov 08, 2022	Nov 09, 2022	Nov 10, 2022	Nov 11, 2022	Nov 12, 2022






# COVID-19 Module Landing Page

- NHSN Home
- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- COVID-19 ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶

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Nov 06, 2022	Nov 07, 2022	Nov 08, 2022				Nov 12, 2022

Initiate download of NHSN COVID-19 data.

Initiate download of .CSV template.

# Data Submission: Webform



# Webform Data Submission Example


**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- COVID-19 ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶

## COVID-19

Click a date to begin entering data on the day for which counts are being reported.

[Upload CSV](#) [CSV Template](#) [Export CSV \(Download History\)](#)

◀  ▶ 30 October 2022 - 10 December 2022

Record Complete  Record Incomplete

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 30, 2022	Oct 31, 2022	Nov 01, 2022	Nov 02, 2022	Nov 03, 2022	Nov 04, 2022	Nov 05, 2022
Nov 06, 2022	Nov 07, 2022	Nov 08, 2022				Nov 12, 2022

**Click on a specific date on the calendar view to report for that date.**

# Webform Data Submission

**H** Decennial Medical Center (ID 15331)    HHS ID:--    Facility CCN:999999    AHA ID:N/A  
1600 Clifton Road NE    Facility Type:HOSP-GEN - General Hospital, including Acute, Trauma, and Teaching  
Atlanta, GA

New Capacity & Utilization Entry For **October 31, 2022**    **Submit**    **Cancel**

It is critical to the COVID-19 response that all of the information listed below is provided to the Federal Government on the requested reporting schedule to facilitate planning, monitoring, and resource allocation during the COVID-19 Public Health Emergency (PHE). All fields are **mandatory** unless otherwise noted in the HHS [Guidance](#).

Note: Provide data entries for all requested fields. Enter 0 or select N/A (if available) if the item is not applicable at your facility

Reporting Context:

**Staffed Bed Capacity**

3a. All hospital inpatient beds <b>i</b>	4a. All hospital inpatient bed occupancy <b>i</b>	5a. ICU beds <b>i</b>	6a. ICU bed occupancy <b>i</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3b. Adult hospital inpatient beds <b>i</b>	4b. Adult hospital inpatient bed occupancy <b>i</b>	5b. Adult ICU beds <b>i</b>	6b. Adult ICU bed occupancy <b>i</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3c. All inpatient pediatric beds (Optional) <b>i</b>	4c. Pediatric inpatient bed occupancy (Optional) <b>i</b>	5c. Pediatric ICU beds (Optional) <b>i</b>	6c. Pediatric ICU bed occupancy (Optional) <b>i</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Hospitalizations**

9a. Total hospitalized adult suspected or laboratory-confirmed COVID-19 patients <b>i</b>	10a. Total hospitalized pediatric suspected or laboratory-confirmed COVID-19 patient <b>i</b>	11. Hospitalized and ventilated COVID-19 patients <b>i</b>	12a. Total ICU adult suspected or laboratory-confirmed COVID-19 patients <b>i</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9b. Hospitalized adult laboratory-confirmed COVID-19 patients <b>i</b>	10b. Hospitalized pediatric laboratory-confirmed COVID-19 patients <b>i</b>	11. Hospitalized and ventilated COVID-19 patients <b>i</b>	12b. Hospitalized ICU adult laboratory-confirmed COVID-19 patients <b>i</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

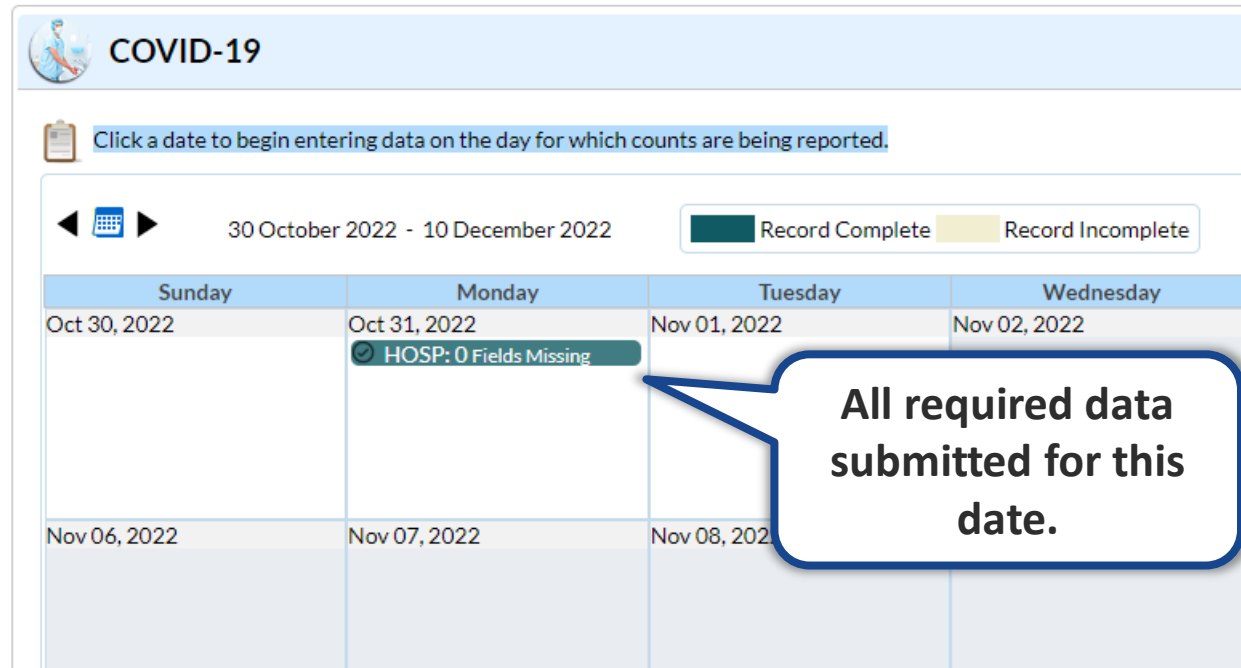
# Reporting Context

- “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.
  - Facilities will use “Reporting Context” field for the COVID-19 hospital data.

The screenshot shows the NHSN reporting interface for Decennial Medical Center (ID 15331). The facility address is 1600 Clifton Road NE, Atlanta, GA. The HHS ID is -- and the Facility CCN is 99. The Facility Type is HOSP-GEN - Gener. The form is for a New Capacity & Utilization Entry for October 31, 2022. A note states: "It is critical to the COVID-19 response that all of the information listed below is provided to the Federal Government Public Health Emergency (PHE). All fields are mandatory unless otherwise noted in the HHS Guidance." Another note says: "Note: Provide data entries for all requested fields. Enter 0 or select N/A (if available) if the item is not applicable." The Reporting Context field is highlighted with a red box. Below it, the Staffed Bed Capacity section is visible, with fields for 3a. All hospital inpatient beds, 3b. Adult hospital inpatient beds, 4a. All hospital inpatient bed occupancy, and 4b. Adult hospital inpatient bed occupancy.

# Record Indicators (Example)

- Record Complete/Green – required data elements submitted for the day



# Record Indicators (Example)

- Record Incomplete/ Yellow – required data elements are missing for the day

**Are you Sure ?**

*Please note that your data is incomplete. You are about to submit the following.*

31/33 Daily Required Fields  
12/16 Weekly Required Fields (Wednesday)  
23/23 Optional Fields

**A submission must have data for all fields to be compliant unless otherwise noted in the [HHS Guidance](#).**

It is critical to the COVID-19 response that all of the requested information is provided to the Federal Government on the requested reporting schedule to facilitate planning, monitoring, and resource allocation during the COVID-19 Public Health Emergency (PHE).

Note. Provide data entries for all requested fields. Enter 0 or select N/A (if available) if the item is not applicable at your facility.

Are you sure you want to submit this entry?

**Yes, Submit** **No, Return to Form**



# Record Indicators (Example)

- Record Incomplete/ Yellow – required data elements are missing for the day

The screenshot shows a COVID-19 data entry interface. At the top, there is a header with a COVID-19 icon and the text "COVID-19". Below the header, there is a instruction: "Click a date to begin entering data on the day for which counts are being reported." The main area shows a calendar view for the period "30 October 2022 - 10 December 2022". A legend indicates that a dark green box represents "Record Complete" and a yellow box represents "Record Incomplete". The calendar grid shows dates from Oct 30, 2022 to Nov 08, 2022. The date Oct 31, 2022 is highlighted in yellow, indicating it is a "Record Incomplete". A red exclamation mark icon and the text "HOSP: 2 Fields Missing" are displayed next to the date. A blue callout box points to this date with the text "Data elements missing for this date." Below the date, there is a "History" button.

Sunday	Monday	Tuesday	Wednesday	Thursday
Oct 30, 2022	Oct 31, 2022 HOSP: 2 Fields Missing	Nov 01, 2022	Nov 02, 2022	Nov 03, 2022
Nov 06, 2022	Nov 07, 2022	Nov 08, 2022	Nov 09, 2022	Nov 10, 2022



# Data Submission: .CSV Upload



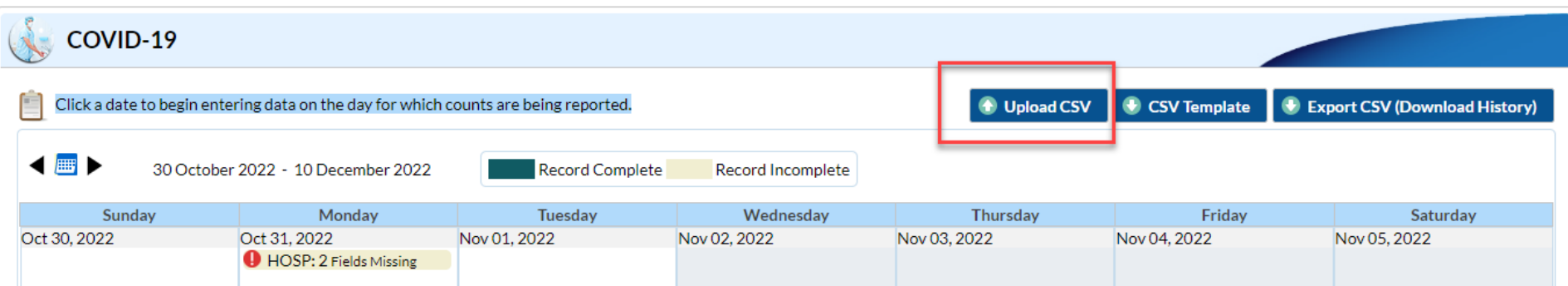
# CSV Template

- 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**



# .CSV Upload

- Select Upload CSV option



COVID-19

Click a date to begin entering data on the day for which counts are being reported.

30 October 2022 - 10 December 2022

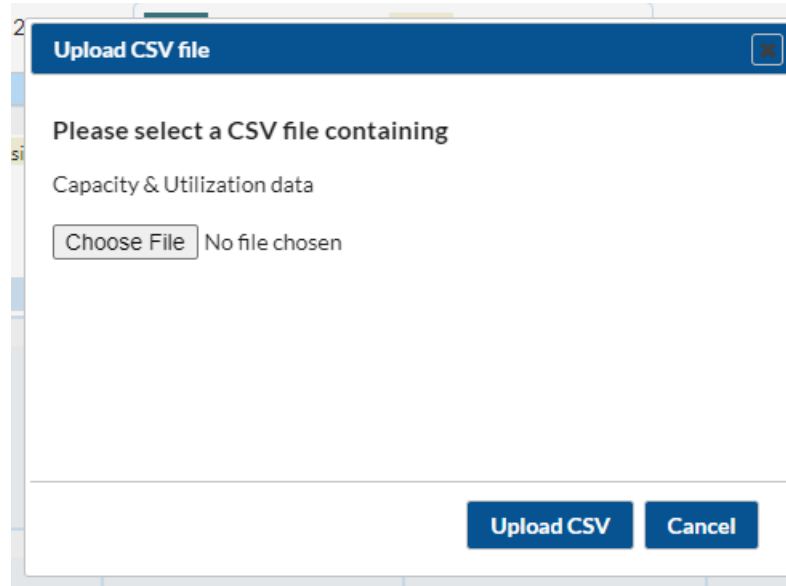
Record Complete Record Incomplete

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 30, 2022	Oct 31, 2022 HOSP: 2 Fields Missing	Nov 01, 2022	Nov 02, 2022	Nov 03, 2022	Nov 04, 2022	Nov 05, 2022

The screenshot shows a web interface for COVID-19 data entry. At the top, there is a header with a COVID-19 icon and the text 'COVID-19'. Below the header, there is a navigation bar with three buttons: 'Upload CSV', 'CSV Template', and 'Export CSV (Download History)'. The 'Upload CSV' button is highlighted with a red box. Below the navigation bar, there is a date range selector showing '30 October 2022 - 10 December 2022' and a legend for 'Record Complete' (dark green) and 'Record Incomplete' (yellow). Below the legend is a table with columns for days of the week and rows for dates from Oct 30, 2022 to Nov 05, 2022. The 'Monday' column for Oct 31, 2022 has a red warning icon and the text 'HOSP: 2 Fields Missing'.

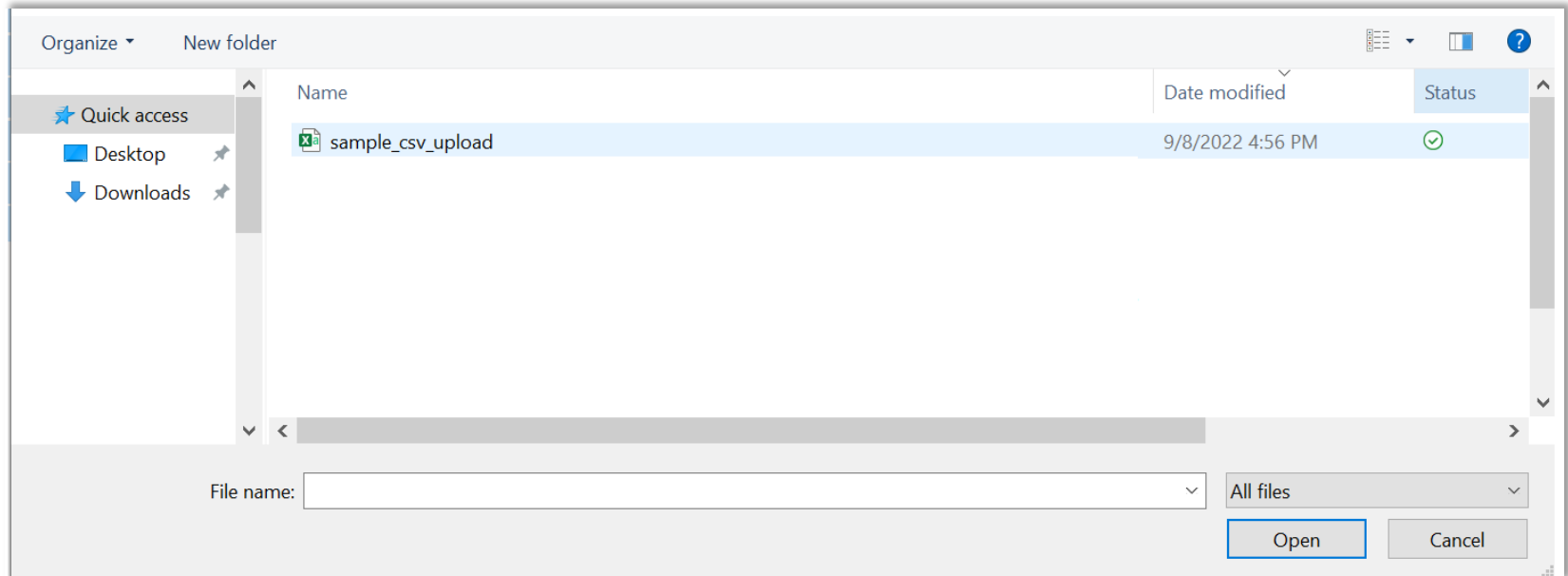
# .CSV Upload continued

- Dialog box will open
- Select Choose File to browse for your CSV



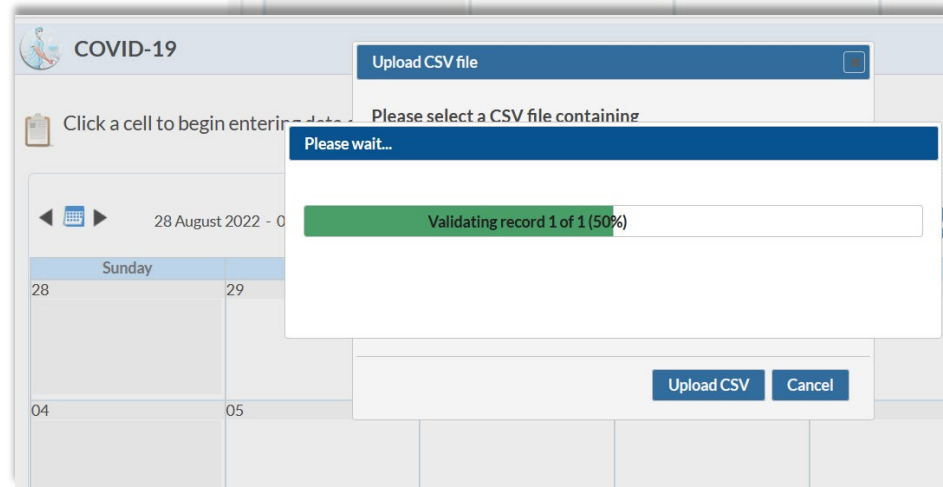
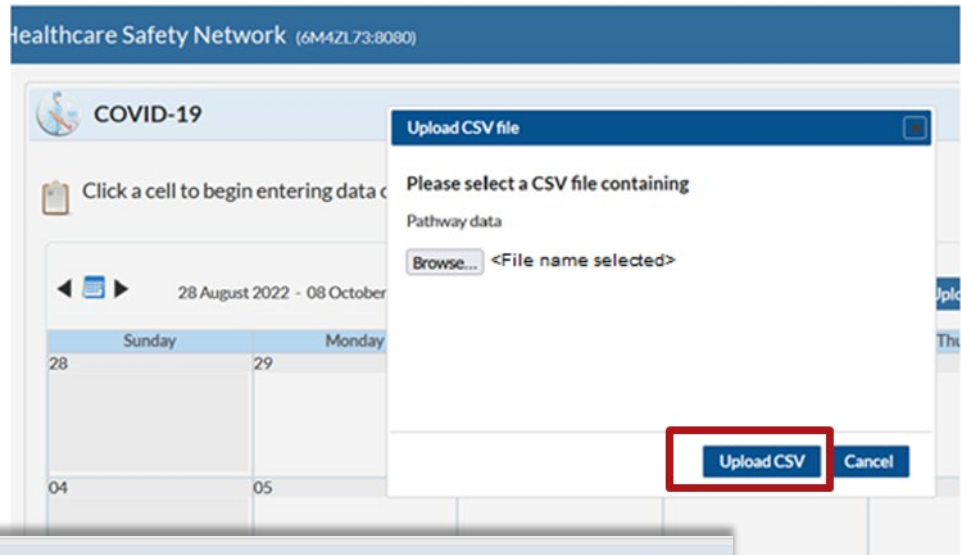
# .CSV Upload continued

- Select completed the .CSV file to upload



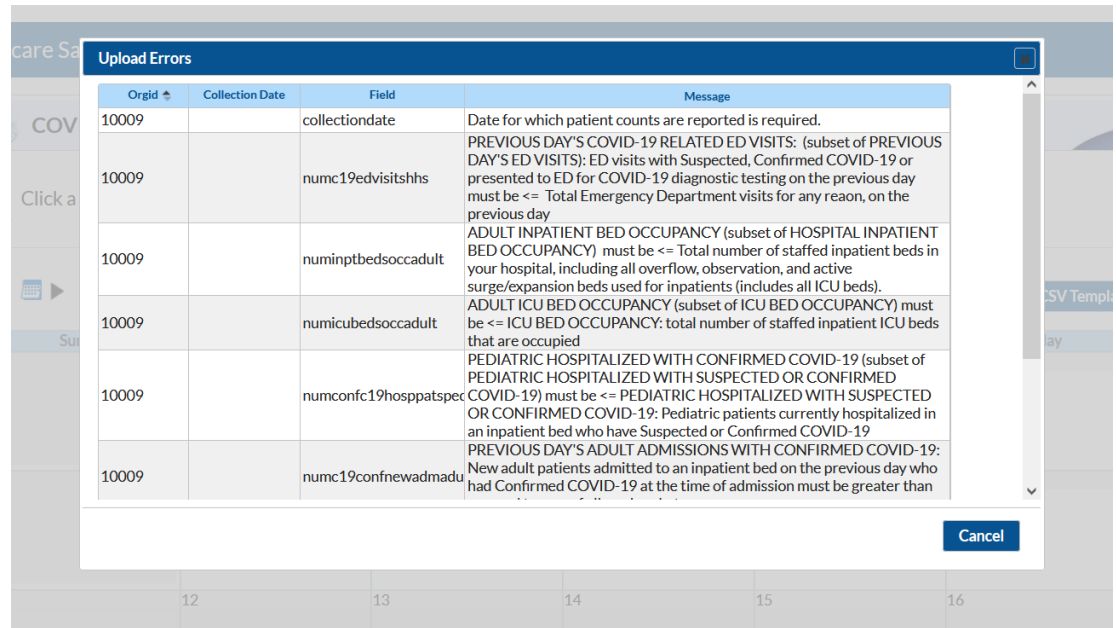
# .CSV Upload continued

- The .CSV will load into the Dialog box in the NHSN application
- Select Upload CSV



# .CSV Upload - Errors

- After the upload completes, a message detailing any upload errors will display
- An email with an attachment detailing upload results will also be sent to the user



Orgid	Collection Date	Field	Message
10009		collectiondate	Date for which patient counts are reported is required.
10009		numc19edvisitslhs	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		numc19confnewadmadu	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

# Resources and Q&A





# Resources

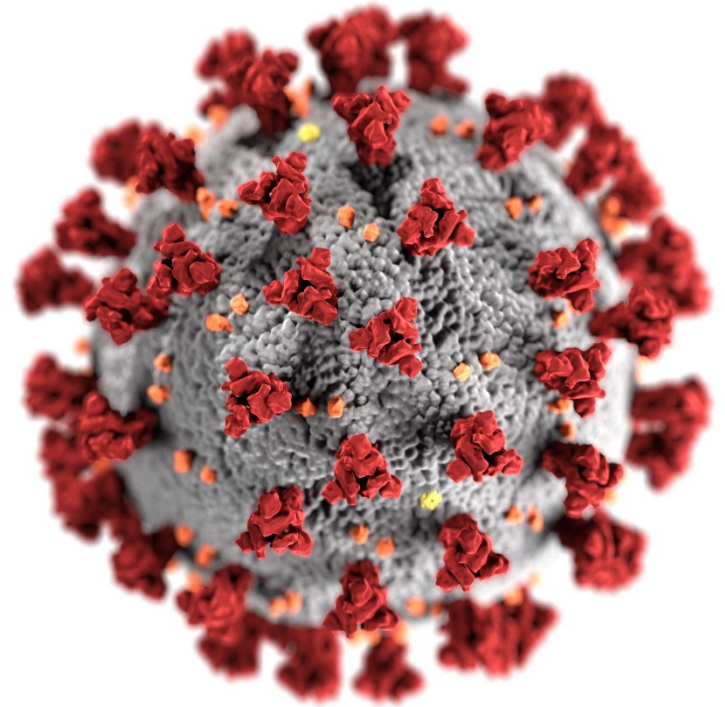
- Transition Webpage <https://www.cdc.gov/nhsn/covid19/transition.html>
- About SAMS: <https://www.cdc.gov/nhsn/sams/about-sams.html>

# 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.

