NHSN Data Corrections Instructions

2022 Annual COVID-19 Surveillance Data Audit

Welcome to the NHSN LTC COVID-19 Module!
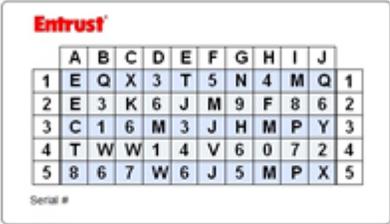
In this presentation we will review:

- How to log into NHSN

- How to Access the NHSN Long Term Care COVID-19 Module

- The features of the COVID-19 Module calendar and Export/Upload tools

- How to Export all previously entered data in NHSN

- How to Edit the CSV file and make data corrections

- Common data entry errors

- How to Upload data files into NHSN

Log into NHSN

- Go to https://sams.cdc.gov/
- For users with Level III access, click the Login button under the "SAMS Grid Card" login option

Log into NHSN

- Enter your SAMS Username and SAMS Password and click "login"
- Enter your 3-digit security code using your assigned grid card and click "login"

Log into NHSN

- Click on the link "NHSN reporting"
- This will bring you to the NHSN Landing Page
- Select "Long Term Care Facility" from the Component dropdown menu
- Select your facility from the Facility/Group dropdown menu
- Click "Submit"

You have successfully logged into NHSN!

Accessing the COVID-19 Module

- This is the NHSN user side bar
- This may look slightly different depending on your user rights and enrollment
- Navigate to the COVID-19 module and the Pathway Data Reporting option
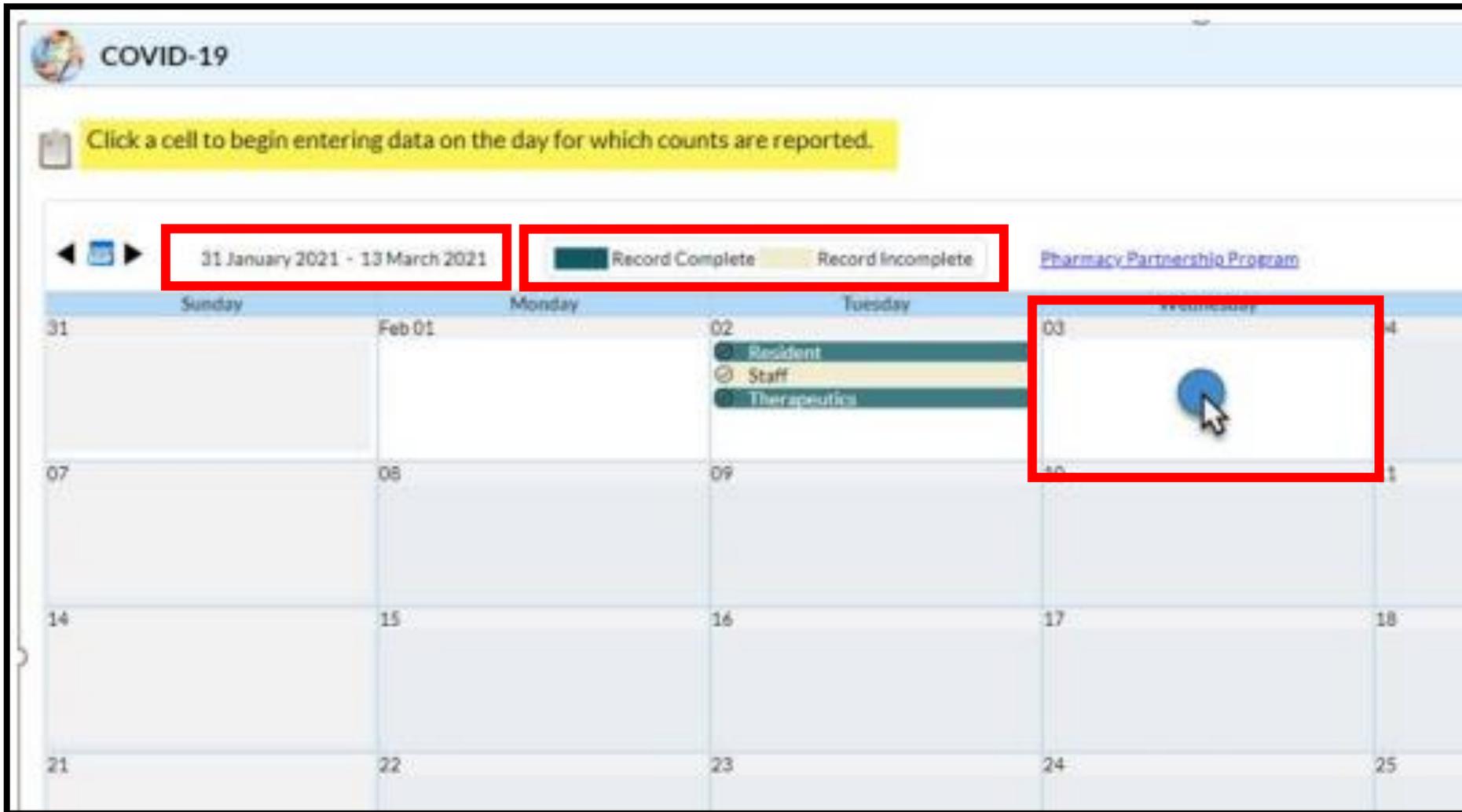
- This is the Pathway Data Reporting calendar

- Notice the date and record complete/incomplete key at the top

- To enter data for a specific day, click on a cell (date) to begin entering data

- Use this for <u>daily or weekly data entry</u>, and for making few, retrospective corrections

- <u>ONLY</u> enter incidence (new) data since the last report (daily or weekly)

- To enter several days or weeks of data, for corrections or for retrospective reporting, we will use the Export and Upload CSV features provided
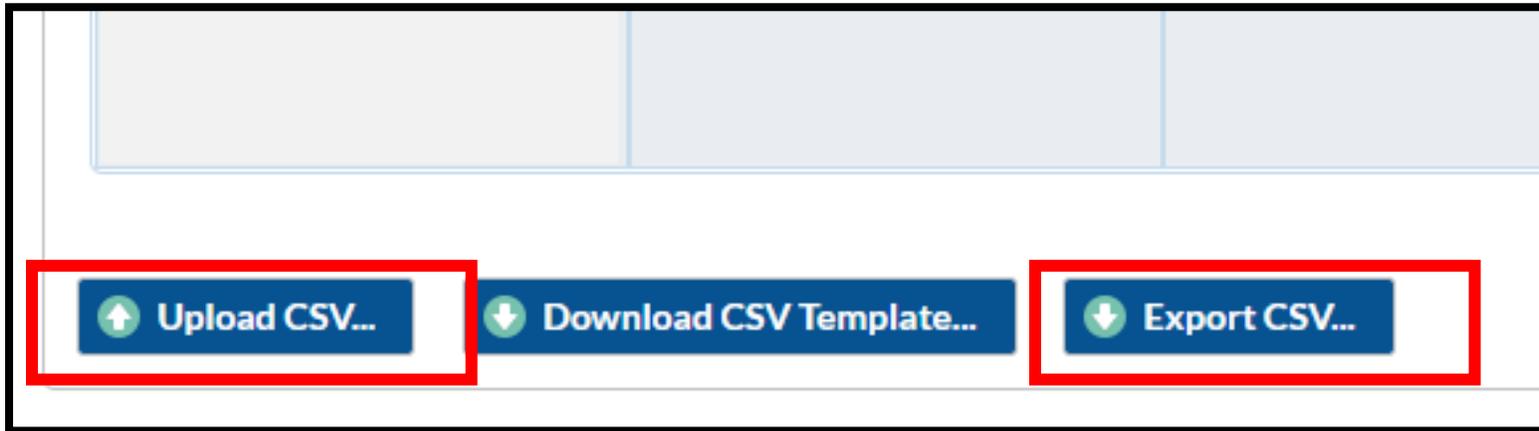
Note: For single day data entry error corrections or daily reporting, use the calendar feature and select only the days you wish to edit

Exporting the Data
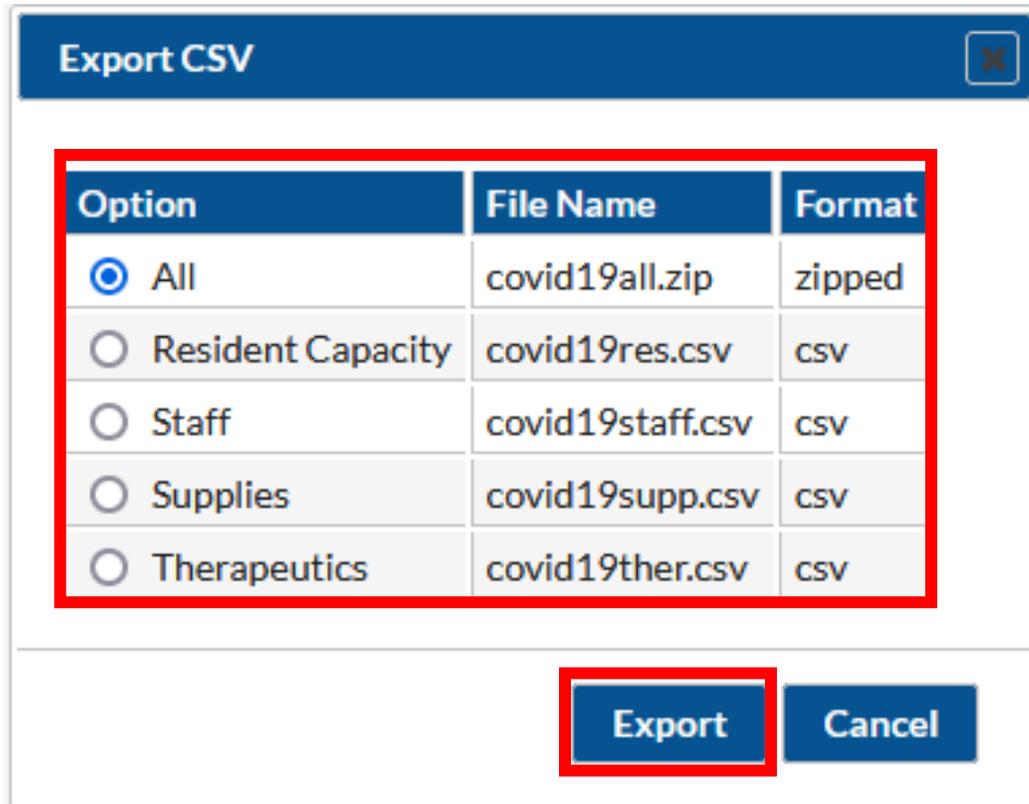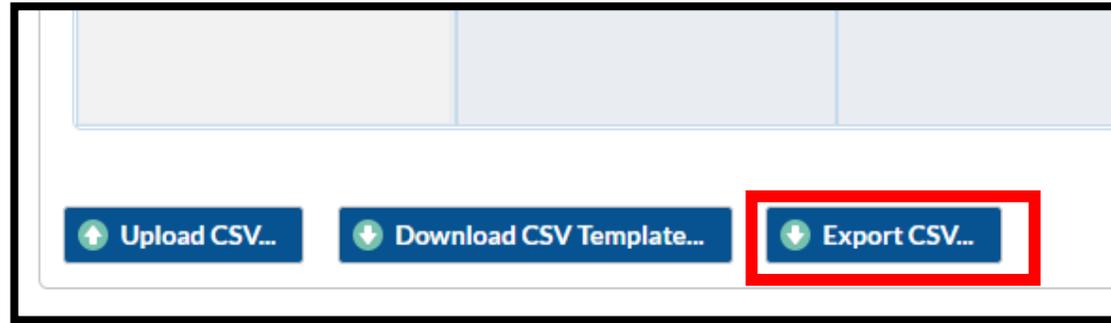
1. Below the data entry calendar, locate the Export CSV button (top image)
2. Click the Export CSV button, and the dialog box will appear (bottom image)
3. Select the option to export:
   - All – all options exported as a zipped file containing four individual files
   - Note: Data review included in most validation efforts are within the Resident Capacity and Staff files
4. Click "Export"

Data Review of Resident Capacity File

- In this data review, you are asked to review the following variables from June 1, 2021 through June 1, 2022:

Data Element	Column *	Data Element Column Name
Resident COVID-19 Cases	AV	numrespostest
Resident COVID-19 Deaths	F	numresc19died
New Resident Admissions	B	numresadmc19

* Column may not exactly match for all users

Resident Capacity File Export and Corrections Instructions

1. Open the Resident Capacity CSV file
2. Review the data from 6/1/2021 – 6/1/2022.
3. Correct errors to ensure accurate reflection of COVID-19 Admissions, COVID-19 resident cases counts and COVID-19 deaths
4. ONLY enter incidence (new) data since the last report (daily or weekly)
5. Save the CSV file to your computer

	A	B	C	D	E	F	G	H	I	J
1	orgid	collectiondate	numresadmc19	numresconfc19	numressuspc19	numresdied	numresc19died	numltcfbeds	numltcfbedsocc	c19testing
2	12345	6/1/2021	0			0	0	72	57	Y
3	12346	6/2/2021	1			4	1	72	57	Y
4	12347	6/3/2021	6			1	0	72	57	Y
5	12348	6/4/2021	2			0	0	72	0	Y
6	12349	6/5/2021	1			0	0	72	56	Y
7	12350	6/6/2021	10			2	1	72	56	Y
8	12351	6/7/2021	0			0	0	72	56	Y
9	12352	6/8/2021	0			0	0	72	93	Y
10	12353	6/9/2021	3			0	0	72	60	Y
11	12354	6/10/2021	0			0	0	72	60	Y
12	12355	6/11/2021	0			0	0	72	60	Y
13	12356	6/12/2021	0			3	2	72	60	Y
14	12357	6/13/2021	4			1	0	72	60	Y
15	12358	6/14/2021	0			0	0	72	60	Y
16	12359	6/15/2021	2			0	0	72	58	Y
17	12360	6/16/2021	1			0	0	72	58	Y
18	12361	6/17/2021	8			2	0	72	58	Y
19	12362	6/18/2021	0			0	0	72	58	Y
20	12363	6/19/2021	7			1	1	72	58	Y

For individual facilities:

- Each data line is represented by date of entry

Taking a closer look...

REVIEW: Admissions should only include the number of residents newly admitted or readmitted from another facility who were previously diagnosed with COVID-19 **and** continue to require transmission-based precautions. Do not include all new admissions in this field.

CORRECT: The facility only entered the new number of COVID-19 residents deaths reported each day on 6/7, 6/9 and 6/23. When there were no new COVID-19 resident deaths were identified, "0" was entered. Furthermore, the values in this column do not exceed the values entered in the Total Resident deaths column.

REVIEW: While it is possible there were no occupied beds on this day, it is likely this entry needs reviewed for accuracy based on the number of beds occupied the previous day and following day.

INCORRECT: Beginning 6/6, the facility entered cumulative (total) number of resident cases in the facility. There were no new cases 6/7 therefore that value should be "0". Six new resident case was identified on 6/11. That value should be "6" and values for 6/7-6/10 and 6/12-6/20 should be "0".

Not all data entered is in error. Common mistakes include:

1. Counting all admissions in the Number of COVID-19 Resident Admissions variable

2. Entering cumulative data, rather than new (daily or weekly) data

3. Entering a value for occupied beds that is greater than the number of licensed beds

4. Entering a greater value of COVID-19 deaths than the value of Total resident deaths

INCORRECT: The number of occupied beds is greater than that of the number of licensed beds.

	A	B	C	D	E	F	G	H	I	AW
1	id	collectiondate	numresadmc19	numresconfc19	numressuspc19	numresdied	numresc19died	numltcfbeds	numltcfbedsocc	numrespostest
2	12345	6/1/2021	0			0	0	72	57	0
3	12346	6/2/2021	1			4	1	72	57	0
4	12347	6/3/2021	6			1	0	72	57	0
5	12348	6/4/2021	2			0	0	72	0	0
6	12349	6/5/2021	1			0	0	72	56	0
7	12350	6/6/2021	10			2	1	72	56	4
8	12351	6/7/2021	0			0	0	72	56	4
9	12352	6/8/2021	0			0	0	72	93	4
10	12353	6/9/2021	3			0	0	72	60	4
11	12354	6/10/2021	0			0	0	72	60	4
12	12355	6/11/2021	0			0	0	72	60	10
13	12356	6/12/2021	0			3				10
14	12357	6/13/2021	4			1				10
15	12358	6/14/2021	0			0				10
16	12359	6/15/2021	2			0	0	72	58	10
17	12360	6/16/2021	1			0	0	72	58	10
18	12361	6/17/2021	8			2	0	72	58	10
19	12362	6/18/2021	0			0	0	72	58	10
20	12363	6/19/2021	7			1	1	72	58	10
21	12364	6/20/2021	0			0	0	72	58	10

A clean data file!

1. The file has been edited to include the correct data and is ready to be uploaded into NHSN!

2. Save the new file as a CSV file (comma-delimited)(*.csv)

	A	B	C	D	E	F	G	H	I	AW
1	orgid	collectiondate	numresadmc19	numresconfc19	numressuspc19	numresdied	numresc19died	numltcfbeds	numltcfbedsoc	numrespostest
2	12345	6/1/2021	0			0	0	72	57	0
3	12346	6/2/2021	1			4	1	72	57	0
4	12347	6/3/2021	6			1	0	72	57	0
5	12348	6/4/2021	2			0	0	72	0	0
6	12349	6/5/2021	1			0	0	72	56	0
7	12350	6/6/2021	10			2	1	72	56	4
8	12351	6/7/2021	0			0	0	72	56	0
9	12352	6/8/2021	0			0	0	72	65	0
10	12353	6/9/2021	3			0	0	72	60	0
11	12354	6/10/2021	0			0	0	72	60	0
12	12355	6/11/2021	0			0	0	72	60	6
13	12356	6/12/2021	0			3	2	72	60	0
14	12357	6/13/2021	4			1	0	72	60	0
15	12358	6/14/2021	0			0	0	72	60	0
16	12359	6/15/2021	2			0	0	72	58	0
17	12360	6/16/2021	1			0	0	72	58	0
18	12361	6/17/2021	8			2	0	72	58	0
19	12362	6/18/2021	0			0	0	72	58	0
20	12363	6/19/2021	7			1	1	72	58	0
21	12364	6/20/2021	0			0	0	72	58	0

Data Review of Staff File

- In this data review, you are asked to review the following variables from June 1, 2021 through June 1, 2022:

Data Element	Column*	Data Element Column Name
Staff COVID-19 Cases	I	numstaffpostest
Staff COVID-19 Deaths	D	numstaffc19died

- *Column may not exactly match for all users

Staff File Export and Corrections Instructions

1. Repeat the process outlined on page 12 for the Staff File
2. Open the Staff CSV file
3. Review the data from 6/1/2021 – 6/1/2022
4. Correct errors to ensure accurate reflection of COVID-19 staff cases counts and COVID-19 deaths
5. ONLY enter incidence (new) data since the last report (daily or weekly)
6. Save the CSV file to your computer

CORRECT: These fields should be blank in 2021 as they are obsolete variables

INCORRECT: Beginning 8/5, the facility entered cumulative (total) number of staff deaths in the facility. There were no new deaths 8/6 therefore that value should be "0". A new staff death was identified on 8/15. That value should be "1" and values for 8/6-8/14 and 8/16-8/20 should be "0".

CORRECT: The facility only entered the new number of COVID-19 staff cases reported each day on 8/3-8/5 and 8/9-8/12.

|	A	B	C	D	E	F	G	H	I	J
1	orgid	collectiondate	numstaffconfc19	numstaffsuspc19	numstaffc19died	shortnurse	shortclin	shortaide	shortoths	numstaffpostest
2	123456	8/1/2021			0	Y	N	Y	Y	0
3	123457	8/2/2021			0	Y	N	Y	Y	0
4	123458	8/3/2021			0	Y	N	Y	Y	4
5	123459	8/4/2021			0	Y	N	Y	Y	10
6	123460	8/5/2021			3	Y	N	Y	Y	2
7	123461	8/6/2021			3	Y	N	Y	Y	0
8	123462	8/7/2021			3	Y	N	Y	Y	0
9	123463	8/8/2021			3	Y	N	Y	Y	0
10	123464	8/9/2021			3	Y	N	Y	Y	2
11	123465	8/10/2021			3	Y	N	Y	Y	4
12	123466	8/11/2021			3	Y	N	Y	Y	9
13	123467	8/12/2021			3	Y	N	Y	Y	1
14	123468	8/13/2021			3	Y	N	Y	Y	0
15	123469	8/14/2021			3	Y	N	Y	Y	0
16	123470	8/15/2021			4	Y	N	Y	Y	0
17	123471	8/16/2021			4	Y	N	Y	Y	0
18	123472	8/17/2021			4	Y	N	Y	Y	0
19	123473	8/18/2021			4	Y	N	Y	Y	0
20	123474	8/19/2021			4	Y	N	Y	Y	0
21	123475	8/20/2021			4	Y	N	Y	Y	0

Uploading the Data
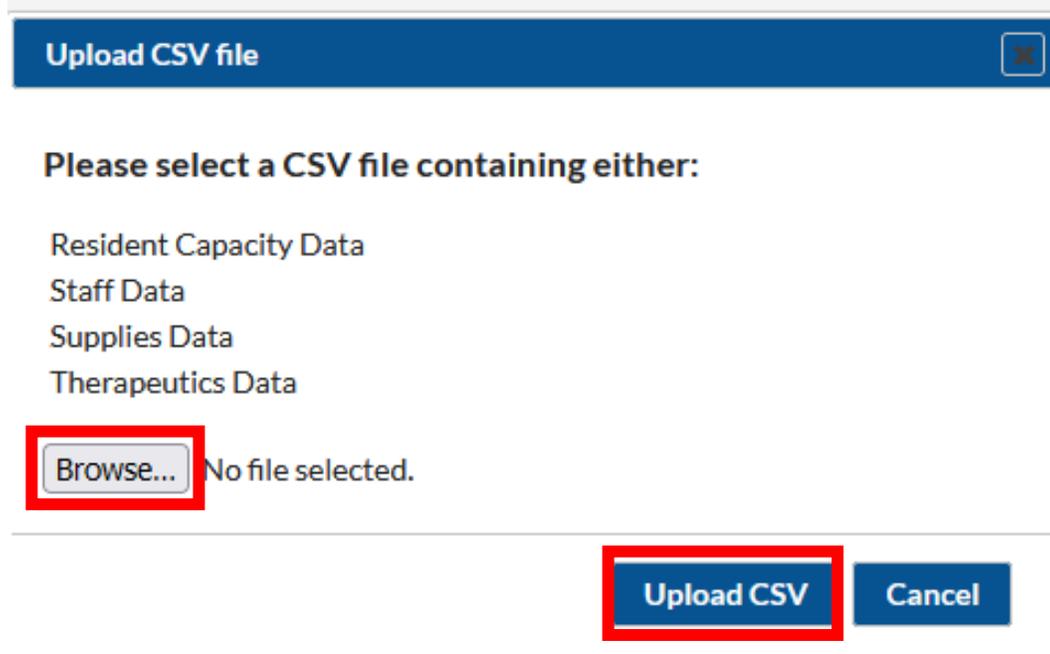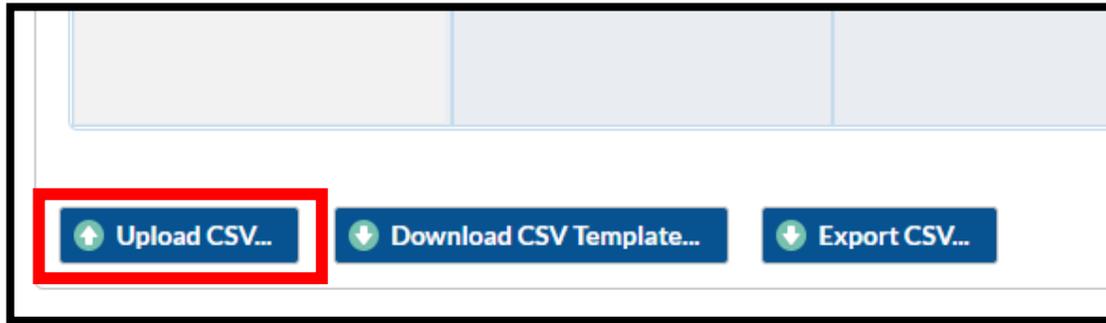
1. Below the data entry calendar, locate the Upload CSV button (top image)
2. Click the Upload CSV button, and the dialog box will appear (bottom image)
3. Click "Browse"
4. Locate the recently saved .csv file, select it and click "Open"
5. Click "Upload CSV"

CONGRATULATIONS!

You have successfully uploaded your data into the

NHSN COVID-19 Module!
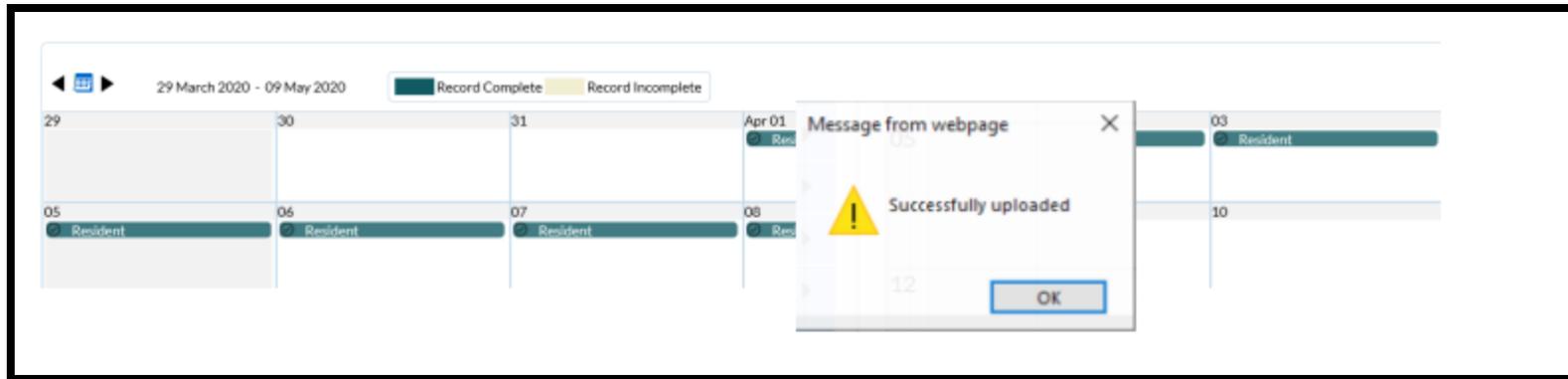
For more questions, email: MDHHS-MSA-COVID19@michigan.gov