

NHSN Data Corrections Instructions

2021 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

Warning: This warning banner provides privacy and security notices consistent with applicable federal law. This system is provided for Government use only. The use of this system includes all devices/storage media attached to this system. This system is provided for Government use only. The use of this system may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the Government may intercept, search and seize any communication or data transiting or stored on this system. There is no guarantee that any information stored on this system may be disclosed or used for any lawful Government purpose.

Choose a login option

External Partners

SAMS Credentials



SAMS Username

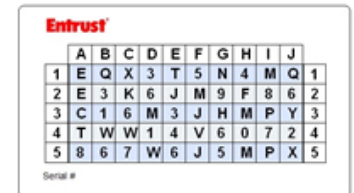
SAMS Password

Login

[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

SAMS Grid Card



Click the Login button to sign on with a SAMS Grid Card

Login


For External Partners who have been issued a SAMS Grid Card.

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”

External Partners

SAMS Grid Card



Serial #

SAMS Username


SAMS Password

Login

Forgot SAMS Password?

For External Partners who have been issued a SAMS Grid Card.

SAMS Grid Card



Serial #

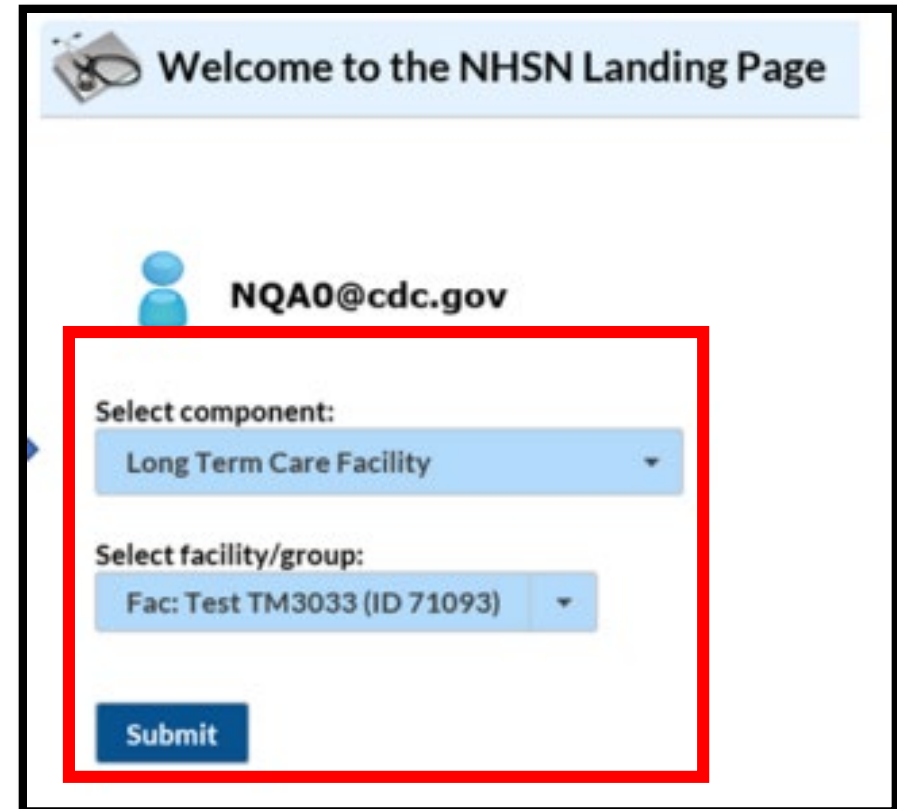
SAMS has assigned you CDC GRID card number: [REDACTED]
Please ensure this number matches the serial number printed on the lower left of your card.

Grid Card B4: F5: H5:

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!

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™


NHSN - National Healthcare Safety Network

NHSN Home

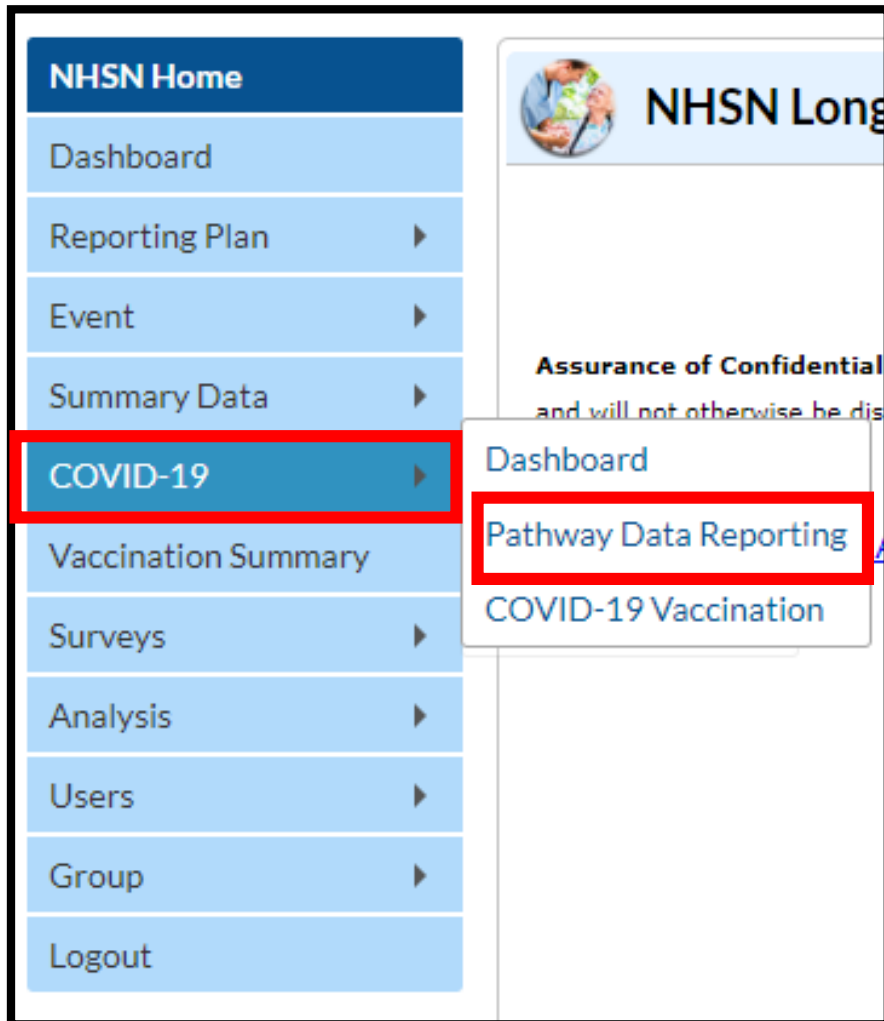
- Dashboard
- Reporting Plan ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Surveys ▶
- Analysis ▶
- Users ▶
- Group ▶
- Logout

NHSN Long Term Care Facility Component Home Page

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

 [Get Adobe Acrobat Reader for PDF files](#)

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

COVID-19

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

31 January 2021 - 13 March 2021

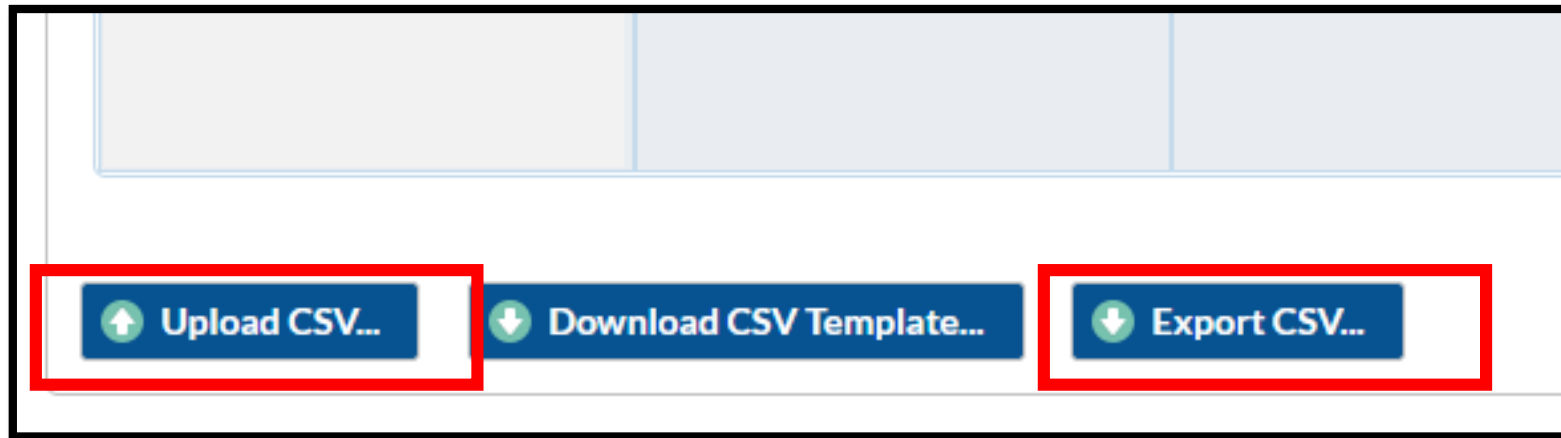
Record Complete Record Incomplete

Pharmacy Partnership Program

Sunday	Monday	Tuesday	Wednesday
31	Feb 01	02	03
07	08	09	10
14	15	16	17
21	22	23	24
			25

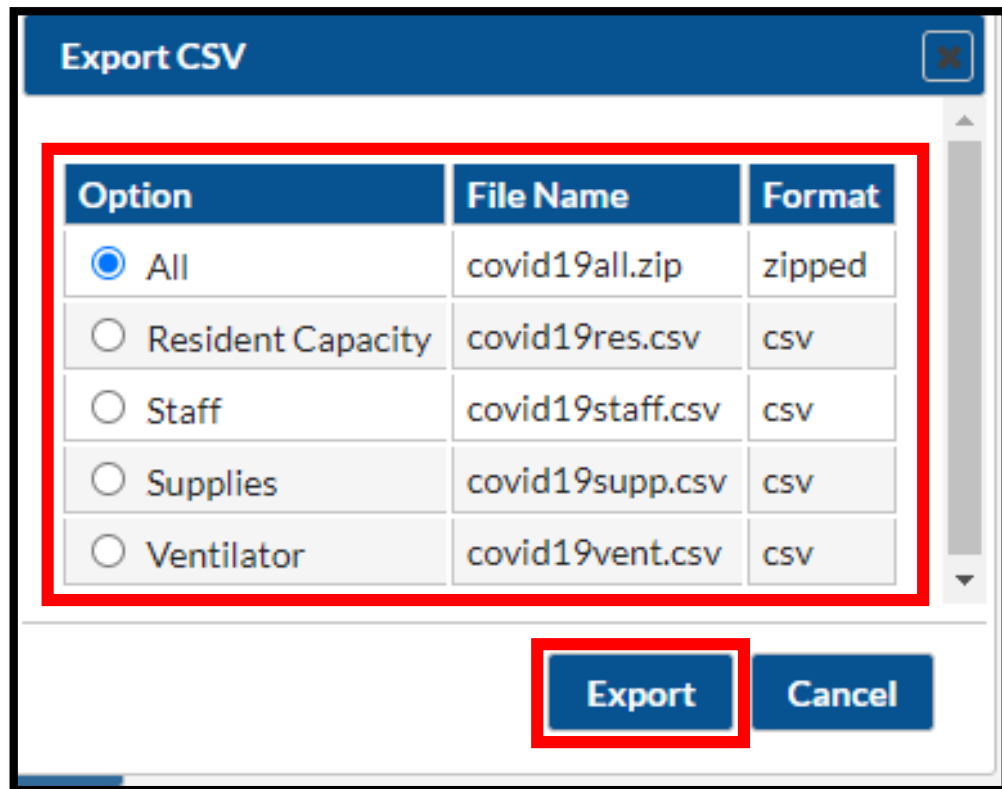
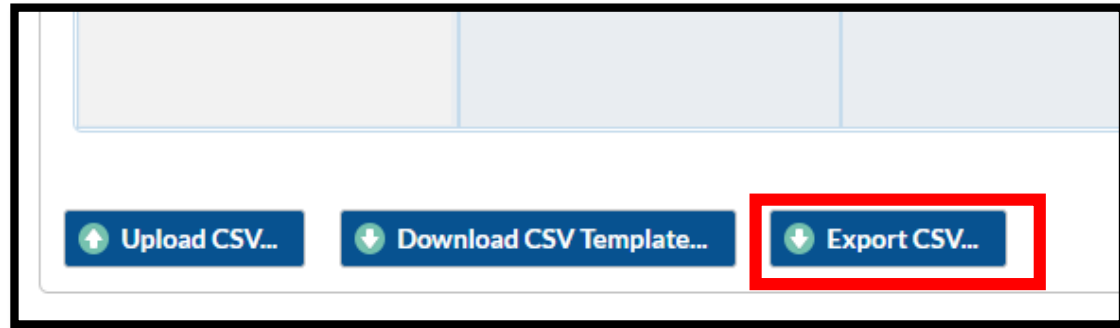
- This is the Pathway Data Reporting calendar
- Notice the date and record complete/incomplete key at the top
- To enter data for a specific day, click on a cell (date) to begin entering data
- Use this for daily or weekly data entry, and for making few, retrospective corrections
- **ONLY** enter incidence (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, 2020 through June 1, 2021:

Data Element	Column	Data Element Column Name
Resident COVID-19 Cases	D (from 6/1/2020 – 11/22/2020)	numresconfc19
	AV (from 11/23/2020 – 6/1/2021)	numrespostest
Resident COVID-19 Deaths	G	numresc19died
New Resident Admissions	C	numresadm19

Resident Capacity File Export and Corrections Instructions

1. Open the Resident Capacity CSV file
2. Review the data from 6/1/2020 – 6/1/2021.
3. Correct errors to ensure accurate reflection of COVID-19 Admissions, COVID-19 resident cases counts and COVID-19 deaths
 - For data 6/1/20 – 11/22/20, number of resident cases are represented in column D titled “numresconfc19”.
 - For data 11/23/20 – present, number of resident cases are represented in column AV titled “numrespostest”.
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	c19testings
2	123456	6/7/2020	0	0	0	4	1	72	57	N	Y
3	123456	6/8/2020	0	0	0	0	0	72	57	N	Y
4	123456	6/9/2020	0	0	0	3	1	72	57	Y	Y
5	123456	6/10/2020	0	0	0	0	0	72	0	Y	Y
6	123456	6/11/2020	0	0	0	0	0	72	56	N	Y
7	123456	6/12/2020	0	0	0	0	0	72	56	N	Y
8	123456	6/13/2020	0	0	0	0	0	72	56	N	Y
9	123456	6/14/2020	0	0	0	0	0	72	56	N	Y
10	123456	6/15/2020	0	0	0	0	0	72	91	N	Y
11	123456	6/16/2020	0	0	0	0	0	72	50	N	Y
12	123456	6/17/2020	0	0	0	0	0	72	50	N	Y
13	123456	6/18/2020	0	1	0	0	0	72	50	N	Y
14	123456	6/19/2020	0	1	0	0	0	72	50	N	Y
15	123456	6/20/2020	0	1	0	0	0	72	50	N	Y
16	123456	6/21/2020	0	1	0	0	0	72	50	N	Y
17	123456	6/22/2020	0	1	0	0	0	72	50	N	Y
18	123456	6/23/2020	0	1	0	1	0	72	50	N	Y
19	123456	6/24/2020	0	2	0	0	0	72	49	Y	Y
20	123456	6/25/2020	0	2	0	0	0	72	49	Y	Y
21	123456	6/26/2020	0	2	0	0	0	72	49	Y	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.

INCORRECT: Beginning 6/18, the facility began entering cumulative (total) number of COVID-19 positive residents in the facility. There were no new cases 6/19-6/23 and those values should be "0". A new cases was identified on 6/24 so the value should be "1" and values for 6/25-6/26 should be "0".

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.

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

	A	B	C	D	E	F	G	H	I	J	K
	orgid	collectiondate	numresadmc19	numresconfc19	numressusp19	numresdied	numresc19died	numltcfbeds	numltcfbedsocc	c19testin	c19testings
1	123456	6/7/2020	0	0	0	4	1	72	57	N	Y
2	123456	6/8/2020	0	0	0	0	0	72	57	N	Y
3	123456	6/9/2020	0	0	0	3	1	72	57	Y	Y
4	123456	6/10/2020	0	0	0	0	0	72	0	Y	Y
5	123456	6/11/2020	0	0	0	0	0	72	56	N	Y
6	123456	6/12/2020	0	0	0	0	0	72	56	N	Y
7	123456	6/13/2020	0	0	0	0	0	72	56	N	Y
8	123456	6/14/2020	0	0	0	0	0	72	56	N	Y
9	123456	6/15/2020	0	0	0	0	0	72	91	N	Y
10	123456	6/16/2020	0	0	0	0	0	72	50	N	Y
11	123456	6/17/2020	0	0	0	0	0	72	50	N	Y
12	123456	6/18/2020	0	1	0	0	0	72	50	N	Y
13	123456	6/19/2020	0	1	0	0	0	72	50	N	Y
14	123456	6/20/2020	0	1	0	0	0	72	50	N	Y
15	123456	6/21/2020	0	1	0	0	0	72	50	N	Y
16	123456	6/22/2020	0	1	0	0	0	72	50	N	Y
17	123456	6/23/2020	0	1	0	1	0	72	50	N	Y
18	123456	6/24/2020	0	2	0	0	0	72	49	Y	Y
19	123456	6/25/2020	0	2	0	0	0	72	49	Y	Y
20	123456	6/26/2020	0	2	0	0	0	72	49	Y	Y

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

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	J	
1	orgid	collectiondate	numresadmc19	numresconfc19	numressuspc19	numresdied	numresc19died	numltcfbeds	umltcfbedsocc	c19testing	c19t
2	123456	6/7/2020	0	0	0	4	1	72	57	M	Y
3	123457	6/8/2020	0	0	0	0	0	72	57	M	Y
4	123458	6/9/2020	0	0	0	3	1	72	57	Y	Y
5	123459	6/10/2020	0	0	0	0	0	72	56	Y	Y
6	123460	6/11/2020	0	0	0	0	0	72	56	M	Y
7	123461	6/12/2020	0	0	0	0	0	72	56	M	Y
8	123462	6/13/2020	0	0	0	0	0	72	56	M	Y
9	123463	6/14/2020	0	0	0	0	0	72	56	M	Y
10	123464	6/15/2020	0	0	0	0	0	72	53	M	Y
11	123465	6/16/2020	0	0	0	0	0	72	50	M	Y
12	123466	6/17/2020	0	0	0	0	0	72	50	M	Y
13	123467	6/18/2020	0	1	0	0	0	72	50	M	Y
14	123468	6/19/2020	0	0	0	0	0	72	50	M	Y
15	123469	6/20/2020	0	0	0	0	0	72	50	M	Y
16	123470	6/21/2020	0	0	0	0	0	72	50	M	Y
17	123471	6/22/2020	0	0	0	0	0	72	50	M	Y
18	123472	6/23/2020	0	0	0	1	0	72	50	M	Y
19	123473	6/24/2020	0	1	0	0	0	72	49	Y	Y
20	123474	6/25/2020	0	0	0	0	0	72	49	Y	Y
21	123475	6/26/2020	0	0	0	0	0	72	49	Y	Y

Data Review of Staff File

- In this data review, you are asked to review the following variables from June 1, 2020 through June 1, 2021:

Data Element	Column	Data Element Column Name
Staff COVID-19 Cases	C (from 6/1/2020 – 11/22/2020)	numstaffconfc19
	J (from 11/23/2020 – 6/1/2021)	numstaffpostest
Staff COVID-19 Deaths	E	numstaffc19died

Staff File Export and Corrections

Instructions

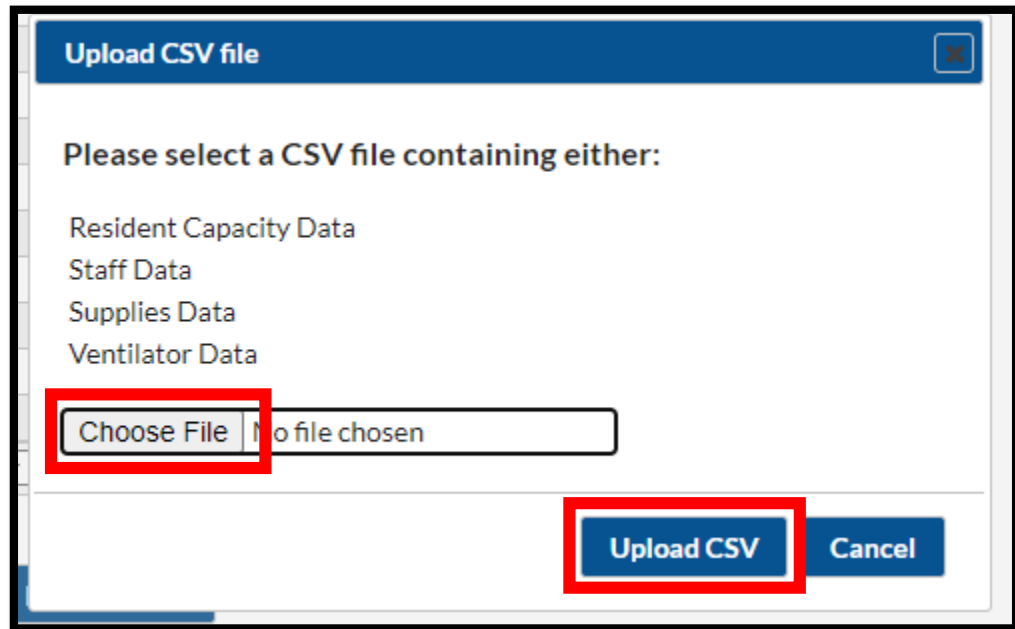
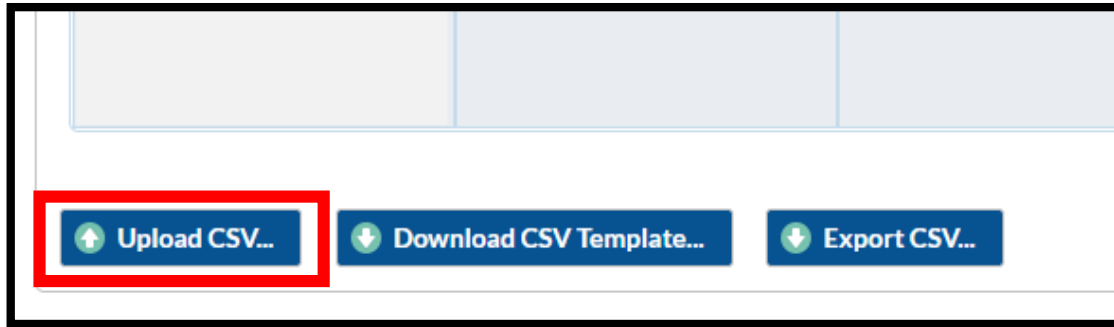
1. Repeat the process outlined on page 12 for the Staff File
2. Open the Staff CSV file
3. Review the data from 6/1/2020 – 6/1/2021
4. Correct errors to ensure accurate reflection of COVID-19 staff cases counts and COVID-19 deaths
 - For data 5/18/20 – 11/22/20, number of staff cases are represented in column C titled “numstaffconfc19”.
 - For data 11/23/20 – present, number of staff cases are represented in column J titled “numstaffpostest”.
5. **ONLY** enter incidence (new) data since the last report (daily or weekly)
6. Save the CSV file to your computer

INCORRECT: Beginning 11/12, the facility entered cumulative (total) number of COVID-19 positive staff in the facility. There were no new cases on 11/13 therefore that values should be “0”. A new cases was identified on 11/14 and 11/22. Those values should be “1” and values for 11/15 – 11/21 should be “0”.

CORRECT: The facility only entered the new number of COVID-19 residents deaths reported each day on 11/30 and 12/1. Additionally, the facility correctly transitioned data entry on 11/32 from “numstaffconfc19” to “numstaffpostest”

	A	B	C	D	E	F	G	H	I	J	K	
	orgid	collectiondate	numstaffconfc19	numstaffsuspc19	numstaffc19died	shortnurse	shortclin	shortaide	shortothstaf	numstaffpostest	umstaffpostestposag	numstaf
1												
2	123456	11/12/2020	10	0	0	Y	N	Y	Y			
3	123457	11/13/2020	10	2	2	Y	N	Y	Y			
4	123458	11/14/2020	11	0	0	Y	N	Y	Y			
5	123459	11/15/2020	11	0	0	Y	N	Y	Y			
6	123460	11/16/2020	11	3	0	Y	N	Y	Y			
7	123461	11/17/2020	11	0	0	Y	N	Y	Y			
8	123462	11/18/2020	11	0	0	Y	N	Y	Y			
9	123463	11/19/2020	11	0	0	Y	N	Y	Y			
10	123464	11/20/2020	11	0	0	Y	N	Y	Y			
11	123465	11/21/2020	11	0	0	Y	N	Y	Y			
12	123466	11/22/2020	12	0	0	Y	N	Y	Y			
13	123467	11/23/2020			0	Y	N	Y	Y	0		0
14	123468	11/24/2020			0	Y	N	Y	Y	0		0
15	123469	11/25/2020			0	Y	N	Y	Y	0		0
16	123470	11/26/2020			0	Y	N	Y	Y	0		0
17	123471	11/27/2020			0	Y	N	Y	Y	0		0
18	123472	11/28/2020			0	Y	N	Y	Y	0		0
19	123473	11/29/2020			0	Y	N	Y	Y	0		0
20	123474	11/30/2020			0	Y	N	Y	Y	1		1
21	123475	12/1/2020			0	Y	N	Y	Y	1		1

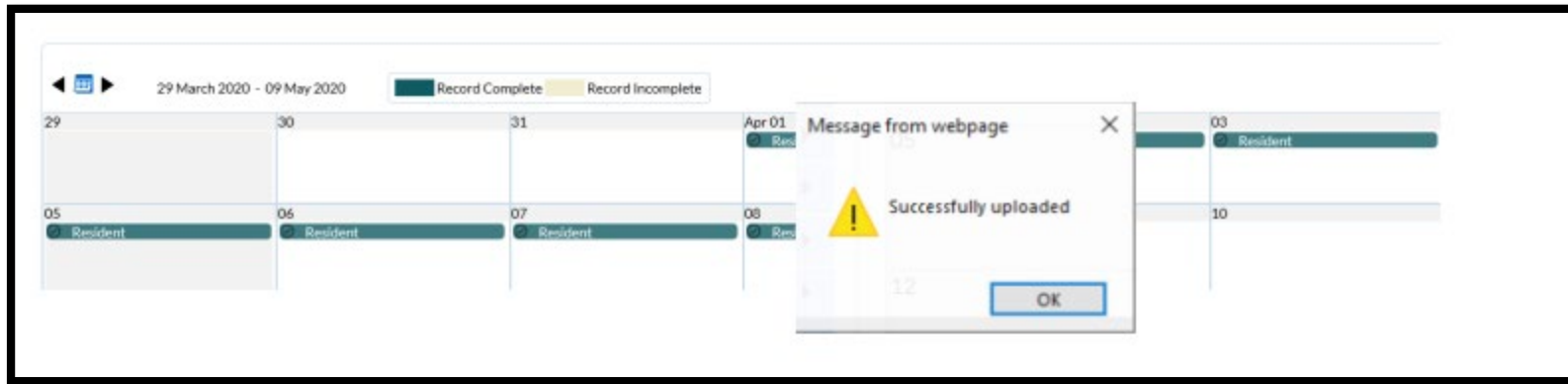
Uploading the Data



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 “Choose File”
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