Welcome to the NHSN LTC COVID-19 Module!

In this presentation you will learn:

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

- How to Export all data previously entered in NHSN

- How to Edit the CSV file

- How to Upload data files into NHSN

Overview of the COVID-19 Module
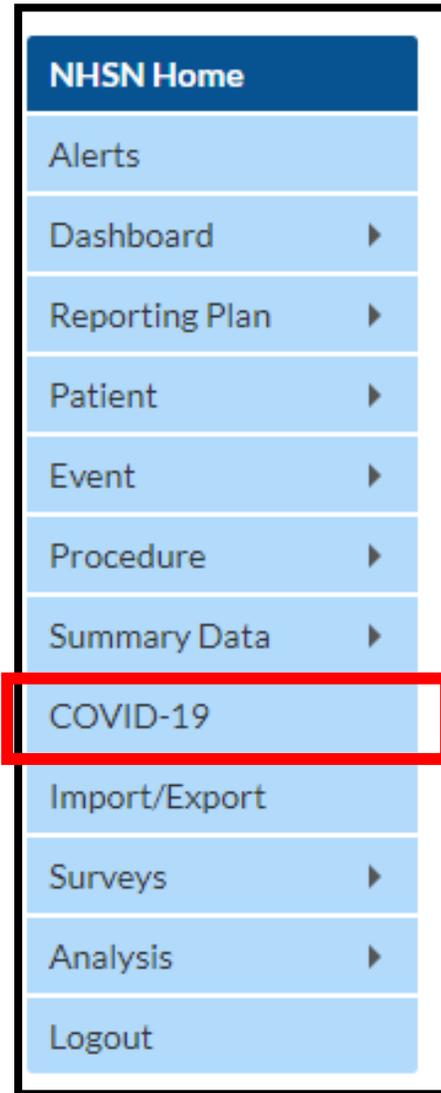
- This is the NHSN user side bar
- This may look slightly different depending on your user rights and enrollment
- Focus is on the COVID-19 module

- This is the data entry 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
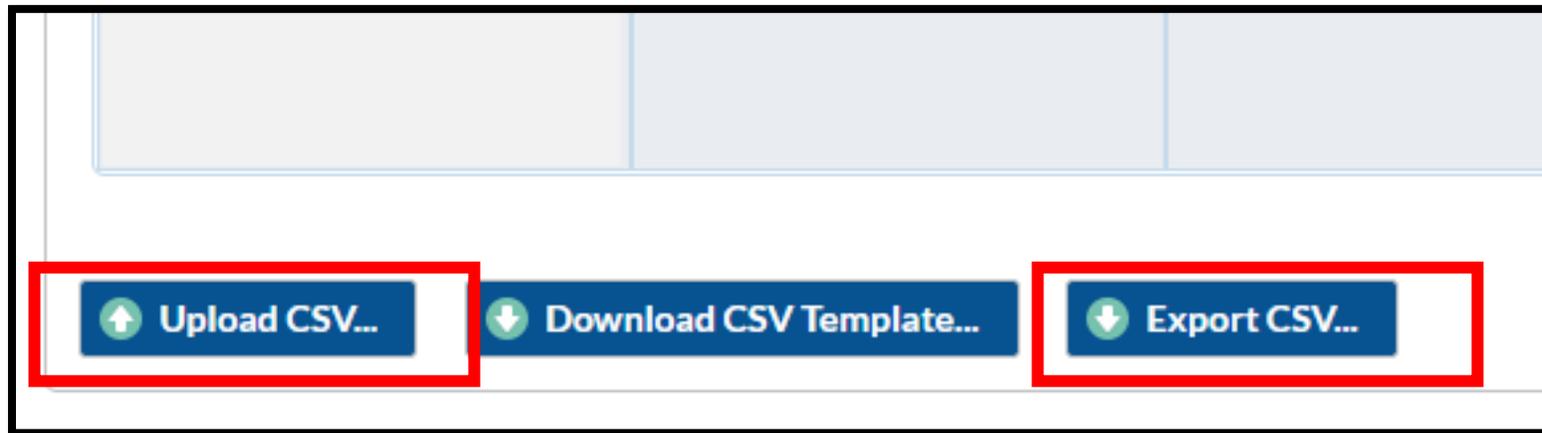
Note: For single day data entry error corrections or daily reporting, use the calendar feature and select only the days you wish to edit

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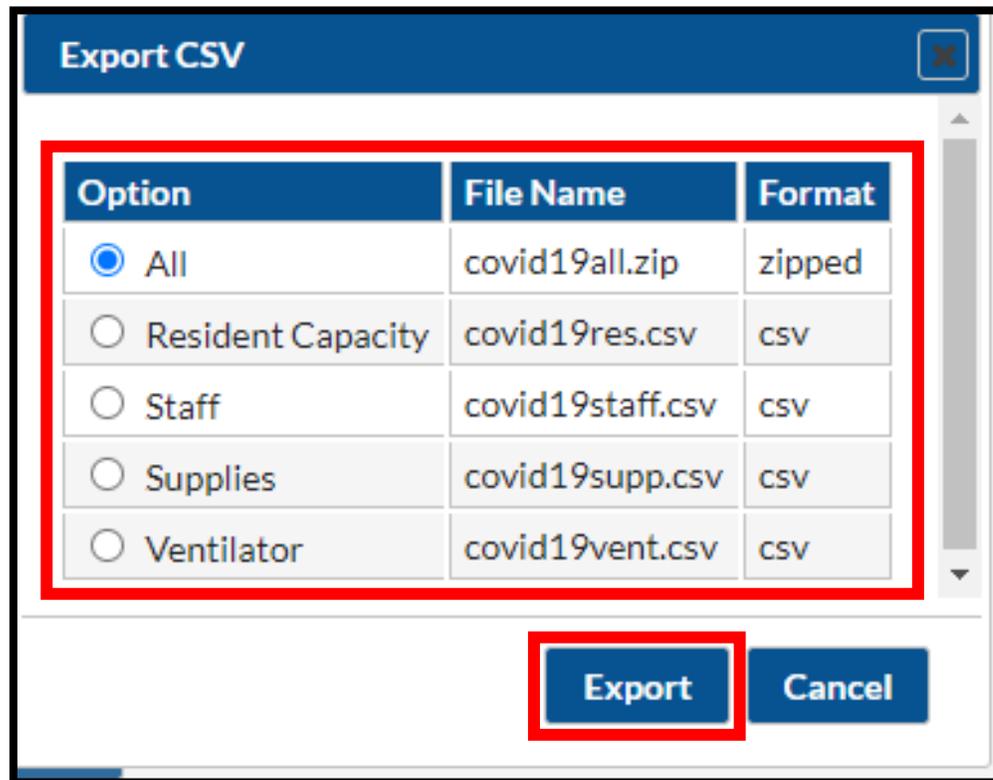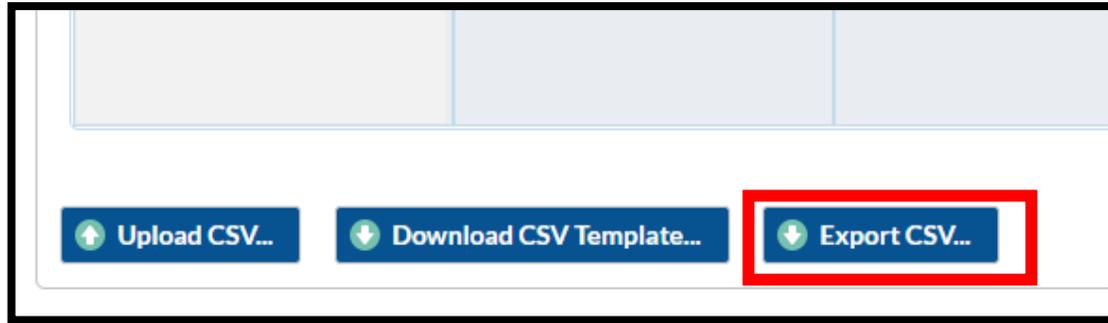
1. Below the data entry calendar, locate the Export CSV button (top image)
2. Click the Export CSV button, and the dialog box will appear (bottom image)
3. Select the option to export:
   - All – all options exported as a zipped file containing four individual files
   - Note: most batch corrections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

1. Open the CSV file
2. Save the CSV file to your computer
3. Edit data to accurately reflect the data
4. ONLY enter incidence (new) data since the last report (daily or weekly)

For individual facilities:

- Each data line is represented by date of entry

For groups:

- The export includes all facilities reporting into your group

- Each data line is per orgID (additional column) by date of entry

- You can sort the data in Excel to easily edit each facility individually

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	collectiondat	numresad	numresco	numressu	numresdi	numresc1	numltcfbe	numltcfbe	c19testing	c19testing	c19testing	c19testingotherlab	
2	6/7/2020	0	0	0	4	0	72	57	Y	N	Y	N	
3	6/8/2020	0	0	0	0	0	72	57	Y	N	Y	N	
4	6/9/2020	0	0	0	3	0	72	57	Y	Y	Y	N	
5	6/10/2020	0	0	0	0	0	72	0	Y	Y	Y	N	
6	6/11/2020	0	0	0	0	0	72	56	Y	N	Y	N	
7	6/12/2020	0	0	0	0	0	72	56	Y	N	Y	N	
8	6/13/2020	0	0	0	0	0	72	56	Y	N	Y	N	
9	6/14/2020	0	0	0	0	0	72	56	Y	N	Y	N	
10	6/15/2020	0	0	0	0	0	72	91	Y	N	Y	N	
11	6/16/2020	0	0	0	0	0	72	50	Y	N	Y	N	
12	6/17/2020	0	0	0	0	0	72	50	Y	N	Y	N	
13	6/18/2020	0	1	0	0	0	72	50	Y	N	Y	N	
14	6/19/2020	0	1	0	0	0	72	50	Y	N	Y	N	
15	6/20/2020	0	1	0	0	0	72	50	Y	N	Y	N	
16	6/21/2020	0	1	0	0	0	72	50	Y	N	Y	N	
17	6/22/2020	0	1	0	0	0	72	50	Y	N	Y	N	
18	6/23/2020	0	1	0	1	0	72	50	Y	N	Y	N	
19	6/24/2020	0	2	0	0	0	72	49	Y	Y	Y	N	
20	6/25/2020	0	2	0	0	0	72	49	Y	Y	Y	N	
21	6/26/2020	0	2	0	0	0	72	49	Y	Y	Y	N	

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Taking a closer look…

WRONG: Beginning 6/18, the facility began entering cumulative (total) number of COVID 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 residents reported each day on 6/7, 6/9 and 6/23. When there were no new resident deaths were identified, "0" was entered.

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.

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

Note: Not all data entered is in error

Common mistakes include:

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

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	collectiondat	numresa	numresco	umressu	numresdi	umresc1	numltcfbe	numltcfbe	c19testing	c19testing	c19testing	c19testingotherlab	
2	6/7/2020	0	0	0	4	0	72	57	Y				
3	6/8/2020	0	0	0	0	0	72	57	Y				
4	6/9/2020	0	0	0	3	0	72	57	Y				
5	6/10/2020	0	0	0	0	0	72	0	Y				
6	6/11/2020	0	0	0	0	0	72						
7	6/12/2020	0	0	0	0	0	72	56	Y				
8	6/13/2020	0	0	0	0	0	72	56	Y				
9	6/14/2020	0	0	0	0	0	72	56	Y	N	Y	N	
10	6/15/2020	0	0	0	0	0	72	91	Y	N	Y	N	
11	6/16/2020	0	0	0	0	0	72			N	Y	N	
12	6/17/2020	0	0	0	0	0	72	50	Y				
13	6/18/2020	0	1	0	0	0	72	50	Y				
14	6/19/2020	0	1	0	0	0	72	50	Y				
15	6/20/2020	0	1	0	0	0	72	50	Y				
16	6/21/2020	0	1	0	0	0	72	50	Y	N	Y	N	
17	6/22/2020	0	1	0	0	0	72	50	Y	N	Y	N	
18	6/23/2020	0	1	0	1	0	72	50	Y	N	Y	N	
19	6/24/2020	0	2	0	0	0	72	49	Y	Y	Y	N	
20	6/25/2020	0	2	0	0	0	72	49	Y	Y	Y	N	
21	6/26/2020	0	2	0	0	0	72	49	Y	Y	Y	N	

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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)

collectiondate	numresad	numresco	numressu	numresdi	numresc1	numltcfbe	numltcfbe	c19testing	c19testing	c19testing	c19testin
6/7/2020	0	0	0	4	0	72	57	Y	N	Y	N
6/8/2020	0	0	0	0	0	72	57	Y	N	Y	N
6/9/2020	0	0	0	3	0	72	57	Y	N	Y	N
6/10/2020	0	0	0	0	0	72	57	Y	N	Y	N
6/11/2020	0	0	0	0	0	72	56	Y	N	Y	N
6/12/2020	0	0	0	0	0	72	56	Y	N	Y	N
6/13/2020	0	0	0	0	0	72	56	Y	N	Y	N
6/14/2020	0	0	0	0	0	72	56	Y	N	Y	N
6/15/2020	0	0	0	0	0	72	56	Y	N	Y	N
6/16/2020	0	0	0	0	0	72	50	Y	N	Y	N
6/17/2020	0	0	0	0	0	72	50	Y	N	Y	N
6/18/2020	0	1	0	0	0	72	50	Y	N	Y	N
6/19/2020	0	0	0	0	0	72	50	Y	N	Y	N
6/20/2020	0	0	0	0	0	72	50	Y	N	Y	N
6/21/2020	0	0	0	0	0	72	50	Y	N	Y	N
6/22/2020	0	0	0	0	0	72	50	Y	N	Y	N
6/23/2020	0	1	0	1	0	72	50	Y	N	Y	N
6/24/2020	0	0	0	0	0	72	49	Y	N	Y	N
6/25/2020	0	0	0	0	0	72	49	Y	N	Y	N
6/26/2020	0	0	0	0	0	72	49	Y	N	Y	N

covid19res (9)

Uploading the Data
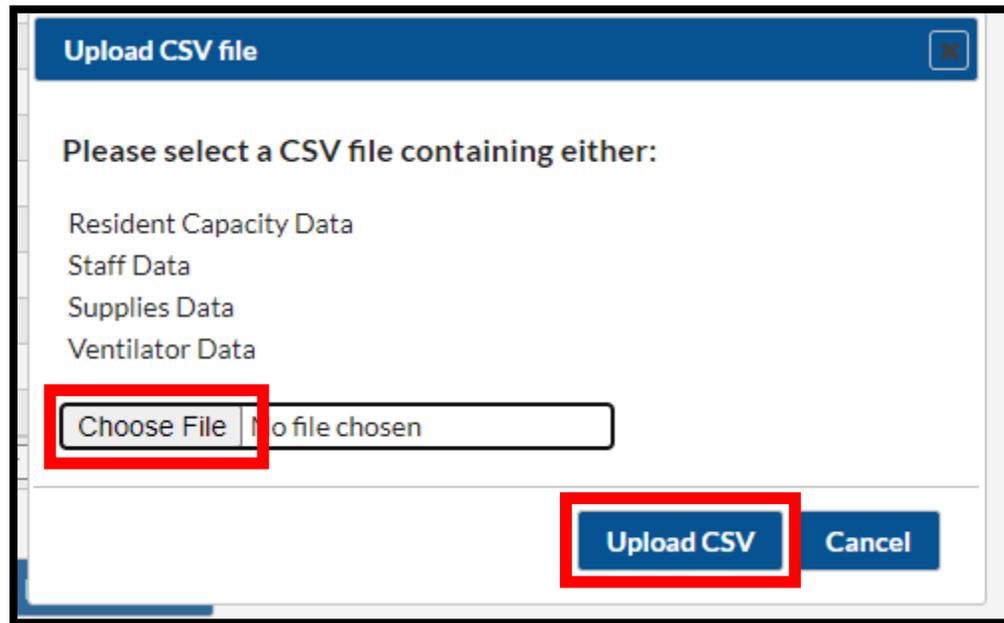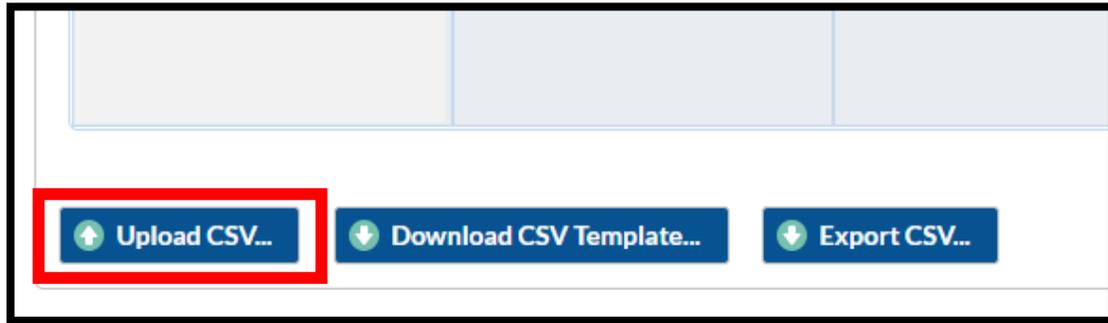
1. Below the data entry calendar, locate the Upload CSV button (top image)

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've successfully uploaded your data into the

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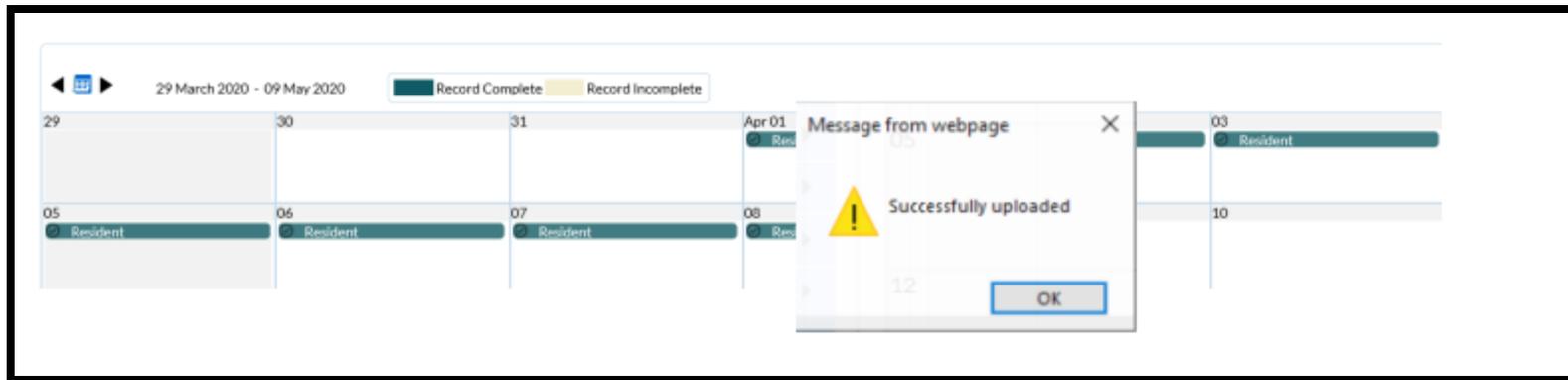
For more questions, email: MDHHS-MSA-COVID19@michigan.gov