TESSy - The European Surveillance System

Coronavirus disease 2019 (COVID-19) Contact Tracing Reporting Protocol Version 1, 8 October 2021

Contents

How to use this document

This Contact Tracing Reporting Protocol provides information for reporting countries' data managers in the following sections:

- *Reporting to TESSy* contains guidelines on how to prepare data for submission to TESSy, deadlines for data submission, subject-specific information (e.g. new changes to metadata), and links to further information.

- *Annex* contains:

    o The metadata set for the subject(s) covered by this Reporting Protocol.

Finding further information

Paragraphs with the information icon indicate where you can find further information.

Updated links to all the schedules, documentation, and training materials mentioned in this Reporting Protocol are included in the *TESSy Technical Guidelines & Tools* (see the menu 'Technical Guidelines and Tools' when logged into TESSy), including:

- Tutorials for data transformation using, respectively, Excel and Access;

- TESSy user documentation;

- *CSV* and *XML* transport protocols.

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Introduction

Data from contact tracing investigations for COVID-19 should be systematically collated and analysed at European level to assess the extent of contact tracing measures used, and to help understand their impact and guide the response. ECDC, in collaboration with the WHO Regional Office for Europe, developed a core set of COVID-19 contact tracing indicators relevant to be collected and analysed at the European level.

This reporting protocol describes the surveillance of the contact tracing data in Europe.

The latest available data should be reported once a week, every Tuesday by 23:59.

- First data upload: Tuesday 26 October 2021 = w43.
  - cases diagnosed in w41 (= week - 2)
  - and their contacts

Definitions

Time of reporting (DateUsedForStatistics – cases and contacts)

- Both cases and contacts are given the same DateUsedForStatistics (week).
- The DateUsedForStatistics refers to the week when the cases were diagnosed.
- The data about contacts relate to the same cases (and could therefore relate to actions that happened in the subsequent 1-2 weeks).

- For example, on Tuesday of week 25, cases diagnosed in week 23 are reported with DateUsedForStatistics = 2021-W23.
- Contacts arising from these cases should also be reported with the same week number 2021-W23 (even if they were reached in W24 or during the start of W25).
- Positives among these contacts should also be reported with the same week number 2021-W23 (even if the positive test comes in W24 or W25). The follow-up of contacts, according to *ECDC guidance*, is for a period of 14 days after the last exposure to a COVID-19 case. Since follow up may not be entirely complete, please also update historical data, if relevant, e.g. there may be some contacts that are reached in the course of week 25, and therefore the numbers may be updated in a subsequent upload. When updating historical data, please take care to use exactly the same record id to replace the previous data.

High-risk exposure (close contact)

ECDC has a definition of a high-risk COVID-19 contact at *https://www.ecdc.europa.eu/en/covid-19-contact-tracing-public-health-management* but if deviating, the reporting should reflect the definition used in the Member State. If this is the case, please inform ECDC.

Aim

To support the timely and complete reporting of key information on COVID-19 contact tracing in Europe.

Objectives

- To help assess the effectiveness and efficiency of contact tracing operations in order to strengthen those interventions;
- To provide information on the impact of contact tracing operations on transmission;
- To provide additional contextual information to help understand the progression of the pandemic and to help tailor response measures.

Reporting to TESSy

When, what and how to report

Deadline for reporting:

Data should be reported once a week every Tuesday by 23:59.

Preparing data

Data may be entered directly in TESSy for individual records ('Manually create a record'). For any batch reporting by file upload (CSV or XML format) please note that once the data have been exported from your national database, they need to be in a format that TESSy can accept (see 'checking metadata').

Checking metadata

The TESSy metadata define the fields and data formats that are valid as input to TESSy for a given subject.

To ensure data can be saved correctly in TESSy, please check the data are correctly formatted according to the most recent metadata set.

It is especially important to focus on:

- **Field formats**

  Many fields require that data are formatted in a specific way. For example, dates must be in the **YYYY-Www** format (e.g 2021-W01); dates in any other format will be rejected.

- **Coded values**

  Some fields only permit the use of specific values (coded values). If any other value is used in the field, the upload will be rejected.

The metadata file contains all the definitions and rules you need to comply with to format your data correctly for every subject (usually a disease). The file can be downloaded as an Excel file from the TESSy documents website.

By filtering the fields in the file by subject, you can see the fields required for your subject and the rules applying to these fields.

The *Technical Annex* provides an overview of how you work with the metadata file, and the TESSy user documentation provides in-depth details on metadata.

Submitting your data

Data are submitted through the TESSy web interface (go to **Upload**). Previously reported data can be found through the review tab (see below).

| Home | Upload | Review | Query | Reports | Data sources | My profile | Documents |

The *Tessy User Guide* provides an overview of how you submit files to TESSy, and the TESSy user documentation provides in-depth descriptions of all the upload methods.

Finalising your submission

The compliance of your data with the validation rules in the metadata is checked automatically during the data upload process.

The result of your upload – i.e. rejected or validated – is displayed immediately after the conclusion of the check in the **Validation details** webpage. Please review the result carefully:

- If your file has been rejected, there will be a message explaining each instance of non-compliance with the metadata that you need to correct.
- If your file has been validated, there might be warnings and remarks relating to possible data quality issues or to potential overwriting of existing records that you should consider.

When you file has been validated and you are satisfied that all corrections have been made, please ensure prompt approval – unapproved uploads can block for the approval of other uploads.

ⓘ The TESSy user documentation provides information on reviewing validation results and adjusting reporting periods to avoid overwriting existing records.

General training and guidance on reporting is available on the *TESSy website*. A training video on reporting COVID-19 data is available from the *ECDC Virtual Academy*.

TESSy HelpDesk

Email address: *TESSy@ecdc.europa.eu*

Telephone number: **+46-(0)8-5860 1601**

Availability: 9:00–16:00 Stockholm time, Monday to Friday (except ECDC holidays)

Annex - Coronavirus disease 2019 (COVID-19) contact tracing metadata

Revisions of COVID-19 contact tracing metadata set

The COVID-19 contact tracing metadata have been developed in collaboration with the WHO Regional Office for Europe. The most recent metadata set is available from the TESSy website under technical guidelines and tools tab (as shown below).

Home	Upload	Review	Query	Reports	Data sources	Network workspace	My profile	**Documents**

General Documents	Communication	Guides And Training	Disease Specific	**Technical Guidelines & Tools**	Contact Help Desk

Metadata set

Current record type versions

Table 1 shows the record type versions to be used when reporting COVID-19 data from contact tracing investigations (Record type: NCOVCONTACT) data to TESSy.

Table 1: COVID-19 contact tracing record type versions

Record type	Type of data	Record type version
NCOVCONTACT	Case-based[1]	1

[1]Note NCOVCONTACT is technically a 'case-based' record type as it allows multiple rows for the same week (due to the region variable which allows reporting at subnational level).

NCOVCONTACT metadata recordtype version 1

Common TESSy variables

Field: RecordId

Coding: Text (max 80 characters)

The record identifier is provided by the Member State. Enter a value that is unique for every record in the dataset with the format NUTS2 or countryregion_Www of cases (e.g. BE23_W23).

Record type (mandatory)

Field: RecordType

Coding: NCOVCONTACT

The record type defines the structure and the format of the data.

Record type version

Field: RecordTypeVersion

Coding: 1

The version of the record type defines the current structure of the data reported. The current version

of the NCOVCONTACT record type is 1. This variable is not mandatory as TESSy concludes the record type version from the metadataset indicated by default. However, the variable RecordTypeVersion can override this default.

Subject (mandatory)

Field: Subject

Coding: NCOVCONTACT

The subject describes the data reported.

Data source (mandatory)

Field: DataSource

Coding: Pre-assigned as CountryCode-NCOVCONTACT to each country; can be modified by National Coordinator

The data source (surveillance system) that the record originates from.

Status

Field: Status

Coding: NEW/UPDATE/DELETE

The field 'Status' is used for updating data; the default is 'New/Update'. By choosing 'Delete' the selected record (or batch of data) will remain in TESSy but be marked as inactive; these data can be used to reconstruct data for a given date in the past.

Reporting country (mandatory)

Field: ReportingCountry

Coding: International organisation for standardisation (ISO) 3166-1-alpha-2, (two-letter code)

This variable identifies the country reporting the case.

Date used for statistics (mandatory)

Field: DateUsedForStatistics

Coding: yyyy-Www

The week reported cases were diagnosed.

Epidemiological variables

Region (mandatory)

Field: Region

Coding: NUTS/GAUL

Region where contact tracing took place (NUTS 2). Region should be provided at the NUTS 2 level. If the region is not in an EU/EEA country, then use GAUL nomenclature.

Total diagnosed COVID-19 cases identified for contact tracing in the region

Field: NumberOfCasesForContactTracing

Coding: Numeric

Number of diagnosed COVID-19 cases identified for contact tracing.

Total COVID-19 cases that previously had been identified as contact

Field: NumberOfCasesPreviousContact

Coding: Numeric

Number of COVID-19 cases diagnosed that were at time of diagnosis already identified as a contact (in the 21 days prior to diagnosis).

Total diagnosed COVID-19 cases in the region reached for contact tracing

Field: NumberOfCasesReached

Coding: Numeric

Number of diagnosed COVID-19 cases identified for contact tracing that were reached (effectively contacted, i.e. answered call or email).

Total diagnosed COVID-19 cases in the region reached for contact tracing within a day

Field: NumberOfCasesReachedWithinDay

Coding: Numeric

Number of diagnosed COVID-19 cases identified for contact tracing that were reached (effectively contacted, i.e. answered call or email) within 24 hours after their test result (i.e. same day or day after).

Total COVID-19 contacts identified in the region

Field: NumberOfContactsIdentified

Coding: Numeric

Number of high-risk COVID-19 contacts related to diagnosed COVID-19 cases identified for contact tracing.

Total COVID-19 contacts identified in the region and reached

Field: NumberOfContactsReached

Coding: Numeric

Number of high-risk COVID-19 contacts, related to diagnosed COVID-19 cases identified for contact tracing, that were reached (effectively contacted, i.e. answered call or email).

Total COVID-19 contacts identified in the region and reached within day

Field: NumberOfContactsReachedWithinDay

Coding: Numeric

Number of high-risk COVID-19 contacts, related to diagnosed COVID-19 cases identified for contact tracing, that were reached (effectively contacted, i.e. answered call or email) within 24 hours after contact identification (i.e. same day or day after).

Total COVID-19 contacts turning positive

Field: NumberOfPositiveAmongContacts

Coding: Numeric

Number of high-risk COVID-19 contacts, related to diagnosed COVID-19 cases, with a positive test (during the 14 days follow up period after the last exposure to a COVID-19 case).