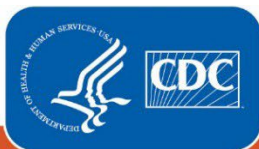


# COVID-19 Vaccination Quick Reference Guides in Response to Quarterly Combined Data Quality Checks

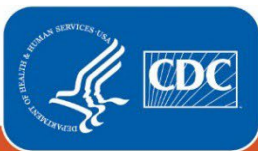
February 2023

## Table of Contents

Overview .....	3
1. Identifying if COVID-19 Vaccination Data were Reported:.....	4
Purpose.....	4
Option 1. Identifying missing data through review of data collection form .....	4
Option 2. Identifying Missing Data through Line List Reports.....	5
Modify and Run a Line List Report .....	5
Additional Resources:.....	6
2. COVID-19 Vaccination Reporting for Individuals with Medical Contraindications: .....	7
Purpose.....	7
Overview of Question 3.1 .....	7
Resolving Data Quality Concern for Question 3.1.....	8
Additional Resources:.....	8
3. Reporting COVID-19 Vaccinations Among Individuals Declining COVID-19 Vaccination: .....	9
Purpose.....	9
Overview of Question 3.2 .....	9
Resolving Data Quality Concern for Question 3.2.....	10
Additional Resources:.....	10
4. Reporting COVID-19 Vaccination Reporting for Individuals with Unknown COVID-19 Status: .....	11
Purpose.....	11
Overview of Question 3.3 .....	11
Resolving Data Concern for Question 3.3.....	12
Additional Resources:.....	12
5. Reporting Decrease in COVID-19 Vaccinations:.....	13
Overview of Question 1 and Question 2 .....	13
Additional Resources:.....	14



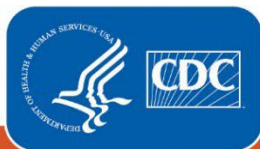
6. Reporting Up To Date COVID-19 Vaccination Status .....15  
Purpose.....15  
Overview of Question 4 and Question 5 .....15  
Additional Resources:.....16



# Overview

This document contains reference guides to aid users in reviewing their vaccination data reported to NHSN in response to monthly Data Quality (DQ) e-mails.

DQ Check #	DQ Description	Action Requested	Reference Guide
1	Facility did not report any data for reporting weeks in January 2023.	Please review and report data for one or more weeks of January 2023.	<a href="#">Identifying if COVID-19 Vaccination Data were Reported</a>
2	High percentage of individuals having a medical contraindication to COVID-19 vaccine (Question 3.1)	Please confirm that the number of individuals have a medical contraindication is correct. We suggest checking the reported number residents, HCP, or patients (Question 1) and the reported number of residents HCP or patients who have a medical contraindication (Question 3.1).	<a href="#">COVID-19 Vaccination Reporting for individuals with Medical Contraindications</a>
3	High percentage of individuals declining COVID-19 vaccine (Question 3.2)	Please confirm that the number of individuals who declined COVID-19 vaccination is correct. We suggest checking the reported number of residents, HCP, or patients (Question 1) and the reported number of residents, HCP, or patients who declined vaccination (Question 3.2).	<a href="#">Reporting COVID-19 Vaccinations among Individuals that have Declined COVID-19 Vaccination</a>
4	High percentage of individuals with unknown COVID-19 vaccination status (Question 3.3)	Please confirm that the number of residents, HCP, or patients who have unknown COVID-19 vaccination status is correct. We suggest checking the reported number of residents, HCP, or patients (Question 1) and the reported number of residents, HCP, or patients with unknown vaccination status (Question 3.3).	<a href="#">COVID-19 Vaccination reporting Unknown COVID-19 Vaccination Status</a>
5	Number of individuals (or vaccination percentages) increased or decreased by at least 30% compared to the prior week	Please confirm that the number of residents, HCP, or patients reported in Question 1 is correct.	<a href="#">Reporting Decreases in COVID-19 Vaccinations</a>
6	Facility reporting the number of individuals with up to date vaccination greater than 0 (Question 5) and the number of additional/booster doses reported equals 0 (Question 4)	Please confirm that the number of individuals who have ever received any additional/booster doses are correct (Question 4).	<a href="#">Reporting Up To Date COVID-19 Vaccination Status</a>



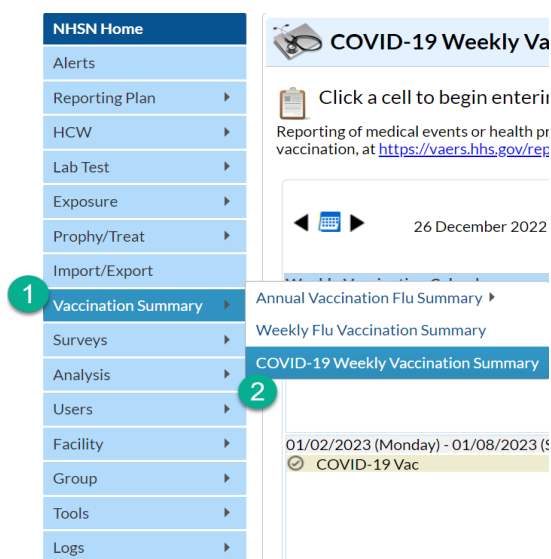
# 1. Identifying if COVID-19 Vaccination Data were Reported:

## Purpose

NHSN allows for and encourages weekly submission of COVID-19 vaccination data via the Weekly COVID-19 Vaccination Module. The NHSN team conducts outreach to facilities that have not reported any data for any surveillance week during a reporting month. The information below will help facilities review data to identify if data were reported for specific reporting week(s). After reviewing your data using one of the three options outlined below be sure to update and save the data in the NHSN application as needed. This may include entering data for prior reporting weeks.

## Option 1. Identifying missing data through review of data collection form

First, click on the Vaccination Summary tab on the left-hand navigation panel on the NHSN home screen. Second, select COVID-19 Weekly Vaccination Summary.



Next, use the arrow buttons to locate a week to review. Lastly, click on a week to review the data collection form. Please note that completed records are indicated in green. Incomplete records are indicated in light yellow.



## COVID-19 Weekly Vaccination Summary Data

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

Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

3

26 December 2022 - 05 February 2023

Record Complete Record Incomplete

4 Weekly Vaccination Calendar

12/26/2022 (Monday) - 01/01/2023 (Sunday)

COVID-19 Vac

01/02/2023 (Monday) - 01/08/2023 (Sunday)

COVID-19 Vac

## Option 2. Identifying Missing Data through Line List Reports

Line List reports in NHSN describe in detail data reported into NHSN. NHSN has two options for Healthcare Personnel (HCP) COVID-19 Vaccination line list reports.

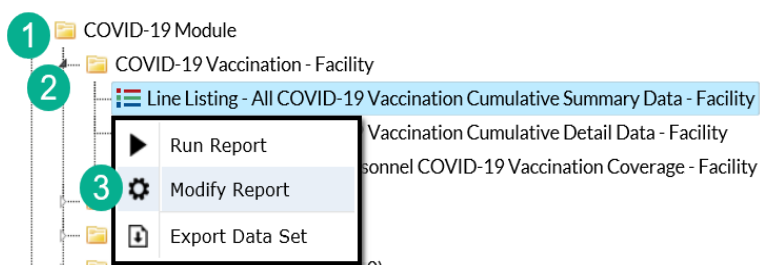
- **All COVID-19 Vaccination Cumulative Summary Data**  
This report includes summary level information not dependent on vaccine manufacturer
- **All COVID-19 Vaccination Cumulative Detail Data**  
This report includes manufacturer-dependent vaccine and dose specific counts. Vaccine names ending in the number "1" (e.g., MODERNA1) represent counts for the first dose of a 2-dose vaccination series.

Both reports can be utilized to identify missing data in NHSN. For this example, we will modify the "Line Listing – All COVID-19 Vaccination Cumulative Summary Data" to confirm if data were submitted for any surveillance week during January 2023.

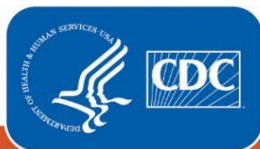
## Modify and Run a Line List Report

Once you have generated your data set, you are ready to produce a line list.

1. On the "Analysis Reports" screen, click on the "COVID-19 Module" folder.
2. Select the "COVID-19 Vaccination – Facility" Subfolder.
3. Click on "Line Listing – All COVID-19 Vaccination Cumulative Summary Data - Facility" and select "Modify Report"
4. Click on the "Time Period" tab. Then, select the "survWeekStart" or "Week of data collection, start date" variable from the Date Variable options. Next, enter a survey start week that includes January 1, 2023. The end period should include the start date of a survey week that includes January 31, 2023.




5



Centers for Disease Control  
and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

Time Period:

Date Variable	Beginning	Ending	
survWeekStart ▾	12/26/2022	01/30/2023	
<input type="checkbox"/> Enter Date variable/Time period at the time you click the Run button			

5. Click “Run” If data are not present the “No Record in Analysis Dataset HCW\_COVID19\_VaccDet\_HCP” message will appear in the report output screen. If no data are present, please review your records and ensure data are reported as intended.

**National Healthcare Safety Network**

**Line Listing - All COVID-19 Vaccination Cumulative Detail Data - Healthcare Personnel**

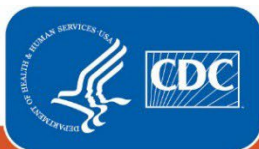
As of: November 19, 2021 at 1:56 PM

No Records in Analysis Dataset  
HCW\_COVID19\_VaccDet\_HCP

Please check the date that Analysis Datasets were last generated and generate new ones if necessary.

**Additional Resources:**

- Weekly HCP COVID-19 Vaccination  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- FAQs on Reporting COVID-19 Vaccination Data  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>
- Healthcare Personnel Safety Component (HPS)  
<https://www.cdc.gov/nhsn/hps/index.html>
- Facilities can contact CMS with questions about reporting requirements:
  - Inpatient quality reporting program (hospitals): [iqr@hsag.com](mailto:iqr@hsag.com)
  - PPS-exempt cancer hospital quality reporting program: [QRFormsSubmission@hsag.com](mailto:QRFormsSubmission@hsag.com)
  - Inpatient psychiatric facility quality reporting program: [IPFQualityReporting@hsag.com](mailto:IPFQualityReporting@hsag.com)
  - Inpatient rehabilitation facility quality reporting program: [IRF.questions@cms.hhs.gov](mailto:IRF.questions@cms.hhs.gov)
  - Long-term acute care quality reporting program: [LTCHQualityQuestions@cms.hhs.gov](mailto:LTCHQualityQuestions@cms.hhs.gov)
  - Long-term care facilities (including nursing facilities and skilled nursing facilities):
    - For CMS enforcement-related questions, please email: [DNH\\_Enforcement@cms.hhs.gov](mailto:DNH_Enforcement@cms.hhs.gov).
    - For other questions or concerns regarding CMS memo QSO-20-29-NH, please email: [DNH\\_TriageTeam@cms.hhs.gov](mailto:DNH_TriageTeam@cms.hhs.gov).
    - For questions about SNF QRP, email [ccsq-pacqrp-helpdesk@acumenllc.com](mailto:ccsq-pacqrp-helpdesk@acumenllc.com).



## 2. COVID-19 Vaccination Reporting for Individuals with Medical Contraindications:

### Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. This quick reference guide will help facilities identify possible irregularities with Question 3.1.

### Overview of Question 3.1

Question 3.1 collects data on individuals reporting medical contraindications related to the COVID-19 vaccination.

**Please note:** For illustrative purposes we are using the LTCF Healthcare Personnel Form for this example; however, steps for review are similar across all Weekly COVID-19 Vaccination Modules.

### LTCF Healthcare Personnel Form

COVID-19 Vaccine: HCW    COVID-19 Vaccine: Residents

Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: \_\_\_\_\_  
 \*Facility ID: 14025    \*Vaccination type: COVID19    Facility CCN #: IUY1000000  
 \*Week of Data Collection: 01/02/2023 - 01/08/2023    \*Date Last Modified: \_\_\_\_\_

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to enter data using the event-level COVID-19 vaccination form and select the "view reporting summary and submit" button to submit these data. Using the event-level form is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates. Learn more here: [link to ORG](#)

	Healthcare Personnel (HCP) Categories					
	*All Core HCP (Total) <sup>a</sup>	*All HCP (Total) <sup>b</sup>	*Employees (staff on facility payroll) <sup>c</sup>	*Non-employee HCP (licensed independent practitioners) <sup>d</sup>	*Adult students/trainees/volunteers <sup>e</sup>	*Other contract personnel <sup>f</sup>
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection						
2. *Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series						
2.2 Any completed Primary COVID-19 vaccine series						
3. *Cumulative number of HCP in Question #1 with other COVID-19 vaccine status:						
3.1 *Medical contraindication to COVID-19 vaccine						

Question 3.1. The data collect through this question describe the individuals reporting medical contraindications related to the COVID-19 vaccination.

### Required Action:

If your facility receives an email indicating a report of a high percentage of healthcare personnel with Medical Contraindications, we ask that you confirm that the number and percent of individuals who reported a medical contraindication for COVID-19 vaccination status was correct. We suggest checking the reported number of healthcare personnel (Question 1) and the reported number of healthcare personnel with a medical contraindication (Question 3.1). It is possible that this value is correct.



## Resolving Data Quality Concern for Question 3.1

Review data reported for Question 1 and Question 3.1 on the form for the week(s) question. If you find data entered in error, please correct and resubmit these data.

COVID-19 Vaccine: HCW    COVID-19 Vaccine: Residents

Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: \_\_\_\_\_  
 \*Facility ID: 14025    \*Vaccination type: COVID19    Facility CCN #: IUUI000000  
 \*Week of Data Collection: 01/02/2023 - 01/08/2023    \*Date Last Modified: \_\_\_\_\_

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to enter data using the event-level COVID-19 vaccination form and select the "view reporting summary and submit" button? to submit these data. Using the event-level form is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates. Learn more here: [link to ORG](#)

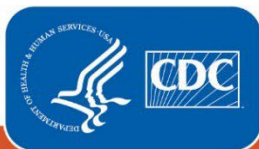
		Healthcare Personnel (HCP) Categories					
		Employee HCP		Non-Employee HCP			
		*All Core HCP (Total) <sup>a</sup>	*All HCP (Total) <sup>b</sup>	*Employees (staff on facility payroll) <sup>c</sup>	*Non-employee HCP (licensed independent practitioners) <sup>d</sup>	*Adult students/trainees/volunteers <sup>e</sup>	*Other contract personnel <sup>f</sup>
1.	*Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	*Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*2.2 Any completed Primary COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	*Cumulative number of HCP in Question #1 with other conditions:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3.1 *Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Review the numbers in each of the healthcare personnel categories for question 1.

If the data are correct in question 1, then review the numbers in each of the healthcare personnel categories for question 3.1

## Additional Resources:

- Weekly HCP COVID-19 Vaccination  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- FAQs on Reporting COVID-19 Vaccination Data  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>
- Healthcare Personnel Safety Component (HPS)  
<https://www.cdc.gov/nhsn/hps/index.html>





# 3. Reporting COVID-19 Vaccinations Among Individuals Declining COVID-19 Vaccination:

## Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. Additionally, the NHSN team conducts outreach to facilities with higher-than-expected values for certain data fields. This quick reference guide will help facilities review data to ensure accurate and complete reporting for Question 3.2.

## Overview of Question 3.2

Question 3.2 collects data on individuals who have declined COVID-19 vaccination.

**Please note:** For illustrative purposes, we are using the LTCF Healthcare Personnel form for this example; however, this question is asked across all weekly COVID-19 Vaccination Modules.

### LTCF Healthcare Personnel Form

The screenshot shows the 'Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities' form. It includes fields for Date Created, Facility ID, Vaccination type, and Facility CCN. The main table is titled 'Cumulative Vaccination Coverage' and contains the following data:

Question	Healthcare Personnel (HCP) Categories					
	All Core HCP (Total) <sup>a</sup>	All HCP (Total) <sup>b</sup>	Employee HCP (staff on facility payroll) <sup>c</sup>	Non-employee HCP (licensed independent practitioners) <sup>d</sup>	Non-Employee HCP (Adult students/trainees/volunteers) <sup>e</sup>	Other contract personnel <sup>f</sup>
1. Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection						
2. Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series						
2.2 Any completed Primary COVID-19 vaccine series						
3. Cumulative number of HCP in Question #1 with other conditions:						
3.1 Medical contraindication to COVID-19 vaccine						
3.2 Offered but declined COVID-19 vaccine						
3.3 Unknown COVID-19 vaccination status						

### Required Action:

If your facility receives an e-mail from NHSN indicating that a high percentage of individuals were reported to have declined COVID-19 vaccine, we ask that you review the data and confirm that the number and percentage of individuals who declined COVID-19 vaccination is correct. We suggest checking the reported number of individuals (Question 1) and the reported number of individuals who declined vaccination (Question 3.2). However, it is possible that this value is correct.



## Resolving Data Quality Concern for Question 3.2

Review data reported for Question 1 and Question 3.2 on the Form for the week(s) in question. If you find data entered in error, please correct, and resubmit these data.

COVID-19 Vaccine: HCW    COVID-19 Vaccine: Residents

Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: 14025    Facility ID: 14025    Vaccination type: COVID19    Facility CCN #: IUUI000000  
 Week of Data Collection: 01/02/2023 - 01/08/2023    Date Last Modified:

Note: Review the numbers for each of the categories in question 1.

Cumulative Vaccination Coverage

Healthcare Personnel (HCP) Categories

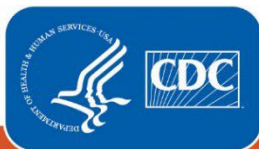
	*All Core HCP (Total) <sup>a</sup>	*All HCP (Total) <sup>b</sup>	*Employees (staff on facility payroll) <sup>c</sup>	*Non-employee HCP (licensed independent practitioners) <sup>d</sup>	*Adult students/trainees/volunteers <sup>e</sup>	*Other contract personnel <sup>f</sup>
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection						
2. *Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
2.1 *Only 1 dose of a two-dose Primary COVID-19 vaccine series						
2.2 *Any completed Primary COVID-19 vaccine series						
3. *Cumulative number of HCP in Question #1 with contraindications:						
3.1 *Medical contraindication to COVID-19 vaccine						
3.2 *Offered but declined COVID-19 vaccine						
3.3 *Unknown COVID-19 vaccination status						

If the data are correct in question 1, then review the numbers in each of categories in question 3.2.

**Note:** Individuals reporting philosophical, religious, or other reasons for declining COVID-19 vaccine not listed in the [Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States](#) should be counted under question 3.2 for the purpose of NHSN COVID-19 vaccination surveillance. The number of individuals who declined COVID-19 vaccination should not include those reporting medical contraindications to the COVID-19 vaccine (medical contraindications are reported in question 3.1).

### Additional Resources:

- Weekly HCP COVID-19 Vaccination  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- FAQs on Reporting COVID-19 Vaccination Data  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>
- Healthcare Personnel Safety Component (HPS)  
<https://www.cdc.gov/nhsn/hps/index.html>



# 4. Reporting COVID-19 Vaccination Reporting for Individuals with Unknown COVID-19 Status:

## Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. This quick reference guide will help facilities with the data flag associated with Question 3.3.

## Overview of Question 3.3

Question 3.3 collects data that describes the individuals that have unknown COVID-19 vaccination status.

**Please note:** For illustrative purposes we are using the LTCF Healthcare Personnel form for this example; however, steps for review are similar across all Weekly COVID-19 Vaccination Modules.

## LTCF Healthcare Personnel Form

COVID-19 Vaccine: HCW    COVID-19 Vaccine: Residents

Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: \_\_\_\_\_  
 \* Facility ID: 14025    \* Vaccination type: COVID19    Facility CCN #: IU1Y000000  
 \* Week of Data Collection: 01/02/2023 - 01/08/2023    \* Date Last Modified: \_\_\_\_\_

Cumulative Vaccination Coverage

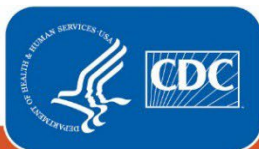
Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to enter data using the event-level COVID-19 vaccination form and select the "view reporting summary and submit" button? to submit these data. Using the event-level form is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates. Learn more here: [link to ORG](#)

	Healthcare Personnel (HCP) Categories					
	Employee HCP		Non-Employee HCP			
	* All Core HCP (Total) <sup>a</sup>	* All HCP (Total) <sup>a</sup>	* Employees (staff on facility payroll) <sup>b</sup>	* Non-employee HCP (licensed independent practitioners) <sup>d</sup>	* Adult students/trainees/volunteers <sup>e</sup>	* Other contract personnel <sup>f</sup>
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection						
2. * Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
* 2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series						
* 2.2 Any completed Primary COVID-19 vaccine series						
3. * Cumulative number of HCP in Question #1 with other conditions:						
3.1 * Medical contraindication to COVID-19 vaccine						
3.2 * Offered but declined COVID-19 vaccine						
3.3 * Unknown COVID-19 vaccination status						

Question 3.3. The data collected through this question describe the individuals that have an unknown COVID-19 vaccination status.

## Required Action:

If your facility receives an email indicating a report of a high percentage of individuals with unknown COVID-19 vaccination status, we ask that you confirm that the number and percentage of individuals who have unknown COVID-19 vaccination status is correct. We suggest checking the reported number of individuals (Question 1) and the reported number of individuals with unknown vaccination status (Question 3.3). It is possible that this value is correct.



## Resolving Data Concern for Question 3.3

Review data reported for Question 1 and Question 3.3 on the Form for the week(s) in question. If you find data entered in error, please correct and resubmit these data.

COVID-19 Vaccine: HCW    COVID-19 Vaccine: Residents

Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: 14025    Facility ID: 14025    Vaccination type: COVID19    Facility CCN #: IUUI000000  
 Week of Data Collection: 01/02/2023 - 01/08/2023    Date Last Modified:

Cumulative Vaccination Coverage

Note: Review the numbers for each of the categories in question 1.

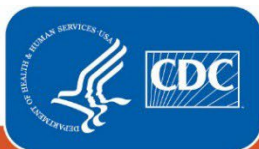
is form. As of March 28th, 2022 facilities also have the option to enter data using the event-level COVID-19 vaccination form and select the "view reporting summary and submit" button? to submit these data. Using the event-level individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates. Learn more here: [Link to CDC](#)

	Healthcare Personnel (HCP) Categories					
	*All Core HCP (Total) <sup>a</sup>	*All HCP (Total) <sup>b</sup>	*Employee HCP (staff on facility payroll) <sup>c</sup>	*Non-employee HCP (licensed independent practitioners) <sup>d</sup>	*Adult students/trainees/volunteers <sup>e</sup>	*Other contract personnel <sup>f</sup>
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection						
2. *Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
*2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series						
*2.2 Any completed Primary COVID-19 vaccine series						
3. *Cumulative number of HCP in Question #1 with other:						
3.1 *Medical contraindication to COVID-19 vaccine						
3.2 *Offered but declined COVID-19 vaccine						
3.3 *Unknown COVID-19 vaccination status						

If the data are correct in question 1, then review the numbers in each of categories in question 3.3.

## Additional Resources:

- Weekly HCP COVID-19 Vaccination  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- FAQs on Reporting COVID-19 Vaccination Data  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>
- Healthcare Personnel Safety Component (HPS)  
<https://www.cdc.gov/nhsn/hps/index.html>



# 5. Reporting Decrease in COVID-19 Vaccinations:

## Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. This quick reference guide will help facilities with the data quality flag associated with decreases in vaccination percentages or large changes in numbers of individuals.

## Overview of Question 1 and Question 2

As a reminder, weekly COVID-19 vaccination data is reported cumulatively, because of this, large decreases in vaccination percentages may represent a data quality error. To report cumulative data, facilities report the total number of individuals at the facility for that week. Of these individuals, report the number who have ever received COVID-19 vaccination (at your facility or elsewhere) since it became available in December 2020. Do not limit reporting to just the individuals who were vaccinated that week. It is important to review data reported from the prior week before entering the current week's data. Question 1 and 2 are highlighted in the screenshot below of the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities Form.

**Please note:** For illustrative purposes we are using the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities Form for this example, however this data quality flag will appear across all facility types.

## Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

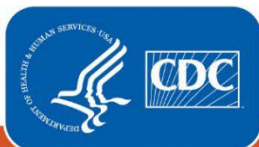
Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created:   
 Facility ID #: 10312 Location Type: Hospital  
 Vaccination type: COVID19 Facility CCN #: 2222222222  
 Week of Data Collection: 01/02/2023 - 01/08/2023 Date Last Modified:

	Cumulative Vaccination Coverage					
	Healthcare Personnel (HCP) Categories					
	Employee HCP		Non-Employee HCP			
	* All Core HCP <sup>a</sup>	* All HCP <sup>b</sup>	* Employees (staff on facility payroll) <sup>c</sup>	* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants <sup>d</sup>	* Adult students/trainees and volunteers <sup>e</sup>	* Other Contract Personnel <sup>f</sup>
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccines at this facility or elsewhere since December 2020:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.1 * Only 1 dose of a two-dose Primary COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Data Quality Flags and Required Actions:

- The Percentage of individuals who received complete vaccination decreased  $\geq 30\%$  compared to the prior week



- **Required Action**
  - Please confirm that the percentage of individuals who received complete vaccine is correct. We suggest checking the reported number of individuals (Question 1) and the reporting number of individuals who received complete vaccinated (Questions 2.2, 2.4, and 2.5).
- **Number of individuals decreased  $\geq 30\%$  compared to the prior week**
- **Required Action**
  - Please confirm that the number of individuals correct (Question 1).

### Additional Resources:

#### Weekly HCP COVID-19 Vaccination

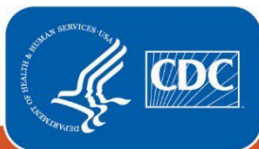
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>

#### FAQs on Reporting COVID-19 Vaccination Data

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>

#### Healthcare Personnel Safety Component (HPS)

<https://www.cdc.gov/nhsn/hps/index.html>



# 6. Reporting Up To Date COVID-19 Vaccination Status

## Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. This quick reference guide will help facilities with the data quality flag associated with Question 4 and Question 5.

## Overview of Question 4 and Question 5

Question 4 collects data about individuals who have received an additional or booster dose of COVID-19 vaccine among those with complete primary COVID-19 vaccination series. Question 5 collects data about individuals who are *up to date* with COVID-19 vaccination. **Please note:** the definition of up to date for NHSN surveillance may change over time. To view the current up to date surveillance definition as well as previous definitions, please see: [Up To Date Guidance Quarter 1 2023 \(cdc.gov\)](https://www.cdc.gov/nhsn/2023/q1-up-to-date-guidance)

**Please note:** For illustrative purposes we are using the LTCF Healthcare Personnel Form for this example, however this data quality flag will appear across all facility types.

### LTCF Healthcare Personnel Form

Add COVID-19 Vaccination Summary Data						
					* Licensed	
					* Adult students/trainees and volunteers <sup>e</sup>	* Other contract personnel <sup>f</sup>
Question 4. The data collected through this question describe individuals who have received an additional or booster dose of COVID-19 vaccine among those with complete primary vaccination series.						
4. * Cumulative number of HCP with complete primary series vaccine in Question #2 who have received any booster(s) or additional dose(s) of COVID-19 vaccine since August 2021						
					* Licensed independent	
					* Adult students/trainees and volunteers <sup>e</sup>	* Other contract personnel <sup>f</sup>
Question 5. The data collected through this question describe individuals who are up to date with COVID-19 vaccination.						
					assistants <sup>d</sup>	
Question 5 asks about individuals who are up to date. Please review the current definition of <a href="#">up to date</a>						
5. * Cumulative number of HCP in Question #2 who are up to date with COVID-19 vaccines						
<sup>a</sup> sum of Employees (staff on facility payroll), Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants, and Adult students/trainees & volunteers. <sup>b</sup> sum of Employees (staff on facility payroll), Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants, Adult students/trainees & volunteers, and Other contract personnel. <sup>c</sup> all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact. <sup>d</sup> physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.						

### Required Action:

If your facility receives an email indicating that the number of individuals who are up to date is greater than 0 while the number of additional/booster doses reported equals 0, we ask that you confirm that the number of individuals who have ever received any additional/booster doses is correct (Question 4). If this is correct, please confirm that the number of individuals who are up to date is correct (Question 5). If you find data entered in error, please correct and resubmit these data.



## Additional Resources:

- Weekly HCP COVID-19 Vaccination  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- FAQs on Reporting COVID-19 Vaccination Data  
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>
- Healthcare Personnel Safety Component (HPS)  
<https://www.cdc.gov/nhsn/hps/index.html>
- Quick Reference Guide: Reporting Up To Date COVID-19 Vaccination Status through the COVID-19 Vaccination Module  
<https://www.cdc.gov/nhsn/pdfs/covid19/quickreferenceguide-uptodateguidance-508.pdf>

