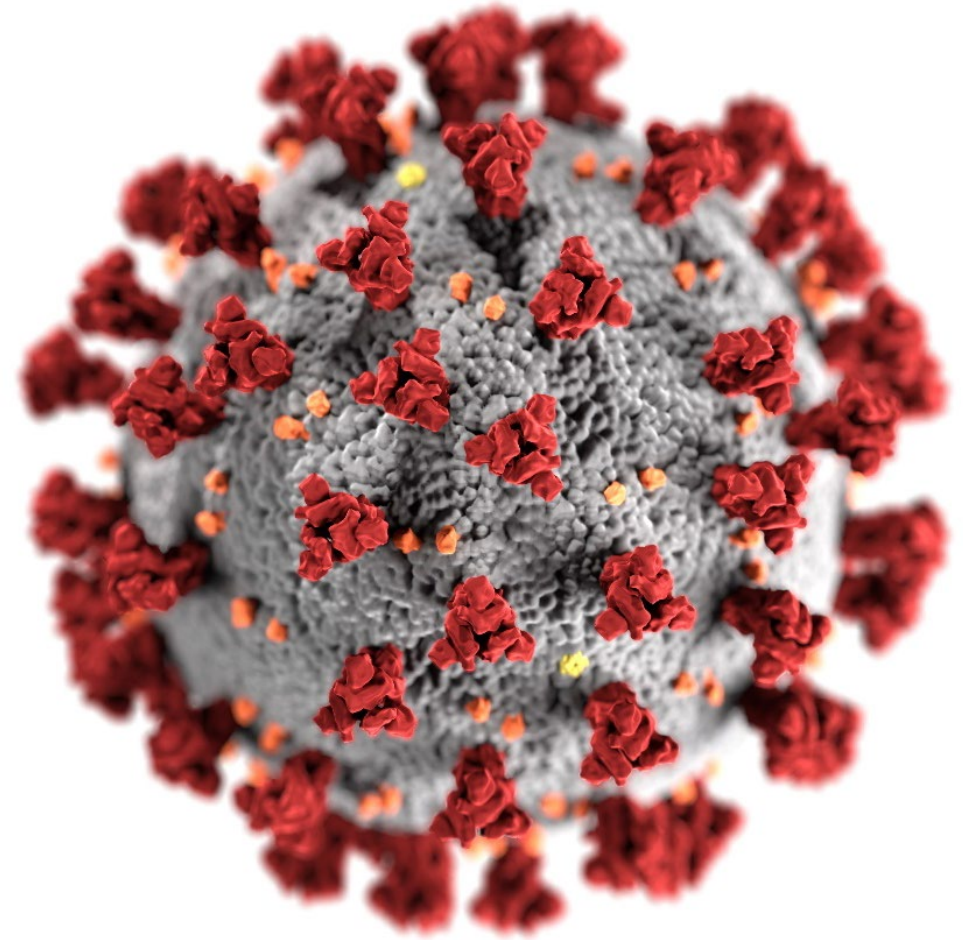


NHSN Person-Level (Event-Level) Vaccination Forms: General Training

National Healthcare Safety Network (NHSN)

December 2022



cdc.gov/coronavirus

Objectives

1. Review requirements for reporting person-level vaccination data
2. Provide overview of reporting person-level vaccination data
3. Discuss advantages to using the person-level vaccination form
4. Review frequently asked questions
5. Next steps



3 Options to Submit Weekly Vaccination Data

- Facilities will continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules. Data can be reported to these modules in three ways:
 - 1. Directly into the data entry screens of the COVID-19 Vaccination Modules
 - 2. Through .CSV upload into the Weekly COVID-19 Vaccination Modules
 - 3. As of March 28, 2022, long-term care facilities also have the option to use the person-level (event-level) COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.



Today we'll focus on #3, the Person-Level COVID-19 Vaccination Forms

- Facilities will continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules. Data can be reported to these modules in three ways:
 - 1. Directly into the data entry screens of the COVID-19 Vaccination Modules
 - 2. through .CSV upload into the Weekly COVID-19 Vaccination Modules
 - 3. As of March 28, 2022, long-term care facilities also have the option to use the person-level (event-level) COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.



Requirements to use Person-Level forms

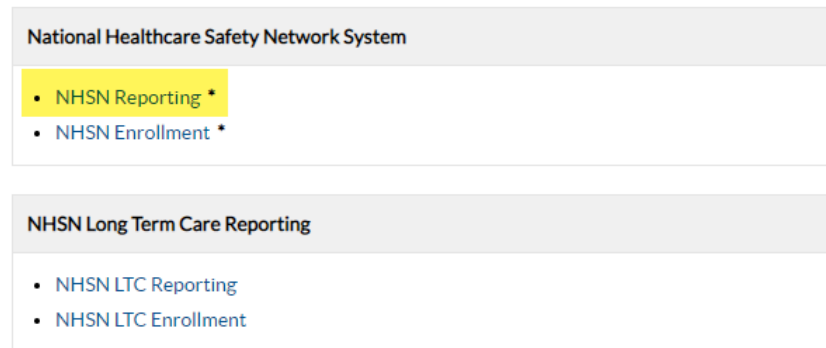


Who can Use the Person-Level (Event-Level) Forms

Must be SAMS Level 3 user

- To request level 3 access, please contact NHSN@cdc.gov and place in the subject line: SAMS Level 3 Access

NHSN Reporting: LTCF Component



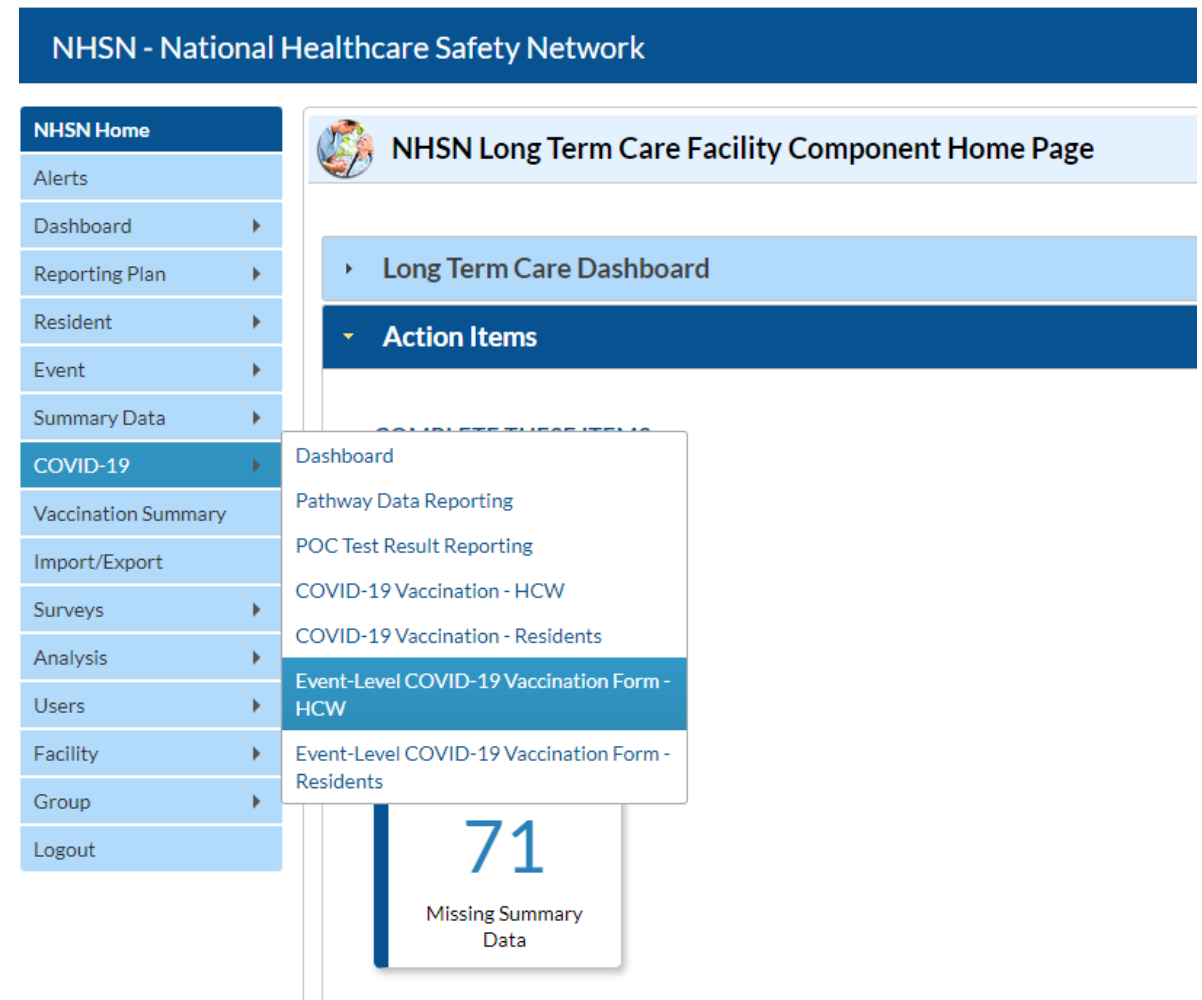
National Healthcare Safety Network System

- NHSN Reporting *
- NHSN Enrollment *

NHSN Long Term Care Reporting

- NHSN LTC Reporting
- NHSN LTC Enrollment

- Navigate to COVID-19 tab
- Select Event-Level COVID-19 Vaccination Form - HCW or Event-Level COVID-19 Vaccination Form - Residents



NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19**
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

NHSN Long Term Care Facility Component Home Page

- ▶ Long Term Care Dashboard
- ▼ Action Items

COMPLETE THESE ITEMS

- Dashboard
- Pathway Data Reporting
- POC Test Result Reporting
- COVID-19 Vaccination - HCW
- COVID-19 Vaccination - Residents
- Event-Level COVID-19 Vaccination Form - HCW**
- Event-Level COVID-19 Vaccination Form - Residents

71
Missing Summary Data



User Rights

- Enhanced security for person-level **staff** vaccination data.
 - If a user is not a facility administrator (FA) and submits person-level vaccination data for healthcare workers, the user must have the **‘Staff/Visitor- Add, Edit, Delete’** and **‘Staff/Visitor- view’** boxes checked under user rights in order to continue submitting person-level data.
 - An FA or a user with administrator rights can grant these additional rights to users.
 - FAs automatically have access to these data. Administrator and all rights does not default to include staff/visitor View or Add, Edit, Delete rights.



Administrators should Review User's Rights

- If users will submit person-level COVID-19 Vaccination data, the user must have 'Staff/Visitor- Add, Edit, Delete' and 'Staff/Visitor- view' rights as shown below:

Rights	Long Term Care Facility
Administrator	<input type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input checked="" type="checkbox"/>
View Data	<input checked="" type="checkbox"/>
Staff/Visitor - Add, Edit, Delete	<input checked="" type="checkbox"/>
Staff/Visitor - View	<input checked="" type="checkbox"/>



Person-Level (Event-Level) Vaccination Tool Overview



What are the Person-Level COVID-19 vaccination forms?

- The Person-Level COVID-19 Vaccination Form is an optional tool that can be used to report data to the Weekly Long-Term Care Healthcare Personnel (HCP) and Resident Vaccination Modules
- Data on individual residents and HCP are entered line by line in the optional Person-Level COVID-19 Vaccination tool
- **Makes reporting vaccination data easier and more efficient**



Changes in Reporting Definitions

- Definition of up to date for NHSN surveillance may change over time!
- Facilities should use the definitions outlined in the following document for each quarter:
 - [Understanding Key Terms and Up to Date Vaccination](https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-May2022-508.pdf)
(<https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-May2022-508.pdf>)
- Reporting periods for COVID-19 vaccination data
 - Quarter 2 of 2022 (May 30, 2022 [*NHSN release date*] – June 26, 2022)
 - Quarter 3 of 2022 (June 27, 2022 – September 25, 2022)
 - Quarter 4 of 2022 (September 26, 2022- December 25th, 2022)



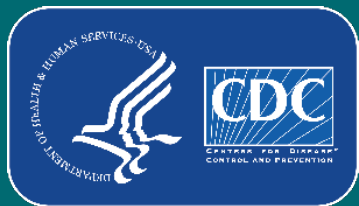
Changes in Reporting Definitions (cont.)

- Definition of up to date for NHSN surveillance may change
- Facilities should use the definitions outlined in [this document](#) for each quarter:
 - [Understanding Key Terms](#) (https://www.cdc.gov/nhsn/datacollection/ProDateGuidance-May2022.pdf)
- Reporting of Person-level data
 - Quarter 1 of 2022 [NHSN release date] – June 26, 2022)
 - Quarter 2 of 2022 (June 27, 2022 – September 25, 2022)
 - Quarter 3 of 2022 (September 26, 2022- December 25th, 2022)

The Person-level forms apply these definitions for you!



How to Enter Data: Person-Level (Event-Level) Vaccination Tool Overview



How to enter vaccination information for a new individual

Event-Level COVID-19 Vaccination Form - Residents

1 Add Row... View Reporting Summary & Submit... Upload CSV... Export CSV...

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Find...

Save Row

Required fields marked with *

Duplicate Row

+ 10153

+ 3638

+ 3639

+ 3639

+

Find. If the individual you are adding already has a record on the Resident screen (because they were previously entered on another event-level form such as POC, COVID-19 Event, LabID, or UTI), please use this feature to select this individual. This will auto-fill the following fields: identifier, first name, last name, gender, date of birth, ethnicity, and race. If the individual does not already have a record entered, a new record will be created on the Resident screen when you enter these fields using the +Add Row button and click save row.

Resident Last Name *	Gender **	Date of Birth **	Ethnicity **
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click **+ Add Row** button
- A yellow section at the top of the form will appear to enter this individual's data
- Start by selecting the "find" option to search for the person ID, or start typing in the ID if you already know it

Note: CSV upload also available



How to enter vaccination information for a new individual (cont.)

The screenshot shows a software interface with a table of individuals. The table has columns for Facility ID, ID, Last Name, First Name, Middle Name, and Date of Birth. The row for ID 2238, Last Name FREEMAN, First Name JUDY, and Date of Birth 07/13/1962 is highlighted in yellow. Below the table, there are 'Select' and 'Cancel' buttons. The 'Select' button is highlighted with a purple box.

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	DFDGDG	DFGD	GDGDFD		01/03/1950
14701	NEWRECORI	FGDF	DSDG		01/01/1950
14701	NEWRECORI	FGDF	DSDG		01/01/1950
14701	2238	FREEMAN	JUDY		07/13/1962
14701	PULL7410	JACKSON	JUNE		10/15/1977
14701	SUN258	LOWS	JIM		08/15/1982
14701	80005522	MASTERSON	ERICA		01/01/1950
14701	99805821	STRANGE	STEPHEN		01/01/1950
14701	10000000	WILLIAMS	SIMON		01/01/1950

- If the person ID **exists** within the NHSN list, select the individual in the pop-up window and click **select**
 - Demographic information will be filled in for you
- If the person is **not** in the NHSN list, click **cancel**
 - You will need to enter a new unique Identifier and demographic information



How to enter vaccination information for a new individual continued

- In this example, this resident was already on the NHSN list, so Identifier and demographics are filled in
- Enter vaccination information including dose dates and manufacturers (or date of declining or medical contraindication), and click **Save Row**

➔ Add Row... View Reporting Summary & Submit... ⏪ Upload CSV... ⏩ Export CSV... ⏩ Export SQL...

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race *
2238	JUDY	FREEMAN	Female ▾	07/13/1962	Hispanic or Latino	American Indian/Alas

Find...


Age	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vaccination series complete?	Medical contraindication date **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose type **	Additional/booster dose manufacturer name **
	11/02/2021	Moderna COVID-19 vaccin	11/23/2021	Moderna COVID-19 vaccin						07/03/2022	Booster Dose ▾	Pfizer-BioNTech COVID-19

Save Row Cancel



How to submit data to the weekly reporting form

- When all rows of data are entered and ready for submission, click the View Reporting Summary & Submit button

 Event-Level COVID-19 Vaccination Form - Residents

1 [Add Row...](#) [View Reporting Summary & Submit...](#) [Upload CSV...](#) [Export CSV...](#)

Required fields marked with * Conditionally required fields marked with **

Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **
	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x
<input type="checkbox"/>	10153	TESTFIRST	TESTLAST	Male	09/01/1986
<input type="checkbox"/>	3638	BUTL	JAY	Male	10/03/1943
<input type="checkbox"/>	3639	BUTLER	JAY	Female	10/03/1943
<input type="checkbox"/>	3639	BUTLER	JAY	Female	10/03/1943
<input type="checkbox"/>	3878EEE	BOOTS	EFF	Female	09/17/1948

Reporting Summary Screen: Residents

View Reporting Summary & Submit...

Select the week for submission

review totals

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
Event-Level Form	
Facility ID#:	30074
Vaccination type:	COVID19
Week of data collection first day (Monday):	9/19/2022 (Never submitted)
Week of data collection last day (Sunday):	09/25/2022

1

2

Cumulative Vaccination Coverage	
	All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	28
2. *Cumulative number of patients 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
2.2 *Any completed primary COVID-19 vaccine series	25
3. Cumulative number of residents in Question #1 with other conditions:	
3.1 *Medical contraindication or exclusion to COVID-19 vaccine	0
3.2 *Offered but declined COVID-19 vaccine	1
3.3 *Unknown COVID-19 vaccination status	0
4. *Cumulative number of residents with complete primary series vaccine in Question #2 who have received <u>any booster(s) or additional dose(s)</u> of COVID-19 vaccine since August 2021	15
4.1 Cumulative number of residents in Question #4 who have received only one booster dose of COVID-19 vaccine since August 2021	13
4.2 Cumulative number of residents in Question #4 who received <u>two or more booster doses</u> of COVID-19 vaccine, and the most recent dose was received since March 29, 2022	2
5. *Cumulative number of patients in question #2 who are up to date with COVID-19 vaccines. Please review the current definitions of up to date	10

1. Not eligible for submission using the event-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional event-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.
2. Only save and submit data via the event-level form for weeks with at least 1 day during the reporting week. If you do

Note: totals are calculated by the application! Users do not need to apply the up to date definitions themselves

3

Save and Submit Data Done

View 1 - 36 of 36



The Reporting Summary screen feeds the aggregate weekly vaccination form when you click save and submit!

Reporting Summary

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents

Event-Level Form

Facility ID#: 30074

Vaccination type: COVID19

Week of data collection first day (Monday): 9/19/2022

Week of data collection last day (Sunday): 09/25/2022

Cumulative Vaccination Coverage

1. *Number of residents staying in this facility for at least 1 day during the week of data collection: 28

2. *Cumulative number of patients 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

2.2 *Any completed primary COVID-19 vaccine series: 25

3. Cumulative number of residents in Question #1 with other conditions:

3.1 *Medical contraindication or exclusion to COVID-19 vaccine: 0

3.2 *Offered but declined COVID-19 vaccine: 1

3.3 *Unknown COVID-19 vaccination status: 0

4. *Cumulative number of residents 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:

4.1 Cumulative number of residents in Question #4 who have received only one booster dose of COVID-19 vaccine since August 2021: 15

4.2 Cumulative number of residents in Question #4 who received two or more booster doses of COVID-19 vaccine, and the most recent dose was received since March 29, 2022: 2

5. *Cumulative number of patients in question #2 who are up to date with COVID-19 vaccines. Please review the current definition of up to date: 10

Alert: Successfully saved. OK

Submit Data Done

feeds



Weekly Aggregate Form

Edit Vaccine Data

Flu Vaccine: Residents | Flu Vaccine: HCW | COVID-19 Vaccine: HCW | COVID-19 Vaccine: Residents

Resident COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

1. * Number of residents staying in this facility for at least 1 day during the week of data collection: 28

2. * Cumulative number of residents 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

2.2 * Any completed Primary COVID-19 vaccine series: 25

3. * Cumulative number of residents in Question #1 with other conditions:

3.1 * Medical contraindication to COVID-19 vaccine: 0

3.2 * Offered but declined COVID-19 vaccine: 1

3.3 * Unknown COVID-19 vaccination status: 0

4. * Cumulative number of residents 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:

4.1 * Cumulative number of residents in Question #4 who have received only one booster dose of COVID-19 vaccine since August 2021: 15

4.2 * Cumulative number of residents in Question #4 who received two or more booster doses of COVID-19 vaccine, and the most recent dose was received since March 29, 2022: 2

Question 5 asks about individuals who are up to date. Please review the current definition of up to date.

5. * Cumulative of residents in question #2 who are up to date with COVID-19 vaccines: 10

Adverse Events following COVID-19 Vaccine(s)



Week of data collection: statuses in drop-down menu

1. **Never submitted** = Data for that reporting week have never been submitted by any form/mechanism
2. **Not eligible for submission using the event-level form** = Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the standard Weekly Summary form or standard Weekly Summary CSV upload (i.e., NOT via person-level form or person-level CSV) are not eligible for submission using the person-level vaccination form

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
Event-Level Form	
Facility ID#:	55690
Vaccination type:	COVID19
Week of data collection first day (Monday):	11/14/2022
Week of data collection last day (Sunday):	7/11/2022 (Never submitted)
	7/18/2022 (Never submitted)
	7/25/2022 (Never submitted)
	8/1/2022 (Never submitted)
	8/8/2022 (Never submitted)
	8/15/2022 (Never submitted)
	8/22/2022 (Never submitted)
	8/29/2022 (Never submitted)
	9/5/2022 (Never submitted)
	9/12/2022 (Never submitted)
	9/19/2022 (Never submitted)
	9/26/2022 (Never submitted)
	10/3/2022 (Never submitted)
	10/10/2022 (Not eligible for submission using the event-level form)
	10/17/2022 (Never submitted)
	10/24/2022 (Changed since submitted using the event-level form)
	10/31/2022 (Changed since submitted using the event-level form)
	11/7/2022 (Changed since submitted using the event-level form)
	11/14/2022
	11/21/2022



Week of data collection: statuses in drop-down menu (cont.)

3. Changed since submitted using the event-level form = Data for this reporting week have potentially been modified since submitted; recommend resubmitting every few weeks

- We recognize this label is overly sensitive, and we are working on improvements for a future release

4. Blank/ no text next to date = You have already submitted data for this week using the Person-Level Form, and there have been no updates to the data since submission; no action needed.

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
Event-Level Form	
Facility ID#:	55690
Vaccination type:	COVID19
Week of data collection first day (Monday):	11/14/2022
Week of data collection last day (Sunday):	

11/14/2022

- 7/11/2022 (Never submitted)
- 7/18/2022 (Never submitted)
- 7/25/2022 (Never submitted)
- 8/1/2022 (Never submitted)
- 8/8/2022 (Never submitted)
- 8/15/2022 (Never submitted)
- 8/22/2022 (Never submitted)
- 8/29/2022 (Never submitted)
- 9/5/2022 (Never submitted)
- 1. 9/12/2022 (Never submitted)
- 9/19/2022 (Never submitted)
- 9/26/2022 (Never submitted)
- 10/3/2022 (Never submitted)
- 2. 10/10/2022 (Not eligible for submission using the event-level form)
- 10/17/2022 (Never submitted)
- 3. 10/24/2022 (Changed since submitted using the event-level form)
- 10/31/2022 (Changed since submitted using the event-level form)
- 11/7/2022 (Changed since submitted using the event-level form)
- 11/14/2022
- 4. 11/21/2022



CSV Upload (optional)

- CSV is an *optional* method to submit person-level data (person-level data can be entered and managed entirely in the application without using CSVs)
- New CSV templates and guidance documents posted on the [NHSN Weekly HCP & Resident COVID-19 Vaccination website](#)

Weekly HCP & Resident COVID-19 Vaccination

[Print](#)

Updated November 16, 2022

Long-term care facilities can track weekly COVID-19 vaccination data for residents and healthcare personnel (HCP) on the NHSN.

On This Page

[Protocol](#)

[Training](#)

[Data Collection Forms and Instructions](#)

[Weekly COVID-19 Vaccination Summary Data - CSV Data Import](#)

[Person-Level \(Event-level\) COVID-19 Vaccination Forms - Instructions and Guidance Documents](#)

[Person-Level \(Event-level\) COVID-19 Vaccination Data - CSV Data Import](#)

[Resources](#)

[Retired Quick Reference Guides](#)

Person-Level (Event-level) COVID-19 Vaccination Data - CSV Data Import

VARIABLE DESCRIPTION AND FILE LAYOUT FOR RESIDENTS AND HEALTHCARE PERSONNEL OF LONG-TERM CARE FACILITIES (LTCFS)

[Variable description and file layout for event-level \(person-level\) vaccination forms](#) [PDF - 213 KB] - October 2022

CSV TEMPLATES AND EXAMPLES FILES FOR RESIDENTS OF LONG-TERM CARE FACILITIES (LTCFS)

[.CSV File Template for LTCF Residents](#) [XLS - 17 KB] - October 2022

[Example .CSV File for LTCF Residents](#) [XLS - 18 KB] - October 2022

CSV TEMPLATES AND EXAMPLES FILES FOR HEALTHCARE PERSONNEL OF LONG-TERM CARE FACILITIES (LTCFS)

[.CSV File Template for LTCF HCP](#) [XLS - 17 KB] - October 2022

[Example .CSV File for LTCF HCP](#) [XLS - 18 KB] - October 2022

CSV Upload: use the Variable description and file layout for event-level (person-level) vaccination forms PDF as a guide

- Found in same location as CSV files
- Use the variable description and file layout for residents and healthcare personnel of Long-term Care Facilities (LTCFs) document to assist with defining and entering each variable in the CSV template

Person-Level (Event-level) COVID-19 Vaccination Data - CSV Data Import

VARIABLE DESCRIPTION AND FILE LAYOUT FOR RESIDENTS AND HEALTHCARE PERSONNEL OF LONG-TERM CARE FACILITIES (LTCFS)

[Variable description and file layout for event-level \(person-level\) vaccination forms](#) [PDF – 213 KB] – October 2022

Please refer to the tables below for complete information on the variables included on .CSV templates for Event-Level COVID-19 Vaccination Forms for Residents and HCW (Long term Care Component). These are accurate as of NHSN Release 10.1.5 (September 2022).

Importing via .csv file Event-Level COVID-19 Vaccination Form- Residents - LTC Component				
Table 1: NHSN Event-Level COVID-19 Vaccination Form- Residents Import File Format				
Field	Requirement	Values	Format	Description of Field
orgID	Required	-	must be a whole number	Must be a valid NHSN Facility ID (organization identifier)
resID	Required	-	Character (15)	Resident identifier - a unique identifier for the individual, assigned by your facility
dob	Required	MM/DD/YYYY	Datetime	Resident Date of Birth
Resgender	Conditionally required <ul style="list-style-type: none"> Required for new records entered on or after 9/12/22. Optionally required for modification to existing records during 9/12/22-10/23/22. Required for all records beginning 10/24/22 	F M O	Character (1)	Resident Gender F – Female M – Male O – Other/Unknown
resethnicity	Conditionally required	HISP	Character (6)	Resident Ethnicity



CSV Upload continued

- You can also export the data (or just the column headers if no data are entered) to a CSV and use this as a template!

Healthcare Safety Network (nhsn1014-6bd5fb5c4f-sswx:80)



Event-Level COVID-19 Vaccination Form - HCW

+ Add Row...

View Reporting Summary & Submit...

^ Upload CSV...

^ Export CSV...

Required fields marked with * Conditionally required fields marked with **

Duplicate

Unique HCP Identifier (DOB

HCP Start of

HCP End of

Advantages and user feedback



Advantages:

- The application calculates and enters the weekly totals for you
- The application determines who is up to date based on vaccination dates and reporting week
- The application links COVID-19 vaccination records to other person-level records in NHSN, like the Event-Level COVID Forms and the POC Tool
- Helps users organize and manage their facility's data
- Opportunity to contribute to rich data source that can be used to inform national COVID-19 public health prevention and response
- Expanded participation provides opportunities for analyses and publications specific to unique population



User testimonials – Person-Level Vaccination Tool

- *“For what it’s worth, I believe it should be made mandatory. There will be wailing and gnashing of teeth at first, but the non-event level method is extremely hard to track, especially with high turnover rates. They’ll learn to love it like I did in the long run.”* -NHSN User
- *“I absolutely love this new process.”* -NHSN User
- *“I like them because I can now go on vacation, and all my assistant has to do is get on and push a button, as long as nothing changes!!!”* -NHSN User
- *“The event level makes reporting to much easier.”* -NHSN User



User testimonials – Person-Level Vaccination Tool (cont.)

- *“Not a question but a comment, just wanted to say the hardest part of using the event level forms are putting the information in, once you have all your information on the form the only thing you have to do each week is make any changes that took place and submit. This has saved me a tremendous amount of time each week. Thank you!!!”* -NHSN User
- *“This has been a wonderful upgrade! Thanks!”* -NHSN User
- *“We started using the Event level form, which is great.”* -NHSN User
- *“I worked on entering our resident vaccination data for the new event level reporting this past week. I was pretty excited when I clicked on the button to submit my vaccination reporting for the week.”* -NHSN User
- *“THANK YOU so much for providing a simplified version of the reporting”* - NHSN User



FAQs



Do I have to submit every time I add or modify the person-level vaccination data, or just once per week?

- You should review data and submit for all weeks with updated or newly entered data **at least once per week**.
- Please note that if you do not click “View Reporting Summary & Submit”, and click “Save and Submit Data”, these data will not be saved to the weekly COVID-19 vaccination modules.



Is reporting completed automatically based on the data entered the Person-Level COVID-19 Vaccination Forms or do I still have to submit the weekly vaccination reporting?

No. Facilities must submit the data each week by clicking the “View and Reporting Summary & Submit” button, selecting the week you want to submit data for, and clicking “Save & Submit Data”.

➤ Add Row... **View Reporting Summary & Submit...** ➤ Upload CSV... ➤ Export CSV...

Required fields marked with * Conditionally required fields marked with **

Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **
+ + + + + + +					



How to confirm that the person-level data were submitted to the aggregate weekly reporting form?

- After submitting for the week(s) of interest, you can navigate to the Vaccination Summary tab to confirm that all weeks were successfully submitted to the aggregate weekly reporting form
 - Complete weeks will appear green in the calendar view

◀ 📅 ▶ 29 August 2022 - 09 October 2022

Record Complete Record Incomplete

Weekly Vaccination Calendar

09/05/2022 (Monday) - 09/11/2022 (Sunday)

- ✔ COVID-19: HCW
- ✔ COVID-19: Residents

09/12/2022 (Monday) - 09/18/2022 (Sunday)

- ⊗ COVID-19: HCW
- ✔ COVID-19: Residents

What if I need to update a record I previously entered?

- Previously entered records can be updated directly in the NHSN person-level vaccination form
- Click the cell that needs to be updated and enter the changes or the new information directly into the cell
- Be sure to click out of the cell(s) modified and then click “view reporting summary and submit” to submit the newly updated information for all weeks impacted by a change!

[Add Row...](#) [View Reporting Summary & Submit...](#) [Upload CSV...](#) [Export CSV...](#)

Required fields marked with * Conditionally required fields marked with **

Discharge Date	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vaccination series complete?	Medical contraindication date **	Declination date **	
2022	02/02/2022	Pfizer-BioNTech COVID-19	02/16/2022	Pfizer-BioNTech COVID-19	Yes		01/20/2022	O
2021	04/21/2022	Pfizer-BioNTech COVID-19	<input type="text"/>		No			

Sep 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



How do I eliminate staff from the form who no longer work for us? Or residents who were discharged?

- Add an end date on their row (staff) or a discharge date (residents).
- If there is an end date or discharge date, that individual will not contribute to weekly summary counts for any weeks AFTER the end date.
- Tip: Sort the rows by end date or discharge date so that all individuals with an end date will be grouped at the bottom.

Required fields marked with * Conditionally required fields marked with **



Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resident Discharge Date
ABREAK	Male	08/30/1940	Hispanic or Latino	White	12/08/2021	<input type="text"/>

Sep 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

What if a resident is discharged and then later re-admitted (after more than 1 week)?

1. Enter the discharge date when they are discharged (to home, hospital, or elsewhere, even if bed hold in place)
2. If they are re-admitted after 1 week or more, find the resident in the vaccination data
3. Click the + button to duplicate the row (this copies all cells except start and end date)
4. In the new row, add the new admission date
5. Ensure the vaccination info. is up to date and click save row

5.  

Required fields marked with * Conditionally required fields marked with **

Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	
3. +	1003	CASSIE	PATIENT 2.	Female	06/10/1959	Hispanic or Latino	Black
+ (blurred)	(blurred)	(blurred)	(blurred)	(blurred)	(blurred)	(blurred)	(blurred)

Duplicate row. Use this feature if the resident leaves the facility for any reason for >1 week. When they return, duplicate their row, and enter a new admit date, which is the day they return to the facility. On their prior row, enter a discharge date, which is the last day they were in the facility before they left.

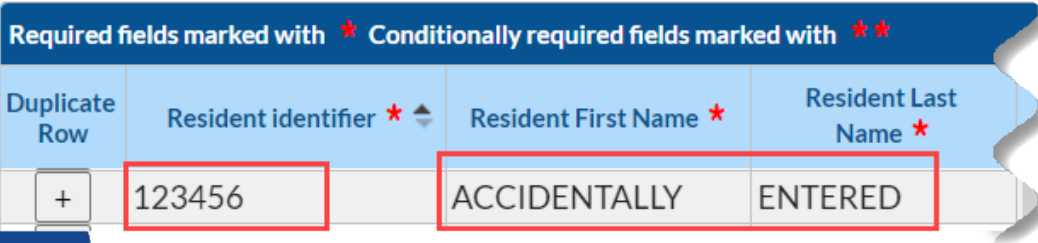


What if a resident or HCP leave the facility and later return?

	Residents	Healthcare Personnel
Add end date and create new row (using + button to duplicate row) if:	<p>Re-admitted after more than 1 week (7 days)</p> <p>New admission date must be more than 1 week later than prior row's discharge date</p>	<p>Returns to work after more than 2 weeks (14 days)</p> <p>New start date must be more than 2 weeks later than prior row's end date</p>
Include on same row if:	<p>Re-admitted within 1 week (7 days)</p> <p>If you entered a discharge date and they returned within 1 week, simply remove the discharge date and re-save the row.</p>	<p>Returns to work within 2 weeks (14 days)</p> <p>If you entered an end date and they returned within 2 weeks, simply remove the end date and re-save the row.</p>

If I accidentally enter an incorrect row, can the row be deleted?

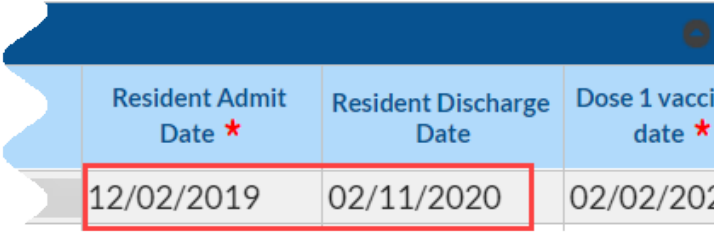

- No. Once data are entered and saved, the row cannot be deleted
- However, data can be updated after the row is saved
- We recommend that you:
 - Edit/repurpose the row, or
 - Change discharge/end date to a date before event-level forms can be used to submit data (i.e., before 2022)
 - Also, change the identifier, and add a note in the comments



Required fields marked with * Conditionally required fields marked with **

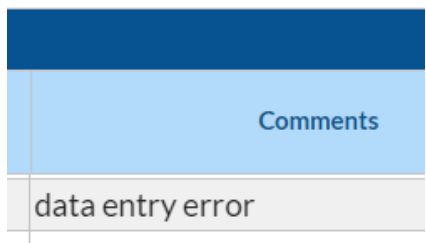
Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *
+	123456	ACCIDENTALLY	ENTERED

New identifier New name



Resident Admit Date *	Resident Discharge Date	Dose 1 vaccine date *
12/02/2019	02/11/2020	02/02/2022

Admit & discharge dates before 2022



Comments
data entry error

Comment added

Can I sort the columns on this form? I find it helpful to be able to sort by last name or by HCP category.

- Yes! Click any column to sort in ascending order. Click the same column again to sort in descending order.
- You can also search and filter each column when there are more than 10 rows.

Event-Level COVID-19 Vaccination Form - HCW

← Add Row... View Reporting Summary & Submit... Upload CSV... Export CSV...

Required fields marked with * Conditionally required fields marked with **

Duplicate Row	Unique HCP Identifier (DOB, License #, etc.) *	HCP First Name *	HCP Last Name ↕	Gender **	Date of Birth **	Ethnicity **	Race **	HCP Start of Employment Date *	H Empl
+	AB187	ABBY	BO	Female	01/01/1942	Not Hispanic or Not Lat	Asian	01/01/1991	
+	AB197	APPLE	BREAD	Male	01/01/1940	Not Hispanic or Not Lat	Asian	01/01/1990	
+	DFDFF	ETDG	DFGD	Female	01/02/1954	Hispanic or Latino	American Indian/Alaska Native	01/01/2022	0:
+	DFGFD	GDFDG	DFGGDF	Male	09/06/2003	Declined to respond	White	01/01/2022	
+	123456	ACCIDENTLY	ENTERED	Male	03/05/1982	Not Hispanic or Not Lat	Black or African American, Native Hawaiian/	04/06/2016	0:
+	GFDG	FDGFD	FDG	Female	09/04/2003	Hispanic or Latino	White	01/01/2022	
+	1V2TESTV3	FDFDDF	FDGDDF	Female	09/05/2006	Not Hispanic or Not Lat	Asian	01/16/2022	
+	981787	LASHAUN	FOLK	Female	06/04/1973	Not Hispanic or Not Lat	Black or African American	01/01/2022	0:
+	FFD	FDGDD	GDFFD	Male	09/02/2004	Not Hispanic or Not Lat	Unknown	01/01/2022	0:
+	SREFDS	GDF	GFDGD	Female	10/20/1991	Hispanic or Latino	White	01/01/2022	0:
+	ST6767	TEST	HER	Female	03/10/1993	Not Hispanic or Not Lat	Black or African American	09/01/2022	

Click the text in the column header to sort

Type in the box to search or filter

What if someone's vaccination status changes over time?

- This is common, and these forms were built to document these changes over time!
- Example: Resident was admitted on 7/21/2022, and vaccination status was unknown.
 - Unknown vaccination status date of 7/21/2022 entered

1.

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resident Discharge Date	Unknown COVID-19 vaccination status Date **
1004	Jodi	Holbert	Male	06/11/1958	Not Hispanic or Not	Asian	07/21/2022		07/21/2022



What if someone's vaccination status changes over time? (cont.)

- You learn that the resident is unvaccinated and offer vaccination. They decline on 7/25/2022.
 - **Add** this declination date to the resident's existing row
 - Do NOT delete the 7/21/2022 unknown status date

Resident identifier *	Resident First Name *	Resident Last Name *	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/dose date
1004	Jodi	Holbert	07/25/2022	Other	07/21/2022	

The table shows a resident with ID 1004, name Jodi Holbert. The 'Declination date' column (labeled '2.') contains '07/25/2022', and the 'Unknown COVID-19 vaccination status Date' column (labeled '1.') contains '07/21/2022'. The 'Declination date' cell is highlighted with a red border.

What if someone's vaccination status changes over time? (continued)

Resident identifier *	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **
1004	Jodi	Holbert	08/22/2022	Moderna COVID-19 vaccine	07/25/2022	Other	07/21/2022

- The resident decides to get vaccinated on 8/22/2022. Add this information to existing row.
- The resident now has 3 different statuses over time recorded:
 - Unknown from 7/21/2022 – 7/24/2022
 - Declined from 7/25/2022 – 8/21/2022
 - Vaccinated with dose 1 (partially vaccinated) beginning on 8/22/2022



How do I enter a resident who received primary series, 2 original monovalent boosters, and 1 updated (bivalent) booster?

- Enter their ID, demographics, and vaccines received
- In this example, a resident received:
 - Dose 1 Moderna on 3/2/2021
 - Dose 2 Moderna on 3/23/2021
 - Additional/booster dose of Pfizer on 10/28/2021 (first booster dose)
 - Type = Booster (this is the default)
 - Booster dose 2 of Pfizer on 5/30/2022
 - Booster dose 3 of Updated (Bivalent) Pfizer booster on 11/14/2022

Fields marked with * Conditionally required fields marked with **					
Resident Admit Date *	Resident Discharge Date	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **
07/04/2022		03/02/2021	Moderna COVID-19 vaccine	03/23/2021	Moderna COVID-19 vaccine

Additional/booster dose date **	Additional/booster dose type **	Additional/booster dose manufacturer name **	Booster dose 2 vaccination date	Booster dose 2 vaccine manufacturer name	Booster dose 3 vaccination date	Booster dose 3 vaccine manufacturer name
10/28/2021	Booster Dose	Pfizer-BioNTech COVID-19	05/30/2022	Pfizer-BioNTech COVID-19	11/14/2022	Updated (Bivalent) Pfizer Booster



Resources




Resources: Person-Level (Event-Level) COVID-19 Vaccination Forms

- All resources: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>
 - [Training](#)
 - [Person-Level \(Event-level\) COVID-19 Vaccination Forms - Instructions and Guidance Documents](#)

Person-Level (Event-level) COVID-19 Vaccination Forms - Instructions and Guidance Documents

INSTRUCTIONS FOR REPORTING PERSON-LEVEL (EVENT-LEVEL) VACCINATION DATA

[Person-Level \(Event-Level\) Vaccination Form Table of Instructions: Healthcare Personnel](#)  [PDF – 333 KB] – October 2022

[Person-Level \(Event-Level\) Vaccination Form Table of Instructions: Residents](#)  [PDF – 330 KB] – October 2022

[Event Level COVID-19 Vaccination Form Quick Reference Guide](#)  [PDF – 1 MB] – April 2022

[1 Pager: NHSN Event-Level COVID-19 \(Person-Level\) Forms](#)  [PDF – 209 KB] – June 2022

Comprehensive How-To Guide coming soon! Check back here for updates.

- [Person-Level \(Event-level\) COVID-19 Vaccination Data - CSV Data Import](#)



Questions or Need Help?

E-mail user support at: nhsn@cdc.gov

Please write '*Person-Level COVID-19 Vaccination Form*' in the subject line of the e-mail along with your facility type

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

