

Review of COVID-19 Vaccination Modules: Frequently Asked Questions and Data Entry

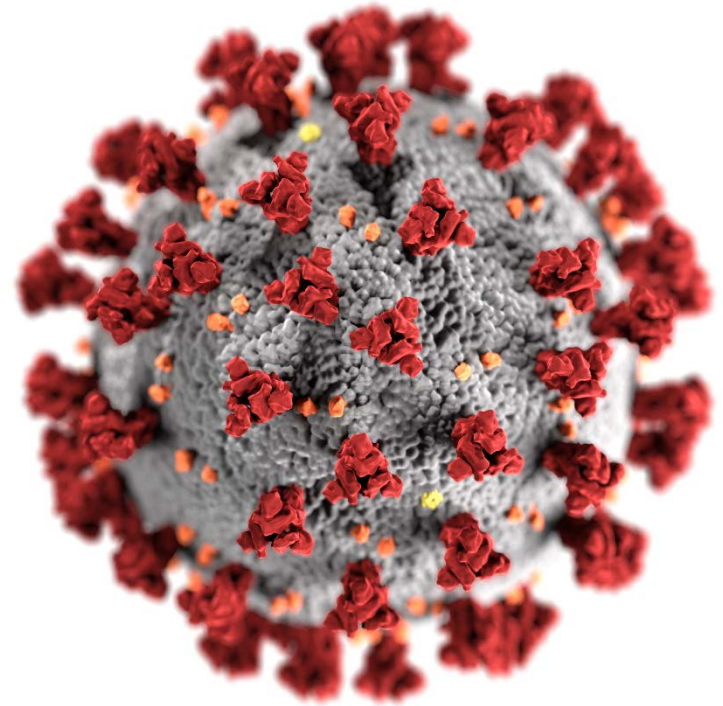
Long-term Care Facilities

Division of Healthcare Quality Promotion

Immunization Services Division

Centers for Disease Control and Prevention (CDC) COVID-19 Vaccine Task Force

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cdc.gov/coronavirus

Objectives

- Review frequently asked questions
- Go over data entry topics
- Highlight training resources



General Questions



General Questions

■ How should facilities report cumulative data?

- Report the total number of individuals at the facility for that week.
- Then, of these individuals, report the number who have ever received COVID-19 vaccination (at that facility or elsewhere) since it became available in December 2020.
 - Do not limit reporting to just the individuals who were vaccinated that week; instead, report the cumulative total of all individuals vaccinated to date.
- **Example:**
 - 50 healthcare personnel received only dose 1 of the *Moderna* COVID-19 vaccine during the first week of reporting.
 - During the second week, 5 more healthcare personnel received only dose 1 of the *Moderna* COVID-19 vaccine.
 - » Therefore, the facility should report that 55 individuals received only dose 1 of the *Moderna* COVID-19 vaccine by the end of the second week.



General Questions (cont.)

- **What if there are no changes to my data from one week to the next?**
 - If there are no changes to your data (for example, there are not any changes in the number of individuals and their vaccination status), then report the same numbers as the previously reported week.
 - Because there could be new healthcare personnel or residents joining or leaving the facility, vaccination coverage could change week by week even though no new vaccines are given.
 - **Example:**
 - During week one, there were 100 residents at the facility, all of whom received a 2-dose vaccine series
 - During week two, 5 more residents joined the facility; however, these residents have never received any doses of the COVID-19 vaccine

General Questions (cont.)

- **Which healthcare personnel should I include in the weekly COVID-19 vaccination data?**
 - Report data on healthcare personnel who were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection, regardless of clinical responsibility or patient contact.
 - **Example A:** Nurse Dee works each Monday for 8 hours and on each Wednesday for 4 hours within the same reporting week at the facility.
 - **Example B:** Pharmacist John is scheduled to work in the facility each Monday, Wednesday, and Friday of the same reporting week.

General Questions (cont.)

- Should employees who always work off-site, remotely, or out-of-state, such as employees practicing telemedicine, be included in our data reports?
 - No. Only healthcare personnel who are eligible to physically work at the healthcare facility are included.
 - **Example:** Caroline consults on healthcare issues for the facility each week but does solely via conference calls as she lives in another state.



General Questions (cont.)

- **If an individual works at multiple facilities, does each facility need to report vaccination data for this individual through NHSN?**
 - Yes. These reports describe vaccination rates among individuals working at a specific facility, so all eligible individuals must be counted at each facility where they work during the week of data collection.
 - **Example:** If an individual is scheduled to work at least 1 day each week at three separate facility locations, then that individual would be included in the data for each facility.



General Questions (cont.)

- **How should we categorize an individual who received a COVID-19 vaccine that is not Food and Drug Administration (FDA) approved or authorized?**
 - Individuals who received all recommended doses of a COVID-19 vaccine that is neither approved nor authorized by FDA but listed for emergency use by the World Health Organization (WHO) should be counted in the “Unspecified Manufacturer” category (question 2.99), if they provide documentation of vaccination.
 - Refer to [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#) for the complete list of COVID-19 vaccines that have received an emergency use listing from WHO.



General Questions (cont.)

- **How do I categorize an individual who was granted a religious or personal belief exemption to COVID-19 vaccination according to their facility's policy?**
 - An individual who declines to receive vaccination for any reason other than the medical contraindications listed in Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States should be categorized as **declined** to receive COVID-19 vaccination for question 3.2. This is true even if your facility permits religious or philosophical exemptions for COVID-19 vaccination.



General Questions (cont.)

- How should my facility determine who is considered eligible for an additional dose or booster dose at this time?
 - Facilities should refer to the [CDC's Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States](#) to determine individuals who are eligible to receive additional doses or boosters after receiving an initial completed vaccination series. **As of November 2021, individuals eligible to receive an additional or booster dose include the following:**

Category	Primary Vaccine Series	Time Since Primary Vaccine Series Completion	Eligible for
Moderately and severely immunocompromised people	mRNA	≥2 weeks	Additional dose
Persons aged ≥18 years who received a Janssen primary series	Janssen	≥2 months	Booster dose
Persons aged ≥ 18 years	mRNA	≥6 months	Booster dose



General Questions (cont.)

- **How should my facility update the facility administrator in NHSN?**
 - NHSN Facility Administrator should transfer role to another user prior to leaving the facility.
 - NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility.
 - Do **not** re-enroll the facility in NHSN
 - Complete NHSN Facility Administrator Change Request form online
 - <https://www.cdc.gov/nhsn/facadmin/index.html>
 - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process.



General Questions (cont.)

- **What level of Secure Access Management Services (SAMS) access do long-term care facilities need to report COVID-19 vaccination data through NHSN?**
 - Long-term care facilities can currently access the NHSN COVID-19 Vaccination Modules with Level 1 SAMS access
 - Level 1 access is an interim measure with limited access to the NHSN application
 - Facilities are encouraged to obtain Level 3 access once Level 1 registration is completed
 - The difference between Level 3 and Level 1 is data security safeguards, as Level 3 provides a more secure data upload
 - If your facility does not have a Level 3 user, please follow these instructions to increase your access to Level 3: [Increasing LTCF SAMS Level Access to NHSN | NHSN | CDC](#).
 - NHSN strongly encourages all facilities to have at least two users with Level 3 access.



Categorizing Healthcare Personnel



Healthcare Personnel Categories

- **Which healthcare personnel should I include in the weekly COVID-19 vaccination data?**
 - **Four main categories**
 - **Employee healthcare personnel**
 1. Employees (staff on facility payroll)
 - **Non-Employee healthcare personnel**
 2. Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants
 3. Adult students/trainees & volunteers
 4. Other contract personnel

Note: Please refer to the tables of instructions:

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



Employees (staff on facility payroll)

- **Should I count employees who do not provide direct care to residents but physically work in the building?**
 - **Example A:** Environmental services employees who regularly work in the facility each week but do not provide direct resident care are counted in the data.
 - **Example B:** Front desk staff who are employees and provide a service within the facility but do not provide direct resident care are counted in the data.



Employees (staff on facility payroll, cont.)

- How should we categorize employees who work on a pro re nata (PRN) basis?
 - **Example A:** If PRN employee A works every Tuesday of each week, then that individual will be included in question #1 for the current reporting week.
 - **Example B:** If PRN employee B works once every 4-6 weeks, then this individual will not be included in question #1 for the current reporting week.



Employees (staff on facility payroll, cont.)

- **How should we categorize employees who are on vacation or leave?**
 - Include individuals even if they are on temporary leave during the week of data collection. Temporary leave is defined as less than or equal to 2 weeks in duration.
 - **Example A:** If Susan is on maternity leave for three months, then she should not be included in question #1 for the current week of data collection.
 - **Example B:** If John, the facility administrator, is on medical leave for less than a week, then he should be included in question #1 for the current week of data collection.



Non-employee Healthcare Personnel



Licensed Independent Practitioners

- **Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants**
 - *Required.* Defined as 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.
 - Advanced practice nurses include nurse practitioners, nurse midwives, clinical nurse specialists, and nurse anesthetists.

Note: Please refer to the tables of instructions:

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



Licensed Independent Practitioners (cont.)

- **Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants**
 - **Example:** If a physician comes into Facility A each week and is not paid directly by the facility, the physician will be counted in the licensed independent practitioner category.
 - **Example:** If an advanced practice nurse comes into Facility A each week and is not paid directly by the facility, the advanced practice nurse will be counted in the licensed independent practitioner category.



Adult Students/Trainees & Volunteers

- **Adult students/trainees & volunteers**
 - *Required.* Defined as medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that 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.



Adult Students/Trainees & Volunteers (cont.)

- **Example A:** Joe is an adult student who is not directly employed by the facility but performs rounds on residents at least one day each week; therefore, Joe would be included in the data.
- **Example B:** Carrie is a volunteer not directly employed by the facility but performs clerical tasks at the front desk at least one day each week; therefore, Carrie would be included in the data.



Other Contract Personnel

- **Other Contract Personnel**

- *Required.* Defined as persons providing care, treatment, or services at the facility through a contract who do not meet the definition of any other required denominator category.



Other Contract Personnel (cont.)

- **Example A:** Mary is paid through a contract. She works in the facility as a non-advanced practice nurse twice a week. Therefore, Mary would be included in the other contract personnel category.
- **Example B:** John is paid through a contract. He works in the facility as a speech therapist once a week. Therefore, John would be included in the other contract personnel category.



Other Notes

- **Should I include vendors or sales representatives in my data?**
 - No. Vendors are not considered to be healthcare personnel for the purposes of NHSN COVID-19 vaccination summary data reporting since the primary role of vendors is to sell a product or service to the facility rather than to provide care or services to patients.



Data Entry – Common Errors and Questions



Data Entry for COVID-19 Vaccination Data

(1) Direct entry in data collection form

The screenshot shows a web-based data collection form titled "Resident COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities". The form is divided into several sections:

- Header:** "COVID-19 Vaccine: HCW" and "COVID-19 Vaccine: Residents".
- Facility Information:** Date Created, Facility ID (14025), Vaccination type (COVID19), Facility CCN # (ILYI000000), Week of Data Collection (10/04/2021 - 10/10/2021), and Date Last Modified.
- Cumulative Vaccination Coverage:**
 - 1. Number of residents staying in this facility for at least 1 day during the week of data collection.
 - 2. Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020.
 - 3. Cumulative number of residents 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.
 - 4. Cumulative number of residents in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine.
 - 5. Cumulative number of residents in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/19/2021.
- COVID-19 Vaccine(s) Supply:** A section with a note about contacting state or local health jurisdiction if there is insufficient supply.
- Availability of Vaccine:**
 - 6.1 Is your facility enrolled as a COVID-19 vaccination provider? (Yes/No)
 - 6.2 Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week? (Yes/No)

Buttons for "Save" and "Cancel" are at the bottom right.

(2) .CSV data upload (by facility or group)

The screenshot shows the "Vaccination Summary Data" interface. It includes a header with a "Vaccination Summary Data" title and a "Click a cell to begin entering data for the week which counts are reported." instruction. Below this is a "Weekly Vaccination Calendar" for the period "27 September 2021 - 07 November 2021". The calendar shows three weeks of data entry:

- 09/27/2021 (Monday) - 10/03/2021 (Sunday): COVID-19: HCW (Record Complete), COVID-19: Residents (Record Complete).
- 10/25/2021 (Monday) - 10/31/2021 (Sunday): COVID-19: HCW (Record Complete), COVID-19: Residents (Record Incomplete).
- 11/01/2021 (Monday) - 11/07/2021 (Sunday): (Record Incomplete).

A legend indicates "Record Complete" (dark green) and "Record Incomplete" (light green). At the bottom left, there is a yellow-bordered button labeled "Upload CSV...".

[Group LTCF How to Upload COVID19 CSV Data Files September 10.0 092021 \(cdc.gov\)](#)



Help! I'm receiving this error and I don't know what it means.

HCP Form

Error

The sum of HCP reported for questions 2 and 3 must be equal to the number of HCP reported for question 1 for category Employees (staff on facility payroll).

OK

Resident Form

Error

The sum of cumulative number of residents received COVID-19 vaccines(s) and cumulative number of residents with other conditions must equal Number of residents staying in this facility for at least 1 day during the week of data collection

OK



Tips for Data Entry (Q1 – Q3)

- The sum of individuals reported in question 2 (2.1-2.99) and question 3 (3.1-3.3) must **equal** the total number of individuals reported in question 1.
 - Do not use the “Any completed COVID-19 vaccine series” total for question 2
 - Manually sum the values entered for all fields in question 2 (2.1 – 2.99)
 - For healthcare personnel data collection form, this applies to each healthcare personnel category or column



Tips for Data Entry (Q1 – Q3) (cont.)

- Example:



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

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

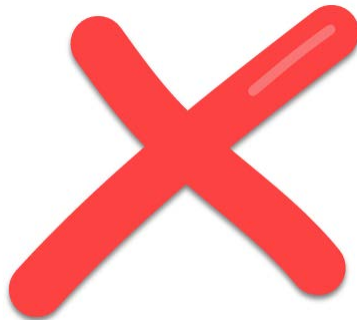
Date Created: 10/25/2021 10:48AM
 *Facility ID: 14025 *Vaccination type: COVID19 Facility CCN #: IUY1000000
 *Week of Data Collection: 10/11/2021 - 10/17/2021 *Date Last Modified: 10/25/2021 10:48AM

	Cumulative Vaccination Coverage					
			Healthcare Personnel (HCP) Categories			
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
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	300	350	100	100	100	50
2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
Add vaccine:						
<input checked="" type="checkbox"/> 2.1 *Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	2	3	1	1	0	1
<input checked="" type="checkbox"/> 2.2 *Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	3	3	1	1	1	0
<input checked="" type="checkbox"/> 2.3 *Only dose 1 of Moderna COVID-19 vaccine	3	3	1	1	1	0
<input checked="" type="checkbox"/> 2.4 *Dose 1 and dose 2 of Moderna COVID-19 vaccine	3	3	1	1	1	0
<input checked="" type="checkbox"/> 2.5 *Dose of Janssen COVID-19 vaccine	1	1	0	0	1	0
<input checked="" type="checkbox"/> 2.99 Complete COVID-19 vaccination series: unspecified manufacturer	0	0	0	0	0	0
*Any completed COVID-19 vaccine series	7	7	2	2	3	0
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	15	15	5	5	5	0
3.2 *Offered but declined COVID-19 vaccine	0	0	0	0	0	0
3.3 *Unknown COVID-19 vaccination status	273	322	91	91	91	49
4. *Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	0	0	0	0	0	0
5. *Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:						
<input checked="" type="checkbox"/> 5.1 *Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	0	0	0	0	0	0
*Any Additional dose or booster of COVID-19 vaccine series	0	0	0	0	0	0



Tips for Data Entry (Q1 – Q3) (cont.)

- Example:**



COVID-19 Vaccine: HCW		COVID-19 Vaccine: Residents				
Healthcare Personnel COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities						
Date Created: 10/25/2021 10:48AM		Facility ID: 14025		*Vaccination type: COVID19		Facility CCN #: IUY1000000
*Week of Data Collection: 10/11/2021 - 10/17/2021		*Date Last Modified: 10/25/2021 10:48AM				
	Cumulative Vaccination Coverage					
	Healthcare Personnel (HCP) Categories					
	Employee HCP		Non-Employee HCP			
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
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	300	350	100	100	100	50
2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020:	Add vaccine: <input type="text"/>					
2.1 *Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	2	3	1	1	0	1
2.2 *Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	3	3	1	1	1	0
2.3 *Only dose 1 of Moderna COVID-19 vaccine	3	3	1	1	1	0
2.4 *Dose 1 and dose 2 of Moderna COVID-19 vaccine	3	3	1	1	1	0
2.5 *Dose of Janssen COVID-19 vaccine	1	1	0	0	1	0
2.99 Complete COVID-19 vaccination series: unspecified manufacturer	0	0	0	0	0	0
*Any completed COVID-19 vaccine series	7	7	2	2	3	0
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	15	15	5	5	5	0
3.2 *Offered but declined COVID-19 vaccine	0	0	0	0	0	0
3.3 *Unknown COVID-19 vaccination status	273	322	91	91	91	49
4. *Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	0	0	0	0	0	0
5. *Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:	Add vaccine: <input type="text"/>					
5.1 *Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	0	0	0	0	0	0
*Any Additional dose or booster of COVID-19 vaccine series	0	0	0	0	0	0



Help! I'm receiving this error and I don't know what it means.

HCP Form

Error

Employees (staff on facility payroll) : The number entered for this column in section 4 exceeds the total number for this column in section 2.

OK

Resident Form

Error

Cumulative number of residents in Question #2 eligible to receive an additional dose of COVID-19 vaccine must be less than Any completed COVID-19 vaccine series.

OK



Tips for Data Entry (Q4 – Q5)

- Total number of individuals reported in question 4 as ‘eligible to receive COVID-19 vaccine’ **cannot exceed** total number of individuals reported in question 2 as having received a *complete vaccine series*.
 - A complete vaccine series is considered Dose 1 and 2 of Pfizer or Moderna vaccine, or a single dose of Janssen or Unspecified vaccine.
 - “Any Completed COVID-19 vaccine series”



Tips for Data Entry (Q4 – Q5)

Example:



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

Date Created: 10/25/2021 1:58PM
 Facility ID: 14025
 Facility CCN #: IU1Y000000
 *Vaccination type: COVID19
 *Week of Data Collection: 10/04/2021 - 10/10/2021
 *Date Last Modified: 10/25/2021 1:58PM

	Cumulative Vaccination Coverage					
	*All Core HCP (Total) ^a		*All HCP (Total) ^b		*Other contract personnel ^f	
			Healthcare Personnel (HCP) Categories			
			Employee HCP (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
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	300	400	100	100	100	100
2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020: Add vaccine: <input type="text"/>						
<input type="checkbox"/> 2.1 *Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	30	40	10	10	10	10
<input type="checkbox"/> 2.2 *Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	30	40	10	10	10	10
<input type="checkbox"/> 2.3 *Only dose 1 of Moderna COVID-19 vaccine	30	40	10	10	10	10
<input type="checkbox"/> 2.4 *Dose 1 and dose 2 of Moderna COVID-19 vaccine	30	40	10	10	10	10
<input type="checkbox"/> 2.5 *Dose of Janssen COVID-19 vaccine	30	40	10	10	10	10
<input type="checkbox"/> 2.99 Complete COVID-19 vaccination series: unspecified manufacturer	30	40	10	10	10	10
*Any completed COVID-19 vaccine series	120	160	40	40	40	40
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	30	40	10	10	10	10
3.2 *Offered but declined COVID-19 vaccine	30	40	10	10	10	10
3.3 *Unknown COVID-19 vaccination status	60	80	20	20	20	20
4. *Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	95	110	35	35	25	15
5. *Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021: Add vaccine: <input type="text"/>						
<input type="checkbox"/> 5.1 *Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	3	4	1	1	1	1
*Any Additional dose or booster of COVID-19 vaccine series	3	4	1	1	1	1



Help! I'm receiving this error and I don't know what it means.

HCP Form

Error

Employees (staff on facility payroll) : The total number calculated for question in section 5 exceeds the number for question in section 4 for the same column.

OK

Resident Form

Error

Cumulative number of residents in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine must be greater than or equal to Any Additional dose or booster of COVID-19 vaccine series

OK



Tips for Data Entry (Q4 – Q5) (cont.)

- Total number of individuals reported in question 5 as having received an additional dose or booster vaccine **cannot exceed** the total number of individuals reported in question 4 as being eligible to receive an additional dose or booster vaccine.
 - Question 4 and question 5 are required fields. A value must be entered for each of these questions for the form to be saved successfully.
 - If no individuals have received a booster or additional dose of vaccine, a zero “0” may be entered for question #5 (select any manufacturer from the dropdown) to allow the form to save successfully.



Tips for Data Entry (Q4 – Q5) (cont.)

- Example:**



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

Date Created: 10/25/2021 1:58PM
 *Facility ID: 14025 *Vaccination type: COVID19 Facility CCN #: IU1000000
 *Week of Data Collection: 10/04/2021 - 10/10/2021 *Date Last Modified: 10/25/2021 1:58PM

	Cumulative Vaccination Coverage					
	Healthcare Personnel (HCP) Categories					
	Employee HCP		Non-Employee HCP			
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
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	300	400	100	100	100	100
2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020: Add vaccine: <input type="text"/>						
2.1 *Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	30	40	10	10	10	10
2.2 *Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	30	40	10	10	10	10
2.3 *Only dose 1 of Moderna COVID-19 vaccine	30	40	10	10	10	10
2.4 *Dose 1 and dose 2 of Moderna COVID-19 vaccine	30	40	10	10	10	10
2.5 *Dose of Janssen COVID-19 vaccine	30	40	10	10	10	10
2.99 Complete COVID-19 vaccination series: unspecified manufacturer	30	40	10	10	10	10
*Any completed COVID-19 vaccine series	120	160	40	40	40	40
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	30	40	10	10	10	10
3.2 *Offered but declined COVID-19 vaccine	30	40	10	10	10	10
3.3 *Unknown COVID-19 vaccination status	60	80	20	20	20	20
4. *Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	95	110	35	35	25	15
5. *Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021: <input type="text"/>						
5.1 *Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	55	65	5	25	25	10
5.2 *Additional dose or booster of Moderna COVID-19 vaccine	17	17	15	2	0	0
*Any Additional dose or booster of COVID-19 vaccine series	72	82	20	27	25	10



Tips for Data Entry

Entering multiple vaccine manufacturers (Q2 & Q5)

- Report COVID-19 vaccination data for all vaccine manufacturers as applicable
- To enter data for more than one vaccine manufacturer:
 - Select a COVID-19 vaccine from the drop-down box.
 - Enter the cumulative number of individuals who received only dose 1 of vaccine.
 - Enter the cumulative number of individuals who received both dose 1 and dose 2 of vaccine.
 - If some individuals received another type of vaccine, then return to the drop-down box and select the other vaccine and repeat steps 1 through 3 as described above.

2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020

3. PFIZBION - Pfizer-BioNTech COVID-19 vaccine

MODERNA - Moderna COVID-19 vaccine

4. JANSSEN - Janssen COVID-19 vaccine

5. UNSPECIFIED - Unspecified manufacturer

0

with other conditions:

eligible to receive an additional dose or booster of COVID-19 vaccine:

to have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/19/2021:

line series

2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020

PFIZBION - Pfizer-BioNTech COVID-19 vaccine

PFIZBION - Pfizer-BioNTech COVID-19 vaccine

MODERNA - Moderna COVID-19 vaccine

JANSSEN - Janssen COVID-19 vaccine

4. UNSPECIFIED - Unspecified manufacturer

5. *Cumulative number of residents in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/19/2021:

5

7

7

other conditions:

eligible to receive an additional dose or booster of COVID-19 vaccine:

2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020

MODERNA - Moderna COVID-19 vaccine

2.1 *Only dose 1 of Pfizer-BioNTech COVID-19 vaccine

2.2 *Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine

2.3 *Only dose 1 of Moderna COVID-19 vaccine

2.4 *Dose 1 and dose 2 of Moderna COVID-19 vaccine

Any completed COVID-19 vaccine series

5

7

5

4

11



Help! How can I view my data? How do I know my data saved?

(1) Review Vaccination Summary Calendar

- Green Record = Complete
- Yellow Record = Incomplete
- Select any green record to view and/or edit saved data

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>.

27 September 2021 - 07 November 2021 Record Complete Record Incomplete

Weekly Vaccination Calendar

Week	COVID-19: HCW	COVID-19: Residents
09/27/2021 (Monday) - 10/03/2021 (Sunday)	Record Complete	Record Complete
10/04/2021 (Monday) - 10/10/2021 (Sunday)	Record Complete	Record Incomplete
10/11/2021 (Monday) - 10/17/2021 (Sunday)	Record Complete	Record Complete
10/18/2021 (Monday) - 10/24/2021 (Sunday)	Record Complete	Record Incomplete
10/25/2021 (Monday) - 10/31/2021 (Sunday)	Record Complete	Record Incomplete
11/01/2021 (Monday) - 11/07/2021 (Sunday)		

Help! How can I view my data? How do I know my data saved?

(1) Review Vaccination Summary Calendar

- Select any green record to view and/or edit saved data
 - *Date Created* – date the record was first saved
 - *Date Last Modified* – most recent date edits have been made to the record

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://vaer>

Edit Vaccine Data

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

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

Date Created: 10/07/2021 12:52PM
*Facility ID: 30074 *Vaccination type: COVID19 Facility CCN #: N/A
*Week of Data Collection: 10/04/2021 - 10/10/2021 *Date Last Modified: 10/29/2021 9:28AM

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories					
	Employee HCP			Non-Employee HCP		
	*All Core HCP (Total) ^a	*All HCP (Total) ^b	*Employees (staff on facility payroll) ^c	*Non-employee HCP (licensed independent practitioners) ^d	*Adult students/trainees/volunteers ^e	*Other contract personnel ^f
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	216	228	156	35	25	12
2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						

Save Cancel

How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- **Generate Datasets** →
- **Run Line List Report**


The screenshot shows the NHSN Home interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis (highlighted with a blue box), Users, and Facility. On the right, the 'Generate Data Sets (Long Term Care Facility)' page is visible. It features a 'Reporting Data Sets' section with a gear icon and the text 'Datasets will be generated to include all data from enrollment forward'. Below this is a 'Generate Reporting Data Sets' button and a yellow box indicating 'Last Generated: October 27, 2021 8:48 AM to include all data'. A blue arrow points from the 'Analysis' menu item to the 'Generate Data Sets' button.

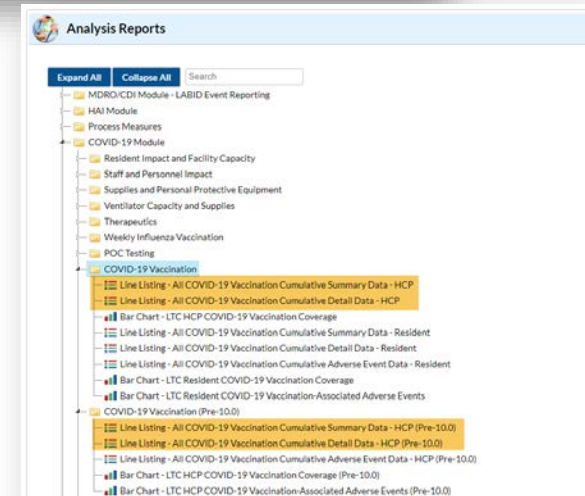
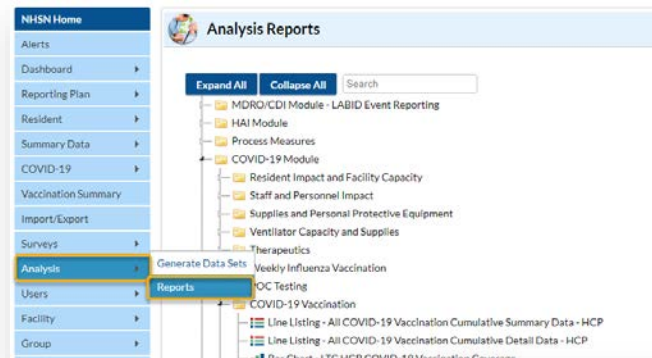
This screenshot is a zoomed-in view of the 'Generate Reporting Data Sets' button and the 'Last Generated' information from the previous screenshot. The button is highlighted with a blue box, and the yellow box shows the text: 'Last Generated: October 27, 2021 8:48 AM to include all data'.



How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- Generate Datasets
- Run Line List Report 
 - “COVID-19 Vaccination” for HCP data *after* 10.0 application release (beginning with week ending 10/3)
 - “COVID-19 Vaccination (Pre-10.0)” for HCP data *before* 10.0 application release (through week ending 9/26)



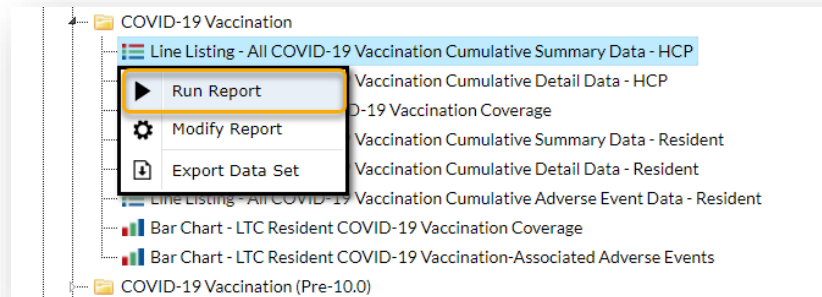
How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- Generate Datasets
- Run Line List Report 

For more information about line lists for COVID-19 vaccination data, please review:

https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/COVID-19_Vaccination_Cumulative_Detail_Data_-_HCP.pdf



National Healthcare Safety Network

Line Listing - All COVID-19 Vaccination Cumulative Summary Data - HCP

As of: October 27, 2021 at 9:34 AM
Date Range: All LTC_COVID19_VACC_SUM_STAFF
If ((survWeekStart >= input(09/27/2021_mmddyy10.)))

Facility Org ID=14025

Facility Org ID	Type of Vaccination	Week of data collection, start date	Week of data collection, end date	Number of HCP Eligible to Work	Cumulative number of Eligible HCP who completed COVID-19 vaccine(s) dose at this facility or elsewhere	Cumulative number of Eligible HCP who have started but not completed COVID-19 vaccine(s) at this facility or elsewhere	Medical contraindication - All HCP (Total)	Offered but declined - All HCP (Total)
14025	COVID19	09/27/2021	10/03/2021	420	20	10	10	20
14025	COVID19	10/04/2021	10/10/2021	400	180	80	40	40
14025	COVID19	10/11/2021	10/17/2021	350	7	6	15	0
14025	COVID19	10/18/2021	10/24/2021	227	0	0	227	0
14025	COVID19	10/25/2021	10/31/2021	80	32	0	8	20

Sorted by orgID survWeekStart

Data contained in this report were last generated on October 27, 2021 at 8:47 AM to include all data.

Data Quality Alerts – What are they? How do I use them?

- The NHSN application includes data quality alerts for the Weekly COVID-19 Vaccination Modules
 - Displayed on Long Term Care Facility Component home page when alerts are generated
 - Also accessed under “Alerts” tab on the component menu
 - Select “COVID-19 Vaccination Summary Data Alerts”

The screenshot displays the NHSN application interface. On the left is a vertical navigation menu titled "NHSN Home" with the following items: Alerts (circled in purple), Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Tools. The main content area is titled "NHSN Healthcare Personnel Safety Component Home Page" and features an "Action Items" section. Under "COMPLETE THESE ITEMS", there is an "ALERTS" section with a large blue number "7" inside a purple circle, indicating the number of alerts. Below the number, the text reads "COVID-19 Vaccination Summary Data Alerts".

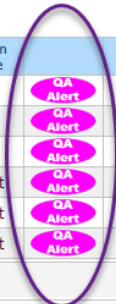
Data Quality Alerts (cont.)



COVID-19 Vaccination Summary Data Alerts

COVID-19 DATA	COVID-19 Vaccination Summary Data	Missing Events	Incomplete Events	Missing Summary Data	Incomplete Summary Data
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Week Start Date	Week End Date	Vaccination Form Type	Variable	QA Flag Description	Confirmed
07/19/2021	07/25/2021	HCP	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
09/27/2021	10/03/2021	HCP	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
10/11/2021	10/17/2021	HCP	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
07/19/2021	07/25/2021	Resident	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
09/27/2021	10/03/2021	Resident	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
10/11/2021	10/17/2021	Resident	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N



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View 1 - 6 of 6



Data Quality Alerts (cont.)

- **Current data quality alerts in NMSN application:**
 - If vaccination rates for a reporting week are less than or equal to 10 percent (for reporting week starting March 2, 2021)
 - Calculated as the number of residents or staff who have received any (partial or complete) COVID-19 vaccination series divided by the number of residents or staff in a facility for that week (excluding those not eligible to receive vaccine due to medical contraindications).

For more information about how to view and clear data quality alerts, please review the following resource: [Data Quality Alerts: Weekly COVID-19 Vaccination Modules \(cdc.gov\)](https://www.cdc.gov/nursinghomequality/data-quality-alerts-weekly-covid-19-vaccination-modules)

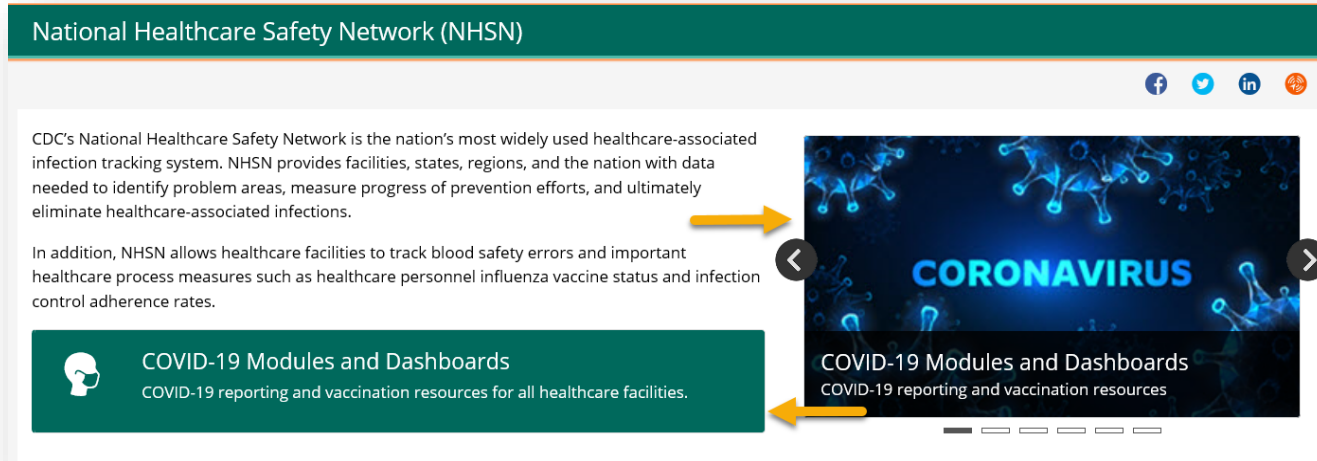


Resources



Resource: The NHSN Website

- To access the **COVID-19 Modules and Dashboards** from the NHSN home page located at: <https://www.cdc.gov/nhsn/index.html>
- Click the image of choice depicted by the gold arrows below



Resource: The NHSN Website (cont.)

NHSN Home

NHSN Login

About NHSN +

Enroll Facility Here +

CMS Requirements +

Change NHSN Facility Admin

Resources by Facility +

Patient Safety Component +

Weekly HCP & Resident COVID-19 Vaccination

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

On This Page

Training	Data Tracking Worksheets
Forms & Instructions	Resources
CSV Data Import	

Nursing Home COVID-19 Vaccination Data Dashboard

FAQs on Reporting COVID-19 Vaccination Data

Direct link to access training materials:

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

- Training slides
- Forms & Instructions
- .CSV Data Import
- Data Tracking Worksheets
- FAQs



Tables of Instructions

- Tables of instructions provide detailed explanations of the questions
- Review instructions before collecting and entering data
 - www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html

Data Fields	Instructions for Completion
All Core HCP	This number is the sum of employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, & physician assistants) and adult students/trainees & volunteers. This field is auto-populated by NHSN.
All HCP	This number is the sum of employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, & physician assistants), adult students/trainees & volunteers, and other contract personnel. This field is auto-populated by NHSN.
Employee HCP (Staff on facility payroll)	<i>Required.</i> Defined as all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
Non-Employee HCP (Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants)	<i>Required.</i> Defined as 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



Questions or Need Help?

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

Please write '*Weekly COVID-19 Vaccination*' 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.

