

Instructions for Completion of the Person-Level COVID-19 Vaccination Form for Residents of Long-Term Care Facilities

The optional Person-Level Vaccination Form for Residents was developed to assist facilities with managing and tracking person-level vaccination data directly in NHSN. This allows the application to automatically calculate and submit the weekly summary totals to the main NHSN Weekly Resident COVID-19 Vaccination Modules. Users update the person-level data with any changes to an individual's vaccination status over time, click 'View Reporting Summary and Submit' to review the totals, and submit their weekly data to the Weekly Resident COVID-19 Vaccination Module. We recommend that all long-term care facilities (LTCFs) use the Person-Level COVID-19 Vaccination Form to ensure accurate reporting of summary data when submitting data to the Weekly COVID-19 Vaccination Modules. Learn more here: (https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/event-qrg-508.pdf)

Please note if you plan to submit person-level data via .CSV file upload, please refer to the latest <u>Variable description and file layout for person-level vaccination forms document</u> for additional guidance on formatting.

Data Fields	Instructions for Completion
Resident Identifier	Required. Enter a unique identifier for the resident, assigned by your facility. This can be any combination of letters and numbers. You can directly enter the identifier, or you can click the Find button and select a resident from the list of residents who have previously had data submitted in NHSN via other Person-Level forms (e.g., Point of Care (POC) Tool).
	Ensure that you are using the same identifier used for entering the individual into other Person-Level modules or pathways within the LTCF Component, as applicable.
	 Using Date of Birth or room number as an identifier, as these can be shared by more than one individual and may result in duplicate IDs. Starting the identifier with a 0 (zero). If you import data from a CSV file, the CSV drops the leading 0, and this changes the ID.
Resident First Name	Required. Enter the resident's first name.
Resident Last Name	Required. Enter the resident's last name.



Data Fields	Instructions for Completion
Gender	Required.
	Select the resident's gender from the drop-down box:
	- Female
	- Male
	- Other
	Note: If you cannot obtain this information, select 'Other.'
Date of Birth	Required. Enter the resident's date of birth in the MM/DD/YYYY
	format.
Ethnicity	Required.
	Select the resident's ethnicity from the drop-down box:
	- Hispanic or Latino
	- Not Hispanic or Not Latino
	- Declined to respond
	- Unknown
Race	Required.
	Select the resident's racial group(s) from the drop-down box:
	- American Indian/Alaska Native
	- Asian
	- Black or African American
	- Native Hawaiian/Other Pacific Islander
	- White
	- Declined to respond
	- Unknown
	Note: Multiple races can be selected from the drop-down box
	except when selecting 'Declined to Respond' or 'Unknown.'
Resident Admit Date	Required. Enter the date the resident was admitted to the facility.
Resident Discharge Date	Conditionally required. Enter the date the resident was discharged
	from facility.
	Note: If a resident is discharged or leaves the facility for any reason
	for longer than 1 week (7 days) and returns or is re-admitted after
	more than 1 week, enter a discharge date on the day they were
	discharged. When they are re-admitted, duplicate their row (using
	the + button next to their row) and enter a new admission date on



Data Fields	Instructions for Completion
	their new row. This new admission date must be at least 1 week
	after the original row's discharge date.
Dose 1 vaccination date	Conditionally required. A row must contain AT LEAST ONE status, as
	an individual can have more than one status entered since their
	vaccination status can change over time. At a minimum, a row must
	have data entered for at least one of the main categories:
	- Dose 1
	- Contraindication
	- Declination
	- Unknown/other vaccination status
	Enter the date the resident received dose 1 of COVID-19 vaccine.
Dose 1 vaccine manufacturer name	Conditionally required if Dose 1 vaccination date is entered.
	Select the manufacturer of dose 1 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Bivalent Pfizer vaccine
	- Bivalent Moderna vaccine
	- Pfizer-BioNTech COVID-19 vaccine
	- Moderna COVID-19 vaccine
	- Janssen COVID-19 vaccine
	- Novavax COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be
	selected if corresponding dose date is between 4/20/2023 and
	9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine and Moderna COVID-19 vaccine
	can only be selected if corresponding dose date is on or before 4/19/2023.
	Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 6/26/2023.



Data Fields	Instructions for Completion
	Novavax COVID-19 vaccine can only be selected if corresponding
	dose date is on or after 6/1/2022.
Dose 2 vaccination date	Conditionally required if the resident received a second dose of
	COVID-19 vaccine. Enter the date the resident received dose 2 of
	COVID-19 vaccine.
Dose 2 vaccine manufacturer name	Conditionally required if Dose 2 vaccination date is entered.
	Select the manufacturer of dose 2 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Bivalent Pfizer vaccine
	- Bivalent Moderna vaccine
	- Pfizer-BioNTech COVID-19 vaccine
	- Moderna COVID-19 vaccine
	- Janssen COVID-19 vaccine
	- Novavax COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 4/20/2023 and 9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine and Moderna COVID-19 vaccine
	can only be selected if corresponding dose date is on or before 4/19/2023.
	Janssen COVID-19 vaccine can only be selected if corresponding
	dose date is before 6/26/2023.
	Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022.
Medical contraindication date	Conditionally required. A row must contain AT LEAST ONE status, as an individual can have more than one status entered since their vaccination status can change over time. At a minimum, a row must have data entered for at least one of the main categories: - Dose 1
	- Contraindication



Data Fields	Instructions for Completion
	- Declination
	- Unknown/other vaccination status
	Enter the date the medical contraindication was noted for the
	resident.
	Medical contraindications include history of a severe allergic
	reaction (e.g., anaphylaxis) after a previous dose or to a component
	of the COVID-19 vaccine, and history of a known diagnosed allergy
	to a component of the COVID-19 vaccine. Please see the most up-to-
	date list of contraindications here:
	https://www.cdc.gov/vaccines/covid-19/clinical-
	considerations/interim-considerations-us.html#contraindications
	For the purpose of NHSN COVID-19 vaccination surveillance,
	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 as a contraindication are not considered medical
	contraindications for COVID-19 vaccination and should be reported
	in the 'Declination reason' column instead.
	Note: In the Person-Level Vaccination Forms, if an individual
	received an original monovalent dose of COVID-19 vaccine and had
	a severe allergic reaction to this dose, and as a result cannot receive
	another COVID-19 vaccine dose, the individual will be classified in
	the weekly summary counts as a medical contraindication.
	If a resident had a medical contraindication after receiving a 2023-
	2024 Updated COVID-19 Vaccine, they will be counted in the up to
	date category (i.e., not in the medical contraindication category).
	Users should enter both the dose date and the medical
	contraindication date.
Declination date	Conditionally required. A row must contain AT LEAST ONE status, as
	an individual can have more than one status entered since their
	vaccination status can change over time. At a minimum, a row must
	have data entered for at least one of the main categories:
	- Dose 1
	- Contraindication
	- Declination
	- Unknown/other vaccination status



Data Fields	Instructions for Completion
	Enter the date the resident was offered but declined COVID-19 vaccination (i.e., not up to date because resident declined the COVID-19 vaccine that would make them up to date).
	For the purpose of NHSN COVID-19 vaccination surveillance, philosophical, religious, or other reasons for declining COVID-19 vaccine should be reported as declined vaccination.
Declination reason	Conditionally required if Declination date is entered.
	Select the reason the resident declined COVID-19 vaccination from the drop-down box: - Received official religious exemption - Other - Unknown
Unknown/other COVID-19 vaccination status date	Conditionally required. A row must contain AT LEAST ONE status, as an individual can have more than one status entered since their vaccination status can change over time. At a minimum, a row must have data entered for at least one of the main categories: - Dose 1 - Contraindication - Declination - Unknown/other vaccination status
	Enter the date the resident's vaccination status was recorded as unknown or other (i.e., not up to date, unknown or other reason).
	Note: This date can correspond to the resident's admit date if the facility cannot determine the resident's vaccination status at the time of admission, or if the facility does not have vaccination documentation for the resident.
Dose 3 Date	Conditionally required if the resident received a third dose of COVID-19 vaccine. Enter the date the resident received dose 3 of COVID-19 vaccine.
Dose 3 dose type	Conditionally required if Dose 3 vaccination date is entered AND the date entered is before 6/26/2023. If the date entered is on or after 6/26/2023, this data field is no longer required.
	Select the type of dose the resident received from the drop-down box:



Data Fields	Instructions for Completion
	- Additional Dose
	- Booster Dose
	A booster dose is another dose of vaccine administered to enhance
	or restore protection which might have waned over time after
	primary series vaccination.
	An additional dose is another dose of vaccine administered to
	people who were less likely to mount a protective immune response
	after initial vaccination. Individuals who are moderately or severely
	immunocompromised should receive an additional dose.
	Note: For NHSN surveillance purposes, assume all doses received
	after a COVID-19 primary vaccination series are booster doses
	unless there is specific documentation indicating an additional dose
	was administered due to the individual having a moderately to
	severely immunocompromising condition.
Dose 3 Manufacturer	Conditionally required if Dose 3 vaccination date is entered.
	Select the manufacturer of dose 3 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Bivalent Pfizer vaccine
	- Bivalent Moderna vaccine - Pfizer-BioNTech COVID-19 vaccine
	- Moderna COVID-19 vaccine
	- Janssen COVID-19 vaccine
	- Novavax COVID-19 vaccine
	- Unspecified manufacturer
	- Onspecified mandracturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be
	selected if corresponding dose date is between 8/31/2022 and
	9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine,
	and Janssen COVID-19 vaccine can only be selected if corresponding
	dose date is before 9/26/2022.



Data Fields	Instructions for Completion
	Novavax COVID-19 vaccine can only be selected if corresponding
	dose date is on or after 6/1/2022.
Dose 4 Date	Conditionally required if the resident received a fourth dose of
	COVID-19 vaccine. Enter the date the resident received dose 4 of
	COVID-19 vaccine.
Dose 4 Manufacturer	Conditionally required if Dose 4 vaccination date is entered.
	Select the manufacturer of dose 4 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Bivalent Pfizer vaccine
	- Bivalent Moderna vaccine
	- Pfizer-BioNTech COVID-19 vaccine
	- Moderna COVID-19 vaccine
	- Janssen COVID-19 vaccine
	- Novavax COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
	corresponding dose date is diter 3/12/2023.
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be
	selected if corresponding dose date is between 8/31/2022 and
	9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine,
	and Janssen COVID-19 vaccine can only be selected if corresponding
	dose date is before 9/26/2022.
	Novavax COVID-19 vaccine can only be selected if corresponding
	dose date is on or after 6/1/2022.
Dose 5 Date	Conditionally required if the resident received a fifth dose of COVID-
Dose 3 Date	19 vaccine. Enter the date the resident received dose 5 of COVID-19
	vaccine.
Dose 5 Manufacturer	Conditionally required if Dose 5 vaccination date is entered.
Dose 3 Manuacturer	Conditionally required if Dose 5 vaccination date is entered.
	Select the manufacturer of dose 5 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine



Data Fields	Instructions for Completion
	- Bivalent Pfizer vaccine
	- Bivalent Moderna vaccine
	- Pfizer-BioNTech COVID-19 vaccine
	- Moderna COVID-19 vaccine
	- Janssen COVID-19 vaccine
	- Novavax COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be
	selected if corresponding dose date is between 8/31/2022 and 9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine,
	and Janssen COVID-19 vaccine can only be selected if corresponding
	dose date is before 9/26/2022.
	Novavax COVID-19 vaccine can only be selected if corresponding
	dose date is on or after 6/1/2022.
Dose 6 Date	Conditionally required if the resident received a sixth dose of COVID-
	19 vaccine. Enter the date the resident received dose 6 of COVID-19
	vaccine.
Dose 6 Manufacturer	Conditionally required if Dose 6 vaccination date is entered.
	Select the manufacturer of dose 6 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Bivalent Pfizer vaccine
	- Bivalent Moderna vaccine
	- Pfizer-BioNTech COVID-19 vaccine
	- Moderna COVID-19 vaccine
	- Janssen COVID-19 vaccine
	- Novavax COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.



Data Fields	Instructions for Completion
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 8/31/2022 and 9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 9/26/2022.
	Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022.
Dose 7 Date	Conditionally required if the resident received a seventh dose of COVID-19 vaccine. Enter the date the resident received dose 7 of COVID-19 vaccine.
Dose 7 Manufacturer	Conditionally required if Dose 7 vaccination date is entered.
	Select the manufacturer of dose 7 of COVID-19 vaccine that the resident received from the drop-down box: - 2023-2024 Updated COVID-19 vaccine - Bivalent Pfizer vaccine - Bivalent Moderna vaccine - Pfizer-BioNTech COVID-19 vaccine - Moderna COVID-19 vaccine - Janssen COVID-19 vaccine - Novavax COVID-19 vaccine - Unspecified manufacturer 2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023.
	Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 8/31/2022 and 9/12/2023.
	Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 9/26/2022.
	Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022.



Data Fields	Instructions for Completion
Dose 8 Date	Conditionally required if the resident received an eighth dose of
	COVID-19 vaccine. Enter the date the resident received dose 8 of
	COVID-19 vaccine.
Dose 8 Manufacturer	Conditionally required if Dose 8 vaccination date is entered.
	Select the manufacturer of dose 8 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
Dose 9 Date	Conditionally required if the resident received a ninth dose of COVID-
	19 vaccine. Enter the date the resident received dose 9 of COVID-19
	vaccine.
Dose 9 Manufacturer	Conditionally required if Dose 9 vaccination date is entered.
	Select the manufacturer of dose 9 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
Dose 10 Date	Conditionally required if the resident received a tenth dose of COVID-
	19 vaccine. Enter the date the resident received dose 10 of COVID-
	19 vaccine.
Dose 10 Manufacturer	Conditionally required if Dose 10 vaccination date is entered.
	Select the manufacturer of dose 10 of COVID-19 vaccine that the
	resident received from the drop-down box:
	- 2023-2024 Updated COVID-19 vaccine
	- Unspecified manufacturer
	2023-2024 Updated COVID-19 vaccine can only be selected if
	corresponding dose date is after 9/12/2023.
Dose 1 vaccine NDC number	Optional. Enter the NDC number for Dose 1 of the COVID-19 vaccine the resident received.
Dose 1 vaccine Lot number	Optional. Enter the Lot number for Dose 1 of the COVID-19 vaccine
DOSC 1 VACCINE LOT HAMBEI	the resident received.
	the resident received.



Data Fields	Instructions for Completion
Dose 1 vaccine expiration date	Optional. Enter the expiration date for Dose 1 of the COVID-19 vaccine the resident received.
Dose 2 vaccine NDC number	Optional. Enter the NDC number for Dose 2 of the COVID-19 vaccine the resident received.
Dose 2 vaccine Lot number	Optional. Enter the Lot number for Dose 2 of the COVID-19 vaccine the resident received.
Dose 2 vaccine expiration date	Optional. Enter the expiration date for Dose 2 of the COVID-19 vaccine the resident received.
Dose 3 vaccine NDC number	Optional. Enter the NDC number for Dose 3 of the COVID-19 vaccine the resident received.
Dose 3 vaccine Lot number	Optional. Enter the Lot number for Dose 3 of the COVID-19 vaccine the resident received.
Dose 3 vaccine expiration date	Optional. Enter the expiration date for Dose 3 of the COVID-19 vaccine the resident received.
Dose 4 vaccine NDC number	Optional. Enter the NDC number for Dose 4 of the COVID-19 vaccine the resident received.
Dose 4 vaccine Lot number	Optional. Enter the Lot number for Dose 4 of the COVID-19 vaccine the resident received.
Dose 4 vaccine expiration date	Optional. Enter the expiration date for Dose 4 of the COVID-19 vaccine the resident received.
Dose 5 vaccine NDC number	Optional. Enter the NDC number for Dose 5 of the COVID-19 vaccine the resident received.
Dose 5 vaccine Lot number	Optional. Enter the Lot number for Dose 5 of the COVID-19 vaccine the resident received.
Dose 5 vaccine expiration date	Optional. Enter the expiration date for Dose 5 of the COVID-19 vaccine the resident received.
Dose 6 vaccine NDC number	Optional. Enter the NDC number for Dose 6 of the COVID-19 vaccine the resident received.
Dose 6 vaccine Lot number	Optional. Enter the Lot number for Dose 6 of the COVID-19 vaccine the resident received.
Dose 6 vaccine expiration date	Optional. Enter the expiration date for Dose 6 of the COVID-19 vaccine the resident received.
Dose 7 vaccine NDC number	Optional. Enter the NDC number for Dose 7 of the COVID-19 vaccine the resident received.
Dose 7 vaccine Lot number	Optional. Enter the Lot number for Dose 7 of the COVID-19 vaccine the resident received.



Data Fields	Instructions for Completion
Dose 7 vaccine expiration date	Optional. Enter the expiration date for Dose 7 of the COVID-19 vaccine the resident received.
Dose 8 vaccine NDC number	Optional. Enter the NDC number for Dose 8 of the COVID-19 vaccine the resident received.
Dose 8 vaccine Lot number	Optional. Enter the Lot number for Dose 8 of the COVID-19 vaccine the resident received.
Dose 8 vaccine expiration date	Optional. Enter the expiration date for Dose 8 of the COVID-19 vaccine the resident received.
Dose 9 vaccine NDC number	Optional. Enter the NDC number for Dose 9 of the COVID-19 vaccine the resident received.
Dose 9 vaccine Lot number	Optional. Enter the Lot number for Dose 9 of the COVID-19 vaccine the resident received.
Dose 9 vaccine expiration date	Optional. Enter the expiration date for Dose 9 of the COVID-19 vaccine the resident received.
Dose 10 vaccine NDC number	Optional. Enter the NDC number for Dose 10 of the COVID-19 vaccine the resident received.
Dose 10 vaccine Lot number	Optional. Enter the Lot number for Dose 10 of the COVID-19 vaccine the resident received.
Dose 10 vaccine expiration date	Optional. Enter the expiration date for Dose 10 of the COVID-19 vaccine the resident received.
Vaccinated at another location?	Optional. Select Yes/No from the drop-down box to indicate if the resident received vaccination at a different location than the facility.
Vaccination Education Provided (date)?	Optional. Enter the date vaccination education was provided to the resident.
Comments	Optional. Enter any comments pertinent to the data entered in the resident's row.

