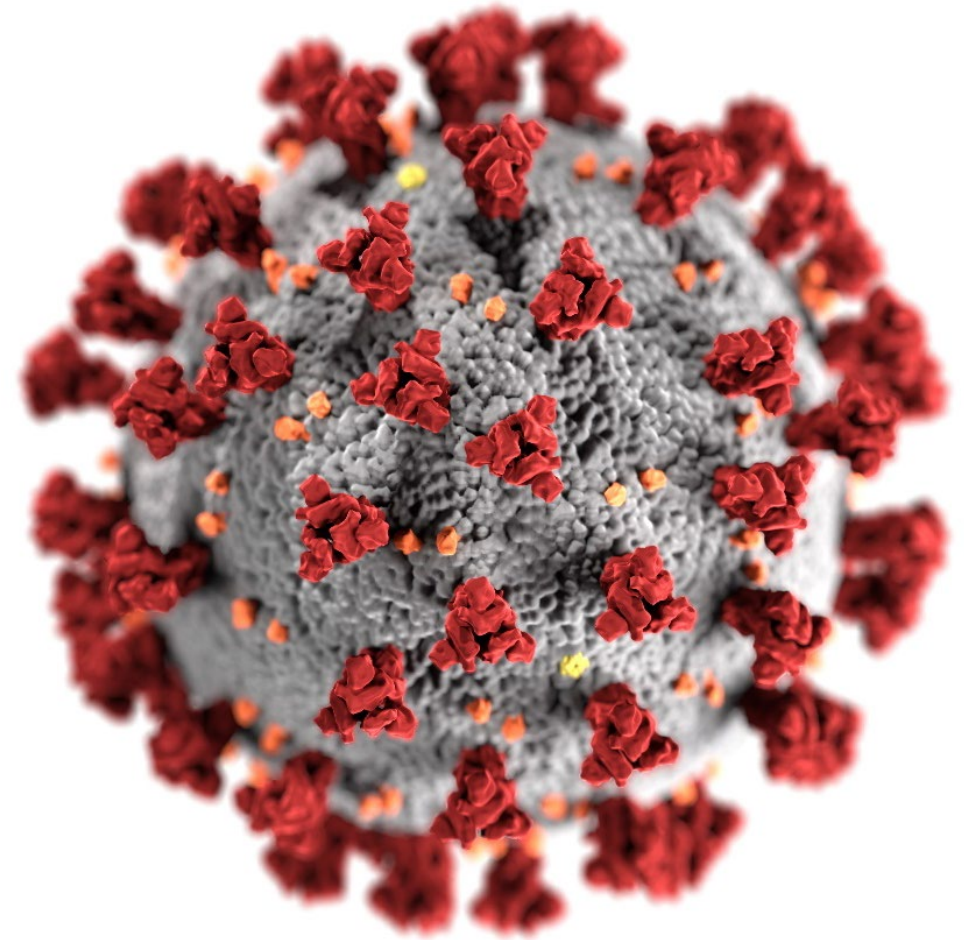


NHSN Event-Level/ Person-Level Vaccination Forms: Office Hours and FAQs

**National Healthcare Safety Network (NHSN)
Vaccination Unit**

June 1, 2022



cdc.gov/coronavirus

Overview

- 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 these event-level/person-level COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.
 - The person-level forms are replacing the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination 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 these person-level COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.

The event-level forms are replacing the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules.



Background of COVID-19 Weekly Reporting & Person-Level Vaccination Form

- To track individual resident and healthcare personnel vaccination information, CDC currently provides Excel spreadsheets (named Excel Data Tracking Worksheets) to track resident and healthcare personnel
 - **Enhanced versions of these worksheets have now been built into NHSN – the Person-Level Vaccination Forms**



May Release Updates: Person-Level COVID-19 Vaccination Forms



Summary of Updates

- Improved speed and efficiency – shorter load times
- If end date or discharge date is before 3/28/2022, rows no longer appear green
- Aligned Reporting Summary Screen with the Updated COVID-19 Summary Forms
 - Person-level vaccination form auto-calculates new questions 4.1, 4.2, and 5 (up to date)!
- Added new column to indicate whether the additional/booster dose in question 4 was a booster dose or an additional dose – this is needed for calculating questions 4.1, 4.2, and 5
- Added columns to collect 2nd and 3rd booster doses – also needed for calculating questions 4.1, 4.2, and 5



Aligned Reporting Summary Screen with the Updated COVID-19

Summary Form: HCP

View Reporting Summary & Submit...

Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Long-Term Care Facilities TRACKING WORKSHEET	
Facility ID#:	14701
Vaccination type:	COVID19
Week of data collection first day (Monday):	5/23/2022 (Changed since submitted using the Tracking Worksheet) ▼
Week of data collection last day (Sunday):	05/29/2022

Cumulative Vaccination Coverage	Healthcare Personnel (HCP) Categories					
	All Core HCP	All HCP	Employee HCP	Non-Employee HCP		
			Employees (staff on facility payroll)	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	Adult students/trainees & volunteers	Other Contract Personnel
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	5	6	2	2	1	1
2. * Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:						
2.1 *Only 1 dose of a two-dose Primary COVID-19 vaccine series	0	0	0	0	0	0
2.2 *Any completed primary COVID-19 vaccine series	5	6	2	2	1	1
3. Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication or exclusion to COVID-19 vaccine	0	0	0	0	0	0
3.2. *Offered but declined COVID-19 vaccine	0	0	0	0	0	0
3.3. *Unknown COVID-19 vaccination status	0	0	0	0	0	0
4. * Cumulative number of HCP with complete primary series vaccine in Question #2 who have received any booster(s) or additional dose(s) of COVID-19 vaccine since August 2021	5	6	2	2	1	1
Question 5 asks about individuals who are up to date. Please review the current definition of up to date .						
5.1 * Cumulative number of HCP in question #2 who are up to date with COVID-19 vaccines	4	5	1	2	1	1

Simplified →

Simplified →

New →



Removed Supply Questions

Save and Submit Data Done

Aligned Reporting Summary Screen with the Updated COVID-19 Summary Form: Residents

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents TRACKING WORKSHEET	
Facility ID#:	14701
Vaccination type:	COVID19
Week of data collection first day (Monday):	5/23/2022 (Changed since submitted using the Tracking Worksheet) ▾
Week of data collection last day (Sunday):	05/29/2022

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	24
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	3
2.2 *Any completed primary COVID-19 vaccine series	21
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	0
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	21
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	20

Simplified →

Simplified →

New →

Removed Supply Questions ↑



Save and Submit Data Done

Up to Date with COVID-19 Vaccines

Individuals are considered up to date with their COVID-19 vaccines during the surveillance period of October 3, 2021 through June 26, 2022 for the purpose of NHSN surveillance if they meet (1) of the following criteria*:

1. An individual received all recommended doses in their **primary vaccine series** and received at least **one booster dose**. An individual does not need to receive a second booster dose to be considered up to date at this time.
1. An individual **recently** received all recommended doses in the **primary vaccine series** and is **not yet eligible** for a **booster** dose. Individuals who are not yet eligible to receive a booster dose include:
 - a. Those who received their second dose of a 2-dose primary series of an mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna) less than 5 months ago.
 - b. Those who received a single dose of Janssen less than two months ago.

*Individuals with a moderately to severely immunocompromising condition are considered up to date in the following cases:

- 1) An individual received an additional dose less than three months ago, if primary series was the Moderna or Pfizer-BioNTech COVID-19 vaccine; or
- 2) An individual received an additional dose less than two months ago, if primary series was the Janssen COVID-19 vaccine; or
- 3) An individual received at least one booster dose after receiving an additional dose.



The event-level form will apply these rules and determine who is up to date for you!



Key Terms:

■ Additional dose

- An additional dose is another dose of vaccine administered to people who were less likely to mount a protective immune response after initial vaccination. People who are moderately or severely immunocompromised should receive an additional dose.

■ Booster dose

- A booster dose is another dose of vaccine administered after receiving a primary vaccine series to enhance or restore protection which might have subsided over time.



New Column to Indicate if Question 4 Additional/ Booster Dose is a Booster Dose or Additional Dose

4. *Cumulative number of HCP with complete primary series vaccine in Question #2 who have received any booster(s) or additional dose(s) of COVID-19 vaccine since August 2021

Additional/booster dose type **

Booster Dose ▾

Additional Dose

Booster Dose

Additional/booster dose date **	Additional/booster dose type **	Additional/booster dose manufacturer name **
12/29/2021	Additional Dose	Pfizer-BioNTech COVID-19 vaccine
01/04/2022	Additional Dose	Moderna COVID-19 vaccine
05/08/2022	Booster Dose	Pfizer-BioNTech COVID-19 vaccine
12/30/2021	Booster Dose	Moderna COVID-19 vaccine
12/23/2021	Booster Dose	Moderna COVID-19 vaccine
10/28/2021	Booster Dose	Pfizer-BioNTech COVID-19 vaccine

- Question 4 collects the first additional/booster dose after primary series
- New column differentiates between additional vs. booster dose
- Purpose: This information is used for auto-calculation of question 5 (up to date) and questions 4.1 and 4.2 on resident form
- Defaults to booster
- If you do not have specific documentation of dose being an additional dose for an immunocompromising condition, assume it is a booster

New Columns to Collect 2nd and 3rd Booster Doses

fields marked with *			Conditionally required fields marked with **			
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
12/29/2021	Additional Dose	Pfizer-BioNTech COVID-19 vaccine				
01/04/2022	Additional Dose	Moderna COVID-19 vaccine	05/15/2022	Pfizer-BioNTech COVID-19 vaccine	05/22/2022	Moderna COVID-19 vaccine
05/08/2022	Booster Dose	Pfizer-BioNTech COVID-19 vaccine				
12/30/2021	Booster Dose	Moderna COVID-19 vaccine	04/14/2022	Moderna COVID-19 vaccine		
12/23/2021	Booster Dose	Moderna COVID-19 vaccine	05/07/2022	Pfizer-BioNTech COVID-19 vaccine		
10/28/2021	Booster Dose	Pfizer-BioNTech COVID-19 vaccine				

- Booster dose 2** is the next dose received after additional/booster dose
 - If additional/booster dose type = **booster**, then **booster dose 2** is the individual's **second** booster dose
 - If additional/booster dose type = **additional**, then **booster dose 2** is the individual's **first** booster dose
- Booster dose 3** is the next dose received after booster dose 2
 - If additional/booster dose type = **additional**, then **booster dose 3** is the individual's **second** booster dose
- Reminder: Question 4.2 will only include second boosters received after March 29, 2022

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



Review: Data Entry and Submission



How to access Person-Level COVID-19 Vaccination Form

- Must be SAMS Level 3 user
- LTCF Component
- Navigate to COVID-19 tab
- **Select Event-Level COVID-19 Vaccination Form - HCW or Event-Level COVID-19 Vaccination Form - Residents**

The screenshot displays the NHSN Long Term Care Facility Component Home Page. The top navigation bar is dark blue with the text 'NHSN - National Healthcare Safety Network'. Below this, the page title is 'NHSN Long Term Care Facility Component Home Page'. The main content area is divided into sections: 'Long Term Care Dashboard' and 'Action Items'. A navigation menu on the left lists various options, with 'COVID-19' selected. A dropdown menu is open under 'COVID-19', showing options like 'Dashboard', 'Pathway Data Reporting', 'POC Test Result Reporting', 'COVID-19 Vaccination - HCW', and 'Event-Level COVID-19 Vaccination Form - HCW'. The 'Event-Level COVID-19 Vaccination Form - HCW' option is highlighted with a red box. Below the menu, a card displays '71 Missing Summary Data'.



How to enter vaccination information for an individual

Event-Level COVID-19 Vaccination Form - Residents

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vaccination complete

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

Delete	Duplicate Row	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="text" value="10"/> x	<input type="text" value="02/15/2022"/> x	<input type="text" value="05/02/2022"/> x	<input type="text" value="Example1"/> x	<input type="text" value="Patient1"/> x	<input type="text" value="11/20/2021"/> x	<input type="text" value="Janssen COVID-19 vacci"/> x	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="text" value="1001"/>	<input type="text" value="02/15/2022"/>	<input type="text" value="05/02/2022"/>	<input type="text" value="Example1"/>	<input type="text" value="Patient1"/>	<input type="text" value="02/20/2022"/>	<input type="text" value="Janssen COVID-19 vacci"/>	<input type="text" value=""/>	<input type="text" value=""/>

- Click **+ Add Row** button
- New yellow section at the top of the form will appear to enter this individual's data
- Enter required and applicable fields
- Click **Save Row**

Note: CSV upload also available



How to update vaccination information for an individual

- The Person-Level COVID-19 Vaccination Form **captures changes in individuals' vaccination status over time.**
- If an individual's vaccination status changes, **do not delete the old status.**
- Add the new status date to their existing row.



How to update vaccination information for an individual - continued

- For example, the resident below initially declined vaccination when she was admitted on 1/1/22. She later decided that she would get vaccinated on 2/6/22. Both events are maintained on her row.
 - After saving her data on 1/1/22, her row includes her admission date and declined date:

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	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
434536	01/01/2022		Res1	ResLast1					No		01/01/2022	Other

- When she decides to receive dose 1 on 2/6/22, do not delete the information on her prior declination. Instead, add the new information on dose 1 to her existing row.

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	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
434536	01/01/2022		Res1	ResLast1	02/06/2022	Moderna COVID-19 vac			No		01/01/2022	Other



How to submit data to the aggregate weekly reporting form

- Rows in the grid will appear in **green after** they have been added or modified, and will remain green until they have been submitted to the weekly reporting form for all weeks the individual was in the facility
- When all data are entered and ready for submission, click the **View Reporting Summary & Submit** button

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

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

Duplicate Row	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine name *
<input type="checkbox"/>	434536	01/01/2022		Res1	ResLast1	02/06/2022	Moderna COVID-19 vacc		
<input type="checkbox"/>	543TGRG	03/08/2022	05/26/2022	fgdfg	fgdg	05/13/2021	Pfizer-BioNTech COVID-	05/31/2021	Pfizer-BioNTe
<input type="checkbox"/>	FDDG	03/15/2022		fgdgrh	fgdgdg	01/03/2022	Pfizer-BioNTech COVID-		



How to submit data to the aggregate weekly summary form

- This is the Reporting Summary screen
- The totals here are auto-calculated based on the person-level data
- Use the week of data collection drop down menu to view the data by reporting week and see which weeks you need to submit data for

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents TRACKING WORKSHEET	
Facility ID#:	14025
Vaccination type:	COVID-19
Week of data collection first day (Monday):	5/2/2022 (Changed since submitted using the Tracking Worksheet) ▾
Week of data collection last day (Sunday):	05/08/2022

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	3
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	1
2.2 *Any completed primary COVID-19 vaccine series	1
3. Cumulative number of residents in Question #1 with other conditions:	
3.1 *Medical contraindication or exclusion to COVID-19 vaccine	1
3.2 *Offered but declined COVID-19 vaccine	0
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	0
4.1 Cumulative number of residents in Question #4 who have received only one booster dose of COVID-19 vaccine since August 2021	0
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	0
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	0

Save and Submit Data

Done

How to submit data to the aggregate weekly reporting form - continued

- Use the week of data collection drop down menu to view the data by reporting week and see which weeks you need to submit data for based on the changes you made to the event-level data
- In this example, I modified data such that it impacted the summary counts for weeks 5/2-5/23, so I am being prompted to submit for those weeks

4/25/2022	▼
3/28/2022	
4/4/2022	
4/11/2022	
4/18/2022	
4/25/2022	
5/2/2022 (Changed since submitted using the Tracking Worksheet)	
5/9/2022 (Changed since submitted using the Tracking Worksheet)	
5/16/2022 (Changed since submitted using the Tracking Worksheet)	
5/23/2022 (Changed since submitted using the Tracking Worksheet)	



How to submit data to the aggregate weekly reporting form – continued

- Select the first week you want to submit aggregate weekly summary data for
- Review the totals
- If everything appears correct, click ‘Save and Submit Data’
- You will receive a pop-up message that your data successfully saved
- Click OK
- Select the next week you want to submit data for and repeat

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents TRACKING WORKSHEET	
Facility ID#:	14025
Vaccination type:	COVID19
Week of data collection first day (Monday):	5/2/2022 (Changed since submitted using the Tracking Worksheet) ▾
Week of data collection last day (Sunday):	05/08/2022

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		3
2. *Cumulative number of patients in Question #1 who have received primary COVID-19 vaccine since December 2020:		1
2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series		1
2.2 *Any completed primary COVID-19 vaccine series		1
3. Cumulative number of residents in Question #1 with other conditions:		1
3.1 *Medical contraindication or exclusion to COVID-19 vaccine		0
3.2 *Offered but declined COVID-19 vaccine		0
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		0
4.1 Cumulative number of residents in Question #4 who have received only one booster dose of COVID-19 vaccine since August 2021		0
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		0
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		0

Alert: Successfully saved. [OK]

Save and Submit Data Done



It's OK for Rows to Remain Green!

- Rows will appear in **green after** they have been added or modified and will remain green if they have not been submitted to the weekly reporting form for all weeks the individual was in the facility
 - This will often happen if you started using the event-level/ person-level form in May, for example, but it has been available in NHSN since March. This is perfectly fine!

- You should **ONLY** select “view reporting summary and submit” and submit Weekly COVID-19 Vaccination Module summary data for weeks that have complete person-level information entered in the grid

****It's OK for rows to remain green!****

- **Do not submit for earlier weeks that you don't have complete person-level data for – this overwrites your previously-entered weekly summary data with new, incomplete data**
 - For example, if a facility initiates use of the event-level form the week of May 30, 2022 – June 5, 2022, then the facility should only use the event-level form/ reporting summary to submit data starting from that week moving forward.



How to submit data to the aggregate weekly reporting form - continued

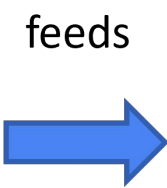
- After submitting for each week of interest, navigate to the Vaccination Summary tab to ensure that all weeks were successfully submitted to the aggregate weekly reporting form
 - Completed weeks will appear green in the calendar view

The screenshot displays a 'Weekly Vaccination Calendar' interface. At the top, there is a navigation bar with a calendar icon, a date range of '28 March 2022 - 08 May 2022', and a legend with a dark green box for 'Record Complete' and a light yellow box for 'Record Incomplete'. Below the legend, the calendar is organized into two weekly sections. The first section is for the week of 03/28/2022 (Monday) to 04/03/2022 (Sunday). It shows two rows of data: 'COVID-19: HCW' with a light yellow background and a checkmark, and 'COVID-19: Residents' with a dark green background and a checkmark. The second section is for the week of 04/04/2022 (Monday) to 04/10/2022 (Sunday). It also shows two rows of data: 'COVID-19: HCW' with a light yellow background and a checkmark, and 'COVID-19: Residents' with a dark green background and a checkmark.

The data in the Reporting Summary and the official Weekly Vaccination Form are the same after submission!

Reporting Summary

View Reporting Summary & Submit...	
COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
TRACKING WORKSHEET	
Facility ID#:	20568
Vaccination type:	COVID19
Week of data collection first day (Monday):	3/28/2022
Week of data collection last day (Sunday):	04/03/2022
Cumulative Vaccination	
* All Patients (Total)	
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	5
2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere	
2.1. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	0
2.2. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	1
2.3. Only dose 1 of Moderna COVID-19 vaccine	1
2.4. Dose 1 and dose 2 of Moderna COVID-19 vaccine	1
2.5. One dose of Janssen COVID-19 vaccine	1
2.99. Complete COVID-19 vaccination series: Unspecified Manufacturer	0
* Any completed primary COVID-19 vaccine series	3
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 in Question #2 who have received an additional dose or booster of COVID-19 vaccine	
4.1. * Additional dose of Pfizer-BioNTech COVID-19 vaccine	0
4.2. * Additional dose of Moderna COVID-19 vaccine	2
4.3. * Additional dose of Janssen COVID-19 vaccine	0
4.4. Additional dose of unspecified manufacturer	0
* Any Additional dose or booster of COVID-19 vaccine series	2
COVID-19 Vaccine(s) Supply	
5. *For the current reporting week, please describe the availability of COVID-19 vaccine(s) for your facility:	
5.1. Is your facility enrolled as a COVID-19 vaccination provider?	<input type="checkbox"/>
5.2. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive a COVID-19 vaccine during the reporting week?	<input type="checkbox"/>
5.3. Did your facility have other arrangements sufficient to offer all residents the opportunity to receive a COVID-19 vaccine during the reporting week?	<input type="checkbox"/>
5.4. Please describe any other COVID-19 vaccination supply-related issue(s) at your facility.	



Official Weekly Summary Form

Edit Vaccine Data	
*Facility ID:	20568
*Vaccination type:	COVID19
Facility CCN:	
*Week of Data Collection:	03/28/2022 - 04/03/2022
*Date Last Modified:	04/04/2022 4:38PM
Cumulative Vaccination Coverage	
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	5
2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere	
2.1. *Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	0
2.2. *Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	1
2.3. *Only dose 1 of Moderna COVID-19 vaccine	1
2.4. *Dose 1 and dose 2 of Moderna COVID-19 vaccine	1
2.5. *Dose of Janssen COVID-19 vaccine	1
2.99. *Complete COVID-19 vaccination series: unspecified manufacturer	0
* Any completed COVID-19 vaccine series	3
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 in Question #2 who have received an additional dose or booster of COVID-19 vaccine	
4.1. * Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	0
4.2. * Additional dose or booster of Moderna COVID-19 vaccine	2
4.3. * Additional dose or booster of Janssen COVID-19 vaccine	0
4.4. * Additional dose or booster of unspecified manufacturer	0
* Any Additional dose or booster of COVID-19 vaccine series	2
COVID-19 Vaccine(s) Supply	
Please contact your state or local health jurisdiction if there is insufficient supply of COVID-19 vaccine available at your facility.	

Save Cancel



FAQs



Are the Event-Level COVID-19 Vaccination Forms required?

No. The Event-Level COVID-19 Vaccination Forms are an optional tool that can be used to report data to the main weekly HCP and Resident vaccination modules.

NHSN - National Healthcare Safety Network

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 [http://...](#)

28 March 2022 - 08 May 2022 Record Complete Record Incomplete

Vaccination Calendar

Week	ID-19: HCW	ID-19: Residents
022 (Monday) - 04/03/2022 (Sunday)	Record Complete	Record Complete
022 (Monday) - 04/10/2022 (Sunday)	Record Complete	Record Incomplete
022 (Monday) - 04/17/2022 (Sunday)	Record Complete	Record Complete
05/02/2022 (Monday) - 05/08/2022 (Sunday)	Record Incomplete	Record Incomplete

Navigation Menu:

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

Callouts:

- you can still report data here with the COVID-19 vaccination summary form!
- You can still report data with CSV upload of the COVID-19 vaccination summary form!

Buttons:

- Upload CSV...

What are the advantages of this optional tool?

- Simplifies reporting of summary data
 - Users who elect to use the Event-Level Vaccination forms will no longer need to manually calculate and enter totals in the summary forms!
 - The NHSN application automatically calculates and displays the weekly totals, including classifying individuals as up to date (new question on weekly summary forms)
 - Users simply update the person-level data and use the reporting summary to review the totals and submit their weekly data
- Captures changes in individuals' vaccination status over time
- Allows facilities to document vaccination information at the person-level
- Allows users to record religious exemptions



Why can't I see the Event-Level COVID-19 Vaccination forms when I log in to NHSN?

- If you do not see the event-level vaccination forms under the COVID-19 tab, you may not have SAMS Level 3 Access.
- SAMS Level 3 Access is required to use the optional Event Level COVID-19 Vaccination Forms.
- To request Level 3 access, please contact the SAMS Help Desk between the hours of 8:00 AM and 8:00 PM EST Monday through Friday (except U.S. Federal holidays) at the following: 877-681-2901; E-mail: samshelp@cdc.gov.

The screenshot shows the NHSN - National Healthcare Safety Network interface. The top navigation bar includes 'NHSN Home', 'Alerts', 'Dashboard', 'Reporting Plan', 'Resident', 'Event', 'Summary Data', 'COVID-19', 'Vaccination Summary', 'Import/Export', 'Surveys', 'Analysis', 'Users', 'Facility', 'Group', 'Tools', 'POC Vocab', 'Dynamic Forms', and 'Logout'. The 'COVID-19' menu is expanded, showing options like 'Dashboard', 'Pathway Data Reporting', 'POC Test Result Reporting', 'COVID-19 Event', 'COVID-19 Vaccination - HCW', and 'COVID-19 Vaccination - Residents'. The 'Event-Level COVID-19 Vaccination Form - HCW' option is highlighted with a red box. A 'Missing Summary Data' notification is also visible.

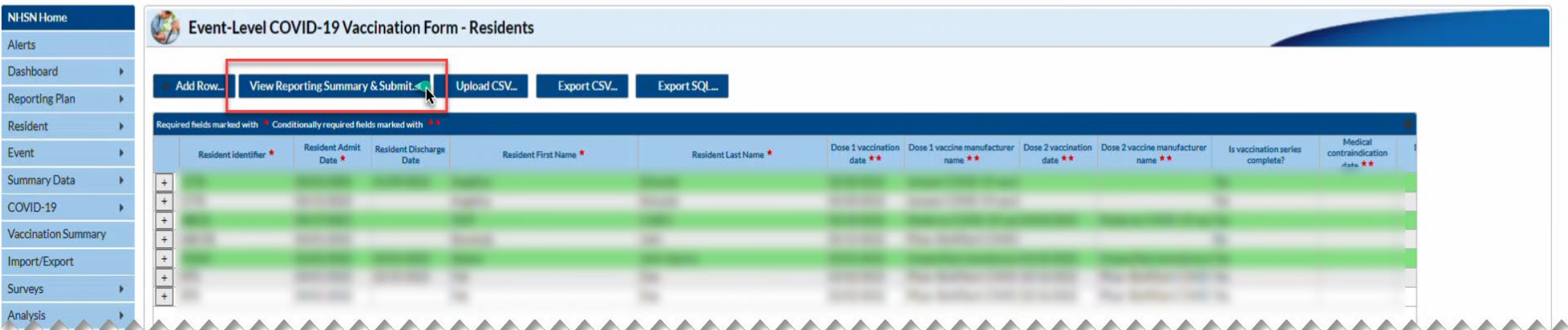
Why can't I see the Event – Level COVID-19 Vaccination forms when I log in to NHSN?

- Example of a level 1 users log in view:

The screenshot displays the NHSN LV1 user interface. The top left header shows the CDC logo and text: "Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™". The top right header shows the NHSN logo and text: "NHSN NATIONAL HEALTHCARE SAFETY NETWORK". Below the headers, the user is logged in as "PO2 LTC_Joseph-323". The main content area is titled "NHSN Long Term Care Facility Component Home Page". A red box highlights the text "NHSN LV1 - National Healthcare Safety Network (AWDV-NHSN-WL01:8001)". The left sidebar contains a menu with items: NHSN LV1 Home, Alerts, Dashboard, COVID-19 (selected), Vaccination Summary, Analysis, Users, Facility, Group, and Logout. The COVID-19 menu is expanded, showing sub-items: Pathway Data Reporting, COVID-19 Vaccination - HCW, and COVID-19 Vaccination - Residents. A prominent message box in the center reads "Confer Rights Not Accepted" and includes a warning: "Prior to 11:59 p.m. on Thursday October 29th, please use this link how COVID-19 vaccination services (supply, administration, and reporting) will be handled by your facility. This will help ensure your facility is prepared and accounted for in COVID-19 vaccination services when a vaccine becomes available." At the bottom, there is an "Assurance of Confidentiality" statement and a link to "Get Adobe Acrobat Reader for PDF files".

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

No. Facilities must report 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”.



Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., **View Reporting Summary & Submit...**, Upload CSV..., Export CSV..., Export SQL...

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

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	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 **
+											
+											
+											
+											
+											
+											
+											

How far back can I report event-level data?

- The event-level COVID-19 Vaccination Form for LTC residents and staff can be used to report data beginning with the week of March 28, 2022 – April 3, 2022 and forward.
- Note: if you use the event-level form to enter data and click save and submit, it will overwrite data that were previously entered via the summary form and vice versa.
- Reminder: only use this tool to submit for weeks you have COMPLETE person-level data for

4/25/2022	▼
3/28/2022	
4/4/2022	
4/11/2022	
4/18/2022	
4/25/2022	
5/2/2022 (Changed since submitted using the Tracking Worksheet)	
5/9/2022 (Changed since submitted using the Tracking Worksheet)	
5/16/2022 (Changed since submitted using the Tracking Worksheet)	
5/23/2022 (Changed since submitted using the Tracking Worksheet)	

It's OK for person-level rows to remain green!

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

- Previously saved records can be updated directly in the NHSN event-level forms
- Click the cell that needs to be updated and enter the changes directly into the grid of the record.
- Be sure to click out of the cell(s) modified and then click “view reporting summary and submit” to share the new information for all weeks impacted by a change!

Event-Level COVID-19 Vaccination Form - Residents

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

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

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vac
<input type="checkbox"/> +	QRX	02/01/2022	Folder		Second	06/08/2021	Pfizer-BioNTech COVID-			No

How do I eliminate staff from the form who no longer work for us?

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

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

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

	Unique HCP Identifier (DOB, License #, etc.) *	HCP Start of Employment Date *	HCP End of Employment Date	HCP First Name *	HCP Last Name *	HCP Category *	Dose 1 vaccination date **
+ 1		04/06/2016	<input type="text"/>	Bob	Smith	Employees (staff o	04/06/2022

Calendar: Apr 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

Healthcare Personnel (HCP): How to account for leave?

- If HCP goes on leave and returns to work in 2 weeks (14 days) or less
 - Nothing on their row needs to be changed
 - Their information can continue to be maintained on the original row
- If HCP goes on leave for longer than 2 weeks (14 days) and returns to work after more than 2 weeks
 - You should enter an end date on the day they begin leave
 - When they return to work, you should duplicate their row (using the + button next to their row) and enter a new start date on their new row. The new start date on the new row is the day they return to work
- *Note: This is consistent with our guidance for the weekly summary forms that says to continue including HCP on temporary leave (2 weeks or less) and to exclude HCP if their leave is longer than 2 weeks.*



Residents: How to account for residents being discharged and later re-admitted?

- If **resident** is discharged or leaves the facility for any reason, and then returns or is re-admitted within **1 week (7 days)** or less:
 - Nothing on their row needs to be changed
 - Their information can continue to be maintained on the original row
- If **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:
 - You should enter a discharge date on the day they were discharged or left
 - When they return or are re-admitted, you should duplicate their row (using the + button next to their row) and enter a new admission date on their new row.
- *Note: This is consistent with our guidance for the weekly summary forms that says to count all residents occupying a bed at this facility for at least 1 day (at least 24 hours) during the week of data collection.*



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)
2. When they are re-admitted, find the resident in the table
3. Click the + button to duplicate the row
4. In the new row, add the new admission date
5. Ensure the vaccination information is up to date and click save row.

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **
DGGFDF	05/22/2022	4.	Bob	Jones	05/04/2021	Pfizer-BioNTech COVID

Save Row 5. Cancel

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

Duplicate Row	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **
+	434536	01/01/2022		Res1	ResLast1	02/06/2022	Moderna COVID
+	543TGRG	03/08/2022	05/26/2022	fgdfg	fgdg	05/13/2021	Pfizer-BioNTech
+	DFDG	02/10/2022		dgdg	fdgfg	05/01/2022	Janssen COVID-
3.	DGGFDF	04/05/2022	05/02/2022	Bob	Jones	05/04/2021	Pfizer-BioNTech

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.



Leave/Discharge Guidance Summary

	Healthcare Personnel	Residents
<p>Include on same row if:</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>	<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>Add end date and create new row (using + button to duplicate row) if:</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>	<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>

If I enter incorrect data by mistake and click save, can the row be deleted?

- No. Once data are entered and saved, the row cannot be deleted
- Data can be updated after the row is saved
- We recommend that you:
 - Edit/repurpose the row, or
 - Change discharge date/ end date to a date before event-level forms can be used to submit data (before 3/28/2022)
 - You should change the identifier, and add a note in the comments

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

Unique HCP Identifier (DOB, License #, etc.) *	HCP Start of Employment Date *	HCP End of Employment Date	HCP First Name *	HCP Last Name *	HCP Category *	Dose	Comments
123456	04/06/2016	04/01/2020	Accidently	Entered	Other Contract Pe		entry error



Am I supposed to be reporting vaccine data only on HCW who worked in the last week?



February 2022

Instructions for Completion of the Weekly Healthcare Personnel COVID-19 Vaccination Cumulative Summary (57.219, REV 7)

This form is used to collect information on weekly COVID-19 vaccination counts among healthcare personnel (HCP) working at healthcare facilities.

<p>Question #1 (Denominator) Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection</p>	<p>HCP are defined as those 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 [defined by CMS as individuals who work in the facility on a regular (weekly) basis].</p> <ul style="list-style-type: none"> HCP eligible to have worked include employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, & physician assistants), adult students/trainees & volunteers, and other contract personnel who are scheduled to work in the facility at least one day every week. Working any part of a day is considered as working 1 day. Include HCP 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. <ul style="list-style-type: none"> Examples of temporary leave may include sick leave or vacation. In instances where temporary leave extends past 2 weeks, the healthcare worker should not be included in question #1 for the current week of data collection. Include persons who worked full-time and part-time. If HCP were eligible to have worked in two or more facilities, each facility should include such personnel in their denominator. Count HCP as individuals rather than full-time equivalents.
---	---

Data Fields	Instructions for Completion
	<ul style="list-style-type: none"> Data sources may include payroll or attendance records. Each person should be counted only once in the denominator. The denominator categories are mutually exclusive. The numerator data are to be reported separately for each of the denominator categories. <p><i>Note that those not yet eligible to receive COVID-19 vaccination due to age should be excluded from this count.</i></p>

- You should report vaccine data on all HCP who are eligible to work in the facility at least once per week; these are the people who "regularly" work in the facility on a weekly basis.

[57.149 Instructions for Completion of the Weekly Healthcare Personnel Vaccination Summary Form Non-LTCF HCP \(cdc.gov\)](#)



Does the resident identifier/ staff identifier need to be the same one that I use for the Point of Care (POC) testing results form?

- Yes, we encourage you to use the same identifier. We plan to link the two systems in NHSN in a future release.
- Note: Each individual should have a UNIQUE resident identifier (or staff identifier)
 - Choose something that is truly UNIQUE to the individual
 - For example, do NOT use the room number because someone else could occupy that room and have the same room number in the future if they are discharged or moved to another room
 - One option would be using a combination of initials, birthday, and room number. Ex: someone named Jane Test, born on 1/5/1980, in room 201 would have a resident identifier of JT01051980201



Where do I enter a religious exemption?

- Count these individuals as declined to receive vaccination
- The Event-Level COVID-19 Vaccination form includes a field where you may provide a reason for declination, including religious exemption.

The screenshot displays a data entry interface for the Event-Level COVID-19 Vaccination form. At the top, there are five buttons: "Add Row...", "View Reporting Summary & Submit...", "Upload CSV...", "Export CSV...", and "Export SQL...". Below these buttons is a table with the following columns: "Medical contraindication date **", "Declination date **", "Declination reason", "Unknown COVID-19 vaccination status Date **", "Additional/booster dose date **", "Additional/booster dose manufacturer name **", and "Dose". The "Declination date" field contains the value "01/20/2022". The "Declination reason" field is currently empty, and a dropdown menu is open, showing three options: "Received official religious exemption", "Other", and "Unknown".

Medical contraindication date **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose manufacturer name **	Dose
	01/20/2022	<input type="text" value="Received official religious exemption"/>				

Do I submit every time I add data or just weekly?

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




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.

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

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

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name * 	Dose 1 vaccination date **	Dose 1 vaccine manufacturer **
+	ABCD	04/17/2021		TEST	CASE1	02/10/2022	Moderna COVID-19
+	NYCS	04/05/2021		TEST	ressurname	03/04/2022	Janssen COVID-19
+	RTS	02/01/2022	02/25/2022	Feb	Doe	02/02/2022	Pfizer-BioNTech COVID-19
+	RTS	04/01/2022		Feb	Doe	02/02/2022	Pfizer-BioNTech COVID-19
+	ABCDE	02/01/2022		Renolyds	John	02/15/2022	Pfizer-BioNTech COVID-19
+	FGHIJ	01/01/2022	03/01/2022	Adams	John-Quincy	02/01/2022	Unspecified manufacturer
+	1776	02/01/2005	01/09/2022	Angelica	Schuyler	02/20/2022	Janssen COVID-19
+	1776	02/15/2022		Angelica	Schuyler	02/20/2022	Janssen COVID-19
+	2	04/04/2018		Bob	Smith	04/04/2022	Pfizer-BioNTech COVID-19

I currently use the optional Excel data tracking workbook. Can I transfer this data to the Event-Level COVID-19 Vaccination form?

- The optional Excel data tracking worksheets (DTW) are being retired
- During the early transition phase, we provided one-time instructions on how to upload the DTW to the Event-Level Vaccination Form
- You should no longer transfer data from the Excel DTW to the Event-Level COVID-19 Vaccination form beginning with the week of 5/30-6/5.
 - The Excel DTW is not being updated and does not have columns for 2nd and 3rd booster, or additional vs. booster dose type.
- You should either directly enter the data in the NHSN event-level form or use our CSV templates



How can I upload data via CSV?

CSV Data Import

[.CSV templates for Event Level COVID-19 Vaccination Forms for LTCF Residents and HCP](#)

.CSV Files for Event Level COVID-19 Vaccination Forms

- [.CSV File Template for LTCF HCP](#) [CSV - 1 KB] - April 2022
- [Example .CSV File for LTCF HCP](#) [CSV - 1 KB] - April 2022
- [.CSV File Template for LTCF Residents](#) [CSV - 1 KB] - April 2022
- [Example .CSV File for LTCF Residents](#) [CSV - 1 KB] - April 2022

Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV...

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

Delete	Duplicate Row	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name
<input type="checkbox"/>	<input data-bbox="1439 721 1465 735" type="button" value="+"/>	434536	01/01/2022		Res1

- You can upload data using our CSV templates for event-level data
- Please ensure your data matches the formats and values in the template
- When you finish adding data to the CSV file, save it, then click Upload CSV
- CSV upload will overwrite records with the same identifier and start date

What if I have no changes in my data since the previous week?

- If during a reporting week, there are no new changes, still be sure you review data and submit data at least once per week.

View Reporting Summary & Submit...			
Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Long-Term Care Facilities			
TRACKING WORKSHEET			
Facility ID#:	30074		
Vaccination type:	COVID19		
Week of data collection first day (Monday):	3/28/2022		
Week of data collection last day (Sunday):	3/28/2022		
Cumulative Vaccination	4/4/2022 (Changed since submitted using the Tracking Worksheet)		Healthcare Employee
	4/11/2022 (Never submitted using the Tracking Worksheet)		
	All Core HCP	All HCP	Employees (s facility pay
1. *Number of HCP that were eligible to have worked at this healthcare facility for	1	1	1



For CSV upload and direct data entry, can I list more than one date in a cell?

- No, you can't list more than one date in an individual cell.
- List the **earliest** date that an event occurred.
- For example, if a resident declined vaccination on 2/1/2022 and again on 3/1/2022, you should enter a declined date of 2/1/2022, and you do not need to enter or update their data on 3/1/2022 because their status has not changed.

~~*Declined COVID Vaccine (Enter date of Declination)
2/1/2022, 3/1/2022~~

*Declined COVID Vaccine (Enter date of Declination)
2/1/2022



Declination date **
02/01/2022

Resources



Event-level Resources

- [Event-Level COVID-19 Vaccination form office hours and FAQ training slides](#)
- [Event-Level COVID-19 Vaccination form training slides](#)
- Event-Level COVID-19 Vaccination form CSV file layout
<https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/c19-event-layout-508.pdf>
- A how to guide:
<https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/event-qrg-508.pdf>



Event-Level COVID-19 Vaccination Forms: A Step-by-step Guide

Table of Contents

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, facilities also have the option to use these event-level COVID-19 vaccination forms and select the “view reporting summary and submit” to submit these data to the Weekly Modules. The event-level forms are replacing the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules.

This guide provides additional information on the third option listed above. The optional Event-Level COVID-19 Vaccination Form was developed to assist facilities with entering, logging, and tracking COVID-19 vaccine person-level data directly in NHSN. These data include counts of residents and HCP, or staff, who received any COVID-19 vaccine.

Purpose	2
Creating A New Entry	3
Example 1: Entering a new record	3
Example 2: Updating an existing record	4
Example 3: Adding a resident that was discharged and returns	4
Example 4: A resident’s vaccination status changes overtime	5
Upload historic data from Excel Event-Level Vaccination Form (Single Use)	8
Export CSV Option	11
Additional Resources:	12



General Resources

[Weekly HCP & Resident COVID-19 Vaccination | LTCF | NHSN | CDC](#)

- Remember the definitions for event-level reporting are the same as those for summary level report. Please review the table of instructions for additional guidance.

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.

Protocol

[Weekly COVID-19 Vaccination Protocol for Healthcare Personnel](#) [PDF - 500 KB] - January 2022

[Weekly COVID-19 Vaccination Protocol for Residents](#) [PDF - 400 KB] - November 2021

Data Collection Forms and Instructions

All Data Collection Forms are Print-only

[Weekly COVID-19 Vaccination Summary Form for Residents at LTCFs \(57.218\)](#) [PDF - 120 KB] - February 2022

◦ [Table of Instructions](#) [PDF - 300 KB]

[Weekly COVID-19 Vaccination Summary Form for Healthcare Personnel at LTCFs \(57.219\)](#) [PDF - 150 KB] - February 2022

◦ [Table of Instructions](#) [PDF - 350 KB]

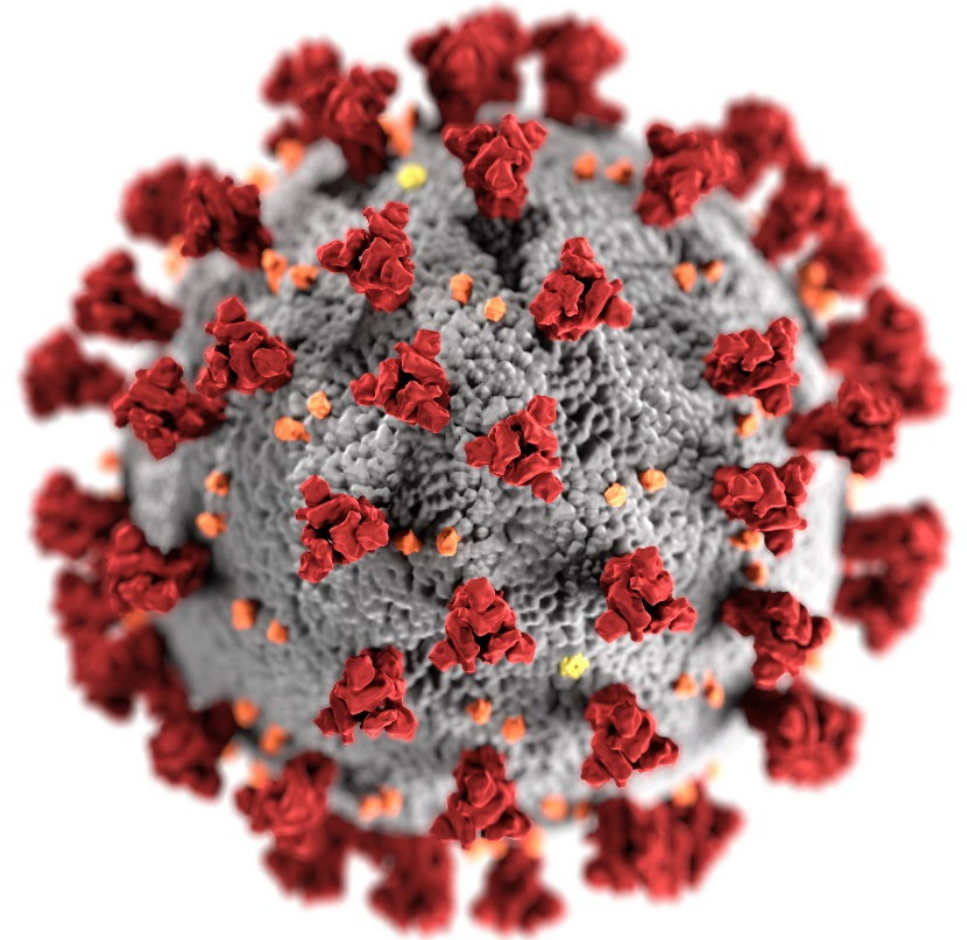
Questions or Need Help?

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

Please write '*Event-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.




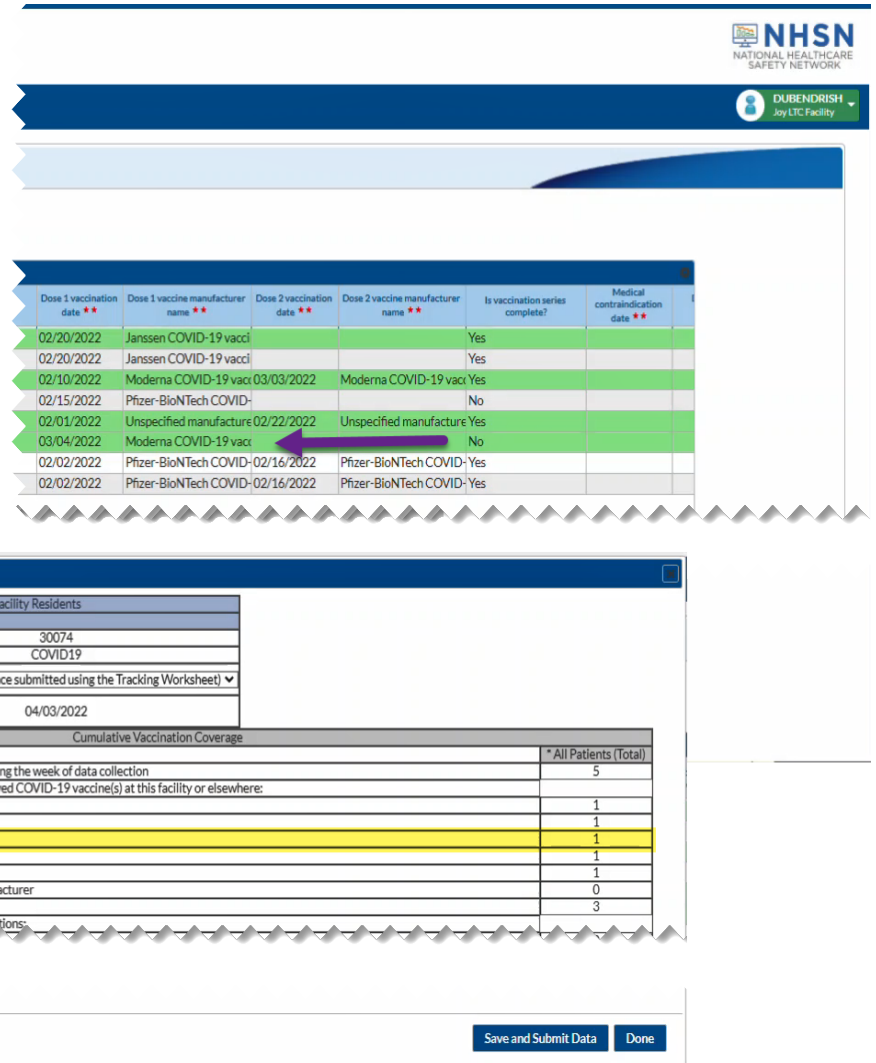
Additional Slides



Example: How to update a previously saved record

- Scenario- After uploading a record for Resident ID NYCS and clicking “view reporting summary and submit” I realized I accidentally selected Moderna for their dose one manufacturer name instead of Janssen





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 **
02/20/2022	Janssen COVID-19 vacci			Yes	
02/20/2022	Janssen COVID-19 vacci			Yes	
02/10/2022	Moderna COVID-19 vacci	03/03/2022	Moderna COVID-19 vacci	Yes	
02/15/2022	Pfizer-BioNTech COVID-			No	
02/01/2022	Unspecified manufacture	02/22/2022	Unspecified manufacture	Yes	
03/04/2022	Moderna COVID-19 vacci			No	
02/02/2022	Pfizer-BioNTech COVID-02/16/2022		Pfizer-BioNTech COVID-	Yes	
02/02/2022	Pfizer-BioNTech COVID-02/16/2022		Pfizer-BioNTech COVID-	Yes	

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		5
2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:		
2.1. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine		1
2.2. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine		1
2.3. Only dose 1 of Moderna COVID-19 vaccine		1
2.4. Dose 1 and dose 2 of Moderna COVID-19 vaccine		1
2.5 One dose of Janssen COVID-19 vaccine		1
2.99 Complete COVID-19 vaccination series: Unspecified Manufacturer		0
* Any completed primary COVID-19 vaccine series		3
3. Cumulative number of residents in Question #1 with other conditions:		

Example: How to update a previously saved record – Data for Example Only continued

- Scenario continued
 - Click the cell that needs to be updated and enter the changes directly into the grid of the record.

Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

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

Event-Level COVID-19 Vaccination

Add Row... View Reporting Summary

Required fields marked with * Conditionally required fields marked with *

	Resident identifier *	Resident Admit Date *
+ 1776		02/01/2005
+ 1776		02/15/2022
+ ABCD		04/17/2021
+ ABCDE		02/01/2022
+ FGHIJ		01/01/2022
+ NYCS		04/05/2021
+ RTS		02/01/2022
+ RTS		04/01/2022

NHSN
NATIONAL HEALTHCARE SAFETY NETWORK

DUBENDRISH
Joy LTC Facility


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 **
02/20/2022	Janssen COVID-19 vaccine			Yes	
02/20/2022	Janssen COVID-19 vaccine			Yes	
02/10/2022	Moderna COVID-19 vaccine	03/03/2022	Moderna COVID-19 vaccine	Yes	
02/15/2022	Pfizer-BioNTech COVID-19 vaccine			No	
02/01/2022	Unspecified manufacturer	02/22/2022	Unspecified manufacturer	Yes	
03/04/2022	Moderna COVID-19 vaccine			No	
02/02/2022	Pfizer-BioNTech COVID-19 vaccine		Pfizer-BioNTech COVID-19 vaccine	Yes	
02/02/2022	Moderna COVID-19 vaccine		Pfizer-BioNTech COVID-19 vaccine	Yes	
	Janssen COVID-19 vaccine				
	Unspecified manufacturer				




Example: How to update a previously saved record Data for Example Only

continued

- Scenario continued
 - Be sure to click out of the cell(s) modified and then click “view reporting summary and submit” to share the new information for all weeks impacted by a change!



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™



NATIONAL HEALTH SAFETY NETWORK

NHSN - National Healthcare Safety Network DUBENDR Joy LTC Facility

[NHSN Home](#)

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
TRACKING WORKSHEET	
Facility ID#:	30074
Vaccination type:	COVID19
Week of data collection first day (day):	3/28/2022 (Changed since submitted using the Tracking Worksheet) ▼
Week of data collection last day (day):	04/03/2022

Cumulative Vaccination Coverage	
	* All Patients (Total)
Number of residents staying in this facility for at least 1 day during the week of data collection	5
Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:	
. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	1
. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	1
. Only dose 1 of Moderna COVID-19 vaccine	0
. Dose 1 and dose 2 of Moderna COVID-19 vaccine	1
. One dose of Janssen COVID-19 vaccine	2
. 9 Complete COVID-19 vaccination series: Unspecified Manufacturer	0
. 7 completed primary COVID-19 vaccine series	4
Cumulative number of residents in Question #1 with other conditions:	

Vaccination **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vaccination series complete?	Medical contraindication date **
022	Janssen COVID-19 vacci			Yes	
022	Janssen COVID-19 vacci			Yes	
022	Moderna COVID-19 vacci	03/03/2022	Moderna COVID-19 vacci	Yes	
022	Pfizer-BioNTech COVID-			No	
022	Unspecified manufacture	02/22/2022	Unspecified manufacture	Yes	
022	Janssen COVID-19 vacci			Yes	
022	Pfizer-BioNTech COVID-	02/16/2022	Pfizer-BioNTech COVID-	Yes	
022	Pfizer-BioNTech COVID-	02/16/2022	Pfizer-BioNTech COVID-	Yes	




What if someone's vaccination status changes over time?

Event-Level COVID-19 Vaccination Form - Residents

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

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

Delete	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *
<input type="checkbox"/>	TEST6	02/21/2022	TEST		CASE6

Note: GREEN ROW = modified data that has not yet been submitted.

1

Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional manufa
02/21/2022		

View 1 - 9 of 9

- Resident was admitted on 2/21/2022, and vaccination status was unknown

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

Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Export SQL..., L...

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

Delete		Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Do
<input type="checkbox"/>	+	TEST5	01/05/2022	01/11/2022	TEST1	TEST2	01
<input type="checkbox"/>	+	TEST6	02/21/2022		TEST	CASE6	

Note: GREEN ROW = modified data that has not yet been submitted.

Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	A
02/25/2022	Other	02/21/2022		

View 1 - 9 of 9

- You learn that the resident is unvaccinated and offer vaccination. They decline on 2/25/2022.
 - Add this information to the resident's existing row
 - Do NOT delete the 2/21/2022 unknown status date

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

Event-Level COVID-19 Vaccination Form - Residents

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

Delete	Resident Identifier *	Resident Admit Date *	Resident Discharge Date	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 **
<input type="checkbox"/>	TEST6	02/21/2022	TEST	CASE6		03/22/2022	Janssen COVID-19 vacci	02/25/2022	Other	02/21/2022

Note: GREEN ROW = modified data that has not yet been submitted.

- The resident decides to get vaccinated on 3/22/2022. Add this information to existing row.
- The resident now has 3 statuses recorded:
 - Unknown from 2/21/2022 – 2/24/2022
 - Declined from 2/25/2022 – 3/21/2022
 - Vaccinated with Janssen beginning on 3/22/2022