

# Quick Reference Guide: How to Enter COVID-19/Respiratory Pathogens Vaccination Data for Long-Term Care Facilities

## Getting Started with Weekly COVID-19/Respiratory Pathogens Vaccination Data Reporting

The purpose of this document is to assist long-term care facilities (LTCFs) with reporting weekly COVID-19/Respiratory Pathogens vaccination data for healthcare personnel (HCP) and residents through CDC’s NHSN. This reporting can help facilities monitor COVID-19/Respiratory Pathogens vaccination coverage over time. This document outlines the steps facilities should take to enter data.

### Overview

This document will go over the steps of how to enter data for each of the three data entry options:

1. Directly into the data entry screens of the COVID-19/Respiratory Pathogens Vaccination Modules
2. .CSV upload into the Weekly COVID-19/Respiratory Pathogens Vaccination Modules
3. Optional person-level COVID-19 vaccination forms. Select the “view reporting summary and submit” button to submit these data to the Weekly Modules. The person-level forms replaced the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules. Person-level data can be submitted via the data entry screen within the application, or through .CSV upload. More on this here: [Person-Level COVID19 Vaccination Forms: A How to Guide](#)

## Direct Entry into the Data Entry Screens of the COVID-19/Respiratory Pathogens Vaccination Modules

### Entering Weekly COVID-19 Vaccination Data for HCP

1. Access the LTCF Component homepage in NHSN.
2. Click on “COVID-19/Respiratory Pathogens” on the left-hand navigation bar.
3. Select “COVID-19 Vaccination – HCP” from the options listed.

COVID-19/Respiratory Pathogens	Dashboard
	Pathway Data Reporting
Vaccination Summary	POC Test Result Reporting
Import/Export	COVID-19 Event
Surveys	COVID-19 Vaccination - HCP
Analysis	Vaccination - Residents
Users	Person-Level COVID-19 Vaccination Form - HCP
Facility	Person-Level COVID-19 Vaccination Form - Residents
Group	



4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report 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://v>

◀ 📅 ▶
27 November 2023 - 07 January 2024

Record Complete
Record Incomplete

Weekly Vaccination Calendar

11/27/2023 (Monday) - 12/03/2023 (Sunday)

☑ COVID-19: HCP

☑ COVID-19: Residents

☑ FLU/RSV: Residents

5. Fill out the form with your data. Required fields are indicated by an asterisk. Please remember that questions 2-3.3 must equal the total number reported in question 1. For complete reporting instructions see the tables of instructions for reporting healthcare personnel data into the COVID-19 Vaccination Modules: [COVID-19 Vaccination Staff Form 57.219 TOI \(cdc.gov\)](#).

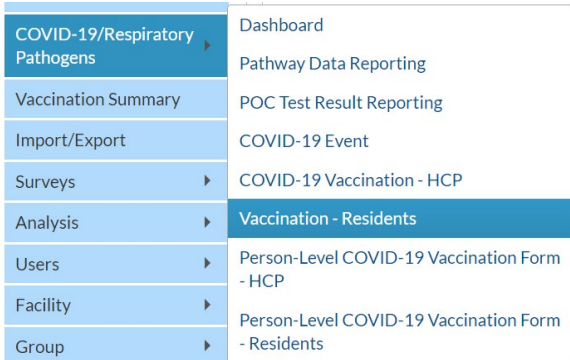
Cumulative Vaccination Coverage						
Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.						
	Healthcare Personnel (HCP) Categories					
			Employee HCP	Non-Employee HCP		
	*All Core HCP <sup>a</sup>	*All HCP <sup>b</sup>	*Employees (staff on facility payroll) <sup>c</sup>	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants <sup>d</sup>	*Adult students/trainees & volunteers <sup>e</sup>	*Other Contract Personnel <sup>f</sup>
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who are <b>up to date</b> with COVID-19 vaccine(s).  Please review the current definition of up to date: <a href="#">Key Terms and Up to Date Vaccination</a> .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. * <b>Cumulative</b> number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2 *Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3 *Unknown/Other COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Entering Weekly COVID-19 Vaccination Data for Residents

1. Access the LTCF Component homepage in NHSN.
2. Click on "COVID-19/Respiratory Pathogens" on the left-hand navigation bar.



3. Select “Vaccination – Residents” from the options listed.



4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.

5. Fill out the form with your data. Required fields are indicated by an asterisk. Please remember that questions 2-3.3 must equal the total number reported in question 1. For complete reporting instructions see the tables of instructions for reporting resident data into the COVID-19 Vaccination Modules: [COVID-19 Vaccination Module for Long-Term Care Residents TOI \(cdc.gov\)](#).

Cumulative Vaccination Coverage	
<p>Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.</p>	
1. * Number of residents staying in this facility for at least 1 day during the week of data collection	<input type="text"/>
2. * <b>Cumulative number</b> of residents in Question #1 who are up to date with COVID-19 vaccines.	<input type="text"/>
Please review the current definition of <a href="#">up to date</a> : Key Terms and Up to Date Vaccination.	
3. * <b>Cumulative number</b> of residents in Question #1 with other conditions:	
3.1 * Medical contraindication to COVID-19 vaccine	<input type="text"/>
3.2 * Offered but declined COVID-19 vaccine	<input type="text"/>
3.3 * Unknown/Other COVID-19 vaccination status	<input type="text"/>

### Optional: Entering Weekly Influenza/RSV Vaccination Data for Residents Only

1. Access the LTCF Component homepage in NHSN.
2. Click on “COVID-19/Respiratory Pathogens” on the left-hand navigation bar.
3. Select “Vaccination – Residents” from the options listed.
4. To report weekly Influenza/RSV vaccination data for residents, click on the week for which you wish to report data. Please note: you will not be able to access the Influenza/RSV tab without having **already entered COVID-19 vaccination data for residents**.



COVID-19 Vaccine: HCP	COVID-19 Vaccine: Residents	Influenza/RSV: Residents (Optional)
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Resident COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: [ ]

\*Facility ID: [ ] \*Vaccination type: COVID19 Facility CCN #: [ ]

\*Week of Data Collection: 11/06/2023 - 11/12/2023 \*Date Last Modified: [ ]

**Cumulative Vaccination Coverage**

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

1. * Number of residents staying in this facility for at least 1 day during the week of data collection	100
2. * <b>Cumulative number</b> of residents in Question #1 who are up to date with COVID-19 vaccines.	50

Please review the current definition of [up to date](#): Key Terms and Up to Date Vaccination.

3. * <b>Cumulative number</b> 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	50
3.3 * Unknown/Other COVID-19 vaccination status	0

5. Fill out the form with your data. Required fields are indicated by an asterisk. The number of residents entered in question 1 on the COVID-19 residents' form will **auto populate the total residents on the Influenza/RSV residents' form**.

Please note: Updating the total number of residents in question 1 on the COVID-19 vaccine residents' form will also update the auto populated total on the Influenza/RSV residents' form, making questions 2-3.3 no longer equal the total in question 1. Therefore, if you update question 1 on the COVID-19 vaccine residents' form, please ensure you make corresponding updates to the numbers entered for questions 2–3.3 on the Influenza/RSV residents' form as well.

For complete reporting instructions see the table of instructions for reporting Influenza/RSV resident data into the COVID-19 Vaccination Modules: [Instructions for Completion of the Weekly Respiratory Pathogens Vaccination Module \(cdc.gov\)](#)

COVID-19 Vaccine: HCP	COVID-19 Vaccine: Residents	Influenza/RSV: Residents (Optional)
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Resident Flu/RSV Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: [ ]

\*Facility ID: [ ] \*Vaccination type: Respiratory Facility CCN #: [ ]

\*Week of Data Collection: 11/06/2023 - 11/12/2023 \*Date Last Modified: [ ]

**Cumulative Vaccination Coverage**

Optional Reporting: These data are NOT required.

<b>Total Residents</b>	1. *Number of residents staying in this facility for at least 1 day during the week of data collection	100
	2. *Number of residents in question #1 who are up to date with <b>Influenza</b> vaccination for current season	[ ]
<b>Influenza Vaccination</b>	Among those not in Question #2, reason not up to date:	
	2.1 *Medical contraindication to influenza vaccine	[ ]
	2.2 *Offered but declined influenza vaccine	[ ]
	2.3 *Other/unknown influenza vaccination status	[ ]
<b>RSV Vaccination</b>	3. *Number of residents in question #1 who are up to date with <b>RSV</b> vaccination	[ ]
	Among those not in Question #3, reason not up to date:	
	3.1 *Medical contraindication to RSV vaccine	[ ]
	3.2 *Offered but declined RSV vaccine	[ ]
	3.3 *Other/unknown RSV vaccination status	[ ]



# .CSV Upload into the Weekly COVID-19/Respiratory Pathogens Vaccination Modules

Data can also be submitted through .CSV file upload. For more information, please review our resources on this process available here: [https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#anchor\\_21687](https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#anchor_21687)

## Weekly Vaccination Summary Data - CSV Data Import

### Instructions for Uploading Data

#### COVID-19 CSV Materials

[Uploading Group COVID-19 .CSV Data Files \(11.4.1\)](#) [PDF - 773 KB] - June 2023

[Uploading Group COVID-19 .CSV Data Files \(10.1.3\)](#) [PDF - 939 KB] - May 2022

[Uploading Group COVID-19 .CSV Data Files \(10.1.1\)](#) [PDF - 1 MB] - February 2022

[Uploading Group COVID-19 .CSV Data Files \(Pre 10.0\)](#) [PDF - 1 MB] - August 2021

#### Influenza/RSV CSV Materials

[Uploading Group Influenza/RSV .CSV Data Files \(11.5\)](#) [PDF - 625 KB] - October 2023

### Templates and Example Files for Residents of Long-term Care Facilities (LTCFs)

#### COVID-19 CSV Materials

[Example CVS File \(11.4.1\)](#) [XLS - 152 B] - June 2023

[CSV File Template \(11.4.1\)](#) [XLS - 103 B] - June 2023

[CSV File Template \(10.1.3\)](#) [XLS - 177 B] - May 2022

[Example CSV File \(10.1.3\)](#) [XLS - 243 B] - May 2022

[CSV File Template \(10.1.1\)](#) [CSV - 2 KB] - February 2022

[Example CSV File \(10.1.1\)](#) [CSV - 2 KB] - February 2022

#### Influenza/RSV CSV Materials

[CSV File Template](#) [CSV - 141 Bytes] - October 2023

[Example CSV File Template](#) [CSV - 180 Bytes] - October 2023

### Templates and Example Files for Healthcare Personnel of Long-term Care Facilities (LTCFs)

[CVS File Template \(11.4.1\)](#) [XLS - 15 KB] - June 2023

[Example CVS File \(11.4.1\)](#) [XLS - 17 KB] - June 2023

[CSV File Template \(10.1.3\)](#) [XLS - 442 B] - May 2022

[Example CSV File \(10.1.3\)](#) [XLS - 559 B] - May 2022

[CSV File Template \(10.1.1\)](#) [CSV - 3 KB] - February 2022



**Person-Level COVID-19 Vaccination Forms - Instructions and Guidance Documents**

INSTRUCTIONS FOR REPORTING PERSON-LEVEL VACCINATION DATA

- [Person-Level Group Upload CSV Instructions - LTC](#) [PDF - 985 KB] - May 2023

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- [Person-Level COVID-19 Vaccination Forms: A How-To Guide](#) [PDF - 1 MB] - June 2023

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- [1 Pager: NHSN COVID-19 \(Person-Level\) Forms](#) [PDF - 209 KB] - June 2023

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- [Person-Level Vaccination Form Table of Instructions: Healthcare Personnel](#) [PDF - 333 KB] - October 2023

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- [Person-Level Vaccination Form Table of Instructions: Residents](#) [PDF - 330 KB] - October 2023

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- [Quick Reference Guide: Re-Submitting COVID-19 Vaccination Data using the Person-Level Vaccination Forms](#) [PDF - 384 KB]- February 2023

**Person-Level COVID-19 Vaccination Data - CSV Data Import**

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

- [Variable description and file layout for residents and healthcare personnel of LTCFs \(11.4.1\)](#) [PDF - 208 KB] - June 2023

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

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

- [.CSV File Template for LTCF Residents](#) [XLS - 521 B] - June 2023

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

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- [Example .CSV File for LTCF Residents](#) [XLS - 677 B] - June 2023

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

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

- [.CSV File Template for LTCF HCP](#) [XLS - 534 B] - June 2023

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

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- [Example .CSV File for LTCF HCP](#) [XLS - 658 B] - June 2023

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

## Additional Resources

### Checking Create and Modify Dates

Regardless of the method used to report, once Weekly COVID-19/Respiratory Pathogens Vaccination Module data are saved in NHSN a “create date” will be auto-populated on the data entry screen. Additionally, the “date last modified” field will display the most recent date changes have been made to the submitted data.

The screenshot shows a data entry form with the following fields:

- Date Created:** (highlighted with a red box)
- \*Facility ID:** (greyed out)
- \*Vaccination type:** COVID19
- Facility CCN #:** (greyed out)
- \*Week of Data Collection:** 05/29/2023 - 06/04/2023
- \*Date Last Modified:** (highlighted with a red box)

A facility can check create and modify dates by running a line listing report based on the dates of interest. Simply run a line listing report, set the time period to the appropriate period, add the create date and modify date variables to the selected variables box, and then review the final report. If the create dates match the modify dates, then you will know



that no changes were made after initial data entry. If the modify date is more recent than the create date, then you know that the data were modified after initial data entry. To find additional detailed instructions see [Quick Reference Guide: How to check create date \(cdc.gov\)](#)

## Training Materials

Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: [LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#)

If you have any questions, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. The new portal should be used in place of [fnhsn@cdc.gov](mailto:fnhsn@cdc.gov), [nhsntrain@cdc.gov](mailto:nhsntrain@cdc.gov), and [nhsndua@cdc.gov](mailto:nhsndua@cdc.gov). Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with 'Weekly COVID-19/Respiratory Pathogens Vaccination – LTCF' in the subject line.

