

# Long-Term Care Facility Component (LTCF) Person-Level COVID-19 Vaccination Form: A How-To Guide

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## Purpose

CMS-certified Skilled Nursing Facilities (SNF) are required to continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules to fulfill CMS reporting requirements, using the Long-Term Care (LTC) component in NHSN. Data can be reported to this module in three ways, and this guide focuses on #3:

1. Directly into the data entry screens of the Weekly COVID-19 Vaccination Module.
2. Through .CSV upload into the Weekly COVID-19 Vaccination Module.
- 3. As of March 28, 2022, Long-Term Care (LTC) facilities also have the option to use the Person-Level (Event-Level) Vaccination Forms and select the “view reporting summary and submit” to submit these data to the Weekly COVID-19 Vaccination Modules.**

### What will be covered in this guide?

This guide provides additional information on the third option listed above. The optional Person-Level Vaccination Forms can assist facilities with managing and tracking person-level vaccination data directly in NHSN and calculating and entering the weekly summary totals in the application.

This guide covers how to enter a new record and update an existing record in the Person-Level COVID-19 Vaccination Forms. Scenarios described include adding a resident who is discharged and later is re-admitted to the facility, and how to record a resident’s vaccination status as it changes overtime. This guide will also provide instructions for exporting and importing .CSV data. Please note that all examples in this guide utilize test data. These data are fictitious and are for educational purposes only. Keep in mind that while most examples in this guide use resident data, the steps for entering and updating records in the Person-Level COVID-19 Vaccination Forms are the same for staff and residents.

### Who should use the Person-Level COVID-19 Vaccination Forms?

We recommend that all **LTC facilities** use the Person-Level COVID-19 Vaccination Forms to ensure accurate summary of data when submitting staff and resident data to the Weekly COVID-19 Vaccination Modules.

### What are the advantages of the Person-Level COVID-19 Vaccination Form?

Use of this form simplifies reporting summary data. The NHSN application automatically **calculates** the weekly summary totals based on the person-level data. This means those who use the Person-Level COVID-19 Vaccination Form will no longer need to manually calculate and enter totals in the summary form. The Person-Level COVID-19 Vaccination Form automatically classify individuals’ up to date vaccination status for each reporting week of interest. Users enter/update the person-level data and click ‘View Reporting Summary and Submit’ to review the totals and submit their weekly data. The Person-Level COVID-19 Vaccination Form also help facilities organize and manage data on all HCP and capture changes in individuals’ vaccination status over time.

## Accessing the Person-Level COVID-19 Vaccination Form

The optional Person-Level COVID-19 Vaccination Form is available in the long-term care component of the NHSN application.

Select Person-Level COVID-19 Vaccination Form-Residents or Person-Level COVID-19 Vaccination Form-HCP as seen in the image below.



The screenshot shows the NHSN Long Term Care Facility Component Home Page. The header includes the NHSN logo and the text "NHSN - National Healthcare Safety Network (ltcf1221-ffc86964-g8vs6:80)". A left-hand navigation menu lists various options such as Alerts, Dashboard, Reporting Plan, Resident, Staff, Summary Data, Respiratory Pathogens and Vaccination, RPV Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, Cheat Sheets, POC Vocab, Dynamic Forms, and Logout. The main content area is titled "NHSN Long Term Care Facility Component Home Page" and features a "Long Term Care Dashboard" and an "Action Items" section. Under "Action Items", there is a "COMPLETE THESE ITEMS" list with options: RPV - Residents, COVID-19 Vaccination - HCP, POC Test Result Reporting, Pathway Data Reporting (Archive), COVID-19 Event, Person-Level COVID-19 Vaccination Form - HCP, and Person-Level COVID-19 Vaccination Form - Residents. A "Confer Rights" button is visible, and a "Not Accepted" message is displayed. A notification box shows "13 Missing Summary Data".

This will take you to the data entry screen where person-level vaccination data can be entered, modified, or uploaded via .CSV file. This is the first step for any person-level data entry, upload, or modification.

### User Rights

To enter person-level vaccination data for healthcare workers, the user must have the 'Administrator', 'All Rights', and 'Staff/Visitor' box(s) checked under the Long-Term Care Facility column as seen in the image below to submit person-level data. Facility Administrators automatically have access to these data.

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

---

Customize Rights  [Advanced](#)

[Effective Rights](#) [Save](#) [Back](#)

A Facility Administrator or a user with administrator rights can grant these additional rights to users. The steps to grant these rights to additional users are as follows:

When you are on the NHSN Long-Term Care Component Home Page:

- Navigate down to the “User” tab on the left-hand navigation bar.
- Hover over the tab and select “Add.”
- Enter user information (an asterisk indicates required data for that field)
- Click “Save” at the bottom of the page.
- You should now be on the “Add User Rights” page.
- Check the appropriate Rights box(s) under the **Long-Term Care Facility** column.
- Click “Save” at the bottom of the screen once Rights are checked.

 **Edit User Rights**

User ID:

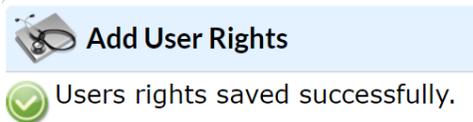
Facility List:

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

Customize Rights  **Advanced**

Effective Rights Save Back

- After you have selected “Save” look for the “Users rights save successfully” in the upper right-hand corner



- User rights are immediately granted, and the Person-Level COVID-19 Vaccination Form is ready for use.

Note: if the user cannot see the Person-Level COVID-19 Vaccination Form immediately, then log out of NHSN and log back in.

## Entering a New Person-Level Vaccination Record

The NHSN person-level vaccination records are linked to the NHSN Healthcare worker list to provide consistency and integration across NHSN collection forms.

### Tips for creating Unique HCP Identifier

- Ensure that you are using the ID used for the same individual entered on other forms in NHSN.
- Avoid starting the ID with a 0 (zero) because if you ever decide to import a .CSV file, the .CSV drops the leading 0 (zero) and this changes the ID. This will result in duplicate rows for the same person with two different IDs.
- Avoid using birthday, first name, or last name only as the ID because this type of identification can be shared by more than one individual, so this will eventually create duplicates.

### Step 1: Enter unique resident identifier and demographics

The first step is to identify or enter an individual's ID and demographic information.

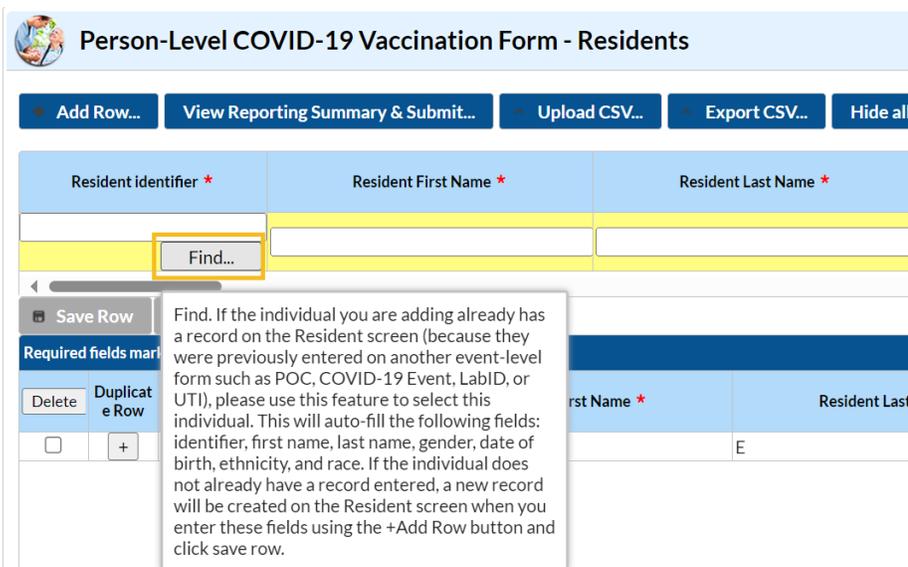
Click + **Add Row** button and yellow section at the top of the form will appear to enter this individual's data.

If you know the resident ID you are looking for, type it in the Resident identifier box. This will auto-fill in name, DOB, sex, ethnicity, and race. Finish entering the individual's vaccination data and click save row.

Please provide all known demographic information.

If you don't know the resident ID (or don't know if this person has a record on the NHSN list), click Find

The text below will display when you hover over the Find button



After you click the **Find** button, the Resident list will appear on the screen.

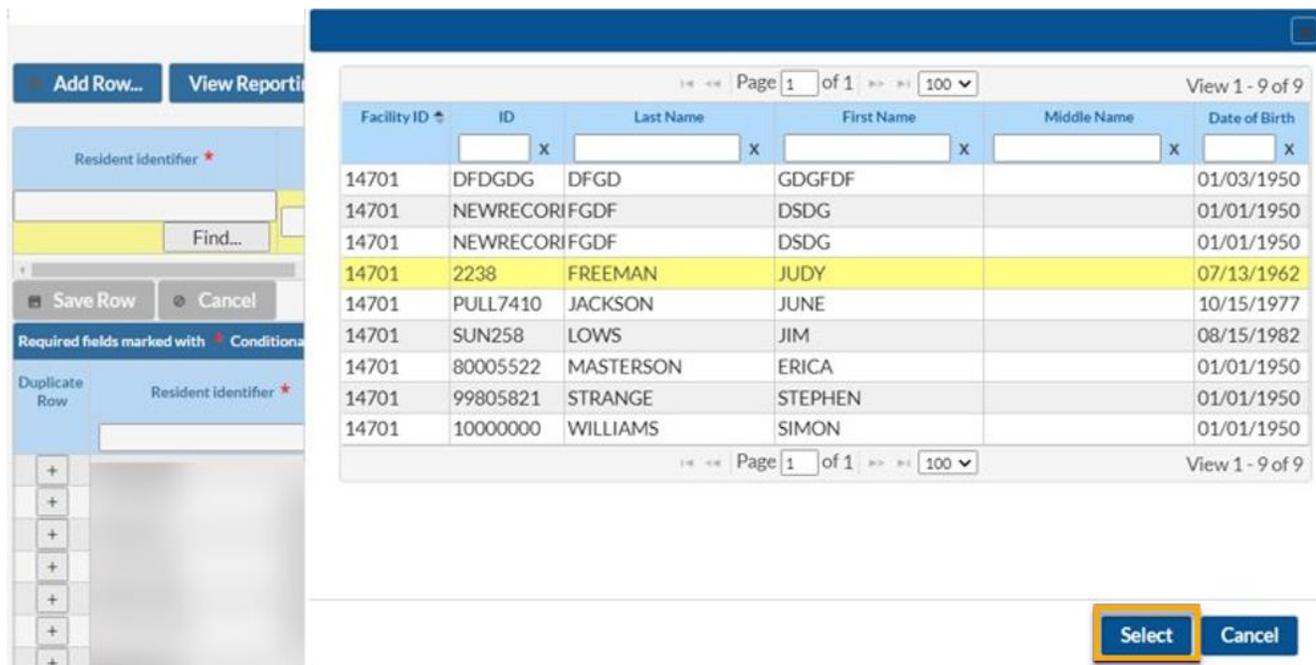
Change the **view** from 10 to 100 records.

Scan the list to see if the individual you are looking for has a record. You can also type the first or last name in the boxes below the corresponding headers.

Example 1: The person you are looking for already has a corresponding record on the NHSN Resident list

In this example, say you are looking for a record for someone named Judy Freeman with a birthday of 7/13/1962

She has a record on the NHSN resident list, so click on her row, then click Select



The screenshot shows a web application interface for NHSN. On the left, there are buttons for 'Add Row...' and 'View Report...'. Below these is a 'Resident identifier' field with a red asterisk, a 'Find...' button, and 'Save Row' and 'Cancel' buttons. A 'Duplicate Row' section is also visible. The main area is a table with the following columns: Facility ID, ID, Last Name, First Name, Middle Name, and Date of Birth. The table contains 9 rows of data. The row with Facility ID 14701, ID 2238, Last Name FREEMAN, and First Name JUDY is highlighted in yellow. At the bottom right, there are 'Select' and 'Cancel' buttons, with the 'Select' button circled in orange.

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

Clicking the Select button will automatically fill in the name, sex, DOB, race, and ethnicity from her record on the NHSN resident list. Although the row has auto filled with the individual’s known demographics; information with an asterisk(s) will need to be entered prior to saving the row for that individual.

Example 2: The Individual you are entering vaccination data for does not already have a corresponding record on the NHSN Resident list

Click + Add Row button. If you do not know if this person has a record on the NHSN list, click the **Find** button indicated by the #1 in the image below. Next, change the **view** from 10 to 100 records as shown in the image below with #2 and scan the list to see if the person you are looking for has a record.

## Person-Level COVID-19 Vaccination Form - Residents

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

Resident identifier *	Resident First Name *	Resident Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Find...

**Save Row**

**Required fields marked with an asterisk (\*)**

**Delete** **Duplicate Row**

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

Resident First Name *	Resident Last Name *
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



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Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	X1	A	ONE		01/12/2000
14701	X2	A	TWO		01/15/1999
14701	32	AA	FD		09/16/1953
14701	15	AA	WHY		08/15/1953
14701	289741	ADAMS	WEDNESDAY		12/12/1940
14701	193695	ANTHONY	HARPER		12/18/1930
14701	42	AQ	TY		08/14/1953
14701	8882	BAG	BROWN		01/12/1962
14701	20006688	BAKER	WILLIAM		01/01/1959
14701	34	BB	FF		08/22/1953

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2 10 100

[Select](#) [Cancel](#)

If the individual does not have a record, click **cancel** as indicated by the #3 below.

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Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	X1	A	ONE		01/12/2000
14701	X2	A	TWO		01/15/1999
14701	32	AA	FD		09/16/1953
14701	15	AA	WHY		08/15/1953
14701	289741	ADAMS	WEDNESDAY		12/12/1940
14701	193695	ANTHONY	HARPER		12/18/1930
14701	42	AQ	TY		08/14/1953
14701	8882	BAG	BROWN		01/12/1962
14701	20006688	BAKER	WILLIAM		01/01/1959
14701	34	BB	FF		08/22/1953
14701	54321	BOO	PEEK		04/01/1962
14701	33	CD	OK		08/16/1953
14701	4464	CEE	BEAUCHAMP		02/09/1940

3

Select Cancel

Since this individual does not have a corresponding record, type in a unique resident ID. An alert will appear letting you know this is a new ID. Click OK and continue entering the data.

Person-Level COVID-19 Vaccination Form - Residents

Add Row... View Reporting Summary Export CSV... Hide all columns

Export SQL...

Resident identifier \* Resident Last Name \*

HSM Find...

Alert: Could not find Resident. You can directly enter a new Resident from this screen.

OK

Save Row Cancel

Enter the individuals' vaccination information including, resident admit date, dose dates and vaccine manufacturers (or date of declining or medical contraindication) and click Save Row. If you do not know their vaccination status, you can enter an unknown vaccination status that is the same day as their admission or start date.

+ Add Row...
View Reporting Summary & Submit...
Upload CSV...
Export CSV...
Hide all d
  
Export SQL...

Resident identifier *	Resident First Name *	Resident Last Name *
HSM	TROY	BOLTON

Entering and saving a record for this new individual adds them to the NHSN resident list.

**Note:** If you are unable to obtain information on ethnicity and/or race, you may select the 'Unknown' option.

### Example 3: Adding demographic information for a new resident record

Click the + Add Row button. Enter Unique HCP Identifier, available demographic information (first name, Last name, Sex, DOB, Ethnicity, Race), admission, and vaccination information.

**Person-Level COVID-19 Vaccination Form - Residents**

+ Add Row...
View Reporting Summary & Submit...
Upload CSV...
Export CSV...
Hide all discharged residents
Export SQL...

Resident identifier *	Resident First Name *	Resident Last Name *	Sex **	Date of Birth **	Ethnicity **
4	Bob	Smith	▼		

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

For race, you must scroll down to see all checkbox options. *Note: You can select more than 1 race. If you select **Declined to respond** or **Unknown**, you cannot check more than 1 value.*

Race \*\*

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander

Race \*\*

- Native Hawaiian/Other Pacific Islander
- White
- Declined to respond
- Unknown

**Note\***

In April 2024, a new feature became available for the Person-Level forms. New buttons were added which give the user the ability to “Hide all discharged residents” As seen in the screen shot below, there are some residents who have a discharge date. The same feature and function is available in the HCP person level forms with a button saying or “Hide all employees with an end date”.

Vaccination Form - Residents

Required fields marked with \*\*

Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resident Discharge Date	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **
07/03/1988	Not Hispanic or Not Lat	White	07/01/2022	10/31/2023	01/02/2022	Moderna COVID-19 vaccine
08/23/1954	Not Hispanic or Not Lat	Black or African American	03/27/2015	01/21/2023	01/05/2021	Pfizer-BioNTech COVID-19
01/15/1955	Hispanic or Latino	Unknown	07/01/2022		01/03/2022	Pfizer-BioNTech COVID-19
12/01/1955	Hispanic or Latino	American Indian/Alaska Native	07/06/2022		04/28/2021	Moderna COVID-19 vaccine
08/19/1953	Hispanic or Latino	Unknown	07/01/2022		01/04/2022	Moderna COVID-19 vaccine
09/01/1986	Not Hispanic or Not Lat	American Indian/Alaska Native	07/01/2022		04/27/2021	Pfizer-BioNTech COVID-19
08/20/1953	Hispanic or Latino	Unknown	07/01/2022		01/05/2022	Moderna COVID-19 vaccine
08/21/1953	Hispanic or Latino	Unknown	07/01/2022		01/06/2022	Moderna COVID-19 vaccine
08/15/1953	Hispanic or Latino	Unknown	07/01/2022		09/14/2023	Unspecified manufacturer
01/24/1952	Not Hispanic or Not Lat	White	02/24/2021	03/25/2023		
07/31/1935	Not Hispanic or Not Lat	Unknown	11/29/2022		06/01/2023	Bivalent Pfizer vaccine
06/27/1963	Not Hispanic or Not Lat	White	11/25/2020			
03/10/1937	Unknown	White	03/24/2018			
02/23/1956	Not Hispanic or Not Lat	White	12/01/2022	01/06/2023		
10/18/1960	Not Hispanic or Not Lat	White	11/16/2019			
10/22/1930	Not Hispanic or Not Lat	White	04/15/2021	01/22/2023	07/29/2021	Pfizer-BioNTech COVID-19
12/06/1950	Not Hispanic or Not Lat	White	07/24/2020			

When you click on the highlighted box above the column labeled “Hide all discharged residents,” the residents are hidden from the list view and the button changes to “Unhide all discharged residents.” This was added to simplify use of the person-level vaccination forms.

/vaccination Form - Residents

[Save & Submit...](#)
[Upload CSV...](#)
[Export CSV...](#)
[Unhide all discharged residents](#)
[Export SQL...](#)

Required fields marked with \*\*

Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resident Discharge Date	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **
01/15/1955	Hispanic or Latino	Unknown	07/01/2022		01/03/2022	Pfizer-BioNTech COVID-19
12/01/1955	Hispanic or Latino	American Indian/Alaska Native	07/06/2022		04/28/2021	Moderna COVID-19 vaccine
08/19/1953	Hispanic or Latino	Unknown	07/01/2022		01/04/2022	Moderna COVID-19 vaccine
09/01/1986	Not Hispanic or Not Lat	American Indian/Alaska Native	07/01/2022		04/27/2021	Pfizer-BioNTech COVID-19
08/20/1953	Hispanic or Latino	Unknown	07/01/2022		01/05/2022	Moderna COVID-19 vaccine
08/21/1953	Hispanic or Latino	Unknown	07/01/2022		01/06/2022	Moderna COVID-19 vaccine
08/15/1953	Hispanic or Latino	Unknown	07/01/2022		09/14/2023	Unspecified manufacturer
07/31/1935	Not Hispanic or Not Lat	Unknown	11/29/2022		06/01/2023	Bivalent Pfizer vaccine
06/27/1963	Not Hispanic or Not Lat	White	11/25/2020			
03/10/1937	Unknown	White	03/24/2018			
10/18/1960	Not Hispanic or Not Lat	White	11/16/2019			
12/06/1950	Not Hispanic or Not Lat	White	07/24/2020			
07/23/1926	Unknown	White	03/17/2017			
10/23/1946	Not Hispanic or Not Lat	Unknown	09/26/2019			
09/26/1953	Unknown	Unknown	07/17/2019			
07/03/1940	Not Hispanic or Not Lat	White	10/03/2022			
01/02/1941	Not Hispanic or Not Lat	White	09/20/2022			

Please note that data rows for hidden residents still exist and are included in the appropriate counts when submitting summary data. Therefore, if you try to add a new row with the same ID as one resident who has been hidden, you will receive a message that the resident already exists, and their profile will appear on the screen.

Step 2a: View Reporting Summary & Submit for Data entered before September 29, 2024

Once all data have been entered and updated, select the “View Reporting Summary & Submit” button.



Person-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 \*\*

Duplicate Row	Resident identifier *	Resident First Name * ^	Resident Last Name *
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If data are **added or modified** on the Person-Level COVID-19 Vaccination Form, you must select the ‘View Reporting Summary & Submit’ button to feed these data to the Vaccination Summary module. You need to submit data for the most recent week by clicking ‘View Reporting Summary & Submit’, selectin the most recent week, and clicking “Save and Submit” at least once per week.

View Reporting Summary & Submit...

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

Person-Level Form

Facility ID#: [redacted]

Vaccination type: COVID19 1. Select the week for submission

Week of data collection first day (Monday): 3/18/2024 (Never submitted) 2. Review totals

Week of data collection last day (Sunday): 03/24/2024 3. Save and Submit Data Done

Re-submit all changed weeks

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	90
2. *Cumulative number of residents in Question #1 who are up to date with COVID-19 vaccines. Please review the current definition of up to date	1
<b>Please review the current definition of up to date: <a href="#">Key Terms and Up to Date Vaccination.</a></b>	
3. Cumulative number of residents in Question #1 with other conditions:	
3.1 *Medical contraindication to COVID-19 vaccine	3
3.2 *Offered but declined COVID-19 vaccine	0
3.3 *Unknown/Other COVID-19 vaccination status	86

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.

2. Only save and submit data via the person-level form for weeks with complete person-level information for all residents who occupied a bed at the facility for at least 1 day during the reporting week. If you do not have complete person-level information on all residents for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

**On the Reporting Summary screen:**

1. Select the week you are interested in submitting data for using the drop-down menu next to the box that says, "Week of data collection first day (Monday)".
2. Please review the counts that are displayed for this week to ensure accuracy. The totals you see here were auto-calculated from the person-level data you entered.
3. Click "Save and Submit Data." You will see a pop-up box that says, "Successfully saved." Click OK. Now, you can either select another reporting week to submit or re-submit data for that week, or you can click "Done."

When you click the "Week of data collection first day" drop down menu, you will see each reporting week since the Person-Level Vaccination Forms became available listed. You will also note that there is sometimes text next to the date with information about the data for that week. A description of what each label means is below.



- If you only see a date, and there is no corresponding text:** This indicates that you already submitted data that week via the Person-Level form, and there have been no updates to the data for that week since submission. No action is needed!
- Never submitted:** Data for that vaccination reporting week have never been submitted by any form or reporting mechanism. These vaccination reporting weeks are eligible to submit using the Person-Level Vaccination Form.

It is important to understand that the data submitted from the person-level Reporting Summary screen transfers to the Weekly COVID-19 Vaccination Summary Module form (i.e., the traditional, aggregate, facility-level form).

**Reporting Summary**

Question	*All Patients (Total)
1. Number of residents staying in this facility for at least 1 day during the week of data collection	11
2. Cumulative number of residents in Question #1 who are up to date with COVID-19 vaccines. Please review the current definition of up to date. Please review the current definition of up to date: <a href="#">Key Terms and Up to Date Vaccination</a> .	4
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	0
3.3 * Unknown/Other COVID-19 vaccination status	7

→

**Weekly Aggregate Form**

Question	Value
1. Number of residents staying in this facility for at least 1 day during the week of data collection	11
2. Cumulative number of residents in Question #1 who are up to date with COVID-19 vaccines.	4
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	0
3.3 * Unknown/Other COVID-19 vaccination status	7

After submitting these data, if you want to confirm that the data were successfully submitted to the Weekly COVID-19 Vaccination Summary Module, navigate to Vaccination Summary on the left-hand navigation bar and observe that the week of interest appears green, indicating that the data are complete for that week. You can also click on that week and confirm that the numbers match those that you submitted from the Reporting Summary.

**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 no vaccination, at <https://vaers.hhs.gov/reportevent.html>.

29 April 2024 - 09 June 2024

Record Complete (Green) Record Incomplete (Yellow)

**Weekly Vaccination Calendar**  
 04/29/2024 (Monday) - 05/05/2024 (Sunday)

- COVID-19: HCP
- COVID-19: Residents ← (Green bar)
- FLU/RSV: Residents

As a reminder, when reviewing Vaccination Summary data, a user can always review the Create and Modify dates as described here: <https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/how-to-enter-data-ltcf-508.pdf>. The “Date Created” is auto-populated when data are initially entered and saved in the Weekly COVID-19 Vaccination Module data. The “Date

Last Modified” is auto-populated based on the most recent date that changes were made to previously submitted COVID-19 Vaccination Module data.

Here are some example cases of entering data:

### Example 1: An individual who was discharged and later returns to the facility

If a resident is discharged or leaves the facility for any reason, and then returns or is re-admitted within 1 week (7 days) or less, then nothing on their row needs to be changed and 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 then, you should enter a discharge date on the day they were discharged, and 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.*

If a healthcare worker leaves the facility for an extended period (greater than 2 weeks) and later returns, you will create a new row for this person when they return using the + button next to their original row. The original row will have an end date (the last day they worked there or the day they were discharged). The new row will have a new start date, and this date must be at least 2 weeks after the original row’s end date. Unlike the current Excel data tracking worksheet, you should NOT delete the original start date.

Suppose a resident was discharged on 6/16/2022, and this resident is re-admitted on 6/30/2022. You will use the plus sign (+) next to the resident’s original row to create a new, duplicate row for the resident where you will enter the new admission (admit) date. On the new row, you enter the new admission date of 6/30/2022. Also, confirm that the resident’s vaccination information is correct and update as needed if there have been any changes since the last entry. Once all information is updated, select ‘Save Row’.

- A. Select the plus sign (+) next to the resident’s row to create a new, duplicate row.
- B. Enter the new ‘Resident Admit Date’. In our example, you would enter 6/30/2022.
- C. Confirm that all vaccination fields are still correct and up to date.
- D. Select “Save Row”

Resident identifier *	Date of Birth **	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose
10000003	01/01/1945	06/30/2022		Sam		05/05/2022	Unsu

Save Row Cancel

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

Delete	Duplicate Row	Resident identifier *	Date of Birth **	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose
<input type="checkbox"/>	<input type="checkbox"/>	001	06/01/1942	01/01/2020	03/27/2022	May		05
<input type="checkbox"/>	<input type="checkbox"/>	10000000	03/08/1950	06/02/2022		Simon		00
<input type="checkbox"/>	<input type="checkbox"/>	10000003	01/01/1945	05/03/2022	06/16/2022	Sam		05
<input type="checkbox"/>	<input type="checkbox"/>	1000001	03/08/2019	05/18/2022		John		01
<input type="checkbox"/>	<input type="checkbox"/>		05/18/2022			William		04
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Jennifer		01
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Wendell		10
<input type="checkbox"/>	<input type="checkbox"/>		05/01/2022			Karen		01
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Eric		00
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Stephen		11

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.

Once you have updated all resident information and selected the save row button, there will be a second row for this resident displaying the updated resident information for the new admission. Anytime changes are made, please remember to always click out of the box where the most recent change was made and then click the “View Reporting Summary & Submit” button to review the summary page for accuracy and submit data for all updated weeks.

### Example 2: A resident’s vaccination status changes over time

Over time, a resident’s vaccination status may change. The Person-Level COVID-19 Vaccination form was designed to capture these changes.

For example, suppose a resident is admitted on 05/06/2022 and their vaccination status was unknown at that time. Enter the resident identifier, DOB, admit date, first name, and last name. Since the vaccination status is unknown, enter an unknown vaccination status date of 5/06/2022, as shown with box 1 below.

The screenshot shows the top navigation bar with buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., and Export SQL... Below this is a header for required and conditionally required fields. The main table has columns: Duplicate Row, Resident Identifier, Resident First Name, Resident Last Name, Resident Admit Date, Resident Discharge Date, Unknown COVID-19 vaccination status Date, Additional/booster dose date, and Additional/booster dose type. A row is shown for resident identifier 1000000000, first name WYNTER, last name NIGHTS, admit date 05/06/2022, and unknown COVID-19 vaccination status date 05/06/2022. A yellow circle with the number 1 highlights the 'Unknown COVID-19 vaccination status Date' field.

Over the course of their first week at your facility, you learn they are unvaccinated and offer vaccine. They decline on 6/13/2022. You would update this record as indicated in box # 2 (below). Simply click in the cells to enter the declination date and declination reason. Do not delete the unknown vaccination status date.

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

Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Date of Birth **
+	1000000000	WYNTER	NIGHTS	05/06/2022

Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **
05/13/2022	Other	05/06/2022

As time goes on, the resident changes their mind and on 6/20/2022 they agree to receive their first dose of COVID-19 vaccine. This can also be updated in the same way. Click on the cells corresponding to dose 1 and provide the date and vaccine manufacturer name as shown with box 3 below. You would repeat this process again once the individual received any additional or booster doses. Do not delete the unknown vaccination status date or the declination date. You would maintain all three dates on this person’s row.

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

Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Sex **	Date of Birth **
+	1000000000	WYNTER	NIGHTS	Female	09/05/2005

Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **
06/17/2022	Moderna COVID-19 vaccine

Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **
05/13/2022	Other	05/06/2022

### Step 2b: View Reporting Summary & Submit for Data entered after September 2, 2024

Please note that after 9/30/2024, the COVID-19, Influenza, and RSV vaccination and case/hospitalization reporting forms will be combined for LTC residents. Reporting data through the person-level forms has not changed, but the “Summary & Submit” screen will display the new combined form. Below is what the “Summary & Submit” screen will look like if you enter data into the person-level form for a week after 9//2024:

**View Reporting Summary & Submit...**

Weekly Respiratory Pathogen and Vaccination Summary for Residents of Long-Term Care Facilities	
Person-Level Form	
Facility ID#:	
Week of data collection first day (Monday):	8/12/2024 <span style="float: right;">Re-submit all changed weeks</span>
Week of data collection last day (Sunday):	08/18/2024
Flu/ Respiratory Virus Season:	2024-2025

1. *Number of residents staying in this facility for at least 1 day during the week of data collection	1
<b>Cumulative Vaccination Coverage</b>	
2. Resident Vaccination: Among residents in Question #1:	
2a. *Number of residents who are <u>up to date</u> with COVID-19 vaccines	1
2b. Number of residents who have received this season's <u>annual influenza vaccine</u> (2024-2025)	
2c. Number of residents who have received <u>RSV vaccine</u>	
<b>New Resident Cases (Positive Tests) and Hospitalizations During the Week of Data Collection</b>	
3. Resident Cases (Positive Tests):	
3a. *COVID-19: Residents with a Positive Test	
3ai. **Number of residents in Question #3a who received the <u>up to date</u> COVID-19 vaccine 14 days or more before the positive test	
3b. Influenza: Residents with a Positive Test	
3bi. **Number of residents in Question #3b who received this season's <u>annual influenza vaccine</u> (2024-2025) 14 days or more before the positive test	
3c. RSV: Residents with a Positive Test	
3ci. **Number of residents in Question #3c who received <u>RSV vaccine</u> 14 days or more before the positive test	
4. Residents Hospitalized with a Positive Test:	
4a. *COVID-19: Residents hospitalized this week, and had a positive test in the last 10 days	
4ai. **Number of residents in Question #4a who received the <u>up to date</u> COVID-19 vaccine 14 days or more before the positive test	
4b. Influenza: Residents hospitalized this week, and had a positive test in the last 10 days	
4bi. **Number of residents in Question #4b who received this season's <u>annual influenza vaccine</u> (2024-2025) 14 days or more before the positive test	
4c. RSV: Residents hospitalized this week, and had a positive test in the last 10 days	
4ci. **Number of residents in Question #4c who received <u>RSV vaccine</u> 14 days or more before the positive test	

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.  
 2. Only save and submit data via the person-level form for weeks with complete person-level information for all residents who occupied a bed at the facility for at least 1 day during the reporting week. If you do not have complete person-level information on all residents for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

3. If you only submit Questions #1-2a on the person-level view reporting summary and submit screen, additional data entry is still required on the summary screen. The week will display in purple until all required fields are completed.

**Save and Submit Data** **Done**

Only questions 1-2a are populated using the person-level information. To complete all required fields on the form for this selected week, you can either:

- 1) Enter the rest of the values on the form after you click 'View Reporting Summary and Submit', and then click 'Save and Submit Data'; or
- 2) Use the summary form to enter the remaining required data for questions 2b-4ci. If you do not enter data for questions 2b-4ci and only save and submit the auto-populated data from the person-level forms (questions 1-2a), the week on the calendar will display in **purple**, meaning the record is **partially completed**. The week will remain purple until all required fields are completed. A reminder can be found in footnote 3 on the save and submit person-level page. Below is an example of what partial reporting will look like in the calendar view:

### Respiratory Pathogens and Vaccination (RPV) Summary Data

Click a cell to begin entering data for the week which counts are reported.

Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

29 July 2024 - 08 September 2024

Record Complete Record Incomplete Record Partially Complete

Weekly RPV Calendar

07/29/2024 (Monday) - 08/04/2024 (Sunday)

- COVID-19: HCP
- RPV: Residents

08/05/2024 (Monday) - 08/11/2024 (Sunday)

- COVID-19: HCP
- RPV: Residents

08/12/2024 (Monday) - 08/18/2024 (Sunday)

- COVID-19: HCP
- RPV: Residents

To complete reporting for the week, click on the purple bar to open the summary screen:

**Weekly Respiratory Pathogen and Vaccination Summary for Residents of Long-Term Care Facilities**

Date Created (UTC): 08/13/2024 4:50PM  
 \*Facility ID: Facility CCN #:   
 \*Week of data collection (Monday - Sunday): 08/12/2024 - 08/18/2024 \*Date Last Modified (UTC): 08/13/2024 4:50PM  
 Flu/ Respiratory Virus Season: 2024-2025

1. *Number of residents staying in this facility for at least 1 day during the week of data collection	<input type="text" value="1"/>
<b>Cumulative Vaccination Coverage</b>	
2. Resident Vaccination: Among residents in Question #1:	
2a. *Number of residents who are <a href="#">up to date</a> with COVID-19 vaccines	<input type="text" value="1"/>
2b. Number of residents who have received this season's <a href="#">annual influenza vaccine (2024-2025)</a>	<input type="text"/>
2c. Number of residents who have received <a href="#">RSV vaccine</a>	<input type="text"/>
<b>New Resident Cases (Positive Tests) and Hospitalizations During the Week of Data Collection</b>	
3. Resident Cases (Positive Tests):	
3a. *COVID-19: Residents with a Positive Test	<input type="text"/>
3ai. **Number of residents in Question #3a who received the <a href="#">up to date</a> COVID-19 vaccine 14 days or more before the positive test	<input type="text"/>
3b. Influenza: Residents with a Positive Test	<input type="text"/>
3bi. **Number of residents in Question #3b who received this season's <a href="#">annual influenza vaccine (2024-2025)</a> 14 days or more before the positive test	<input type="text"/>
3c. RSV: Residents with a Positive Test	<input type="text"/>
3ci. **Number of residents in Question #3c who received <a href="#">RSV vaccine</a> 14 days or more before the positive test	<input type="text"/>
4. Residents Hospitalized with a Positive Test:	
4a. *COVID-19: Residents hospitalized this week, and had a positive test in the last 10 days	<input type="text"/>
4ai. **Number of residents in Question #4a who received the <a href="#">up to date</a> COVID-19 vaccine 14 days or more before the positive test	<input type="text"/>
4b. Influenza: Residents hospitalized this week, and had a positive test in the last 10 days	<input type="text"/>
4bi. **Number of residents in Question #4b who received this season's <a href="#">annual influenza vaccine (2024-2025)</a> 14 days or more before the positive test	<input type="text"/>
4c. RSV: Residents hospitalized this week, and had a positive test in the last 10 days	<input type="text"/>
4ci. **Number of residents in Question #4c who received <a href="#">RSV vaccine</a> 14 days or more before the positive test	<input type="text"/>

The summary form will display the required questions with red asterisks that do not have a response. Please fill in the empty data fields for these questions and click “save.” Once this is done, the purple bar will turn green, and data submission for that week will be completed. The optional fields (those related to RSV and Influenza) can also be completed if a user chooses to report these data.

**Important Note**

Please note that the 2024-2025 COVID-19 vaccine was approved by the FDA on 8/22/2024. However, the NHSN application will not be updated to include the new vaccines until 9/30/2024.

If an individual receives the 2024-2025 COVID-19 vaccine before 9/30/2024, and you are entering data for weeks before 9/30/2024, please select the 2023-2024 COVID-19 vaccine for the time being. On 9/30/2024, the NHSN application will be automatically updated to change doses received after 8/22/2024 to the 2024-2025 COVID-19 vaccine.

## CSV File Upload (Optional)

CSV upload is often helpful with initial data entry for facilities with large numbers of HCW or for weeks with numerous status changes.

Users **do not need to use CSV file** templates or upload CSV files to use the Person-Level COVID-19 Vaccination Form. This section is intended to assist facilities that choose to use the upload CSV file option.

Please make sure you are using the most recent CSV file template when uploading your person-level COVID-19 vaccination data. In addition, make sure that you are using the person-level CSV file, and not the summary data CSV file.

### To make sure that you are using the most recent CSV file template:

- Navigate to the [LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#) webpage
- Scroll down to the 'Person-Level COVID-19 Vaccination Data - CSV Data Import' section
- Select the most recent CSV template for person-level COVID-19 vaccination data

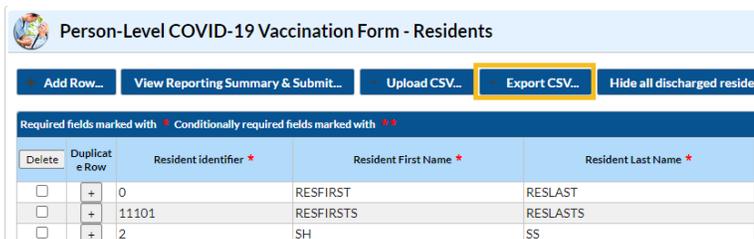
### Another option to obtain the CSV file template:

User can export the data (or just the column headers if no data are entered) to a CSV file and use it as a template by clicking the **“Export CSV...”** button on the Person-Level Form.

Note: Remember to use the Variable description and file layout for Person-Level COVID-19 Vaccination Form PDF as a guide. Use this document to assist with defining each variable in the CSV template and entering data that are formatted correctly.

## Export CSV Option

Once data have been entered into the Person-Level COVID-19 Vaccination Form, if you wish to export these data to a CSV file, you can click 'Export CSV'. The exported covid19.csv file will be saved to your computer's downloads folder. Open the file to view and save. Note: Your data do not need to be exported because your records can be completely maintained in NHSN.



Person-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., **Export CSV...**, Hide all discharged residents

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

Delete	Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *
<input type="checkbox"/>	<input data-bbox="170 1766 186 1787" type="button" value="+"/>	0	RESFIRST	RESLAST
<input type="checkbox"/>	<input data-bbox="170 1787 186 1808" type="button" value="+"/>	11101	RESFIRSTS	RESLASTS
<input type="checkbox"/>	<input data-bbox="170 1808 186 1829" type="button" value="+"/>	2	SH	SS

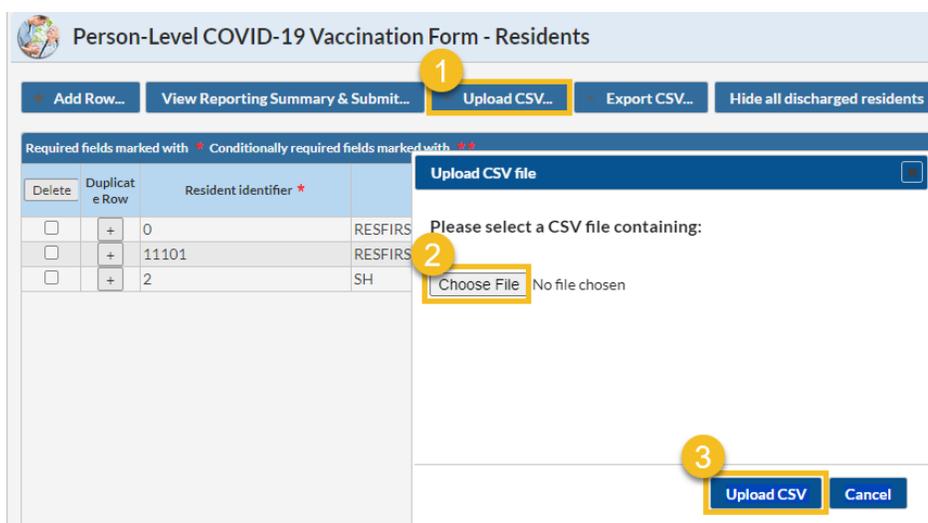
## How to Upload CSV

After you have transferred your data to the CSV file template, please follow the steps below to upload the CSV file to the Person-Level Form in NHSN.

A. Click “Upload CSV...”

B. Click “Choose File” to locate the saved file and select the .CSV file that you added your data.

C. Once the selected file is visible in the Browse box, you will then click the ‘Upload CSV’ button at the bottom of the page



The screenshot shows the 'Person-Level COVID-19 Vaccination Form - Residents' interface. At the top, there are buttons for 'Add Row...', 'View Reporting Summary & Submit...', 'Upload CSV...' (highlighted with a yellow box and a '1' callout), 'Export CSV...', and 'Hide all discharged residents'. Below these buttons is a table with columns for 'Delete', 'Duplicate Row', and 'Resident identifier \*'. The table contains three rows of data. A modal window titled 'Upload CSV file' is open, showing the text 'Please select a CSV file containing:' and a 'Choose File' button (highlighted with a yellow box and a '2' callout). At the bottom of the modal, there are 'Upload CSV' and 'Cancel' buttons (the 'Upload CSV' button is highlighted with a yellow box and a '3' callout).

Delete	Duplicate Row	Resident identifier *	
<input type="checkbox"/>	+	0	RESFIRS
<input type="checkbox"/>	+	11101	RESFIRS
<input type="checkbox"/>	+	2	SH

*Note: If any errors are found during upload, those will be described in the pop-up window. Please correct any rows with errors and resubmit.*

D. Submit the Person-Level data to the Weekly Summary Module using the “View Reporting Summary & Submit” button. Please see the sections in this document above regarding saving and submitting data.

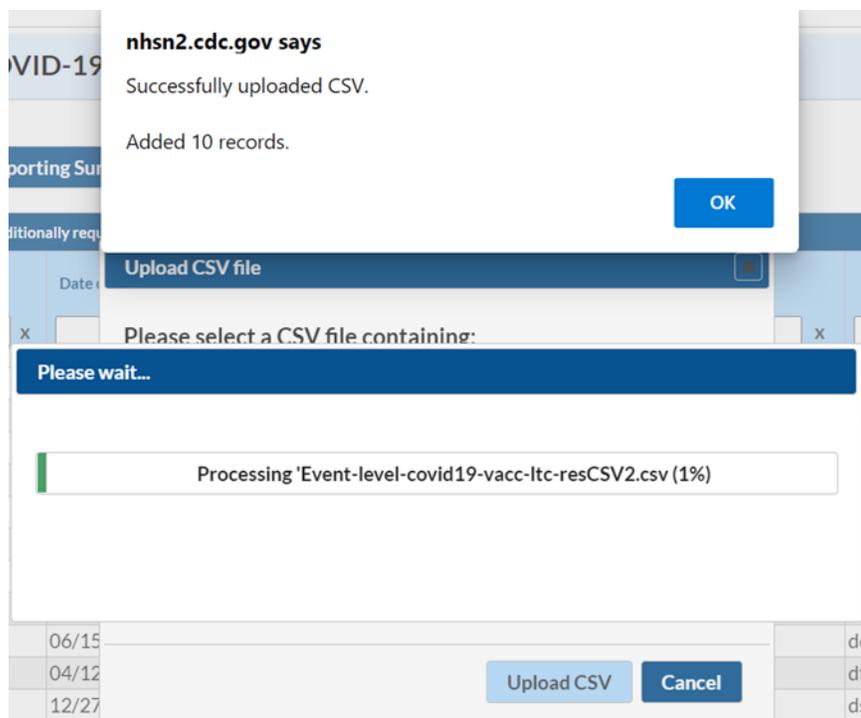
Person-Level COVID-19 Vaccination Form - Residents

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

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

Delete	Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *
<input type="checkbox"/>	+	0	RESFIRST	RESLAST
<input type="checkbox"/>	+	11101	RESFIRSTS	RESLASTS
<input type="checkbox"/>	+	2	SH	SS

**Note:** A message will appear describing the number of records that were successfully uploaded. In this example, there were 10 records that were successfully uploaded.



nhsn2.cdc.gov says  
Successfully uploaded CSV.  
Added 10 records.  
OK

Upload CSV file

Please select a CSV file containing:

Please wait...

Processing 'Event-level-covid19-vacc-ltc-resCSV2.csv (1%)

06/15  
04/12  
12/27

Upload CSV Cancel

E. After submitting these data, navigate to Vaccination Summary on the left-hand navigation bar and observe that the “Record Complete” icon in the report key for the Vaccination Summary Data page will turn green indicating that the data have been successfully saved for the reporting week(s).



### Vaccination Summary Data

Click a cell to begin entering data for the week which counts are reported.

Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.



30 October 2023 - 10 December 2023

Record Complete Record Incomplete

#### Weekly Vaccination Calendar

10/30/2023 (Monday) - 11/05/2023 (Sunday)

- COVID-19: HCP
- COVID-19: Residents
- FLU/RSV: Residents

### A Note on Timestamps

As of February 26, 2024, time stamps for data submission and modification in the NHSN application were updated to display Coordinated Universal Time (UTC).

What is UTC?

UTC is the international time standard. It has been implemented as part of ongoing NHSN system upgrades and modernization efforts. All NHSN timestamps are displayed in the UTC Time Standard. UTC time is a time standard that is not adjusted for daylight saving and therefore does not change throughout the year. UTC serves as a uniform and universal reference to measure time across all time zones.

COVID-19 Vaccine: HCP RPV: Residents

#### Weekly Respiratory Pathogen and Vaccination Summary for Residents of Long-Term Care Facilities

Date Created (UTC): 08/13/2024 4:50PM  
 \*Facility ID: Facility CCN #:   
 \*Week of data collection (Monday - Sunday): 08/12/2024 - 08/18/2024 \*Date Last Modified (UTC): 08/13/2024 4:50PM  
 Flu/ Respiratory Virus Season: 2024-2025

### Additional Resources:

Weekly COVID-19 Vaccination

[LTCF](#) | [COVID-19/Respiratory Pathogens Vaccination](#) | [NHSN](#) | [CDC](#)



September 2024



Person-Level Trainings (Recordings and Slide sets)

[https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#anchor\\_1710769934](https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#anchor_1710769934)

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

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

