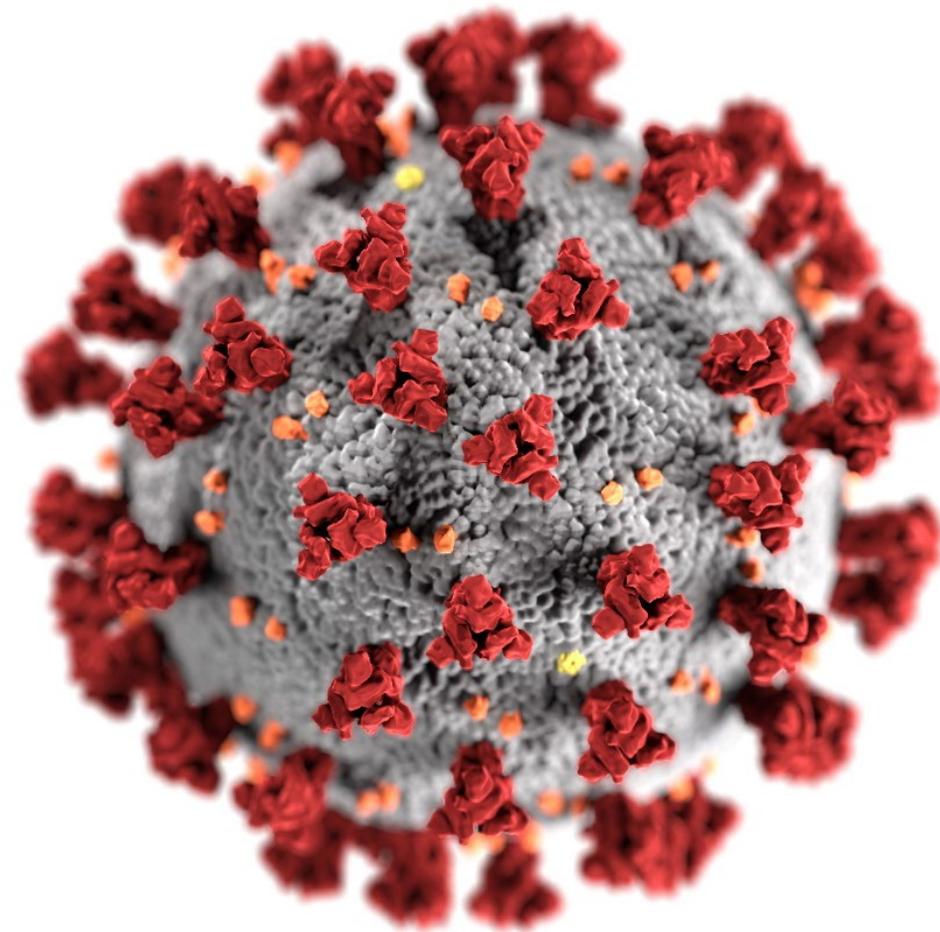


NHSN Event-Level Vaccination Forms: Office Hours and FAQs

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

April 12, 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 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.



Today we'll focus on #3, the Event-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 event-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

- 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 Event-Level Vaccination Forms**



Data Entry and Submission Overview



How to access Event-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 shows the NHSN Long Term Care Facility Component Home Page. The left navigation menu 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: Dashboard, Pathway Data Reporting, POC Test Result Reporting, COVID-19 Event, COVID-19 Vaccination - HCW, COVID-19 Vaccination - Residents, Event-Level COVID-19 Vaccination Form - HCW (highlighted with a red box), and Event-Level COVID-19 Vaccination Form - Residents. Below the menu, there is a 'Missing Summary Data' button.



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 series complete?

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 **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vaccination series complete?

- 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

Required Fields

- Resident/HCW Identifier (unique identifier for the individual, assigned by your facility)
- Admission/start date
- First name
- Last name
- At least ONE status
 - This means each person must be classified into at least one of the main categories, such as partial or complete primary series vaccination, contraindication, declined, unknown vaccination status



How to update vaccination information for an individual

- The Event-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.
- For example, a resident initially declined vaccination when she was admitted on 1/1/22. She later decided that she would get vaccinated on 2/6/22.
 - Do NOT delete the declined date
 - Instead, you simply ADD the new vaccination information to her existing row



How to update vaccination information for an individual

- 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 looked like this:

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 **	
+ 5675566	01/01/2022		1Res						
Required fields marked with * Conditionally required fields marked with **									
Is vaccination series complete?	Medical contraindication date **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose manufacturer name **			
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 information on dose 1 to her existing row.

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 **	
+ 5675566	01/01/2022		1Res	ResLastName4	02/06/2022	Moderna COVID-19 vacc			
Required fields marked with * Conditionally required fields marked with **									
Is vaccination series complete?	Medical contraindication date **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose manufacturer name **			
No		01/01/2022	Other						



How to submit data to the aggregate weekly reporting form

- Rows 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 relevant weeks
- When all data are entered and ready for submission, click the **View Reporting Summary & Submit** button

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 **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Is vac
<input type="checkbox"/>	+ 346546	01/05/2022		Res5	ResLastName5	10/11/2021	Janssen COVID-19 vacci			Yes
<input type="checkbox"/>	+ 43875	02/02/2022		Res2	ResLastName2	10/12/2021	Moderna COVID-19 vacc	11/02/2021	Moderna COVID-19 vacc	Yes
<input type="checkbox"/>	+ 5675566	01/01/2022		1Res	ResLastName4	02/06/2022	Moderna COVID-19 vacc			No
<input type="checkbox"/>	+ 849547	11/04/2021		Res3	ResLastName3					No
<input type="checkbox"/>	+ 84984	01/01/2022		Res1	ResLastName1	04/06/2021	Pfizer-BioNTech COVID-	05/10/2021	Pfizer-BioNTech COVID-	Yes

How to submit data to the aggregate weekly reporting 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#:	20568
Vaccination type:	COVID19
Week of data collection first day Monday:	2/28/2022 (Changed since submitted using the Tracking Worksheet) ▼
Week of data collection last day Sunday:	03/06/2022
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	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 at this facility or elsewhere since 07/19/2021	
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's residents:	
5.1. Is your facility enrolled as a COVID-19 vaccination provider?	▼
5.2. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week?	▼
5.3. Did your facility have other arrangements sufficient to offer all residents the opportunity to receive COVID-19 vaccine(s) in the current reporting week (examples of other arrangements include referring to the health department or pharmacies for vaccination)?	▼
5.4. Please describe any other COVID-19 vaccination supply-related issue(s) at your facility.	

Save and Submit Data Done



How to submit data to the aggregate weekly reporting form

Data for Example Only

- 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 2/28-4/4, so I am being prompted to submit or re-submit for those weeks

2/28/2022 (Changed since submitted using the Tracking Worksheet) ▼
1/10/2022
1/17/2022
1/24/2022
1/31/2022
2/7/2022
2/14/2022
2/21/2022
2/28/2022 (Changed since submitted using the Tracking Worksheet)
3/7/2022 (Changed since submitted using the Tracking Worksheet)
3/14/2022 (Changed since submitted using the Tracking Worksheet)
3/21/2022 (Changed since submitted using the Tracking Worksheet)
3/28/2022 (Changed since submitted using the Tracking Worksheet)
4/4/2022 (Changed since submitted using the Tracking Worksheet)



How to submit data to the aggregate weekly reporting form

- 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#:	20568
Vaccination type:	COVID19
Week of data collection first day (Monday):	2/28/2022
Week of data collection last day (Sunday):	03/06/2022

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	4
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	0
2.99. Complete COVID-19 vaccination series: Unspecified Manufacturer	0
* Any completed primary COVID-19 vaccine series	2
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 of COVID-19 vaccine since 07/19/2021	
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's residents:

5.1. Is your facility enrolled as a COVID-19 vaccination provider?

5.2. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week?

5.3. Did your facility have other arrangements sufficient to offer all residents the opportunity to receive COVID-19 vaccine(s) in the current reporting week (examples of other arrangements include referring to the health department or pharmacies for vaccination)?

5.4. Please describe any other COVID-19 vaccination supply-related issue(s) at your facility.

Alert
Successfully saved.
OK

Save and Submit Data Done



How to submit data to the aggregate weekly reporting form

- 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 for 'Record Complete' (dark green) and 'Record Incomplete' (yellow). Below the navigation bar, the calendar is organized into two weekly sections. Each section lists the dates (Monday to Sunday) and includes two rows of data: 'COVID-19: HCW' and 'COVID-19: Residents'. In both weeks, the 'COVID-19: HCW' row is yellow (incomplete) and the 'COVID-19: Residents' row is dark green (complete).

Week	Record Complete	Record Incomplete
03/28/2022 (Monday) - 04/03/2022 (Sunday)	COVID-19: Residents	COVID-19: HCW
04/04/2022 (Monday) - 04/10/2022 (Sunday)	COVID-19: Residents	COVID-19: HCW

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

Reporting Summary

Weekly Form

View Reporting Summary & Submit...

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

Facility ID#:	20568
Vaccination type:	COVID-19
Week of data collection first day (Monday):	3/28/2022
Week of data collection last day (Sunday):	04/03/2022

Cumulative Vaccination

- *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:
 - 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
- *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
- *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

- *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?
 - 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?
 - 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?
 - 5.4 Please describe any other COVID-19 vaccination supply-related issue(s) at your facility.

* All Patients (Total)	
1	5
2.1	0
2.2	1
2.3	1
2.4	1
2.5	1
2.99	0
*Any completed primary COVID-19 vaccine series	3
3.1	0
3.2	1
3.3	0
4.1	0
4.2	2
4.3	0
4.4	0
*Any Additional dose or booster of COVID-19 vaccine series	2

Edit Vaccine Data

*Facility ID: 20568 *Vaccination type: COVID-19 Facility CCN: [redacted]
 *Week of Data Collection: 03/28/2022 - 04/03/2022 *Date Last Modified: 04/04/2022 4:38PM

Cumulative Vaccination Coverage

- *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:
 - 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
- *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
- *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.

Save Cancel



FAQs



What are the key advantages of this optional form?

- Simplifies reporting of summary data
- Allows facilities to document vaccination information at the person-level
- The NHSN application automatically calculates and displays the weekly totals
- Users who elect to use the Event-Level Vaccination forms will no longer need to manually calculate and enter totals in the 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 users to record religious exemptions



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

Data for Example Only

- 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 displays the NHSN - National Healthcare Safety Network interface. The top navigation bar includes the NHSN logo and the user ID '(lrcf1012-81-pfwpx:443)'. The main content area is titled 'NHSN Long Term Care Facility Component Home Page'. A sidebar on the left contains a menu with the following items: 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 a list of options: Dashboard, Pathway Data Reporting, POC Test Result Reporting, COVID-19 Event, COVID-19 Vaccination - HCW, COVID-19 Vaccination - Residents, Event-Level COVID-19 Vaccination Form - HCW, and Event-Level COVID-19 Vaccination Form - Residents. The 'Event-Level COVID-19 Vaccination Form - HCW' option is highlighted with a red box. Below the menu, there is a 'Missing Summary Data' notification.



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

Data for Example Only

- Example of a level 1 users log in view:

The screenshot displays the NHSN LV1 user interface. At the top left, the CDC logo and text 'Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™' are visible. The main header area shows 'NHSN LV1 - National Healthcare Safety Network (AWDV-NHSN-WL01:8001)'. On the right, the NHSN logo and 'NATIONAL HEALTHCARE SAFETY NETWORK' are present, along with a user profile for 'PO2 LTC_Joseph-923'. A left-hand navigation menu includes 'NHSN LV1 Home', 'Alerts', 'Dashboard', 'COVID-19', 'Vaccination Summary', 'Analysis', 'Users', 'Facility', 'Group', and 'Logout'. The 'COVID-19' menu item is expanded, showing 'Pathway Data Reporting', 'COVID-19 Vaccination - HCW', and 'COVID-19 Vaccination - Residents'. The main content area is titled 'NHSN Long Term Care Facility Component Home Page'. A prominent message box states 'Confer Rights Not Accepted' and provides instructions: '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' notice 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”.



NHSN - National Healthcare Safety Network



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.

U.S. Department of Health & Human Services
Centers for Disease Control and Prevention
Saving Lives, Protecting People™

National Healthcare Safety Network

View Reporting Summary & Submit...

ID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents
CKING WORKSHEET

Facility ID#:	30074
Vaccination type:	COVID19
Week of data collection first day (Monday):	3/28/2022 (Changed since submitted using the Tracking Worksheet) ▼
Week of data collection last day (Monday):	3/28/2022 (Changed since submitted using the Tracking Worksheet)
Week of data collection last day (Monday):	4/4/2022 (Changed since submitted using the Tracking Worksheet)

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
COVID-19 Complete COVID-19 vaccination series: Unspecified Manufacturer	0
COVID-19 Completed primary COVID-19 vaccine series	4
Cumulative number of residents in Question #1 with other conditions:	
*Medical contraindication or exclusion to COVID-19 vaccine	0
*Offered but declined COVID-19 vaccine	0
*Unknown COVID-19 vaccination status	0
Cumulative number of residents in Question #2 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/19/2021	
* Additional dose of Pfizer-BioNTech COVID-19 vaccine	0
* Additional dose of Moderna COVID-19 vaccine	0
* Additional dose of Janssen COVID-19 vaccine	1
* Additional dose of unspecified manufacturer	0
* Additional dose or booster of COVID-19 vaccine series	1

Save and Submit Data Done



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 c
<input type="checkbox"/>	QRX	02/01/2022	Folder		Second	06/08/2021	Pfizer-BioNTech COVID-			No

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	

	* 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

- 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 vacci			Yes	
02/20/2022	Janssen COVID-19 vacci			Yes	
02/10/2022	Moderna COVID-19 vacc	03/03/2022	Moderna COVID-19 vacc	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 vac			No	
02/02/2022			Pfizer-BioNTech COVID-	Yes	
02/02/2022	Pfizer-BioNTech COVID-19 vaccine Moderna COVID-19 vaccine Janssen COVID-19 vaccine Unspecified manufacturer		Pfizer-BioNTech COVID-	Yes	

Example: How to update a previously saved record

- 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!

CDC Centers for Disease Control and Prevention
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NHSN - National Healthcare Safety Network

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 vacc	03/03/2022	Moderna COVID-19 vacc	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	

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" value=""/>	Bob	Smith	Employees (staff o	04/06/2022

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)?

- Enter the discharge date when they are discharged (to home, hospital, or elsewhere)
- When they are re-admitted, find the resident in the table
- Click the + button to duplicate the row
- In the new row, delete the admission and discharge date, and add the new admission date
- 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
2345	03/25/2022		Man	Test	04/15/2020	Uns

Save Row Cancel

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
+ 1234	01/05/2022		Patient	One	01/12/2022	Test
+ 2345	04/17/2021	02/01/2022	Man	Test	04/15/2020	
+ 3456	03/02/2022		Mouse	Jefferson	04/15/2020	
+ Duplicate Row	01/07/2022		Showers	April	01/12/2022	
+ 5678	01/07/2022		Flowers	May	01/12/2022	
+ 6789	01/05/2022		Sparkler	July	01/12/2022	



Leave/Discharge Guidance Summary

	Healthcare Personnel	Residents
Include on same row if:	<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>
Add end date and create new row (using + button to duplicate row) if:	<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 on the Event-Level COVID-19 Vaccination Form can be updated after the row is saved:


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 **
+	1234	01/05/2022		Patient	One	01/12/2022
+	2345	04/17/2021	02/01/2022	Man	Iron	04/15/2020
+	3456	03/02/2022		Mouse	Jefferson	04/15/2020
+	4567	01/07/2022		Showers	April	01/12/2022
+	5678	01/07/2022		Flowers	May	01/12/2022
+	6789	01/05/2022		<input style="width: 100px; height: 15px;" type="text"/>	July	01/12/2022

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

- 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 on the Event-Level COVID-19 Vaccination Form can be updated after the row is saved:

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

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.

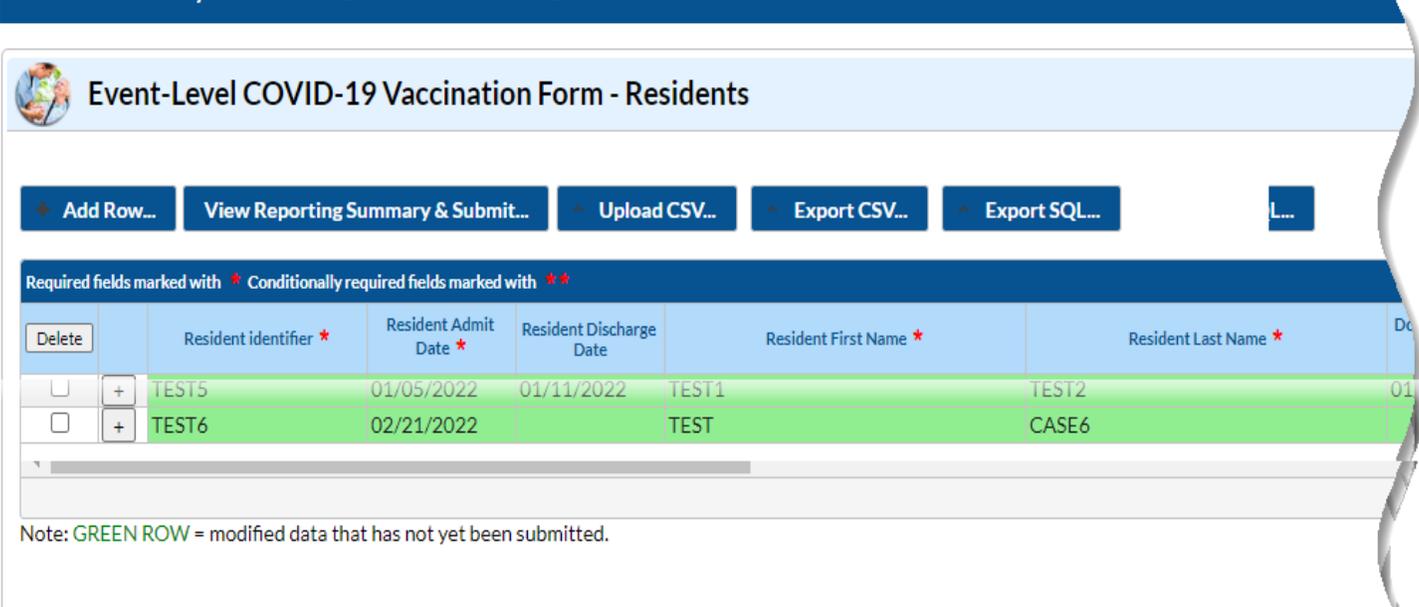
1

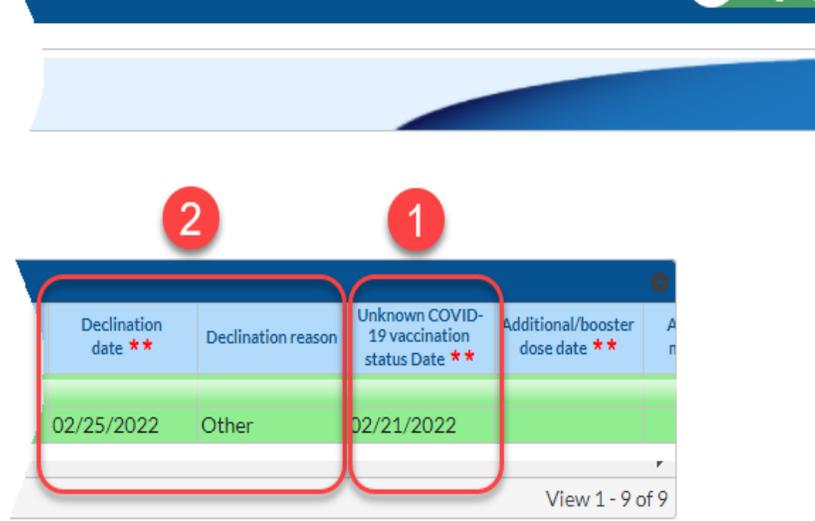
Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional manufa
02/21/2022		

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.)





- 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? (cont.)

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

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

- 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 \(cdc.gov\)](#)



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.
<p>Data Fields</p>	<p>Instructions for Completion</p> <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>

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.

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

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

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"/>				

Received official religious exemption
Other
Unknown

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-
+	NYCS	04/05/2021		TEST	ressurname	03/04/2022	Janssen COVID-1
+	RTS	02/01/2022	02/25/2022	Feb	Doe	02/02/2022	Pfizer-BioNTech C
+	RTS	04/01/2022		Feb	Doe	02/02/2022	Pfizer-BioNTech C
+	ABCDE	02/01/2022		Renolyds	John	02/15/2022	Pfizer-BioNTech C
+	FGHIJ	01/01/2022	03/01/2022	Adams	John-Quincy	02/01/2022	Unspecified manu
+	1776	02/01/2005	01/09/2022	Angelica	Schuyler	02/20/2022	Janssen COVID-1
+	1776	02/15/2022		Angelica	Schuyler	02/20/2022	Janssen COVID-1
+	2	04/04/2018		Bob	Smith	04/04/2022	Pfizer-BioNTech C

Why are some rows remaining green after I have already submitted the data for all weeks?

- If you entered or uploaded data on individuals with an end date/discharge date that is EARLIER than the first week that you can use the event-level form to submit data (week of 3/28/2022-4/3/2022), the rows will remain green since they haven't been submitted for any weekly reporting summaries.
- This can cause confusion, so we are going to modify this in the next release so that the rows do not appear green if the end date is before 3/28/2022.

Required fields marked with * Conditionally required fields marked with **					
	Resident identifier *	Resident Admit Date *	Resident Discharge Date **	Resident First Name *	Resident La
+	1776	02/15/2022		Angelica	Schuyler
+	2	04/04/2018		Bob	Smith
+	ABCD	04/17/2021		TEST	CASE1
+	ABCDE	02/01/2022		Renolyds	John
+	NYCS	04/05/2021		TEST	CASE9
+	RTS	04/01/2022		Feb	Doe
+	1776	02/01/2005	01/09/2022	Angelica	Schuyler
+	RTS	02/01/2022	02/25/2022	Feb	Doe
+	FGHIJ	01/01/2022	03/01/2022	Adams	John-Quincy

These 3 individuals remain green after data have been submitted for all weeks because they were discharged before the event-level forms became active (3/28).

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

- Yes! Please review training slides here for more information:

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

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

Long-term Care Facility Component

- LTCF COVID-19 Module
- State Veterans Homes COVID-19 Tool
- 1** HCP & Resident COVID-19 Vaccination
- MDRO & CDI
- UTI

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

Training

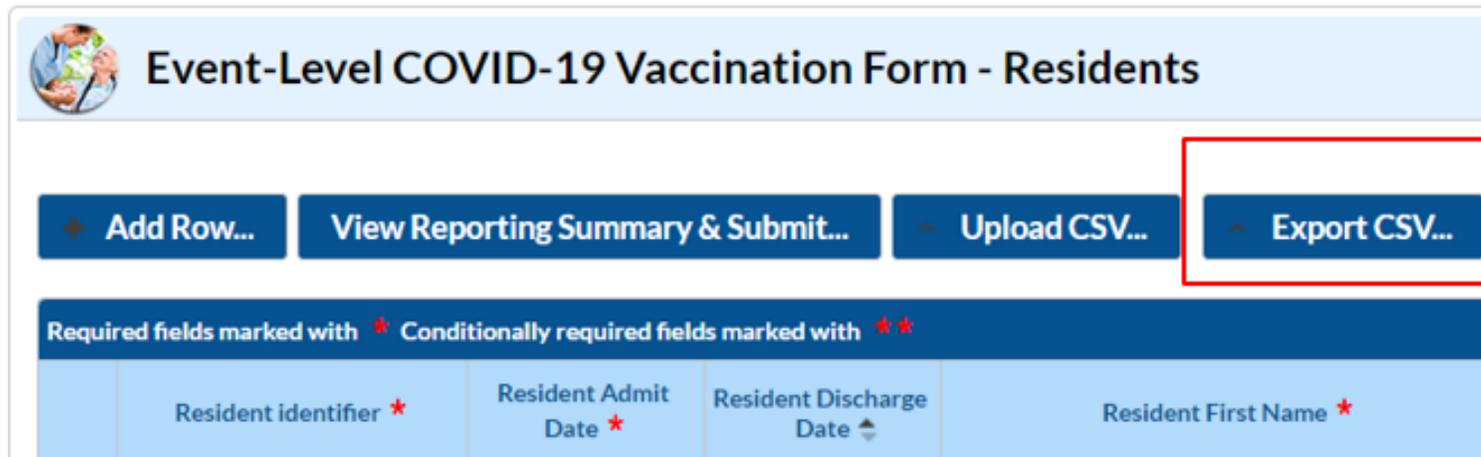
2 [New! NHSN Event-Level COVID-19 Vaccination Forms - April 2022](#)

- [Slideset](#) [PDF - 3 MB]



How can I upload data via CSV?

- Click Export CSV for a blank template that you can use to
- Please ensure your data matches the formats and values in this document: [.CSV templates for Event Level COVID-19 Vaccination Forms for LTCF Residents and HCP pdf icon](#)
- 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



Event-Level COVID-19 Vaccination Form - Residents

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

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

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *
-----------------------	-----------------------	-------------------------	-----------------------

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



Will the form be updated to account for 2nd booster doses?

- Yes! We will be adding booster dose 2 fields to the form. More information on upcoming changes will be shared in the coming weeks.
- Note: the weekly summary form is also being updated to include a question on “number of individuals who are [up to date](#) on COVID-19 vaccines.”
 - Up to date = received booster OR received complete Pfizer/Moderna primary series in last 5 months OR received Janssen dose in last 2 months
 - **Major advantage of using event-level vaccination form = the NHSN application will use the vaccination dates and classify people as up to date or not up to date for you!**



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 training slides:
<https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/c19-eventlevel-508.pdf>
- 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.

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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.

