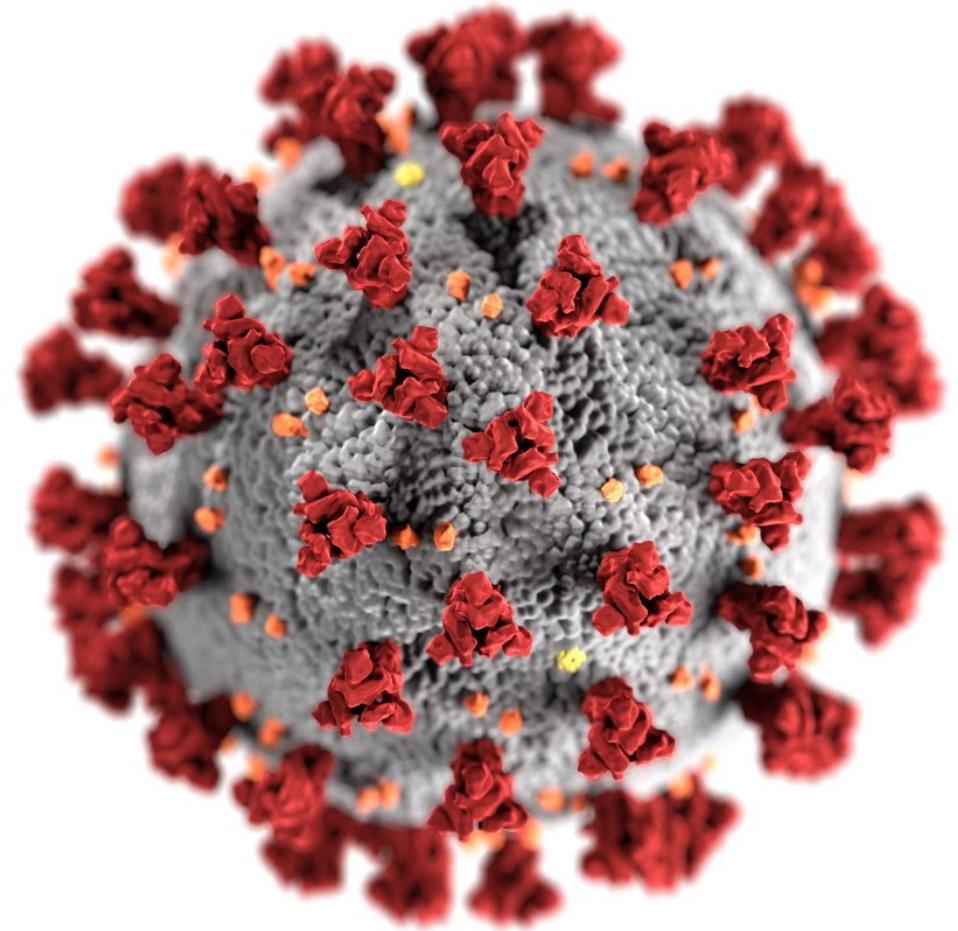


NHSN Person-Level (Event-Level) Vaccination Forms: September Release Updates

National Healthcare Safety Network (NHSN)

Vaccination Unit

September 12, 2022



cdc.gov/coronavirus





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Dear NHSN Users,

As you are aware, updates to the NHSN application occurred Thursday night, September 8th. Typically, we try to make these updates at a time that most users are not using the application. However, unexpected delays caused these updates to occur throughout the day Friday, and during this time person-level vaccination data may have appeared oddly such as previously-entered data appearing as missing.

Fortunately, now that the deployment is complete, data should appear as expected, and no data were modified or removed as a result of the deployment. Users should return to the application and continue data entry in the person-level vaccination forms as usual.

If you still cannot view your Person-level healthcare personnel (HCP) vaccination data, additional user rights may need to be assigned in order to continue to report person-level HCP vaccination data. Users who are not facility administrators must have the 'Staff/Visitor- Add, Edit, Delete' and 'Staff/Visitor- view' boxes checked under user rights in order to continue submitting person-level HCP data. Administrators can assign these rights. Facility administrators will continue to have access to these data.

3 options to submit weekly vaccination data

- Facilities will continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules. Data can be reported to these modules in three ways:
 - 1. Directly into the data entry screens of the COVID-19 Vaccination Modules
 - 2. Through .CSV upload into the Weekly COVID-19 Vaccination Modules
 - 3. As of March 28, 2022, long-term care facilities also have the option to use these person-level (event-level) COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.



Today we'll focus on #3, the Person-Level COVID-19 Vaccination Forms

- Facilities will continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules. Data can be reported to these modules in three ways:
 - 1. Directly into the data entry screens of the COVID-19 Vaccination Modules
 - 2. through .CSV upload into the Weekly COVID-19 Vaccination Modules
 - 3. As of March 28, 2022, long-term care facilities also have the option to use these person-level COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.



What are Person-Level (Event-Level) COVID-19 vaccination forms?

- The Person-Level COVID-19 Vaccination Form is an optional tool that can be used to report data to the Long-Term Care weekly Healthcare personnel and Resident vaccination modules
- Data on individual residents and HCP are entered line by line in the optional Person-Level COVID-19 Vaccination tool
- **Advantages:**
 - The application calculates and enters the weekly totals for you
 - The application determines who is up to date based on vaccination dates
 - Helps users organize and manage their facility's data
 - **User feedback: makes reporting much easier and more efficient**



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



Summary of September 2022 updates

- Record linkage
 - NHSN Person-Level (Event-Level) Vaccination Forms linked matching records to the **other person-level records entered in NHSN** long-term care component (e.g., POC Tool, LabID Events).
 - Demographic variables added
 - Race, Ethnicity, Gender
- Updates to user rights: enhanced security
 - Action item: to enter person-level staff vaccination data, users must have the ‘Staff/Visitor- Add, Edit, Delete’ and ‘Staff/Visitor- view’ boxes checked under user rights (administrators can grant these rights)
 - Facility administrators continue to automatically have access

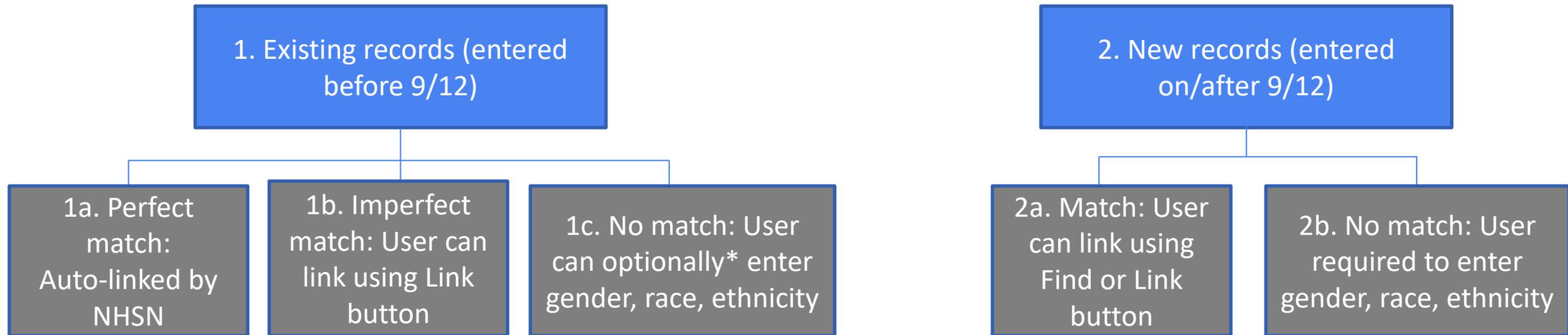


Other person-level data entered in NHSN

- There are other forms in NHSN that collect data on individual residents and staff (e.g., POC Tool, LabID Event, UTI Event, SVH COVID-19 Event Form)
 - All individuals (and their demographic data) entered on these forms are stored in NHSN resident and staff lists
- **In this release, we linked the person-level vaccination records to the NHSN resident and staff lists to provide consistency and integration across forms**

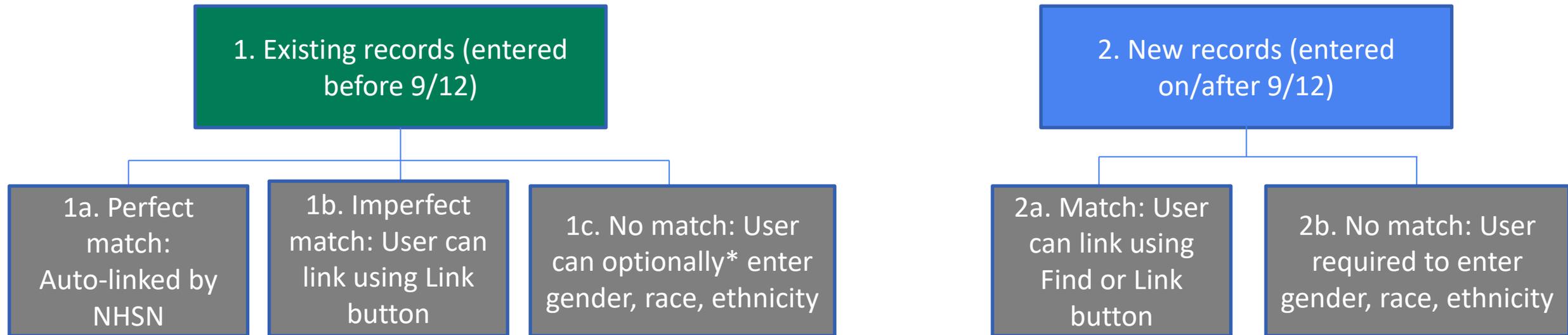


Record linking for person-level COVID-19 vaccination data



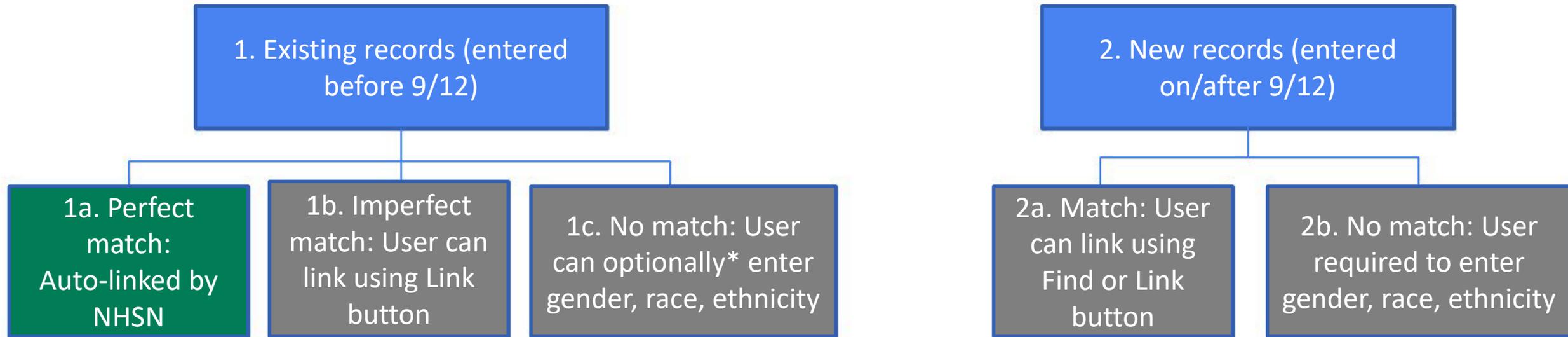
*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

1a. Example of an existing person-level vaccination record with a perfect match to an NHSN resident list record

- When you view your person-level vaccination data in NHSN, an existing record with a perfect match (by ID, name, and DOB) to an individual in the NHSN list will appear as follows:
 - The gender, ethnicity, and race are filled in

No further action needed

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

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

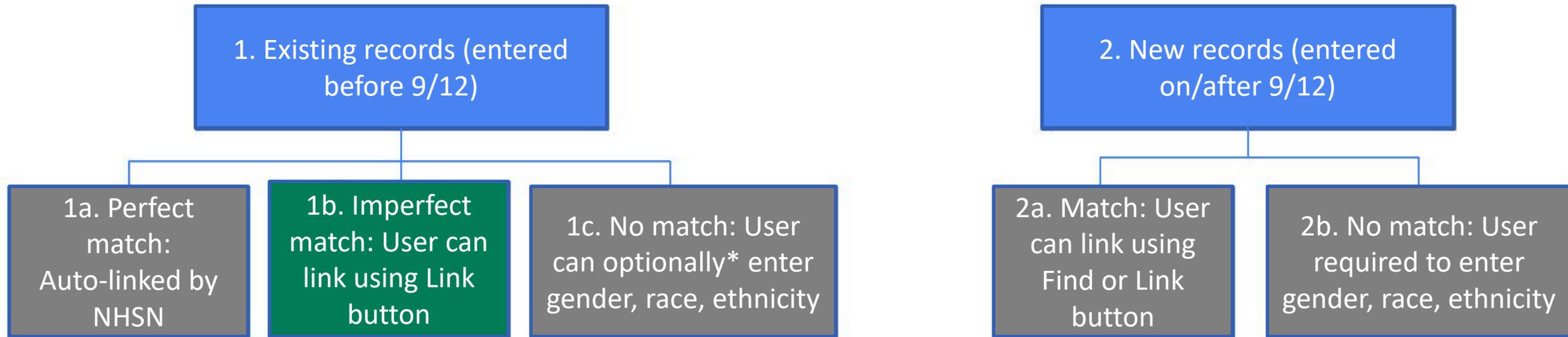
Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resid
<input type="checkbox"/>	<input type="text" value="10000000"/> x	<input type="text" value="SIMON"/> x	<input type="text" value="WILLIAMS"/> x	<input type="text" value="Male"/> x	<input type="text" value="01/01/1950"/> x	<input type="text" value="Not Hispanic or Not Lat"/> x	<input type="text" value="Black or African American"/> x	<input type="text" value="03/28/2022"/> x	<input type="text"/>

If these match perfectly to an underlying main resident list record

then these will be filled in



Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

1b. Example of an existing person-level vaccination record with an imperfect match to a record on the NHSN resident list

- When you view your person-level vaccination form data in NHSN, an existing record without a perfect match to an individual in the NHSN list will appear as follows:
 - The gender, ethnicity, and race are not filled in
 - There is a Link button next to the ID

[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 *	Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *
+ <input type="checkbox"/>	80005522 <input type="text"/> x Link...	Eric <input type="text"/> x	Masterson <input type="text"/> x	<input type="text"/> x	01/01/1950 <input type="text"/> x	<input type="text"/> x	<input type="text"/> x	04/26/2022 <input type="text"/> x



1b. Existing person-level vaccination record with an imperfect match to an NHSN resident list record (continued)

- For existing records without a perfect match, you have the option to click the Link button to view the NHSN resident (or staff) list to see if that individual is already entered on the list, but perhaps under a different ID or with a slightly different spelling of the name, or a different birthday
- The text below displays when you hover over the Link button
- Click the Link button

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

Delete	Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **
<input type="checkbox"/>	+	80005522	Eric	Masterson		01/01/1950		
<input type="checkbox"/>	+		Link... Stephen	St				
<input type="checkbox"/>	+							
<input type="checkbox"/>	+							
<input type="checkbox"/>	+							
<input type="checkbox"/>	+							
<input type="checkbox"/>	+							
<input type="checkbox"/>	+							
<input type="checkbox"/>	+							

Link. If this individual 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 link their vaccination record to their demographics information on the Resident screen. If the individual does not already have a record on the Resident screen, a new record will be created on the Resident screen when you enter gender, ethnicity, and race.



1b. Existing person-level vaccination record with an imperfect match to an NHSN resident list record (continued)

- After clicking the Link button, the NHSN resident (or staff) list will appear
- Change the view from 10 to 100 records
- Review entries to see if this individual has a record on the main list

Event-Level COVID-19 Vaccination

Required fields marked with * Conditionally required

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	DFDGDG	DFGD	GDGFDF		01/03/1950
14701	NEWRECORI	FGDF	DSDG		01/01/1950
14701	NEWRECORI	FGDF	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



1b. Existing person-level vaccination record with an imperfect match to an NHSN resident list record (continued)

- In this case, it looks like there was a typo in the first name on the vaccination form (Eric vs. Erica), so there was not a perfect match and the records were not auto-linked
- You should **manually link** these records by clicking on Erica's row and clicking Select

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	DFDGDG	DFGD	GDGDFD		01/03/1950
14701	NEWRECORI	FGDF	DSDG		01/01/1950
14701	NEWRECORI	FGDF	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

Note: If you don't see a match here, simply click cancel – it's expected to have many records without a corresponding record on the main underlying resident (or staff) list (see category 1c, slide 20)



1b. Existing person-level vaccination record with an imperfect match to an NHSN resident list record (continued)

- After selecting Erica from the main underlying list, the row will now display the demographic information previously entered for Erica (i.e., resident ID, name, DOB, gender, ethnicity, and race), and you will no longer see the Link button next to her ID

— Original row:

Required fields marked with * Conditionally required fields marked with **								
Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *
<input type="checkbox"/>	<input type="text" value="80005522"/> x	<input type="text" value="Eric"/> x	<input type="text" value="Masterson"/> x	<input type="text" value=""/> x	<input type="text" value="01/01/1950"/> x	<input type="text" value=""/> x	<input type="text" value=""/> x	<input type="text" value="04/26/2022"/> x
<input type="checkbox"/>	<input type="text" value="80005522"/> <input type="button" value="Link..."/>	Eric	Masterson		01/01/1950			04/26/2022

— Updated row after linking to record in NHSN resident list:

Required fields marked with * Conditionally required fields marked with **								
Delete	Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="80005522"/> x	<input type="text" value="ERICA"/> x	<input type="text" value="MASTERSON"/> x	<input type="text" value="Female"/> x	<input type="text" value="01/01/1950"/> x	<input type="text" value="Not Hispanic or Not Latino"/> x	<input type="text" value="Asian"/> x

Link button is gone

Name is updated

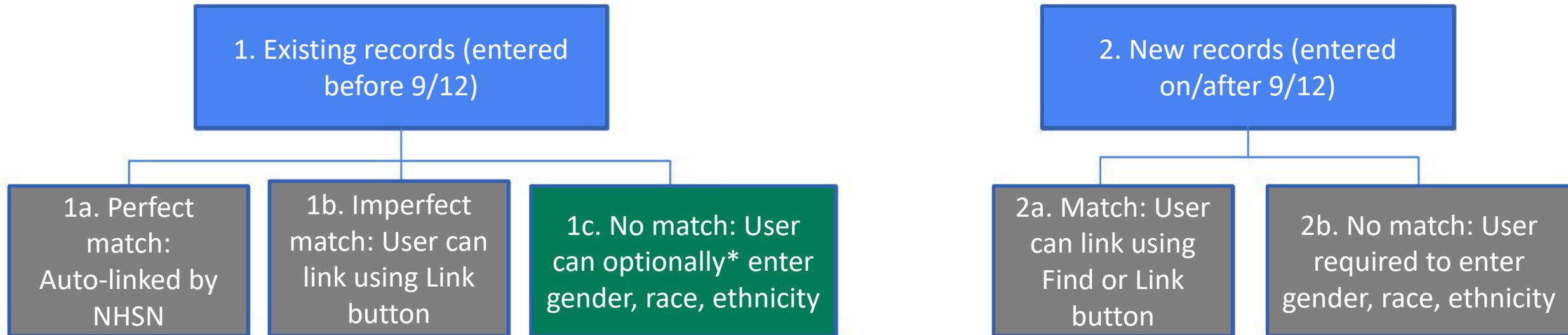
Gender filled in

Ethnicity filled in

Race filled in



Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

1c. Existing person-level vaccination record without any match to an NHSN resident list record

- In this example, there was not a perfect match, so the row is unlinked
- Click the Link button to see if this individual already has a record on the NHSN resident list

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

Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **
+	20006688	William	Baker		01/01/1959		

1c. Existing person-level vaccination record without any match to an NHSN resident list record (continued)

- After reviewing the NHSN resident list, this individual does not appear to have a corresponding record (reminder – this is fine and expected!)
- Click Cancel

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

Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth *
	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/>
+	20006688	Link... William	Baker		01/01/1959

View 1 - 9 of 9

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
	<input type="text"/> x				
14701	DFDGDG	DFGD	GDGDFD		01/03/1950
14701	NEWRECOR	FGDF	DSDG		01/01/1950
14701	NEWRECOR	FGDF	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

View 1 - 9 of 9

Select Cancel



1c. Existing person-level vaccination record without any match to an NHSN resident list record (continued)

- Since this is an existing record, you do not have to enter gender, ethnicity, or race at this time, and you may leave the row as is
- You may **optionally** enter gender, ethnicity, and race
 - Doing so will create a new record on the NHSN resident list
- It is optional to enter these fields for existing records until the week of October 24 – October 30, when it will become required
 - It will become required because entering gender, ethnicity, and race adds this individual to the NHSN resident list
 - Note: ‘Unknown’ is an option for each field if you can’t obtain the information



Example of how to add demographic info to existing unlinked record

- Click within the Gender box on the individual's existing row
 - Select the gender from the drop-down menu

Duplicate Row	Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **
	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> v x	<input type="text"/> x	<input type="text"/> v x	<input type="text"/>
+	20006688	Link... William	Baker	v	01/01/1959		
+				Female			
+				Male			
+				Other			

- Repeat the same steps for Ethnicity and Race

Ethnicity

- Hispanic or Latino
- Not Hispanic or Not Latino
- Declined to respond
- Unknown

Race

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White
- Declined to respond
- Unknown

For race, you have to scroll down to see all checkbox options.

Note: you can select more than 1 race. If you select **Declined to respond** or **Unknown**, you can't check more than 1 box.

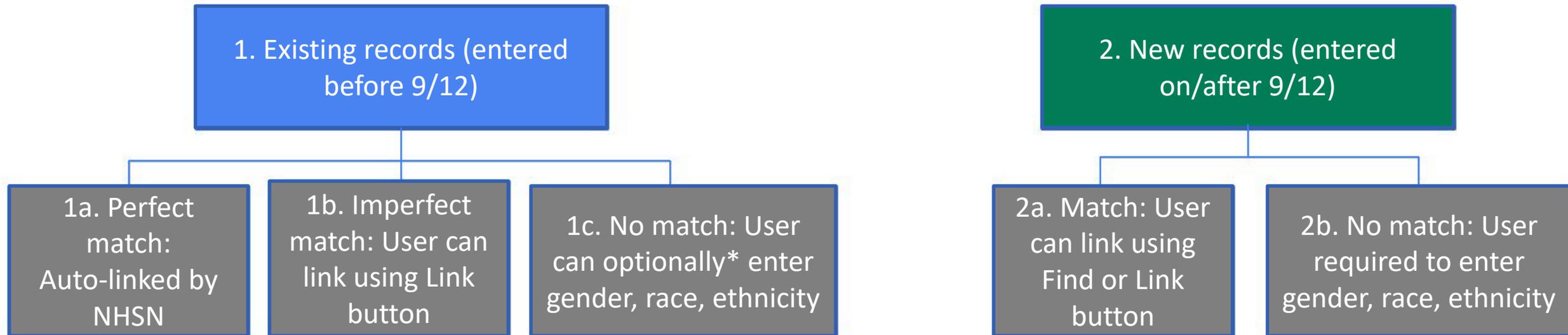


Summary: record linking for existing person-level vaccination data

- Review the resident IDs and staff IDs that you entered in the Person-Level (Event-Level) Vaccination Forms and make sure they match the IDs entered for the same individuals on other event-level forms.
 - Consider linking those you can now!
- For existing records, you won't need to enter the gender, race, and ethnicity to submit data until the week of October 24th–30th.
 - Get a head start- It's okay to add gender, race, and ethnicity data for these records ahead of the week of October 24th

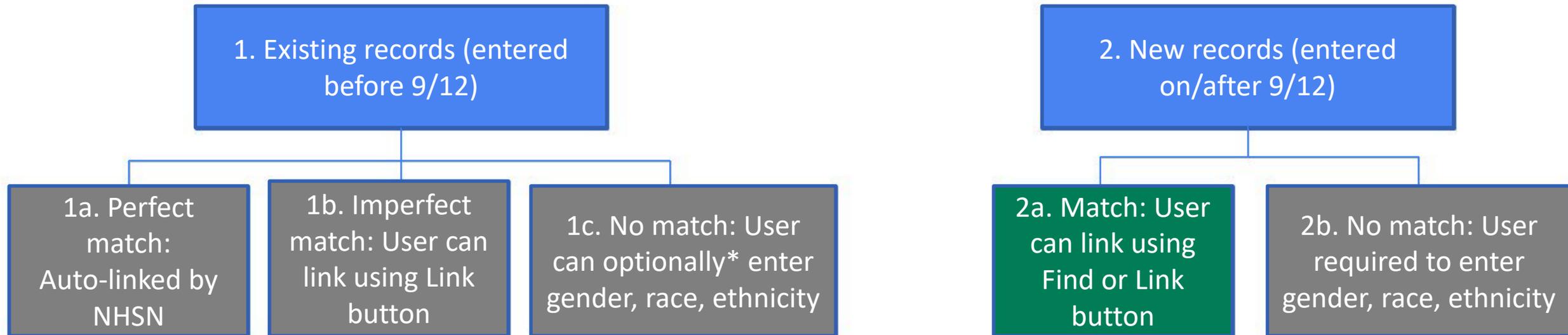


Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit data. Note: 'Unknown' is a response option if unable to obtain information.

2a. Newly entered person-level vaccination record: link to record in NHSN resident list

- Click + Add Row
 - If you **know the resident ID** you are looking for, type it in the Resident identifier box. This will auto-fill in name, DOB, gender, ethnicity, and race. Finish entering the vaccination data and click save row.
 - 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

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

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find...

Save Row

Required fields marked with *

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 identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2a. Newly entered person-level vaccination record: link to record in NHSN resident list (continued)

- After you click the Find button, the NHSN resident list will appear on the screen
- Change the view from 10 to 100 records
- Scan the list to see if the person you are looking for has a record
- 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 the NHSN resident list interface. On the left, there is a search form with a 'Resident identifier' field and a 'Find...' button. Below the search form are 'Save Row' and 'Cancel' buttons. The main area displays a table of residents. The table has columns for Facility ID, ID, Last Name, First Name, Middle Name, and Date of Birth. The row for Judy Freeman (ID 2238, Last Name FREEMAN, First Name JUDY, Date of Birth 07/13/1962) is highlighted in yellow. At the bottom right, there are 'Select' and 'Cancel' buttons.

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	DFDGDG	DFGD	GDGFDF		01/03/1950
14701	NEWRECORI	FGDF	DSDG		01/01/1950
14701	NEWRECORI	FGDF	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



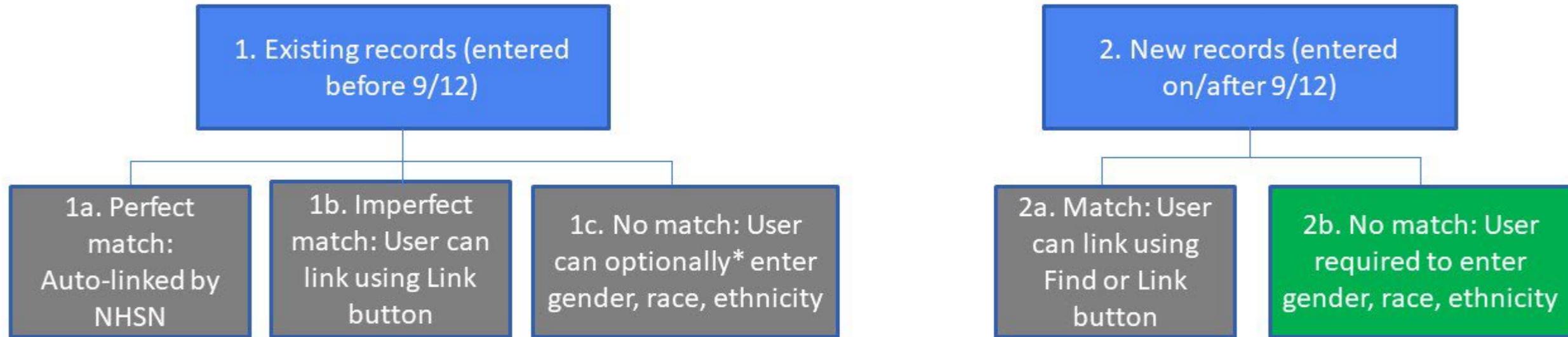
2a. Newly entered person-level vaccination record: link to record in NHSN resident list (continued)

- Clicking Select will automatically fill in the Resident identifier, name, gender, date of birth, ethnicity, and race from her record on the NHSN resident list
- Enter her vaccination information as usual, then click Save Row

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

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race *
2238	JUDY	FREEMAN	Female ▾	07/13/1962	Hispanic or Latino	American Indian/Alas

Record linking for person-level COVID-19 vaccination data



*Entry of gender, race, and ethnicity will be optional for existing records until the week of October 24-30 when it will become required in order to submit date. Note: 'Unknown' is a response option if unable to obtain information.



2b. Newly entered person-level vaccination record without a corresponding record on the NHSN list

Click + Add Row

1. If you don't know if this person has a record on the NHSN list, click Find

- Change the view from 10 to 100 records
- Scan the list to see if the person you are looking for has a record

2. If they don't have a record, click cancel

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

Resident identifier *	Resident First Name *	Resident Last Name *
1.	Find...	

[Save Row](#)

Required fields marked with *

[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.

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14025	FDSSDF	DSF	DF		08/01/2022
14025	FFDFD	FDDF	FGFD		09/01/2004
14025	MIKE 1	LASTNAME10	RESIDENT1	MIDDLE1	01/10/1956
14025	MIKE 21	LASTNAME10	RESIDENT1	MIDDLE1	01/01/1900
14025	RESIDENT1	LASTNAME10	RESIDENT1	MIDDLE1	01/10/1956
14025	MIKE 10	LASTNAME10	RESIDENT10	MIDDLE10	01/19/1956
14025	MIKE 30	LASTNAME10	RESIDENT10	MIDDLE10	01/01/1900
14025	MIKE 11	LASTNAME11	RESIDENT11	MIDDLE11	01/20/1956
14025	MIKE 2	LASTNAME2	RESIDENT2	MIDDLE2	01/11/1956
14025	MIKE 22	LASTNAME2	RESIDENT2	MIDDLE2	01/01/1900
14025	MIKE 23	LASTNAME3	RESIDENT3	MIDDLE3	01/01/1900
14025	MIKE 3	LASTNAME3	RESIDENT3	MIDDLE3	01/12/1956
14025	MIKE 24	LASTNAME4	RESIDENT4	MIDDLE4	01/01/1900



2b. Newly entered person-level vaccination record without a corresponding record on the NHSN list (continued)

- Since this individual doesn't 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.

The screenshot displays a web form for entering resident information. The form has several fields: 'Resident identifier *', 'Resident First Name *', 'Resident Last Name *', 'Gender **', and 'Date of Birth *'. The 'Resident identifier' field contains the text 'BRG12345'. Below the form is a 'Find...' button. An 'Alert' dialog box is overlaid on the form, containing the text: 'Alert', 'Could not find Resident. You can directly enter a new Resident from this screen.', and an 'OK' button. The form also includes a 'Save Row' button, a 'Cancel' button, and a 'Duplicate Row' button. A legend indicates that required fields are marked with a single asterisk (*) and conditionally required fields with two asterisks (**).

- In addition, to save this newly entered record, you will have to **enter gender, ethnicity, and race**
 - Entering gender, ethnicity, and race adds this person to the NHSN resident list
 - Note: If you are unable to obtain information on gender, ethnicity, and/or race, you may select the 'Unknown' option

Example of how to add demographic info for new record

- Enter ID, name, then use the drop-down menus to select gender, ethnicity, and race

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

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Ethnicity **
RES234	Donna	Morgan	Female	Hispanic or Latino

Race **	Race **
<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Declined to respond <input type="checkbox"/> Unknown

For race, you have to scroll down to see all checkbox options

Note: you can select more than 1 race. If you select Declined to respond or Unknown, you can't check more than 1 box.



Summary of record linking for person-level COVID-19 vaccination data

- All records will fall into one of the following categories:
 1. For existing records,
 - a. **Perfect match:** if the name, ID (resident ID or staff ID), and date of birth match an existing record in the resident or staff NHSN list perfectly, these records will be linked, and you will see the previously-entered gender, race, and ethnicity filled in on the person-level vaccination form. No further action is needed.
 - b. **Imperfect match:** click Link button to view records in NHSN list and manually link if there is a record for that individual
 - c. **No match:** no further action required at this time, but it is optional to enter gender, race, and ethnicity
 2. For newly entered records:
 - a. **Match:** link to the person's corresponding record in the NHSN list
 - b. **No match:** enter the demographic information



Resident ID and Staff ID Tips

- Ensure you are using the ID used for the same individual entered on other person-level/ event-level forms in NHSN
- Avoid starting the ID with a 0 (zero)
 - If you import a csv file, the csv drops the leading 0 (zero) and this changes the ID
- Avoid using birthday or room number as the ID
 - These can be shared by more than 1 individual, so you will end up with duplicates eventually



Changing IDs

- If you select an ID from the NHSN list, the ID, name, gender, DOB, ethnicity, and race from the main list ID will be filled in on the person-level vaccination form
- If you modify the ID of a record that is already linked, both the modified ID and the original ID will be stored in the NHSN resident list



CSV Upload

- New CSV template will be posted to the NHSN website soon!

Weekly HCP & Resident COVID-19 Vaccination

Long-term care facilities can track weekly COVID-19 vaccination data for residents personnel (HCP) through NHSN.

On This Page

Protocol

Training

Data Collection Forms and Instructions

Weekly COVID-19 Vaccination Summary Data

Event-Level (person-level) COVID-19 Vaccination Data

Resources

Retired Quick Reference Guides

Nursing 19 Vacc Dashbo

FAQs or COVID-1 Data



CSV Upload: use the Variable description and file layout for event-level (person-level) vaccination forms PDF as a guide

- Use the variable description and file layout for residents and healthcare personnel of Long-term Care Facilities (LTCFs) document to assist with defining each variable in the .CSV template

Please refer to the tables below for complete information on the variables included on .CSV templates for Event-Level COVID-19 Vaccination Forms for Residents and HCW (Long term Care Component). These are accurate as of NHSN Release 10.1.5 (September 2022).

Importing via .csv file Event-Level COVID-19 Vaccination Form- Residents - LTC Component				
Table 1: NHSN Event-Level COVID-19 Vaccination Form- Residents Import File Format				
Field	Requirement	Values	Format	Description of Field
orgID	Required	-	must be a whole number	Must be a valid NHSN Facility ID (organization identifier)
resID	Required	-	Character (15)	Resident identifier - a unique identifier for the individual, assigned by your facility
dob	Required	MM/DD/YYYY	Datetime	Resident Date of Birth
Resgender	Conditionally required <ul style="list-style-type: none"> Required for new records entered on or after 9/12/22. Optionally required for modification to existing records during 9/12/22-10/23/22. Required for all records beginning 10/24/22 	F M O	Character (1)	Resident Gender F – Female M – Male O – Other/Unknown
resethnicity	Conditionally required	HISP	Character (6)	Resident Ethnicity



CSV Upload continued

- You can always export the data to a CSV and use this as a template

Healthcare Safety Network (nhsn1014-6bd5fb5c4f-ssxwx:80)



Event-Level COVID-19 Vaccination Form - HCW

+ Add Row...

View Reporting Summary & Submit...

Upload CSV...

Export CSV...

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

Duplicate

Unique HCP Identifier (DOB

HCP Start of

HCP End of

User Rights



User Rights

- Facilities should have more than one NHSN users who can view, enter, and analyze data. This will help prevent loss of NHSN access in the event of staff turnover.
- The administrators can update a user's rights based on their role
- Updated rights *may* be needed to continue to report using staff Person-Level (Event-Level) Vaccination Forms



User Rights

- We've enhanced security for person-level **staff** vaccination data.
 - If a user is not a facility administrator (FA) and submits person-level vaccination data for healthcare workers, the user must have the **'Staff/Visitor- Add, Edit, Delete'** and **'Staff/Visitor- view'** boxes checked under user rights in order to continue submitting person-level data.
 - An FA or a user with administrator rights can grant these additional rights to users.
 - FAs will continue to have access to these data. Administrator and all rights does not default to include staff/visitor View or Add, Edit, Delete rights.



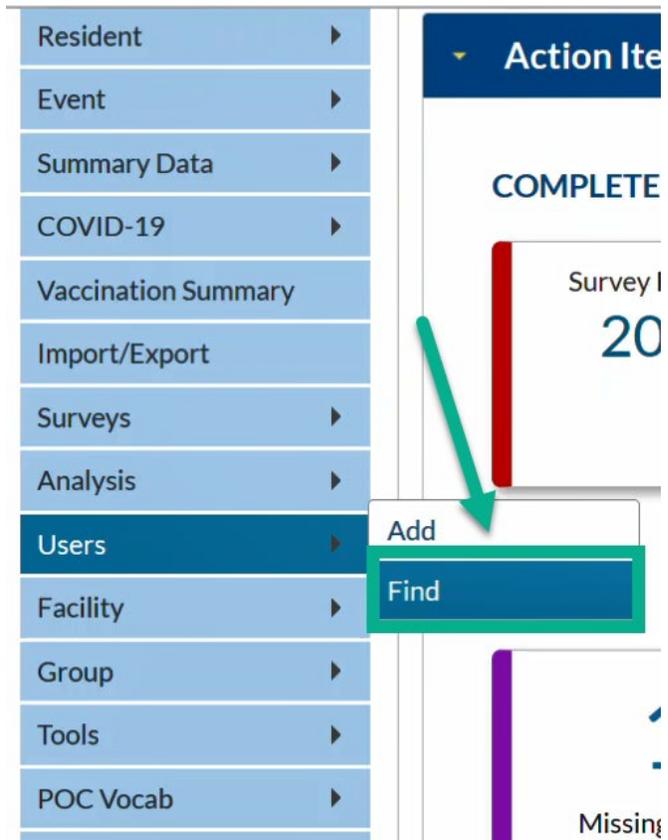
Administrators should review user's rights to determine if updates are needed

- If users will submit person-level COVID-19 Vaccination data, the user must have 'Staff/Visitor- Add, Edit, Delete' and 'Staff/Visitor- view' rights as shown below:

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"/>

Review users' rights:

1. From the NHSN Homepage, navigate to Users on the left-hand menu.



Resident ▶

Event ▶

Summary Data ▶

COVID-19 ▶

Vaccination Summary

Import/Export

Surveys ▶

Analysis ▶

Users ▶

Facility ▶

Group ▶

Tools ▶

POC Vocab ▶

Action Items

COMPLETE

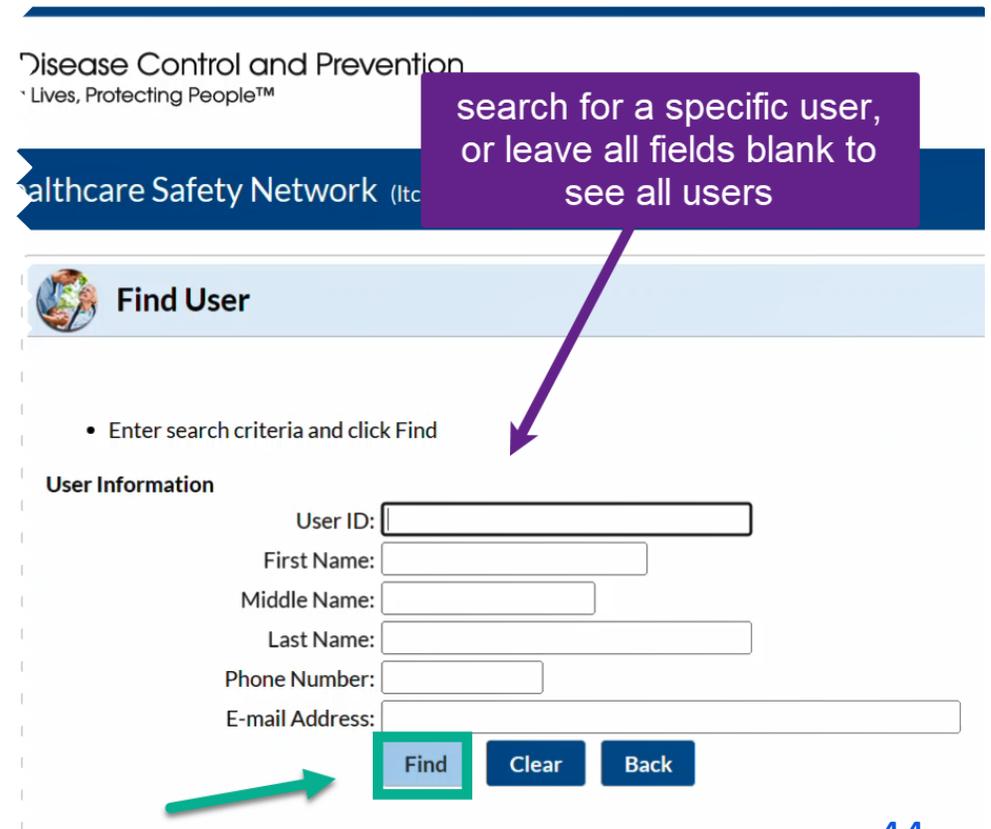
Survey 1
20

Add

Find

Missing

2. Select Find User, locate the user, and click their name.



Disease Control and Prevention
Lives, Protecting People™

Healthcare Safety Network (Itc

search for a specific user,
or leave all fields blank to
see all users

Find User

- Enter search criteria and click Find

User Information

User ID:

First Name:

Middle Name:

Last Name:

Phone Number:

E-mail Address:

Find Clear Back



Edit a user's rights

3. Scroll down to the bottom of the page and click Edit, then Edit Rights

Prefix:

First Name *: Heather

Middle Name:

Home Phone Number:

Beeper:

User Group/Facility:

User Roles:

Edit **Effective Rights** **Back**

Prefix:

First Name *: Heather

Middle Name:

Home Phone Number:

Beeper:

Home Extension:

Save **Deactivate** **Change Password** **Edit Rights** **Effective Rights** **Back**



Summary of reviewing and editing user rights:

If the person is already a user within your NHSN facility:

1. From the NHSN Homepage, navigate to Users on the left-hand menu.
2. Select Find User, locate the user, and click their name.
3. Scroll down to the bottom of the page and click Edit, then Edit Rights.
4. On the next screen, reassign user rights if needed and click Save.
 - Users need rights to the LTC Component to view and submit COVID-19 Vaccination data.
 - If a user will be entering and analyzing COVID-19 summary vaccination data, we recommend selected “all rights” to provide rights to ‘analyze data’, ‘Add, Edit, Delete’, and ‘View Data’.
 - Additionally, if the user will submit person-level COVID-19 Vaccination data, the user must have ‘Staff/Visitor- Add, Edit, Delete’ and ‘Staff/Visitor- view’ rights



Upcoming changes to Up to Date with COVID-19 vaccines definition



CDC updated the definition of Up to Date with COVID-19 vaccines

- Beginning the week of September 26 – October 2 (the first week of Quarter 4 2022), the new definition will be applied
 - New definition: You are up to date with your COVID-19 vaccines if you have completed a COVID-19 vaccine primary series and received the most recent booster dose recommended for you by CDC. This includes:
 - Completed primary series in last 2 months, or
 - Received original (monovalent) booster in last 2 months, or
 - Received updated (bivalent) booster dose
- **Users who submit weekly vaccination data with the person-level vaccination forms will have the new definition automatically applied for them in the application beginning reporting week September 26 – October 2**
 - **Until then, continue entering booster doses administered in September 2022 as Moderna or Pfizer. We will ensure that these are counted as bivalent and up to date when new definition is applied.**



Resources



Resources: Person-Level (Event-Level) COVID-19 Vaccination Forms

All resources: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>

- Trainings:
 - [NHSN Event-Level Vaccination Forms: Office Hours and FAQs – June 2022](#)
 - [NHSN Event-Level Vaccination Forms: Office Hours and FAQs – April 2022; Youtube](#)
 - Guidance:
 - [1 Pager: NHSN Event-Level COVID-19 \(Person-Level\) Forms](#) – June 2022
 - [Event Level COVID-19 Vaccination Form Quick Reference Guide](#) – April 2022 (Note: this will be updated soon, along with a person-level TOI!)
 - CSV materials:
 - [Importing via .CSV file for Event-Level COVID-19 vaccination Forms](#) – June 2022
- HCP:
- [.CSV File Template for LTCF HCP \[XLS – 480 B\]](#) – June 2022
 - [Example .CSV File for LTCF HCP \[XLS – 1 KB\]](#) – June 2022
- Residents:
- [.CSV File Template for LTCF Residents \[XLS – 470 B\]](#) – June 2022
 - [Example .CSV File for LTCF Residents \[XLS – 1 KB\]](#) – June 2022

Note: updated CSV materials including the new demographics variables will be posted soon



General Resources

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

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

General (Non-NHSN) resources

- [Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States](#)
- [At-A-Glance COVID-19 Vaccination Schedules \(cdc.gov\)](#)



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.

