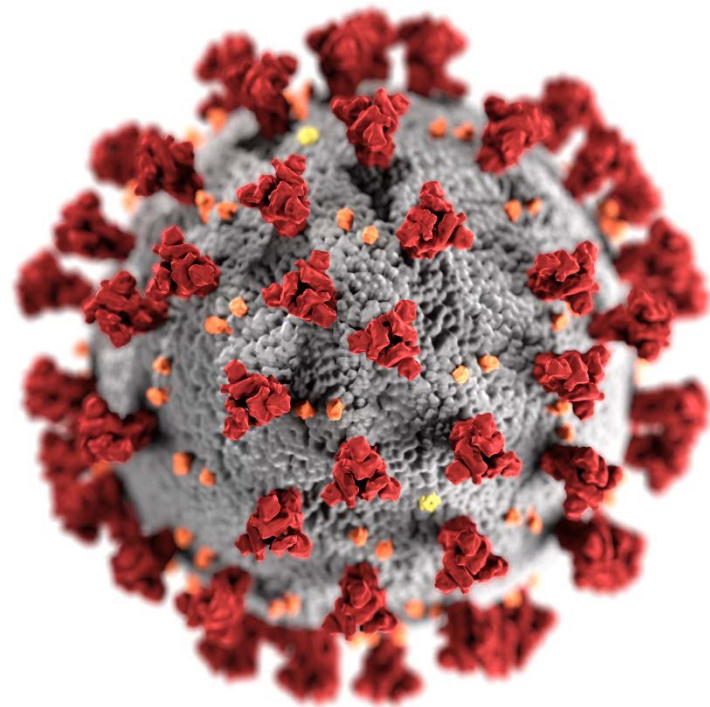


Review of COVID-19 Vaccination Module: Frequently Asked Questions and Data Entry

Inpatient Facilities

Division of Healthcare Quality Promotion
Immunization Services Division
Centers for Disease Control and Prevention (CDC) COVID-
19 Vaccine Task Force

November 2021



cdc.gov/coronavirus

Objectives

- Review frequently asked questions
- Go over data entry topics
- Highlight training resources



General Questions



General Questions

- **What is the Monthly Reporting Plan (MRP)?**
 - The MRP indicates to the NHSN system which modules and protocols a user intends to follow for surveillance purposes in a specific month. The plan must be completed before data are entered for that month. MRPs must be created or updated to healthcare personnel (HCP) COVID-19 vaccination summary reporting, i.e., vaccination data must be “in-plan” for data to be shared with the Centers for Medicare and Medicaid Services (CMS).
 - If facilities would like to create an MRP, they should be sure that the “no modules followed this month” option is not selected when attempting to create an MRP in the NHSN application.



General Questions (cont.)

■ How should facilities report cumulative data?

- Report the total number of individuals at the facility for that week.
- Then, of these individuals, report the number who have ever received COVID-19 vaccination (at that facility or elsewhere) since it became available in December 2020.
- Do not limit reporting to just the individuals who were vaccinated that week; instead, report the cumulative total of all individuals vaccinated to date.
- Example:
 - 50 healthcare personnel received only dose 1 of the *Moderna* COVID-19 vaccine during the first week of reporting.
 - During the second week, 5 more healthcare personnel received only dose 1 of the *Moderna* COVID-19 vaccine.
 - » Therefore, the facility should report that 55 individuals received only dose 1 of the *Moderna* COVID-19 vaccine by the end of the second week.

For more examples, please review a Quick Learn demonstration on cumulative data reporting: [NHSN Quick Learn Demonstration: Reporting Weekly Cumulative COVID-19 Vaccination Data - YouTube](#)



General Questions (cont.)

- **What if there are no changes to my data from one week to the next?**
 - If there are no changes to your data (for example, there are not any changes in the number of individuals and their vaccination status), then report the same numbers as the previously reported week.
 - Because there could be new healthcare personnel joining or leaving the facility, vaccination coverage could change week by week even though no new vaccines are given.
 - **Example**
 - During week one, there were 100 healthcare personnel at the facility, all of whom received a 2-dose vaccine series
 - During week two, 5 more healthcare personnel joined the facility; however, these healthcare personnel have never received any doses of the COVID-19 vaccine



General Questions (cont.)

- Which healthcare personnel should I include in the weekly COVID-19 vaccination data?
 - Report data on healthcare personnel 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.
 - **Example A:** Pharmacist John is an **employee** scheduled to work in the facility each Monday, Wednesday, and Friday of the same reporting week.
 - **Example B:** Nurse Dee is an **advanced practice nurse** who works each Monday for 8 hours and on each Wednesday for 4 hours within the same reporting week.
 - **Example C:** Sara is a **student** performing clinical rotations in the facility every Thursday for 2 hours of the same reporting week for the next 8 weeks.
 - **Example D:** Joe is a **contracted** physical therapist who works every Tuesday in the facility for the next 16 weeks.

General Questions (cont.)

- Should employees who always work off-site, remotely, or out-of-state, such as employees practicing telemedicine, be included in our data reports?
 - No. Only healthcare personnel who are eligible to physically work at the healthcare facility are included.
 - **Example:** Caroline consults on healthcare issues for the facility each week but does so solely via conference calls as she lives in another state.



General Questions (cont.)

- **If an individual works at multiple facilities, does each facility need to report vaccination data for this individual through NHSN?**
 - Yes. These reports describe vaccination rates among individuals working at a specific facility, so all eligible individuals must be counted at each facility where they work during the week of data collection.
 - **Example:** If an individual is scheduled to work at least 1 day each week at three separate facility locations, then that individual would be included in the data for each facility.



General Questions (cont.)

- **How should acute care facilities report HCP COVID-19 vaccination summary data?**
 - Facilities should follow the guidance below when making determinations about which areas of the acute care facility to include when reporting HCP COVID-19 vaccination summary data to NHSN as part of the CMS Hospital Inpatient Quality Reporting (IQR) Program:
 - **Include** all inpatient units/departments of the acute care facility sharing the exact same CMS Certification Number [CCN] (100% identical) as the acute care facility, regardless of distance from the facility.
 - **Include** all outpatient units/departments of the acute care facility sharing the exact same CCN (100% identical) as the acute care facility, regardless of distance from the facility.
 - **Exclude** all inpatient and outpatient units/departments of the acute care facility with a different CCN (even if different by only one letter or number) from the acute care facility.



General Questions (cont.)

- **How should we categorize an individual who received a COVID-19 vaccine that is not Food and Drug Administration (FDA) approved or authorized?**
 - Individuals who received all recommended doses of a COVID-19 vaccine that is neither approved nor authorized by FDA but listed for emergency use by the World Health Organization (WHO) should be counted in the “Unspecified Manufacturer” category (question 2.99), if they provide documentation of vaccination.
 - For example, as of October 2021, this could include AstraZeneca and Sinovac.
 - Refer to [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#) for the complete list of COVID-19 vaccines that have received an emergency use listing from WHO.



General Questions (cont.)

- **How do I categorize an individual who was granted a religious or personal belief exemption to COVID-19 vaccination according to their facility's policy?**
 - An individual who declines to receive vaccination for any reason other than the medical contraindications listed in Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States should be categorized as **declined** to receive COVID-19 vaccination for question 3.2. This is true even if your facility permits religious or philosophical exemptions for COVID-19 vaccination.



General Questions (cont.)

- How should my facility determine who is considered eligible for an additional dose or booster dose at this time?
 - Facilities should refer to the [CDC's Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States to](#) determine individuals who are eligible to receive additional doses or boosters after receiving an initial completed vaccination series. **As of November 2021, individuals eligible to receive an additional or booster dose include the following:**

Category	Primary Vaccine Series	Time Since Primary Vaccine Series Completion	Eligible for
Moderately and severely immunocompromised people	mRNA	≥2 weeks	Additional dose
Persons aged ≥18 years who received a Janssen primary series	Janssen	≥2 months	Booster dose
Persons aged ≥ 18 years	mRNA	≥6 months	Booster dose



General Questions (cont.)

- **How should my facility update the facility administrator in NHSN?**
 - NHSN Facility Administrator should transfer role to another user prior to leaving the facility
 - NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility
 - Do not re-enroll the facility in NHSN
 - Complete NHSN Facility Administrator Change Request form online
 - <https://www.cdc.gov/nhsn/facadmin/index.html>
 - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process



Categorizing Healthcare Personnel



Healthcare Personnel Categories

- **Which healthcare personnel should I include in the weekly COVID-19 vaccination data?**
 - **Four main categories**
 - **Employee healthcare personnel**
 1. Employees (staff on facility payroll)
 - **Non-Employee healthcare personnel**
 2. Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants
 3. Adult students/trainees & volunteers
 4. Other contract personnel

Note: Please refer to the tables of instructions:

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html#training>



Employees (staff on facility payroll)

- How should I categorize employees who do not provide direct care to patients but physically work in the building?
 - **Example A:** Environmental services employees who regularly work in the facility each week but do not provide direct patient care are categorized as employees.
 - **Example B:** Front desk staff who are employees and provide a service within the facility but do not provide direct patient care are categorized as employees.



Employees (staff on facility payroll, cont.)

- How should we categorize employees who work on a pro re nata (PRN) basis?
 - **Example A:** If PRN employee A works every Tuesday of each week, then that individual will be included in question #1 for the current reporting week.
 - **Example B:** If PRN employee B works once every 4-6 weeks, then this individual will not be included in question #1 for the current reporting week.



Employees (staff on facility payroll, cont.)

- **How should we categorize employees who are on vacation or leave?**
 - **Example A:** If Susan is on maternity leave for three months, then she should not be included in question #1 for the current week of data collection.
 - **Example B:** If John, the facility administrator, is on medical leave for less than a week, then he should be included in question #1 for the current week of data collection.



Non-Employee Healthcare Personnel



Licensed Independent Practitioners

- **Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants**
 - *Required.* Defined as physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.
 - Advanced practice nurses include nurse practitioners, nurse midwives, clinical nurse specialists, and nurse anesthetists.

Note: Please refer to the tables of instructions:

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html#training>



Licensed Independent Practitioners (cont.)

- **Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants**
 - **Example:** If a physician comes into Facility A each week and is not paid directly by the facility, the physician will be counted in the licensed independent practitioner category.
 - **Example:** If an advanced practice nurse comes into Facility A each week and is not paid directly by the facility, the advanced practice nurse will be counted in the licensed independent practitioner category.



Adult Students/Trainees & Volunteers

- **Adult students/trainees & volunteers**
 - *Required.* Defined as medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.



Adult Students/Trainees & Volunteers (cont.)

- **Example A:** Joe is an adult student who is not directly employed by the facility but performs rounds on patients at least one day each week; therefore, Joe would be included in the data.
- **Example B:** Carrie is a volunteer not directly employed by the facility but performs clerical tasks at the front desk at least one day each week; therefore, Carrie would be included in the data.



Other Contract Personnel

- **Other Contract Personnel**

- *Required.* Defined as persons providing care, treatment, or services at the facility through a contract who do not meet the definition of any other required denominator category.

- **Example A:** Mary is paid through a contract. She works in the facility as a non-advanced practice nurse twice a week. Therefore, Mary would be included in the other contract personnel category.

- **Example B:** John is paid through a contract. He works in the facility as a speech therapist once a week. Therefore, John would be included in the other contract personnel category.



Other Notes

- **Should I include vendors or sales representatives in my data?**
 - No. Vendors are not considered to be healthcare personnel for the purposes of NHSN COVID-19 vaccination summary data reporting since the primary role of vendors is to sell a product or service to the facility rather than to provide care or services to patients.



Data Reporting



COVID-19 Vaccination Coverage among HCP – National Quality Forum (NQF) Measure & Centers for Medicare and Medicaid Services (CMS) Reporting Requirements

- COVID-19 vaccination coverage among HCP is an NHSN measure for NQF endorsement: [COVID-19 Vaccination of Healthcare Personnel Measure Specifications \(cdc.gov\)](#)
- The measure is defined as the percentage of HCP who received a complete COVID-19 vaccination series
 - Individuals having received a complete initial vaccine series (2 doses of mRNA or 1 dose of Janssen) are considered fully vaccinated.
 - Additional dose and booster dose data are required and help to inform public health response.
- The measure refers to data submitted for employees, licensed independent practitioners, and adult students/trainees & volunteers. Displayed as ‘All Core HCP’ on the data collection form.
- For information about CMS reporting requirements, please see visit
 - [Acute Care Hospitals and Long-Term Care Hospitals](#)
 - [Inpatient Rehabilitation Facilities](#)
 - [Inpatient Psychiatric Facilities](#)



Inpatient Quality Reporting Program

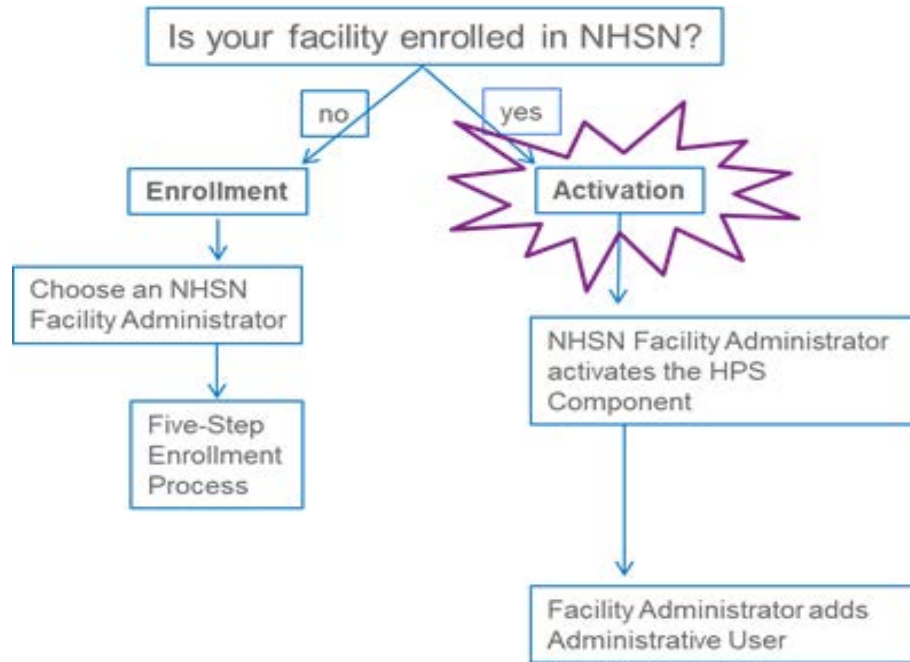
- Beginning on October 1, certain facility types that are part of the Inpatient Quality Reporting Program will need to submit COVID-19 vaccination data via the Weekly COVID-19 Vaccination Module for at least one week per month to fulfill CMS reporting requirements.
- Facilities can select any week within the month to report data. Facilities may choose to report these data weekly. COVID-19 vaccination data should be submitted by the end of the quarter as defined by CMS.
- Facilities can contact CMS with questions about reporting requirements:
 - Inpatient quality reporting program (hospitals): iqr@hsag.com
 - PPS-exempt cancer hospital quality reporting program: QRFormsSubmission@hsag.com
 - Inpatient psychiatric facility quality reporting program: IPFQualityReporting@hsag.com
 - Inpatient rehabilitation facility quality reporting program: IRF.questions@cms.hhs.gov
 - Long-term acute care quality reporting program: LTCHQualityQuestions@cms.hhs.gov



Inpatient Psychiatric Facilities (IPFs) and Inpatient Rehabilitation Facilities (IRFs)



Getting started in the Healthcare Personnel Safety (HPS) Component for Freestanding IPFs or IRFs

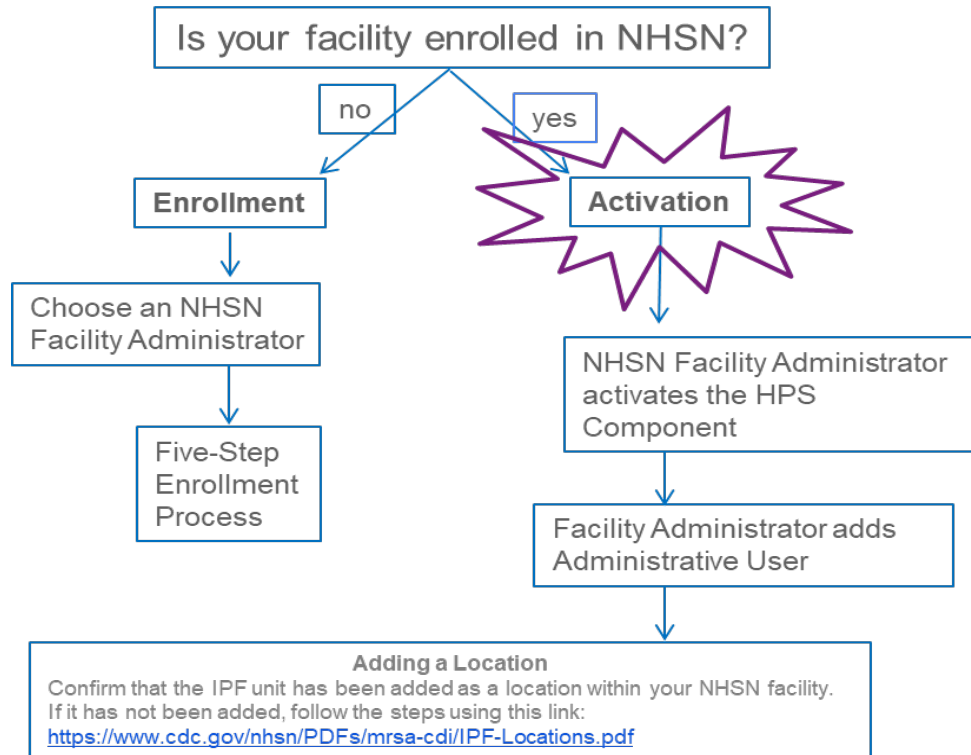


Are you unsure of your facility's status with NHSN?

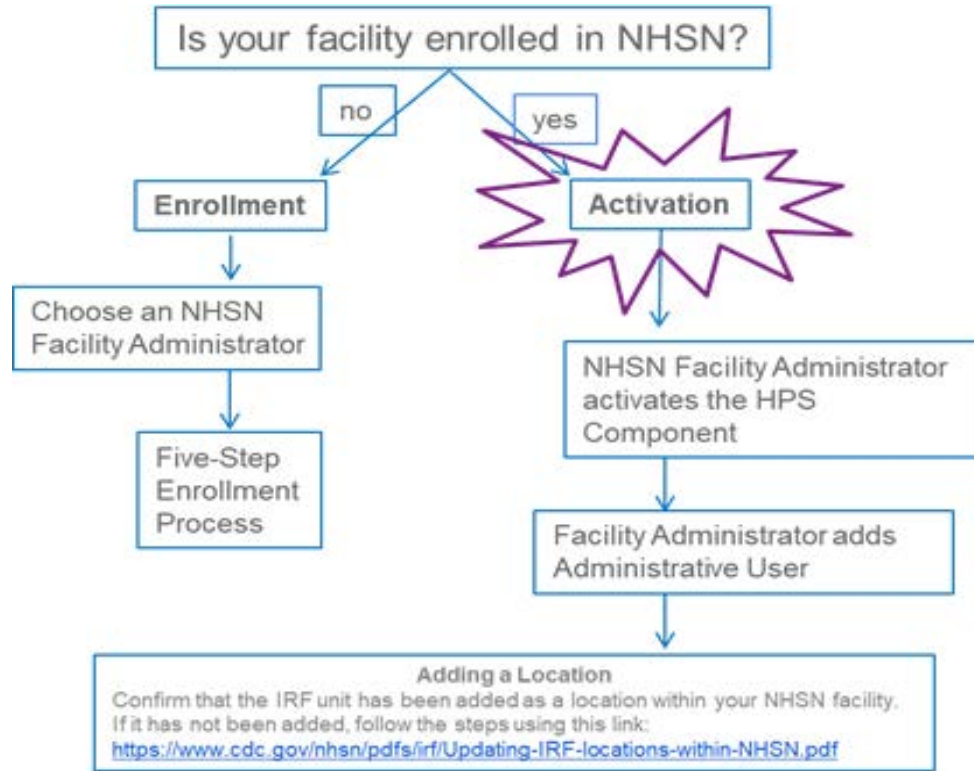
E-mail nhsn@cdc.gov



Getting Started in the HPS Component for IPF Units



Getting Started in the HPS Component for IRF Units



IPF and IRF Units

- **I am reporting data for an IRF unit that is physically located within our acute care facility. The IRF unit has the same CMS Certification Number (CCN) as the hospital except for an “R” or “T” in the third position. How should I report the IRF unit data in NHSN?**
 - COVID-19 vaccination summary data for HCP working in this IRF unit should be reported separately from the acute care hospital summary data because the unit has a different CCN. You would need to add a separate monthly reporting plan for the IRF unit.
 - On the data entry screen, use the dropdown box under the location field to enter separate data for your IRF unit. HCP eligible to work in the IRF unit should not be counted in the summary report for the rest of the acute care facility unless they are also eligible to work in other inpatient or outpatient units of the acute care facility. Please refer to the training slide sets for the NHSN COVID-19 Vaccination Modules for more information.



IPF and IRF Units (cont.)

- **There are multiple IRF units located within my facility. Should I report HCP COVID-19 vaccination summary data separately in NHSN for each individual unit?**
 - No. The HCP COVID-19 vaccination summary data of each individual IRF unit should be combined and submitted to NHSN as a single summary data report combining all CMS IRF units within the facility.



Data Entry – Common Errors and Questions



Data Entry for COVID-19 Vaccination Data

(1) Direct entry in data collection form

Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created: [] Facility ID #: 27186 Location Type: Hospital Vaccination type: COVID-19 Facility CCN #: N/A Week of Data Collection: 10/04/2021 - 10/10/2021 Date Last Modified: []

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories					
	All Core HCP ^a	All HCP ^b	Employees (staff on facility payroll) ^c	Licensed independent practitioner HCP ^d	Adult students/trainees and volunteers ^e	Other contract personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020. * Any completed COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.1. * Medical contraindication reason to not receive COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2. * Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3. * Unknown COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. * Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. * Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021. * Any additional dose or booster of COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

(2) .CSV data upload (by facility or group)

COVID-19 Weekly Vaccination Summary Data

Click a cell to begin entering data for the week which counts are reported.
Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the

27 September 2021 - 07 November 2021 Record Complete Record Incomplete

Weekly Vaccination Calendar

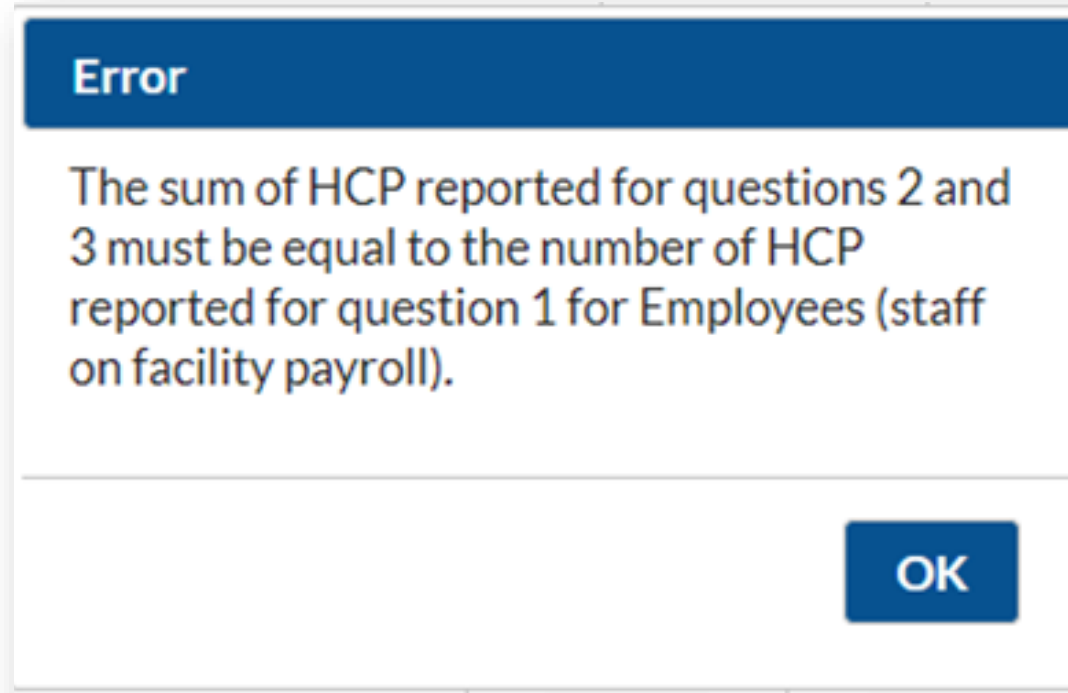
09/27/2021 (Monday) - 10/03/2021 (Sunday)	Hospital
10/04/2021 (Monday) - 10/10/2021 (Sunday)	Hospital
10/11/2021 (Monday) - 10/17/2021 (Sunday)	Hospital
10/18/2021 (Monday) - 10/24/2021 (Sunday)	Hospital

Upload CSV...

[Group non-LTCF How to Upload COVID-19 CSV Files September 2021 \(cdc.gov\)](#)



Help! I'm receiving this error and I don't know what it means.



Tips for Data Entry (Q1 – Q3)

- **The sum of individuals reported in question 2 (2.1-2.99) and question 3 (3.1-3.3) must **equal** the total number of individuals reported in question 1**
 - Do not use the “Any completed COVID-19 vaccine series” total for question 2; instead, manually sum the values entered for all fields in question 2 (2.1 – 2.99)
 - For HCP data collection form, this applies to each HCP category or column



Tips for Data Entry (Q1 – Q3) (cont.)



Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

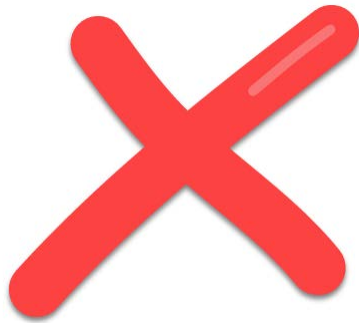
Date Created: 10/21/2021 12:44PM
 Facility ID #: 27186 Location Type: Hospital
 Vaccination type: COVID19 Facility CCN #: N/A
 Week of Data Collection: 09/27/2021 - 10/03/2021 Date Last Modified: 10/28/2021 9:09AM

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories					
	*All Core HCP ^a	*All HCP ^b	*Employee HCP (staff on facility payroll) ^c	*Licensed independent practitioner HCP ^d	*Adult students/trainees and volunteers ^e	*Other contract personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	245	320	100	75	70	75
2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:						
2.1 * Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.2 * Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.3 * Only dose 1 of Moderna COVID-19 vaccine	40	45	20	15	5	5
2.4 * Dose 1 and dose 2 of Moderna COVID-19 vaccine	20	25	10	5	5	5
* Any completed COVID-19 vaccine series	95	125	35	30	30	30
3.1. *Medical contraindication reason to not receive COVID-19 vaccine	4	9	2	0	2	5
3.2. * Offered but declined COVID-19 vaccine	18	24	8	5	5	6
3.3. * Unknown COVID-19 vaccination status	13	17	10	0	3	4
4. *Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	0	0	0	0	0	0
5. *Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:						
5.1 *Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	0	0	0	0	0	0
*Any Additional dose or booster of COVID-19 vaccine series	0	0	0	0	0	0



Tips for Data Entry (Q1 – Q3) (cont.)



Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created: 10/21/2021 12:44PM
 Facility ID #: 27186 Location Type *: Hospital
 Vaccination type *: COVID19 Facility CCN #: N/A
 Week of Data Collection: 09/27/2021 - 10/03/2021 Date Last Modified: 10/28/2021 9:09AM

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories					
	All Core HCP ^a	All HCP ^b	Employee HCP (staff on facility payroll) ^c	Licensed independent practitioner HCP ^d	Adult students/trainees and volunteers ^e	Other contract personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	245	320	100	75	70	75
2. * Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:						
2.1 * Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.2 * Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.3 * Only dose 1 of Moderna COVID-19 vaccine	40	45	20	15	5	5
2.4 * Dose 1 and dose 2 of Moderna COVID-19 vaccine	20	25	10	5	5	5
* Any completed COVID-19 vaccine series	95	125	35	30	30	30
3.1. * Medical contraindication reason to not receive COVID-19 vaccine	4	9	2	0	2	5
3.2. * Offered but declined COVID-19 vaccine	18	24	8	5	5	6
3.3. * Unknown COVID-19 vaccination status	13	17	10	0	3	4
4. * Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	0	0	0	0	0	0
5. * Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:						
5.1 * Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	0	0	0	0	0	0
* Any Additional dose or booster of COVID-19 vaccine series	0	0	0	0	0	0



Help! I'm receiving this error and I don't know what it means.

Error

Cumulative number of Employees (staff on facility payroll) in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine: The number entered for this column in section 4 exceeds the total number for this column in section 2.

OK



Tips for Data Entry (Q4 – Q5)

- Total number of individuals reported in question 4 as ‘eligible to receive COVID-19 vaccine’ **cannot exceed** total number of individuals reported in question 2 as having received a *complete vaccine series*
 - *A complete vaccine series is considered Dose 1 and 2 of Pfizer or Moderna vaccine, or a single dose of Janssen or Unspecified vaccine*
 - *“Any Completed COVID-19 vaccine series”*



Help! I'm receiving this error and I don't know what it means.

Error

Employees (staff on facility payroll): The total number calculated for question in section 5 exceeds the number for question in section 4.

OK



Tips for Data Entry (Q4 – Q5) (cont.)

- **Total number of individuals reported in question 5 as having received an additional dose or booster vaccine **cannot exceed** total number of individuals reported in question 4 as being eligible to receive an additional dose or booster vaccine**
 - Note, question 4 and question 5 are required fields. A value must be entered for each of these questions for the form to be saved successfully.
 - If a no individuals have received a booster or additional dose of vaccine, a zero “0” may be entered for question #5 (select any manufacturer from the dropdown) to allow the form to save successfully



Tips for Data Entry (Q4 – Q5) (cont.)

- Example:**



Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created: 10/21/2021 12:44PM
 Facility ID #: 27186
 Location Type: Hospital
 Vaccination type: COVID19
 Facility CCN #: N/A
 Week of Data Collection: 09/27/2021 - 10/03/2021
 Date Last Modified: 10/28/2021 9:12AM

	Cumulative Vaccination Coverage					
	Healthcare Personnel (HCP) Categories		Non-Employee HCP			
	* All Core HCP ^a	* All HCP ^b	* Employee HCP (staff on facility payroll) ^c	* Licensed independent practitioner HCP ^d	* Adult students/trainees and volunteers ^e	* Other contract personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	245	320	100	75	70	75
2. * Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:	▼					
2.1 * Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.2 * Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.3 * Only dose 1 of Moderna COVID-19 vaccine	40	45	20	15	5	5
2.4 * Dose 1 and dose 2 of Moderna COVID-19 vaccine	20	25	10	5	5	5
* Any completed COVID-19 vaccine series	95	125	35	30	30	30
	* All Core HCP ^a	* All HCP ^b	* Employee HCP (staff on facility payroll) ^c	* Licensed independent practitioner HCP ^d	* Adult students/trainees and volunteers ^e	* Other contract personnel ^f
3.1. * Medical contraindication reason to not receive COVID-19 vaccine	4	9	2	0	2	5
3.2. * Offered but declined COVID-19 vaccine	18	24	8	5	5	6
3.3. * Unknown COVID-19 vaccination status	13	17	10	0	3	4
4. * Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	77	107	30	20	27	30
5. * Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:	▼					
5.1 * Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	38	60	15	12	11	22
* Any Additional dose or booster of COVID-19 vaccine series	38	60	15	12	11	22



Tips for Data Entry

Entering multiple vaccine manufacturers (Q2 & Q5)

- Report COVID-19 vaccination data for all vaccine manufacturers as applicable
- To enter data for more than one vaccine manufacturer:
 - Select a COVID-19 vaccine from the drop-down box.
 - Enter the cumulative number of individuals who received only dose 1 of vaccine.
 - Enter the cumulative number of individuals who received both dose 1 and dose 2 of vaccine.
 - If some individuals received another type of vaccine, then return to the drop-down box and select the other vaccine and repeat steps 1 through 3 as described above.

2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:

* Any completed COVID-19 vaccine series	<input type="text"/>	<input type="text"/>
	* All Core HCP ^a	* All HCP ^b
3.1. *Medical contraindication reason to not receive COVID-19 vaccine	<input type="text"/>	<input type="text"/>
3.2. * Offered but declined COVID-19	<input type="text"/>	<input type="text"/>

PFIZBION - Pfizer-BioNTech COVID-19 vaccine
 MODERNA - Moderna COVID-19 vaccine
 JANSSEN - Janssen COVID-19 vaccine
 UNSPECIFIED - Unspecified manufacturer

2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:

2.1 * Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	13	17
2.2 * Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	20	27
* Any completed COVID-19 vaccine series	20	27
	* All Core HCP ^a	* All HCP ^b
3.1. *Medical contraindication reason to not receive COVID-19 vaccine	<input type="text"/>	<input type="text"/>

PFIZBION - Pfizer-BioNTech COVID-19 vaccine
 MODERNA - Moderna COVID-19 vaccine
 JANSSEN - Janssen COVID-19 vaccine
 UNSPECIFIED - Unspecified manufacturer

2. *Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:

	MODERNA - Moderna COVID-19 vaccine					
2.1 * Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	13	17	5	3	5	4
2.2 * Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	20	27	8	7	5	7
2.3 * Only dose 1 of Moderna COVID-19 vaccine	84	89	45	35	4	5
2.4 * Dose 1 and dose 2 of Moderna COVID-19 vaccine	54	57	5	4	45	3
* Any completed COVID-19 vaccine series	74	84	13	11	50	10



How can I view my data? How do I know my data saved?

(1) Review Vaccination Summary Calendar

- Green Record = Complete
- Yellow Record = Incomplete
- Select any green record to view and/or edit saved data

COVID-19 Weekly Vaccination Summary Data

Click a cell to begin entering data for the week which counts are reported.
Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure the vaccination, at <https://vaers.hhs.gov/reportevent.html>.

27 September 2021 - 07 November 2021 Record Complete Record Incomplete

Weekly Vaccination Calendar

09/27/2021 (Monday) - 10/03/2021 (Sunday)	<input checked="" type="checkbox"/> Hospital
10/04/2021 (Monday) - 10/10/2021 (Sunday)	<input type="checkbox"/> Hospital
10/11/2021 (Monday) - 10/17/2021 (Sunday)	<input type="checkbox"/> Hospital
10/18/2021 (Monday) - 10/24/2021 (Sunday)	<input type="checkbox"/> Hospital
10/25/2021 (Monday) - 10/31/2021 (Sunday)	<input type="checkbox"/> Hospital
11/01/2021 (Monday) - 11/07/2021 (Sunday)	



How can I view my data? How do I know my data saved?

(1) Review Vaccination Summary Calendar

- Select any green record to view and/or edit saved data
 - *Date Created* – date the record was first saved
 - *Date Last Modified* – most recent date edits have been made to the record

COVID-19 Weekly Vaccination Summary Data

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

Edit COVID-19 Vaccination Summary Data

Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created: 10/21/2021 12:44PM
Facility ID #: 27186
Vaccination type: COVID19
Location Type: Hospital
Facility CCN #: N/A
Week of Data Collection: 09/27/2021 - 10/03/2021
Date Last Modified: 10/28/2021 9:12AM

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories					
	Employee HCP		Non-Employee HCP			
	*All Core HCP ^a	*All HCP ^b	*Employees (staff on facility payroll) ^c	* Licensed independent practitioner HCP ^d	* Adult students/trainees and volunteers ^e	* Other contract personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	245	320	100	75	70	75
2. * Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:	<input type="text"/>					
2.1 * Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.2 * Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	75	100	25	25	25	25
2.3 * Only dose 1 of Moderna COVID-19 vaccine	40	45	20	15	5	5
2.4 * Dose 1 and dose 2 of Moderna COVID-19 vaccine	20	25	10	5	5	5
* Any completed COVID-19 vaccine series	95	125	35	30	30	30
	*All	*All	*Employees	* Licensed independent	* Adult	* Other

Save Cancel



How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- Generate Datasets
- Run Line List Report




The screenshot shows the NHSN Home menu on the left with 'Analysis' highlighted. The main content area is titled 'Generate Data Sets (Healthcare Personnel Safety)'. It features a 'Reporting Data Sets' section with a gear icon and a text prompt: 'Include data for the following time period:'. Below this are 'Beginning' and 'Ending' date pickers, both set to '01/2018'. A 'Clear Time Period' button is to the right. A 'Generate Reporting Data Sets' button is highlighted with a blue box. A yellow box displays 'Last Generated: September 28, 2021 3:38 PM to include data beginning 01/2018'.

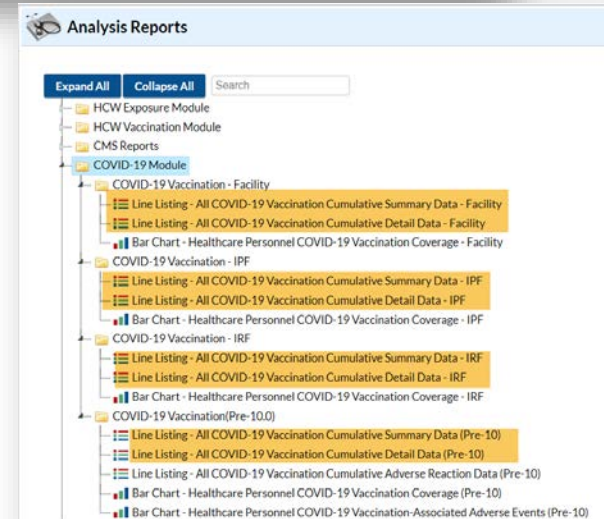
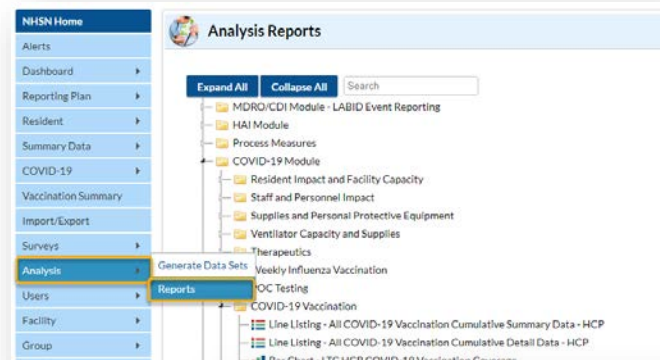
This screenshot is identical to the one above, but the 'Last Generated' box now shows 'October 28, 2021 3:08 PM to include data beginning 01/2018'. The 'Generate Reporting Data Sets' button is also highlighted with a blue box.



How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

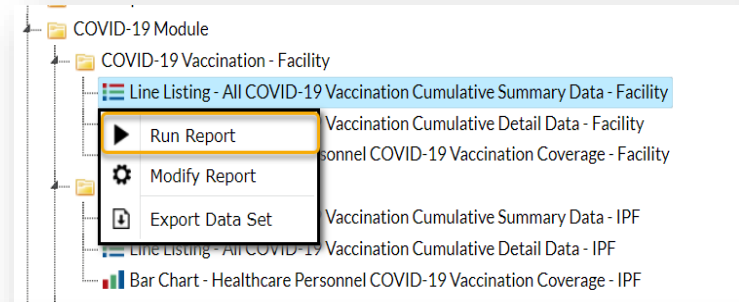
- Generate Datasets
- Run Line List Report 
 - “COVID-19 Vaccination” for data *after* 10.0 application release (beginning with week ending 10/3)
 - “COVID-19 Vaccination (Pre-10.0)” for data *before* 10.0 application release (through week ending 9/26)
 - For data after 10.0 application release, reports can be run by location type
 - Facility
 - IPF (for hospitals reporting for IPF units)
 - IRF (for hospitals reporting for IRF units)



How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- Generate Datasets
- Run Line List Report



For more information about line lists for COVID-19 vaccination data, please review: <https://www.cdc.gov/nhsn/pdfs/ltc/covidva/covidvax-ltc-linelist-508.pdf>

National Healthcare Safety Network

Line Listing - All COVID-19 Vaccination Cumulative Summary Data - Healthcare Personnel

As of: October 28, 2021 at 3:19 PM

Date Range: HCW_COVID19_VACCSUM_HCP survWeekEnd After and Including 09/26/2021

orgID=27186

orgID	vacctype	survWeekStart	survWeekEnd	sumAllHCP	totSumAllVacc	totVaccPartial	sumAllMed	sumAllDec	sumAllUn
27186	COVID19	09/27/2021	10/03/2021	320	125	145	9	24	17



Data Quality Alerts – What are they? How do I use them?

- **NHSN application includes data quality alerts for the Weekly COVID-19 Vaccination Modules**

- *Displayed on Healthcare Personnel Safety Component home page when alerts are generated*
- *Also accessed under “Alerts” tab on the component menu*
- *Select “COVID-19 Vaccination Summary Data Alerts”*

The screenshot displays the NHSN application interface. On the left is a vertical navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, and Facility. The 'Alerts' item is circled in purple. On the right, under the 'Action Items' header, there is a section titled 'ALERTS' containing a notification card. The card features a large blue number '6' inside a purple circle, with the text 'COVID-19 Vaccination Summary Data Alerts' below it.

Data Quality Alerts (cont.)

Missing/Incomplete Lists

[Print Form](#)

COVID-19 Vaccination Summary Data	Incomplete Treatment Dates	Missing Summary Data	Missing Weekly Summary Data	Missing Flu Survey	Incomplete Survey Data	Report No Events
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Week Start Date	Week End Date	Vaccination Form Type	QA Alert	Variable	QA Flag Description	Confirmed
05/10/2021	05/16/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
06/14/2021	06/20/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
06/21/2021	06/27/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
06/28/2021	07/04/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
07/05/2021	07/11/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
07/19/2021	07/25/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N
10/04/2021	10/10/2021	HCP	QA Alert	pctAnyVacc	The total (complete + partial) vaccination coverage rate is less or equal than 10%	N

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View 1 - 7 of 7



Data Quality Alerts (cont.)

- Current data quality alerts in NHSN application:
 - If vaccination rates for a reporting week are less than or equal to 10 percent (for reporting week starting March 2, 2021)
 - Calculated as the number of staff who have received any (partial or complete) COVID-19 vaccination series divided by the number of staff in a facility for that week (excluding those not eligible to receive vaccine due to medical contraindications)
- For more information about how to view and clear data quality alerts, please review the following resource: [Data Quality Alerts: Weekly COVID-19 Vaccination Modules \(cdc.gov\)](#)



Resources



Resource: The NHSN Website

- To access the **COVID-19 Modules and Dashboards** from the NHSN home page located at: <https://www.cdc.gov/nhsn/index.html> click the image of choice depicted by the gold arrows below.

The screenshot shows the NHSN website interface. At the top, there is a dark green header with the text "National Healthcare Safety Network (NHSN)". Below the header, there are social media icons for Facebook, Twitter, LinkedIn, and YouTube. The main content area contains two paragraphs of text. The first paragraph describes NHSN as the nation's most widely used healthcare-associated infection tracking system. The second paragraph mentions that NHSN allows healthcare facilities to track blood safety errors and important healthcare process measures. Below the text, there is a dark green button with a white icon of a person's head and the text "COVID-19 Modules and Dashboards" and "COVID-19 reporting and vaccination resources for all healthcare facilities." To the right of the text is a large image with a dark blue background and glowing blue molecular structures. The word "CORONAVIRUS" is written in large, glowing blue letters. Below the image, there is a dark green banner with the text "COVID-19 Modules and Dashboards" and "COVID-19 reporting and vaccination resources". Two gold arrows point from the text area to the button and the image banner. A navigation bar with left and right arrows is visible above the image banner.



Resource: The NHSN Website

NHSN Home

NHSN Login

About NHSN +

Enroll Facility Here +

CMS Requirements +

Change NHSN Facility Admin

Weekly HCP COVID-19 Vaccination

Facilities can track weekly COVID-19 vaccination data for healthcare personnel (HCP) through NHSN.

On This Page

- Training
- Forms & Instructions
- CSV Data Import
- Data Tracking Worksheets
- Resources
- FAQs on Reporting COVID-19 Vaccination Data

Direct link to access training materials:

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html#training>

- Training slides
- Forms & Instructions
- .CSV data files
- Data tracking worksheets
- FAQs



Resource: Tables of Instructions

- Tables of instructions provide detailed explanations of the questions
- Review instructions before collecting and entering data
 - <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>

Data Fields	Instructions for Completion
All Core HCP	This number is the sum of employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, & physician assistants) and adult students/trainees & volunteers. This field is auto-populated by NHSN.
All HCP	This number is the sum of employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, & physician assistants), adult students/trainees & volunteers, and other contract personnel. This field is auto-populated by NHSN.
Employee HCP (Staff on facility payroll)	<i>Required.</i> Defined as all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
Non-Employee HCP (Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants)	<i>Required.</i> Defined as physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this



Questions or Need Help?

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

Please write '*Weekly COVID-19 Vaccination*' 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.

