

Quick Reference Guide: Re-Submitting COVID-19 Vaccination Data using the Person-Level Vaccination Forms

Introduction:

This Quick Reference Guide (QRG) will provide information on using the **Re-submit all changed weeks** button for your facility's person-level COVID-19 vaccination data (Residents/Healthcare Personnel [HCP]) if the **summary counts for Residents/HCP have changed since you previously submitted** using the COVID-19 person-level vaccination forms.

Steps:

NOTE- below steps are applicable to Residents/HCP data re-submission using the Person-Level Vaccination Forms

1. After you have uploaded or modified your person-level COVID-19 vaccination data using the Person-Level Vaccination Form, navigate to the "View Reporting Summary & Submit" screen (Reporting Summary).

Image A-



2. After you have clicked "View Reporting Summary & Submit", you will notice some surveillance weeks with **messages** in the "Week of data collection first day (Monday)" drop-down menu as shown in **image B** :-
 - a. **"Changed since submitted using the person-level form"**
 - i. This message will be displayed next to surveillance weeks if any of the **weekly summary counts for that week have changed since the last time you submitted data using the Person-Level Vaccination Form.**
 - ii. This QRG will focus on how to re-submit data for weeks with this message
 - b. **"Never submitted"**
 - i. This message indicates that the data for this week have never been submitted (via the Person-Level Form, CSV, or the summary form). For a week that has never been previously submitted, you should click on the respective week and click on the "Save and Submit Data" button at the bottom of the screen to submit data for that week.
 - ii. The re-submit button described in this QRG is **not applicable** to weeks with this message, where data was never previously submitted.
 - c. **"Not eligible for submission using the person-level form"**
 - i. This message indicates that the data for this week were previously submitted using the weekly summary form and are therefore not eligible to be re-submitted using the Person-Level Vaccination Form.



- ii. The re-submit button described in this QRG is **not applicable** to weeks with this message, where data was previously submitted using the standard weekly summary form. Please use the weekly summary form to make any updates.
- d. If there is **NO Message** next to the surveillance week, it means that you have already submitted data for that week via the Person-Level Vaccination Form and there have been no updates to the data for that week since submission. No action is needed.

image B-

View Reporting Summary & Submit...	
Vaccination type:	COVID19
Week of data collection first day (Monday):	2/6/2023 (Changed since submitted using the person-level form) Re-submit all changed weeks
Week of data collection last day (Sunday):	9/26/2022 (Never submitted)
Cumulative Vaccin	10/3/2022 (Never submitted)
	10/10/2022 (Never submitted)
	10/17/2022 (Never submitted)
	10/24/2022 (Never submitted)
	10/31/2022 (Never submitted)
	11/7/2022 (Never submitted)
	11/14/2022 (Never submitted)
	11/21/2022 (Never submitted)
	11/28/2022 (Never submitted)
	12/5/2022 (Never submitted)
	12/12/2022 (Never submitted)
	12/19/2022 (Never submitted)
	12/26/2022 (Changed since submitted using the person-level form)
	1/2/2023 (Changed since submitted using the person-level form)
	1/9/2023 (Changed since submitted using the person-level form)
	1/16/2023 (Changed since submitted using the person-level form)
	1/23/2023 (Changed since submitted using the person-level form)
	1/30/2023 (Changed since submitted using the person-level form)
	2/6/2023 (Changed since submitted using the person-level form)

Healthcare Personnel (HCP) Category	
Employee HCP	License independent practitioner
Employees (staff on facility payroll)	Physician advanced practice nurses, & physician assistants
2	2
or elsewhere since December 2020:	
0	0
2	2
0	0
0	0
0	0

Please note, image B is an example and messages next to respective week(s) will be based on your entries.

3. To re-submit data for all weeks at the same time with the message “Changed since submitted using the person-level form”, click on the button “Re-submit all changed weeks.”
4. After clicking “Re-submit all changed weeks”, a pop-up will appear as shown in **image C** and will ask you to confirm that you want to re-submit all weeks flagged as “Changed since submitted using the person-level form”. Click on “Yes, re-submit” if you want to re-submit.

image C -

Confirm ✖

Please confirm the resubmission of all data for the following surveillance week(s):

8/29/2022, 9/5/2022, 12/26/2022, 1/2/2023, 1/9/2023, 1/16/2023, 1/23/2023, 1/30/2023 and 2/6/2023

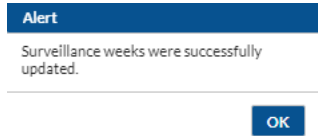
Yes, re-submit
No, cancel

Please note, image C is an example, and you may have different week(s) based on your entries in the pop-up.



- After you click on “Yes, re-submit” the pop-up below will appear, which shows successful re-submission of your data.

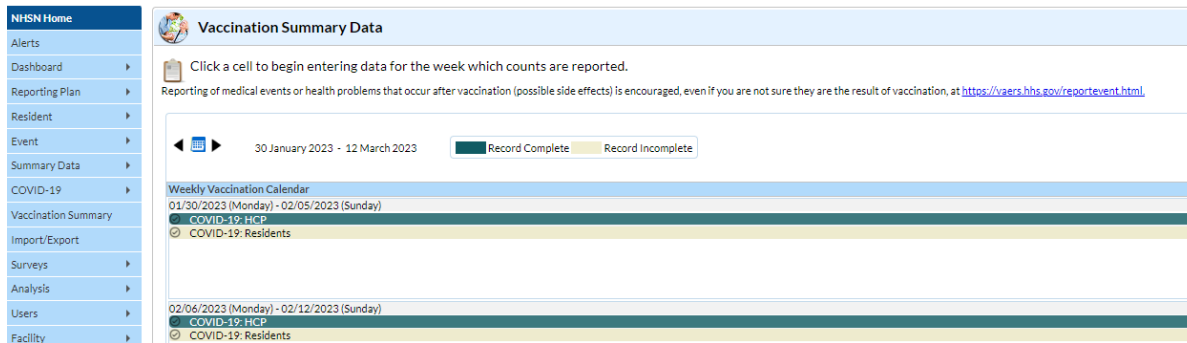
image D -



Reminders:

- Data submitted from “View Reporting Summary & Submit” updates the Weekly COVID-19 Vaccination Summary Modules form (i.e., the weekly, aggregate, facility-level form).
- You are also able to confirm that the data were successfully updated and submitted to the Weekly COVID-19 Vaccination Summary Module by navigating to the Vaccination Summary on the left-hand navigation bar and observe that the week of interest appears **green** as shown in **image E** , indicating that the data are complete for that week. You can also click on that week and confirm that the numbers match to those that you submitted for the Reporting Summary.

image E –



- Also, when reviewing Vaccination Summary data, a user can always review the Create and Modify dates as described here: <https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/how-to-enter-data-ltcf-508.pdf>. The “Date Created” is auto-populated when data are initially entered and saved in the Weekly COVID-19 Vaccination Module. The “Date Last Modified” is auto-populated based on the most recent date that changes were made to previously submitted COVID-19 Vaccination Module data.



Additional Resources:

- Weekly HCP and Resident COVID-19 Vaccination website (all of the resources below can be found here): <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>
- [Person-Level Trainings \(Recordings and Slide sets\)](#)
- [Person- Level Vaccination Form Table of Instructions: Instructions and Guidance Documents](#)
- [Person-Level COVID-19 Vaccination Data - CSV Data Import Materials](#)
- FAQs on Person-Level Vaccination Reporting: General [https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html#Event-level-\(Person-Level\)-Vaccination-Reporting:-_General](https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html#Event-level-(Person-Level)-Vaccination-Reporting:-_General)
- FAQs on Person-Level Vaccination Reporting: Data Entry- [https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html#Event-level-\(Person-Level\)-Reporting:-Data-entry](https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html#Event-level-(Person-Level)-Reporting:-Data-entry)
- Up to date COVID-19 Vaccination Guidance- <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-508.pdf>

-----End of Quick Reference Guide-----



**Centers for Disease Control
and Prevention**
National Center for Emerging and
Zoonotic Infectious Diseases

