NHSN Event-Level Vaccination Forms: Office Hours and FAQs
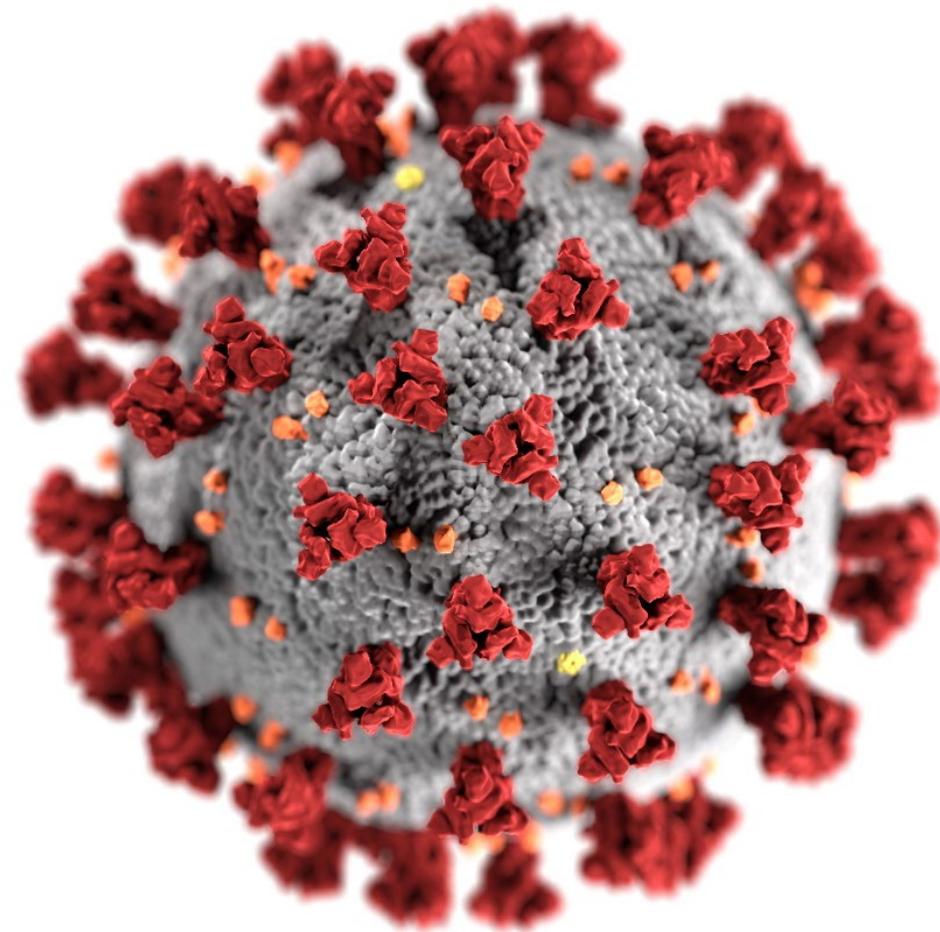
National Healthcare Safety Network (NHSN)

Vaccination Unit

April 12, 2022

Overview

- Facilities will continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules. Data can be reported to these modules in three ways:

  – 1. Directly into the data entry screens of the COVID-19 Vaccination Modules

  – 2. Through .CSV upload into the Weekly COVID-19 Vaccination Modules

  – 3. As of March 28, 2022, long-term care facilities also have the option to use these event-level COVID-19 vaccination forms and select the "view reporting summary and submit" button to submit these data to the Weekly Modules.

    • The event-level forms are replacing the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules.

Today we'll focus on #3, the Event-level COVID-19 Vaccination Forms

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    - 3. As of March 28, 2022, long-term care facilities also have the option to use these event-level COVID-19 vaccination forms and select the "view reporting summary and submit" button to submit these data to the Weekly Modules.

    The event-level forms are replacing the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules.

Background of COVID-19 Weekly Reporting

- To track individual resident and healthcare personnel vaccination information, CDC currently provides Excel spreadsheets (named Excel Data Tracking Worksheets) to track resident and healthcare personnel

  - **Enhanced versions of these worksheets have now been built into NHSN – the Event-Level Vaccination Forms**

Data Entry and Submission Overview

How to access Event-Level COVID-19 Vaccination Form

- Must be SAMS Level 3 user

- LTCF Component

- Navigate to COVID-19 tab

- **Select Event-Level COVID-19 Vaccination Form - HCW or Event-Level COVID-19 Vaccination Form - Residents**

How to enter vaccination information for an individual

- Click **+ Add Row** button
- New yellow section at the top of the form will appear to enter this individual's data
- Enter required and applicable fields
- Click **Save Row**

Note: CSV upload also available

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Required Fields

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

How to update vaccination information for an individual

- The Event-Level COVID-19 Vaccination Form **captures changes in individuals' vaccination status over time**.

- If an individual's vaccination status changes, **do not delete the old status**.

- Add the new status date to their existing row.

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

How to update vaccination information for an individual

- For example, the resident below initially declined vaccination when she was admitted on 1/1/22. She later decided that she would get vaccinated on 2/6/22. Both events are maintained on her row.

  – After saving her data on 1/1/22, her row looked like this:

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name * ⬦	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **
+	5675566	01/01/2022		1Res					

Is vaccination series complete?	Medical contraindication date **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose manufacturer name **
No		01/01/2022	Other			

  – When she decides to receive dose 1 on 2/6/22, do not delete the information on her prior declination. Instead, add the information on dose 1 to her existing row.

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name * ⬦	Resident Last Name *	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **
+	5675566	01/01/2022		1Res	ResLastName4	02/06/2022	Moderna COVID-19 vacc		

Is vaccination series complete?	Medical contraindication date **	Declination date **	Declination reason	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose manufacturer name **
No		01/01/2022	Other			

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How to submit data to the aggregate weekly reporting form

- Rows will appear in green **after** they have been added or modified, and will remain green until they have been submitted to the weekly reporting form for all relevant weeks

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

How to submit data to the aggregate weekly reporting form

- This is the Reporting Summary screen

- The totals here are auto-calculated based on the person-level data

- Use the week of data collection drop down menu to view the data by reporting week and see which weeks you need to submit data for

How to submit data to the aggregate weekly reporting form

- Use the week of data collection drop down menu to view the data by reporting week and see which weeks you need to submit data for, based on the changes you made to the event-level data

- In this example, I modified data such that it impacted the summary counts for weeks 2/28-4/4, so I am being prompted to submit or re-submit for those weeks

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

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How to submit data to the aggregate weekly reporting form

- Select the first week you want to submit aggregate weekly summary data for
- Review the totals
- If everything appears correct, click 'Save and Submit Data'
- You will receive a pop-up message that your data successfully saved
- Click OK
- Select the next week you want to submit data for and repeat.

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How to submit data to the aggregate weekly reporting form

- After submitting for each week of interest, navigate to the Vaccination Summary tab to ensure that all weeks were successfully submitted to the aggregate weekly reporting form
  - Completed weeks will appear green in the calendar view

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

Reporting Summary

Weekly Form

FAQs

Are the Event-Level COVID-19 Vaccination Forms required?

No. The Event-Level COVID-19 Vaccination Forms are an optional tool that can be used to report data to the main weekly HCP and Resident vaccination modules.

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What are the key advantages of this optional form?

- Simplifies reporting of summary data
- Allows facilities to document vaccination information at the person-level
- The NHSN application automatically calculates and displays the weekly totals
- Users who elect to use the Event-Level Vaccination forms will no longer need to manually calculate and enter totals in the summary forms!
- Users simply update the person-level data and use the reporting summary to review the totals and submit their weekly data
- Captures changes in individuals' vaccination status over time
- Allows users to record religious exemptions

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

Data for Example Only

- If you do not see the event-level vaccination forms under the COVID-19 tab, you may not have SAMS Level 3 Access.

- SAMS Level 3 Access is required to use the optional Event Level COVID-19 Vaccination Forms.

- To request Level 3 access, please contact the SAMS Help Desk between the hours of 8:00 AM and 8:00 PM EST Monday through Friday (except U.S. Federal holidays) at the following: 877-681-2901; E-mail: samshelp@cdc.gov.

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

■ Example of a level 1 users log in view:

Is reporting completed automatically based on the data entered the Event-Level COVID-19 Vaccination Forms or do I still have to submit the weekly vaccination reporting?

No. Facilities must report each week by clicking the "View and Reporting Summary & Submit" button, selecting the week you want to submit data for, and clicking "Save & Submit Data".

How far back can I report event-level data?

- The event-level COVID-19 Vaccination Form for LTC residents and staff can be used to report data beginning with the week of March 28, 2022 – April 3, 2022 and forward.

- Note: if you use the event-level form to enter data and click save and submit, it will overwrite data that were previously entered via the summary form and vice versa.

What if I need to update a record I previously saved?

- Previously saved records can be updated directly in the NHSN event-level forms

- Click the cell that needs to be updated and enter the changes directly into the grid of the record.

- Be sure to click out of the cell(s) modified and then click "view reporting summary and submit" to share the new information for all weeks impacted by a change!

Example: How to update a previously saved record

- Scenario- After uploading a record for Resident ID NYCS and clicking "view reporting summary and submit" I realized I accidently selected Moderna for their dose one manufacturer name instead of Janssen

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Example: How to update a previously saved record

- Scenario continued
  - Click the cell that needs to be updated and enter the changes directly into the grid of the record.

Example: How to update a previously saved record

- Scenario continued
  - Be sure to click out of the cell(s) modified and then click "view reporting summary and submit" to share the new information for all weeks impacted by a change!

How do I eliminate staff from the form who no longer work for us?

- Add an end date on their row.

- If there is an end date, that individual will not contribute to data for any weeks AFTER the end date.

- Tip: Sort the rows by end date (or discharge date for residents) so that all individuals with an end date will be in the bottom rows

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Healthcare Personnel (HCP): How to account for leave?

- If **HCP** goes on leave and returns to work in **2 weeks (14 days)** or less
  - Nothing on their row needs to be changed
  - Their information can continue to be maintained on the original row
- If **HCP** goes on leave for longer than **2 weeks (14 days)** and returns to work after more than 2 weeks
  - You should enter an end date on the day they begin leave
  - When they return to work, you should duplicate their row (using the **+** button next to their row) and enter a new start date on their new row. The new start date on the new row is the day they return to work
- *Note: This is consistent with our guidance for the weekly summary forms that says to continue including HCP on temporary leave (2 weeks or less) and to exclude HCP if their leave is longer than 2 weeks.*

Residents: How to account for residents being discharged and later re-admitted?

- If **resident** is discharged or leaves the facility for any reason, and then returns or is re-admitted within **1 week (7 days)** or less:
  - Nothing on their row needs to be changed
  - Their information can continue to be maintained on the original row

- If **resident** is discharged or leaves the facility for any reason for longer than **1 week (7 days)**, and returns or is re-admitted after more than 1 week:
  - You should enter a discharge date on the day they were discharged or left
  - When they return or are re-admitted, you should duplicate their row (using the **+** button next to their row) and enter a new admission date on their new row.

- *Note: This is consistent with our guidance for the weekly summary forms that says to count all residents occupying a bed at this facility for at least 1 day (at least 24 hours) during the week of data collection.*

What if a resident is discharged and then later re-admitted (after more than 1 week)?

- Enter the discharge date when they are discharged (to home, hospital, or elsewhere)
- When they are re-admitted, find the resident in the table
- Click the + button to duplicate the row
- In the new row, delete the admission and discharge date, and add the new admission date
- Ensure the vaccination information is up to date and click save row.

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Leave/Discharge Guidance Summary

	Healthcare Personnel	Residents
Include on same row if:	Returns to work within **2 weeks (14 days)** If you entered an end date and they returned within 2 weeks, simply remove the end date and re-save the row.	Re-admitted within **1 week (7 days)** If you entered a discharge date and they returned within 1 week, simply remove the discharge date and re-save the row.
Add end date and create new row (using + button to duplicate row) if:	Returns to work after more than 2 weeks (14 days) New start date must be more than 2 weeks later than prior row's end date	Re-admitted after more than 1 week (7 days) New admission date must be more than 1 week later than prior row's discharge date

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

– No. Once data are entered and saved, the row cannot be deleted.

– Data on the Event-Level COVID-19 Vaccination Form can be <u>updated</u> after the row is saved:

Event-Level COVID-19 Vaccination Form - Residents

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

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

	Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
+	1234	01/05/2022		Patient	One	01/12/2022
+	2345	04/17/2021	02/01/2022	Man	Iron	04/15/2020
+	3456	03/02/2022		Mouse	Jefferson	04/15/2020
+	4567	01/07/2022		Showers	April	01/12/2022
+	5678	01/07/2022		Flowers	May	01/12/2022
+	6789	01/05/2022			July	01/12/2022

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

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

- No. Once data are entered and saved, the row cannot be deleted.

- Data on the Event-Level COVID-19 Vaccination Form can be <u>updated</u> after the row is saved:

What if someone's vaccination status changes over time?

- Resident was admitted on 2/21/2022, and vaccination status was unknown

What if someone's vaccination status changes over time? (cont.)
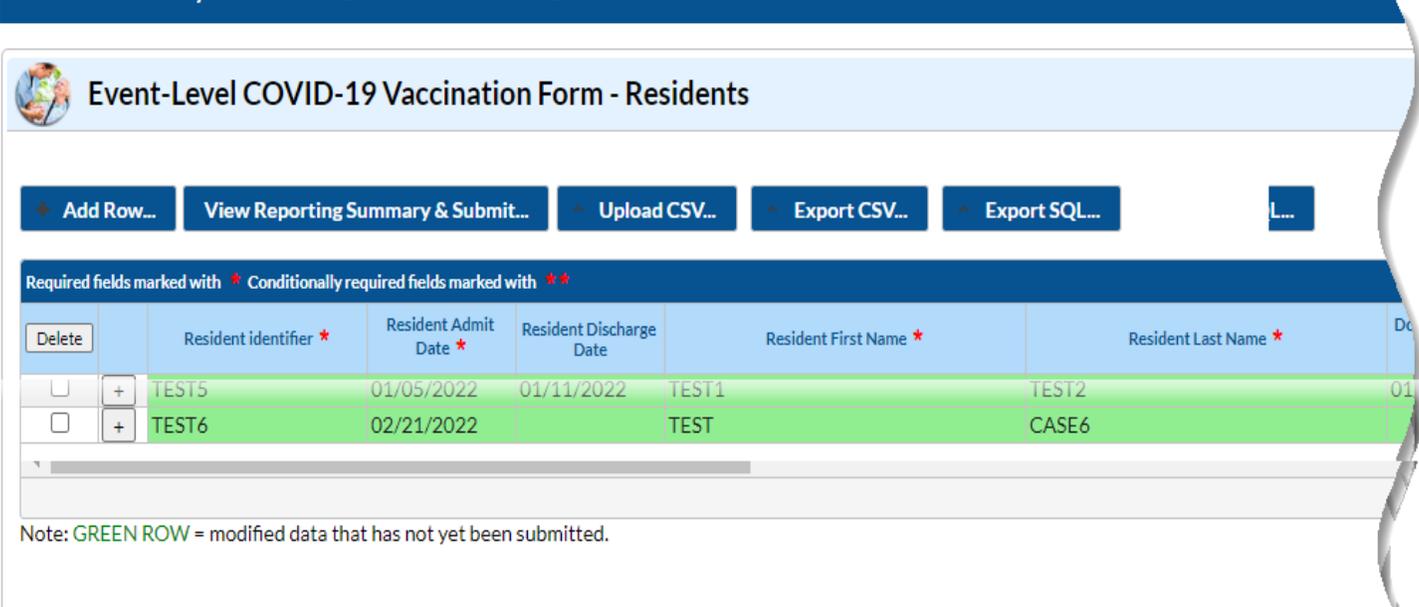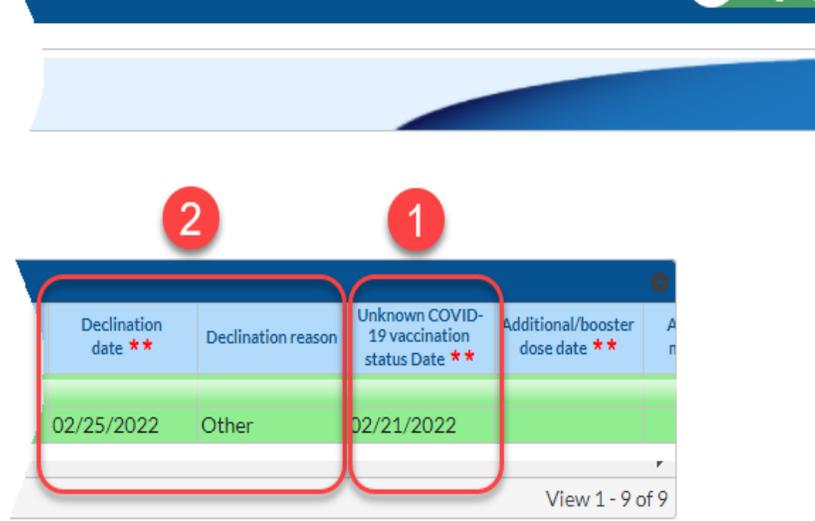
- You learn that the resident is unvaccinated and offer vaccination. They decline on 2/25/2022.
  - Add this information to the resident's existing row
  - Do NOT delete the 2/21/2022 unknown status date

What if someone's vaccination status changes over time? (cont.)

- The resident decides to get vaccinated on 3/22/2022. Add this information to existing row.
- The resident now has 3 statuses recorded:
  - Unknown from 2/21/2022 – 2/24/2022
  - Declined from 2/25/2022 – 3/21/2022
  - Vaccinated with Janssen beginning on 3/22/2022

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

- You should report vaccine data on all HCP who are eligible to work in the facility at least once per week; these are the people who "regularly" work in the facility on a weekly basis.

57.149 Instructions for Completion of the Weekly Healthcare Personnel Vaccination Summary Form Non-LTCF HCP (cdc.gov)

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Does the resident identifier/ staff identifier need to be the same one that I use for the Point of Care (POC) testing results form?

- Yes, we encourage you to use the same identifier. We plan to link the two systems in NHSN in a future release.

- Note: Each individual should have a UNIQUE resident identifier (or staff identifier)
  - Choose something that is truly UNIQUE to the individual
  - For example, do NOT use the room number because someone else could occupy that room and have the same room number in the future if they are discharged or moved to another room
  - One option would be using a combination of initials, birthday, and room number. Ex: someone named Jane Test, born on 1/5/1980, in room 201 would have a resident identifier of JT01051980201

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Where do I enter a religious exemption?

- Count these individuals as declined to receive vaccination
- The Event-Level COVID-19 Vaccination form includes a field where you may provide a reason for declination, including religious exemption.

Do I submit every time I add data or just weekly?

- You should review data and submit for all weeks affected by updated or newly entered data at least once per week.

- Please note that if you do not click "View Reporting Summary & Submit", these data will not be shared to the weekly COVID-19 vaccination modules.

Can I sort the columns on this form? I find it helpful to be able to sort by last name or by HCP category.

- Yes! Click any column to sort in ascending order. Click the same column again to sort in descending order.

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

- If you entered or uploaded data on individuals with an end date/discharge date that is EARLIER than the first week that you can use the event-level form to submit data (week of 3/28/2022-4/3/2022), the rows will remain green since they haven't been submitted for any weekly reporting summaries.

- This can cause confusion, so we are going to modify this in the next release so that the rows do not appear green if the end date is before 3/28/2022.

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

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

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

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

How can I upload data via CSV?

- Click Export CSV for a blank template that you can use to

- Please ensure your data matches the formats and values in this document: [.CSV templates for Event Level COVID-19 Vaccination Forms for LTCF Residents and HCP pdf icon](#)

- When you finish adding data to the CSV file, save it, then click Upload CSV

- CSV upload will overwrite records with the same <u>identifier</u> and <u>start date</u>
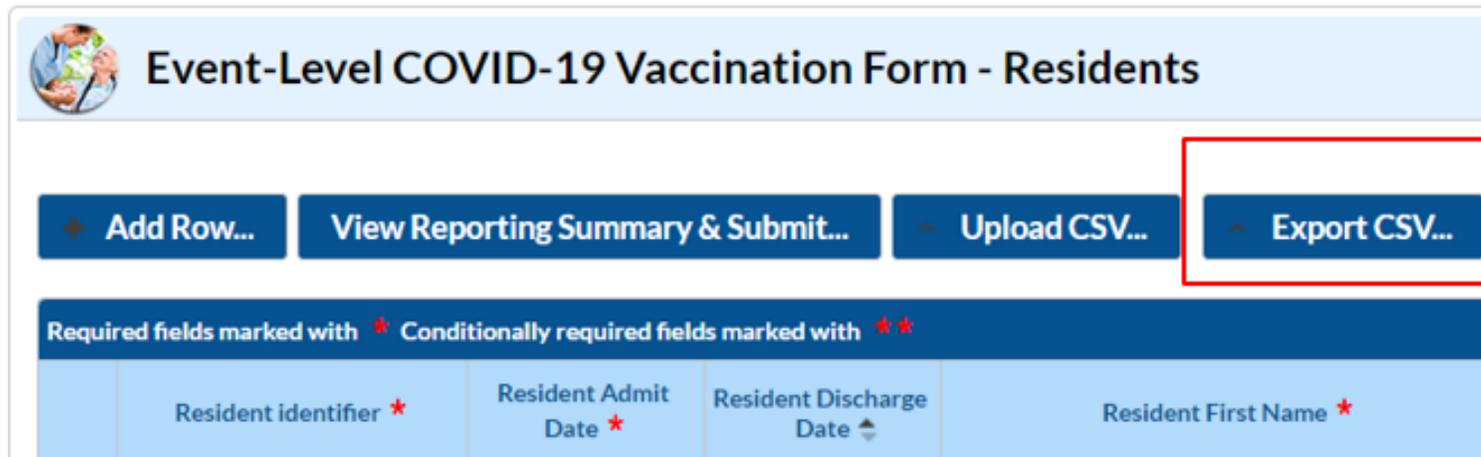
What if I have no changes in my data since the previous week?

- If during a reporting week, there are no new changes, still be sure you review data and submit data at least once per week.

View Reporting Summary & Submit...

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

TRACKING WORKSHEET

Facility ID#:	30074
Vaccination type:	COVID19
Week of data collection first day (Monday):	3/28/2022 ⌄
Week of data collection last day (Sunday):	3/28/2022

3/28/2022
4/4/2022 (Changed since submitted using the Tracking Worksheet)
4/11/2022 (Never submitted using the Tracking Worksheet)

| | All Core HCP | All HCP | Employees (s facility pay |
| 1. *Number of HCP that were eligible to have worked at this healthcare facility for | 1 | 1 | 1 |

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

- Yes! We will be adding booster dose 2 fields to the form. More information on upcoming changes will be shared in the coming weeks.

- Note: the weekly summary form is also being updated to include a question on "number of individuals who are up to date on COVID-19 vaccines."

  - Up to date = received booster OR received complete Pfizer/Moderna primary series in last 5 months OR received Janssen dose in last 2 months

  - **Major advantage of using event-level vaccination form = the NHSN application will use the vaccination dates and classify people as up to date or not up to date for you!**

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For CSV upload and direct data entry, can I list more than one date in a cell?

- No, you can't list more than one date in an individual cell.

- List the **earliest** date that an event occurred.

- For example, if a resident declined vaccination on 2/1/2022 and again on 3/1/2022, you should enter a declined date of 2/1/2022, and you do not need to enter or update their data on 3/1/2022 because their status has not changed.

*Declined COVID Vaccine (Enter date of Declination)
2/1/2022, 3/1/2022

: *Declined COVID Vaccine (Enter date of Declination)

2/1/2022

✓

Declination date **

02/01/2022

Resources

Event-level Resources

- Event-Level COVID-19 Vaccination form training slides:

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

- Event-Level COVID-19 Vaccination form CSV file layout

  https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/c19-event-layout-508.pdf

- A how to guide:

  https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/event-qrg-508.pdf

NHSN
NATIONAL HEALTHCARE
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Event-Level COVID-19 Vaccination Forms: A Step-by-step Guide

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This guide provides additional information on the third option listed above. The optional Event-Level COVID-19 Vaccination Form was developed to assist facilities with entering, logging, and tracking COVID-19 vaccine person-level data directly in NHSN. These data include counts of residents and HCP, or staff, who received any COVID-19 vaccine.

General Resources

Weekly HCP & Resident COVID-19 Vaccination | LTCF | NHSN | CDC

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

Weekly HCP & Resident COVID-19 Vaccination

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

Protocol

Weekly COVID-19 Vaccination Protocol for Healthcare Personnel [PDF – 500 KB] – January 2022

Weekly COVID-19 Vaccination Protocol for Residents [PDF – 400 KB] – November 2021

Data Collection Forms and Instructions

All Data Collection Forms are Print-only

Weekly COVID-19 Vaccination Summary Form for Residents at LTCFs (57.218) [PDF – 120 KB] – February 2022

    ○ Table of Instructions [PDF – 300 KB]

Weekly COVID-19 Vaccination Summary Form for Healthcare Personnel at LTCFs (57.219) [PDF – 150 KB] – February 2022

    ○ Table of Instructions [PDF – 350 KB]

Questions or Need Help?

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

Please write '*Event-Level COVID-19 Vaccination Form* ' in the subject line of the e-mail along with your facility type

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

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