

NHSN Healthcare Personnel Safety (HPS) COVID-19 Vaccination Module: Viewing and Uploading Person-Level COVID-19 Vaccination Reporting Pathway .CSV Data Files

Description

As part of CDC’s ongoing COVID-19 response, facilities enrolled in the National Healthcare Safety Network (NHSN) can report data using the HPS COVID-19 Vaccination Module. Data can be reported to the Weekly Summary HPS COVID-19 Vaccination module or using the newly available person-level COVID-19 vaccination reporting forms. The purpose of this guidance document is to provide important information and instructions for how facilities can import person-level .CSV files and view person-level data in the NHSN HPS COVID-19 Vaccination Module.

Note: Information on how to upload weekly summary COVID-19 vaccination data can be found here: [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#)

Instructions to Upload and Export Person-Level .CSV Files for Users



1. Select COVID-19 from the menu bar to view specific pathway data. Next, select “Person-Level COVID-19 Vaccination Form for HCP”.

A list of reporting weeks with vaccination data submitted by the facility will be displayed. All data in screenshots are for illustration only.

The screenshot displays the NHSN interface for the 'Person-Level COVID-19 Vaccination Form for HCP'. The top navigation bar includes 'NHSN Home', 'Alerts', 'Reporting Plan', 'HCW', 'Lab Test', 'Exposure', 'Prophyl/Treat', 'Import/Export', 'COVID-19', 'Vaccination Summary', 'Surveys', 'Analysis', 'Users', 'Facility', 'Group', 'Tools', 'Logs', 'Dynamic Forms', and 'Logout'. The main content area features a table with the following data:

Duplicate Row	Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Gender **	Date of Birth **	Ethnicity **	Race **	HCP Start of Employment Date *
+	1222	Fred	Filstone	Male	04/03/1984	Not Hispanic or Ni Black or African American, Asian, Native Hav		01/01/2020
+	A3	Judy	Judge	Female	03/26/1996	Hispanic or Latino White		08/09/2020

- Download Templates** –The .CSV templates for COVID-19 Weekly Vaccination Person-Level Data can be found at NHSN HPS COVID-19 Vaccination webpage: [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#). Please note, these templates only include person-level variables applicable for reporting week ending 6/26/2023 and forward.
- Enter Data** – Using the provided .CSV templates for person-level healthcare personnel data, populate each variable with the appropriate data. After entering all data, save each file to upload the .CSV file in NHSN.

For complete information on the variables included on the .CSV templates, refer to the tables at end of this document (“Table 1: NHSN Person-Level COVID-19 Vaccination Form- HPS Import File Format”). Example .CSV files that include test data in required fields are available from NHSN’s HPS Weekly COVID-19 Vaccination webpage: www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html

- Upload .CSV** – To upload the completed .CSV Data file, select the “COVID-19” tab from the menu bar. Next, select the “Person-Level COVID-19 Vaccination for HCP”. Click on the “Upload CSV” button. A prompt will appear where a file must be provided for submission. Browse for the file location and then click “Upload CSV” to begin the import.



The screenshot shows the NHSN interface for uploading a CSV file. The main window displays a table with columns: OrgID, Vaccination Type, Week Starting, Week Ending, Modify Date, and Number of H. A red arrow points from the 'Upload CSV...' button in the top navigation bar to a modal window titled 'Upload CSV file'. The modal window has a 'Choose File' button (labeled 2) and 'Upload CSV' and 'Cancel' buttons (labeled 3). A red circle labeled 1 is around the 'Upload CSV...' button in the bottom navigation bar.

- View Data** – A message that indicates the upload was successful will be generated. The Vaccination Module will automatically populate the uploaded data.

Alert

Successfully uploaded CSV

Added 2 records.
Total 2 records

OK Print Results

If errors are found during upload, please review the alerts, and refer to the tables at the end of this document (“Table 1: NHSN Person-Level COVID-19 Vaccination Form- HPS Import File Format”) for complete information on the variables included on .CSV templates. Questions can be submitted to NHSN@CDC.GOV with “HPS Weekly COVID-19 Person-Level Reporting CSV upload” in the subject line.

Please refer to the tables below for complete information on the variables included on .CSV templates for Person-Level COVID-19 Vaccination Forms for HCP (Healthcare Personnel Safety Component). These are accurate as of NHSN Release 11.5 (September 2023).

Importing via .csv file- Person-Level COVID-19 Vaccination Form- HPS Component				
Table 1: NHSN Person-Level COVID-19 Vaccination Form – HPS Import File Format				
Field (alias if applicable)	Requirement	Values	Format†	Description of Field
Orgid	Required	–	must be a whole number	Must be a valid NHSN Facility ID (organization identifier)
hcpid	Required	–	Character (15)	HCP identifier - a unique identifier for the individual, assigned by your facility
gname	Required	–	Character (30)	HCP First Name
surname	Required	–	Character (30)	HCP Last Name
gender	Required	F M O	Character (1)	HCP Gender F – Female M – Male O – Other/Unknown
dob	Required	MM/DD/YYYY	Datetime	HCP Date of Birth
ethnicity	Required	HISP NOHISP DEC UNK	Character (6)	HCP Ethnicity HISP – Hispanic or Latino NOHISP – Not Hispanic or Latino DEC – Declined to respond. UNK – Unknown
race	Required	AMIN ASIAN AAB NH-PI WHITE DEC UNK	Character (5)	HCP Race: AMIN – American Indian/Alaskan native ASIAN – Asian AAB – Black or African American NH-PI – Native Hawaiian/Other Pacific Islander WHITE – White DEC – Declined to respond. UNK- Unknown
hcpEmpStart	Required	MM/DD/YYYY	Datetime	HCP Start of Employment Date
hcpEmpEnd	Conditionally required	MM/DD/YYYY	Datetime	HCP End of Employment Date
vaccLoc	Required	VACCHOSP VACCIPF VACCIRF	–	Vaccination location type VACCHOSP – For data reported for most facility types including acute care hospitals, ambulatory surgery centers, free-standing inpatient psychiatric facilities, free-standing inpatient rehabilitation facilities, long-term acute care hospitals, and dialysis facilities. This includes all inpatient and outpatient



				<p>units/departments of the acute care facility sharing the same CCN as the acute care facility</p> <p>VACCIPF – For data reported by a parent facility (often an acute care facility) for an inpatient psychiatric unit with a unique CCN that is mapped as a location of the parent facility. This selection is only available for acute care facilities reporting data for IPF units with a different CCN from the acute care facility.</p> <p>VACCIRF - For data reported by a parent facility (often an acute care facility) for an inpatient rehabilitation unit with a unique CCN that is mapped as a location of the parent facility. This selection is only available for acute care facilities reporting data for IRF units with a separate CCN from the acute care facility.</p>
hcpCategory	Required	EMP LIP VOL OCP	Character (10)	<p>HCP Category: EMP - Employees (staff on facility payroll)</p> <p>LIP - Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants</p> <p>VOL - Adult students/trainees & volunteers</p> <p>OCP - Other Contract Personnel</p>
dose1Date	Conditionally required (each record must contain At least ONE status- This means each record must be classified into at least one of the main categories, such as having at least one vaccine entered, contraindication, declined, unknown vaccination status)	MM/DD/YYYY	Datetime	Dose 1 vaccination date



	<p>2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023.</p> <p>Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 4/20/2023 and 9/12/2023.</p> <p>Pfizer-BioNTech COVID-19 vaccine and Moderna COVID-19 vaccine can only be selected if corresponding dose date is on or before 4/19/2023.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022</p>			
dose1Mfg	Conditionally required if Dose1Date provided	COVID2023_2024 BIMODERNA BIPFIZBION JANSSEN	Character (15)	Dose 1 vaccine manufacturer name COVID2023_2024 –2023-2024 updated vaccine



	If dose1Mfg = Janssen, then subsequent doses recorded beginning with dose 3 fields.	MODERNA PFIZBION NOVAVAX UNSPECIFIED		<i>BIMODERNA</i> –bivalent Moderna vaccine <i>BIPFIZBION</i> –bivalent Pfizer vaccine <i>MODERNA</i> – original monovalent Moderna vaccine <i>PFIZBION</i> – original monovalent Pfizer vaccine <i>JANSSEN</i> – original monovalent Janssen vaccine <i>UNSPECIFIED</i> – unknown manufacturer
dose2Date	Conditionally required (each record must contain At least ONE status- This means each record must be classified into at least one of the main categories, such as having at least one vaccine entered, contraindication, declined, unknown vaccination status) 2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023. Bivalent Pfizer vaccine and Bivalent Moderna	MM/DD/YYYY	Datetime	Dose 2 vaccination date



	<p>vaccine can only be selected if corresponding dose date is between 4/20/2023 and 9/12/2023.</p> <p>Pfizer-BioNTech COVID-19 vaccine and Moderna COVID-19 vaccine can only be selected if corresponding dose date is on or before 4/19/2023.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022</p>			
dose2Mfg	Conditionally required if Dose2Date provided	COVID2023_2024 BIMODERNA BIPFIZBION JANSSEN MODERNA PFIZBION NOVAVAX UNSPECIFIED	Character (15)	Dose 2 vaccine manufacturer name <i>COVID2023_2024</i> –2023-2024 updated vaccine <i>BIMODERNA</i> –bivalent Moderna vaccine <i>BIPFIZBION</i> –bivalent Pfizer vaccine <i>MODERNA</i> – original monovalent Moderna vaccine <i>PFIZBION</i> – original monovalent Pfizer vaccine <i>JANSSEN</i> – original monovalent Janssen vaccine <i>UNSPECIFIED</i> – unknown manufacturer
medDate	Conditionally required (each record must contain At least ONE status- This means each record much be	MM/DD/YYYY	Datetime	Contraindication or exclusion noted date



	classified into at least one of the main categories, such having at least one vaccine entered , contraindication, declined, unknown vaccination status)			
decDate	Conditionally required (each record must contain At least ONE status- This means each record must be classified into at least one of the main categories, such as having at least one vaccine entered , contraindication, declined, unknown vaccination status)	MM/DD/YYYY	Datetime	Declination date
decReason	Conditionally required if decDate provided	RELIGIOUS OTHER UNKNOWN	Character (10)	Declination reason: RELIGIOUS - Received official religious exemption OTHER - Other UNKNOWN - Unknown
unkvaccstatusdate	Conditionally required (each record must contain At least ONE status- This means each record must be classified into at least one of the main categories, such as having at least one vaccine entered , contraindication, declined, unknown vaccination status)	MM/DD/YYYY	Datetime	Unknown status date



Dose3date (addtlDosedate)	<p>Conditionally required</p> <p>2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023.</p> <p>Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 8/31/2022 and 9/12/2023.</p> <p>Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 9/26/2022.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022</p>	MM/DD/YYYY	Datetime	Third dose vaccination date
Dose3Mfg (addtlDosemfg)	Conditionally required if	COVID2023_2024 BIMODERNA	Character (15)	Third dose vaccine manufacturer name



	dose3Date provided	BIPFIZBION JANSSEN MODERNA PFIZBION NOVAVAX UNSPECIFIED		COVID2023_2024 –2023-2024 updated vaccine BIMODERNA –bivalent Moderna vaccine BIPFIZBION –bivalent Pfizer vaccine MODERNA – original monovalent Moderna vaccine PFIZBION – original monovalent Pfizer vaccine JANSSEN – original monovalent Janssen vaccine UNSPECIFIED – unknown manufacturer
Dose4Date (boostdose2date)	Conditionally required 2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023. Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 8/31/2022 and 9/12/2023. Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding	MM/DD/YYYY Must be > dose3date	Datetime	Fourth dose vaccination date



	<p>dose date is before 9/26/2022.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022</p>			
Dose4Mfg (boostdose2mfg)	<p>Conditionally required if Dose4Date provided</p>	<p>COVID2023_2024 BIMODERNA BIPFIZBION JANSSEN MODERNA PFIZBION NOVAVAX UNSPECIFIED</p>	<p>Character (15)</p>	<p>Fourth dose vaccine manufacturer name</p> <p><i>COVID2023_2024</i> –2023-2024 updated vaccine <i>BIMODERNA</i> –bivalent Moderna vaccine <i>BIPFIZBION</i> –bivalent Pfizer vaccine <i>MODERNA</i> – original monovalent Moderna vaccine <i>PFIZBION</i> – original monovalent Pfizer vaccine <i>JANSSEN</i> – original monovalent Janssen vaccine <i>UNSPECIFIED</i> – unknown manufacturer</p>
Dose5Date (boostdose3date)	<p>Conditionally required</p> <p>2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023.</p> <p>Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between</p>	<p>MM/DD/YYYY</p> <p>Must be > dose4date</p>	<p>Datetime</p>	<p>Fifth dose vaccination date</p>



	<p>8/31/2022 and 9/12/2023.</p> <p>Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 9/26/2022.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022.</p>			
Dose5mfg (boostdose3mfg)	Conditionally required if Dose5Date provided	<p>COVID2023_2024</p> <p>BIMODERNA</p> <p>BIPFIZBION</p> <p>JANSSEN</p> <p>MODERNA</p> <p>PFIZBION</p> <p>NOVAVAX</p> <p>UNSPECIFIED</p>	Character (15)	<p>Fifth dose vaccine manufacturer name</p> <p><i>COVID2023_2024</i> –2023-2024 updated vaccine</p> <p><i>BIMODERNA</i> –bivalent Moderna vaccine</p> <p><i>BIPFIZBION</i> –bivalent Pfizer vaccine</p> <p><i>MODERNA</i> – original monovalent Moderna vaccine</p> <p><i>PFIZBION</i> – original monovalent Pfizer vaccine</p> <p><i>JANSSEN</i> – original monovalent Janssen vaccine</p> <p><i>UNSPECIFIED</i> – unknown manufacturer</p>
Dose6Date (boostdose4date)	<p>Conditionally required</p> <p>2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after</p>	<p>MM/DD/YYYY</p> <p>Must be > dose5date</p>	Datetime	Sixth dose vaccination date



	<p>9/12/2023.</p> <p>Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 8/31/2022 and 9/12/2023.</p> <p>Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 9/26/2022.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022</p>			
Dose6mfg (boostdose4mfg)	Conditionally required if Dose6Date provided	COVID2023_2024 BIMODERNA BIPFIZBION JANSSEN MODERNA PFIZBION NOVAVAX UNSPECIFIED	Character (15)	Sixth dose vaccine manufacturer name <i>COVID2023_2024</i> –2023-2024 updated vaccine <i>BIMODERNA</i> –bivalent Moderna vaccine <i>BIPFIZBION</i> –bivalent Pfizer vaccine <i>MODERNA</i> – original monovalent Moderna vaccine <i>PFIZBION</i> – original monovalent Pfizer vaccine <i>JANSSEN</i> – original monovalent Janssen vaccine <i>UNSPECIFIED</i> – unknown manufacturer



Dose7Date (boostdose5date)	<p>Conditionally required</p> <p>2023-2024 Updated COVID-19 vaccine can only be selected if corresponding dose date is after 9/12/2023.</p> <p>Bivalent Pfizer vaccine and Bivalent Moderna vaccine can only be selected if corresponding dose date is between 8/31/2022 and 9/12/2023.</p> <p>Pfizer-BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, and Janssen COVID-19 vaccine can only be selected if corresponding dose date is before 9/26/2022.</p> <p>Novavax COVID-19 vaccine can only be selected if corresponding dose date is on or after 6/1/2022.</p>	MM/DD/YYYY	Datetime	Seventh dose vaccination date
Dose7mfg (boostdose5mfg)	Conditionally	Must be > dose6date	Must be > dose6date	Must be > dose6date
Dose7mfg (boostdose5mfg)	COVID2023_2024	Character	Seventh dose vaccine manufacturer name	Seventh dose vaccine manufacturer name



	required if Dose6Date provided	BIMODERNA BIPFIZBION JANSSEN MODERNA PFIZBION NOVAVAX UNSPECIFIED	(15)	COVID2023_2024 –2023-2024 updated vaccine BIMODERNA –bivalent Moderna vaccine BIPFIZBION –bivalent Pfizer vaccine MODERNA – original monovalent Moderna vaccine PFIZBION – original monovalent Pfizer vaccine JANSSEN – original monovalent Janssen vaccine UNSPECIFIED – unknown manufacturer
dose1NDC	Optional	-	Character (30)	Dose 1 vaccine NDC number
dose1Lot	Optional	-	Character (30)	Dose 1 vaccine Lot number
dose1ExpDate	Optional	MM/DD/YYYY	Datetime	Dose 1 vaccine expiration date
dose2NDC	Optional	-	Character (30)	Dose 2 vaccine NDC number
dose2Lot	Optional	-	Character (30)	Dose 2 vaccine Lot number
dose2ExpDate	Optional	MM/DD/YYYY	Datetime	Dose 2 vaccine expiration date
dose3NDC (addtdosendc)	Optional	-	Character (30)	Third dose vaccine NDC number
dose3Lot (addtdoselot)	Optional	-	Character (30)	Third dose vaccine Lot number
dose3ExpDate (addtdosexpdate)	Optional	MM/DD/YYYY	Datetime	Third dose vaccine expiration date
dose4ndc (boostdose2ndc)	Optional	-	Character (30)	Fourth dose vaccine NDC number
dose4lot (boostdose2lot)	Optional	-	Character (30)	Fourth dose vaccine Lot number
dose4expdate (boostdose2expdate)	Optional	MM/DD/YYYY	Datetime	Fourth dose expiration date
dose5ndc (boostdose3ndc)	Optional	-	Character (30)	Fifth dose vaccine NDC number
dose5lot (boostdose3lot)	Optional	-	Character (30)	Fifth dose vaccine Lot number
dose5expdate (boostdose3expdate)	Optional	MM/DD/YYYY	Datetime	Fifth dose vaccine expiration date
Dose6ndc (boostdose4ndc)	Optional	-	Character (30)	Sixth dose vaccine NDC number
Dose6lot (boostdose4lot)	Optional	-	Character (30)	Sixth dose vaccine Lot number
Dose6expdate (boostdose4expdate)	Optional	MM/DD/YYYY	Datetime	Sixth dose vaccine expiration date
Dose7ndc (boostdose5ndc)	Optional	-	Character (30)	Seventh dose vaccine NDC number
Dose7lot (boostdose5lot)	Optional	-	Character	Seventh dose vaccine Lot number

			(30)	
Dose7expdate (boostdose5expdate)	Optional	MM/DD/YYYY	Datetime	Seventh dose vaccine expiration date
vaccElsewhere	Optional	Y N	Character (1)	Vaccinated at another location? Y – Yes N – No
vaccEdDate	Optional	MM/DD/YYYY	Datetime	Vaccination Education Provided - date
comment	Optional	-	Character (2000)	Comments