

Instructions for Completion of the Weekly Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Long-Term Care Facilities (57.219, REV 3)

This form is used to collect information on weekly COVID-19 vaccination counts among healthcare personnel (HCP) working at long-term care facilities.

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Vaccination Type	<i>Required.</i> COVID-19 is the default and only current choice.
Week of Data Collection	<i>Required.</i> Select the week that data are being collected. Weeks begin on a Monday and end on a Sunday.
Date Last Modified	The Date Last Modified will be auto-entered and indicate the date that these data were last changed by a user.
<p>Question #1 (Denominator) Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection</p>	<p>Include all healthcare personnel (HCP) 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 (defined by CMS as individuals who work in the facility on a regular (weekly) basis).</p> <ul style="list-style-type: none"> • HCP eligible to have worked include employees, contractors, or students, trainees, and volunteers who are scheduled to work in the facility at least one day every week. Working any part of a day is considered as working 1 day. Include HCP even if they are on temporary leave during the week of data collection. Temporary leave is defined as less than or equal to 2 weeks in duration. Examples of temporary leave may include sick leave or vacation. In instances where temporary leave extends past 2 weeks, the healthcare worker should not be included in question #1 for the current week of data collection. • Include persons who worked full-time and part-time. • Each person should be counted only once in the denominator. • The total number of HCP eligible to have worked is required. • Entering the categories of HCP eligible to have worked is optional. If entered, the HCP categories should be mutually

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	<p>exclusive. Do not count a person in more than one optional category.</p> <ul style="list-style-type: none"> • If HCP were eligible to have worked in two or more facilities, each facility should include such personnel in their denominator. Count HCP as individuals rather than full-time equivalents. • Data sources may include payroll or attendance records. <p><i>Note that those not yet eligible to receive COVID-19 vaccination due to age should be excluded from this count.</i></p>
All HCP (Total)	<p><i>Required.</i> Enter the total number of healthcare personnel (HCP) eligible to have worked at the healthcare facility for at least 1 day during the week of data collection, regardless of clinical responsibility or patient contact. Include employees and non-employees such as contracted staff, students, trainees, and volunteers. Include persons who worked full-time and part-time.</p> <p>HCP who are eligible to have worked include employees, contractors, or students, trainees, and volunteers who are scheduled to work in the facility at least one day every 2 weeks. Working any part of a day is considered as working 1 day. Include HCP even if they are on temporary leave during the week of data collection. Temporary leave is defined as less than or equal to 2 weeks in duration. Examples of temporary leave may include sick leave or vacation. In instances where temporary leave extends past 2 weeks, the healthcare worker should not be included in question #1 for the current week of data collection.</p> <p><i>Note that those not yet eligible to receive COVID-19 vaccination due to age should be excluded from this count.</i></p>
Ancillary Services Employees (Environmental, laundry, maintenance, and dietary services)	<p><i>Optional.</i> Among HCP counted in “All HCP (Total),” defined as persons who perform ancillary services and who receive a direct paycheck from the healthcare facility (i.e., on the facility’s payroll), regardless of clinical responsibility or patient contact. Specifically, this consists of employees providing environmental, laundry, maintenance, and dietary/nutrition services.</p>
Nurse Employees (Registered nurses and licensed practical/vocational nurses)	<p><i>Optional.</i> Among HCP counted in “All HCP (Total),” defined as registered nurses and licensed practical or licensed vocational nurses who receive a direct paycheck from the healthcare facility (i.e., on the</p>



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	facility’s payroll), regardless of clinical responsibility or patient contact.
<p>Aide, Assistant, and Technician Employees (Certified nursing assistants, nurse aides, medication aides, and medication assistants)</p>	<p><i>Optional.</i> Among HCP counted in “All HCP (Total),” defined as aides, assistants, and technicians who receive a direct paycheck from the healthcare facility (i.e., on the facility’s payroll), regardless of clinical responsibility or patient contact. Specifically, this consists of employees who are certified nursing assistants, nurse aides, medication aides, and medication technicians/assistants.</p>
<p>Therapist Employees (Therapists (such as respiratory, occupational, physical, speech, and music therapists) and therapy assistants)</p>	<p><i>Optional.</i> Among HCP counted in “All HCP (Total),” defined as therapists receiving a direct paycheck from the healthcare facility (i.e., on the facility’s payroll), regardless of clinical responsibility or patient contact. This consists of employees who are therapists (such as physical, speech, or music therapists) and therapy assistants.</p>
<p>Physician and Licensed Independent Practitioner Employees (Physicians, residents, fellows, advanced practice nurses, physician assistants)</p>	<p><i>Optional.</i> Among HCP counted in “All HCP (Total),” defined as physicians (MD, DO) and licensed independent practitioners receiving a direct paycheck from the healthcare facility (i.e., on the facility’s payroll), regardless of clinical responsibility or patient contact. This consists of employees who are physicians, residents, fellows, advanced practice nurses, and physician assistants. Advanced practice nurses include nurse practitioners, nurse midwives, clinical nurse specialists, and nurse anesthetists.</p>
<p>Other HCP (Persons not reported in the employee categories listed here, regardless of clinical responsibility or patient contact, including contract staff, students, and other non-employees)</p>	<p><i>Optional.</i> Among HCP counted in “All HCP (Total),” defined as persons providing care, treatment, or services at the facility, regardless of clinical responsibility or patient contact, who are not reported in the five employee categories above. <u>All non-employees</u> counted as “All HCP (Total),” including contract staff, students, and volunteers, should be reported under this category.</p>
<p>Question #2 (Numerators)</p>	<p>Cumulative number of HCP in question #1 (“All HCP (Total)”) who have received COVID-19 vaccines <u>at this facility or elsewhere</u> (for example, a pharmacy) since December 2020.</p> <ul style="list-style-type: none"> • Data sources may include HCP health records and paper and/or electronic documentation of vaccination given at the healthcare facility or elsewhere. • HCP receiving vaccination elsewhere should provide documentation of vaccination, which includes vaccine type. If documentation was not provided, report these HCP in question #3.3 (“Unknown COVID-19 vaccination status”).



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Add all COVID-19 vaccine(s) HCP received	<p><i>Required.</i> Select all COVID-19 vaccine(s) which HCP received from a drop-down box on the data entry screen. HCP may have received different types of COVID-19 vaccines; therefore, facilities can select more than one type of COVID-19 vaccine. If a COVID-19 vaccine requires two doses, two questions will appear on the data entry screen:</p> <ul style="list-style-type: none"> • Of the HCP in question #1, enter the number of HCP (cumulative to date) who received only dose 1 of COVID-19 vaccine. Do not include HCP who received more than one dose of the COVID-19 vaccine. • Of the HCP in question #1, enter the number of HCP (cumulative to date) who received dose 1 and dose 2 of COVID-19 vaccine. Do not include HCP who received only one dose of COVID-19 vaccine. <p>If a COVID-19 vaccine requires only one dose, one question will appear on the data entry screen:</p> <ul style="list-style-type: none"> • Of the HCP in question #1 (“All HCP (Total)”), enter the number of HCP (cumulative to date) who received one dose of COVID-19 vaccine.
Any completed COVID-19 vaccine series	This field will be auto-populated by NHSN using data entered for question #2 to determine the number of HCP (cumulative to date) who completed any COVID-19 vaccine series (dose 1 and dose 2 of COVID-19 vaccines requiring two doses for completion or one dose of COVID-19 vaccine requiring only one dose for completion) at the facility or elsewhere (for example, a pharmacy).
Question #3	Cumulative number of HCP in question #1 (“All HCP (Total)”), with other conditions:
3.1. Medical contraindication or exclusions to COVID-19 vaccine	<p><i>Required.</i> Of the HCP in question #1 (“All HCP (Total)”), enter the total number of HCP not receiving vaccination due to either a medical contraindication or exclusion to one or more COVID-19 vaccine(s). Medical contraindications include severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine. Examples of exclusions include receiving monoclonal antibodies or convalescent plasma as part of COVID-19 treatment in the previous 90 days, current quarantine or isolation for known SARS-CoV-2 infection, and receipt of another vaccine in the previous 14 days. Please see the most up-to-date list of contraindications and</p>



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	<p>exclusions here: https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html.</p> <p>For the purpose of NHSN COVID-19 vaccination surveillance, philosophical, religious, or other reasons for declining COVID-19 vaccine not listed in the Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Authorized in the United States are not considered medical contraindications or exclusions for COVID-19 vaccination; instead, count these under question 3.2 (“Offered but declined COVID-19 vaccine”).</p>
<p>3.2. Offered but declined COVID-19 vaccine</p>	<p><i>Optional.</i> Enter the total number of HCP in question #1 (“All HCP (Total)”) that were offered COVID-19 vaccination but declined.</p> <p>The following HCP should be counted in this category:</p> <ul style="list-style-type: none"> • HCP declining vaccination because of health conditions that are not considered acceptable medical contraindications to the COVID-19 vaccine. • HCP declining vaccination because of religious or philosophical objection. • HCP declining vaccination and who did not provide any information about the reason why they declined.
<p>3.3. Unknown COVID-19 vaccination status</p>	<p><i>Optional.</i> Of the HCP in question #1 (“All HCP (Total)”), enter the number of HCP whose COVID-19 vaccination status could not be determined (or who did not meet the criteria for questions #2, #3.1, and #3.2). For example, a facility may not have vaccination documentation for certain HCP.</p>
<p>Question #4 [COVID-19 Vaccine(s) Supply]</p>	<p>These questions assess COVID-19 vaccine supply at the facility each week.</p> <p>Please contact your state or local health jurisdiction if there is insufficient supply of COVID-19 vaccine available or if your facility is interested in becoming a COVID-19 vaccine provider.</p>
<p>4.1. If your facility has enrolled as a COVID-19 vaccine provider, has your facility received any COVID-19 vaccine(s) by the end of the week of data collection? [Yes, No, Other]</p>	<p><i>Optional.</i> Select only one of the following three response options.</p> <p>Indicate ‘Yes’ if the facility has enrolled as a COVID-19 vaccine provider and has received a supply of COVID-19 vaccine by the end of the week of data collection.</p> <p><i>Optional.</i> If <u>yes</u>, please describe your answer, including which COVID-19 vaccine(s) you received.</p>



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<p>Please briefly describe your answer.</p>	<p>Indicate 'No' if the facility has enrolled as a COVID-19 vaccine provider but has not received any COVID-19 vaccine by the end of the week of data collection.</p> <p><i>Optional.</i> If <u>no</u>, please add any other information to describe the COVID-19 vaccine supply at your facility.</p> <p>Indicate 'Other' to indicate any other COVID-19 vaccine supply situation at your facility this week. For example, your facility is enrolled in the federal partner pharmacy vaccination program.</p> <p><i>Optional.</i> If <u>other</u>, please describe any other COVID-19 vaccination plans for HCP during the week of data collection.</p>
<p>4.2. If your facility has enrolled as a COVID-19 vaccine provider, was your COVID-19 vaccine supply sufficient to vaccinate your facility's HCP by the end of the week of data collection? [Yes, No, Other]</p> <p>Please briefly describe your answer.</p>	<p><i>Optional.</i> Select only one of the following three response options.</p> <p>Indicate 'Yes' if the facility has enrolled as a COVID-19 vaccine provider and had sufficient COVID-19 vaccine supply for administration to all your facility's HCP desiring vaccination by the end of the week of data collection.</p> <p><i>Optional.</i> If <u>yes</u>, please briefly describe your answer.</p> <p>Indicate 'No' if the facility has enrolled as a COVID-19 vaccine provider but did not have sufficient COVID-19 vaccine supply for administration to all your facility's HCP by the end of the week of data collection.</p> <p><i>Optional.</i> If <u>no</u>, please briefly describe your answer.</p> <p>Indicate 'Other' to indicate any other COVID-19 vaccine supply situation at your facility. For example, your facility is enrolled in the federal partner pharmacy vaccination program.</p> <p><i>Optional.</i> If <u>other</u>, please briefly describe the vaccine supply situation at your facility.</p>

