

Instructions for Completion of the Weekly Healthcare Personnel COVID-19 Vaccination Cumulative Summary (57.219, Rev 10)

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

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto populated. This is your OrgID.
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 populated 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><i>Required.</i> HCP are defined as those 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 (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, & physician assistants), adult students/trainees & volunteers, and other contract personnel 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. <ul style="list-style-type: none"> ○ 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.

Weekly HCP COVID-19 Vaccination Summary

Data Fields	Instructions for Completion
	<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. Each person should be counted only once in the denominator. • The denominator categories are mutually exclusive. The numerator data are to be reported separately for each of the denominator categories. <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 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 category.
Non-Employee HCP (Adult students/trainees & volunteers)	<i>Required.</i> 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.
Non-Employee HCP (Other Contract Personnel)	<i>Required.</i> 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. Please note this also includes vendors providing care, treatment, or services at the



Data Fields	Instructions for Completion
	<p>facility who may or may not be paid through a contract. Please see FAQs for a list of examples of HCP who may be included in this category.</p>
<p>Question #2 (Numerators)</p> <p>Asks if individuals are up to date with COVID-19 vaccine.</p> <p>If an individual in Question #1 is not up to date with COVID-19 vaccine (based on the corresponding definition), document the reason why in Questions #3.1-3.3 (other conditions).</p> <p>An individual cannot be included in both Question #2 and Question #3</p>	<p><i>Required. Defined as the Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).</i></p> <p>Please review the current definition of up to date: https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-508.pdf</p> <ul style="list-style-type: none"> • HCP receiving vaccination elsewhere should provide documentation of vaccination. • Acceptable forms of documentation include a signed statement or form, or an electronic form or e-mail from the HCW indicating when and where they received the COVID-19 vaccine. A note, receipt, vaccination card, etc. from the outside vaccinating entity stating that the HCW received the COVID-19 vaccine at that location is also permitted. Verbal statements are not acceptable to document vaccination outside the facility for the purposes of NHSN HCP COVID-19 vaccination summary data reporting. • If documentation was not provided, report these HCP in question #3.3 (“Unknown/other COVID-19 vaccination status”).
<p>Question #3 (Other conditions)</p> <p>if an individual in Question #1 is not up to date with COVID-19 vaccine(s) they must be counted in Question 3.1, 3.2, or 3.3</p>	<p><i>Required. Defined as the Cumulative number of HCP in question #1 with other conditions:</i></p>
<p>3.1. Medical contraindication to COVID-19 vaccine</p>	<p><i>Required. Defined as of the HCP in question #1, enter the total number of HCP not up to date with COVID-19 vaccine due to having a medical contraindication to one or more COVID-19 vaccine(s).</i></p> <p>Medical contraindications include history of a severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine, and history of a known diagnosed allergy to a component of the COVID-19 vaccine. Please see the most up-to-date list of contraindications here:</p>

Data Fields	Instructions for Completion
	<p>https://www.cdc.gov/vaccines/covid-19/clinical-considerations/interim-considerations-us.html#contraindications</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 Approved or Authorized in the United States as a contraindication are not considered medical contraindications for COVID-19 vaccination; instead, count these under question 3.2 (“Offered but declined COVID-19 vaccine”). Conditions classified as “precautions” in the <i>Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States</i> are <u>not</u> considered medical contraindications for COVID-19 vaccination for the purpose of NHSN surveillance and reporting and should be reported under question 3.2 (“Offered but declined COVID-19 vaccine”).</p>
3.2. Offered but declined COVID-19 vaccine	<p><i>Required.</i> Enter the total number of HCP in question #1 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. • HCP declining vaccination for reasons other than an acceptable medical contraindication to the COVID-19 vaccine, or those who did not provide any information about the reason why they declined.
3.3. Unknown/other COVID-19 vaccination status	<p><i>Required.</i> Defined as, of the HCP in question #1, 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. Another example, an individual previously declined monovalent or bivalent vaccine, but has not been offered the most recent updated COVID-19 vaccine (and therefore has not received or declined it).</p>



Weekly HCP COVID-19 Vaccination Summary

Data Fields	Instructions for Completion
<i>Please note that the sum of the numerator categories (question #2) and other conditions (question #3) must be equal to the denominator (question #1) for each HCP group.</i>	

