



June 2026 Dialysis Office Hours

Reporting COVID-19 Vaccination Data Among Healthcare Personnel

National Healthcare Safety Network (NHSN)

Prevention & Therapeutics Unit
Surveillance Branch, Division of Healthcare Quality Promotion
National Center for Emerging and Zoonotic Infectious Diseases

Objectives

- After this presentation, you will:
 - Understand current reporting requirements.
 - Become familiar with the data collection form.
 - Understand how to enter data and verify data submission.
 - Learn about training resources.



Note: Data in this presentation are fictitious and for educational purposes only.

Reporting Requirements

Reporting Requirements

- Dialysis facilities must report COVID-19 vaccination data among healthcare personnel (HCP).
 - Report data for at least one week per month through NHSN's Healthcare Personnel Safety Component.
- Data must be submitted by the quarterly reporting deadlines: [End Stage Renal Disease Quality Reporting System](#).
- Send questions about reporting requirements to: [CMS QualityNet](#).

Note: Dialysis facilities are no longer required to report COVID-19 vaccination data for patients and influenza vaccination data for HCP.

Reporting Weeks

- Select any week to report data.
- The end date for the week determines for which month a week is included.
 - *Example:* The week of January 26, 2026 – February 1, 2026, counts as a week in February (and not January).
 - The end date for the week (February 1) is in February.



Data Collection Form

DATA COLLECTION FORM

Data Entry Screen

Cumulative Vaccination Coverage						
	Healthcare Personnel (HCP) Categories					
	* All Core HCP ^a	* All HCP ^b	Employee HCP	Non-Employee HCP		
* Employees (staff on facility payroll) ^c			* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees and volunteers ^e	* Other Contract Personnel ^f	
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	175	195	100	50	25	20
2. * Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	130	140	75	40	15	10
Please review the current definition of up to date: Key Terms and Up to Date Vaccination.						
3. * Cumulative number of HCP in Question #1 with other conditions:						
3.1. * Medical contraindication to COVID-19 vaccine	1	1	0	0	1	0
3.2. * Offered but declined COVID-19 vaccine	30	32	20	5	5	2
3.3. * Unknown/other COVID-19 vaccination status	14	22	5	5	4	8

DATA COLLECTION FORM

Question 1: Counting Healthcare Personnel

- Report data on four categories of HCP:
 - Employees
 - Non-employees:
 - Licensed independent practitioners
 - Adult students/ trainees and volunteers
 - Other contract personnel
- All core HCP includes employees, licensed independent practitioners, and adult students/ trainees and volunteers.
- All HCP includes all four categories of HCP.
- NHSN auto-calculates numbers for all core HCP and all HCP.

DATA COLLECTION FORM

Question 1: Counting Healthcare Personnel (cont.)

- Include HCP who are eligible to work at the facility for at least one day during the week of data collection.
- HCP eligible to work include those regularly scheduled to work in the facility at least one day every week.
 - *Example:* Include an employee who is scheduled to work at the facility each Monday.
 - *Example:* Do not include an employee who is scheduled to work at the facility only one day each month.

DATA COLLECTION FORM

Question 2: Up to Date with COVID-19 Vaccines

- Report cumulative number of HCP who are Up to Date with COVID-19 vaccines.
- Definition for HCP who are Up to Date with COVID-19 vaccines (Quarters 1-3 of 2026)
 - Individuals **aged 65 years and older** are Up to Date when they have received 2 doses of the 2025-2026 COVID-19 vaccine or received 1 dose of the 2025-2026 COVID-19 vaccine in the past 6 months.
 - *Example:* If an individual is 65 years old and received their first dose of the 2025-2026 COVID-19 vaccine on October 1, 2025, then they would need to receive their second dose after April 1, 2026, to remain Up to Date with COVID-19 vaccines.
 - Individuals **younger than 65 years** are Up to Date when they have received 1 dose of the 2025-2026 COVID-19 vaccine (any time since it was approved in August 2025).
- Resource: <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-508.pdf>

DATA COLLECTION FORM

Question 3: Healthcare Personnel with Other Conditions

- **Question 3.1:** Report HCP with a medical contraindication to the COVID-19 vaccine.
- **Question 3.2:** Report HCP who were offered COVID-19 vaccine but declined this.
- **Question 3.3:** Report HCP with an unknown or other status.
- Resource: <https://www.cdc.gov/nhsn/pdfs/covid19/covidvax-staff-toi-508.pdf>



Data Entry and Verification

DATA ENTRY

Methods of Data Entry

Enter summary-level data or person-level data:

- Summary-level data
 - Enter data directly into NHSN application
 - Upload data via .CSV files
 - Resource: <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/tips-c19-vax-508.pdf>

- Person-level data
 - Enter data directly into NHSN application
 - Upload data via .CSV files
 - Resource: <https://www.cdc.gov/nhsn/pdfs/ltc/HPS-Person-level-How-to-guide.pdf>


DATA ENTRY

Healthcare Personnel Safety Component

- Log into the Healthcare Personnel Safety Component.
- Go to the blue navigation bar and select ***Vaccination Summary*** and ***COVID-19 Weekly Vaccination Summary***.

Welcome to NHSN ×

Select Component

 Healthcare Personnel Safety ▼

DATA ENTRY

COVID-19 Vaccination Module for Healthcare Personnel

- Incomplete data submission for a week is indicated in yellow.
- Select a week to report data in the calendar view and click on the yellow bar.
- Enter data and click on the **Save** button at the bottom of the data entry screen when finished.

The screenshot shows the NHSN Home interface for COVID-19 Weekly Vaccination Summary Data. On the left is a navigation menu with items like Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophyl/Treat, Import/Export, COVID-19, Vaccination Summary, Surveys, Analysis, Users, Facility, and Group. The main content area has a title 'COVID-19 Weekly Vaccination Summary Data' and a message: 'Click a cell to begin entering data for the week which counts are reported.' Below this is a link to report events: 'Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.' A calendar view shows the week of 16 March 2026 - 26 April 2026. A legend indicates 'Record Complete' (dark green) and 'Record Incomplete' (yellow). The 'Weekly Vaccination Calendar' shows two weeks: '03/16/2026 (Monday) - 03/22/2026 (Sunday)' and '03/23/2026 (Monday) - 03/29/2026 (Sunday)'. Both weeks have a yellow bar with a checkmark and the text 'COVID-19 Vac'.

DATA VERIFICATION

COVID-19 Vaccination Module for Healthcare Personnel (cont.)

- Complete data submission for a week is indicated in green.
- Run a report in NHSN to verify data submission:
<https://www.cdc.gov/nhsn/pdfs/ltc/QRG.CMSLineListing.HCP.pdf>

The screenshot shows the NHSN COVID-19 Weekly Vaccination Summary Data interface. On the left is a navigation menu with items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, COVID-19, Vaccination Summary, Surveys, Analysis, Users, and Facility. The main content area is titled "COVID-19 Weekly Vaccination Summary Data" and includes a clipboard icon with the text: "Click a cell to begin entering data for the week which counts are reported." Below this is a link: "Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>." A date range selector shows "27 April 2026 - 07 June 2026" with a calendar icon and a legend for "Record Complete" (green) and "Record Incomplete" (yellow). The "Weekly Vaccination Calendar" section displays two rows: "04/27/2026 (Monday) - 05/03/2026 (Sunday)" with a green bar and "COVID-19 Vac" label, and "05/04/2026 (Monday) - 05/10/2026 (Sunday)" with a yellow bar and "COVID-19 Vac" label.

RESOURCES

Webpage: Reporting COVID-19 Vaccination Data among Healthcare Personnel

Access training materials:

- Data collection forms
 - Instructions for using .CSV files
 - Instructions for using person-level form
- Training slides
- Quick reference guides
- Frequently asked questions

The screenshot shows the NHSN website interface. At the top, there is a blue header with the CDC logo and the text 'National Healthcare Safety Network (NHSN)'. A search bar is located on the right side of the header. Below the header, there is a yellow banner with the text 'CDC's website is being modified to comply with President Trump's Executive Orders.' The main content area is titled 'Healthcare Personnel (HCP) Safety: COVID-19' and includes a 'Print' link. On the left side, there is a navigation menu with links such as 'NHSN Home', 'NHSN Login', 'About NHSN', 'Enroll Facility Here', 'CMS Requirements', 'Change NHSN Facility Admin', 'Resources by Facility', 'Patient Safety Component', 'Long-term Care Facility Component', and 'Dialysis Component'. The main content area features a table with the following items:

On This Page	
Announcements	CSV Data Import
Protocol	Person-Level Respiratory Pathogens Form – Instructions and Guidance Documents
Training	Person-Level Respiratory Pathogens Data – CSV Data Import
Data Collection Forms and Instructions	

On the right side of the main content area, there is a box labeled 'COVID-19 Vaccination FAQs'.

RESOURCES

Questions or Need Help?

- Please use the NHSN-ServiceNow portal to submit questions to the NHSN Help Desk.
- If you do not have a Secure Access Management Services (SAMS) login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.



Thank you.

For more information, contact CDC

1-800-CDC-INFO (232-4636)

TTY: 1-888-232-6348 <https://www.cdc.gov/> | <https://www.atsdr.cdc.gov/>

Follow us on social **@CDCgov**

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the U. S. Centers for Disease Control and Prevention or the Agency for Toxic Substances and Disease Registry.



ATSDR