

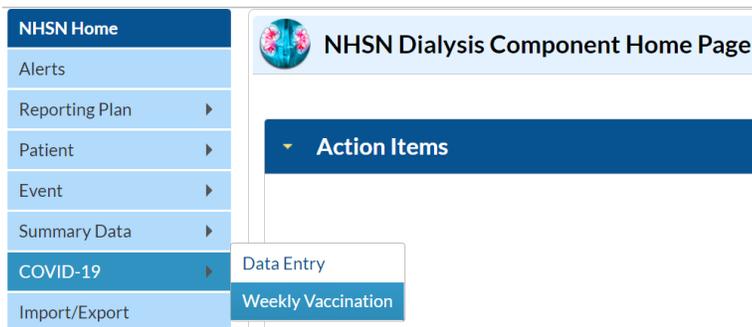
Quick Reference Guide: How to Enter Data for Dialysis Facilities

Getting Started with Weekly COVID-19 Vaccination Reporting

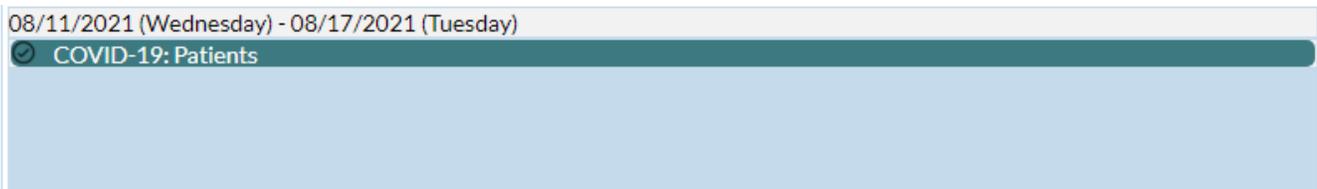
The purpose of this document is to assist dialysis facilities with reporting weekly COVID-19 vaccination data for dialysis patients through CDC’s NHSN. This reporting can help facilities monitor COVID-19 vaccination coverage over time. This document outlines the steps facilities should take to enter COVID-19 vaccination data for dialysis patients in NHSN.

Entering Weekly COVID-19 Vaccination Data for Patients

1. Access the Dialysis Component homepage in NHSN.
2. Click on “COVID-19” on the left-hand navigation bar.



3. Select “Weekly Vaccination” from the side bar.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data. Once data has been input and saved, the entry will appear green (as seen below).



5. Enter data and be sure to click “Save” at the bottom of the data entry screen.
6. Once data are saved in NHSN, a “create date” will be auto-populated on the data entry screen. Additionally, the “date modified” field will display the most recent date any changes have been made to the submitted data. Facilities are able to check create and modify dates by running a line listing report based on the dates that are in question. Simply run a line listing report, set the time period to the appropriate period, add the



create and modify date variables to the selected variable box and then examine the final report. If the create dates match the modify dates, then you will know that no changes were made after initial data entry. To find additional detailed instructions see <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/hps-how-to-check-create-dates-508.pdf>.

Weekly COVID-19 Vaccination Cumulative Summary for Dialysis Patients			
Date Created:	11/23/2021 11:16AM		
Facility ID # *:	10055	Facility Name:	Dialysis Test Facility 2 (ID 10055)
Vaccination type *:	COVID19	Facility CCN #:	88888
Week of Data Collection:	08/11/2021 - 08/17/2021	Date Last Modified:	11/23/2021 11:16AM
Cumulative Vaccination Coverage			

7. Please note that facilities may receive a notification on their screen if data are not entered correctly. Soft alerts represent possible data entry errors and do not prohibit the user from saving their data, while hard alerts represent violation of the protocol and will prevent the user from saving their data.

Additional Resources

Training materials, such as data collection forms, tables of instructions for completion of the forms, and presentation slides are available at: <https://www.cdc.gov/nhsn/dialysis/pt-covid-vac/index.html>.

Please send any questions via e-mail to: nhsn@cdc.gov with 'Weekly COVID-19 Vaccination' in the subject line.

