Reporting Weekly COVID-19 Vaccination Data for Dialysis Patients using the National Healthcare Safety Network (NHSN)

Division of Healthcare Quality Promotion
Immunization Services Division
CDC COVID-19 Vaccine Task Force

September 2021
Objectives

- Discuss value of reporting weekly COVID-19 vaccination data
- Describe how the NHSN module can be used to report COVID-19 vaccination for dialysis patients
- Highlight changes to weekly COVID-19 vaccination reporting as of September 2021
- Review data reporting in detail
How can I use these data?
Why Should You Use NHSN?

- Report weekly COVID-19 vaccination patient data through the Dialysis Component
  - Requirement in 2021

- COVID-19 vaccination modules allow for reporting of vaccination coverage
  - Consistent reporting over time within a single facility
  - Comparable across facilities

- Benefits of tracking and reporting
  - Identifies vaccination coverage gaps
  - Focuses improvement efforts
Putting Data into Action

- Facilities can use data to gauge success of COVID-19 vaccination
  - Monitor vaccination trends over time
    - Example: Review increase in cumulative vaccination coverage rates each week
  - Identify dialysis patients who are not vaccinated
    - Example: Determine if vaccination rates may be lower among certain patient groups
  - Improve vaccination tracking
    - Example: Implement systematic tracking and reminder processes
Putting Data into Action (cont.)

- Data can inform decision-making
  - Provide jurisdictions and partners with critical information
    - Guide COVID-19 vaccination planning and implementation
    - Identify any issues with vaccine supply
  - Use data to inform public health emergency response
    - Compare vaccine coverage with vaccine distribution data
    - Inform U.S. Department of Health and Human Services COVID-19 Tracking Systems
Which data can be reported each week?
Weekly COVID-19 Vaccination Reporting for Dialysis Patients

Weekly COVID-19 Vaccination Cumulative Summary for Dialysis Patients

<table>
<thead>
<tr>
<th>Date Created:</th>
<th>Facility ID #: 20445</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name: Dialysis Test Scenario 2 (ID 20445)</td>
<td>Facility CCN #:</td>
</tr>
<tr>
<td>Vaccination type: COVID19</td>
<td>Week of Data Collection: 09/08/2021 - 09/14/2021</td>
</tr>
</tbody>
</table>

### Cumulative Vaccination Coverage

<table>
<thead>
<tr>
<th><strong>1. Number of patients receiving dialysis care from this facility during the current reporting week</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any completed COVID-19 vaccination series</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>**2. **Cumulative number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020:</th>
<th>**3. **Cumulative number of patients in Question #1 with other conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Medical contraindication or exclusion to COVID-19 vaccine</td>
<td>3.2. Offered but declined COVID-19 vaccine</td>
</tr>
<tr>
<td>3.3. Unknown COVID-19 vaccination status</td>
<td>4. **Cumulative number of patients in Question #2 eligible to receive an additional dose of COVID-19 vaccine:</td>
</tr>
</tbody>
</table>

8
Five Key Questions for Weekly COVID-19 Vaccination Modules

1. * Number of current patients receiving dialysis care?
2. * Number of these patients who have ever been vaccinated (cumulative number vaccinated) with COVID-19 vaccine?
3. * Number of these patients with other conditions?

<table>
<thead>
<tr>
<th>Cumulative Vaccination Coverage</th>
<th>*All Patients (Total)</th>
<th>In-Center Dialysis Patients</th>
<th>Home Dialysis Patients</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Number of patients receiving dialysis care from this facility during the current reporting week.</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2. <strong>Cumulative number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020:</strong></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2.1. <em>Only dose 1 of Pfizer-BioNTech COVID-19 vaccine</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2.2. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2.3. <em>Only dose 1 of Moderna COVID-19 vaccine</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2.4. Dose 1 and dose 2 of Moderna COVID-19 vaccine</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2.5. Dose of Janssen COVID-19 vaccine</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2.6. <em>Complete COVID-19 vaccination series: unspecified manufacturer</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Any completed COVID-19 vaccination series</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>3. <strong>Cumulative number of patients in Question #1 with other conditions:</strong></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>3.1. <em>Medical contraindication or exclusions to COVID-19 vaccine</em></td>
<td>*</td>
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<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>4. <em>Cumulative number of patients in question #2 eligible to receive an additional dose or booster of COVID-19 vaccine</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>5. <em>Cumulative number of patients in question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>5.1. <em>Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>5.2. <em>Additional dose or booster of Moderna COVID-19 vaccine</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>5.3. <em>Additional dose or booster of Janssen COVID-19 vaccine</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>5.4. Additional dose or booster of unspecified manufacturer</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td><em>Any Additional dose or booster of COVID-19 vaccine series</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>
Five Key Questions for Weekly COVID-19 Vaccination Modules

4. * Number of patients receiving dialysis who have received a complete COVID-19 vaccine series and who are eligible to receive an additional dose or booster?

5. * Number of these patients who have received an additional vaccine dose since August 2021?
Key Updates September 2021

- Question #3.2 (offered but declined COVID-19 vaccine) and question #3.3 (unknown COVID-19 vaccination status) are required
- The number of patients reported in questions 2 and 3 must equal total number of patients reported in question 1

Note: Updated information as of September 2021 will be annotated by a ⭐ throughout the presentation
Question #1: * Number of patients receiving dialysis care from this facility during the current reporting week

- Include **all** patients receiving dialysis care from the facility during the **current reporting week (Wednesday through Tuesday)**
  - In-center patients
  - Home dialysis patients (hemodialysis or peritoneal dialysis at a site outside of the facility)

- All questions on the data collection form are based on this population of patients
Question #1: * Number of patients receiving dialysis care from this facility during the current reporting week (cont.)

- **Required:** Total number of all patients
  - Optional: Number of in-center dialysis patients
  - Optional: Number of home dialysis patients
Question #1: * Number of patients receiving dialysis care from this facility during the current reporting week (cont.)

### Key Points for Question #1

- Dialysis patient categories are mutually exclusive
  - Each dialysis patient should be counted only once in question #1
  - Patients may receive more than one type of dialysis care during the week
    - Report the type of dialysis care patients received first
Question #2: *Cumulative* number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere

- **Required:** Vaccination among all patients
- **Optional:** Vaccination among specific patient categories

<table>
<thead>
<tr>
<th></th>
<th><em>All Patients (Total)</em></th>
<th>In-Center Dialysis Patients</th>
<th>Home Dialysis Patients</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of patients receiving dialysis care from this facility during the current reporting week</td>
<td>100</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>2. <em>Cumulative</em> number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Only dose 1 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>40</td>
<td>30</td>
<td>10</td>
</tr>
<tr>
<td>2.2 Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>
Question #2: *Cumulative* number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)

- **Step 1: Select a COVID-19 vaccine from the drop-down box**
  - *Pfizer-BioNTech*
  - *Moderna*
  - *Janssen*
  - *Complete COVID-19 vaccination series: unspecified manufacturer*
Question #2: *Cumulative number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)*

- **Step 2:** Enter cumulative number of patients who have received **only** one dose of vaccine (for example, 40 total patients)
- **Step 3:** Enter cumulative number of patients who have received **both** dose 1 and dose 2 of vaccine (for example, 5 total patients)

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<td>0</td>
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**Question #2:** *Cumulative* number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)

- **Optional:** Vaccination among specific patient categories
  - Numbers reported for specific dialysis categories must not exceed total number of patients receiving vaccine
    - 30 in-center dialysis patients + 10 home dialysis patients = 40 total patients

<table>
<thead>
<tr>
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<th>Home Dialysis Patients</th>
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</thead>
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<td>0</td>
</tr>
</tbody>
</table>
**Question #2:** *Cumulative number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)*

- **Optional:** Vaccination among specific patient categories
  - Numbers reported for specific dialysis categories must not exceed total number of patients
    - 35 in-center dialysis patients receiving *Pfizer-BioNTech* vaccine is less than the total number of 80 in-center dialysis patients

<table>
<thead>
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<tr>
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<tr>
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</tr>
</tbody>
</table>
Question #2: *Cumulative number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)*

- **If patients received another type of vaccine:**
  - Select the vaccine from the drop-down box
  - Repeat steps 1-3

![Dropdown box with options](image)
Question #2: *Cumulative* number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)

- **Key Points for Question #2**
  - Include patients receiving COVID-19 vaccine at the facility or elsewhere (such as a pharmacy)
  - Janssen (J&J) vaccine is 1 dose only
  - If manufacturer is unknown, can still enter if vaccination is documented
  - NHSN application automatically calculates number of patients completing any vaccination series
**Question #2:** *Cumulative number of patients in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere (cont.)*

**Key Points for Question #2**

- Facilities should report cumulative totals each week (rather than only new vaccinations).

- **Example:**
  - Week 1: 10 patients received just dose 1 of Moderna COVID-19 vaccine
  - Week 2: 5 more patients received just dose 1 of Moderna COVID-19 vaccine
  - For Week 2 reporting:
    - Report cumulative total of 15 patients who received just dose 1 of Moderna COVID-19 vaccine
Question #3: *Cumulative* number of patients in Question #1 with other conditions

- **Required:** All patients who have a medical contraindication to vaccination
  - Considerations: [https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html#Contraindications](https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html#Contraindications)

- **Optional:** In-center and home dialysis patients who have a medical contraindication to vaccination
  - Number of in-center and home dialysis patients with contraindications must not exceed total number of patients with contraindications

<table>
<thead>
<tr>
<th><em>Cumulative number of patients in Question #1 with other conditions:</em></th>
<th><em>All Patients (Total)</em></th>
<th>In-Center Dialysis Patients</th>
<th>Home Dialysis Patients</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Medical contraindication or exclusion to COVID-19 vaccine</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3.2. Offered but declined COVID-19 vaccine</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3.3. Unknown COVID-19 vaccination status</td>
<td>10</td>
<td>7</td>
<td>3</td>
</tr>
</tbody>
</table>
Question #3: * Cumulative number of patients in Question #1 with other conditions (cont.)

- **Required**: Patients who have been offered but declined vaccination 🌟
  - Optional: In-center and home dialysis patients who have been offered but declined vaccination
- **Required**: Patients whose vaccination status is unknown 🌟
  - Optional: In-center and home dialysis patients whose vaccination status is unknown

<table>
<thead>
<tr>
<th>*3. Cumulative number of patients in Question #1 with other conditions:</th>
<th>*All Patients (Total)</th>
<th>In-Center Dialysis Patients</th>
<th>Home Dialysis Patients</th>
</tr>
</thead>
<tbody>
<tr>
<td>*3.1. Medical contraindication or exclusion to COVID-19 vaccine</td>
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<td>3</td>
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<td>2</td>
</tr>
<tr>
<td>*3.3. Unknown COVID-19 vaccination status</td>
<td>10</td>
<td>7</td>
<td>3</td>
</tr>
</tbody>
</table>
Questions #2 & #3

- All dialysis patients included in question 1 must be accounted for in question 2 or question 3 ✫

- This means the sum of values entered for question 2 (2.1 – 2.99) and question 3 (3.1 – 3.3) must equal the total number of dialysis patients entered in question 1 ✫
Question #4: *Cumulative* number of patients in question #2 eligible to receive an additional dose or booster of COVID-19 vaccine

- Fully vaccinated: having completed an initial vaccine series
- Additional dose or booster: COVID-19 vaccine received ≥2 weeks *after* completion of an initial vaccine series
  - **Additional dose** refers to an additional dose of vaccine administered when the immune response following an initial completed series is likely to be insufficient
  - **Booster dose** refers to an additional dose of vaccine administered when the initial sufficient immune response to an initial completed vaccine series is likely to have waned over time
- Please refer to the [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/clinical-considerations.html) to determine patients who are eligible to receive an additional dose or booster after receiving a complete vaccine series
Question #4: * Cumulative number of patients in question #2 eligible to receive an additional dose or booster of COVID-19 vaccine (cont.)

- Include the following dialysis patients as eligible to receive an additional dose:
  - Received an initial complete 2-dose mRNA COVID-19 vaccine series at this facility or elsewhere since December 2020 (question 2); AND
  - Eligible to receive an additional or booster dose of the COVID-19 vaccine, per CDC guidance noted above

- Facilities are encouraged to do their best when determining dialysis patients who are eligible for an additional dose
  - Facilities may not have access to the medical information necessary to determine eligibility for additional doses. In this scenario, facilities should report any dialysis patients who received an additional dose (question 5) as eligible to receive an additional dose in question 4.
Question #5: *Cumulative number of patients in question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021*

- Each week, report all patients in question 4 (who are eligible to have received an additional dose or booster) who have ever received an additional dose or booster since August 2021.
- Include receipt of additional dose or booster at the facility or elsewhere.
- Example:
  - Week 1: 5 patients received an additional dose or booster of a COVID-19 vaccine.
  - Week 2: 3 more patients received an additional or booster of a COVID-19 vaccine.
  - For Week 1: Report 5 patients received an additional dose or booster.
  - For Week 2: Report 8 patients received an additional dose or booster.
Question #5: * Cumulative* number of patients in question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021 (cont.)

- **Step 1:** Select a COVID-19 vaccine from the drop-down box
  - Pfizer-BioNTech
  - Moderna
  - Janssen
  - Unspecified manufacturer

- **Step 2:** Enter cumulative number of patients who received an additional dose or booster
Question #5: *Cumulative* number of patients in question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021 (cont.)

- **Step 3**: If patients received an additional dose or booster of another type of vaccine, repeat steps 1-2

NHSN automatically calculates total number of patients who received an additional dose or booster.
Questions #4 & #5

- If no dialysis patients are eligible to receive an additional dose or booster of COVID-19 vaccine, report zero individuals for question 4 and question 5
  - Questions 4 and 5 are required fields.
  - Enter zero (“0”) question #4.
  - Enter zero (“0”) for question #5 (select any manufacturer from the dropdown).

- If a facility does not have any dialysis patients who received an additional dose or booster of COVID-19 vaccine
  - Select any manufacturer from the dropdown.
  - Enter zero (“0”) for question #5.

- Only dialysis patients who have **received** an additional dose or booster should be reported in question 5.
Questions #4 & #5: Examples

- **Example 1:** Facility A cannot determine if a patient is eligible for an additional dose at this time because they do not know the individual’s health status to determine if they are moderately to severely immunocompromised.
  - The patient should not be reported in question 4 or question 5.

- **Example 2:** Facility B has a dialysis patient who only received dose 1 of the Moderna COVID-19 vaccine. However, this patient expressed an interest in receiving an additional dose of the vaccine.
  - The patient should not be included in questions 4 and 5 since he/she did not complete an initial COVID-19 vaccination series.
Questions #4 & #5: Examples (continued)

- **Example 3:** Facility C is not aware or unable to determine whether any patients currently meet the eligibility criteria for receiving an additional or booster dose. However, two patients have documentation of receiving an additional dose.
  
  - For reporting through the NHSN COVID-19 vaccination modules, assume these two dialysis patients were eligible to have received an additional dose of the COVID-19 vaccine and include these two patients in question 4 and question 5 of the data collection form.
Question #6: * COVID-19 vaccine(s) supply for the reporting week

**Required:** Questions gather information on availability of COVID-19 vaccine(s) for patients

- Is your facility enrolled as a COVID-19 vaccination provider?
  - If yes, did your facility have a sufficient vaccine supply to offer all patients the opportunity to receive vaccine from the facility?
  - If no, did your facility have other arrangements sufficient to offer all patients the opportunity to receive vaccine?

**CDC encourages facilities to contact their state or local health jurisdiction**

- If there is insufficient supply of COVID-19 vaccine available
- If facility is interested in becoming a COVID-19 vaccine provider
Reminder: Vaccine Adverse Event Reporting System (VAERS)

- Adverse events should be reported to VAERS at:
  https://vaers.hhs.gov/reportevent.html

- To help identify reports from NHSN sites, please enter your NHSN orgID in Box 26 of the VAERS form

- Report clinically significant COVID-19 vaccine adverse events

- Serious adverse events (such as death, life-threatening conditions, or inpatient hospitalization) that occur after vaccination, even if it is not certain that vaccination caused the event
  - Vaccine administration errors
  - Other clinically significant adverse events may be described in the provider emergency use authorization (EUA) fact sheets or prescribing information
Tables of Instructions

- Tables of instructions provide detailed explanations of the questions
- Review instructions before collecting and entering data

<table>
<thead>
<tr>
<th>Data Fields</th>
<th>Instructions for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question #2 (Numerator)</strong></td>
<td><strong>Cumulative number</strong> of patients in question #1 (the denominator) who have received COVID-19 vaccines at this facility or elsewhere (for example, a pharmacy).</td>
</tr>
<tr>
<td></td>
<td>• Data sources may include patient health records and paper and/or electronic documentation of vaccination administered by the dialysis facility or elsewhere.</td>
</tr>
<tr>
<td></td>
<td>• Patients receiving vaccination elsewhere should provide documentation of vaccination. If documentation was not provided, report these patients in question #3.3 (“Unknown COVID-19 vaccination status”).</td>
</tr>
<tr>
<td><strong>Add all COVID-19 vaccine(s) patients received</strong></td>
<td><strong>Required.</strong> Select all specific COVID-19 vaccine(s) which dialysis patients received, using the drop-down box on the data entry screen. Patients 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:</td>
</tr>
<tr>
<td></td>
<td>• Of the patients in question #1, enter the number of patients (cumulative to date) who received only dose 1 of COVID-19 vaccine. Do not include patients who received more than one dose of the COVID-19 vaccine.</td>
</tr>
<tr>
<td></td>
<td>• Of the patients in question #1, enter the number of patients (cumulative to date) who received dose 1 and dose 2 of COVID-19 vaccine. Do not include patients who received only one dose of COVID-19 vaccine.</td>
</tr>
</tbody>
</table>
**Tracking Worksheet**

- Optional tool in an Excel spreadsheet format
- Auto-calculates answers to the dialysis patient vaccination data collection form

### COVID-19 Vaccination Summary for Dialysis Patients

**TRACKING WORKSHEET**

<table>
<thead>
<tr>
<th><strong>Facility ID</strong>: 12345</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vaccination type</strong>: COVID_19</td>
</tr>
<tr>
<td><strong>First day of Reporting Week (Wednesday)</strong>: 8/4/2021</td>
</tr>
<tr>
<td><strong>Last day of the reporting week (Tuesday)</strong>: 8/10/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patient Start of Dialysis Date (Enter Date)</th>
<th>Patient End of Dialysis Date (Enter Date)</th>
<th>Patient Last Name (Enter Name)</th>
<th>Patient First Name (Enter Name)</th>
<th>Unique Patient Identifier (Enter DOB, license #, etc.)</th>
<th>*Vaccinated with Dose 1 (Enter date of vaccination 1)</th>
<th>*Dose 1 Vaccine Manufacturer Name (choose from drop-down)</th>
<th>*Vaccinated with Dose 2 (Enter date of vaccination 2)</th>
<th>*Dose 2 Vaccine Manufacturer Name (choose from drop-down)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

[READ THIS - Instructions]

[TrackingWorksheet]

[ReportingSummary]
Reminder: Reporting Data for Dialysis Facility Healthcare Personnel

- Report weekly COVID-19 vaccination data on healthcare personnel (HCP)
  - Use NHSN HCP Safety Component
  - Report on total number of HCP eligible to have worked at the facility
    - Answer questions on vaccination status and vaccine supply
    - Access training materials at: https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html

- A monthly reporting plan must now be created before facilities can report COVID-19 vaccination data for HCP
  - Please review instructions outlined in the updated training materials using the link listed above.
How do I get started in NHSN?
Key Roles in NHSN

- **Facility Administrator**
  - The person enrolling the facility in NHSN
  - Only person who can activate additional components for a facility
  - Has add/edit/delete data, users, and users’ access
  - Has authority to nominate/join groups for data sharing
  - Only person who can re-assign the role of Facility Administrator to another user
  - There is only one Facility Administrator per facility

- **Users**
  - Rights are determined by Facility Administrator: view data, data entry, and data analysis
  - May be given administrative rights
New Users to NHSN

- Receive a “Welcome to NHSN” e-mail
- Receive e-mails to register and create a SAMS account
  - Follow instructions carefully
- Complete and submit identity verification documents to SAMS
  - Don’t delay beginning the process
- Access NHSN using SAMS credentials
New Users to NHSN (cont.)

- New user onboarding takes at least 2-3 weeks
  - New users should begin this process well in advance of the reporting deadline.
- Log into NHSN at least once per year to maintain active SAMS credentials.
- A user with a SAMS card can enter data for multiple facilities as long as they are a registered user at each facility.
- Information about the SAMS process can be found at: http://www.cdc.gov/nhsn/sams/about-sams.html
Change in NHSN Facility Administrator

- NHSN Facility Administrator should transfer role to another user prior to leaving the facility!
- NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility.
  - Do not re-enroll the facility in NHSN
- Complete NHSN Facility Administrator Change Request form online.
  - [https://www.cdc.gov/nhsn/facadmin/index.html](https://www.cdc.gov/nhsn/facadmin/index.html)
- After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process.
NHSN Landing Page

- Select the Dialysis Facility Component

![Image of NHSN Landing Page]

Select component:
- Dialysis

Select facility/group:
- Fac: RL Test Dialysis 1 (ID 13900)

Submit
Dialysis Facility Component Home Page

- Select ‘COVID-19’ on the left-hand navigation bar
- Select ‘Weekly Vaccination’
Calendar Week

- Click on the week you wish to enter data
Vaccination Summary Data

- Complete the required data fields
- Red asterisks indicate required questions that must be completed
- Use the “tab” key on a computer keyboard to move across columns
- Enter “0” if no patients are reported for a required field
Saving COVID-19 Vaccination Data

- Click on the ‘Save’ button at the bottom of your screen after entering data

Reminder for reporting to Vaccine Adverse Event Reporting System (VAERS)

Please note that clinically significant adverse events following COVID-19 vaccination should be reported to the Vaccine Adverse Event Reporting System (VAERS) at https://vaers.hhs.gov/reportevent.html. To help identify reports from NHSN sites, please enter your NHSN orgID in Box 26 of the VAERS form.

Clinically significant adverse events include vaccine administration errors and serious adverse events (such as death, life-threatening conditions, or inpatient hospitalization) that occur after vaccination, even if it is not certain that vaccination caused the event.

Other clinically significant adverse events may be described in the provider emergency use authorization (EUA) fact sheets or prescribing information for the COVID-19 vaccine(s). Healthcare providers should comply with VAERS reporting requirements described in EUAs or prescribing information.
A message will appear indicating that your data have been saved.
Editing Summary Data

- Click on the week you wish to edit data
Editing Summary Data (cont.)

- Make any edits to your data
- Remember to click on the ‘Save’ button at the bottom of your screen
Reporting cumulative vaccination data
### Reporting Cumulative Data for Patients: Week 1

- **Week 1:** 50 patients: 10 received 1\(^{st}\) vaccine dose; 5 received 2\(^{nd}\) vaccine dose

<table>
<thead>
<tr>
<th></th>
<th>All Patients Mar. 24-30</th>
<th>All Patients Mar. 31-Apr. 6</th>
<th>All Patients Apr. 7-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of patients receiving dialysis care from this facility during the current week</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cumulative number of patients in question #1 who received only dose 1 of <em>Pfizer-BioNTech</em> COVID-19 vaccine</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Cumulative number of patients in question #1 who received dose 1 and dose 2 of <em>Pfizer-BioNTech</em> COVID-19 vaccine</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Reporting Cumulative Data for Patients: Week 2

- **Week 1:** 50 patients: 10 received 1\(^{\text{st}}\) vaccine dose; 5 received 2\(^{\text{nd}}\) vaccine dose
- **Week 2:** 5 more patients received 1\(^{\text{st}}\) dose

<table>
<thead>
<tr>
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<th>All Patients Apr. 7-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of patients receiving dialysis care from this facility during the current week</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>2. Cumulative number of patients in question #1 who received only dose 1 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>10</td>
<td>15 (10+5)</td>
<td></td>
</tr>
<tr>
<td>3. Cumulative number of patients in question #1 who received dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
**Reporting Cumulative Data for Patients: Week 3**

- Week 1: 50 patients: 10 received 1\textsuperscript{st} vaccine dose; 5 received 2\textsuperscript{nd} vaccine dose
- Week 2: 5 more patients received 1\textsuperscript{st} dose
- Week 3: 3 more patients received 1\textsuperscript{st} dose; 10 more patients received 2\textsuperscript{nd} dose

<table>
<thead>
<tr>
<th></th>
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<th>All Patients Mar. 31-Apr. 6</th>
<th>All Patients Apr. 7-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of patients receiving dialysis care from this facility during the current week</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>2. Cumulative number of patients in question #1 who received only dose 1 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>10</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(15+3\textsuperscript{−}10)</td>
</tr>
<tr>
<td>3. Cumulative number of patients in question #1 who received dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>5</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(5+10)</td>
</tr>
</tbody>
</table>

- Data collection forms
- Tables of instructions
- Tracking worksheet
- .CSV file templates and instructions
Questions or Need Help?

E-mail user support at: nhsn@cdc.gov

Please include ‘Weekly COVID-19 Vaccination’ in the subject line of the e-mail

For more information, contact CDC
1-800-CDC-INFO (232-4636)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.