# Transferring Excel Tracking Worksheet Data to the Person-Level Form

Health Personnel Safety (HPS) Component

#### **Purpose**

The Excel Data Tracking Worksheet is **now retired and no longer maintained by NHSN**. The optional Person-Level COVID-19 Vaccination Form is available in the Healthcare Personnel Safety (HPS) component of the NHSN application.

This guide covers how to transfer the Excel tracking worksheet COVID-19 vaccination data to the Person-Level .CSV File to upload into the optional Healthcare Personnel Person-Level COVID-19 Vaccination Form.

#### **Summary**

All HCP working at your facility should be added to the Person-Level COVID-19 Vaccination Form. When HCP are vaccinated, enter the vaccination information into the Person-Level COVID-19 Vaccination Form. When a healthcare worker is no longer working at your facility, you should enter an End of Employment Date on that employee's row on the Person-Level Form. The HCP demographics and vaccine data should <u>NOT</u> be deleted once entered in the form. **NOTE: This also applies to termed employees or contractors who no longer work in the facility; you should also add an End of Employment Date for these individuals.** Once all HCP data are entered, the data can be viewed on the View Reporting Summary & Submit form where you can review the counts that are displayed for this week (based on location type(s) if more than one) to ensure accuracy. Additionally, the totals seen here were auto-calculated from the person-level data you entered.

Tip: Healthcare Personnel who no longer work at the facility should not be copied to the Person-Level .CSV file.

#### **Transferring Data**

If you are using the October 2022 version of the Excel Data Tracking Worksheet, you will need to convert the Data Tracking Worksheet into a CSV file by following the instructions below. Then you can start copying your COVID-19 vaccination data from the retired Data Tracking Worksheet into the downloaded Person-Level .CSV file. Confirm that the column variables match to ensure that you are copying and pasting the correct data into the correct columns if the .CSV file. It is highly recommended to use the Variable Description and File Layout for Person-Level Vaccination Forms HPS – September 2023 document for variable names and field definition that are on the Person-Level .CSV file.

Note: The names and data used in this example are fictitious names and data created for demonstration purposes only.

## Download file for .CSV upload into Person-Level Form:

Located on the <u>Weekly HCP COVID-19 Vaccination</u> webpage, navigate to the **Person-Level COVID-19 Vaccination Data – CSV Data Import** section.

**Tip:** Open the **Variable Description and File Layout for Person-Level Vaccination Forms HPS** form highlighted in aqua below to use as a reference when entering variables into the .CSV file.



Centers for Disease Control and Prevention National Center for Emerging and Zoonotic Infectious Diseases Download either the **.CSV File Template for HPS HCP [CSV-522 B]** or the **.CSV File Example for HPS HCP [CSV-799 B]** file highlighted in yellow below to get started with copying and pasting your COVID-19 vaccination data from the retired Data Tracking Worksheet - Oct 2022 into the downloaded .CSV file template.

Person-Level COVID-19 Vaccination Data – CSV Data Import

Variable Description and File Layout for Healthcare Personnel of In-patient Facilities/Ambulatory Surgery Centers

Variable Description and File Layout for Person-Level Vaccination Forms HPS – September 2023

P [PDF – 156 KB]

CSV Templates and Example Files for Healthcare Personnel of In-Patient Facilities/Ambulatory Surgery Centers

.CSV File Template for HPS HCP 🛛 🖉 [CSV – 522 B]

.CSV File Example for HPS HCP 😰 [CSV – 799 B]

### Prepare your retired Data Tracking Worksheet:

Follow the instruction below to convert and save your retired Data Tracking Worksheet as a .CSV file:

- Save a copy of your Data Tracking Worksheet
- Open the saved copy
- Select File
- Select Save As Save File as a .CSV file (see options highlighted in yellow below)



Click Save

Open the downloaded **Person-Level .CSV file** from the webpage and open your .CSV file converted **retired Data Tracking Worksheet** – **October 2022** to begin copying and pasting the COVID-19 vaccination data as follows:

	А	В	С	D	E	F	G	Н	- I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpemper
2										
3										
4										
5										
6										

The <u>orgid</u> for column A in the Person-Level file will be entered last. Once all data have been entered in the Person-Level file, then the <u>orgid</u> can entered and copied to each row.

#### Copy data in column G labeled <u>Unique HCP Identifier</u> from the retired Data Tracking Worksheet.

	Α	B	C	D	E	F	G	н	- I	J	K
1											
2		Healthcare Person	nnel COVIE	0-19 Vac	cination Cun	nulative		*Facility II	D#:		
3								Vaccinatio	n type:		COVID_19
4		Summary TRACKI	NG WORK	SHEET						*First day	#########
5								Last day o	f the repor	ting week (	#########
6											
7		*HCP Start of Er H	ICP End o H	HCP Last	NHCP First M	*Date of B	Unique H	*Vaccinate	*Dose 1 V	*Vaccinat	*Dose 2 Va
8		1/1/2020	4	Alpha	November	1/1/1950	W5689	*****	Novavax	#########	Novavax
9		1/1/2020	E	Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Bio	#######################################	Novavax
10		1/1/2021	0	Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	3/1/2022	Pfizer_Biol
11		2/10/2022	[	Delta	Bravo	#########	A1234	6/1/2022	Pfizer_Bio	#######################################	Pfizer_Biol
12		1/1/2017	E	Echo	Zulu	7/3/1986	Q2344	*****	Pfizer_Bio	##########	Pfizer_Biol
13		1/1/2017	F	oxtrot	Yankee	*****	D4657	*****	Moderna	5/1/2023	Moderna
14		3/13/2022	0	Golf	Alpha	#########	G2314	*****	Moderna	6/1/2023	Moderna
15		4/25/2023	ŀ	Hotel	John	7/1/1965	N5478	#########	Pfizer_Bio	#######################################	Pfizer_Biol

	А	В	С	D	E	F	G	Н	1	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpempen
2										
3										
4										
5										
6										

#### Paste the data into the highlighted column B labeled <u>hcpid</u> of the Person-Level .CSV file.

**Tip:** *Place the cursor in the B2 cell and paste the data in the column.* 

#### Copy data in column E labeled <u>HCP First Name</u> from the retired Data Tracking Worksheet.

	A	В	C	D	E	F	G	н		J	K
1											
2		Healthcare Perso	onnel COV	D-19 Vacci	nation Cun	nulative		*Facility ID	D#:		
3								Vaccinatio	n type:		COVID_19
4		Summary TRACK	ING WOR	SHEET						*First day	#########
5								Last day of	f the repor	ting week (	#########
6											
7		*HCP Start of Er	HCP End o	HCP Last N	HCP First N	*Date of B	Unique HO	*Vaccinate	*Dose 1 V	*Vaccinate	*Dose 2 Va
8		1/1/2020		Alpha	November	1/1/1950	W5689	########	Novavax	########	Novavax
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Bio	########	Novavax
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	3/1/2022	Pfizer_Biol
11		2/10/2022		Delta	Bravo	#########	A1234	6/1/2022	Pfizer_Bio	#########	Pfizer_Biol
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	########	Pfizer_Bio	########	Pfizer_Biol
13		1/1/2017		Foxtrot	Yankee	########	D4657	########	Moderna	5/1/2023	Moderna
14		3/13/2022		Golf	Alpha	########	G2314	########	Moderna	6/1/2023	Moderna
15		4/25/2023		Hotel	John	7/1/1965	N5478	########	Pfizer_Bio	#########	Pfizer_Biol

	А	В	С	D	E	F	G	Н	- I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpempen
2										
3										
4										
5										
6										

Paste the data into the highlighted column C labeled <u>gname</u> of the Person-Level .CSV file.

Copy data in column D labeled <u>HCP Last Name</u> from the retired Data Tracking Worksheet.

	A	В	C	D	E	F	G	н		J	K
2		Healthcare Pers	onnel COV	ID-19 Vacci	nation Cun	nulative		*Facility ID	)#:		
3								Vaccinatio	n type:		COVID_19
L.		Summary TRAC	KING WORI	KSHEET						*First day	########
5								Last day of	f the report	ting week (	########
5											
7		*HCP Start of Er	HCP End o	HCP Last N	HCP First N	*Date of B	Unique HC	*Vaccinate	*Dose 1 Va	*Vaccinate	*Dose 2 Va
3		1/1/2020		Alpha	November	1/1/1950	W5689	#########	Novavax	#########	Novavax
)		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Biol	#########	Novavax
0		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Biol	3/1/2022	Pfizer_Biol
1		2/10/2022		Delta	Bravo	#########	A1234	6/1/2022	Pfizer_Biol	#########	Pfizer_Biol
2		1/1/2017		Echo	Zulu	7/3/1986	Q2344	########	Pfizer_Biol	#########	Pfizer_Biol
3		1/1/2017		Foxtrot	Yankee	#########	D4657	*****	Moderna	5/1/2023	Moderna
4		3/13/2022		Golf	Alpha	########	G2314	########	Moderna	6/1/2023	Moderna
5		4/25/2023		Hotel	John	7/1/1965	N5478	*****	Pfizer_Biol	*****	Pfizer_Biol

	А	В	С	D	E	F	G	Н	- I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpempen
2										
3										
4										
5										
6										

#### Paste the data into the highlighted column D labeled <u>surname</u> of the Person-Level .CSV file.

Columns E (gender), G (ethnicity) & H (race) of the Person-Level .CSV file need to be manually entered.

	Α	В	С	D	E	F	G	Н	1	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpemper
2										
3										
4										
5										
6										

	Α	В	C	D	E	F	G	н		J	K
1											
2		Healthcare Person	nnel COVID	-19 Vac	ination Cun	nulative		*Facility ID	)#:		
3								Vaccinatio	n type:		COVID_19
4		Summary TRACKI	NG WORKS	HEET						*First day	#########
5								Last day of	f the report	ting week (	*****
6											
7		*HCP Start of Er H	CP End o H	CP Last	N HCP First N	*Date of B	Unique HO	*Vaccinate	*Dose 1 V	*Vaccinate	*Dose 2 Va
8		1/1/2020	A	lpha	November	1/1/1950	W5689	*****	Novavax	*****	Novavax
9		1/1/2020	B	ravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Bio	******	Novavax
10		1/1/2021	c	harlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	3/1/2022	Pfizer_Biol
11		2/10/2022	D	elta	Bravo	******	A1234	6/1/2022	Pfizer_Bio	******	Pfizer_Biol
12		1/1/2017	E	cho	Zulu	7/3/1986	Q2344	*****	Pfizer_Bio	******	Pfizer_Biol
13		1/1/2017	F	oxtrot	Yankee	******	D4657	******	Moderna	5/1/2023	Moderna
14		3/13/2022	G	olf	Alpha	*****	G2314	******	Moderna	6/1/2023	Moderna
15		4/25/2023	H	otel	John	7/1/1965	N5478	*****	Pfizer_Bio	******	Pfizer_Biol

Copy data in column F labeled <u>Date of Birth</u> from the retired Data Tracking Worksheet.

#### Paste the data into the highlighted column F labeled <u>dob</u> of the Person-Level .CSV file.

	A	В	C	D	E	F	G	н	- I	J
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpempen
2										
3										
4										
5										
6										

	A	В	C	D	E	F	G	н	- I	J	K
1											
2		Healthcare Pers	sonnel CO	/ID-19 Vac	cination Cu	mulative		*Facility ID	D#:		
3								Vaccinatio	n type:		COVID_19
4		Summary TRAC	KING WOR	KSHEET						*First day	########
5								Last day o	f the repor	ting week	########
6											
7		*HCP Start of E	HCP End o	HCP Last	HCP First	*Date of B	Unique HO	*Vaccinate	*Dose 1 V	*Vaccinate	*Dose 2 V
8		1/1/2020		Alpha	November	1/1/1950	W5689	########	Novavax	########	Novavax
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	5/1/2022	Pfizer_Bio	#########	Novavax
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	3/1/2022	Pfizer_Bio
11		2/10/2022		Delta	Bravo	########	A1234	6/1/2022	Pfizer_Bio	#########	Pfizer_Bio
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	########	Pfizer_Bio	#########	Pfizer_Bio
13		1/1/2017		Foxtrot	Yankee	########	D4657	########	Moderna	5/1/2023	Moderna
14		3/13/2022		Golf	Alpha	########	G2314	########	Moderna	6/1/2023	Moderna
15		4/25/2023		Hotel	John	7/1/1965	N5478	########	Pfizer_Bio	#########	Pfizer_Bio

#### Copy data in columns B and C labeled <u>HCP Start of Employment</u> <u>Date & HCP End of Employment</u> <u>Date</u> from the retired Data Tracking Worksheet.

Paste the data into the		A	В	С	D	E	F	G	Н	- I	J
highlighted columns I & I	1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempsta	hcpemper
nigniighted columns I & J	2										
labeled <u>hcpempstart</u> &	3										
<u>hcpempend</u> of the Person-	4										
Level .CSV file.	5										
	6										

K	L	М	N	0	Р	Q	R	S	Т
vaccloc	hcpcatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvaccst

Columns K & L labeled <u>vaccloc</u> & <u>hcpcategory</u> of the Person-Level .CSV file need to be manually entered. Copy data in columns H, I, J & K labeled <u>\*Vaccinated</u> with Dose 1, <u>\*Dose 1</u> <u>Vaccine Manufacturer</u> <u>Name, <u>\*Vaccinated with</u> <u>Dose 2, & \*Dose 2 Vaccine</u> <u>Manufacturer Name</u> from the retired Data Tracking Worksheet.</u>

	Α	B	C	D	E	F	G	Н	1	J	K
1											
2		Healthcare	Personnel	COVID-19	Vaccinatio	n Cumulative		*Facility ID#	t:		
3								Vaccination	type:		COVID_19
4		Summary T	RACKING	WORKSHEE	Т					*First day of	6/19/2023
5								Last day of	the reporti	ng week (Sun	6/25/2023
6											
7		*HCP Start	HCP End of	HCP Last	HCP First I	*Date of Birt	Unique HO	*Vaccinated	*Dose 1 V	*Vaccinated	*Dose 2 Va
8		1/1/2020		Alpha	Novembe	1/1/1950	W5689	6/1/2022	Novavax		
9		1/1/2020		Bravo	Oscar	1/1/1950	TY4862	6/2/2022	Pfizer_Bio	6/29/2022	Novavax
10		1/1/2021		Charlie	Lima	1/2/1950	H4596	1/1/2022	Pfizer_Bio	7/3/2022	Novavax
11		2/10/2022		Delta	Bravo	9/12/2001	A1234	6/1/2022	Pfizer_Bio	NTech	
12		1/1/2017		Echo	Zulu	7/3/1986	Q2344	6/29/2022	Pfizer_Bio	7/2/2022	Novavax
13		1/1/2017		Foxtrot	Yankee	11/24/1973	D4657	6/31/2022	Novavax	7/1/2022	Novavax
14		3/13/2022		Golf	Alpha	12/1/1983	G2314	5/15/2023	Moderna	6/1/2023	Moderna
15		4/25/2023		Hotel	John	7/1/1965	N5478	5/15/2023	Moderna	6/16/2023	Moderna

K	L	M	N	0	P	Q	R	S	Т
vaccloc	hcpcatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvaccst

Paste data into the highlighted columns M, N, O & P labeled <u>dose1date</u>, <u>dose1mfg</u>, <u>dose2date</u> & <u>dose2mfg</u> of the Person-Level .CSV file.

Copy columns M & N labeled <u>Contraindication or Exclusion Noted</u> & <u>Declined COVID Vaccine</u> from the retired Data Tracking Worksheet.

	L	M	N	0	Р	Q	R	S
1								
2	Enter yo	ur Facility II	D Here					
3								
4	Select the	e Monday o	of the start	of the week y	you are rep	orting		
5	Last day	of the repo	rting week	automatically	y populated	ł		
6								
7	Is Primary	*Contraine	*Declined	Additional/B	Additional	Dose Type	Booster Dos	Booster D
8	NO			6/3/2022	Moderna	Additional I	7/5/2022	Moderna
9	YES					Booster Do	se	
10	YES			7/1/2022	Moderna	Additional I	7/12/2022	Moderna
11	NO			7/1/2022	Moderna	Booster Do	8/3/2022	<b>Bivalent</b> P
12	YES			12/5/2022	<b>Bivalent</b> M	Additional [	Dose	
13	YES			9/6/2022	<b>Bivalent Pf</b>	Booster Do	se	
14	YES			7/29/2023	<b>Bivalent M</b>	Booster Do	se	
15	YES			7/29/2023	<b>Bivalent Pf</b>	Booster Do	se	

K	L	M	N	0	P	Q	R	S	T
vaccloc	hcpcatego	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreason	unkvaccst

Paste data into the highlighted columns M, N, O & P labeled <u>dose1date</u>, <u>dose1mfg</u>, <u>dose2date</u> & <u>dose2mfg</u> of the Person-Level .CSV file.

0	P	Q	ĸ	5	1	0	v	vv	×	Y
f the week	you are rep	orting								
utomatical	y populate	d								
Additional/B	Additional	Dose Type	Booster Dos	Booster E	Booster Do	Booster De	Booster Dos	Booster D	Booster D	Booster De
6/3/2022	Moderna	Additional (	7/5/2022	Moderna	8/31/2022	Bivalent M	oderna			
		Booster Do	se							
7/1/2022	Moderna	Additional (	7/12/2022	Moderna	7/29/2022	Bivalent M	8/13/2022	Bivalent N	loderna	
7/1/2022	Moderna	Booster Do	8/3/2022	<b>Bivalent</b>	fizer					
12/5/2022	<b>Bivalent</b> M	Additional [	Dose							
9/6/2022	<b>Bivalent</b> P	Booster Do	se							
7/29/2023	Bivalent M	Booster Do	se							
7/29/2023	<b>Bivalent</b> P	Booster Do	se							

mns O & P labeled l/Booster Dose on Date & I/Booster Dose urer from the retired king Worksheet.

K       L       M       N       O       P       Q       R       S         Columns S & T labeled decreason & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       K       L       M       N       O       P       Q       R       S         Vaccloc       hcpcatego dose1date dose4mfg dose2date dose2mfg dose2date dose2mfg meddate decreason to be manually entered.       K       L       M       N       O       P       Q       R       S         Vaccloc       hcpcatego dose1date dose1mfg dose2date dose2mfg meddate decreason to be manually entered.       Image: Columns R - Y labeled Booster Dos       Image: Columns R - Y labeled Booster Dos Booster Di	ste data into the hilighted columns U & V eled dose3date & see3mfg dose3date dose3mfg dose4date dose4mfg dose5date dose5mfg dose6date dose6mfg dose7date dose7 bilighted columns U & V eled dose3date & see3mfg of the Person- rel .CSV file. <ul> <li>S &amp; T labeled on &amp;</li> <li>S &amp; T U V W X Y</li> <li>Copy columns R - Y labeled Booster Dose 2 Date, Booster Dose 3 Manufacturer, Booster Dose</li> <li>S &amp; T U V W X Y</li> <li>Copy columns R - Y labeled Booster Dose 2 Date, Booster Dose 2 Date, Booster Dose 2 Date, Booster Dose 3 Manufacturer, Booster Dose 3 Manufacturer, Booster Dose</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp; T U V W X Y</li> <li>S &amp; S &amp;</li></ul>						0	v	vv	~	Y	2	AA	AB	AC	AL
highlighted columns U & V labeled dose3date & dose3mfg of the Person- Level .CSV file.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns S & T labeled decreasion & unkvaccstatusdate & unkvaccstatus	hlighted columns U & V         eled dose3date &         se3mfg of the Person-         rel .CSV file.         xccloc         hcpcatego dose1date dose1mfg dose2date dose2mfg meddate         decdate of the         Level .CSV file need         anually entered.         P       Q         P       Q         R       S         T       U         Vaccloc       hcpcatego dose1date dose1mfg dose2date dose2mfg meddate         decdate       decreason unkvaccst.         statusdate of the       Image: Columns R - Y         Level .CSV file need       Image: Columns R - Y         anually entered.       Image: Columns R - Y         Image: Columns R - Y       Iabeled Booster Dose         Image: Columns R - Y	Pa	ste data	into the	e	dos	e3date do	se3mfg d	lose4date	dose4mfg	dose5dat	e dose5mfg	g dose6da	ate dose6n	nfg dose7da	te dose7
Iabeled dose3date & dose3mfg of the Person- Level .CSV file.       Image: Columns S & T labeled decreason & unkvaccstatusdate of the Person-Level .CSV file need to be manually entered.       Image: Columns C &	eled dose3date &         se3mfg of the Person- rel .CSV file.         as S & T labeled on &         statusdate of the Level .CSV file need anually entered.         P       Q       R       S         Yaccloc       hcpcatego dose1date dose1mfg dose2date dose2mfg meddate decdate       decdate         P       Q       R       S         Yaccloc       hcpcatego dose1date dose1mfg dose2date dose2mfg meddate       decdate         Image: Solution of the Level .CSV file need anually entered.       Image: Solution of the Image: Solution of th	hig	ghlighte	d colum	ns U & V	/										
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from the retired Dat		7/29/2023	Bivalent N	Booster Do	se								from	the retire	d Data	
7/29/2023 Bivalent Pi Booster Dose	Bivalent Pi Booster Dose	//29/2023	Bivalent P	Booster Do	se								Track	ing Marle	heat	
	Ifacking worksneet.															
	macking worksheet.								X		-		10	10	15	
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U V W X Y Z AA AB AC AD

Note: You may enter data into columns AE-BB, but they are optional.

# Person-Level .CSV File:

dose7mfg of the Person-

Level .CSV file.

Once your data is copied from your retired Data Tracking Worksheet into the Person-Level .CSV file, it should look like the Person-Level .CSV file below:

As an example: Highlighted in yellow below is the old manufacturer name **Pfizer\_BioNTech** is no longer used. This needs to be changed to **PFIZBION** prior to uploading the file.

	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р
1	orgid	hcpid	gname	surname	gender	dob	ethnicity	race	hcpempstar	hcpempe	vaccloc	hcpcatego	dose1date	dose1mfg	dose2date	dose2mfg
2	99999	SN8956	Stormy	Nytes	F	1/1/1955	HISP	AMIN	1/1/2020		VACCHOS	EMP	10/1/2021	Pfizer_BioNTech		
3	99999	W5689	Alpha	Novembe	M	1/1/1950	NOHISP	ASIAN	1/1/2020		VACCHOS	LIP	6/10/2022	Novavax	6/29/2022	Novavax
4	99999	TY4862	Bravo	Oscar	М	1/1/1950	DEC	AAB	1/1/2020		VACCIPF	VOL	6/2/2022	Pfizer_BioNTech	6/20/2022	Novavax
5	99999	SH7777	Sayfe	Haeven	F	2/13/1970	DEC	NH-PI	1/20/2020		VACCIRF	OCP	1/13/2021	Moderna	3/12/2021	Moderna
6	99999	SD2489	Sonny	Dayz	M	6/2/1981	UNK	WHITE	1/20/2020		VACCIRF	EMP	3/22/2023	Janssen		

- Please follow the steps below to change/update the manufacturer name in the entire file:
  - Open the <u>Variable Description and File Layout for Person-Level Vaccination Forms HPS September</u> 2023 form to use as a reference for variable names
  - You will need to update the manufacturers names once data are copied from your retired Data Tracking Worksheet in your Person-Level .CSV file.
  - Retired manufacturer names that you may see in the retired Data Tracking Worksheet include:
    - Pfizer\_BioNTech
    - Bivalent Pfizer
    - Bivalent Moderna
- Click anywhere in the file
- Select keys **Control** + **H** to open the **Find and Replace** tab seen below:

E	F	G	Н	I.	J	K	L	
der	doh	ethnicity	race	hcnemnstar	hcnemner	vaccloc	hencateg	dos
	Find and Replace	2				— 🗆	×	10
	Fin <u>d</u> Reg	lace						6/1 6/
_	Find what:						$\sim$	1/1
_	Replace with:						$\sim$	3/2
	Replace <u>A</u> ll	<u>R</u> eplace		Fjnd All	Eind Next	Optic	Close	

- In the **Find what** box, enter **Pfizer\_BioNTech**
- In the **Replace with** box, enter **PFIZBION** 
  - Performing this action will update every variable with the name you want to find and replace to update in the Person-Level .CSV file so that manufacturer name is recognized when uploading file:

	- F	0		1	,	N	L	
er	doh	ethnicity	race	hcnemnstar	hcnemner	vaccloc	honcatego	dos
	Find and Replac	te					×	10
								6/
	Fin <u>d</u> Re	place						6
-	Find what:	Pfizer_BioNTec	h —				× .	1/
	Replace with:	PFIZBION					~	5/
						Opţic	ns >>	
	Replace <u>A</u> ll	<u>R</u> eplace		Find All	Eind Next		Close	

Once you have entered all required data and the manufacturer names have been updated, the Person-Level .CSV file is ready for upload by following the instructions below:

- Log into the NHSN platform and once on the NHSN Healthcare Personnel Safety Component Home Page:
- Navigate to the COVID-19 tab
- Select Person-Level COVID-19 Vaccination Form for HCP highlighted by the orange box:

NHSN Home	
Alerts	
Reporting Plan	•
HCW	•
Lab Test	•
Exposure	×
Prophy/Treat	•
Import/Export	
COVID-19	•
Vaccination Summary	•

After opening the **Person-Level COVID-19 Vaccination Form for HCP**, you will see the form below:

• Select the Upload CSV... button below outlined in red below

NHSN Home		3	Person-Level COVID-	19 Vaccination	Form for HCP				
Alerts		18C		i / vaccination		-			
Reporting Plan	×.	+ Add	Row View Reporting Su	mmary & Submit	∧ Upload CSV	<ul> <li>Export CSV</li> </ul>			
HCW	•	Required	fields marked with * Conditionally	required fields marked v	with **			1	0
Lab Test	•	Duplicat							
Exposure	•	e Row	Unique HCP Identifier *	HCP First	t Name *	HCP Last Name *	Gender **	Date of Birth **	Ethnic
Prophy/Treat	•	+	12345AF	Swift		Воі	Male	12/13/2000	Unknowi

- Click Choose File indicated by the number 1 below
  - This will open a window displaying your File Explorer where you will locate and select your saved Person-Level .CSV file
  - $\circ$  Select your .CSV file and it will appear where No file chosen is currently displayed
- Once you have selected your Person-Level .CSV file, select the **Upload CSV** button at the bottom of the page indicated by the number 2



If all entered data are correct, then upload should be successful into the Person-Level Form as seen below:

qa2.nhsn.cdc.gov says	1
Successfully uploaded CSV.	
Added 1 records.	
Total 1 record	
	ок

After successful upload of the Person-Level .CSV file, all entered HCP data will display in the fields as seen below:

	Rerson-Level COVID-19 Vaccination Form for HCP									
	Pares .	01501								
•	+ Add	Row	View Reporting Summary &	Submit      Dpload CSV	Exp	port CSV				
•									•	
•	Required fields marked with * Conditionally required fields marked with **									
•	Delete	elete Duplicat e Row	Unique HCP Identifier *	HCP First Name *		HCP Last Name *	Gender **	Date of Birth **	Ethnicity **	
•			x		х	x	<b>~</b> x	x	<b>x</b>	
		+	12345AF	Swift		Boi	Male	12/13/2000	Unknown	
		+	A1234	Bravo		Delta	Male	03/26/1975	Hispanic or Latino	
•		+	D4657	Yankee		Foxtrot	Male	05/16/1980	Not Hispanic or N	
		+	G2314	Alpha		Golf	Male	11/25/1979	Not Hispanic or N	
•		+	H3258	Aubree		India	Female	05/11/1966	Declined to respon	
•		+	H4596	Lima		Charlie	Male	01/18/2001	Hispanic or Latino	
Analysis •		+	12648	Charlie		Juliet	Female	03/28/1972	Unknown	
		+	N5478	John		Hotel	Female	10/24/1981	Declined to respon	
•		+	Q2344	Zulu		Echo	Male	09/19/2009	Hispanic or Latino	
		+	TY4862	Oscar		Bravo	Male	07/01/1965	Declined to respon	
,		+	W5689	November		Alpha	Male	12/01/1983	Not Hispanic or N	
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