

Excel Data Tracking Worksheet Reference Guide

Weekly Healthcare Personnel COVID-19 Vaccination Cumulative Summary Data

Healthcare Personnel Safety (HPS) Component February 2023

Purpose

The Excel Data Tracking Worksheet was developed to help track the number of healthcare personnel (HCP) who are vaccinated for COVID-19. When you enter COVID-19 vaccination data for each healthcare worker in the Excel Data Tracking Worksheet and select a reporting week, the summary data to be entered into NHSN will automatically be calculated on the Reporting Summary tab of the worksheet. These numbers can then be used to report data to the NHSN Weekly COVID-19 Vaccination Module within the HPS component.

Note: The Excel Data Tracking Worksheet should only be used for reporting HCP COVID-19 vaccination data through the **HPS Component**. If you are reporting within the NHSN Long-term Care Facility Component, please refer to our resources related to the NHSN Event-Level/Person-Level Vaccination Forms on the [Long-Term Care Weekly HCP & Resident COVID-19 Vaccination website](#) under the “Person-Level COVID-19 Vaccination Forms” headings

The new October 2022 version of the Data Tracking Worksheet should be used to enter COVID-19 vaccination data for the months of October 2022 – present. Please note that only the new October 2022 version contains the correct up to date definitions that incorporate the updated (bivalent) booster doses. To enter data for any weeks from October 2022 – present, please use this version. This version can also be used for June 2022 – present.

The ‘**Months Prior to June 2022**’ version of the Data Tracking Worksheet can be used to enter COVID-19 vaccination data for all months prior to June 2022.

Summary

All HCP working at your facility should be added to the Excel Data Tracking Worksheet. When HCP are vaccinated, enter the vaccination information into the Excel Data Tracking Worksheet. 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 Excel Data Tracking Worksheet. You should **NOT** delete the row entirely. **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.** When a reporting week is selected, only healthcare workers who have worked in the facility for at least one day during the selected reporting week will be included in the totals on the Reporting Summary tab.

NOTE: If data entries are made in error, they can be removed with the "Delete" key; Using the "Backspace" key may not delete the entry and may return a warning.



Data Entry Instructions

A. The red asterisk (*) indicates required fields for reporting to NHSN. Fields without an asterisk are optional.

B. Enter data in rows from left to right when entering vaccine data for each healthcare worker.

C. Steps for entering HCP Vaccination Data on the Tracking Worksheet tab:

1. Enter the unique (*Facility ID#) for the reporting facility.
2. Select the (*First Day of the Reporting Week) that you intend to generate the report for. In the Reporting Summary tab, the (First Day of the Reporting Week) will auto-populate.
3. Enter the (*HCP Start of Employment Date) to the facility, i.e., the date of the first day the healthcare worker began working at this facility. A date must be entered. If unknown, choose a date before the first reporting week (e.g., 12/1/2020).
4. Enter the (HCP End of Employment Date), i.e., the date of the last day the HCP worked at this facility. Leave blank if the healthcare worker is currently an employee or contractor at the facility.
5. Enter the healthcare worker's first name, last name, DOB (date of birth), and a unique identifier.
 - a. **NOTE:** Column F is a required field (*Date of Birth (MM-DD-YYYY)).
6. Enter date the HCP was vaccinated with Dose 1 (*Vaccinated with Dose 1). If the HCP received Dose 1 before starting his or her employment at this facility and the date of Dose 1 is unavailable, enter the date for when the employment/contract started.
7. Select vaccine manufacturer name from the drop-down box (*Dose 1 Vaccine Manufacturer Name).
8. Enter the date the healthcare worker was vaccinated with Dose 2 (*Vaccinated with Dose 2). If the HCP received Dose 2 before starting his or her employment at this facility, and the date of Dose 2 is unavailable, enter the date employment/contract started.
9. Select vaccine manufacturer name from the drop-down box (*Dose 2 Vaccine Manufacturer Name).
10. If Column L auto-fills with **YES**, do not change this value (Is Primary Vaccination Series Complete?)
11. Enter date for any (*Contraindication or Exclusion Noted). If the HCP has contraindication(s), enter date the contraindication(s) first noted.
12. If the HCP declined COVID-19 vaccination, enter the date the HCP declined (*Date of Declination).
13. If the HCP received an additional dose or booster dose of COVID-19 vaccine(s), enter date the HCP was vaccinated with an additional/booster vaccine (Additional/Booster Dose Vaccination Date).
14. Select additional/booster vaccine manufacturer name from the drop-down box (Additional/Booster Dose Manufacturer).
15. If the HCP received an additional dose or booster dose of COVID-19 vaccines(s), indicate whether this was an additional dose or booster dose in Column Q (Dose Type).
 - a. **NOTE:** Column Q will auto-fill with "Booster Dose" for each new row of populated healthcare worker data. If an immunocompromised HCP received an additional dose, change this option to "Additional Dose" using the drop-down box. If you do not know whether the dose was an additional dose for an immunocompromising condition or a booster dose, you should enter "Booster Dose."
16. If the HCP received a second booster dose of COVID-19 vaccine (or first booster dose if the HCP received a prior additional dose), enter the date the HCP was vaccinated with this dose in Column R (Booster Dose 2 Date) **AND** use the drop-down box in Column S to select the manufacturer (Booster Dose 2 Manufacturer).
17. If the HCP received a third booster dose of COVID-19 vaccine (or second booster dose if the HCP received a prior additional dose + first booster dose), enter the date the HCP was vaccinated with this dose in Column T (Booster



Dose 3 Date) **AND** use the drop-down box in Column U to indicate the manufacturer (Booster Dose 3 Manufacturer).

18. If the HCP received a fourth booster dose of COVID-19 vaccine, enter the date the HCP was vaccinated with the fourth booster dose in Column V AND use the drop-down box in Column W to indicate the booster dose manufacturer.
19. If the HCP received a fifth booster dose of COVID-19 vaccine, enter the date the HCP was vaccinated with the fifth booster dose in Column X AND use the drop-down box in Column Y to indicate the booster dose manufacturer.
20. If column V auto-fills with YES, do not change this value (Up-To-Date Vaccination).
 - a. **Note:** The Up-To-Date Vaccination column auto-populates a YES/NO from the vaccination data entered for the HCP based on the [up-to-date surveillance definition](#) for the reporting week of data entry.
21. Select YES/NO if the healthcare worker was vaccinated at another location (optional).
22. Select if the HCP is a direct employee or not of the facility (optional).
23. Select the appropriate category for the HCP using the drop-down box in Column AC (*HCP Category) **Note: This is a required field, and the HCP will not be counted on the Reporting Summary tab if an HCP category is not entered.**
24. Enter any additional comments (optional).
25. Enter the date vaccination education was provided to the HCP (optional).

IMPORTANT **Please DO NOT send this form to NHSN, this form is ONLY to be used by your facility for COVID-19 vaccine data management and record keeping purposes**

Transferring Data: The Data Tracking Worksheet has been updated based on changes to the data fields that include adding 4th and 5th Booster doses, Bivalent Booster doses, and up to date vaccination status. If you are using the October 2022 version of the Excel Data Tracking Worksheet, then you will need to batch copy and paste your data into the updated Excel Data Tracking Worksheet using the instructions below. Please make sure that your data are not altered outside of the original format of the Excel Data Tracking Worksheet.

| Healthcare Personnel COVID-19 Vaccination Cumulative Summary TRACKING WORKSHEET | | *Facility ID# | | Enter your Facility ID Here | | | | | | | | | |
|---|---|--|-----------------------------|--|--|---|---|---|---|---|--|---|--|
| | | Vaccination type: | | COVID_19 | | | | | | | | | |
| | | *First day of Reporting Week (Monday): | | 7/25/2022 | | | | | | | | | |
| | | Last day of the reporting week (Sunday): | | 7/31/2022 | | | | | | | | | |
| | | | | Last day of the reporting week automatically populated | | | | | | | | | |
| *HCP Start of Employment Date (Enter Date) | HCP End of Employment Date (Enter Date) | HCP Last Name (Enter name) | HCP First Name (Enter name) | *Date of Birth (MM-DD-YYYY) | Unique HCP Identifier (Enter DOB, License #, etc.) | *Vaccinated with Dose 1 (Enter date of vaccination 1) | *Dose 1 Vaccine Manufacturer (Name (choose from drop-down)) | *Vaccinated with Dose 2 (Enter date of vaccination 2) | *Dose 2 Vaccine Manufacturer (Name (choose from drop-down)) | Is Primary Vaccination Series Complete? (Please Enter YES/NO for Red Cells) | *Contraindication or Exclusion Noted (Enter date of Contra-Indication) | *Declined COVID Vaccine (Enter date of Declination) | Additional/Booster Dose Vaccination Date? (enter date) |
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1. Copy all rows and columns up to Column E in the old worksheet, then copy and paste into the updated October 2022 Excel worksheet. (Please paste your data using the “Paste Values” option):



2. Copy and paste ***Date of Birth** (MM-DD-YYYY) in column F of the new worksheet

Note: ***Date of Birth** must be entered on the Data Tracking Worksheet and is required to be entered to determine up-to-date vaccination status.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|--|--|-------------------------------|--------------------------------|--------------------------------|---|---|--|--|--|---|---|--|--|
| 2 | Healthcare Personnel COVID-19 Vaccination Cumulative Summary TRACKING WORKSHEET | | | | | | *Facility ID# | | Vaccination type: | | Enter your Facility ID Here | | | |
| 3 | | | | | | | | | COVID_19 | | | | | |
| 4 | | | | | | | *First day of Reporting Week (Monday): | | 7/25/2022 | | Select the Monday of the start of the week you are reporting | | | |
| 5 | | | | | | | Last day of the reporting week (Sunday): | | 7/31/2022 | | Last day of the reporting week automatically populated | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | *HCP Start of Employment Date (Enter Date) | HCP End of Employment Date (Enter Date) | HCP Last Name (Enter name) | HCP First Name (Enter name) | *Date of Birth (MM-DD-YYYY) | Unique HCP Identifier (Enter DOB, License #, etc.) | *Vaccinated with Dose 1 (Enter date of vaccination 1) | *Dose 1 Vaccine Manufacturer Name (choose from drop-down) | *Vaccinated with Dose 2 (Enter date of vaccination 2) | *Dose 2 Vaccine Manufacturer Name (choose from drop-down) | Is Primary Vaccination Series Complete? (Please Enter YES/NO for Red Cells) | *Contraindication or Exclusion Noted (Enter date of Contra-Indication) | *Declined COVID Vaccine (Enter date of Declination) | Additional/Booster Dose Vaccination Date? (enter |
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3. Next, copy all rows and columns between columns G-K in the **old worksheet (June 2022)**, and paste in the highlighted columns G-K in the **updated October 2022 Excel worksheet**.

If column L auto-fills with **YES or No**, do not change this value.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | |
|----|--|---|----------------------------|-----------------------------|-----------------------------|--|---|---|---|---|---|--|---|---|
| 1 | Healthcare Personnel COVID-19 Vaccination Cumulative | | | | | | *Facility ID#: | | Vaccination type: | | Enter your Facility ID Here | | | |
| 2 | Summary TRACKING WORKSHEET | | | | | | COID_19 | | | | | | | |
| 3 | | | | | | | *First day of Reporting Week (Monday): | | 1/7/2023 | | Select the Monday of the start of the week you are reporting | | | |
| 4 | | | | | | | Last day of the reporting week (Sunday): | | 1/8/2023 | | Last day of the reporting week automatically populated | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | *HCP Start of Employment Date (Enter Date) | HCP End of Employment Date (Enter Date) | HCP Last Name (Enter name) | HCP First Name (Enter name) | *Date of Birth (MM-DD-YYYY) | Unique HCP Identifier (Enter DOB, License #, etc.) | *Vaccinated with Dose 1 (Enter date of vaccination 1) | *Dose 1 Vaccine Manufacturer Name (choose from drop-down) | *Vaccinated with Dose 2 (Enter date of vaccination 2) | *Dose 2 Vaccine Manufacturer Name (choose from drop-down) | Is Primary Vaccination Series Complete? (Please Enter YES/NO for Red Cells) | *Contraindication or Exclusion Noted (Enter date of Contra-Indication) | *Declined COVID Vaccine (Enter date of Declination) | Additional Dose Vaccination Date (Enter date) |
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4. Column Q: **Dose Type (Additional or Booster)** column will **automatically populate** to “Booster Dose” but **can be changed** to “Additional Dose” by using the drop-down box if you have specific documentation that an individual received an additional dose due to having a moderately to severe immunocompromising condition.

| | A | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | |
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5. **Booster Dose 2 Date, Booster Dose 2 Manufacturer, Booster Dose 3 Date, Booster Dose 3, Booster Dose 4, and Booster dose 5** can be entered in columns R-Y of the **updated October 2022 Excel worksheet**.

| | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | |
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| 7 | Additional/Booster Dose Manufacturer | Dose Type (Additional or Booster) | Booster Dose 2 Date | Booster Dose 2 Manufacturer | Booster Dose 3 Date | Booster Dose 3 Manufacturer | Booster Dose 4 Date | Booster Dose 4 Manufacturer | Booster Dose 5 Date | Booster Dose 5 Manufacturer | Up-To-Dose Vaccination | Vaccinated at Another Location? Select: Yes/No | Employee or Non-Employee? | *HCP Category |
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Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

6. Column Z: Up-to-date vaccination column that will **automatically populate** a YES/NO from the vaccination data entered for the healthcare worker. [If column Z auto-fills with YES, do not change this value.](#)

| | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC |
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| 7 | Dose Type (Additional or Booster) | Booster Dose 2 Date | Booster Dose 2 Manufacturer | Booster Dose 3 Date | Booster Dose 3 Manufacturer | Booster Dose 4 Date | Booster Dose 4 Manufacturer | Booster Dose 5 Date | Booster Dose 5 Manufacturer | Up-To-Date Vaccination | Vaccinated at Another Location? Select: Yes/No | Employee or Non-Employee? | HCP Category (choose from drop-down) |
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| | Booster Dose 3 Manufacturer | Booster Dose 4 Date | Booster Dose 4 Manufacturer | Booster Dose 5 Date | Booster Dose 5 Manufacturer | Up-To-Date Vaccination | Vaccinated at Another Location? Select: Yes/No | Employee or Non-Employee? | *HCP Category (choose from drop-down) | Additional Comment (optional) | Vaccination Education Provided (Enter date) |
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7. Next, copy all rows and columns between V-Z in the old worksheet (June 2022), and paste it in the highlighted columns AA-AE in the updated October 2022 Excel Worksheet.

Note Please ensure a HCP category is entered in the drop-down box in column AC. If this column is empty, the HCP will not be counted in the “Reporting Summary” tab.

8. The updated October 2022 Excel worksheet is now ready to use! After you have moved your data to the updated Excel worksheet, click the “Reporting Summary” tab to view the summary totals in “Healthcare Personnel COVID-19 Vaccination Cumulative.

| Healthcare Personnel COVID-19 Vaccination Cumulative Summary | |
|--|----------|
| TRACKING WORKSHEET | |
| Facility ID#: | 0 |
| Vaccination type: COVID-19 | COVID_19 |
| Week of data collection first day (Monday): | 1/2/2023 |
| Week of data collection last day (Sunday): | 1/8/2023 |
| Date Last Modified: | |

| Cumulative Vaccination Coverage | Healthcare Personnel (HCP) Categories | | | | |
|---|---------------------------------------|---------|---------------------------------------|--|--|
| | All Core HCP | All HCP | Employee HCP | Non-Employee HCP | |
| | | | Employees (staff on facility payroll) | Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants | Adult students/trainees & volunteers Other Contract Personnel |
| 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 | 0 | 0 | 0 | 0 | 0 |

