

## Quick Reference Guide:

### How to Enter Weekly COVID-19 Vaccination Data in the Healthcare Safety Personnel Component

The purpose of this document is to assist facilities with reporting weekly COVID-19 vaccination data for healthcare personnel (HCP) in the Healthcare Personnel Safety (HPS) Component through CDC's NHSN. This reporting can help facilities monitor COVID-19 vaccination coverage over time.

## Overview

This document will go over the steps of how to enter data for each of the two data entry options:

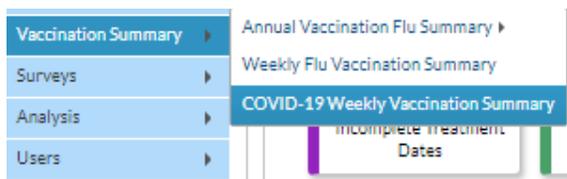
1. Directly into the data entry screens of the COVID-19 Vaccination Module
2. .CSV file upload into the Weekly COVID-19 Vaccination Module

Person-level reporting is an additional way to enter data for weekly COVID-19 vaccination data for healthcare personnel (HCP). It can be completed directly through the NHSN website or through .CSV upload. Person-level reporting will not be reviewed in this document, but information can be found in this resource: Healthcare Personnel Safety Component (HPS) Person-Level COVID-19 Vaccination Form:A How-To Guide (cdc.gov).



## Entering Weekly COVID-19 Vaccination Data for HCP

1. Access the Healthcare Personnel Safety Component homepage in NHSN.
2. Click on "Vaccination Summary" on the left-hand navigation bar.
3. Click on the "COVID-19 Weekly Vaccination Summary" option on the left-hand navigation bar.



4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.





# .CSV upload into the Weekly COVID-19 Vaccination Modules

1. Download a .CSV template from the NHSN Weekly HCP COVID-19 Vaccination webpage: [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#). An example .CSV file that includes test data in required fields is also available.

## CSV Data Import

### Uploading Group COVID-19 .CSV Files

[Uploading\\_Group\\_COVID-19\\_CSV\\_Data\\_Files\(12.0\)](#) [PDF - 1 MB] - January 2024

[Uploading\\_Group\\_COVID-19\\_CSV\\_Data\\_Files\(11.4.1\)](#) [PDF - 1 MB] - June 2023

[Uploading\\_Group\\_COVID-19\\_CSV\\_Data\\_Files\(10.1.1\)](#) [PDF - 964 KB] - May 2022

[Uploading\\_Group\\_COVID-19\\_CSV\\_Data\\_Files\(10.1.1\)](#) [PDF - 1 MB] - February 2022

[Uploading\\_Group\\_COVID-19\\_CSV\\_Data\\_Files\(10.0\)](#) [PDF - 1 MB] - September 2021

[Uploading\\_Group\\_COVID-19\\_CSV\\_Data\\_Files\(Pre 10.0\)](#) [PDF - 1 MB] - August 2021

### Healthcare Personnel COVID-19 Vaccination Data

[Example\\_CSV\\_File\(11.4.1\)](#) [XLS - 893 B] - January 2024

[CSV\\_File\\_Template\(11.4.1\)](#) [XLS - 542 B] - January 2024

[Example\\_CSV\\_File\(11.4.1\)](#) [XLS - 11 KB] - June 2023

[CSV\\_File\\_Template\(11.4.1\)](#) [XLS - 314 B] - June 2023

[CSV\\_File\\_Template\(10.1.1\)](#) [XLS - 462 B] - May 2022

[Example\\_CSV\\_File\(10.1.1\)](#) [XLS - 589 B] - May 2022

[CSV\\_File\\_Template\(10.1.1\)](#) [CSV - 3 KB] - February 2022

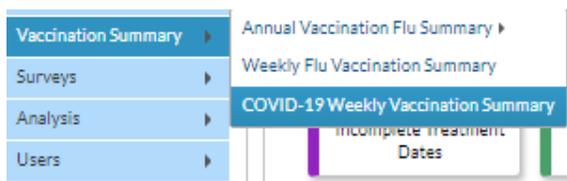
[Example\\_CSV\\_File\(10.1.1\)](#) [CSV - 3 KB] - February 2022

2. Using the provided .CSV template or example file for healthcare personnel data, populate each variable with the appropriate data and save the file.

3. Access the Healthcare Personnel Safety Component homepage in NHSN.

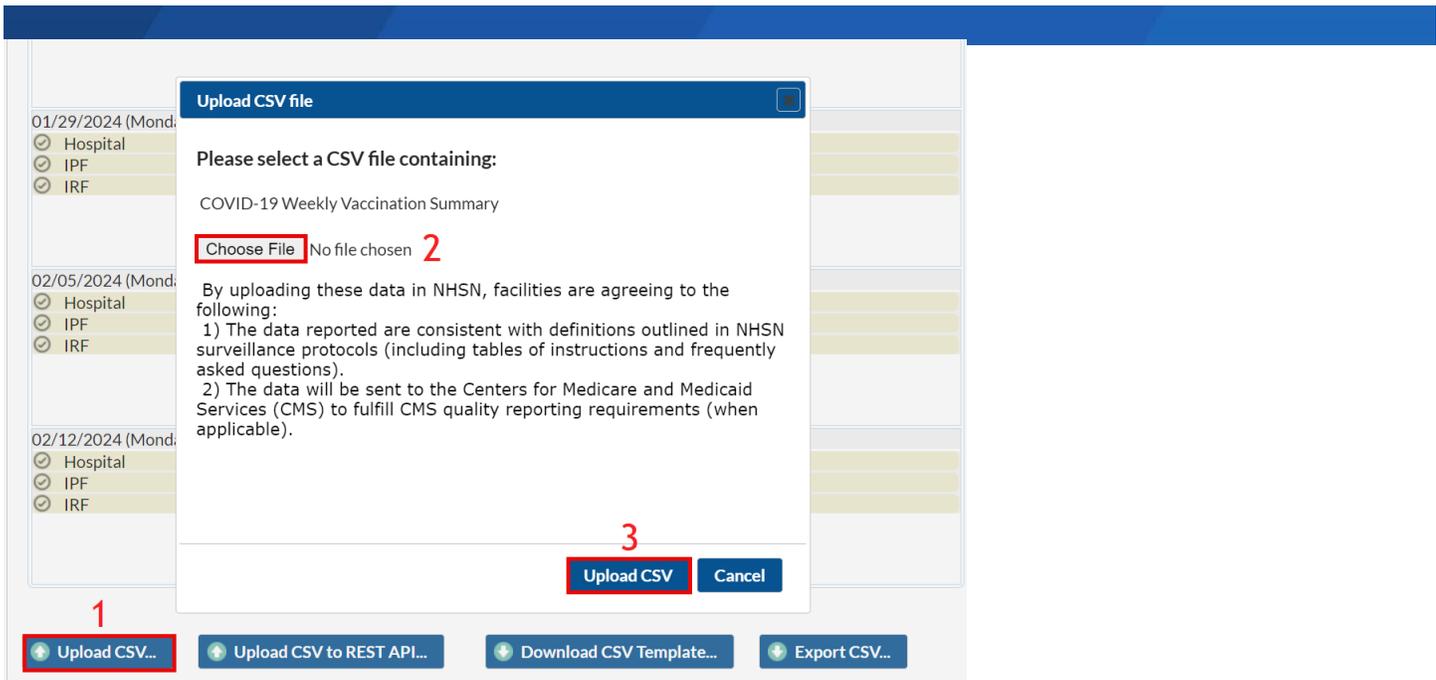
4. Click on “Vaccination Summary” on the left-hand navigation bar.

5. Click on the “COVID-19 Weekly Vaccination Summary” option on the left-hand navigation bar.



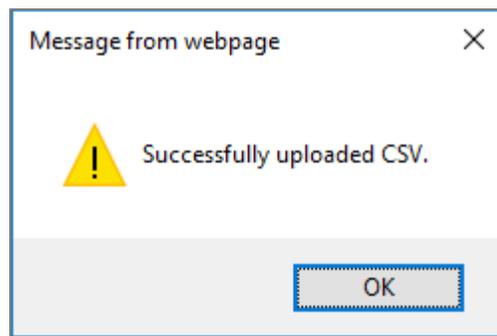
6. Scroll to the bottom of the page and click on the “Upload CSV” button.

7. Browse for the file and then click “Upload CSV” to begin the import.



8. A message that indicates the upload was successful will appear. Users can then select a week for which data was added to view the record.

If errors are found during upload, please review the error messages, and refer to the table at end of this document (“Table 1: NHSN Non-Long-Term Care Facility Staff COVID-19 Vaccination Data Import File Format”) for complete information on the variables included in the .CSV template: [Uploading Group COVID-19 .CSV Data Files 10.1.1 January 2024 \(cdc.gov\)](https://www.cdc.gov/nhsn/dataupload/10.1.1jan2024/).



## Checking create and modify dates

Regardless of the method used to report, once Weekly COVID-19 Vaccination Module data are saved in NHSN a “create date” will be auto-populated on the data entry screen. Additionally, the “date last modified” field will display the date that the most recent changes were made to the submitted data.

The NHSN application was upgraded in March 2024. As a result, timestamps in the application (such as create dates) now reflect Universal Time Coordinated (UTC) rather than Eastern Time.

Date Created:

\* Facility ID:

\* Vaccination type: COVID19

Facility CCN #:

\* Week of Data Collection: 05/30/2022 - 06/05/2022

\* Date Last Modified:

A facility can 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>.

## Additional Resources

Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#).

If you have any questions, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. The new portal should be used in place of [nhsn@cdc.gov](mailto:nhsn@cdc.gov), [nhsntrain@cdc.gov](mailto:nhsntrain@cdc.gov), and [nhsndua@cdc.gov](mailto:nhsndua@cdc.gov). Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login or are unable to access ServiceNow, you can still email the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with 'Weekly COVID-19/Respiratory Pathogens Vaccination – HPS' in the subject line.