Quick Reference Guide: How to Enter Data for Inpatient/Ambulatory Surgery Facilities

Getting Started with Weekly COVID-19 Vaccination Reporting

The purpose of this document is to assist Inpatient 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. This document outlines the steps facilities should take to enter data.

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

Create a Monthly Reporting Plan

***This step is only necessary if reporting data for weeks with weekending dates 7/15/2021 through week-ending 5/29/2022. The requirement to submit a Monthly Reporting Plan (MRP) for Weekly COVID-19 Vaccination Summary data was removed beginning with reporting for June 2022 and onward. If reporting data for weeks in June 2022 or later, please skip to the section titled, “Entering Weekly COVID-19 Vaccination Data for HCP”

A Monthly Reporting Plan (MRP) indicates to the NHSN system which modules and protocols a user intends to follow for surveillance purposes in a specific month. Facilities must complete the MRP before entering data for that month. Starting with data entered for reporting in June 2022 and onward, users will instead attest that data are submitted according to protocols when saving or uploading the reporting week.

Level 3 SAMS access is needed to enter an MRP. For information on how to increase SAMS user access from level 1 to level 3, please contact the SAMS help desk at 877-681-2901 or samshelp@cdc.gov.


2. Select correct month and year from dropdown menus
3. Check appropriate box next to “COVID-19 Vaccination Summary” for reporting facility data and/or IRF or IPF unit(s) data

4. Click “Save”

5. “Plan saved successfully” will appear in a box at the top of the page

6. Click “Next” to proceed to update the next MRP. Please note that you can create multiple plans in advance.

7. Once an MRP has been completed, yellow boxes will appear on the “Weekly Vaccination Calendar” indicating that there are COVID-19 vaccination data that can be entered for the week

8. Click the yellow box to enter HCP COVID-19 vaccination data for the week. Please note that in the example below, a hospital will see separate entries for the hospital, IPF unit, and IRF unit, once the MRPs have been created for them.
Entering Weekly COVID-19 Vaccination Data for HCP

1. Access the HCP 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.

5. Fill out the form with your data. Please note that required fields are indicated by an asterisk. For complete reporting instructions see the following Table of Instructions: 57.149 Instructions for Completion of the Weekly
July 2022

Healthcare Personnel Vaccination Summary Form Non-LTCF HCP (cdc.gov)

Data can also be submitted through .CSV upload. For more information please review our resources on this process available here: Weekly HCP COVID-19 Vaccination | HPS | NHSN | CDC
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 modified” field will display the most recent date changes have been made to the submitted data.

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 Quick Reference Guide, How to check create date.docx (sharepoint.com).

Additional Resources
Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: Weekly HCP COVID-19 Vaccination | HPS | NHSN | CDC
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Please send any questions via e-mail to: nhsn@cdc.gov with ‘Weekly COVID-19 Vaccination’ in the subject line.

**While this reference guide covers how to use the data tracking worksheet for residents of LTCFs, the same instructions apply to using the data tracking worksheet for healthcare personnel**