

INPATIENT FACILITY

Weekly COVID-19 Vaccination Reporting

December 2021

Getting Started with Weekly COVID-19 Vaccination Reporting

The purpose of this document is to assist facilities reporting weekly COVID-19 vaccination data for healthcare personnel (HCP) in the Healthcare Personnel Safety (HPS) Component of the 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.

Create a Monthly Reporting Plan

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. Please note that 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 see [Increasing LTCF SAMS Level Access to NHSN | NHSN | CDC](#).

1. From the Healthcare Personnel Safety Component Home Page, select "Reporting Plan" then "Add"



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

View Monthly Reporting Plan

HCW Plan created successfully.

Mandatory fields marked with *

- *Facility ID: Dialysis Test Facility 7 (ID 10937)
- *Month: October
- *Year: 2021

No NHSN Healthcare Personnel Safety Modules Followed this Month

Healthcare Personnel Exposure Modules

Influenza Vaccination Summary

Weekly COVID-19 Vaccination Module

COVID-19 Vaccination Summary

Edit Previous Next Back

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

COVID-19 Weekly Vaccination Summary Data

Click a cell to begin entering data for the week which counts are reported.

30 August 2021 - 10 October 2021

Record Complete Record Incomplete

Weekly Vaccination Calendar

08/30/2021 (Monday) - 09/05/2021 (Sunday)

COVID-19 Vac

09/06/2021 (Monday) - 09/12/2021 (Sunday)

COVID-19 Vac

09/13/2021 (Monday) - 09/19/2021 (Sunday)

COVID-19 Vac

09/20/2021 (Monday) - 09/26/2021 (Sunday)

COVID-19 Vac



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. Enter data (A) and be sure to click “Save” (B) at the bottom of the data entry screen. Please note that required fields are indicated by an asterisk. For complete reporting instructions see: 57.219 Instructions for Completion of the Weekly COVID-19 Vaccination Summary Data Form for Healthcare Personnel (cdc.gov)
6. Once 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 (C). Facilities 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 [Line Lists of COVID-19 Vaccination Data: Checking Create Dates \(cdc.gov\)](#).

Edit COVID-19 Vaccination Summary Data

Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created: 10/26/2021 3:52PM
Facility ID #: 10471
Vaccination type: COVID19
Week of Data Collection: 10/04/2021 - 10/10/2021
Location Type: Hospital
Facility CEN #: 123456
Date Last Modified: 10/26/2021 3:52PM

Cumulative Vaccination Coverage

	All Core HCP ^a	All HCP ^b	Employees (staff on facility payroll) ^c	Licensed independent practitioner HCP ^d	Adult students/trainees and volunteers ^e	Other contract personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week	0	0	0	0	0	0
2. * Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:						
2.1 * Dose of Janssen COVID-19 vaccine	0	0	0	0	0	0
2.2 * Any completed COVID-19 vaccine series	0	0	0	0	0	0
3.1. * Medical contraindication to COVID-19 vaccine	0	0	0	0	0	0
3.2. * Offered but declined COVID-19 vaccine	0	0	0	0	0	0
3.3. * Unknown COVID-19 vaccination status	0	0	0	0	0	0
4. * Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	0	0	0	0	0	0
5. * Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021:						
5.1 * Additional dose or booster of Janssen COVID-19 vaccine	0	0	0	0	0	0
5.2 * Any Additional dose or booster of COVID-19 vaccine series	0	0	0	0	0	0

Healthcare Personnel (HCP) Categories

Employee HCP	Non-Employee HCP
Employees (staff on facility payroll) ^c	Adult students/trainees and volunteers ^e
Licensed independent practitioner HCP ^d	Other contract personnel ^f

Fields that are greyed are auto-populated by NHSN

Enter data into required fields (*)

Save **Cancel**

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](#)

Please send any questions via e-mail to: nhsn@cdc.gov with ‘Weekly COVID-19 Vaccination’ in the subject line.

