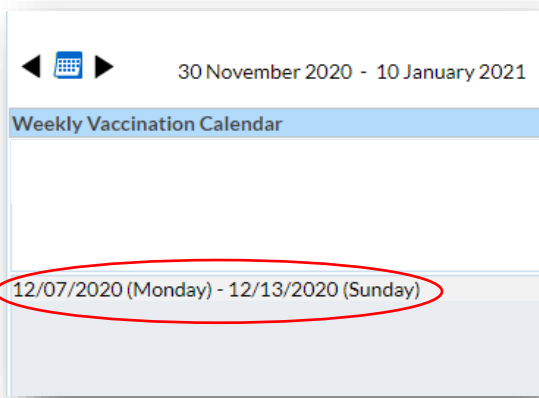
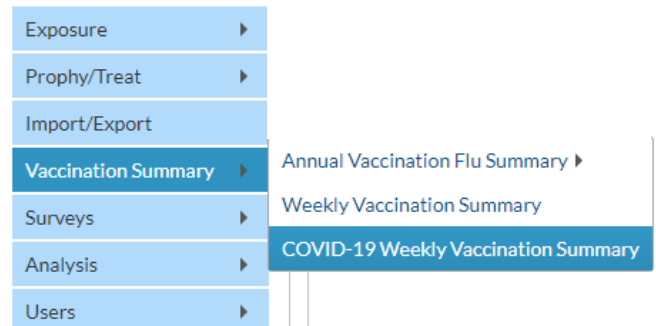


Getting Started with Weekly COVID-19 Vaccination Reporting for Healthcare Personnel

The purpose of this document is to assist non-long-term care facilities with reporting weekly COVID-19 vaccination data for healthcare personnel (HCP) 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.

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 and be sure to click ‘Save’ at the bottom of the data entry screen.



Resources

- Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- Please send any questions via e-mail to: nhsn@cdc.gov with ‘Weekly COVID-19 Vaccination’ in the subject line.