

Long-Term Care Facility (LTCF)

Respiratory Pathogens and Vaccination Module: Data Entry

Guide for Residents and Healthcare Personnel

Description

This document serves as a user guide for the Respiratory Pathogens and Vaccination (RPV) Module data entry screens. The document reviews how to save and submit data in different methods via direct entry, .csv submission, and person-level vaccination reporting.

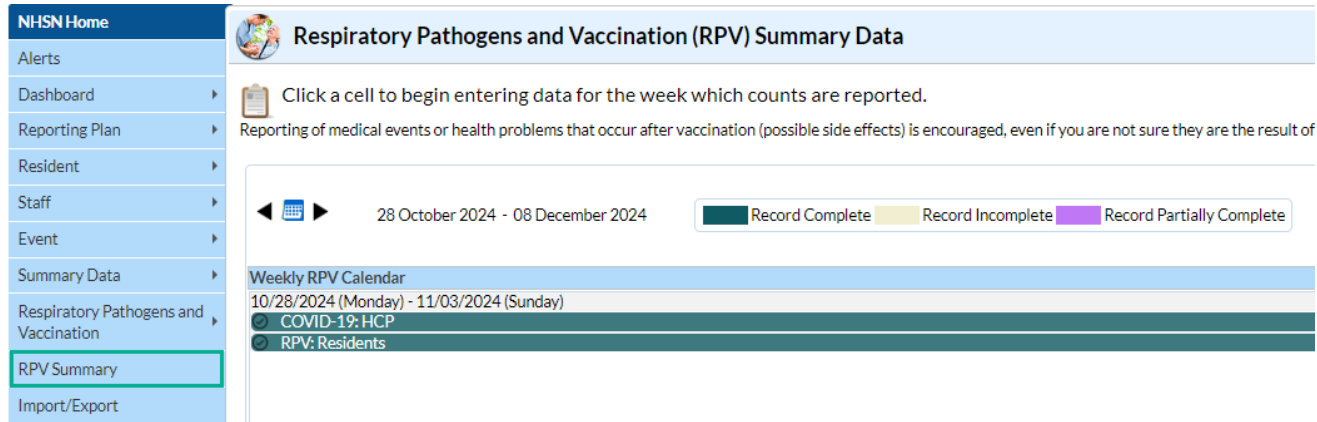
Beginning September 30, 2024, weekly resident case, hospitalization, and vaccination data for respiratory pathogens are collected on a single data collection form. For reporting case and hospitalization data prior to September 30, 2024 please view: [Guide to COVID-19/Respiratory Pathogens Module Data Entry](#). For vaccination reporting prior to September 30, 2024 please view: “Quick Reference Guide: How to Enter Vaccination Data for LTC facilities” found on the [Respiratory Pathogens and Vaccination archive webpage](#).

Note: As of February 26, 2024, all NHSN timestamps are displayed in Coordinated Universal Time (UTC). UTC is a time standard that is **NOT** adjusted for daylight saving and therefore **DOES NOT** change throughout the year. UTC serves as a uniform and universal reference to measure time across all time zones.

Data Entry Navigation

LTCF Resident Respiratory Pathogens and Vaccination and Healthcare Personnel COVID-19 Vaccination

After logging in to the NHSN application, navigate to the “RPV Summary” page on the blue left-hand navigation panel. This will bring you to the Respiratory Pathogens and Vaccination Summary Data page where a weekly calendar view is displayed with options for Respiratory Pathogens and Vaccination reporting for residents and COVID-19 vaccination reporting for healthcare personnel (HCP).

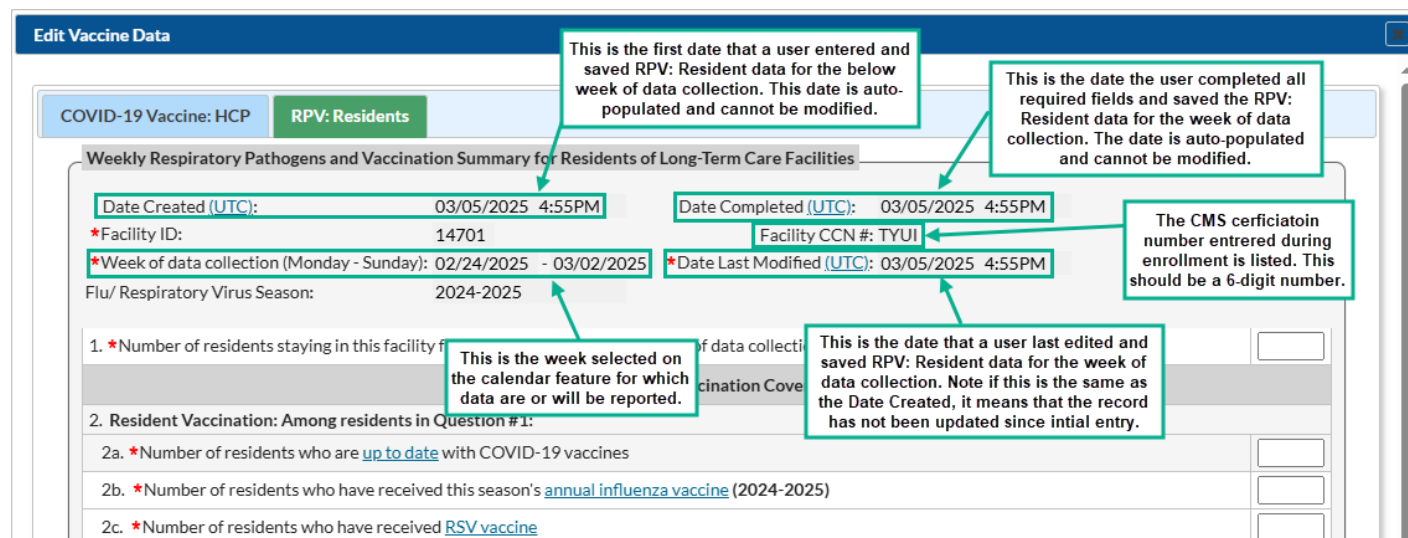


NOTE: On the calendar feature, each of the RPV Summary options will be colored green if all questions have been answered. Any week highlighted in tan (Record Incomplete) or purple (Record Partially Complete) needs your attention and can be completed by clicking on the date to add or edit data. If the answer to any data field is “none,” enter 0. **Blank fields are equivalent to missing data.**

Long-Term Care Facility (LTCF)

Respiratory Pathogens and Vaccination Module: Data Entry Guide for Residents and Healthcare Personnel

Select the week of interest to view or modify existing data, or to enter new data. After you select a date on the calendar, a new screen with the data entry form will appear. The screenshot below briefly describes a few key features. The values Date Created, Facility ID, Week of Data Collection, Facility CCN, Flu/Respiratory Virus Season, Date Last Modified, and Date Completed appear in grey cells and cannot be edited on this screen.



Edit Vaccine Data

COVID-19 Vaccine: HCP **RPV: Residents**

Weekly Respiratory Pathogens and Vaccination Summary for Residents of Long-Term Care Facilities

Date Created (UTC): 03/05/2025 4:55PM **Date Completed (UTC):** 03/05/2025 4:55PM

*Facility ID: 14701 Facility CCN #: TYUI

*Week of data collection (Monday - Sunday): 02/24/2025 - 03/02/2025 *Date Last Modified (UTC): 03/05/2025 4:55PM

Flu/ Respiratory Virus Season: 2024-2025

1. *Number of residents staying in this facility from [Date Created] to [Date Completed] of data collection: []

2. Resident Vaccination: Among residents in Question #1:

2a. *Number of residents who are up to date with COVID-19 vaccines: []

2b. *Number of residents who have received this season's annual influenza vaccine (2024-2025): []

2c. *Number of residents who have received RSV vaccine: []

Callouts:

- This is the first date that a user entered and saved RPV: Resident data for the below week of data collection. This date is auto-populated and cannot be modified.
- This is the date the user completed all required fields and saved the RPV: Resident data for the week of data collection. The date is auto-populated and cannot be modified.
- The CMS certification number entered during enrollment is listed. This should be a 6-digit number.
- This is the week selected on the calendar feature for which data are or will be reported.
- This is the date that a user last edited and saved RPV: Resident data for the week of data collection. Note if this is the same as the Date Created, it means that the record has not been updated since initial entry.

Checking Create, Complete and Modify Dates

Regardless of the method used to report, the first date in which Respiratory Pathogens and Vaccination Module data are saved in NHSN a “create date” will be auto-populated on the data entry screen. The “date last modified” field will display the most recent date changes have been made to the submitted data. Additionally, the “Date Completed” field is auto-populated when **all** of the required fields of the Weekly Respiratory Pathogens and Vaccination Summary Form for Residents have been entered and saved. This field is available beginning in January 2025 for A&R within the NHSN application and in the export function (export button displayed at the bottom of the RPV summary form page).

A facility can check create and modify dates of one or more weeks by generating a line list report based on the dates of interest. Create a line listing report (generate datasets then select reports from the analysis tab), set the time period to the appropriate period, add the create date and modify date variables to the selected variables box, and then review the final report. If the create dates match the modify dates, then you will know that no changes were made after initial data entry. If the modify date is more recent than the create date, then you know that the data were modified after initial data entry. To find additional detailed instructions see [How to Check Create and Completed Date](#).

Overview of Data Submission

There are three data entry options for Respiratory Pathogens and Vaccination Module reporting.

1. Directly into the data entry screens of the Respiratory Pathogens and Vaccination Module for residents and HCP COVID-19 Vaccination Module
2. .CSV upload into the Respiratory Pathogens and Vaccination Module and the HCP COVID-19 Vaccination Module. **Note:** For more information, please review our resources on the .CSV process available [here](#).
3. Optional person-level COVID-19 vaccination forms. **Note:** Person-level COVID-19 vaccination data can be submitted via the data entry screen within the application, or through .CSV upload. More on person level information [here](#).

This reference guide provides instruction on how to submit data via option 1, direct entry through NHSN. For more information on .CSV upload and optional person level, please follow the links above.

Direct Entry into Data Screens of the Respiratory Pathogens and Vaccination for Residents of Long-Term Care Facilities

1. Access the LTCF Component homepage in NHSN.
2. Click on “RPV Summary” tab on the left-hand navigation bar.
3. Select “RPV: Residents” to report weekly COVID-19, Influenza, and RSV vaccination, positive tests and hospitalization data for residents.
4. Select the week of interest to view or modify existing data, or to enter new data. After you select a date on the calendar, an additional window will appear with a fillable form.
5. Fill out the form with your data. Required fields are indicated by an asterisk. Click **Save** to submit your data for the week.

For full reporting instructions, see the table of instructions for reporting resident data into the Respiratory Pathogens and Vaccination Module: [RPV Residents Table of Instructions](#).

Long-Term Care Facility (LTCF)

Respiratory Pathogens and Vaccination Module: Data Entry

Guide for Residents and Healthcare Personnel

Add Vaccine Data

COVID-19 Vaccine: HCP
RPV: Residents

Weekly Respiratory Pathogens and Vaccination Summary for Residents of Long-Term Care Facilities

Date Created (UTC):
* Facility ID:
* Week of data collection (Monday - Sunday):
Flu/ Respiratory Virus Season:

Date Completed (UTC):
Facility CCN #: TYUI
* Date Last Modified (UTC):
2024-2025

1. * Number of residents staying in this facility for at least 1 day during the week of data collection

Cumulative Vaccination Coverage

2. Resident Vaccination: Among residents in Question #1:
2a. * Number of residents who are [up to date](#) with COVID-19 vaccines
2b. * Number of residents who have received this season's [annual influenza vaccine \(2024-2025\)](#)
2c. * Number of residents who have received [RSV vaccine](#)

New Resident Cases (Positive Tests) and Hospitalizations During the Week of Data Collection

3. Resident Cases (Positive Tests):
3a. * COVID-19: Residents with a Positive Test
3ai. ** Number of residents in Question #3a who received the [up to date](#) COVID-19 vaccine 14 days or more before the positive test
3b. * Influenza: Residents with a Positive Test
3bi. ** Number of residents in Question #3b who received this season's [annual influenza vaccine \(2024-2025\)](#) 14 days or more before the positive test
3c. * RSV: Residents with a Positive Test
3ci. ** Number of residents in Question #3c who received [RSV vaccine](#) 14 days or more before the positive test

4. Residents Hospitalized with a Positive Test:
4a. * COVID-19: Residents hospitalized this week, and had a positive test in the last 10 days
4ai. ** Number of residents in Question #4a who received the [up to date](#) COVID-19 vaccine 14 days or more before the positive test
4b. * Influenza: Residents hospitalized this week, and had a positive test in the last 10 days
4bi. ** Number of residents in Question #4b who received this season's [annual influenza vaccine \(2024-2025\)](#) 14 days or more before the positive test
4c. * RSV: Residents hospitalized this week, and had a positive test in the last 10 days
4ci. ** Number of residents in Question #4c who received [RSV vaccine](#) 14 days or more before the positive test

Save

Cancel

Direct Entry into Data Screens of the Weekly [Healthcare Personnel](#) COVID-19 Vaccination Summary for Long-Term Care Facilities

1. Access the LTCF Component homepage in NHSN.
2. Click on "RPV Summary" tab on the left-hand navigation bar.
3. Select "COVID-19 Vaccine: HCP" to report weekly COVID-19 vaccination data for healthcare personnel.
4. Select the week of interest to view or modify existing data, or to enter new data. After you select a date on the calendar, an additional window will appear with a fillable form.
5. Fill out the form with your data. Required fields are indicated by an asterisk. Click **Save** to submit your data for the week.

For full reporting instructions see the tables of instructions for reporting healthcare personnel data into the COVID-19 Vaccination Module: [COVID-19 Vaccination Staff TOI](#).

Long-Term Care Facility (LTCF)

Respiratory Pathogens and Vaccination Module: Data Entry

Guide for Residents and Healthcare Personnel

COVID-19 Vaccine: HCP

RPV: Residents

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

Date Created (UTC):

* Facility ID:

* Vaccination type:

COVID19

Facility CCN #:

* Week of Data Collection: 08/26/2024 - 09/01/2024

* Date Last Modified (UTC):

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

Healthcare Personnel (HCP) Categories

	Employee HCP			Non-Employee HCP		
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees & volunteers ^e	* Other Contract Personnel ^f
2. * Cumulative number of HCP in Question #1 who are <u>up to date</u> with COVID-19 vaccine(s).						
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						

3. * Cumulative number of HCP in Question #1 with other conditions:

3.1 * Medical contraindication to COVID-19 vaccine						
3.2 * Offered but declined COVID-19 vaccine						
3.3 * Unknown/Other COVID-19 vaccination status						

^a sum of Employees (staff on facility payroll), Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants, and Adult students/trainees & volunteers.

^b sum of Employees (staff on facility payroll), Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants, Adult students/trainees & volunteers, and Other contract personnel.

^c all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.

^d physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.

^e adult students/trainees and volunteers: medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.

^f persons providing care, treatment, or services at the facility through a contract who do not fall into any other denominator categories

Save

Cancel

Training Materials

Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: [Respiratory Pathogens Resources | NHSN | CDC](#)

If you have any questions, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. 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 with 'Weekly COVID-19/Respiratory Pathogens Vaccination – LTCF' as the subject line.