NHSN Event-Level COVID-19 Vaccination Forms

Division of Healthcare Quality Promotion
Centers for Disease Control and Prevention (CDC)
March 2022
CMS Reporting Requirements for Long-term care facilities

- Reminder: Long-term care facilities can contact CMS with questions about reporting requirements:
  - Long-term care facilities: DNH_TriageTeam@cms.hhs.gov
Key Points

- The Event-Level COVID-19 Vaccination Forms are **OPTIONAL** tools that can be used to report data to the main weekly HCP and Resident vaccination modules
  - These are new and improved versions of the Excel Data Tracking Worksheets that are currently posted on the NHSN website
    - Therefore, the Excel Data Tracking Worksheets will be retired in May 2022
  - The optional Event Level COVID-19 Vaccination Forms are available in the NHSN application (will discuss in this presentation)
  - SAMS Level 3 access required (to request please contact NHSN@cdc.gov and place in the subject line: SAMS Level 3 Access)
  - Not a new requirement
  - Data are entered line by line in the optional Event Level COVID-19 Vaccination Forms similar to the Excel Data Tracking Worksheet
  - You must select the “View Reporting Summary & Submit” button
Objectives

- Review Event-Level COVID-19 Vaccination Form:
  - Entering Resident data into new event-level vaccination form
  - .CSV Upload into new event-level form
  - Example scenarios
  - Commonly asked questions

Note: These slides are posted to the NHSN COVID-19 Vaccination website
Background of COVID-19 Weekly Reporting

- To track individuals’ vaccination information, we currently provide Excel spreadsheets (named Excel Data Tracking Worksheets)
  - An enhanced version of this worksheet has now been built into NHSN – the Event-Level Vaccination Forms
Major Advantages of Using the NHSN Event-Level Vaccination Forms

- Simplifies reporting of summary data
- Allows facilities to document vaccination information at the person-level
- The NHSN application automatically calculates and displays the weekly totals
  - Users who elect to use the Event-Level Vaccination forms will no longer need to manually calculate and enter totals in the summary forms!
  - Users simply update the person-level data and use the reporting summary to review the totals and submit their weekly data
- Captures changes in individuals’ vaccination status over time
- Allows users to record religious exemptions
Overview of Event-Level COVID-19 Vaccination Form
Long Term Care Facility Home Page

- Select the “COVID-19” tab on left-hand navigation tool bar
Entering Data

- Select “Add Row” to begin entering Individuals’ COVID-19 Vaccination data

1. Enter the required fields and vaccination status for each individual
2. Click outside of the cell last edited before saving or submitting
3. Click save row
Entering Data Cont.

- Continue adding individuals using the **Add Row** button
- Once a row has been entered, it will be green
- Note: **GREEN ROW** = modified data that have not yet been submitted to the weekly summary form for all applicable weeks

Data for example only
Reporting Summary & Submitting Data

- After all individuals’ data have been entered into the form, click “View Reporting Summary & Submit…”
View Reporting Summary & Submit

- Select the week you want to submit data for
- Review the totals for that week to make sure they are correct

Data for example only
Selecting the week you want to submit to the Weekly COVID-19 Vaccination Modules

**Before submitting data for each week from 1/10/2022 – 3/14/2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>1/17/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>1/24/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>1/31/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>2/7/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>2/14/2022</td>
<td><strong>(Changed since submitted using the Tracking Worksheet)</strong></td>
</tr>
<tr>
<td>2/21/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>2/28/2022</td>
<td>(Changed since submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>3/7/2022</td>
<td>(Never submitted using the Tracking Worksheet)</td>
</tr>
<tr>
<td>3/14/2022</td>
<td>(Never submitted using the Tracking Worksheet)</td>
</tr>
</tbody>
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**After submitting data for each week from 1/10/2022 – 3/14/2022**

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</tr>
<tr>
<td>2/7/2022</td>
</tr>
<tr>
<td>2/14/2022</td>
</tr>
<tr>
<td>2/21/2022</td>
</tr>
<tr>
<td>2/28/2022</td>
</tr>
<tr>
<td>3/7/2022</td>
</tr>
<tr>
<td>3/14/2022</td>
</tr>
</tbody>
</table>

- **Changed since submitted using the Tracking Worksheet** = data for that week were added or modified since the last time you submitted using the tracking worksheet, and you should re-submit the data for that week.
- **Never submitted using the Tracking Worksheet** = your facility has never submitted data using the tracking working, so you should submit data for that week.
- **No text** = no changes since last submission, so there is nothing to submit for that week.
Save and Submit Data

- Once you have reviewed the totals and confirmed that they are correct
- Select “Save and Submit Data” at the bottom of the screen to submit to the weekly summary form
Checking Saved Data

- Always check the calendar view to confirm that the weekly data have saved!
- The record will turn green in the calendar view, indicating that the data have been successfully saved for the reporting week.
Required Fields

- Resident/HCW Identifier (unique identifier for the individual, assigned by your facility)
- Admission/start date
- First name
- Last name
- At least ONE status
  - This means each person much be classified into at least one of the main categories, such as partial or complete primary series vaccination, contraindication, declined, unknown vaccination status
Uploading My Current Excel Data Tracking Worksheet to the NHSN Event-Level Vaccination Form

Note: This only applies to users who have been using the Excel worksheet
Switching from the **Excel data tracking worksheets** to the **NHSN Event-Level Vaccination Forms**

- To make the switch from using **Excel** to the **NHSN Event-Level Vaccination Forms**, you can perform a **one-time upload** of your data from **Excel**

- It is important that you only upload the **Excel worksheet once** because there are key differences between the **Excel** worksheet and the **NHSN Event-Level Vaccination Forms**
  - Uploading more than once could lead to inaccurate data over time
Preparing the **Excel Data Tracking Worksheet**

- Make sure you are on the tab called “TrackingWorksheet”
- Ensure your data in Excel are up to date
- Select the most recent week with updated data from the reporting week drop down

### Weekly COVID-19 Vaccination Cumulative Summary

**for Residents of Long-Term Care Facilities**

**TRACKING WORKSHEET**

<table>
<thead>
<tr>
<th>*Resident Admit Date</th>
<th>Resident Discharge Date</th>
<th>Resident Name (Enter name)</th>
<th>Last Name (Enter name)</th>
<th>Unique Patient Identifier</th>
<th><em>Vaccinated with Dose 1 (Enter date of vaccination 1)</em></th>
<th><em>Vaccinated with Dose 2 (Enter date of vaccination 2)</em></th>
<th>Is Vaccination Series Complete? (Please Enter YES/NO for Red Cells)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019</td>
<td>Test 1</td>
<td>Patient</td>
<td>1</td>
<td>12/28/2020</td>
<td>Moderna</td>
<td>1/16/2021</td>
<td>Moderna</td>
</tr>
<tr>
<td>8/12/2019</td>
<td>Test 2</td>
<td>Patient</td>
<td>2</td>
<td>1/15/2021</td>
<td>Janssen</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>12/20/2020</td>
<td>Test 3</td>
<td>Patient</td>
<td>3</td>
<td>1/15/2021</td>
<td>Pfizer_BioNTech</td>
<td>2/12/2021</td>
<td>Pfizer_BioNTech</td>
</tr>
</tbody>
</table>

*Facility ID#: 1111
Vaccination type: COVID_19
First day of Reporting Week (Monday): 5/7/2022
Last day of the reporting week (Sunday): 3/13/2022

Enter your Facility ID Here.
Select the Monday of the start of the week you are reporting.
Last day of the reporting week automatically populated.
Saving the Excel Data Tracking Worksheet as a CSV file

- Click File
- Click “Save as” or “Save a Copy”
- Select the file type of “CSV UTF-8 (Comma delimited) or CSV (Comma delimited)"
- Click “Save”
- The box below will appear. Click OK
.CSV File Upload

- First, you will click ‘Upload CSV’
- Second, you will click ‘Browse’ to locate the saved file.
- Third, once the selected file is visible in the Browse box, you will then click the ‘Upload CSV’ button
.CSV File Upload (cont.)

- A message will appear indicating that your .CSV file has been successfully uploaded
- Click “OK” to continue
- Click view reporting summary & submit
- Submit for all weeks of interest
.CSV File Upload (cont.)

- The record will turn green indicating that the data has been successfully saved for the reporting week
Export .CSV (Optional)

Note: All data can be maintained within the NHSN Event-Level COVID-19 Vaccination Form without any exporting and importing needed.
If you want to export your data to a .CSV file:

- Click Export .CSV file
Export .CSV

- Select ‘Open’ to view .CSV file or ‘Save as’ to save the file

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**Event-Level COVID-19 Vaccination Form - Residents**

<table>
<thead>
<tr>
<th>Resident Identifier</th>
<th>Resident Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 1234</td>
<td>01/05/2022</td>
</tr>
<tr>
<td>+ 2345</td>
<td>04/17/2022</td>
</tr>
<tr>
<td>+ 2345</td>
<td>03/21/2022</td>
</tr>
<tr>
<td>+ 3456</td>
<td>03/02/2022</td>
</tr>
<tr>
<td>+ 4567</td>
<td>01/07/2022</td>
</tr>
<tr>
<td>+ 5678</td>
<td>01/07/2022</td>
</tr>
<tr>
<td>+ 6789</td>
<td>01/05/2022</td>
</tr>
</tbody>
</table>

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**Internet Explorer**

What do you want to do with covid19.csv?

- Size: 1.44 KB
- Type: Microsoft Excel
- From:

  - Open
    - The file won’t be saved automatically.
  - Save
  - Save as

---

**Resident Last Name**

<table>
<thead>
<tr>
<th>Dose 1 vaccination date</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
</tr>
<tr>
<td>Iron</td>
</tr>
<tr>
<td>Iron</td>
</tr>
<tr>
<td>Jefferson</td>
</tr>
<tr>
<td>April</td>
</tr>
<tr>
<td>May</td>
</tr>
<tr>
<td>July</td>
</tr>
</tbody>
</table>
Export .CSV File

- Save the exported .CSV file
- Data does not need to be exported because your records will be maintained in NHSN
- The exported .CSV file may be saved and used to upload your data into NHSN although it is **NOT** recommended

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| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| orgid | resid | resadmitdate | resdischd | resname | resurnn | dose1date | dose1mfg | dose2date | dose2mfg | seriescom | meddate | decdate | decreason | unkvacst | addtdose | addtdose | dose1nt |
|   2  | 1/7/2022 | 1/12/2022 JANSSEN | Y |
|   3  | 1/7/2022 | 1/12/2022 UNSPECIFIED | N | 1/12/2022 |
|   4  | 1/5/2022 | 1/12/2022 MODERNA | N | 1/12/2022 |
|   5  | 1/5/2022 | 1/12/2022 UNSPECIFIED | N | 1/12/2022 |
If you want to import a .CSV file:

- First, you will click ‘Upload CSV’
- Second, you will click ‘Browse’ to locate the saved file.
- Third, once the selected file is visible in the Browse box, you will then click the ‘Upload CSV’ button
Key Differences:
Excel Data Tracking Worksheet vs NHSN Event-Level Vaccination Forms
Features unique to the NHSN Event-Level Vaccination Forms

- At least one status must be entered for each individual.
- New question: reason for declination. This allows you to record religious exemptions.
- An individual can have more than one vaccination status entered because their status can change over time.
  - All information should be recorded over time and should **not** be deleted if an individuals’ vaccination status changes.
- If individual leaves facility for >2 weeks and later returns, use the + button to duplicate their original row.
  - Enter an end date on the original row (last day before leave) and a new start date on the new row (first day returning after leave).
At least one status must be entered for each individual

- In the Excel Data Tracking Worksheet, an individual without a status entered is categorized in unknown category on the Excel reporting summary.

- In the NHSN Event-Level COVID-19 Vaccination Form: If an individual is uploaded without any status, you will have to categorize them with an ‘Unknown’ vaccination status date before you can save and submit to the reporting summary.
Declined Vaccination & Reason

- In the NHSN Event-Level COVID-19 Vaccination Form, if an individual declines COVID-19 vaccination, you will enter the date they declined and the reason for declination. The options for reason for declination include:
  - Received official religious exemption
  - Other
  - Unknown

<table>
<thead>
<tr>
<th>Declination date</th>
<th>Declination reason</th>
<th>Unknown COVID-19 vaccination status Date</th>
<th>Additio dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Received official religious exemption
- Other
- Unknown
Example Scenarios
What if a someone leaves the facility and then later returns?

- If someone leaves the facility and returns in 2 weeks or less
  - This is not considered extended leave
  - Their information can continue to be maintained on the original row

- If someone goes on leave (or is discharged) for longer than 2 weeks
  - They should have an end date entered on the day they begin leave (or the day of discharge).
  - Their row should be duplicated (using the + button), and their start date on the new row is the day they return to work (or are re-admitted)
What if a resident is discharged and then later re-admitted?

- Find the resident in the table
- Click the + button to duplicate the row
- In the new row, delete the admission and discharge date, and add the new admission date
- Ensure the vaccination information is up to date and click save row.
What if I need to update a record I previously saved?

- Previously saved records can be updated in the NHSN application
- Click the cell that needs to be updated and enter the changes directly into the grid of the record.
- Be sure to click out of the cell(s) modified and then click “view reporting summary and submit” to share the new information for all week’s impacted by a change!
What if someone’s vaccination status changes over time?

![Event-Level COVID-19 Vaccination Form - Residents](image)

Data for example only
What if someone’s vaccination status changes over time? (cont.)

Data for example only
What if someone’s vaccination status changes over time? (cont.)
What if someone has a medical contraindication after 1 dose of a 2-dose primary series?

- An individual received the first dose of an initial COVID-19 vaccine but had a severe allergic reaction to this. As a result, the individual did not receive the second vaccine dose. This individual will be counted as medical contraindication in the reporting summary.

- In the Event-Level Form, you can now enter the information on an individuals’ contraindication and single dose vaccine.
What if someone has a medical contraindication after 1 dose of a 2-dose primary series? (cont.)

<table>
<thead>
<tr>
<th>Question</th>
<th>All Patients (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of residents staying in this facility for at least 1 day during the week of data collection</td>
<td>1</td>
</tr>
<tr>
<td>2. Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:</td>
<td></td>
</tr>
<tr>
<td>2.1. Only dose 1 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>0</td>
</tr>
<tr>
<td>2.2. Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine</td>
<td>0</td>
</tr>
<tr>
<td>2.3. Only dose 1 of Moderna COVID-19 vaccine</td>
<td>0</td>
</tr>
<tr>
<td>2.4. Dose 1 and dose 2 of Moderna COVID-19 vaccine</td>
<td>0</td>
</tr>
<tr>
<td>2.5. One dose of Janssen COVID-19 vaccine</td>
<td>0</td>
</tr>
<tr>
<td>2.99 Complete COVID-19 vaccination series: Unspecified Manufacturer</td>
<td>0</td>
</tr>
<tr>
<td>*Any completed primary COVID-19 vaccine series</td>
<td>0</td>
</tr>
<tr>
<td>3. Cumulative number of residents in Question #1 with other conditions:</td>
<td></td>
</tr>
<tr>
<td>3.1. Medical contraindication or exclusion to COVID-19 vaccine</td>
<td>1</td>
</tr>
<tr>
<td>3.2. Offered but declined COVID-19 vaccine</td>
<td>0</td>
</tr>
<tr>
<td>3.3. Unknown COVID-19 vaccination status</td>
<td>0</td>
</tr>
<tr>
<td>4. Cumulative number of residents in Question #2 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since 07/09/2021</td>
<td>0</td>
</tr>
</tbody>
</table>
What if someone completes their primary series after reporting a medical contraindication?

- If this individual were to later receive their second dose of a 2-dose primary series, even after reporting a severe allergic reaction you would need to delete the contraindication date in order to save the dose 2 information. Failure to do so will result in an error:

<table>
<thead>
<tr>
<th>Orgid</th>
<th>ID</th>
<th>Record Date</th>
<th>Field</th>
<th>Skippable</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>30074</td>
<td>ABCD</td>
<td>04/17/2021</td>
<td>meddate</td>
<td>true</td>
<td>If Medical contraindication date is entered, then Additional Dose Date and Dose 1 date (full) or Dose 2 date (partial) must be blank.</td>
</tr>
</tbody>
</table>
Commonly Asked Questions
Question 1

- Can we still use the current Excel Data Tracking Worksheet?
  - The worksheet will not be maintained or updated after May 2022
    - We encourage users to switch over to using the new event-level vaccination forms in the NHSN application.
  - You should upload the Excel worksheet once, and then switch over to only using the version in NHSN
  - If you upload the Excel worksheet for more than one week, the data in the reporting summary may not be accurate due to differences in how the forms are set up
Question 2

- Can I start entering data into the Event-Level COVID-19 Vaccination Form?
  - Yes. The Event-Level COVID-19 Vaccination Form is available now for long-term care facilities
    • There is one version for residents and one version for healthcare workers.
If I enter incorrect data by mistake and click save, can the row be deleted?

- No. Once data are entered and saved, the row cannot be deleted.
- Data on the Event-Level COVID-19 Vaccination Form can be updated after the row is saved.
How do I submit LTC healthcare personnel (HCP) data to the Event-Level COVID-19 Vaccination form?

- Data are reported using the Event-Level COVID-19 Vaccination Form-HCW
- The steps are the same as those we walked through on today’s webinar
Question 5

What if I need further instructions on how to upload the Excel Data Tracking Worksheet in NHSN?

– Access the Quick Reference Guide available on the CDC NHSN site: Weekly HCP & Resident COVID-19 Vaccination | LTCF | NHSN | CDC

– If you need further assistance, please email user support NHSN@cdc.gov with a subject line “COVID-19 Event-Level Vaccination Form”
**Event-Level Resources**

- Event-Level COVID-19 Vaccination form training slides:

- Event-Level COVID-19 Vaccination form CSV file layout

- A how to guide:
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