Review of COVID-19 Vaccination Modules: Frequently Asked Questions and Data Entry

Long-term Care Facilities

Division of Healthcare Quality Promotion
Immunization Services Division
Centers for Disease Control and Prevention (CDC) COVID-19 Vaccine Task Force

November 2021
Objectives

- Review frequently asked questions
- Go over data entry topics
- Highlight training resources
General Questions
General Questions

How should facilities report cumulative data?

- Report the total number of individuals at the facility for that week.
- Then, of these individuals, report the number who have ever received COVID-19 vaccination (at that facility or elsewhere) since it became available in December 2020.
  - Do not limit reporting to just the individuals who were vaccinated that week; instead, report the cumulative total of all individuals vaccinated to date.

• Example:
  - 50 healthcare personnel received only dose 1 of the Moderna COVID-19 vaccine during the first week of reporting.
  - During the second week, 5 more healthcare personnel received only dose 1 of the Moderna COVID-19 vaccine.
    » Therefore, the facility should report that 55 individuals received only dose 1 of the Moderna COVID-19 vaccine by the end of the second week.
General Questions (cont.)

- What if there are no changes to my data from one week to the next?
  - If there are no changes to your data (for example, there are not any changes in the number of individuals and their vaccination status), then report the same numbers as the previously reported week.
  - Because there could be new healthcare personnel or residents joining or leaving the facility, vaccination coverage could change week by week even though no new vaccines are given.
    - Example:
      - During week one, there were 100 residents at the facility, all of whom received a 2-dose vaccine series
      - During week two, 5 more residents joined the facility; however, these residents have never received any doses of the COVID-19 vaccine
General Questions (cont.)

- Which healthcare personnel should I include in the weekly COVID-19 vaccination data?
  - Report data on healthcare personnel who were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection, regardless of clinical responsibility or patient contact.
    - **Example A:** Nurse Dee works each Monday for 8 hours and on each Wednesday for 4 hours within the same reporting week at the facility.
    - **Example B:** Pharmacist John is scheduled to work in the facility each Monday, Wednesday, and Friday of the same reporting week.
General Questions (cont.)

- Should employees who always work off-site, remotely, or out-of-state, such as employees practicing telemedicine, be included in our data reports?
  - No. Only healthcare personnel who are eligible to physically work at the healthcare facility are included.
  - **Example:** Caroline consults on healthcare issues for the facility each week but does solely via conference calls as she lives in another state.
If an individual works at multiple facilities, does each facility need to report vaccination data for this individual through NHSN?

- Yes. These reports describe vaccination rates among individuals working at a specific facility, so all eligible individuals must be counted at each facility where they work during the week of data collection.

- Example: If an individual is scheduled to work at least 1 day each week at three separate facility locations, then that individual would be included in the data for each facility.
How should we categorize an individual who received a COVID-19 vaccine that is not Food and Drug Administration (FDA) approved or authorized?

- Individuals who received all recommended doses of a COVID-19 vaccine that is neither approved nor authorized by FDA but listed for emergency use by the World Health Organization (WHO) should be counted in the “Unspecified Manufacturer” category (question 2.99), if they provide documentation of vaccination.

- Refer to Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC for the complete list of COVID-19 vaccines that have received an emergency use listing from WHO.
How do I categorize an individual who was granted a religious or personal belief exemption to COVID-19 vaccination according to their facility’s policy?

- An individual who declines to receive vaccination for any reason other than the medical contraindications listed in Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States should be categorized as **declined** to receive COVID-19 vaccination for question 3.2. This is true even if your facility permits religious or philosophical exemptions for COVID-19 vaccination.
General Questions (cont.)

How should my facility determine who is considered eligible for an additional dose or booster dose at this time?

- Facilities should refer to the CDC’s Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States to determine individuals who are eligible to receive additional doses or boosters after receiving an initial completed vaccination series. As of November 2021, individuals eligible to receive an additional or booster dose include the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Primary Vaccine Series</th>
<th>Time Since Primary Vaccine Series Completion</th>
<th>Eligible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderately and severely immunocompromised people</td>
<td>mRNA</td>
<td>≥2 weeks</td>
<td>Additional dose</td>
</tr>
<tr>
<td>Persons aged ≥18 years who received a Janssen primary series</td>
<td>Janssen</td>
<td>≥2 months</td>
<td>Booster dose</td>
</tr>
<tr>
<td>Persons aged ≥ 18 years</td>
<td>mRNA</td>
<td>≥6 months</td>
<td>Booster dose</td>
</tr>
</tbody>
</table>
General Questions (cont.)

- How should my facility update the facility administrator in NHSN?
  - NHSN Facility Administrator should transfer role to another user prior to leaving the facility.
  - NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility.
    - Do **not** re-enroll the facility in NHSN
  - Complete NHSN Facility Administrator Change Request form online
    - [https://www.cdc.gov/nhsn/facadmin/index.html](https://www.cdc.gov/nhsn/facadmin/index.html)
  - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process.
General Questions (cont.)

What level of Secure Access Management Services (SAMS) access do long-term care facilities need to report COVID-19 vaccination data through NHSN?

- Long-term care facilities can currently access the NHSN COVID-19 Vaccination Modules with Level 1 SAMS access
  - Level 1 access is an interim measure with limited access to the NHSN application
  - Facilities are encouraged to obtain Level 3 access once Level 1 registration is completed
    - The difference between Level 3 and Level 1 is data security safeguards, as Level 3 provides a more secure data upload
- If your facility does not have a Level 3 user, please follow these instructions to increase your access to Level 3: [Increasing LTCF SAMS Level Access to NHSN](https://nhsn.cdc.gov/increasing-ltcf-sams-level-access-to-nhsn.html) | NHSN | CDC.
  - NHSN strongly encourages all facilities to have at least two users with Level 3 access.
Categorizing Healthcare Personnel
Healthcare Personnel Categories

- Which healthcare personnel should I include in the weekly COVID-19 vaccination data?
  - Four main categories
  - Employee healthcare personnel
    - 1. Employees (staff on facility payroll)
  - Non-Employee healthcare personnel
    - 2. Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants
    - 3. Adult students/trainees & volunteers
    - 4. Other contract personnel

Note: Please refer to the tables of instructions: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html
Employees (staff on facility payroll)

- Should I count employees who do not provide direct care to residents but physically work in the building?
  - **Example A**: Environmental services employees who regularly work in the facility each week but do not provide direct resident care are counted in the data.

  - **Example B**: Front desk staff who are employees and provide a service within the facility but do not provide direct resident care are counted in the data.
Employees (staff on facility payroll, cont.)

- How should we categorize employees who work on a pro re nata (PRN) basis?
  - **Example A**: If PRN employee A works every Tuesday of each week, then that individual will be included in question #1 for the current reporting week.
  - **Example B**: If PRN employee B works once every 4-6 weeks, then this individual will not be included in question #1 for the current reporting week.
Employees (staff on facility payroll, cont.)

- How should we categorize employees who are on vacation or leave?
  - Include individuals even if they are on temporary leave during the week of data collection. Temporary leave is defined as less than or equal to 2 weeks in duration.
    - **Example A:** If Susan is on maternity leave for three months, then she should not be included in question #1 for the current week of data collection.
    - **Example B:** If John, the facility administrator, is on medical leave for less than a week, then he should be included in question #1 for the current week of data collection.
Non-employee Healthcare Personnel
Licensed Independent Practitioners

- Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants
  - Required. Defined as 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.
    - Advanced practice nurses include nurse practitioners, nurse midwives, clinical nurse specialists, and nurse anesthetists.

Note: Please refer to the tables of instructions: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html
Licensed Independent Practitioners (cont.)

- **Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants**
  - **Example:** If a physician comes into Facility A each week and is not paid directly by the facility, the physician will be counted in the licensed independent practitioner category.
  - **Example:** If an advanced practice nurse comes into Facility A each week and is not paid directly by the facility, the advanced practice nurse will be counted in the licensed independent practitioner category.
Adult Students/Trainees & Volunteers

- **Adult students/trainees & volunteers**
  - *Required*. Defined as 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.
Adult Students/Trainees & Volunteers (cont.)

- **Example A**: Joe is an adult student who is not directly employed by the facility but performs rounds on residents at least one day each week; therefore, Joe would be included in the data.

- **Example B**: Carrie is a volunteer not directly employed by the facility but performs clerical tasks at the front desk at least one day each week; therefore, Carrie would be included in the data.
Other Contract Personnel

- **Other Contract Personnel**
  - *Required.* Defined as persons providing care, treatment, or services at the facility through a contract who do not meet the definition of any other required denominator category.
Other Contract Personnel (cont.)

- **Example A**: Mary is paid through a contract. She works in the facility as a non-advanced practice nurse twice a week. Therefore, Mary would be included in the other contract personnel category.

- **Example B**: John is paid through a contract. He works in the facility as a speech therapist once a week. Therefore, John would be included in the other contract personnel category.
Other Notes

Should I include vendors or sales representatives in my data?

- No. Vendors are not considered to be healthcare personnel for the purposes of NHSN COVID-19 vaccination summary data reporting since the primary role of vendors is to sell a product or service to the facility rather than to provide care or services to patients.
Data Entry – Common Errors and Questions
Data Entry for COVID-19 Vaccination Data

(1) Direct entry in data collection form

(2) .CSV data upload (by facility or group)
Help! I’m receiving this error and I don’t know what it means.

HCP Form

Error

The sum of HCP reported for questions 2 and 3 must be equal to the number of HCP reported for question 1 for category Employees (staff on facility payroll).

OK

Resident Form

Error

The sum of cumulative number of residents received COVID-19 vaccine(s) and cumulative number of residents with other conditions must equal number of residents staying in this facility for at least 1 day during the week of data collection.

OK
Tips for Data Entry (Q1 – Q3)

- The sum of individuals reported in question 2 (2.1-2.99) and question 3 (3.1-3.3) must equal the total number of individuals reported in question 1.
  - Do not use the “Any completed COVID-19 vaccine series” total for question 2
    - Manually sum the values entered for all fields in question 2 (2.1 – 2.99)
  - For healthcare personnel data collection form, this applies to each healthcare personnel category or column
Example:
Example:
Help! I’m receiving this error and I don’t know what it means.

**HCP Form**

**Error**

Employees (staff on facility payroll) : The number entered for this column in section 4 exceeds the total number for this column in section 2.

**Resident Form**

**Error**

Cumulative number of residents in Question #2 eligible to receive an additional dose of COVID-19 vaccine must be less than Any completed COVID-19 vaccine series.
Tips for Data Entry (Q4 – Q5)

- Total number of individuals reported in question 4 as ‘eligible to receive COVID-19 vaccine’ cannot exceed total number of individuals reported in question 2 as having received a complete vaccine series.
  - A complete vaccine series is considered Dose 1 and 2 of Pfizer or Moderna vaccine, or a single dose of Janssen or Unspecified vaccine.
  - “Any Completed COVID-19 vaccine series”
Tips for Data Entry (Q4 – Q5)

- Example:
Help! I’m receiving this error and I don’t know what it means.

HCP Form

Error
Employees (staff on facility payroll): The total number calculated for question in section 5 exceeds the number for question in section 4 for the same column.

OK

Resident Form

Error
Cumulative number of residents in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine must be greater than or equal to any additional dose or booster of COVID-19 vaccine series.

OK
Tips for Data Entry (Q4 – Q5) (cont.)

- Total number of individuals reported in question 5 as having received an additional dose or booster vaccine cannot exceed the total number of individuals reported in question 4 as being eligible to receive an additional dose or booster vaccine.
  
  - Question 4 and question 5 are required fields. A value must be entered for each of these questions for the form to be saved successfully.
  
  - If no individuals have received a booster or additional dose of vaccine, a zero “0” may be entered for question #5 (select any manufacturer from the dropdown) to allow the form to save successfully.
Tips for Data Entry (Q4 – Q5) (cont.)

- **Example:**

![Example Image]
Tips for Data Entry
Entering multiple vaccine manufacturers (Q2 & Q5)

- Report COVID-19 vaccination data for all vaccine manufacturers as applicable
- To enter data for more than one vaccine manufacturer:
  - Select a COVID-19 vaccine from the drop-down box.
  - Enter the cumulative number of individuals who received only dose 1 of vaccine.
  - Enter the cumulative number of individuals who received both dose 1 and dose 2 of vaccine.
  - If some individuals received another type of vaccine, then return to the drop-down box and select the other vaccine and repeat steps 1 through 3 as described above.
Help! How can I view my data? How do I know my data saved?

(1) Review Vaccination Summary Calendar

- Green Record = Complete
- Yellow Record = Incomplete
- Select any green record to view and/or edit saved data
Help! How can I view my data? How do I know my data saved?

(1) Review Vaccination Summary Calendar

- Select any green record to view and/or edit saved data
  - *Date Created* – date the record was first saved
  - *Date Last Modified* – most recent date edits have been made to the record
How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports
- Generate Datasets
- Run Line List Report
How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- Generate Datasets
- Run Line List Report
  - “COVID-19 Vaccination” for HCP data after 10.0 application release (beginning with week ending 10/3)
  - “COVID-19 Vaccination (Pre-10.0)” for HCP data before 10.0 application release (through week ending 9/26)
How can I view my data? How do I know my data saved? (cont.)

(2) Review Analysis Reports

- Generate Datasets
- Run Line List Report

For more information about line lists for COVID-19 vaccination data, please review: https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/covidvax-ltc-linelist-508.pdf
Data Quality Alerts – What are they? How do I use them?

- The NHSN application includes data quality alerts for the Weekly COVID-19 Vaccination Modules
  - Displayed on Long Term Care Facility Component home page when alerts are generated
  - Also accessed under “Alerts” tab on the component menu
  - Select “COVID-19 Vaccination Summary Data Alerts”
Data Quality Alerts (cont.)

<table>
<thead>
<tr>
<th>Week Start Date</th>
<th>Week End Date</th>
<th>Vaccination Form Type</th>
<th>Variable</th>
<th>CQA Flag Description</th>
<th>Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/19/2021</td>
<td>07/25/2021</td>
<td>HCP</td>
<td>pctAnyVacc</td>
<td>The total (complete + partial) vaccination coverage rate is less or equal than 10%</td>
<td>N</td>
</tr>
<tr>
<td>09/27/2021</td>
<td>10/03/2021</td>
<td>HCP</td>
<td>pctAnyVacc</td>
<td>The total (complete + partial) vaccination coverage rate is less or equal than 10%</td>
<td>N</td>
</tr>
<tr>
<td>10/11/2021</td>
<td>10/17/2021</td>
<td>HCP</td>
<td>pctAnyVacc</td>
<td>The total (complete + partial) vaccination coverage rate is less or equal than 10%</td>
<td>N</td>
</tr>
<tr>
<td>07/19/2021</td>
<td>07/25/2021</td>
<td>Resident</td>
<td>pctAnyVacc</td>
<td>The total (complete + partial) vaccination coverage rate is less or equal than 10%</td>
<td>N</td>
</tr>
<tr>
<td>09/27/2021</td>
<td>10/03/2021</td>
<td>Resident</td>
<td>pctAnyVacc</td>
<td>The total (complete + partial) vaccination coverage rate is less or equal than 10%</td>
<td>N</td>
</tr>
<tr>
<td>10/11/2021</td>
<td>10/17/2021</td>
<td>Resident</td>
<td>pctAnyVacc</td>
<td>The total (complete + partial) vaccination coverage rate is less or equal than 10%</td>
<td>N</td>
</tr>
</tbody>
</table>
Data Quality Alerts (cont.)

- Current data quality alerts in NHSN application:
  - If vaccination rates for a reporting week are less than or equal to 10 percent (for reporting week starting March 2, 2021)
    - Calculated as the number of residents or staff who have received any (partial or complete) COVID-19 vaccination series divided by the number of residents or staff in a facility for that week (excluding those not eligible to receive vaccine due to medical contraindications).

For more information about how to view and clear data quality alerts, please review the following resource: [Data Quality Alerts: Weekly COVID-19 Vaccination Modules (cdc.gov)](https://www.cdc.gov)
Resource: The NHSN Website

- To access the **COVID-19 Modules and Dashboards** from the NHSN home page located at: [https://www.cdc.gov/nhsn/index.html](https://www.cdc.gov/nhsn/index.html)
- Click the image of choice depicted by the gold arrows below
Resource: The NHSN Website (cont.)

Direct link to access training materials: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#training

- Training slides
- Forms & Instructions
- .CSV Data Import
- Data Tracking Worksheets
- FAQs
# Tables of Instructions

- Tables of instructions provide detailed explanations of the questions
- Review instructions before collecting and entering data
  - [www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html](http://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html)

<table>
<thead>
<tr>
<th>Data Fields</th>
<th>Instructions for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Core HCP</strong></td>
<td>This number is the sum of employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, &amp; physician assistants) and adult students/trainees &amp; volunteers. This field is auto-populated by NHSN.</td>
</tr>
<tr>
<td><strong>All HCP</strong></td>
<td>This number is the sum of employees (staff on facility payroll), licensed independent practitioners (physicians, advanced practice nurses, &amp; physician assistants), adult students/trainees &amp; volunteers, and other contract personnel. This field is auto-populated by NHSN.</td>
</tr>
<tr>
<td><strong>Employee HCP</strong> (Staff on facility payroll)</td>
<td><em>Required.</em> Defined as all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility’s payroll), regardless of clinical responsibility or patient contact.</td>
</tr>
<tr>
<td><strong>Non-Employee HCP</strong> (Licensed independent practitioners: Physicians, advanced practice nurses, &amp; physician assistants)</td>
<td><em>Required.</em> Defined as 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 group.</td>
</tr>
</tbody>
</table>
Questions or Need Help?

E-mail user support at: nhsn@cdc.gov

Please write ‘Weekly COVID-19 Vaccination’ in the subject line of the e-mail along with your facility type

For more information, contact CDC
1-800-CDC-INFO (232-4636)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.