



Long-Term Care Facility Component (LTCF) Person-Level COVID-19 Vaccination Form: A How-To Guide

Table of Contents

Purpose.....	2
What will be covered in this guide.....	2
Who should use the Person-Level COVID-19 Vaccination Forms?	2
What are the advantages of the Person-Level COVID-19 Vaccination Form?.....	2
Accessing the Person-Level COVID-19 Vaccination Form.....	2
User Rights.....	3
Entering a New Person-Level Vaccination Record.....	4
Tips for creating Unique HCP Identifier.....	4
Step 1: Enter Unique Resident identifier and demographics.....	5
Example 1: The person I’m looking for already has a corresponding record on the NHSN Resident list.....	5
Example 2: The Individual you are entering vaccination data for does not already have a corresponding record on the NHSN Resident list.....	6
Example 3: Adding demographic information for a new record.....	8
Step 2: View Reporting Summary & Submit.....	10
Example 1: An individual who was discharged and later returns to the facility.....	13
Example 2: A resident’s vaccination status changes over time.....	14
CSV File Batch Copy Instructions.....	15
CSV File Upload (Optional).....	16
Export CSV Option.....	17
How to Upload CSV.....	18
Additional Resources:.....	20

Purpose

CMS-certified Skilled Nursing Facilities (SNF) are required to continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules to fulfill CMS reporting requirements, using the Long-Term Care (LTC) component in NHSN. Data can be reported to this module in three ways, and this guide focuses on #3:

1. Directly into the data entry screens of the Weekly COVID-19 Vaccination Module.
2. Through .CSV upload into the Weekly COVID-19 Vaccination Module.
- 3. As of March 28, 2022, Long-Term Care (LTC) facilities also have the option to use the Person-Level (Event-Level) Vaccination Forms and select the “view reporting summary and submit” to submit these data to the Weekly COVID-19 Vaccination Modules.**

What will be covered in this guide?

This guide provides additional information on the third option listed above. The optional Person-Level Vaccination Forms can assist facilities with managing and tracking person-level vaccination data directly in NHSN and calculating and entering the weekly summary totals in the application.

This guide covers how to enter a new record and update an existing record in the Person-Level COVID-19 Vaccination Forms. Scenarios described include adding a resident who is discharged and later is re-admitted to the facility, and how to record a resident’s vaccination status as it changes overtime. This guide will also provide instructions for exporting and importing .CSV data. Please note that all examples in this guide utilize test data. These data are fictitious and are for educational purposes only. Keep in mind that while most examples in this guide use resident data, the steps for entering and updating records in the Person-Level COVID-19 Vaccination Forms are the same for staff and residents.

Who should use the Person-Level COVID-19 Vaccination Forms?

We recommend that all **LTC facilities** use the Person-Level COVID-19 Vaccination Forms to ensure accurate summary of data when submitting staff and resident data to the Weekly COVID-19 Vaccination Modules.

What are the advantages of the Person-Level COVID-19 Vaccination Form?

Use of this form simplifies reporting summary data. The NHSN application automatically **calculates** the weekly summary totals based on the person-level data. This means those who use the Person-Level COVID-19 Vaccination Form will no longer need to manually calculate and enter totals in the summary form. The Person-Level COVID-19 Vaccination Form automatically classify individuals’ up to date vaccination status for each reporting week of interest. Users enter/update the person-level data and click ‘View Reporting Summary and Submit’ to review the totals and submit their weekly data. The Person-Level COVID-19 Vaccination Form also help facilities organize and manage data on all HCP and capture changes in individuals’ vaccination status over time.

Accessing the Person-Level COVID-19 Vaccination Form

The optional Person-Level COVID-19 Vaccination Form is available in the long-term care component of the NHSN application.

Select Person-Level COVID-19 Vaccination Form-Residents or Person-Level COVID-19 Vaccination Form-HCP as seen in the image below.



This will take you to the data entry screen where person-level vaccination data can be entered, modified, or uploaded via .CSV file. This is the first step for any person-level data entry, upload, or modification.

User Rights

To enter person-level vaccination data for healthcare workers, the user must have the 'Administrator' or 'All Rights' box(s) checked under the Long-Term Care Facility column as seen in the image below to submit person-level data. Facility Administrators automatically have access to these data.

Rights	Long Term Care Facility
Administrator	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>
Staff/Visitor - Add, Edit, Delete	
Staff/Visitor - View	

Customize Rights

[Effective Rights](#) [Save](#) [Back](#)

A Facility Administrator or a user with administrator rights can grant these additional rights to users. The steps to grant these rights to additional users are as follows:

When you are on the NHSN Long-Term Care Component Home Page:

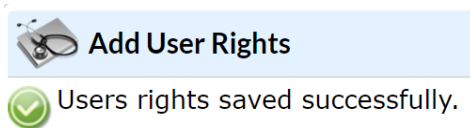
- Navigate down to the “User” tab on the left-hand navigation bar.
- Hover over the tab and select “Add.”
- Enter user information (an asterisk indicates required data for that field)
- Click “Save” at the bottom of the page.
- You should now be on the “Add User Rights” page.
- Check the appropriate Rights box(s) under the **Long-Term Care Facility** column.
- Click “Save” at the bottom of the screen once Rights are checked.

Rights	Healthcare Personnel Safety	Biovigilance	Long Term Care Facility
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Visitor - Add, Edit, Delete			
Staff/Visitor - View			

Customize Rights

[Effective Rights](#) [Save](#) [Back](#) [Advanced](#)

- After you have selected “Save” look for the “Users rights save successfully” in the upper right-hand corner



- User rights are immediately granted, and the Person-Level COVID-19 Vaccination Form is ready for use.

Note: if the user cannot see the Person-Level COVID-19 Vaccination Form immediately, then log out of NHSN and log back in.

Entering a New Person-Level Vaccination Record

The NHSN person-level vaccination records are linked to the NHSN Healthcare worker list to provide consistency and integration across NHSN collection forms.

Tips for creating Unique HCP Identifier

- Ensure that you are using the ID used for the same individual entered on other forms in NHSN.
- Avoid starting the ID with a 0 (zero) because if you ever decide to import a .CSV file, the .CSV drops the leading 0 (zero) and this changes the ID. This will result in duplicate rows for the same person with two different IDs.
- Avoid using birthday, first name, or last name only as the ID because this type of identification can be shared by more than one individual, so this will eventually create duplicates.

Step 1: Enter unique resident identifier and demographics

The first step is to identify or enter an individuals' ID and demographic information.

Click **+ Add Row** button and yellow section at the top of the form will appear to enter this individuals' data.

If you know the resident ID you are looking for, type it in the Resident identifier box. This will auto-fill in name, DOB, gender, ethnicity, and race. Finish entering the vaccination data and click save row

If you don't know the resident ID (or don't know if this person has a record on the NHSN list), click Find

The text below will display when you hover over the Find button

After you click the **Find** button, the Resident list will appear on the screen.

Change the **view** from 10 to 100 records.

Scan the list to see if the individual you are looking for has a record. You can also type the first or last name in the boxes below the corresponding headers.

Example 1: The person I'm looking for already has a corresponding record on the NHSN Resident list. In this example, say you are looking for a record for someone named Judy Freeman with a birthday of 7/13/1962.

She has a record on the NHSN resident list, so click on her row, then click Select.

Facility ID	ID	Last Name	First Name	Middle Name	Date of Birth
14701	DFDGDG	DFGD	GDFDF		01/03/1950
14701	NEWRECORIFGDF	DSDG			01/01/1950
14701	NEWRECORIFGDF	DSDG			01/01/1950
14701	2238	FREEMAN	JUDY		07/13/1962
14701	PULL7410	JACKSON	JUNE		10/15/1977
14701	SUN258	LOWS	JIM		08/15/1982
14701	80005522	MASTERSON	ERICA		01/01/1950
14701	99805821	STRANGE	STEPHEN		01/01/1950
14701	10000000	WILLIAMS	SIMON		01/01/1950

Clicking the Select button will automatically fill in the name, gender, and DOB from her record on the NHSN Healthcare worker list. Although the row has auto filled the individuals' demographics; information with an asterisk(s) will need to be entered prior to saving the row for that individual.

Example 2: The Individual you are entering vaccination data for does not already have a corresponding record on the NHSN Resident list

Click + Add Row button. If you do not know if this person has a record on the NHSN list, click the **Find** button indicated by the #1 in the image below. Next, change the **view** from 10 to 100 records as shown in the image below with #2 and scan the list to see if the person you are looking for has a record.

Event-Level COVID-19 Vaccination Form - Residents

+ Add Row... View Reporting Summary & Submit... Upload CSV... Export CSV... Export SQL...

Resident Identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Find...

Save Row
Required fields marked with *
Delete Duplicate Row
+
+
+
+

Find. If the individual you are adding already has a record on the Resident screen (because they were previously entered on another event-level form such as POC, COVID-19 Event, LabID, or UTI), please use this feature to select this individual. This will auto-fill the following fields: identifier, first name, last name, gender, date of birth, ethnicity, and race. If the individual does not already have a record entered, a new record will be created on the Resident screen when you enter these fields using the +Add Row button and click save row.

Resident First Name *	Resident Last Name *	Gender **	Date of Birth **
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Facility ID	HCW ID	Last Name	First Name	Middle Name	Date of Birth
10563	ABCD	Boy	Astro		09/20/1999
10563	FCDA	Flinstone	XYZ		04/21/1960
10563	2238	Freeman	Judy		07/13/1962
10563	ABC	Man	JKL		03/26/1996
10563	8568	rllast	rlfirst		01/01/1955
10563	5555	Road	Rocky		05/06/1970
10563	222	tt	pp		09/10/1980
10563	HCW01	Worker	DEF		01/01/1955
10563	12345	XYZ	ABC	mtest	02/09/1977

Page 1 of 1 10 View 1 - 9 of 9

2 10 100 View 1 - 9 of 9

Select Cancel

If the individual does not have a record, click **cancel** as indicated by the #3 below.



Facility ID	HCW ID	Last Name	First Name	Middle Name	Date of Birth
10563	ABCD	Boy	Astro		09/20/1999
10563	FCDA	Flinstone	XYZ		04/21/1960
10563	2238	Freeman	Judy		07/13/1962
10563	ABC	Man	JKL		03/26/1996
10563	8568	rllast	rlfirst		01/01/1955
10563	5555	Road	Rocky		05/06/1970
10563	222	tt	pp		09/10/1980
10563	HCW01	Worker	DEF		01/01/1955
10563	12345	XYZ	ABC	mtest	02/09/1977

Page 1 of 1 100 View 1 - 9 of 9

3 Select Cancel

Since this individual does not have a corresponding record, type in a unique resident ID. An alert will appear letting you know this is a new ID. Click OK and continue entering the data.

Person-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Hide all discharged residents, Export SQL...

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race *
787656						

Alert: Could not find Resident. You can directly enter a new Resident from this screen.

Buttons: Save Row, Cancel, OK

Legend: Required fields marked with * Conditionally required fields marked with **

Buttons: Delete, Duplicate Row

Enter the individuals' vaccination information including, resident admit date, dose dates and vaccine manufacturers (or date of declining or medical contraindication) and click Save Row. If you do not know their vaccination status, you can enter an unknown vaccination status that is the same day as their admission or start date.

and click **Save Row**.

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Export SQL...

Resident identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Ethnicity **	Race *
2238	JUDY	FREEMAN	Female	07/13/1962	Hispanic or Latino	American Indian/Alas

Buttons: Save Row, Cancel

Entering and saving a record for this new individual adds them to the NHSN resident list.

Note: If you are unable to obtain information on gender, ethnicity, and/or race, you may select the 'Unknown' option.

Example 3: Adding demographic information for a new record

Click the + Add Row button. Enter Unique HCP Identifier, first name, Last name, Gender, DOB, Ethnicity, Race, Resident Admit Date, Vaccination information, etc.

For race, you must scroll down to see all checkbox options. *Note: You can select more than 1 race. If you select **Declined to respond** or **Unknown**, you cannot check more than 1 value.*

Note*

In April 2024, a new feature became available for the Person-Level forms. New buttons were added which give the user the ability to “Hide all discharged residents” As seen in the screen shot below, there are some residents who have a discharge date. The same feature and function has been added to the HCP person level forms with a button saying or “Hide all employees with an end date”.

Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resident Discharge Date	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **
Male	07/03/1988	Not Hispanic or Not Lat	White	07/01/2022	10/31/2023	01/02/2022	Moderna COVID-19 vaccine	12/13/2022
Female	08/23/1954	Not Hispanic or Not Lat	Black or African American	03/27/2015	01/21/2023	01/05/2021	Pfizer-BioNTech COVID-19	01/25/2021
Female	01/15/1955	Hispanic or Latino	Unknown	07/01/2022		01/03/2022	Pfizer-BioNTech COVID-19	12/14/2022
Male	12/01/1955	Hispanic or Latino	American Indian/Alaska Native	07/06/2022		04/28/2021	Moderna COVID-19 vaccine	
Female	08/19/1953	Hispanic or Latino	Unknown	07/01/2022		01/04/2022	Moderna COVID-19 vaccine	11/14/2022
Male	09/01/1986	Not Hispanic or Not Lat	American Indian/Alaska Native	07/01/2022		04/27/2021	Pfizer-BioNTech COVID-19	05/23/2022
Female	08/20/1953	Hispanic or Latino	Unknown	07/01/2022		01/05/2022	Moderna COVID-19 vaccine	12/13/2022
Female	08/21/1953	Hispanic or Latino	Unknown	07/01/2022		01/06/2022	Moderna COVID-19 vaccine	12/14/2022
Female	08/15/1953	Hispanic or Latino	Unknown	07/01/2022		09/14/2023	Unspecified manufacturer	
Male	01/24/1952	Not Hispanic or Not Lat	White	02/24/2021	03/25/2023			
Female	07/31/1935	Not Hispanic or Not Lat	Unknown	11/29/2022		06/01/2023	Bivalent Pfizer vaccine	
Female	06/27/1963	Not Hispanic or Not Lat	White	11/25/2020				
Female	03/10/1937	Unknown	White	03/24/2018				
Female	02/23/1956	Not Hispanic or Not Lat	White	12/01/2022	01/06/2023			
Female	10/18/1960	Not Hispanic or Not Lat	White	11/16/2019				
Female	10/22/1930	Not Hispanic or Not Lat	White	04/15/2021	01/22/2023	07/29/2021	Pfizer-BioNTech COVID-19	08/19/2021
Female	12/04/1960	Not Hispanic or Not Lat	White	07/01/2022				

When you click on the highlighted box above the column labeled “Hide all discharged residents,” the residents are hidden from the list view and the button changes to “Unhide all discharged residents.” This was added to simplify use of the person-level vaccination forms.

Person-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Unhide all discharged residents, Export SQL...

Gender **	Date of Birth **	Ethnicity **	Race **	Resident Admit Date *	Resident Discharge Date	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **
Female	01/15/1955	Hispanic or Latino	Unknown	07/01/2022		01/03/2022	Pfizer-BioNTech COVID-19	12/14/2022
Male	12/01/1955	Hispanic or Latino	American Indian/Alaska Native	07/06/2022		04/28/2021	Moderna COVID-19 vaccine	
Female	08/19/1953	Hispanic or Latino	Unknown	07/01/2022		01/04/2022	Moderna COVID-19 vaccine	11/14/2022
Male	09/01/1986	Not Hispanic or Not Lat	American Indian/Alaska Native	07/01/2022		04/27/2021	Pfizer-BioNTech COVID-19	05/23/2022
Female	08/20/1953	Hispanic or Latino	Unknown	07/01/2022		01/05/2022	Moderna COVID-19 vaccine	12/13/2022
Female	08/21/1953	Hispanic or Latino	Unknown	07/01/2022		01/06/2022	Moderna COVID-19 vaccine	12/14/2022
Female	08/15/1953	Hispanic or Latino	Unknown	07/01/2022		09/14/2023	Unspecified manufacturer	
Female	07/31/1935	Not Hispanic or Not Lat	Unknown	11/29/2022		06/01/2023	Bivalent Pfizer vaccine	
Female	06/27/1963	Not Hispanic or Not Lat	White	11/25/2020				
Female	03/10/1937	Unknown	White	03/24/2018				
Female	10/18/1960	Not Hispanic or Not Lat	White	11/16/2019				
Female	12/06/1950	Not Hispanic or Not Lat	White	07/24/2020				
Male	07/23/1926	Unknown	White	03/17/2017				
Male	10/23/1946	Not Hispanic or Not Lat	Unknown	09/26/2019				
Female	09/26/1953	Unknown	Unknown	07/17/2019				
Female	07/03/1940	Not Hispanic or Not Lat	White	10/03/2022				
Female	01/07/1944	Not Hispanic or Not Lat	White	09/20/2022				

View 1 - 40 of 136

Please note that data rows for hidden residents still exist and are included in the appropriate counts. Therefore, if you try to add a new row with the same ID as one resident who has been hidden, you will receive a message that the resident already exists, and their profile will appear on the screen.

Step 2: View Reporting Summary & Submit

Once all data have been entered and updated, select the “View Reporting Summary & Submit” button.

Person-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Export SQL...

Duplicate Row	Resident identifier *	Resident First Name * ↑	Resident Last Name *
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If data are **added or modified** on the Person-Level COVID-19 Vaccination Form, you must select the ‘View Reporting Summary & Submit’ button to feed these data to the Vaccination Summary module. You need to submit data for the most recent week by clicking ‘View Reporting Summary & Submit’, selectin the most recent week, and clicking “Save and Submit” at least once per week.

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents

Person-Level Form

Facility ID#: [redacted]

Vaccination type: COVID19

Week of data collection first day (Monday): 3/18/2024 (Never submitted) Select the week for submission

Week of data collection last day (Sunday): 03/24/2024 Review totals

Re-submit all changed weeks

Cumulative Vaccination Coverage		* All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during the week of data collection		90
2. *Cumulative number of residents in Question #1 who are up to date with COVID-19 vaccines. Please review the current definition of up to date		1
Please review the current definition of up to date: Key Terms and Up to Date Vaccination.		
3. Cumulative number of residents in Question #1 with other conditions:		
3.1 *Medical contraindication to COVID-19 vaccine		3
3.2 *Offered but declined COVID-19 vaccine		0
3.3 *Unknown/Other COVID-19 vaccination status		86

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.

2. Only save and submit data via the person-level form for weeks with complete person-level information for all residents who occupied a bed at the facility for at least 1 day during the reporting week. If you do not have complete person-level information on all residents for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

3. Save and Submit Data Done

On the Reporting Summary screen:

1. Select the week you are interested in submitting data for using the drop-down menu next to the box that says, “Week of data collection first day (Monday)”.
2. Please review the counts that are displayed for this week to ensure accuracy. The totals you see here were auto-calculated from the person-level data you entered.
3. Click “Save and Submit Data.” You will see a pop-up box that says, “Successfully saved.” Click OK. Now, you can either select another reporting week to submit or re-submit data for that week, or you can click “Done.”

When you click the ‘Week of data collection first day’ drop down menu, you will see each reporting week since the Person-Level Vaccination Forms became available listed. You will also note that there is sometimes text next to the date with information about the data for that week. A description of what each label means is below.

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents

Person-Level Form

Facility ID#: 14025

Vaccination type: COVID19

Week of data collection first day (Monday): 3/18/2024 (Never submitted)

Week of data collection last day (Sunday): 9/12/2022 (Changed since submitted using the person-level form) 1

9/19/2022 (Never submitted)

9/26/2022 (Not eligible for submission using the person-level form) 2

10/3/2022 (Not eligible for submission using the person-level form)

10/10/2022 (Never submitted)

Please review the current definition of up to date 10/17/2022 3

10/24/2022 (Never submitted)

10/31/2022 (Never submitted)

11/7/2022 (Never submitted)

11/14/2022 (Never submitted)

11/21/2022 (Never submitted) 4

11/28/2022 (Never submitted)

12/5/2022 (Never submitted)

12/12/2022 (Never submitted)

12/19/2022 (Not eligible for submission using the person-level form)

12/26/2022 (Never submitted)

1/2/2023 (Never submitted)

1/9/2023 (Never submitted)

1/16/2023 (Never submitted)

1/23/2023 (Never submitted)

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.

2. Only save and submit data via the person-level form for weeks with complete person-level information for all residents who occupied a bed at the facility for at least 1 day during the reporting week. If you do not have complete person-level information on all residents for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

1. **Changed since submitted using the event-level form:** The summary counts for one or more questions for that vaccination location/reporting week have changed since that vaccination location/week was last submitted using

the Person-Level Form. Please use the “Re-submit all changed weeks” button (next to the week of data collection drop down menu) to re-submit all vaccination location/weeks at the same time where the counts have changed. Note: this does not submit for weeks that have never been previously submitted. For a week that has never been previously submitted, you still must click that week and click “Save and Submit Data” at the bottom of the screen.

After the user clicks the “Re-submit all changed weeks” button, you will see this pop-up screen to confirm that you want to re-submit for the weeks marked as changed since last submitted. Click “Yes, re-submit.”

The screenshot shows a web form titled "COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents". The form includes fields for Facility ID#, Vaccination type, and data collection dates. A "Re-submit all changed weeks" button is visible. A "Confirm" dialog box is overlaid on the form, asking for confirmation to resubmit data for specific surveillance weeks. The dialog box lists the following weeks: 7/4/2022, 7/25/2022, 8/29/2022, 9/12/2022, 3/6/2023, 3/13/2023, 12/11/2023, 1/22/2024, and 1/29/2024. The dialog box has "Yes, re-submit" and "No, cancel" buttons. The background form shows a table with columns for "All Patients (Total)" and "Number of up to date".

	* All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during	31
2. *Cumulative number of residents in Question #1 who are up to date	2
3. Cumulative number of residents in Question #1 with other condition	
3.1 *Medical contraindication to COVID-19 vaccine	0
3.2 *Offered but declined COVID-19 vaccine	0
3.3 *Unknown/Other COVID-19 vaccination status	29

2. **Not eligible for submission using the event-level form:** Specific vaccination weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary .CSV upload (i.e., not the person-level form) are not eligible for submission using the Person-Level Vaccination Form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.
3. **If you only see a date, and there is no corresponding text:** This indicates that you already submitted data that week via the Person-Level form, and there have been no updates to the data for that week since submission. No action is needed!
4. **Never submitted:** Data for that vaccination reporting week have never been submitted by any form or reporting mechanism. These vaccination reporting weeks are eligible to submit using the Person-Level Vaccination Form.

It is important to understand that the data submitted from the person-level Reporting Summary screen transfers to the Weekly COVID-19 Vaccination Summary Module form (i.e., the traditional, aggregate, facility-level form).

Reporting Summary

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents

Person-Level Form

Facility ID#:

Vaccination type: COVID19 Re-submit all changed weeks

Week of data collection first day (Monday): 3/25/2024

Week of data collection last day (Sunday): 03/31/2024

Cumulative Vaccination Coverage		* All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	11	4
2. *Cumulative number of residents in Question #1 who are up to date with COVID-19 vaccines. Please review the current definition of up to date. Please review the current definition of up to date: Key Terms and Up to Date Vaccination.	0	0
3. Cumulative number of residents in Question #1 with other conditions:	0	0
3.1 *Medical contraindication to COVID-19 vaccine	0	0
3.2 *Offered but declined COVID-19 vaccine	0	0
3.3 *Unknown/Other COVID-19 vaccination status	7	7

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.
2. Only save and submit data via the person-level form for weeks with complete person-level information for all residents who occupied a bed at the facility for at least 1 day during the reporting week. If you do not have complete person-level information on all residents for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

Save and Submit Data **Done**



Weekly Aggregate Form

COVID-19 Vaccine: HCP COVID-19 Vaccine: Residents Influenza/RSV: Residents (Optional)

Resident COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: 03/29/2024 1:45PM *Vaccination type: COVID19 Facility CCN #:

*Facility ID: *Week of Data Collection: 03/25/2024 - 03/31/2024 *Date Last Modified: 03/29/2024 1:45PM

Cumulative Vaccination Coverage	
1. * Number of residents staying in this facility for at least 1 day during the week of data collection	11
2. * Cumulative number of residents in Question #1 who are up to date with COVID-19 vaccines. Please review the current definition of up to date: Key Terms and Up to Date Vaccination.	4
3. * Cumulative number of residents in Question #1 with other conditions:	0
3.1 * Medical contraindication to COVID-19 vaccine	0
3.2 * Offered but declined COVID-19 vaccine	0
3.3 * Unknown/Other COVID-19 vaccination status	7

Adverse Events following COVID-19 Vaccine(s)

Clinically significant adverse events should be reported to the Vaccine Adverse Event Reporting System (VAERS) at <https://vaers.hhs.gov/reportevent.html>. To help identify reports from NHSN sites, please enter your NHSN orgID in Box 26 of the VAERS form.

Clinically significant adverse events include vaccine administration errors and serious adverse events (such as death, life-threatening conditions, or inpatient hospitalization) that occur after vaccination, even if it is not certain that vaccination caused the event.

Other clinically significant adverse events may be described in the provider emergency use authorization (EUA) fact sheets or prescribing information for the COVID-19 vaccine(s). Healthcare providers should comply with VAERS reporting requirements described in EUAs or prescribing information.

After submitting these data, if you want to confirm that the data were successfully submitted to the Weekly COVID-19 Vaccination Summary Module, navigate to Vaccination Summary on the left-hand navigation bar and observe that the week of interest appears green, indicating that the data are complete for that week. You can also click on that week and confirm that the numbers match those that you submitted from the Reporting Summary.

NHSN Home

Alerts

Dashboard ▶

Reporting Plan ▶

Resident ▶

Event ▶

Summary Data ▶

COVID-19 ▶

Vaccination Summary

Import/Export

Vaccination Summary Data

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

Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

◀ 09 May 2022 - 19 June 2022 ▶ Record Complete Record Incomplete

Weekly Vaccination Calendar

05/09/2022 (Monday) - 05/15/2022 (Sunday)

COVID-19: HCW

COVID-19: Residents ←

As a reminder, when reviewing Vaccination Summary data, a user can always review the Create and Modify dates as described here: <https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/how-to-enter-data-ltcf-508.pdf>. The “Date Created” is auto-populated when data are initially entered and saved in the Weekly COVID-19 Vaccination Module data. The “Date Last Modified” is auto-populated based on the most recent date that changes were made to previously submitted COVID-19 Vaccination Module data.

Here are some example cases of entering data:

Example 1: An individual who was discharged and later returns to the facility

If a resident is discharged or leaves the facility for any reason, and then returns or is re-admitted within 1 week (7 days) or less, then nothing on their row needs to be changed and their information can continue to be maintained on the original row. If resident is discharged or leaves the facility for any reason for longer than 1 week (7 days), and returns or

is re-admitted after more than 1 week then, you should enter a discharge date on the day they were discharged, and you should duplicate their row (using the + button next to their row) and enter a new admission date on their new row.

Note: This is consistent with our guidance for the weekly summary forms that says to count all residents occupying a bed at this facility for at least 1 day (at least 24 hours) during the week of data collection.

If a healthcare worker leaves the facility for an extended period (greater than 2 weeks) and later returns, you will create a new row for this person when they return using the + button next to their original row. The original row will have an end date (the last day they worked there or the day they were discharged). The new row will have a new start date, and this date must be at least 2 weeks after the original row's end date. Unlike the current Excel data tracking worksheet, you should NOT delete the original start date.

Suppose a resident was discharged on 6/16/2022, and this resident is re-admitted on 6/30/2022. You will use the plus sign (+) next to the resident's original row to create a new, duplicate row for the resident where you will enter the new admission (admit) date. On the new row, you enter the new admission date of 6/30/2022. Also, confirm that the resident's vaccination information is correct and update as needed if there have been any changes since the last entry. Once all information is updated, select 'Save Row'.

- A. Select the plus sign (+) next to the resident's row to create a new, duplicate row.
- B. Enter the new 'Resident Admit Date'. In our example, you would enter 6/30/2022.
- C. Confirm that all vaccination fields are still correct and up to date.
- D. Select "Save Row"

Resident identifier *	Date of Birth **	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose
10000003	01/01/1945	06/30/2022		Sam		05/05/2022	Unsi

Delete	Duplicate Row	Resident identifier *	Date of Birth **	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose
<input type="checkbox"/>	<input type="checkbox"/>	001	06/01/1942	01/01/2020	03/27/2022	May		05
<input type="checkbox"/>	<input type="checkbox"/>	10000000	03/08/1950	06/02/2022		Simon		00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10000003	01/01/1945	05/03/2022	06/16/2022	Sam		05
<input type="checkbox"/>	<input type="checkbox"/>	10000001	03/08/2019	05/18/2022		John		01
<input type="checkbox"/>	<input type="checkbox"/>		05/18/2022			William		04
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Jennifer		01
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Wendell		10
<input type="checkbox"/>	<input type="checkbox"/>		05/01/2022			Karen		01
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Eric		00
<input type="checkbox"/>	<input type="checkbox"/>		04/26/2022			Stephen		11

Duplicate row. Use this feature if the resident leaves the facility for any reason for > 1 week. When they return, duplicate their row, and enter a new admit date, which is the day they return to the facility. On their prior row, enter a discharge date, which is the last day they were in the facility before they left.

Once you have updated all resident information and selected the save row button, there will be a second row for this resident displaying the updated resident information for the new admission. Anytime changes are made, please remember to always click out of the box where the most recent change was made and then click the "View Reporting Summary & Submit" button to review the summary page for accuracy and submit data for all updated weeks.

Example 2: A resident's vaccination status changes over time

Over time, a resident’s vaccination status may change. The Person-Level OVID-19 Vaccination form was designed to capture these changes.

For example, suppose a resident is admitted on 05/06/2022 and their vaccination status was unknown at that time. Enter the resident identifier, DOB, admit date, first name, and last name. Since the vaccination status is unknown, enter an unknown vaccination status date of 5/06/2022, as shown with box 1 below.

Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Resident Admit Date *	Resident Discharge Date *	Unknown COVID-19 vaccination status Date **	Additional/booster dose date **	Additional/booster dose type **
+	1000000000	WYNTER	NIGHTS	Female	09/05/2005	05/06/2022		05/06/2022		

Over the course of their first week at your facility, you learn they are unvaccinated and offer vaccine. They decline on 6/13/2022. You would update this record as indicated in box # 2 (below). Simply click in the cells to enter the declination date and declination reason. Do not delete the unknown vaccination status date.

Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Resident Admit Date *	Resident Discharge Date *	Unknown COVID-19 vaccination status Date **	Declination date **	Declination reason
+	1000000000	WYNTER	NIGHTS	Female	09/05/2005	05/06/2022		05/13/2022	Other	05/06/2022

As time goes on, the resident changes their mind and on 6/20/2022 they agree to receive their first dose of COVID-19 vaccine. This can also be updated in the same way. Click on the cells corresponding to dose 1 and provide the date and vaccine manufacturer name as shown with box 3 below. You would repeat this process again once the individual received any additional or booster doses. Do not delete the unknown vaccination status date or the declination date. You would maintain all three dates on this person’s row.

Duplicate Row	Resident Identifier *	Resident First Name *	Resident Last Name *	Gender **	Date of Birth **	Resident Admit Date *	Resident Discharge Date *	Unknown COVID-19 vaccination status Date **	Declination date **	Declination reason	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **
+	1000000000	WYNTER	NIGHTS	Female	09/05/2005	05/06/2022		05/13/2022	Other	05/06/2022	06/17/2022	Moderna COVID-19 vaccine

CSV File Batch Copy Instructions

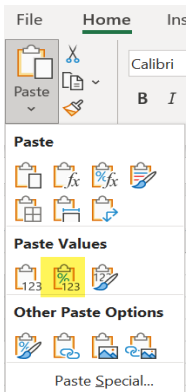
If you are copying data from an old .CSV to a new .CSV file, please follow the instructions below.

Please use the Variable description and file layout for residents and healthcare personnel of Long-Term Care Facilities (LTCFs) May 2023 document to assist with defining each variable in the .CSV template: [Group upload event level covid 19 \(cdc.gov\)](https://www.cdc.gov/group-upload-event-level-covid-19/)

1. Open your Resident .CSV file to prepare to batch copy your data
2. Batch copy the columns, paying close attention to ensure that the data matches the columns that you copy and paste into the updated forms.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
orgid	resid	resgname	ressurnam	resgender	dob	resethnici	resrace	resadmitda	resdischdat	dose1date	dose1mfg	dose2date	dose2mfg	seriescom	meddate	decdate	decreaso
14341	TEST5	TESTFIVE	TEST	M	10/6/1964	UNK	AMIN,ASI	1/5/2022		5/12/2022	MODERN	6/1/2022	PFIZBION	Y			
14341	TEST4	TESTFOUF	T	F	1/1/1956	HISP	AMIN,ASI	12/1/2021		6/31/2021	PFIZBION	7/28/2021	MODERN	Y			
14341	TEST3	TESTTHRE	T	M	9/1/1921	UNK	WHITE	3/1/2022		7/7/2022	MODERN	8/25/2022	MODERN	N			

- Place the cursor in the cell of each column that coincides with the correct data column
- Click the down arrow of the “Paste” option in the upper left corner
- Select the paste values option highlighted in yellow below



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
orgid	resid	dob	resadmitd	resdischd	resgname	ressurnam	dose1date	dose1mfg	dose2date	dose2mfg	meddate	decdate	decreaso	unkvacst	addtldose	addtldose	addtldose	boostdose

Once you have batch copied your data into the Person-Level COVID-19 Vaccination Data – .CSV file---Resident

- Insert date of birth (dob) in column F

Note: “Pfizer_BioNTech” need to be changed to “PFIZBION”

- In column U “addtldose” the word “BOOST” needs to be entered for weeks before 6/26/23.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
orgid	resid	resgname	ressurnam	resgender	dob	resethnici	resrace	resadmitda	resdischdat	dose1date	dose1mfg	dose2date	dose2mfg	seriescom	meddate	decdate	decreaso	unkvacst	addtldose	addtldose	addtldose	boostdose
14341	TEST5	TESTFIVE	TEST	M	10/6/1964	UNK	AMIN,ASI	1/5/2022		5/12/2022	MODERN	6/1/2022	PFIZBION	Y					6/22/2022	BOOST	MODERNA	
14341	TEST4	TESTFOUF	T	F	1/1/1956	HISP	AMIN,ASI	12/1/2021		6/31/2021	PFIZBION	7/28/2021	MODERN	Y					1/1/2022	BOOST	MODERNA	
14341	TEST3	TESTTHRE	T	M	9/1/1921	UNK	WHITE	3/1/2022		7/7/2022	MODERN	8/25/2022	MODERN	N					6/12/2022	BOOST	MODERNA	

When determining whether to select BOOST vs. ADDTL in the Additional/Booster dose column, please review the definitions. A **booster dose** is another dose of vaccine administered after receiving a primary vaccine series to enhance or restore protection which might have waned over time.

An **additional dose** is another dose of vaccine administered to people who were less likely to mount a protective immune response after initial vaccination. People who are moderately or severely immunocompromised should receive an additional dose.

Please also review the Up to date COVID-19 Vaccination Guidance: [UpTo Date Guidance Quarter 2 Of 2023 mockup 508 \(cdc.gov\)](#)

CSV File Upload (Optional)

CSV upload is often a helpful for initial data entry, for facilities with large numbers of HCW or for weeks with numerous status changes.

Users **do not need to use CSV file** templates or upload CSV files to use the Person-Level COVID-19 Vaccination Form. This section is intended to assist facilities that choose to use the upload CSV file option.

Please make sure you are using the most recent CSV file template when uploading your person-level COVID-19 vaccination data. In addition, make sure that you are using the person-level CSV file, and not the summary data CSV file.

To make sure that you are using the most recent CSV file template:

- Navigate to the [LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#) webpage
- Scroll down to the 'Person-Level COVID-19 Vaccination Data - CSV Data Import' section
- Select the most recent CSV template for person-level COVID-19 vaccination data

Another option to obtain the CSV file template:

User can export the data (or just the column headers if no data are entered) to a CSV file and use it as a template by clicking the **Export CSV...** button on the Person-Level Form.

Note: Remember to use the Variable description and file layout for Person-Level COVID-19 Vaccination Form PDF as a guide. Use this document to assist with defining each variable in the CSV template and entering data that are formatted correctly.

Export CSV Option

Step 1. Once data have been entered into the Person-Level COVID-19 Vaccination Form, if you wish to export these data to a CSV file, you can click 'Export CSV'. Note: Your data do not need to be exported because your records can be completely maintained in NHSN.

Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., **Export CSV...**, Export SQL...

Required fields marked with * Conditionally required fields marked with **

Delete	Duplicate Row	Resident identifier *	Date of Birth **	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose
<input type="checkbox"/>	+	001	02/13/1969	05/01/2022		May	M	11/1
<input type="checkbox"/>	+	002	06/01/1942	01/21/2017		Man	Test	12/2
<input type="checkbox"/>	+	003	01/10/1958	01/06/2021		Showers	A	01/3
<input type="checkbox"/>	+	004	04/19/1960	03/23/2021		Mouse	M	02/0
<input type="checkbox"/>	+	005	11/26/1955	01/05/2022		Flowers	M	01/0
<input type="checkbox"/>	+	006	03/25/1956	05/10/2022		Sparkler	J	02/1

Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Export SQL...

Required fields marked with * Conditionally required fields marked with **

Delete	Duplicate Row	Resident identifier *	Date of Birth **	Resident Date	Resident Last Name *	Dose
<input type="checkbox"/>	+	001	02/13/1969	05/01/20	M	11/1
<input type="checkbox"/>	+	002	06/01/1942	01/21/20	Test	12/2
<input type="checkbox"/>	+	003	01/10/1958	01/06/20	A	01/3
<input type="checkbox"/>	+	004	04/19/1960	03/23/20	M	02/0
<input type="checkbox"/>	+	005	11/26/1955	01/05/20	M	01/0
<input type="checkbox"/>	+	006	03/25/1956	05/10/20	J	02/1

Internet Explorer dialog: What do you want to do with covid19.csv?
Size: 1.44 KB
Type: Microsoft Excel
From: [unclear]
Options: Open, Save, Save as, Cancel

Step 2. You will then see a screen that opens asking what you want to do with the covid19.csv file, select 'Open' to view the .CSV file or select 'Save as' to save the .CSV on your computer.

How to Upload CSV

After you have transferred your data to the CSV file template, please follow the steps below to upload the CSV file to the Person-Level Form in NHSN.

- A. Click "Upload CSV..."
- B. Click "Choose File" to locate the saved file and select the .CSV file that you added your data.

C. Once the selected file is visible in the Browse box, you will then click the 'Upload CSV' button at the bottom of the page

Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV..., Export SQL...

Upload CSV file dialog:

Please select a CSV file containing:

Choose File No file chosen

Upload CSV Cancel

Delete	Duplicate Row	Resident identifier *	Date of Birth **	Resident Last Name *	Dose
<input type="checkbox"/>	+	001	02/13/1969		11/1
<input type="checkbox"/>	+	002	06/01/1942		12/2
<input type="checkbox"/>	+	003	01/10/1958		01/3
<input type="checkbox"/>	+	004	04/19/1960		02/0
<input type="checkbox"/>	+	005	11/26/1955		01/0
<input type="checkbox"/>	+	006	03/25/1956		02/1

Note: If any errors are found during upload, those will be described in the pop-up window. Please correct any rows with errors and resubmit.

D. Submit the Person-Level data to the Weekly Summary Module using the "View Reporting Summary & Submit" button. Please see the sections in this document above regarding saving and submitting data.

Event-Level COVID-19 Vaccination Form - Residents

Buttons: Add Row..., View Reporting Summary & Submit..., Upload CSV..., Export CSV...

View Reporting Summary & Submit...

Duplicate Row	Resident identifier *	Date of Birth **	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *
+	10000000000	06/28/1942	05/06/2020			
+	3638	10/03/1943	02/12/2020			
+	3639	10/03/1943	02/12/2020			
+	3878	09/17/1946	12/28/2020			

Note: A message will appear describing the number of records that were successfully uploaded. In this example there were 10 records that were successfully uploaded.

The screenshot shows a multi-layered interface. At the top, a notification box from 'nhsn2.cdc.gov' states 'Successfully uploaded CSV.' and 'Added 10 records.' with an 'OK' button. Below this is an 'Upload CSV file' dialog box with a file selection button. A 'Please wait...' progress bar is visible, showing 'Processing 'Event-level-covid19-vacc-ltc-resCSV2.csv (1%)'. At the bottom, there are 'Upload CSV' and 'Cancel' buttons. The background shows a table with dates like '06/15', '04/12', and '12/27'.

E. After submitting these data, navigate to Vaccination Summary on the left-hand navigation bar and observe that the “Record Complete” icon in the report key for the Vaccination Summary Data page will turn green indicating that the data have been successfully saved for the reporting week(s).

The screenshot displays the 'Vaccination Summary Data' page. It features a header with a globe icon and the title 'Vaccination Summary Data'. Below the header, there is a clipboard icon and the instruction: 'Click a cell to begin entering data for the week which counts are reported.' A note follows: 'Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.' The main content area includes a date range selector for '15 August 2022 - 25 September 2022' and a legend with two items: 'Record Complete' (represented by a dark green square) and 'Record Incomplete' (represented by a light yellow square). Below the legend is a 'Weekly Vaccination Calendar' for the period '08/15/2022 (Monday) - 08/21/2022 (Sunday)'. Two rows are visible in the calendar, both with green checkmarks: 'COVID-19: HCW' and 'COVID-19: Residents'.

Additional Resources:

Weekly COVID-19 Vaccination

[LTCF | COVID-19/Respiratory Pathogens Vaccination | NHSN | CDC](#)

Person-Level Trainings (Recordings and Slide sets)

https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#anchor_1710769934

[Person-Level COVID-19 Vaccination Forms - Instructions and Guidance Documents](#)

[Person-Level COVID-19 Vaccination Data - CSV Data Import](#)