Quick Reference Guide: How to Enter Data for Long-Term Care Facilities

Getting Started with Weekly COVID-19 Vaccination Reporting

The purpose of this document is to assist long-term care facilities (LTCFs) with reporting weekly COVID-19 vaccination data for residents and healthcare personnel (HCP)) through CDC’s NHSN. This reporting can help facilities monitor COVID-19 vaccination coverage over time. This document outlines the steps facilities should take to enter data.

Overview

This document will go over the steps of how to enter data for each of the three data entry options:

1. Directly into the data entry screens of the COVID-19 Vaccination Modules
2. CSV upload into the Weekly COVID-19 Vaccination Modules
3. As of March 28, 2022, facilities also have the option to use the event-level/person-level COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules. The event-level forms replaced the optional excel data tracking worksheets previously offered to facilities to assist with reporting to the Weekly COVID-19 Vaccination Modules. Event-level/person-level data can be submitted via the data entry screen within the application, or through .CSV upload. More on this here: Event Level (Person Level) COVID-19 Vaccination Forms

Create a Monthly Reporting Plan

***This step is only necessary if reporting data for weeks with weekending dates 7/15/2021 through week-ending 5/29/2022. The requirement to submit a Monthly Reporting Plan (MRP) for Weekly COVID-19 Vaccination Summary data was removed beginning with reporting for June 2022 and onward. If reporting data for weeks in June 2022 or later, please skip to the section titled, “Entering Weekly COVID-19 Vaccination Data for HCP”

A Monthly Reporting Plan (MRP) indicates to the NHSN system which modules and protocols a user intends to follow for surveillance purposes in a specific month. Facilities must complete the MRP before entering data for that month. Starting with data entered for reporting in June 2022 and onward, users instead attest that data are submitted according to protocols when saving or uploading data for each reporting week.

Level 3 SAMS access is needed to enter an MRP. In order to increase SAMS access from Level 1 to Level 3, please contact the SAMS help desk at 877-681-2901 or samshelp@cdc.gov.

1. From the Long-term Care Facility Component Home Page, select “Reporting Plan” then “Add”.

JULY 2022
2. Select correct month and year from dropdown menus.

3. Check appropriate box next to “COVID-19 Vaccination Summary” for reporting facility data.

4. Click “Save”.

5. “Plan saved successfully” will appear in a green box at the top of the page.

6. Click “Next” to proceed to update MRP for any other months. Please note that you can create plans for multiple months in advance.
Once a MRP has been completed, yellow boxes will appear on the “Weekly Vaccination Calendar” indicating that there are COVID-19 vaccination data that can be entered for the week.

Direct entry into the data entry screens of the COVID-19 Vaccination Modules

Entering Weekly COVID-19 Vaccination Data for Residents

1. Access the LTCF Component homepage in NHSN.
2. Click on “COVID-19” on the left-hand navigation bar.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.

5. Fill out the form with your data. Please note that required fields are indicated by an asterisk. For complete reporting instructions see: [COVID-19 Vaccination Module for Long-Term Care Residents TOI (cdc.gov)](https://www.cdc.gov). This should link to the TOI for the COVID-19 Vaccination Modules.
Entering Weekly COVID-19 Vaccination Data for HCP

1. Access the LTCF Component homepage in NHSN.
2. Click on “COVID-19” on the left-hand navigation bar.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
5. Fill out the form with your data. Please note that required fields are indicated by an asterisk. For complete reporting instructions see: [57.149 Instructions for Completion of the Weekly Healthcare Personnel Vaccination Summary Form Non-LTCF HCP (cdc.gov)](https://www.cdc.gov). This should link to the TOI for the COVID-19 Vaccination Modules.
### Healthcare Personnel (HCP) Categories

<table>
<thead>
<tr>
<th></th>
<th>Employee HCP</th>
<th>Non-Employee HCP</th>
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<tbody>
<tr>
<td><strong>All Core HCP</strong></td>
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<td>(Total)⁴</td>
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<tr>
<td><strong>All HCP</strong></td>
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<td>(Total)³</td>
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<tr>
<td><strong>Employees</strong></td>
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<tr>
<td>(staff on facility payroll)²</td>
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<td><strong>Non-employee HCP</strong></td>
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<td>(licensed independent practitioners)¹</td>
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<tr>
<td><strong>Adult</strong></td>
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<tr>
<td>students/trainees/volunteers⁴</td>
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<tr>
<td><strong>Other contract personnel²</strong></td>
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1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection*

2. *Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccine(s) at this facility or elsewhere since December 2020:

   2.1 Only 1 dose of a two-dose Primary COVID-19 vaccine series

   2.2 Any completed Primary COVID-19 vaccine series

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

   3.1 Medical contraindication to COVID-19 vaccine

   3.2 Offered but declined COVID-19 vaccine

   3.3 Unknown COVID-19 vaccination status

4. *Cumulative number of HCP with complete primary series vaccine in Question #2 who have received any booster(s) or additional dose(s) of COVID-19 vaccine since August 2021

   Question 5 asks about individuals who are up to date. Please review the current definition of up to date.

   5.1 Cumulative number of HCP in question

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**.CSV upload into the Weekly COVID-19 Vaccination Modules**

Data can also be submitted through .CSV upload. For more information, please review our resources on this process available here: [https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#csv](https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html#csv)
Additional Resources

Event-Level/Person-Level Vaccination Forms

The Event-Level Vaccination Forms are another way that LTC resident and staff COVID-19 Vaccination data can be reported to the Weekly COVID-19 Vaccination Modules. Data can be entered into the Event-Level vaccination forms using the web-based form, or via CSV upload. Please see the following resource: Event Level Vaccination Form Quick Reference Guide Updated (cdc.gov) for more information.

Checking create and modify dates

Regardless of the method used to report, once Weekly COVID-19 Vaccination Module data are saved in NHSN a “create date” will be auto-populated on the data entry screen. Additionally, the “date modified” field will display the most recent date changes have been made to the submitted data.
A facility can check create and modify dates by running a line listing report based on the dates of interest. Simply run a line listing report, set the time period to the appropriate period, add the create date and modify date variables to the selected variables box, and then examine the final report. If the create dates match the modify dates, then you will know that no changes were made after initial data entry. If the modify date is more recent than the create date, then you know that the data were modified after initial data entry. To find additional detailed instructions see Quick Reference Guide, How to check create date.docx (sharepoint.com).

Training materials

Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: Weekly HCP & Resident COVID-19 Vaccination | LTCF | NHSN | CDC

Please send any questions via e-mail to: nhsn@cdc.gov with ‘Weekly COVID-19 Vaccination’ in the subject line.

**While this reference guide covers how to use the data tracking worksheet for residents of LTCFs, the same instructions apply to using the data tracking worksheet for healthcare personnel**