

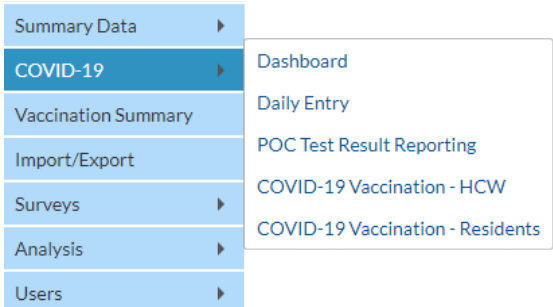
# LONG-TERM CARE FACILITY (LTCF) Weekly COVID-19 Vaccination Reporting

## 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.

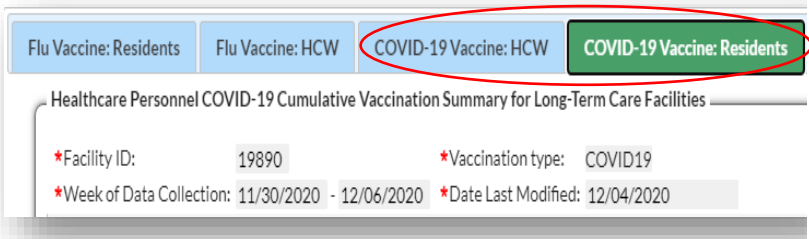
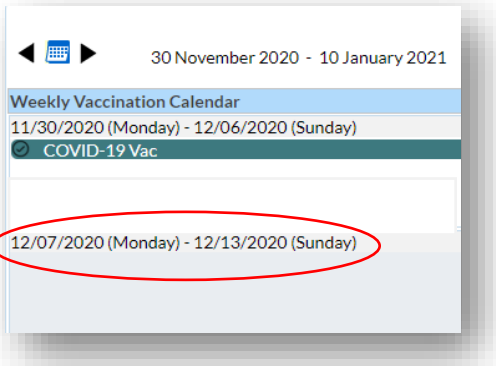
### Entering Weekly COVID-19 Vaccination Data for Residents

1. Access the LTCF Component homepage in NHSN.
2. Click on ‘COVID-19’ on the left-hand navigation bar.
3. Select ‘COVID-19 Vaccination – Residents’ from the options listed.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
5. To report data for residents, click on the ‘COVID-19 Vaccine: Residents’ tab on the data entry screen.
6. Enter data and be sure to click ‘Save’ at the bottom of the data entry screen.



### 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.
3. Select ‘COVID-19 Vaccination – HCW’ from the options listed.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
5. To report data for HCP, click on the ‘COVID-19 Vaccine: HCW’ tab on the data entry screen.
6. Enter data and be sure to click ‘Save’ at the bottom of the data entry screen.



### Resources

- Training materials, such as data collection forms, tables of instructions for completion of the forms, and presentation slides are available at: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>
- Please send any questions via e-mail to: [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with ‘Weekly COVID-19 Vaccination’ in the subject line.