

# LONG TERM CARE FACILITY

## Weekly COVID-19 Vaccination Reporting

December 2021

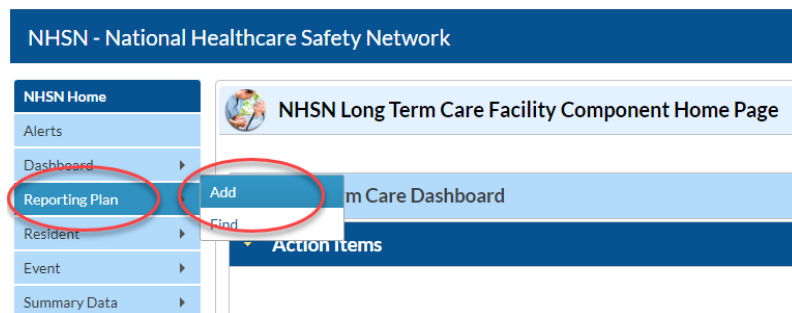
### Getting Started with Weekly COVID-19 Vaccination Reporting

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)/healthcare workers (HCW) 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.

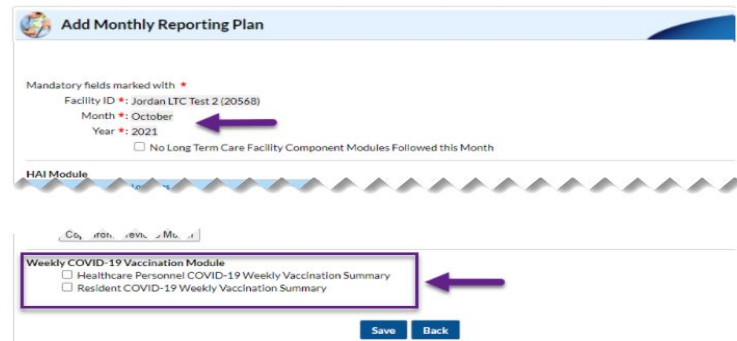
### Create a Monthly Reporting Plan

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. Please note that level 3 SAMS access is needed to enter an MRP. For information on how to increase SAMS user access from level 1 to level 3, please see [Increasing LTCF SAMS Level Access to NHSN | NHSN | CDC](#).

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



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".



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Zoonotic Infectious Diseases

- “Plan saved successfully” will appear in a green box at the top of the page.
- Click “Next” to proceed to update the next MRP. Please note that you can create multiple plans in advance.

**View Monthly Reporting Plan**

✔ Plan saved successfully.

Mandatory fields marked with \*

Facility ID \*: Jordan LTC Test 2 (20568)

Month \*: October

Year \*: 2021

No Long Term Care Facility Component Modules Followed this Month

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HAI Module

.C. .w. .p. .n. .v. .e.

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Weekly COVID-19 Vaccination Module

Healthcare Personnel COVID-19 Weekly Vaccination Summary

Resident COVID-19 Weekly Vaccination Summary

- Once an 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.
- Click the yellow box to enter the HCW or Resident COVID-19 Vaccination data for the week.

**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. If you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

◀
▶
30 August 2021 - 10 October 2021

Record Complete

Record Incomplete

**Weekly Vaccination Calendar**

08/30/2021 (Monday) - 09/05/2021 (Sunday)

COVID-19: HCW ←

COVID-19: Residents

09/06/2021 (Monday) - 09/12/2021 (Sunday)

COVID-19: HCW

COVID-19: Residents



## 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.
3. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
4. To report data for residents, click on the “COVID-19 Vaccine: Residents” tab on the data entry screen (A).
5. Enter data (B) and be sure to click “Save” at the bottom of the data entry screen (C). Please note that required fields are indicated by an asterisk. For complete reporting instructions see: [TOI Resident Impact and Facility Capacity \(cdc.gov\)](#)
6. Once 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 (D). A facility can check create and modify dates by running a line listing report based on the dates that are in question. Simply run a line listing report, set the time period to the appropriate period, add the create and modify date variables to the selected variable 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. To find additional detailed instructions see [Line Lists of COVID-19 Vaccination Data: Checking Create Dates \(cdc.gov\)](#).

## 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.
3. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
4. To report data for HCP, click on the “COVID-19 Vaccine: HCW” tab on the data entry screen (A).
5. Enter data (B) and be sure to click “Save” (C) at the bottom of the data entry screen. Please note that required fields are indicated by an asterisk. For complete reporting instructions see: [TOI Resident Impact and Facility Capacity \(cdc.gov\)](#)
6. Once 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 (D). A facility is able to check create and modify dates by running a line listing report based on the dates that are in question. Simply run a line listing report, set the time period to the appropriate period, add the create and modify date variables to the selected variable 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. To find additional detailed instructions see [Line Lists of COVID-19 Vaccination Data: Checking Create Dates \(cdc.gov\)](#).



**A** Vaccine Data

COVID-19 Vaccine: HCW    COVID-19 Vaccine: Residents

Healthcare Personnel (HCP) COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: 10/26/2021 2:47PM    Facility ID: 14025    Vaccination type: COVID-19    Facility CCN #: IUW000000  
 Week of Data Collection: 10/25/2021 - 10/31/2021    Date Last Modified: 10/26/2021 2:49PM

**B** Enter data into required fields (\*)

**D**

Fields that are greyed are auto-populated by NHSN

	All HCP (Total) <sup>a</sup>		Employee HCP		Non-Employee HCP	
	All Core HCP (Total) <sup>a</sup>	All HCP (Total) <sup>b</sup>	Employees (staff on facility payroll) <sup>c</sup>	Non-employee HCP (licensed independent practitioners) <sup>d</sup>	Adult students/trainees/volunteers <sup>e</sup>	Other contract personnel <sup>f</sup>
1. Number of HCP that were eligible to day during the week of data collection	0	0				
2. Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020: Add vaccine: [vaccine dropdown] 2.5 Dose of Janssen COVID-19 vaccine Any completed COVID-19 vaccine series	0	0		0	0	0
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	0	0	0	0	0	0
4. Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine: 5. Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021: 5.3 Additional dose or booster of Janssen COVID-19 vaccine Any Additional dose or booster of COVID-19 vaccine series	0	0	0	0	0	0

**C** Save Cancel

### Additional Resources

Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: [COVID-19 Module](#) | [LTCF](#) | [NHSN](#) | [CDC](#)

Please send any questions via e-mail to: [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with 'Weekly COVID-19 Vaccination' in the subject line.

