

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”.

NHSN - National Healthcare Safety Network

NHSN Home

Alerts

Dashboard

Reporting Plan

Resident

Event

Summary Data

NHSN Long Term Care Facility Component Home Page

Add

Action Items

2. Select correct month and year from dropdown menus.

Add Monthly Reporting Plan

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

HAI Module

COVID-19 Vaccination Module

Healthcare Personnel COVID-19 Weekly Vaccination Summary

Resident COVID-19 Weekly Vaccination Summary

Save Back

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 the next MRP. Please note that you can create multiple plans in advance.

The screenshot shows the 'View Monthly Reporting Plan' interface. At the top, there's a green banner with a checkmark icon and the text 'Plan saved successfully.' Below it, a message states 'Mandatory fields marked with *'. It lists 'Facility ID *: Jordan LTC Test 2 (20568)', 'Month *: October', and 'Year *: 2021'. A checkbox labeled 'No Long Term Care Facility Component Modules Followed this Month' is unchecked. A decorative wavy bar labeled 'HAI Module' follows. Below this, a navigation bar has icons for 'G', 'W', 'A', 'D', 'C', 'L', 'I', 'E', 'R', 'S', 'T', 'U', 'V', 'X', 'Y', 'Z'. Under 'Weekly COVID-19 Vaccination Module', two checkboxes are shown: 'Healthcare Personnel COVID-19 Weekly Vaccination Summary' (unchecked) and 'Resident COVID-19 Weekly Vaccination Summary' (checked).

7. 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.
8. Click the yellow box to enter the HCW or Resident COVID-19 Vaccination data for the week.

The screenshot shows the 'Vaccination Summary Data' page. It includes a note to click a cell to begin entering data for the week. A message about reporting side effects after vaccination is present. The 'Record Incomplete' status is shown. The 'Weekly Vaccination Calendar' section displays two rows. The first row, for '08/30/2021 (Monday) - 09/05/2021 (Sunday)', has two items: 'COVID-19: HCW' and 'COVID-19: Residents', both with checked checkboxes. A purple arrow points to the 'COVID-19: HCW' checkbox. The second row, for '09/06/2021 (Monday) - 09/12/2021 (Sunday)', also has two items: 'COVID-19: HCW' and 'COVID-19: Residents', both with checked checkboxes.



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

B Enter data into required fields (*)

C

D

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

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

Date Created: 10/24/2021 2:47PM Vaccination type: COVID19 Facility CCN #: IUY1000000

Facility ID: 14025 Date Last Modified: 10/26/2021 3:49PM

Cumulative Vaccination Coverage

		Employee HCP		Non-Employee HCP	
		All Core HCP (Total)*	All HCP (Total)*	Employees (staff on facility payroll)*	Non-employee HCP (licensed independent practitioners)*
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 vaccination at this facility or elsewhere since December 2020:	Add vaccine:	0	0	0	0
III. 2.5 *Dose of Janssen COVID-19 vaccine		0	0	0	0
*Any completed COVID-19 vaccine series		0	0	0	0
3. *Cumulative number of HCP in Question #1 with other conditions:		0	0	0	0
3.1 *Medical contraindication to COVID-19 vaccine		0	0	0	0
3.2 *Offered but declined COVID-19 vaccine		0	0	0	0
3.3 *Unknown COVID-19 vaccination status		0	0	0	0
4. *Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:		0	0	0	0
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:	Add vaccine:	0	0	0	0
III. 5.3 *Additional dose or booster of Janssen COVID-19 vaccine		0	0	0	0
*Any Additional dose or booster of COVID-19 vaccine series		0	0	0	0

* sum of Employees (staff on facility payroll), Licensed independent practitioners: Physicians, advanced practice nurses, Physician assistants, Adult students/trainees & volunteers and Other Contract Personnel. All (non-contract)
 * sum of Employees (staff on facility payroll), Licensed independent practitioners: Physicians, advanced practice nurses, Physician assistants, and Adult students/trainees & volunteers
 * all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
 * 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.
 * adult students/trainees and volunteers: 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

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 with 'Weekly COVID-19 Vaccination' in the subject line.

