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”.
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.

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.

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**Weekly COVID-19 Vaccination Module**

- Healthcare Personnel COVID-19 Weekly Vaccination Summary
- Resident COVID-19 Weekly Vaccination Summary

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**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](https://vaers.hhs.gov/reportevent.html)

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**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.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
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.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
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).
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.