

NHSN Person-Level COVID-19 Vaccination Forms

Weekly COVID-19 Vaccination Reporting

What is a Person-Level form?

The Person-Level COVID-19 Vaccination Forms are **optional** tools developed to assist facilities with entering, managing, and tracking person-level data on COVID-19 vaccination directly in NHSN. These tools capture changes in individuals' vaccination status over time and calculate how many individuals fall into each vaccination category on the weekly summary form.

3 Ways to Report Vaccination Data:

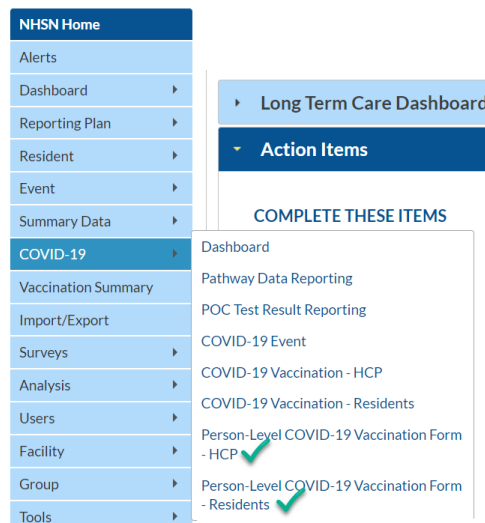
1. Manual data entry into the Weekly COVID-19 Vaccination Modules.
2. .CSV upload into the Weekly COVID-19 Vaccination Modules.
3. Long-term Care Facilities (LTCFs) can use the Person-Level COVID-19 Vaccination Forms and select the "view reporting summary and submit" button to submit these data to the Weekly Modules.

How to access the Person-Level Forms?

1. The NHSN user must be a SAMS Level 3 user.
2. Log into to the LTCF Component.
3. Navigate to the COVID-19 tab on the left-hand navigation bar (see image on right).

Additional Information:

1. The 'Staff/Visitor-Add, Edit, Delete' and 'Staff/Visitor-view' boxes must be selected prior to entering person-level HCP vaccination data. Facility administrators automatically have these rights. See How-To Guide for more information: <https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/event-qrg-508.pdf>
2. Each individual must have a **UNIQUE** identifier.
3. Once data are entered and saved for an individual, the row **cannot** be deleted, but data can be updated by editing the row.



Resources:

- [Training Slides](#) and [YouTube Link](#)
- [Person-Level COVID-19 Vaccination Forms - Instructions and Guidance Documents](#)
- [Person-Level COVID-19 Vaccination Data - CSV Data Import](#)
- FAQs: [Person-Level Reporting: Data entry](#)

If you have questions, please send an e-mail to NHSN@cdc.gov with 'COVID-19 Vaccination Person-Level Data' in the subject line.



Centers for Disease Control
and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases