What is the Person-Level form?
The event-level (person-level) forms are optional tools developed to assist facilities with entering, logging, and tracking person-level data on COVID-19 vaccination directly in NHSN. These tools capture changes in individuals’ vaccination status over time and calculates how many individuals fall into each category on the weekly summary form. Please note that these tools replaced the optional Excel data tracking worksheets for long-term care facilities (LTCFs).

How to access the form?
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.

3 Ways to Report Vaccination Data:
2. .CSV upload into the Weekly COVID-19 Vaccination Modules.
3. As of March 28, 2022, LTCFs can use the event-level (person-level) COVID-19 vaccination forms and select the “view reporting summary and submit” button to submit these data to the Weekly Modules.

Additional Information:
1. Each individual must have a UNIQUE identifier.
2. Remember to only use this tool to submit for weeks you have COMPLETE person-level data.
   If you use the event-level (person-level) form to enter data and click save and submit, it will overwrite data that were previously entered using the summary form and vice versa.
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: NHSN Event-Level Vaccination Forms: Office Hours and FAQs – June 2022
- Training Slides: NHSN Event-level Vaccination Forms: Office Hours and FAQs
- .CSV templates for Event-level (Person-Level) COVID-19 Vaccination Forms for LTCF Residents and HCP
- Event-level COVID-19 Vaccination Form Quick Reference Guide
- FAQs: Event-Level (Person-Level) Reporting: Data entry

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