NHSN Person-Level COVID-19 Vaccination Forms

Weekly COVID-19 Vaccination Reporting

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.

### What is the 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.

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.
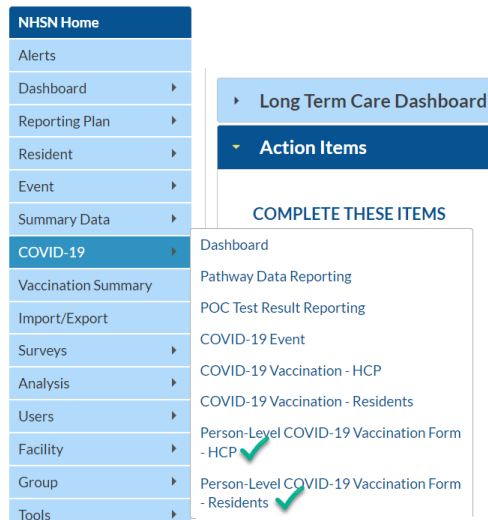
Resources:

- 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