

COVID-19 Vaccination Quick Reference Guides in Response to Quarterly Combined Data Quality Checks

July 2024

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Overview

This document contains reference guides to aid users in reviewing their vaccination data reported to NHSN in response to the Quarterly Data Quality (DQ) reports.

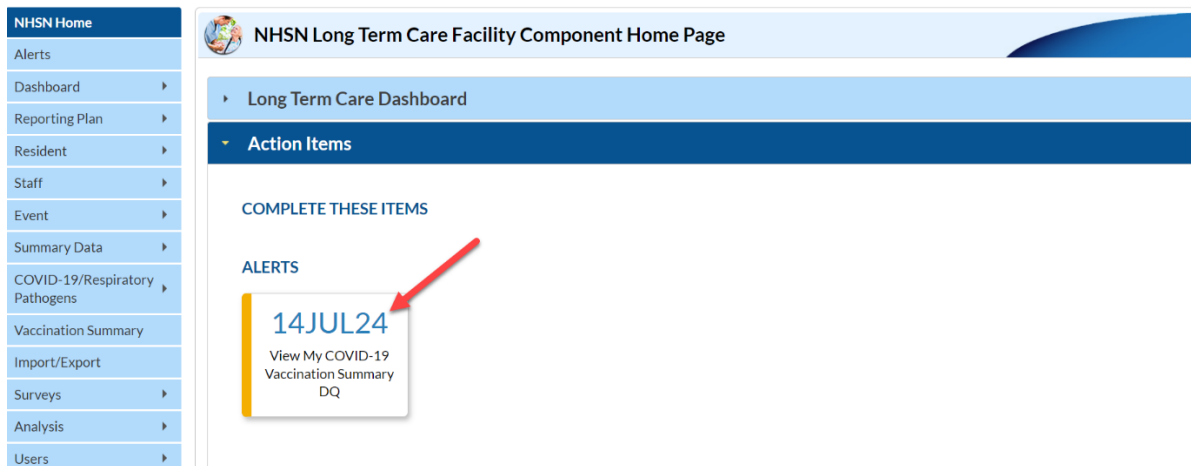
DQ Check #	DQ Description	Action Requested	Reference Guide
1	Facility did not report any data for reporting weeks in Month 1, Month 2, or Month 3	Please review and report data for one or more weeks of Month 1, Month 2, and Month 3 (e.g., January 2024, February 2024, or March 2024).	Identifying if COVID-19 Vaccination Data were Reported
2	High percentage of individuals reported to be up to date with COVID-19 vaccine (Question 2)	Please confirm that the percentage of individuals who are up to date with COVID-19 vaccination is correct. We suggest checking the reported number of residents, healthcare personnel, or patients (Question 1) and the reported number of those who are up to date with COVID-19 vaccination (Question 2).	Reporting Up To Date COVID-19 Vaccination Status
3	High percentage of individuals reported to have a medical contraindication to COVID-19 vaccine (Question 3.1)	Please confirm that the number of individuals who have a medical contraindication is correct. We suggest checking the reported number of residents, healthcare personnel, or patients (Question 1) and the reported number of those with a medical contraindication (Question 3.1).	COVID-19 Vaccination Reporting for individuals with Medical Contraindications
4	High percentage of individuals reported to have declined COVID-19 vaccine (Question 3.2)	Please confirm that the number of individuals who declined COVID-19 vaccination is correct. We suggest checking the reported number of residents, healthcare personnel, or patients (Question 1) and the reported number of those who declined vaccination (Question 3.2).	Reporting COVID-19 Vaccinations among Individuals that have Declined COVID-19 Vaccination
5	High percentage of individuals with unknown/other COVID-19 vaccination status (Question 3.3)	Please confirm that the number of individuals who have unknown/other COVID-19 vaccination status is correct. We suggest checking the reported number of residents, healthcare personnel, or patients (Question 1) and the reported number with unknown vaccination status (Question 3.3).	Reporting COVID-19 Vaccination for Individuals with Unknown COVID-19 Vaccination Status
6	Number of individuals (or up to date vaccination percentages) increased or decreased by greater than 30% compared to the prior week	Please confirm that both the number of residents, healthcare personnel, or patients reported in Question 1, and the number who are up to date with COVID-19 vaccination reported in Question 2, are correct.	Reporting Changes in COVID-19 Vaccination Data



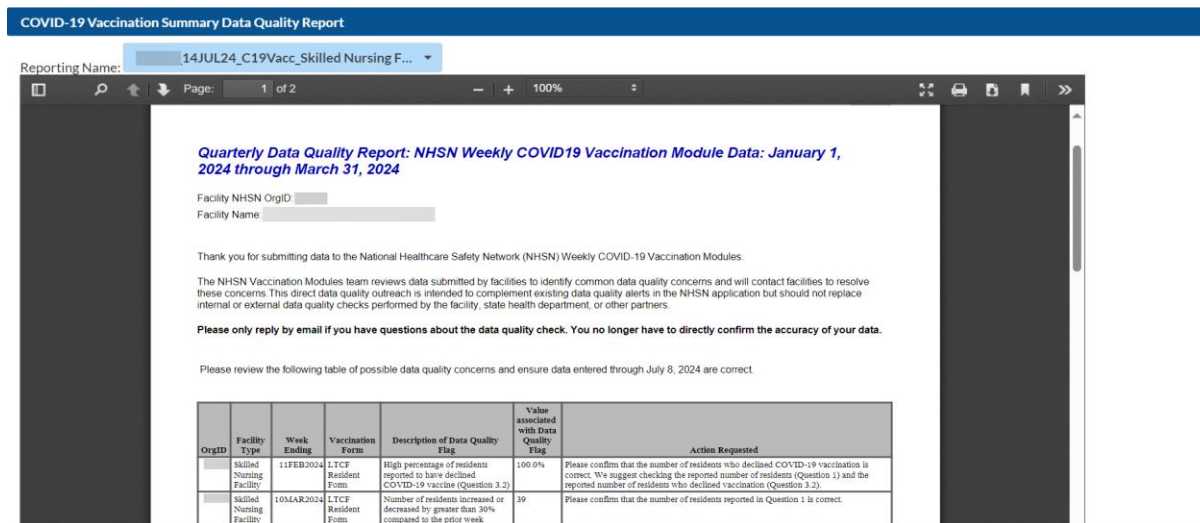
Accessing the Quarterly Data Quality Reports

Healthcare facilities that report COVID-19 vaccination data in the Long-Term Care Facility Care Facility (LTCF) Component and the Healthcare Personnel Safety (HPS) Component can access their Quarterly Data Quality reports in the **Alerts** section of the NHSN homepage. **Please note:** For illustrative purposes we are using the LTCF Component for this example; however, accessing the Quarterly Data Quality reports will be the same for the HPS Component.

The name of the alert that contains the Quarterly Data Quality report is “**View My COVID-19 Vaccination Summary DQ**”, as highlighted in the screenshot below:



The date that appears on the “**View My COVID-19 Vaccination Summary DQ**” alert will correspond to the date of upload of the most recent Quarterly Data Quality report. Please click on the date that is displayed to view the most recent Quarterly Data Quality report:



A table will be included in the Quarterly Data Quality report that contains all the data quality checks a facility has received for data submitted during the reporting quarter of interest. Once the data specified in the data quality checks have been reviewed and addressed as needed, you can disregard the Quarterly Data Quality report. The alert will continue to display on the NHSN homepage, as it contains a collection of all Quarterly Data Quality reports a facility has



received. To view historic Quarterly Data Quality reports, click on the drop-down box as indicated in the screenshot below:

COVID-19 Vaccination Summary Data Quality Report

Reporting Name: _14JUL24_C19Vacc_Skilled Nursing F... ←

- _14JUL24_C19Vacc_Skilled Nursing Facility_QuarterlyDQ.pdf
- _18JAN24_C19Vacc_QuarterlyDQ.pdf
- _13OCT23_C19Vacc_QuarterlyDQ.pdf
- _21JUL23_C19Vacc_QuarterlyDQ.pdf
- _11JUL23_C19Vacc_QuarterlyDQ.pdf

2019 Vaccination Module Data: January 1,

Facility NHSN OrgID: [redacted]
Facility Name: [redacted]

Thank you for submitting data to the National Healthcare Safety Network (NHSN) Weekly COVID-19 Vaccination Modules.

The NHSN Vaccination Modules team reviews data submitted by facilities to identify common data quality concerns and will contact facilities to resolve these concerns. This direct data quality outreach is intended to complement existing data quality alerts in the NHSN application but should not replace internal or external data quality checks performed by the facility, state health department, or other partners.

Please only reply by email if you have questions about the data quality check. You no longer have to directly confirm the accuracy of your data.

Please review the following table of possible data quality concerns and ensure data entered through July 8, 2024 are correct.

OrgID	Facility Type	Week Ending	Vaccination Form	Description of Data Quality Flag	Value associated with Data Quality Flag	Action Requested
	Skilled Nursing Facility	11FEB2024	LTCF Resident Form	High percentage of residents reported to have declined COVID-19 vaccine (Question 3.2)	100.0%	Please confirm that the number of residents who declined COVID-19 vaccination is correct. We suggest checking the reported number of residents (Question 1) and the reported number of residents who declined vaccination (Question 3.2).
	Skilled Nursing Facility	10MAR2024	LTCF Resident Form	Number of residents increased or decreased by greater than 30% compared to the prior week.	39	Please confirm that the number of residents reported in Question 1 is correct.

Healthcare facilities that report patient COVID-19 vaccination data to NHSN through the Dialysis Component will receive an e-mail from NHSN with their Quarterly Data Quality report attached that can be accessed and downloaded.

For any questions concerning the Quarterly Data Quality reports, please use [NHSN-ServiceNow](#) to submit questions to the NHSN Help Desk. The new portal should be used in place of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov. Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still e-mail the NHSN Help Desk at: nhsn@cdc.gov.

Facilities can contact CMS with questions about reporting requirements:

- Inpatient quality reporting program (hospitals): [CMS Q&A Tool](#)
- PPS-exempt cancer hospital quality reporting program: QRFormsSubmission@hsag.com
- Inpatient psychiatric facility quality reporting program: IPFQualityReporting@hsag.com
- Inpatient rehabilitation facility quality reporting program: questions@cms.hhs.gov
- Long-term acute care quality reporting program: LTCHQualityQuestions@cms.hhs.gov
- Skilled nursing facilities (SNF) QRP HelpDesk: SNFQualityQuestions@cms.hhs.gov
- Ambulatory Surgery Centers: [CMS QualityNet Question and Answer Website](#)
- Dialysis Facilities: [CMS QualityNet Question and Answer Website](#)



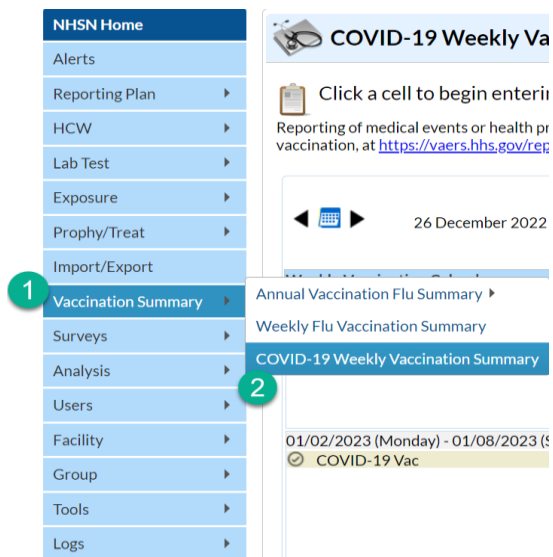
1. Identifying if COVID-19 Vaccination Data were Reported:

Purpose

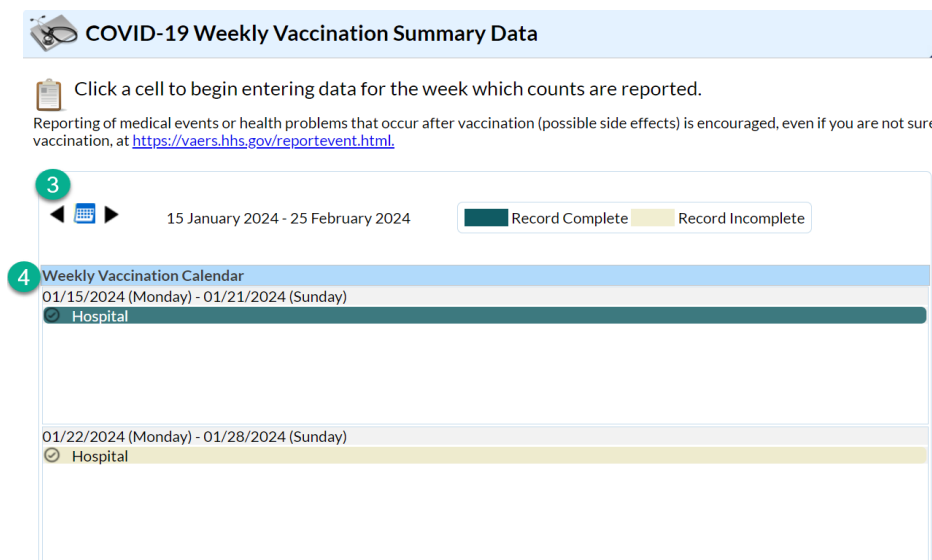
NHSN allows for and encourages weekly submission of COVID-19 vaccination data via the Weekly COVID-19 Vaccination Module. The NHSN team sends data quality checks to facilities that have not reported any data for any surveillance week during a reporting month. The information below will help facilities identify if data were reported for specific reporting week(s). After reviewing your data using one of the two options outlined below, be sure to update and save the data in the NHSN application as needed. This may include entering data for prior reporting weeks.

Option 1. Identifying missing data through review of data collection form

First, click on the Vaccination Summary tab on the left-hand navigation panel on the NHSN home screen. Second, select COVID-19 Weekly Vaccination Summary.



Next, use the arrow buttons to locate a week to review. Lastly, click on a week to review the data collection form. Please note that completed records are indicated in green. Incomplete records are indicated in light yellow.



Please note: the week-end date determines the month for which a week is included. For example, reporting data for the week of January 29, 2024 through February 4, 2024 is considered as submitting data for a week in February 2024, not January 2024. This is because the week-end date (February 4) is in February.



Option 2. Identifying Missing Data through Line List Reports

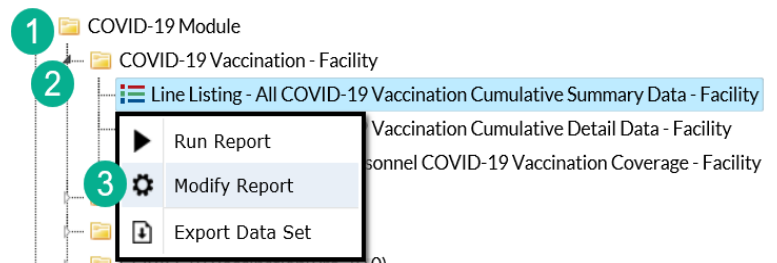
Line List reports describe in detail the data that have been reported in NHSN. NHSN has two options for Healthcare Personnel (HCP) COVID-19 Vaccination line list reports.

- **All COVID-19 Vaccination Cumulative Summary Data**
This report includes summary-level information not dependent on vaccine manufacturer.
- **All COVID-19 Vaccination Cumulative Detail Data**
This report includes manufacturer-dependent vaccine and dose specific counts. Vaccine names ending in the number “1” (e.g., MODERNA1) represent counts for the first dose of a 2-dose vaccination series.

For this example, we will modify the “**Line Listing – All COVID-19 Vaccination Cumulative Summary Data**” to confirm if data were submitted for any surveillance week during February 2024.

Modify and Run a Line List Report

Once you have generated your data set, you are ready to produce a line list.



1. On the “Analysis Reports” screen, click on the “COVID-19 Module” folder.
2. Select the “COVID-19 Vaccination – Facility” Subfolder.
3. Click on “Line Listing – All COVID-19 Vaccination Cumulative Summary Data - Facility” and select “Modify Report”

4. Click on the “Time Period” tab. Then, select the “survWeekStart” or “Week of data collection, start date” variable from the **Date Variable** drop-down box options. Next, enter a survey start week that includes February 4, 2024, as that is the date of the first Sunday in February 2024. The end period should include the start date of a survey week that includes February 25, 2024, as that is the date of the last Sunday in February 2024.

A screenshot of the 'Time Period' configuration screen. It has tabs for Title/Format, Time Period (selected), Filters, Display Variables, Sort Variables, and Display Options. Under 'Time Period:', there are fields for Date Variable (survWeekStart), Beginning (01/29/2024), and Ending (02/19/2024). There is a 'Clear Time Period' button and a checkbox for 'Enter Date variable/Time period at the time you click the Run button'.

5. Click on the “Run” button. If data are not present during the specified time period, the “No Records Met Your Criteria” message will appear in the report output screen. If no data are present, please review your records and ensure data are reported as intended.

National Healthcare Safety Network

Line Listing - All COVID-19 Vaccination Cumulative Summary Data - Healthcare Personnel

As of: July 18, 2024 at 3:17 PM

Date Range: HCW_COVID19_VACCSUM_HCP survWeekStart 01/29/2024 to 02/19/2024

No Records Met Your Criteria.
Please check your time period and/or filter criteria.



2. Reporting Up To Date COVID-19 Vaccination Status

Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. This quick reference guide will help facilities with the data quality flag associated with Question 2.

Overview of Question 2

Question 2 collects data about individuals who are *up to date* with COVID-19 vaccination. **Please note:** the definition of up to date for NHSN surveillance may change over time. Therefore, the vaccination data reported in Question 2 should correspond to the up to date definition applicable to the reporting week of interest. For example, if entering up to date vaccination data for the week of January 15 – 21, 2024, please use the up to date definition corresponding to Quarter 1 2024 (January 1, 2024 – March 31, 2024). To view the current up to date surveillance definition as well as previous definitions, please see: [CDC NHSN COVID-19 Vaccination Modules: Understanding Key Terms and Up To Date Vaccination](#).

Please note: For illustrative purposes we are using the LTCF Healthcare Personnel Form for this example, however this data quality flag will appear across all facility types.

LTCF Healthcare Personnel Form

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

Date Created:
*Facility ID: *Vaccination type: COVID19 Facility CCN #:
*Week of Data Collection: 01/08/2024 - 01/14/2024 *Date Last Modified:

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

	Healthcare Personnel (HCP) Categories					
	*All Core HCP ^a	*All HCP ^b	*Employees (staff on facility payroll) ^c	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	*Adult students/trainees & volunteers ^e	*Other Contract Personnel ^f
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. *Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						
3. *Cumulative number of HCP in Question #1 with other conditions:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.1 *Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 2. The data collected through this question describes the individuals who are up to date with COVID-19 vaccination.

Required Action:

If your facility receives a data quality check indicating a high percentage of individuals reported to be up to date with COVID-19 vaccination for a surveillance week, we ask that you confirm that the number of individuals who are reported as up to date with COVID-19 vaccination is correct (Question 2). Please refer to the up to date definition that is applicable for the surveillance week to ensure that the individuals reported are correct. If you find data entered in error, please correct and resubmit these data. Please note that the value in Question 2 may already be correct as initially reported.



Resolving Data Quality Concern for Question 2

Review data reported for Question 1 and Question 2 on the form for the week(s) question. If you find data entered in error, please correct and resubmit these data.

LTCF Healthcare Personnel Form

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

Date Created: _____

* Facility ID: _____ * Vaccination type: COVID19 Facility CCN #: _____

* Week of Data Collection: 01/08/2024 - 01/14/2024 * Date Last Modified: _____

1 Review the up to date definition that is applicable for the week of data collection

Cumulative Vaccination Coverage

Note: Facilities submit Level COVID-19 Vaccination data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

	Healthcare Personnel (HCP) Categories					
	Employee HCP			Non-Employee HCP		
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees & volunteers ^e	* Other Contract Personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who are <u>up to date</u> with COVID-19 vaccine(s). Please review the current definition of up to date: Key Terms and Up to Date Vaccination .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 If the data are correct in Question 1, then review the numbers in each of the healthcare personnel categories for Question 2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. * <u>Cumulative</u> number of HCP in Question #1 with other conditions:						
3.1 * Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2 * Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3 * Unknown/Other COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



3. COVID-19 Vaccination Reporting for Individuals with Medical Contraindications:

Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. This quick reference guide will help facilities identify possible irregularities with Question 3.1.

Overview of Question 3.1

Question 3.1 collects data on individuals reporting medical contraindications related to the COVID-19 vaccination.

Please note: For illustrative purposes we are using the LTCF Healthcare Personnel Form for this example; however, steps for review are similar across all Weekly COVID-19 Vaccination Modules.

LTCF Healthcare Personnel Form

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

Date Created:

*Facility ID: *Vaccination type: COVID19 Facility CCN #:

*Week of Data Collection: 01/08/2024 - 01/14/2024 *Date Last Modified:

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

	Healthcare Personnel (HCP) Categories					
	Employee HCP			Non-Employee HCP		
	*All Core HCP ^a	*All HCP ^b	*Employees (staff on facility payroll) ^c	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	*Adult students/trainees & volunteers ^e	*Other Contract Personnel ^f
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. *Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 3.1. The data collected through this question describes the individuals reporting medical contraindications to the COVID-19 vaccine.

Required Action:

If your facility receives a data quality check indicating a high percentage of individuals with medical contraindications to COVID-19 vaccination for a surveillance week, we ask that you confirm that the number and percent of individuals who reported a medical contraindication is correct. We suggest checking the reported number of individuals (Question 1) and the reported number of individuals with a medical contraindication (Question 3.1). Please note that the value in Question 3.1 may already be correct as initially reported.



Resolving Data Quality Concern for Question 3.1

Review data reported for Question 1 and Question 3.1 on the form for the week(s) in question. If you find data entered in error, please correct and resubmit these data.

LTCF Healthcare Personnel Form

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

Date Created:

*Facility ID: *Vaccination type: COVID19 Facility CCN #:

*Week of Data Collection: 01/08/2024 - 01/14/2024 *Date Last Modified:

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

		Healthcare Personnel (HCP) Categories					
		Employee HCP			Non-Employee HCP		
		*All Core HCP ^a	*All HCP ^b	*Employees (staff on facility payroll) ^c	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	*Adult students/trainees & volunteers ^e	*Other Contract Personnel ^f
1	Review the numbers reported in each of the healthcare personnel categories for Question 1						
	1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	2. *Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						
3.1	3. *Cumulative number of HCP in Question #1 with other conditions:						
	*Medical contraindication to COVID-19 vaccine				<input type="text"/>	<input type="text"/>	<input type="text"/>

If the data are correct in Question 1, then review the numbers in each of the healthcare personnel categories for Question 3.1

Note: Medical contraindications include history of a severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine, and history of a known diagnosed allergy to a component of the COVID-19 vaccine. Please see the most up-to-date list of contraindications here: <https://www.cdc.gov/vaccines/covid-19/clinical-considerations/interim-considerations-us.html#contraindications>



4. Reporting COVID-19 Vaccinations Among Individuals Declining COVID-19 Vaccination:

Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality checks built into the reporting forms that help identify possible irregularities in data. Additionally, the NHSN team sends data quality checks to facilities with higher-than-expected values for certain data fields. This quick reference guide will help facilities review data to ensure accurate and complete reporting for Question 3.2.

Overview of Question 3.2

Question 3.2 collects data on individuals who have declined COVID-19 vaccination.

Please note: For illustrative purposes, we are using the LTCF Healthcare Personnel form for this example; however, this question is asked across all weekly COVID-19 Vaccination Modules.

LTCF Healthcare Personnel Form

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

Date Created: _____
 *Facility ID: _____ *Vaccination type: COVID19 Facility CCN #: _____
 *Week of Data Collection: 01/08/2024 - 01/14/2024 *Date Last Modified: _____

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

	Healthcare Personnel (HCP) Categories					
	*All Core HCP ^a	*All HCP ^b	Employee HCP		Non-Employee HCP	
*Employees (staff on facility payroll) ^c			*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	*Adult students/trainees & volunteers ^e	*Other Contract Personnel ^f	
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. *Cumulative number of HCP in Question #1 who are <u>up to date</u> with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2 *Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3 *Unknown/Other COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 3.2. The data collected through this question describes the individuals who declined COVID-19 vaccination.

Required Action:

If your facility receives a data quality check indicating that a high percentage of individuals were reported to have declined COVID-19 vaccination for a surveillance week, we ask that you confirm that the number and percentage of individuals who declined COVID-19 vaccination is correct. We suggest checking the reported number of individuals (Question 1) and the reported number of individuals who declined vaccination (Question 3.2). Please note that the value in Question 3.2 may already be correct as initially reported.



Resolving Data Quality Concern for Question 3.2

Review data reported for Question 1 and Question 3.2 on the Form for the week(s) in question. If you find data entered in error, please correct, and resubmit these data.

LTCF Healthcare Personnel Form

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

Date Created:
 *Facility ID: *Vaccination type: COVID19 Facility CCN #:
 *Week of Data Collection: 01/08/2024 - 01/14/2024 *Date Last Modified:

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

		Healthcare Personnel (HCP) Categories					
		Employee HCP			Non-Employee HCP		
		*All Core HCP ^a	*All HCP ^b	*Employees (staff on facility payroll) ^c	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	*Adult students/trainees & volunteers ^e	*Other Contract Personnel ^f
1	Review the numbers reported in each of the healthcare personnel categories for Question 1						
1.	*Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	*Cumulative number of HCP in Question #1 who are <u>up to date</u> with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Term: Date Vaccination .		If the data are correct in Question 1, then review the numbers in each of the healthcare personnel categories for Question 3.2					
3.	*Cumulative number of HCP in Question #1 with other						
3.1	*Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2	*Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3	*Unknown/Other COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Individuals reporting philosophical, religious, or other reasons for declining COVID-19 vaccine not listed in the [Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States](#) should be counted in Question 3.2 for the purpose of NHSN COVID-19 vaccination surveillance. The number of individuals who declined COVID-19 vaccination should not include those reporting medical contraindications to the COVID-19 vaccine (medical contraindications are reported in Question 3.1).



5. Reporting COVID-19 Vaccination for Individuals with Unknown/Other COVID-19 Vaccination Status:

Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. This quick reference guide will help facilities with the data flag associated with Question 3.3.

Overview of Question 3.3

Question 3.3 collects data that describes the individuals that have unknown/other COVID-19 vaccination status.

Please note: For illustrative purposes we are using the LTCF Healthcare Personnel form for this example; however, steps for review are similar across all Weekly COVID-19 Vaccination Modules.

LTCF Healthcare Personnel Form

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

Date Created:
 * Facility ID: * Vaccination type: COVID19 Facility CCN #:
 * Week of Data Collection: 01/08/2024 - 01/14/2024 * Date Last Modified:

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

	Healthcare Personnel (HCP) Categories					
	Employee HCP			Non-Employee HCP		
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees & volunteers ^e	* Other Contract Personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						
3. * Cumulative number of HCP in Question #1 with other conditions:						
3.1 * Medical contraindication to COVID-19 vaccine				<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2 * Offered but declined COVID-19 vaccine				<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3 * Unknown/Other COVID-19 vaccination status				<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 3.3. The data collected through this question describes the individuals that have an unknown COVID-19 vaccination status.

Required Action:

If your facility receives a data quality check indicating that a high percentage of individuals were reported with an unknown/other COVID-19 vaccination status for a surveillance week, we ask that you confirm that the number and percentage of individuals who have an unknown COVID-19 vaccination status is correct. We suggest checking the reported number of individuals (Question 1) and the reported number of individuals with unknown/other vaccination status (Question 3.3). Please note that the value in Question 3.3 may already be correct as initially reported.



Resolving Data Concern for Question 3.3

Review data reported for Question 1 and Question 3.3 on the Form for the week(s) in question. If you find data entered in error, please correct and resubmit these data.

LTCF Healthcare Personnel Form

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

Date Created:

*Facility ID: *Vaccination type: COVID19 Facility CCN #:

*Week of Data Collection: 01/08/2024 - 01/14/2024 *Date Last Modified:

Cumulative Vaccination Coverage

Note: Facilities submit Weekly COVID-19 Vaccination Cumulative Summary data by completing the questions on this form. As of March 28th, 2022 facilities also have the option to use the Person-Level COVID-19 Vaccination Form and select the "view reporting summary and submit" to submit these data. Using the person-level forms is recommended to ensure that individuals who are up to date with COVID-19 vaccination are categorized appropriately according to their vaccination dates.

		Healthcare Personnel (HCP) Categories					
		Employee HCP			Non-Employee HCP		
		*All Core HCP ^a	*All HCP ^b	*Employees (staff on facility payroll) ^c	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	*Adult students/trainees & volunteers ^e	*Other Contract Personnel ^f
1	Review the numbers reported in each of the healthcare personnel categories for Question 1						
1.	*Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	*Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .							
3.	*Cumulative number of HCP in Question #1 with other						
3.1	*Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2	*Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3	*Unknown/Other COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the data are correct in Question 1, then review the numbers in each of the healthcare personnel categories for Question 3.3

Note: As of January 1, 2024, individuals that are **not** up to date with COVID-19 vaccination (Question #2), do **not** have a medical contraindication to the latest COVID-19 vaccine needed to be considered up to date (Question #3.1), and have **not** declined the latest COVID-19 vaccine needed to be considered up to date (Question #3.2), should be reported in the **Unknown/Other COVID-19 vaccination status category (Question #3.3).**



6. Reporting Changes in COVID-19 Vaccination Data:

Purpose

The NHSN Weekly COVID-19 Vaccination Modules allow facilities to enter weekly COVID-19 vaccination data for healthcare personnel (HCP), residents and/or patients. There are data quality flags built into the reporting forms that help identify possible irregularities in data. This quick reference guide will help facilities with the data quality flag associated with increases or decreases in up to date vaccination percentages (Question #2) or in the total numbers of individuals reported (Question #1).

Overview of Question 1 and Question 2

As a reminder, weekly COVID-19 vaccination data are reported cumulatively. As a result, large increases or decreases in up to date vaccination percentages may represent a data quality error when comparing the week of interest to a prior week. To report cumulative data, facilities should report the total number of individuals at the facility for that week in Question #1. Of these individuals, report the number who are up to date with COVID-19 vaccination in Question #2.

NHSN’s surveillance definition of up to date for COVID-19 vaccination data may change over time. Therefore, the vaccination data reported in Question #2 should correspond to the up to date definition applicable to the reporting week of interest. For example, if entering up to date vaccination data for the week of January 15 – 21, 2024, please use the up to date definition corresponding to Quarter 1 2024 (January 1, 2024 – March 31, 2024). For more information regarding the up to date definitions, please refer to [CDC NHSN COVID-19 Vaccination Modules: Understanding Key Terms and Up To Date Vaccination](#).

Question #1 and #2 are highlighted in the screenshot below of the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities Form.

Please note: For illustrative purposes we are using the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities Form for this example, however, this data quality flag will appear across Weekly COVID-19 Vaccination Modules

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

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

Date Created: Facility ID #: Location Type *: Hospital
 Vaccination type *: COVID19 Facility CCN #:
 Week of Data Collection: 01/22/2024 - 01/28/2024 Date Last Modified:

	Cumulative Vaccination Coverage					
	Healthcare Personnel (HCP) Categories					
	Employee HCP		Non-Employee HCP			
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees and volunteers ^e	* Other Contract Personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please review the current definition of up to date: Key Terms and Up to Date Vaccination.						
3. * Cumulative number of HCP in Question #1 with other conditions:						
3.1. * Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2. * Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3. * Unknown/other COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Data Quality Flags and Required Actions:

- **Percentage of healthcare personnel who are up to date with COVID-19 vaccination increased or decreased by greater than 30% compared to the prior week**
 - **Required Action**
 - **Please confirm that the percentage of healthcare personnel who are up to date with COVID-19 vaccination is correct. We suggest checking the reported number of healthcare personnel (Question #1) and the reported number of healthcare personnel who are up to date with COVID-19 vaccination as reported in Question #2.**
- **Number of individuals increased or decreased by greater than 30% compared to the prior week**
 - **Required Action**
 - **Please confirm that the number of individuals reported in Question #1 is correct.**



Additional Resources:

- **Weekly HCP COVID-19 Vaccination (HPS Component):**

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>

- **Long-Term Care Facility (LTCF) Component:**

<https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>

- **Weekly Patient COVID-19 Vaccination (Dialysis Component):**

<https://www.cdc.gov/nhsn/dialysis/pt-covid-vac/index.html>

- **FAQs on Reporting COVID-19 Vaccination Data**

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>

- **COVID-19 Vaccination Modules: Understanding Key Terms and Up to Date Vaccination**

<https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-508.pdf>

- **Operational Guidance for Reporting COVID-19 Vaccination Data to CDC's NHSN for the purpose of Fulfilling CMS's COVID-19 Vaccination Reporting Requirements**

<https://www.cdc.gov/nhsn/pdfs/hps/covidvax/op-guidance-c19-vax-508.pdf>

