



Full-Speed Ahead! COVID-19 Vaccine Booster Program: NHSN Updates to Vaccine Tracking

Jeff Francis, BSN, RN

Quality Improvement Specialist, Health Services Advisory Group (HSAG)

Simi Williams, MPH, RAC-CT, CPHQ

Quality Improvement Specialist, HSAG

Today's Quickinar Objectives



Discuss common reporting barriers seen among HSAG cohort nursing homes.



Review Event-Level COVID-19 Vaccination Form.



Demonstrate how to upload the current NHSN data tracking worksheets.

HSAG | Quickinar Recordings On-Demand

Quality Improvement Organizations
Sharing Knowledge. Improving Health Care.
CENTERS FOR MEDICARE & MEDICAID SERVICES

HSAG HEALTH SERVICES ADVISORY GROUP

Login: Partners | Employees

Select Language

Search

Go

Home About Careers Contact

You are here: Home ► COVID-19 ► Vaccine Resources

Vaccine Resources

Full Speed Ahead! COVID-19 Vaccine Booster Program

Access program materials, resources, and register for the upcoming quickinars and office hours series.

Learn More

COVID-19

- COVID-19 Events
- Long-Term Care Facilities
- Contact Us
- Vaccine Resources
- Telehealth Resources

Full Speed Ahead! COVID-19 Vaccine Booster Program

Full Speed Ahead! COVID-19 Vaccination Recognition Program

Full Speed Ahead! COVID-19 Vaccination Recognition Program

Full Speed Ahead! COVID-19 Vaccine Booster Program

Past Topics Covered

- Week 1: Campaign Kickoff
- Week 2: The Action Plan
- Week 3: Onsite Clinics
- Week 4: Vaccinators
- Week 5: Messaging
- Week 6: Marketing
- Week 7: Goal Review
- Week 8: NHSN
- Week 9: Monitoring Data
- Week 10: Short-Stay Issues
- Week 11: Overcoming Barriers

Quickinars
Extended
Through April!

COVID-19 Vaccination Reporting Insights

Timely and **Accurate** NHSN Reporting Takes:

- Proficient data collection process
- Ownership of reporting responsibilities
- Leadership collaboration and backup reporting plan

What are the **Benefits**?

- Awareness of continued protection
- Avoid penalties
- Survey preparedness





Overview of the Event-Level COVID-19 Vaccination Form

Event-Level Vaccination Forms

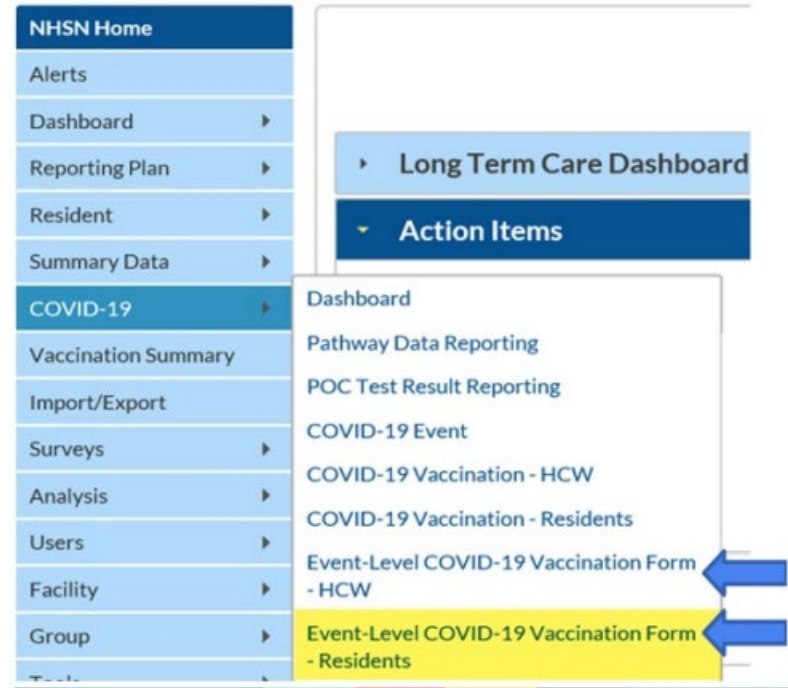
- Manage person-level vaccination data directly in NHSN
- Simplify summarizing data for weekly COVID-19 Vaccination Modules
 - The form calculates the cumulative totals for the weekly reporting
- These forms allow users to record religious exemptions to COVID-19 vaccination.
- The NHSN Excel Data Tracking Worksheets will be retired in May 2022

Weekly COVID-19 Vaccination Cumulative Summary for Residents of Long-Term Care Facilities TRACKING WORKSHEET					*Facility ID#: 99999			
					Vaccination type: COVID_19			
					*First day of Reporting Week (Monday): 8/16/2021			
					Last day of the reporting week (Sunday): 8/22/2021			
*Resident Admit Date	Resident Discharge Date	Resident Name (Enter name)	Resident First Name (Enter name)	Unique Patient Identifier	*Vaccinated with Dose 1 (Enter date of vaccination 1)	*Dose 1 Vaccine Manufacturer Name (choose from drop-down)	*Vaccinated with Dose 2 (Enter date of vaccination 2)	*Dose 2 Vaccine Manufacturer Name (choose from drop-down)

READ THIS - Instructions **TrackingWorksheet** ReportingSummary + <

Entering Data

- Select the “COVID19” tab on left-hand navigation tool bar
- Select either of the event level options



Note: SAMS Level 3 access is required to complete reporting using the Event-Level COVID-19 Vaccination Forms. To request SAMS Level 3 access, please contact swilliams1@hsag.com

Entering Data (Cont.)

Select “Add Row” to begin entering individuals’ COVID-19 vaccination status data

1. Enter the required fields and vaccination status for each individual
2. Click outside of the cell last edited before saving or submitting
3. Click save row
4. Continue adding individuals using the + Add Row button

NHSN Home

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis

Event-Level COVID-19 Vaccination Form - Residents

1 + Add Row... View Reporting Summary & Submit... Upload CSV... Export CSV... Export SQL...

2 Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 2 vaccination date **

3 Save Row Cancel

Required fields marked with * Conditionally required fields marked with **

Resident identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **	Dose 2 vaccination date **
-----------------------	-----------------------	-------------------------	-----------------------	----------------------	----------------------------	----------------------------

Reporting Summary and Submitting Data

- After all data have been entered, click “View Reporting Summary & Submit...”

Required fields marked with * Conditionally required fields marked with **						
	Resident Identifier *	Resident Admit Date *	Resident Discharge Date	Resident First Name *	Resident Last Name *	Dose 1 vaccination date **
+	1	07/01/2018	B	Alpha		12/28/2020
+	2	07/01/2018	C	Bravo		01/22/2021
+	3	08/25/2018	D	Charlie		02/28/2021
+	4	08/26/2018	E	Delta		03/18/2021
+	5	09/02/2019	F	Echo		04/02/2021
+	6	09/05/2019	G	Foxtrot		04/02/2021

Note: **Green Row** = modified data that have not yet been submitted to the weekly summary form for all applicable weeks

Reporting Summary and Submitting Data (Cont.)

Select the week you want to submit data for

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents	
TRACKING WORKSHEET	
Facility ID#:	11083
Vaccination type:	COVID19
Week of data collection first day (Monday):	3/7/2022 (Changed since submitted using the Tracking Worksheet)
Week of data collection last day (Sunday):	1/10/2022 (Changed since submitted using the Tracking Worksheet)
	1/17/2022 (Changed since submitted using the Tracking Worksheet)
	1/24/2022 (Changed since submitted using the Tracking Worksheet)
	1/31/2022 (Changed since submitted using the Tracking Worksheet)
	2/7/2022 (Changed since submitted using the Tracking Worksheet)
	2/14/2022 (Changed since submitted using the Tracking Worksheet)
	2/21/2022 (Changed since submitted using the Tracking Worksheet)
	2/28/2022 (Changed since submitted using the Tracking Worksheet)
	3/7/2022 (Changed since submitted using the Tracking Worksheet)
	3/14/2022 (Changed since submitted using the Tracking Worksheet)
2. Complete COVID-19 vaccination series: Unspecified Manufacturer	

Before submitting data for each week
before 1/10/22–3/14/22

1/10/2022 (Changed since submitted using the Tracking Worksheet)
1/17/2022 (Changed since submitted using the Tracking Worksheet)
1/24/2022 (Changed since submitted using the Tracking Worksheet)
1/31/2022 (Changed since submitted using the Tracking Worksheet)
2/7/2022 (Changed since submitted using the Tracking Worksheet)
2/14/2022 (Changed since submitted using the Tracking Worksheet)
2/21/2022 (Changed since submitted using the Tracking Worksheet)
2/28/2022 (Changed since submitted using the Tracking Worksheet)
3/7/2022 (Never submitted using the Tracking Worksheet)
3/14/2022 (Never submitted using the Tracking Worksheet)

After submitting data for each week
before 1/10/22–3/14/22

1/10/2022
1/17/2022
1/24/2022
1/31/2022
2/7/2022
2/14/2022
2/21/2022
2/28/2022
3/7/2022
3/14/2022

Reporting Summary & Submitting Data (Cont.)

- Review the totals for that week to make sure they are correct
- Select “Save and Submit Data” to submit to the weekly summary form

View Reporting Summary & Submit...

COVID-19 Vaccination Cumulative Summary for Long-Term Care Facility Residents
TRACKING WORKSHEET

Facility ID#	11063
Vaccination type	COVID-19
Week of data collection first day (Monday)	3/7/2022
Week of data collection last day (Sunday)	03/13/2022

Cumulative Vaccination Coverage

	* All Patients (Total)
1. *Number of residents staying in this facility for at least 1 day during the week of data collection	13
2. *Cumulative number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:	
2.1 Only dose 1 of Pfizer-BioNTech COVID-19 vaccine	3
2.2 Dose 1 and dose 2 of Pfizer-BioNTech COVID-19 vaccine	3
2.3 Only dose 1 of Moderna COVID-19 vaccine	0
2.4 Dose 1 and dose 2 of Moderna COVID-19 vaccine	0
2.5 One dose of Janssen COVID-19 vaccine	0
2.99 Complete COVID-19 vaccination series: Unspecified Manufacturer	1
* Any completed primary COVID-19 vaccine series	6
3. Cumulative number of residents in Question #1 with other conditions:	
3.1 *Medical contraindication or exclusion to COVID-19 vaccine	3
3.2 *Offered but declined COVID-19 vaccine	1
3.3 *Unknown COVID-19 vaccination status	0
4. *Cumulative number of residents in Question #2 who have received an additional dose of COVID-19 vaccine since 07/19/2021:	
4.1 *Additional dose of Pfizer-BioNTech COVID-19 vaccine	4
4.2 *Additional dose of Moderna COVID-19 vaccine	1
4.3 *Additional dose of Janssen COVID-19 vaccine	0
4.4 Additional dose of unspecified manufacturer	0
* Any Additional dose or booster of COVID-19 vaccine series	5
COVID-19 vaccine(s) Supply	
5. *For the current reporting week, please describe the availability of COVID-19 vaccine(s) for your facility's residents:	
5.1 Is your facility enrolled as a COVID-19 vaccination provider?	<input type="checkbox"/>
5.2 Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week?	<input type="checkbox"/>
5.3 Did your facility have other arrangements sufficient to offer all residents the opportunity to receive COVID-19 vaccine(s) in the current reporting week (examples of other arrangements include referring to the health department or pharmacies for vaccination)?	<input type="checkbox"/>
5.4 Please describe any other COVID-19 vaccination supply-related issues at your facility:	

Alert: Successfully saved. OK

Save and Submit Data Done

Review Totals Here

Check Saved Data

- Always check the calendar view to confirm that the weekly data have saved.

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary**
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶

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, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

◀ ▶ 28 February 2022 - 10 April 2022 Record Complete Record Incomplete

Weekly Vaccination Calendar

03/07/2022 (Monday) - 03/13/2022 (Sunday)

- COVID-19: HCW
- COVID-19: Residents



Uploading Your Current Excel Data Tracking Worksheet to the NHSN Event-Level Vaccination Form

Data Tracking Worksheets

- The NHSN Data Tracking Worksheets will be retired in May 2022
- Complete a **one-time** upload of the Excel Data Tracking Worksheet to the NHSN Event-Level COVID-19 Vaccination Forms

Weekly COVID-19 Vaccination Cumulative Summary for Residents of Long-Term Care Facilities TRACKING WORKSHEET					*Facility ID#:	99999			
					Vaccination type:	COVID_19			
					*First day of Reporting Week (Monday):	8/16/2021			
					Last day of the reporting week (Sunday):	8/22/2021			
*Resident Admit Date	Resident Discharge Date	Resident Last Name (Enter name)	Resident First Name (Enter name)	Unique Patient Identifier	*Vaccinated with Dose 1 (Enter date of vaccination 1)	*Dose 1 Vaccine Manufacturer Name (choose from drop-down)	*Vaccinated with Dose 2 (Enter date of vaccination 2)	*Dose 2 Vaccine Manufacturer Name (choose from drop-down)	

READ THIS - Instructions TrackingWorksheet ReportingSummary (+)

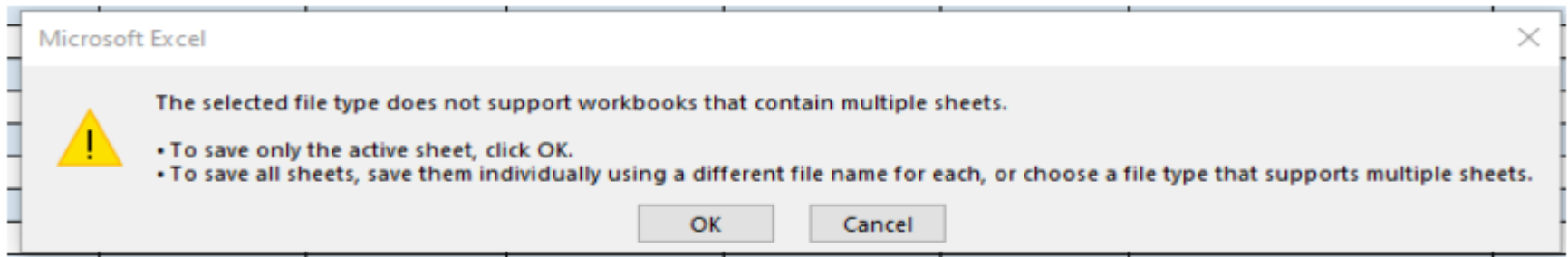
Preparing the Excel Data Tracking Worksheet

- Make sure you are on the tab called “TrackingWorksheet”
- Ensure your data in Excel are up to date
- Select the most recent week with updated data from the reporting week drop down

Weekly COVID-19 Vaccination Cumulative Summary for Residents of Long-Term Care Facilities TRACKING WORKSHEET					*Facility ID#:	1111	Enter your Facility ID Here					
					Vaccination type:	COVID_19						
					*First day of Reporting Week (Monday):	3/7/2022	Select the Monday of the start of the week you are reporting					
					Last day of the reporting week (Sunday):	3/13/2022	Last day of the reporting week automatically populated					
*Resident Admit Date	Resident Discharge Date	Resident Last Name (Enter name)	Resident First Name (Enter name)	Unique Patient Identifier	*Vaccinated with Dose 1 (Enter date of vaccination 1)	*Dose 1 Vaccine Manufacturer Name (choose from drop-down)	*Vaccinated with Dose 2 (Enter date of vaccination 2)	*Dose 2 Vaccine Manufacturer Name (choose from drop-down)	Is Vaccination Series Complete? (Please Enter YES/NO for Red Cells)	*Contraindication or Exclusion Noted (Enter date of Contra-Indication)	*Declined COVID Vaccine (Enter date of Declination)	Addit Dose Date:
7/1/2019		Test 1	Patient	1	12/28/2020	Moderna	1/16/2021	Moderna	YES			
8/12/2019		Test 2	Patient	2	1/15/2021	Janssen						
12/20/2020		Test 3	Patient	3	1/15/2021	Pfizer_BioNTech	2/12/2021	Pfizer_BioNTech				

Saving the Excel Data Tracking Worksheet as a CSV file

- Click File
- Click “Save as” or “Save a Copy”
- Select the file type of “CSV UTF-8 (Comma delimited) or CSV (Comma delimited)”
- Click “Save”
- The box below will appear. Click OK



.CSV File Upload

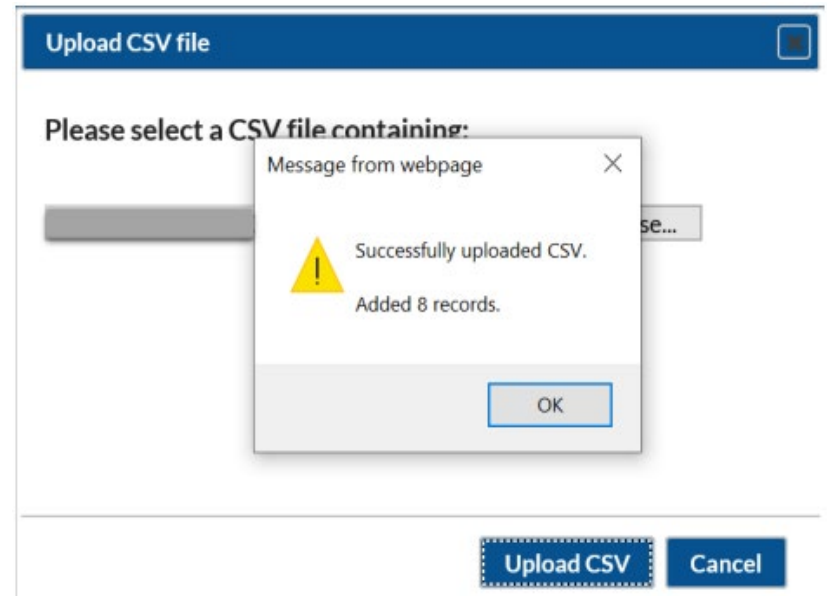
1. Click 'Upload CSV'
2. Click 'Browse' to locate the saved file
3. Once the selected file is visible in the Browse box, you will then click the 'Upload CSV' button

The screenshot displays the 'Event-Level COVID-19 Vaccination Form - Residents' interface. At the top, there are buttons for 'Add Row...', 'View Reporting Summary & Submit...', 'Upload CSV...' (highlighted with a yellow box and a red circle with the number 1), 'Export CSV...', and 'Export SQL...'. Below these buttons is a table with two columns: 'Resident Identifier' and 'Resident Admin Date'. The table contains several rows of data, with the first row highlighted in green. To the right of the table, there is a section titled 'Upload CSV file' with a sub-header 'Please select a CSV file containing:'. Below this, there is a text input field and a 'Browse...' button (highlighted with a yellow box and a red circle with the number 2). At the bottom of this section, there are two buttons: 'Upload CSV' (highlighted with a yellow box and a red circle with the number 3) and 'Cancel'.

Resident Identifier	Resident Admin Date
1234	01/05/2022
2345	04/17/2021
2345	03/21/2022
3456	03/02/2022
4567	01/07/2022
5678	01/07/2022
6789	01/05/2022

.CSV File Upload (Cont.)

4. A message will appear indicating that your .CSV file has been successfully uploaded
5. Click “OK” to continue
6. Click view reporting summary & submit
7. Submit for all weeks of interest



Check Saved Data

- Always check the calendar view to confirm that the weekly data have saved

NHSN Home

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Summary Data
- COVID-19
- Vaccination Summary**
- Import/Export
- Surveys
- Analysis
- Users
- Facility

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, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/reportevent.html>.

28 February 2022 - 10 April 2022

Record Complete Record Incomplete

Weekly Vaccination Calendar

03/07/2022 (Monday) - 03/13/2022 (Sunday)

COVID-19: HCW
COVID-19: Residents

Resources

- [HSAG Full Speed Ahead! COVID-19 Vaccine Booster Program](#)
- [NHSN Weekly HCP & Resident COVID-19 Vaccination](#)
 - [NHSN Event-Level COVID-19 Vaccination Forms](#)
 - [Event Level Vaccination Form Quick Reference Guide](#)



This Week's Action Item

Try to use the event-level COVID-19 vaccination form



Next Week's Topic: Motivational Interviewing



Friday, April 15

11:30 a.m. PT

Register Here:

<https://bit.ly/FullSpeedAheadBoosterProgram>



Thank you!

Jeff Francis

jfrancis@hsag.com

Simi Williams | Email for NHSN questions!

Swilliams1@hsag.com



Full-Speed Ahead!

Booster Program Office Hours



Disclaimer

This material was prepared by Health Services Advisory Group (HSAG), a Quality Innovation Network-Quality Improvement Organization (QIN-QIO) under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services (HHS). Views expressed in this material do not necessarily reflect the official views or policy of CMS or HHS, and any reference to a specific product or entity herein does not constitute endorsement of that product or entity by CMS or HHS. Publication No. QN-12SOW-XC-04082022-01