Key Points: Event-Level/Person-Level COVID-19 Vaccination Data Forms (May NHSN Release Training)

The NHSN Vaccination Team hosted a webinar summarizing updates to the Event-Level/Person-Level COVID-19 Vaccination Forms and reviewing frequently asked questions on Thursday, June 9, 2022. We wanted to reiterate a few key points for long-term care facilities (LTCFs) that were covered during the training.

<u>**Key Points:**</u>

- **The event-level/person-level forms remain optional. However, facilities must continue to submit cumulative weekly COVID-19 Vaccination data to the Weekly COVID-19 Vaccination Modules. Data can be reported to these modules in three ways:**
     1. Directly into the data entry screens of the COVID-19 Vaccination Modules
     2. Through .CSV upload into the Weekly COVID-19 Vaccination Modules
     3. As of March 28, 2022, long-term care facilities also have the option to 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.
- **The Event-Level form calculates the number of individuals who are up to date with COVID-19 vaccination!**
     o The application will use the event-level/person-level data you entered and apply the up to date definition for you. The user simply keeps their event-level/person-level information updated, and once per week clicks "View Reporting Summary and Submit" to submit for the most recent week.
- **Only select "View Reporting Summary and Submit" and submit Weekly COVID-19 Vaccination Module summary data for reporting weeks that have <u>complete</u> person-level information entered in the Event-Level grid.**
     o For example, if a facility initiates use of the event-level form during the week of May 30th – June 5th, then the **facility should only use the event-level form/ reporting summary to submit data starting from that week forward.**
     o This is because the person-level data for this facility prior to May 30th may be incomplete.
     o If your person-level data for past weeks is incomplete, you should not select those weeks in the reporting summary to submit data with the event-level/person-level form.
     o When you send data from the event-level/person-level reporting summary to the Weekly Modules, you will **overwrite** any data previously submitted for that week.
     o This is because the Weekly COVID-19 Summary modules save data from whichever method was most recently used for any given week.
- **It's OK for rows to remain green! This could be related to the point above.**
     o A row might be green if a resident or healthcare worker has been in the facility for many months, but you only recently began using the event-level forms.
     o We are considering changing the NHSN application to make this less confusing for users.

<u>**Event-Level/Person-Level Updates Beginning June 2022 and Forward:**</u>

- Improved speed and efficiency – you should experience shorter load times
- If end dates or discharge dates are before 3/28/2022, rows no longer appear green
- Aligned Reporting Summary Screen with the Updated COVID-19 Summary Forms

- o Person-level vaccination form auto-calculates data for new questions 4.1, 4.2, and 5 (up to date vaccination)!
- Added new column to indicate whether the additional/booster dose in question 4 was a booster dose or an additional dose – this is needed for calculating questions 4.1, 4.2, and 5
- Added columns to collect 2nd and 3rd booster doses – also needed for calculating questions 4.1, 4.2, and 5
- **Do not upload the optional Excel Data Tracking Worksheet to the Event-Level forms for weeks beginning with June 2022**
  - o The Optional Excel Data Tracking Worksheets **do not** contain the new variables added in the May NHSN release. If you would like to upload data to the Event-Level (Person-Level) forms, please follow the instructions here: https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/event-qrg-508.pdf to submit data via a .CSV template.

Educational Resources:

Trainings

- NHSN Event-Level Vaccination Forms: Office Hours and FAQs – April 2022
  - o Slideset [PDF – 5 MB]

- NHSN Event-Level COVID-19 Vaccination Forms – April 2022
  - o YouTube Link [Video – 29 min]
  - o Slideset [PDF – 3 MB]

A How to Guide for the Event Level COVID-19 Vaccination Forms:

- Event Level COVID-19 Vaccination Form Quick Reference Guide [PDF – 1 MB] – April 2022

CSV Upload Materials

- .CSV templates for Event Level COVID-19 Vaccination Forms for LTCF Residents and HCP [PDF – 171 KB] – May 2022

LTCF Event-Level (Person-Level) HCP Templates and Examples

- .CSV File Template for LTCF HCP [XLS – 480 B] – May 2022
- Example .CSV File for LTCF HCP [XLS – 1 KB] – May 2022

LTCF Event-Level (Person-Level) Residents Templates and Examples

- .CSV File Template for LTCF Residents [XLS – 470 B] – May 2022
- Example .CSV File for LTCF Residents [XLS – 1 KB] – May 2022

Please contact nhsn@cdc.gov and include the subject line "Event-Level COVID-19 Vaccination Forms" with any questions about using the event-level forms.
For specific information about CMS reporting requirements for LTCFs, please contact CMS at: DNH_TriageTeam@cms.hhs.gov.