Quick Reference Guide: How to Run Reports for Healthcare Personnel by Vaccine Manufacturer

*Note: variables used in these reports are only available for reporting weeks through week-ending 05/29/2022. As of 05/30/2022, the manufacturer-specific fields were retired from the reporting forms. This change was implemented in order to simplify data reporting for facilities

There is an option available in NHSN to produce line lists for COVID-19 Vaccination summary data for healthcare personnel and residents. A line list is a detailed list of each record in NHSN.

COVID-19 Reports Available

NHSN has six options for COVID-19 Vaccination line list reports to run, three for healthcare personnel and three for residents. Please note that although this guide is specific to healthcare workers of long-term care facilities, the steps to produce a line-listing for healthcare workers for non-long-term care facilities are the same.

Healthcare Personnel

All COVID-19 Vaccination Cumulative Summary Data – HCP

This report includes summary-level healthcare personnel (HCP) and vaccine counts and supply information not dependent on vaccine manufacturer.

All COVID-19 Vaccination Cumulative Detail Data – HCP

This report includes manufacturer dependent vaccine and dose specific counts for healthcare personnel. Vaccine names ending in the number "1" (e.g., MODERNA1) represent counts for the first dose of a 2-dose vaccination series.

All COVID-19 Vaccination Cumulative Adverse Reaction Data – HCP

This report includes adverse reaction data and is manufacturer dependent.

Residents

All COVID-19 Vaccination Cumulative Summary Data – Residents

This report includes summary-level residents and vaccine counts and supply information not dependent on vaccine manufacturer.

All COVID-19 Vaccination Cumulative Detail Data – Residents

This report includes vaccine and dose specific counts for residents. Vaccine names ending in the number "1" (e.g., MODERNA1) represent counts for the first dose of a 2-dose vaccination series.

All COVID-19 Vaccination Cumulative Adverse Reaction Data – Residents

This report includes adverse reaction data and is manufacturer dependent.

Centers for Disease Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

We are interested in seeing the number of healthcare personnel who received each vaccine from 12/07/2020 – 12/20/2020. We will need to run the line list "All COVID-19 Vaccination Cumulative Detail Data – HCP".

Generating Data Sets

Before being able to run any report, you must generate data sets. This process will freeze your NHSN data at a specific point in time and copy those data into defined data sets. To generate datasets in NHSN, navigate to Analysis > Generate Data sets. Then, on the Reporting Data Sets tab, click "Generate Reporting Data Sets". A pop-up alert will appear, asking the user if it is ok for datasets previously generated to be overwritten.
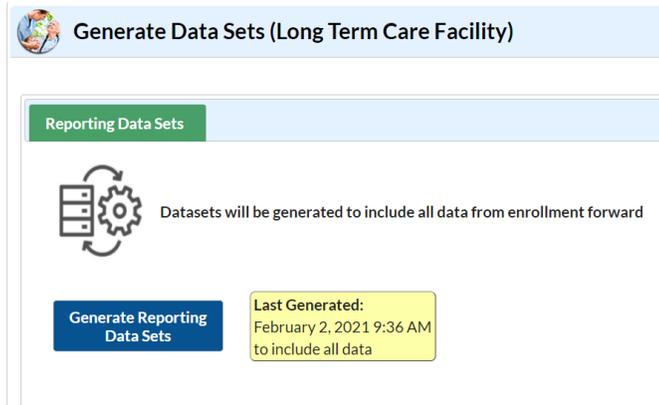
Creating the Line List
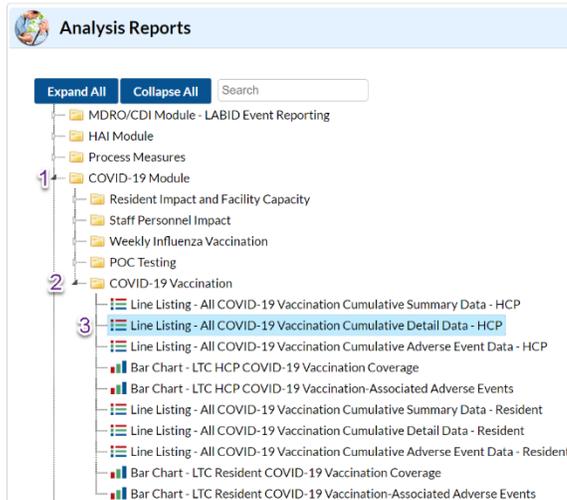
Once you have generated your data sets, you are ready to produce a line list.

1. On the "Analysis Reports" screen, click on the "COVID-19 Module" folder.
2. Select the "COVID-19 Vaccination" Subfolder.
3. Click on the report that you would like to run. In our example, "Line Listing – All COVID-19 Vaccination Cumulative Detail Data – HCP".

Modifying the Report

Modify Report allows you to customize your report. You can add a title to the output, select a time period, add filters, select additional variables or remove variables from the default list, choose how to sort variables, and select display options. Below are modifications for this example. For more detailed information on how to modify a report, please refer to How to Modify a Report Quick Reference Guide.

After, clicking on the report you want to run, choose "Modify Report".
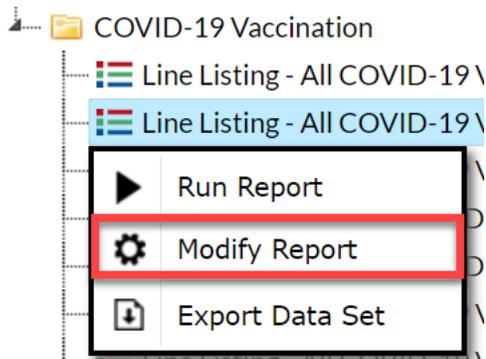
You can choose to set your time period by survWeekStart or survWeekEnd. If you don't select a time period, your report will include all data from your generated dataset. In this example, we were interested in seeing data from 12/07/2020 – 12/20/2020, so we set 'Week of data collection, end date' to 12/13/2020 (beginning) and 12/20/2020 (ending) to capture that two-week period.
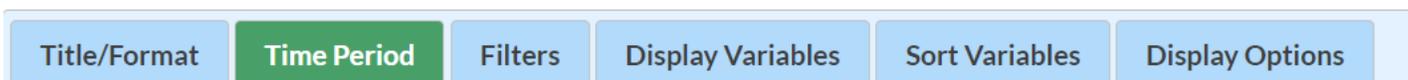
On the "Display Variables" tab, you can select which variables you would like to appear in your report. We did not add or remove any variables in this example.

If including multiple weeks, it is recommended to sort the line list by 'Week of data collection, start date' or 'Week of data collection, end date'. This can be done by selecting the "Sort Variables" tab and selecting the desired variable.

Recommendation for Group-level Users: If you are analyzing data as a NHSN Group User, it is recommended to also "Page By" orgID – this will result in one table per NHSN facility. To select a "Page By" variable, select the "Display Options" tab on the modification screen, and selecting "orgID" as the Page by variable.

Output

After modifying the report, you are now ready to see the output. The example line list shown below is the result of the example modifications. There is one row for each week and one column for each variable.

National Healthcare Safety Network
Line Listing - All COVID-19 Vaccination Cumulative Detail Data - HCP
As of: February 4, 2021 at 3:50 PM
Date Range: LTC_COVID19_VACCDET_STAFF survWeekEnd 12/13/2020 to 12/20/2020

Facility Org ID=13792

Facility Org ID	Type of Vaccination	Week of data collection, start date	Week of data collection, end date	Vaccine Name	Vaccine	Number of Eligible HCP Who Received this Vaccine - All (Total)
13792	COVID19	12/07/2020	12/13/2020	MODERNA	MODERNA	6
13792	COVID19	12/07/2020	12/13/2020	MODERNA	MODERNA1	6
13792	COVID19	12/07/2020	12/13/2020	PFIZBION	PFIZBION	6
13792	COVID19	12/07/2020	12/13/2020	PFIZBION	PFIZBION1	6
13792	COVID19	12/14/2020	12/20/2020	MODERNA	MODERNA	1
13792	COVID19	12/14/2020	12/20/2020	MODERNA	MODERNA1	1
13792	COVID19	12/14/2020	12/20/2020	PFIZBION	PFIZBION	1
13792	COVID19	12/14/2020	12/20/2020	PFIZBION	PFIZBION1	1

Sorted by orgID survWeekStart COVID19VaccineName
Data contained in this report were last generated on February 2, 2021 at 9:35 AM to include all data.

Note: The data in this example output are fictitious and intended for illustrative purposes only

Additional Resources

How to Export Data from NHSN: https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/exportdata.pdf

How to Generate Data Sets Quick Reference Guide: https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/generatedatasets-psc-508.pdf

Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

How to Modify A Report Quick Reference Guide: https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/howtomodifyreport.pdf

How to Save Custom Reports for Future Use Quick Reference Guide: https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/customoutputoptions.pdf