



June 2026 Dialysis Office Hours

Reporting COVID-19 Vaccination Data Among Healthcare Personnel

National Healthcare Safety Network (NHSN)

Prevention & Therapeutics Unit
Surveillance Branch, Division of Healthcare Quality Promotion
National Center for Emerging and Zoonotic Infectious Diseases

Objectives

- After this presentation, you will:
 - Understand current reporting requirements.
 - Become familiar with the data collection form.
 - Understand how to enter data and verify data submission.
 - Learn about training resources.



Note: Data in this presentation are fictitious and for educational purposes only.

Reporting Requirements

Reporting Requirements

- Dialysis facilities must report COVID-19 vaccination data among healthcare personnel (HCP).
 - Report data for at least one week per month through NHSN's Healthcare Personnel Safety Component.
- Data must be submitted by the quarterly reporting deadlines: [End Stage Renal Disease Quality Reporting System](#).
- Send questions about reporting requirements to: [CMS QualityNet](#).

Note: Dialysis facilities are no longer required to report COVID-19 vaccination data for patients and influenza vaccination data for HCP.

Reporting Weeks

- Select any week to report data.
- The end date for the week determines for which month a week is included.
 - *Example:* The week of January 26, 2026 – February 1, 2026, counts as a week in February (and not January).
 - The end date for the week (February 1) is in February.



Data Collection Form

DATA COLLECTION FORM

Data Entry Screen

Cumulative Vaccination Coverage						
	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 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	175	195	100	50	25	20
2. * Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).	130	140	75	40	15	10
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	1	1	0	0	1	0
3.2. * Offered but declined COVID-19 vaccine	30	32	20	5	5	2
3.3. * Unknown/other COVID-19 vaccination status	14	22	5	5	4	8

DATA COLLECTION FORM

Question 1: Counting Healthcare Personnel

- Report data on four categories of HCP:
 - Employees
 - Non-employees:
 - Licensed independent practitioners
 - Adult students/ trainees and volunteers
 - Other contract personnel
- All core HCP includes employees, licensed independent practitioners, and adult students/ trainees and volunteers.
- All HCP includes all four categories of HCP.
- NHSN auto-calculates numbers for all core HCP and all HCP.

DATA COLLECTION FORM

Question 1: Counting Healthcare Personnel (cont.)

- Include HCP who are eligible to work at the facility for at least one day during the week of data collection.
- HCP eligible to work include those regularly scheduled to work in the facility at least one day every week.
 - *Example:* Include an employee who is scheduled to work at the facility each Monday.
 - *Example:* Do not include an employee who is scheduled to work at the facility only one day each month.

DATA COLLECTION FORM

Question 2: Up to Date with COVID-19 Vaccines

- Report cumulative number of HCP who are Up to Date with COVID-19 vaccines.
- Definition for HCP who are Up to Date with COVID-19 vaccines (Quarters 1-3 of 2026)
 - Individuals **aged 65 years and older** are Up to Date when they have received 2 doses of the 2025-2026 COVID-19 vaccine or received 1 dose of the 2025-2026 COVID-19 vaccine in the past 6 months.
 - *Example:* If an individual is 65 years old and received their first dose of the 2025-2026 COVID-19 vaccine on October 1, 2025, then they would need to receive their second dose after April 1, 2026, to remain Up to Date with COVID-19 vaccines.
 - Individuals **younger than 65 years** are Up to Date when they have received 1 dose of the 2025-2026 COVID-19 vaccine (any time since it was approved in August 2025).
- Resource: <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-508.pdf>

DATA COLLECTION FORM

Question 3: Healthcare Personnel with Other Conditions

- **Question 3.1:** Report HCP with a medical contraindication to the COVID-19 vaccine.
- **Question 3.2:** Report HCP who were offered COVID-19 vaccine but declined this.
- **Question 3.3:** Report HCP with an unknown or other status.
- Resource: <https://www.cdc.gov/nhsn/pdfs/covid19/covidvax-staff-toi-508.pdf>



Data Entry and Verification

DATA ENTRY

Methods of Data Entry

Enter summary-level data or person-level data:

- Summary-level data
 - Enter data directly into NHSN application
 - Upload data via .CSV files
 - Resource: <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/tips-c19-vax-508.pdf>

- Person-level data
 - Enter data directly into NHSN application
 - Upload data via .CSV files
 - Resource: <https://www.cdc.gov/nhsn/pdfs/ltc/HPS-Person-level-How-to-guide.pdf>


DATA ENTRY

Healthcare Personnel Safety Component

- Log into the Healthcare Personnel Safety Component.
- Go to the blue navigation bar and select ***Vaccination Summary*** and ***COVID-19 Weekly Vaccination Summary***.

Welcome to NHSN ×

Select Component

 Healthcare Personnel Safety ▼

DATA ENTRY

COVID-19 Vaccination Module for Healthcare Personnel

- Incomplete data submission for a week is indicated in yellow.
- Select a week to report data in the calendar view and click on the yellow bar.
- Enter data and click on the **Save** button at the bottom of the data entry screen when finished.

The screenshot shows the NHSN Home interface for the COVID-19 Weekly Vaccination Summary Data module. On the left is a navigation menu with items like Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophyl/Treat, Import/Export, COVID-19, Vaccination Summary, Surveys, Analysis, Users, Facility, and Group. The main content area is titled "COVID-19 Weekly Vaccination Summary Data" and includes a clipboard icon with the instruction: "Click a cell to begin entering data for the week which counts are reported." Below this is a link: "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>." The interface features a "Weekly Vaccination Calendar" for the period "16 March 2026 - 26 April 2026". A legend indicates that dark green bars represent "Record Complete" and yellow bars represent "Record Incomplete". Two weeks are shown: "03/16/2026 (Monday) - 03/22/2026 (Sunday)" and "03/23/2026 (Monday) - 03/29/2026 (Sunday)". Both weeks have a yellow bar with a checkmark icon and the text "COVID-19 Vac".

DATA VERIFICATION

COVID-19 Vaccination Module for Healthcare Personnel (cont.)

- Complete data submission for a week is indicated in green.
- Run a report in NHSN to verify data submission:
<https://www.cdc.gov/nhsn/pdfs/ltc/QRG.CMSLineListing.HCP.pdf>

The screenshot shows the NHSN COVID-19 Weekly Vaccination Summary Data interface. On the left is a navigation menu with items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, COVID-19, Vaccination Summary, Surveys, Analysis, Users, and Facility. The main content area is titled "COVID-19 Weekly Vaccination Summary Data" and includes a clipboard icon with the text: "Click a cell to begin entering data for the week which counts are reported." Below this is a link: "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>." A date range selector shows "27 April 2026 - 07 June 2026" with a calendar icon and a legend for "Record Complete" (dark green) and "Record Incomplete" (yellow). The "Weekly Vaccination Calendar" section shows two rows: "04/27/2026 (Monday) - 05/03/2026 (Sunday)" with a dark green bar and a checkmark icon labeled "COVID-19 Vac", and "05/04/2026 (Monday) - 05/10/2026 (Sunday)" with a yellow bar and a checkmark icon labeled "COVID-19 Vac".

RESOURCES

Webpage: Reporting COVID-19 Vaccination Data among Healthcare Personnel

Access training materials:

- Data collection forms
 - Instructions for using .CSV files
 - Instructions for using person-level form
- Training slides
- Quick reference guides
- Frequently asked questions

The screenshot shows the NHSN website interface. At the top, there is a blue header with the CDC logo and the text 'National Healthcare Safety Network (NHSN)'. A search bar is located on the right side of the header. Below the header, there is a yellow banner with the text 'CDC's website is being modified to comply with President Trump's Executive Orders.' The main content area is titled 'Healthcare Personnel (HCP) Safety: COVID-19' and includes a 'Print' link. On the left side, there is a navigation menu with links such as 'NHSN Home', 'NHSN Login', 'About NHSN', 'Enroll Facility Here', 'CMS Requirements', 'Change NHSN Facility Admin', 'Resources by Facility', 'Patient Safety Component', 'Long-term Care Facility Component', and 'Dialysis Component'. The main content area is divided into sections: 'On This Page' with links for 'Announcements', 'Protocol', 'Training', and 'Data Collection Forms and Instructions'; 'CSV Data Import' with links for 'Person-Level Respiratory Pathogens Form - Instructions and Guidance Documents' and 'Person-Level Respiratory Pathogens Data - CSV Data Import'. A 'COVID-19 Vaccination FAQs' box is also visible on the right side of the main content area.

RESOURCES

Questions or Need Help?

- Please use the NHSN-ServiceNow portal to submit questions to the NHSN Help Desk.
- If you do not have a Secure Access Management Services (SAMS) login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.



Thank you.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 <https://www.cdc.gov/>
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