



Person-Level Vaccination Form for Healthcare Personnel: How to Guide

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Purpose

Certain facilities are required to submit weekly COVID-19 vaccination data for healthcare personnel (HCP) through NHSN. To fulfill CMS reporting requirements, NHSN users submit data for at least one week per month, through the Weekly COVID-19 Vaccination Module that is housed within the Healthcare Personnel Safety (HPS) Component or the Respiratory Pathogens and Vaccination Module housed within the Long-term Care Facility (LTCF) Component. Data can be reported through this module in three ways. This guide focuses on submitting data through the Person-Level Vaccination Form, as noted in option #3 below.

1. Directly into the data entry screens of the Weekly COVID-19 Vaccination Module.
2. Through .CSV file upload into the Weekly COVID-19 Vaccination Module.
3. Facilities also have the option to use the **Person-Level Vaccination Form** and select the “view reporting summary and submit” to submit these data to the Weekly COVID-19 Vaccination Module.

Guide overview

The optional Person-Level COVID-19 Vaccination Form can assist facilities with managing and tracking person-level vaccination data directly in NHSN and calculating and entering the weekly summary totals in the application.

This guide covers how to enter a new record and update an existing record in the Person-Level COVID-19 Vaccination Forms for HCP. This guide will also provide instructions for exporting and importing .CSV data.

Note: All examples in this guide utilize test data. Therefore, these data are fictitious and are for educational purposes only. Keep in mind that while most examples in this guide use HCP data in the HPS Component, the steps for entering and updating records in the Person-Level COVID-19 Vaccination Forms are the same for HPS HCP and LTC HCP components.

Who should use the Person-Level COVID-19 Vaccination Form?

We recommend that all facilities use the Person-Level COVID-19 Vaccination Form to ensure accurate summary of data when submitting HCP data to the Weekly COVID-19 Vaccination Module.

Advantages of the Person-Level COVID-19 Vaccination Form

Using this form simplifies reporting summary data. The NHSN application **automatically calculates** the weekly summary totals based on the person-level data. This means those who use the Person-Level COVID-19 Vaccination Forms will no longer need to manually calculate and enter totals in the summary form. The Person-Level COVID-19 Vaccination Forms automatically classify individuals' COVID-19 vaccination status for each reporting week of interest. Users enter/update the person-level data and click **View Reporting Summary and Submit** to review the totals and submit their weekly data. The Person-Level COVID-19 Vaccination Forms also helps facilities organize and manage data on all HCP and capture changes in individuals' vaccination status over time.

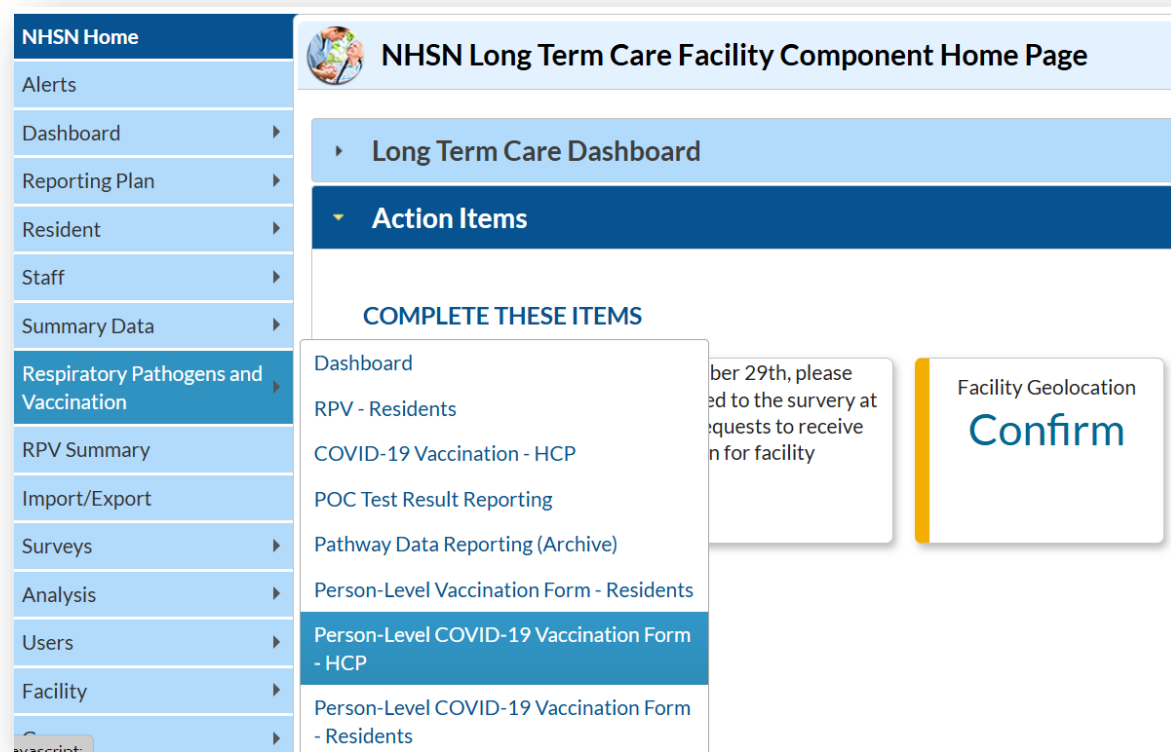
Accessing the Person-Level COVID-19 Vaccination Form

The optional Person-Level COVID-19 Vaccination Forms are available in the NHSN application in the Healthcare Personnel Safety (HPS) component, and in the Respiratory Pathogens and Vaccination section of the Long-Term Care Facility component.

- Select **Person-Level COVID-19 Vaccination Form for HCP** as seen in the image below.



- For LTCF, select **Person-Level COVID-19 Vaccination Form - HCP** as seen in the image below.



This will take you to the data entry screen where person-level vaccination data can be entered, modified, or uploaded via .CSV file. This is the first step for any person-level data entry, upload, or modification.

User Rights

To enter person-level vaccination data for healthcare workers, the user must have the **Administrator** or **All Rights** box checked under the Healthcare Personnel Safety column as seen in the image below to submit person-level data. Facility Administrators automatically have access to these data.

A Facility Administrator or a user with administrator rights can grant these additional rights to users. The steps to grant these rights to additional users are as follows:

When you are on the NHSN Healthcare Personnel Safety Component Home Page:

1. Navigate down to the **Users** tab on the left-hand navigation bar.
2. Hover over the tab and select **Add**.
3. Enter user information (an asterisk indicates required data for that field).
4. Click **Save** at the bottom of the page.
5. You should now be on the **“Add User Rights”** page.
6. Check the appropriate Rights boxes under the **Healthcare Personnel Safety** column.
7. Click **Save** at the bottom of the screen once Rights are checked.

Add User Rights

✔ User (ID) saved successfully. Please add rights for the new user.

User ID:

Facility List:

Rights	Healthcare Personnel Safety	Long Term Care Facility
Administrator	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff/Visitor - Add, Edit, Delete		<input checked="" type="checkbox"/>
Staff/Visitor - View		<input checked="" type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

- After you have clicked **Save**, look for the “Users rights save successfully” notification in the upper right-hand corner.



- User rights are immediately granted, and the Person-Level COVID-19 Vaccination Form is ready for use.

Note: If the user cannot see the Person-Level COVID-19 Vaccination Form immediately, then log out of NHSN and log back in.

Entering a New Person-Level Vaccination Record

The NHSN person-level vaccination records are linked to the NHSN Healthcare worker/staff list to provide consistency and integration across NHSN collection forms.

Tips for creating Unique HCP Identifier

- Ensure that you are using the ID used for the same individual entered on other forms in NHSN.
- Avoid starting the ID with a 0 (zero) because if you ever decide to import a .CSV file, the .CSV drops the leading 0 (zero) and this changes the ID. This will result in duplicate rows for the same person with two different IDs.
- Avoid using birthday, first name, or last name only as the ID because this type of identification can be shared by more than one individual, so this will eventually create duplicates.

Vaccination location type (specific to Healthcare Personnel Safety [HPS] Component)

When reporting individual healthcare worker data, you will be asked to indicate the vaccination locations the HCW is eligible to work. There are three vaccination location types to choose from in the drop-down box under the “**Vaccination location type**” section. It is important to select the appropriate location types when reporting your facility healthcare worker COVID-19 vaccination data. Select one or more locations to indicate which units they are eligible to work in such as the hospital, IPF Unit(s) and/or IRF Unit(s).

“**Hospital**” applies to all facility types other than an IPF unit or IRF unit with a unique CCN within another facility. In other words, “**Hospital**” should be selected for acute care hospitals, long-term acute care hospitals, freestanding IPFs, freestanding IRFs, and ambulatory surgery centers.

Note: Not all mapped locations will appear as vaccination locations. **ONLY** “Hospital” (facility level) will appear unless the facility also has an IPF unit and/or IRF unit with a unique CCN that is mapped as a location of the parent facility. “**Hospital**” refers to the facility as a whole. If your facility is a freestanding IPF or a freestanding IRF (not an IPF unit or IRF unit with a unique CCN within another facility), you will not see the IPF Unit(s) or IRF Unit(s) in the drop-down, and you will select the Hospital option in the drop-down box.

Please refer to the [Guidance on Enrollment and Reporting for Physically Separate Facilities/Units* in NHSN \(cdc.gov\)](https://www.cdc.gov/nhsn/dataandreporting/2019/09/2019-09-01-guidance-on-enrollment-and-reporting-for-physically-separate-facilities-units-in-nhsn) document for further information and guidance.

Step 1: Enter unique HCP identifier and demographics

The first step is to identify or enter an individual’s ID and demographic information.

1. Click + **Add Row**.
2. If the unique HCW identifier is known, and the person has previously been entered in NHSN, type it in the Unique HCP Identifier box. Click the “**Select**” button and this will auto-fill in name, sex, DOB, ethnicity, and race. Finish entering new start date, vaccination location type if in HPS Component (Hospital, IPF Unit(s), IRF Unit(s)), HCP category, vaccination data, and click save row.
3. Please provide all known demographic information.
4. If the Unique HCP Identifier is unknown or it is unknown if this person has a record on the NHSN Healthcare worker list, click **Find**. The text below will display when you hover over the **Find** button.

5. After you click the **Find** button, the HCP list will appear on the screen.
6. Change the **view** from 10 to 100 records.
7. Scan the list to see if the individual you are looking for has a record. You can also type the first or last name in the boxes below the corresponding headers.

Example 1: [The person you are looking for already has a corresponding record on the NHSN Healthcare Worker List](#)

In this example, say you are looking for a record for someone named Ashley Green with a birthday of 1/14/1970.

She has a record on the NHSN HCP list, so click on her row, then click **Select**.

Facility ID	HCW ID	Last Name	First Name	Middle Name	Date of Birth
	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x
30166	DUP2	Apple	Red		08/13/1992
30166	NODUP4	Girl	Cheetah		08/15/1992
30166	D1	Green	Ashley		01/14/1970
30166	C1	Green	Ceelo		01/14/1970
30166	NODUP1	HILL	bill		08/11/1992
30166	A1	HILL	SAM		08/11/1992
30166	B1	NISS	KAT		08/02/1996
30166	NODUP3	O	Htwo		08/14/1992

Select **Cancel**

Clicking the **Select** button will automatically fill in the name, sex, DOB, race, and ethnicity from her record on the NHSN list. Although the row has auto filled with the individual’s known demographics; information with an asterisk will need to be entered prior to saving the row for that individual.

Example 2: The Individual you are entering vaccination data for does not already have a corresponding record on the NHSN Healthcare Worker list

Click **+ Add Row** button. If you do not know if this person has a record on the NHSN list, click the **Find** button. Next, change the **view** from 10 to 100 records as shown in the image below and scan the list to see if the person you are looking for has a record.

Person-Level COVID-19 Vaccination Form for HCP

Add Row...
View Reporting Summary & Submit...
Upload CSV...

Unique HCP Identifier *	HCP First Name *	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Find...		

Save Row

Required fields marked with *

Duplicate Row	Unique Identifier
+	A1
+	B1
-	C1

Find. If the individual you are adding was previously entered on another event-level form, please use this feature to select this individual. This will auto-fill the following fields: identifier, first name, last name, sex, date of birth, ethnicity, and race. If the individual does not already have a record entered, a new record will be created when you enter these fields using the +Add Row button and click save row.

Facility ID	HCW ID	Last Name	First Name	Middle Name	Date of Birth
30166	DUP2	Apple	Red		08/13/1992
30166	NODUP4	Girl	Cheetah		08/15/1992
30166	D1	Green	Ashley		01/14/1970
30166	C1	Green	Ceelo		01/14/1970
30166	NODUP1	HILL	bill		08/11/1992
30166	A1	HILL	SAM		08/11/1992
30166	B1	NISS	KAT		08/02/1996
30166	NODUP3	O	Htwo		08/14/1992

Page 1 of 1
10
View 1 - 8 of 8

10
10
100

Select
Cancel

If the individual does not have a record, click **Cancel**.

Facility ID	HCW ID	Last Name	First Name	Middle Name	Date of Birth
30166	DUP2	Apple	Red		08/13/1992
30166	NODUP4	Girl	Cheetah		08/15/1992
30166	D1	Green	Ashley		01/14/1970
30166	C1	Green	Ceelo		01/14/1970
30166	NODUP1	HILL	bill		08/11/1992
30166	A1	HILL	SAM		08/11/1992
30166	B1	NISS	KAT		08/02/1996
30166	NODUP3	O	Htwo		08/14/1992

Since this individual does not have a corresponding record, type in a unique HCP Identifier. An alert will appear letting you know this is a new ID. Click **OK** and continue entering the data.

Person-Level COVID-19 Vaccination Form for HCP

Alert: Could not find HCP. You can directly enter a new HCP from this screen.

Unique HCP Identifier * BL8956

First Name * HCP Last Name * Gen

Enter the individuals' vaccination information, including Start of Employment Date, Dose Dates, and Vaccine Manufacturers (or date of declining or medical contraindication), then click **Save Row**. If you do not know their vaccination status, you can enter an unknown vaccination status that is the same day as their start date.

Unique HCP Identifier *	HCP First Name *	HCP Last Name *
SAD	Jane	Smith

Entering and saving a record for this new individual adds them to the NHSN Healthcare Worker list.

Note: If you are unable to obtain information on ethnicity and/or race, you may select the **Unknown** option.

Example 3: Adding demographic information for a new HCP record

Click the **+ Add Row** button. Enter Unique HCP Identifier, available demographic information (First name, Last name, Sex, DOB, Ethnicity, Race), HCP Start of Employment date, Vaccination location type (HPS Component), HCP Category, and Vaccination information.

Use the dropdown box to see the ethnicity options.

Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Sex **	Date of Birth **
	Jane	Smith		

For race, you must scroll down to see all checkbox options.

Note: You can select more than 1 race. If you select **Declined to respond** or **Unknown**, you cannot check more than 1 value.

Race **

Middle Eastern or North African

American Indian/Alaska Native

Asian

Black or African American

Native Hawaiian/Other Pacific Islander

Race **

Declined to respond


White

Middle Eastern or North African

Declined to respond

Unknown

Note: You can use the “Hide all HCP with an end date” to only view Person Level data of HCP that are currently working.

 **Person-Level COVID-19 Vaccination Form for HCP**

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

Ethnicity **	Race **	HCP Start of Employment Date *	HCP End of Employment Date	Vaccination location type *
Hispanic or Latino	Asian	05/23/2023		Hospital
Not Hispanic or Latino	Black or African American	09/24/2024		Hospital
Not Hispanic or Latino	Black or African American	01/09/2023		Hospital
Hispanic or Latino	American Indian/Alaska Native	02/07/2023		Hospital
Hispanic or Latino	Black or African American, American Indian/Alaska Native	10/28/2022		Hospital
Hispanic or Latino	Black or African American, American Indian/Alaska Native	08/24/2022		Hospital
Hispanic or Latino	Black or African American, American Indian/Alaska Native	08/18/2023		Hospital
Hispanic or Latino	Black or African American, American Indian/Alaska Native	08/18/2023		Hospital
Declined to respond	Asian	11/11/2025	02/02/2026	Hospital

When you click on the highlighted box above the column labeled “Hide all HCP with an end date” the HCP are hidden from the list view and the button changes to “Unhide all HCP with an end date.” This was added to simplify the person-level vaccination forms.

Person-Level COVID-19 Vaccination Form for HCP

[Add Row...](#)
[View Reporting Summary & Submit...](#)
[Upload CSV...](#)
[Export CSV...](#)
[Unhide all HCP with an end date](#)

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

	Date of Birth **	Ethnicity **	Race **	HCP Start of Employment Date *	HCP End of Employment Date	Vaccination
	08/11/1992	Hispanic or Latino	Asian	05/23/2023		Hospital
	08/02/1996	Not Hispanic or Ne	Black or African American	09/24/2024		Hospital
	01/14/1970	Not Hispanic or Ne	Black or African American	01/09/2023		Hospital
	01/14/1970	Hispanic or Latino	American Indian/Alaska Native	02/07/2023		Hospital
	08/13/1992	Hispanic or Latino	Black or African American, American Indian/	10/28/2022		Hospital
	08/11/1992	Hispanic or Latino	Black or African American, American Indian/	08/24/2022		Hospital
	08/14/1992	Hispanic or Latino	Black or African American, American Indian/	08/18/2023		Hospital
	08/15/1992	Hispanic or Latino	Black or African American, American Indian/	08/18/2023		Hospital

Note: data rows for hidden HCP still exist and are included in the appropriate counts when submitting summary data. Therefore, if you try to add a new row with the same ID as a HCP who has been hidden, you will receive a message that the HCP already exists, and their profile will appear on the screen.

Step 2. Enter Vaccination Information

The vaccination information will need to be entered after the individuals' ID and demographics are entered (prior to saving the row). See illustration below, highlighted in green.

Enter the vaccine information for the administered COVID-19 vaccines. Enter the dose date and manufacturer name for each COVID-19 vaccination received by the healthcare worker.

Person-Level COVID-19 Vaccination Form for HCP

[Add Row...](#)
[View Reporting Summary & Submit...](#)
[Upload CSV...](#)
[Export CSV...](#)
[Export SQL...](#)

Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Dose 2 vaccination date **	Dose 2 vaccine manufacturer name **	Medical contraindication date **	Declination date **	Declination reason	Unknown/other vaccination status Date **	Dose 3 Date **	Dose 3 Manufacturer **	Dose 4 Date	Dose 4 Manufacturer	Dose 5 Date	Dose 5 Manufacturer	Dose 6 Date	Dose 6 Manufacturer

[Save Row](#)
[Cancel](#)

Once all demographics and vaccination data are entered for that row, click **Save Row**.

Example 1: A Healthcare worker who works in the Hospital and IPF Unit locations and declines COVID-19 vaccination

Healthcare worker Rocky Road works three shifts in the **Hospital** and one shift in the **IPF unit** each week. Since he works in two different locations at least one day each week, then both the Hospital and IPF Unit(s) locations should be selected from the drop-down box.

The screenshot shows the 'Person-Level COVID-19 Vaccination Form for HCP'. At the top, there are buttons for 'Add Row...', 'View Reporting Summary & Submit...', 'Upload CSV...', 'Export CSV...', and 'Export SQL...'. Below these is a legend: 'Required fields marked with *' and 'Conditionally required fields marked with **'. The main table has columns: 'Duplicate Row' (checkbox), 'Unique HCP Identifier *' (5555), 'HCP First Name *' (Rocky), 'HCP Last Name' (Road), and 'Vaccination location type *'. The 'Vaccination location type' dropdown is open, showing 'Hospital, IPF Unit(s)' selected, with an orange arrow pointing to it.

Note: HCW will be counted at each work location separately.

Example 2: A Healthcare Worker who declined COVID-19 vaccination

A healthcare worker can decline COVID-19 vaccination for numerous reasons. The Person-Level COVID-19 Vaccination Form allows users to specify a healthcare workers' reason for declining vaccine (Received official religious exemption, Other, or Unknown) listed in the drop-down box.

For example, a healthcare worker who works two shifts per week on the IRF unit, started work as a new employee on 6/15/2023 and that date was entered indicated by #1 in the screenshot below. He was offered the COVID-19 vaccine but declined. To enter the declination date, click on the cell labeled "**Declination date**" and enter the date that the healthcare worker declined indicated by #2 below. Once the declination reason is determined, you can select one of the three options from the "**Declination reason**" drop-down box as shown below on step 3.

The screenshot shows the 'Person-Level COVID-19 Vaccination Form for HCP' with a row for 'Alpha Tango'. The 'Unique HCP Identifier' is 'AT5612' and 'Vaccination location type' is 'IRF Unit(s)'. The 'HCP Start of Employment Date' is '06/15/2023' (marked with #1). The 'Declination date **' is '06/15/2023' (marked with #2). The 'Declination reason' dropdown is open, showing options: 'Received official religious exemption', 'Other', and 'Unknown' (marked with #3). The 'HCP Category' is 'Employees (staff on f...'. Buttons for 'Save Row' and 'Cancel' are at the bottom left.

Note: The process is similar for specifying medical contraindication and unknown vaccination status. For medical contraindication, enter the date the medical contraindication occurred or was recorded. For unknown vaccination status, enter the date the individual was admitted or started working in the facility.

Example 3: A Healthcare Workers' vaccination status changes over time

Over time, a healthcare workers' vaccination status may change. The Person-Level COVID-19 Vaccination Form was designed to capture these changes.

For example, suppose a healthcare worker who works at a free-standing IRF, started as a new employee on 05/04/2023 and their vaccination status was unknown at that time. Enter the healthcare workers' Unique HCP Identifier, Vaccination location type, and demographics. Next, since the vaccination status is unknown, enter an unknown vaccination status date of 5/04/2023 (the employees start date), as shown with box with the #1 below.

Note: Since the facility is a free-standing IRF, the Vaccination location type is Hospital.

Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Sex **	HCP Start of Employment Date *	HCP End of Employment Date	Vaccination location type *	Unknown/other vaccination status Date **	Dose 3 Date **
123	Swift	Boi	Male	05/04/2023		Hospital	05/04/2023	

Over the course of their first week at your facility, you learn the HCW is unvaccinated and offer vaccine. The HCW declines vaccination on 5/13/2023. You would update this record as indicated by box # 2 below by entering a declination date of 5/13/2023. Do **not** delete the unknown vaccination status date.

As time goes on, the healthcare worker changes her mind, and on 6/02/2023, they agree to receive their first dose of COVID-19 vaccine. This can also be updated in the same way. Click on the cells corresponding to dose 1 and provide the dose 1 date and vaccine manufacturer name as shown with box 3 below. Do not delete the unknown vaccination status date or the declination date. You would maintain all three dates on this person's row. You would repeat this process again once the individual receives more doses of COVID-19 vaccine.

Duplicate Row	Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Sex **	Dose 1 vaccination date **	Dose 1 vaccine manufacturer name **	Declination date **	Declination reason	Unknown/other vaccination status Date **
+	123	Swift	Boi	Male	06/02/2023	Bivalent Pfizer vaccine	05/13/2023	Other	05/04/2023

Example 4: Healthcare worker goes on extended leave or stops working in the facility and later returns (after more than 2 weeks)

If a healthcare worker stops working in the facility for an extended period (greater than 2 weeks) and later returns, you will create a new row for this individual when they return by using the + button next to their original row. This will

autofill the information on in the yellow box below with the information from the original record. On the new row, add the new start date (the day they returned to working the facility), ensure the vaccine information is updated, and click **Save Row**. The original row will have an end date (the last day they worked in the facility). The new row will have a new start date, and this date must be at least 2 weeks after the original row end date.

Person-Level COVID-19 Vaccination Form for HCP

Unique HCP Identifier * HCP First Name * HCP Last Name *

N54799 Arthur Fist

Find...

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

Delete	Duplicate Row	Unique HCP Identifier *	HCP First Name *	HCP Last Name
<input type="checkbox"/>	<input type="checkbox"/>	N5478	John	Hotel
<input type="checkbox"/>	<input type="checkbox"/>	N54789	Hannah	Montana
<input type="checkbox"/>	<input type="checkbox"/>	N54799	Arthur	Fist
<input type="checkbox"/>	<input type="checkbox"/>			Echo
<input type="checkbox"/>	<input type="checkbox"/>			Born
<input type="checkbox"/>	<input type="checkbox"/>			Doe
<input type="checkbox"/>	<input type="checkbox"/>			Bye
<input type="checkbox"/>	<input type="checkbox"/>			Sake

Duplicate row. Use this feature if the HCP goes on extended leave for any reason for >2 weeks. When they return, duplicate their row, and enter a new start date, which is the day they return to work. On their prior row, enter an end date, which is the last day they worked before their leave.

Step 3: View Reporting Summary & Submit

Once all data have been entered and updated, select the **View Reporting Summary & Submit** button.

If data are **added or modified** on the Person-Level COVID-19 Vaccination Form, you must select the **“View Reporting Summary & Submit”** button to feed these data to the Vaccination Summary Module. You submit data for the most recent week by clicking **View Reporting Summary & Submit**, selecting the most recent week, and clicking **Save and Submit** for each of your facility vaccination location types.

Person-Level COVID-19 Vaccination Form for HCP

[Add Row...](#)
[View Reporting Summary & Submit...](#)
[Upload CSV...](#)
[Export CSV...](#)
[Hide all HCP with an end date](#)
[Export SQL...](#)

Unique HCP Identifier *	HCP First Name *	HCP Last Name *	Sex **	Date of Birth **	Ethnicity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Find..."/>					

On the Reporting Summary screen:

1. Select the week and vaccination location type you are interested in submitting data for using the drop-down menu next to the box that says, **Week of data collection first day (Monday)**. (first yellow box)

View Reporting Summary & Submit...

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

Person-Level Form

Facility ID#: 10055

Vaccination type: COVID19

Week of data collection first day (Monday): **2/2/2026 - VACCHOSP (Never submitted)**

Week of data collection last day (Sunday): 02/08/2026

Cumulative Vaccination Coverage	Healthcare Personnel (HCP) Categories					
	All Core HCP	All HCP	Employee HCP Employees (staff on facility payroll)	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	Non-Employee HCP Adult students/trainees & volunteers	Other Contract Personnel
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	0	0	0	0	0	0
2. *Cumulative number of HCP in question #1 who are up to date with COVID-19 vaccines	0	0	0	0	0	0
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	0	0	0	0	0	0
3.2. *Offered but declined COVID-19 vaccine	0	0	0	0	0	0
3.3. *Unknown/other COVID-19 vaccination status	0	0	0	0	0	0

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.

2. Only save and submit data via the person-level form for weeks with complete person-level information for all individuals who were eligible to have worked at least one day during the reporting week. If you do not have complete person-level information on all individuals for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

- a. Select the location type. Please note that you will only see and be able to select the location type(s) associated with your facility ID.
2. Review the counts that are displayed for this week (based on location type(s) if more than one) to ensure accuracy. The totals you see here were auto-calculated from the person-level data you entered.

3. Click **Save and Submit Data**. You will see a pop-up box that says, **Successfully saved**. Click **OK**. Now, you can either select another vaccination location type and/or reporting week to submit or re-submit data for, or you can click **Done**.

When you click on the “**Week of data collection first day**” drop-down menu, you will see each reporting week and vaccination location type listed since the Person-Level COVID-19 Vaccination Form became available. You will also note that there is sometimes text next to the date with information about the data for that week. Additionally, when submitting data to the weekly summary form by clicking **View reporting summary and submit** you will have the option to select the corresponding reporting weeks and location types you want to update. A description of what each label means is below:

View Reporting Summary & Submit...

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

Facility ID#: 83110
Vaccination type: COVID19

Week of data collection first day (Monday): 12/15/2025 - VACCHOSP

Week of data collection last day (Sunday): 10/20/2025 - VACCHOSP (Never submitted)

Cumulative Vaccination:

- 10/27/2025 - VACCHOSP (Never submitted)
- 11/3/2025 - VACCHOSP (Never submitted)
- 11/10/2025 - VACCHOSP (Never submitted)
- 11/17/2025 - VACCHOSP (Never submitted)
- 1. 11/24/2025 - VACCHOSP (Never submitted)
- 2. 12/1/2025 - VACCHOSP (Not eligible for submission using the person-level form)
- 12/8/2025 - VACCHOSP (Never submitted)
- 12/15/2025 - VACCHOSP
- 12/22/2025 - VACCHOSP (Never submitted)
- 12/29/2025 - VACCHOSP (Never submitted)
- 1/5/2026 - VACCHOSP (Never submitted)
- 1/12/2026 - VACCHOSP (Never submitted)
- 1/19/2026 - VACCHOSP (Never submitted)
- 1/26/2026 - VACCHOSP (Never submitted)
- 2/2/2026 - VACCHOSP (Never submitted)
- 2/9/2026 - VACCHOSP (Never submitted)
- 2/16/2026 - VACCHOSP (Never submitted)
- 2/23/2026 - VACCHOSP (Never submitted)
- 3. 3/2/2026 - VACCHOSP (Changed since submitted using the person-level form)

Re-submit all changed weeks

Personnel (HCP) Categories

HCP	Non-Em	
	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	Students & residents
Staff on roll	0	
	0	
	0	
	0	
	0	

1. *Number of HCP that were eligible to have worked at least 1 day during the week of data collection.
2. *Cumulative number of HCP in question that have received COVID-19 vaccines.
Please review the current definition of up to date vaccination.
3.1 *Medical contraindication to COVID-19 vaccination.
3.2 *Offered but declined COVID-19 vaccination.
3.3 *Unknown/other COVID-19 vaccination status.
1. Not eligible for submission using the person-level form.
2. Only save and submit data via the person-level form. Do not update the weekly summary form.
3. Changed since submitted using the person-level form.

1. **Never submitted:** Data for that vaccination location/reporting week have never been submitted by any form or reporting mechanism. These vaccination location/reporting weeks are eligible to submit using the Person-Level Vaccination Form.
2. **Not eligible for submission using the Person-Level Form:** Specific vaccination location/weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary .CSV upload (i.e., not the person-level form) are not eligible for submission using the Person-Level Vaccination Form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.
3. **Changed since submitted using the Person-Level Form:** The summary counts for one or more questions for that vaccination location/reporting week have changed since that vaccination location/week was last submitted using the Person-Level Form. Please use the “**Re-submit all changed weeks**” button (next to the week of data

collection drop down menu) to re-submit all vaccination location/weeks at the same time where the counts have changed.

Note: this does not submit for weeks that have never been previously submitted. For a week that has never been previously submitted, you still must click that week and click **Save and Submit Data** at the bottom of the screen.

After clicking the **Re-submit all changed weeks** button, you will see this pop-up screen to confirm that you want to re-submit for the weeks marked as changed since last submitted. Click **Yes, re-submit**.

View Reporting Summary & Submit...

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

Person-Level Form

Facility ID#: 10312

Vaccination type: COVID19

Week of data collection first day (Monday): 6/17/2024 - VACCHOSP (Changed since submitted using the person-level form) **Re-submit all changed weeks**

Week of data collection last day (Sunday): 06/23/2024

Cumulative Vaccination Coverage	Healthcare Personnel (HCP) Categories			
	Employee HCP (staff on payroll)	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	Adult students/trainees & volunteers	Other Contract Personnel
1. *Number of HCP that were eligible to have worked at this healthcare location type(s) at least 1 day during the week of data collection		3	0	1
2. *Cumulative number of HCP in question #1 who are up to date with COVID-19 vaccines		3	0	1
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	0	0	0	0
3.2. *Offered but declined COVID-19 vaccine	0	0	0	0
3.3. *Unknown/other COVID-19 vaccination status	0	0	0	0

1. Not eligible for submission using the person-level form: Weeks already reported to the Weekly COVID-19 Vaccination Summary Modules using the weekly summary form or weekly summary CSV upload are not eligible for submission using the optional person-level form. Instead, please update those weeks by navigating to the Weekly COVID-19 Summary Module directly and updating the weekly summary form.

2. Only save and submit data via the person-level form for weeks with complete person-level information for all individuals who were eligible to have worked at least one day during the reporting week. If you do not have complete person-level information on all individuals for a given reporting week, please update the person-level form prior to submission, or submit using the Weekly COVID-19 Vaccination Summary form instead.

Confirm

Please confirm the resubmission of all data for the following surveillance week(s) and vaccination location type(s):
8/7/2023-VACCHOSP, 8/14/2023-VACCHOSP, 8/14/2023-VACCIPF, 11/27/2023-VACCHOSP, 11/27/2023-VACCIPF and 6/17/2024-VACCHOSP

Yes, re-submit **No, cancel**

Save and Submit Data **Done**

- Blank/no text next to date and vaccination location type:** Data have already been submitted for this vaccination location/reporting week using the Person-Level Form, and there have been no updates to the data for that week since submission. No action is needed.

It is important to understand that the data submitted from the Person-Level Reporting Summary screen transfers to the Weekly COVID-19 Vaccination Summary Module form (i.e., the traditional, aggregate, facility-level form). You can see this in the image below.

View Reporting Summary & Submit

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

Facility CDE: 10112
 Vaccination Type: COVID-19
 Week of data collection first day (Friday): 6/17/2024 - 6/23/2024
 Week of data collection last day (Sunday): 06/23/2024

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories				
	All Care HCP	All HCP	Employees (staff or facility personnel)	Licensed Independent practitioners, Pharmacists, advanced practice nurses, & physician assistants	Non-Employee HCP Adult students/trainees & volunteers Other Contract Personnel
1. Number of HCP that were eligible to have worked at this healthcare facility at least 1 day during the week of data collection	4	3	0	0	1
2. Cumulative number of HCP in question #1 who are up to date with COVID-19 vaccination	4	3	0	0	1

Alert: Successfully saved.

3. Cumulative number of HCP in Question #1 with other conditions:

Medical contraindication to COVID-19 vaccine	Off-duty but declared COVID-19 vaccine	Off-duty but declared COVID-19 vaccine	Off-duty but declared COVID-19 vaccine	Off-duty but declared COVID-19 vaccine	Off-duty but declared COVID-19 vaccine
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0



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

Facility CDE # 10112
 Location Type COVID-19 VA
 Facility CDE # 10112
 Date Last Modified 06/23/2024 10:56:00 AM

Cumulative Vaccination Coverage

	Healthcare Personnel (HCP) Categories				
	All Care HCP	All HCP	Employees (staff or facility personnel)	Licensed Independent practitioners, Pharmacists, advanced practice nurses, & physician assistants	Non-Employee HCP Adult students/trainees & volunteers Other Contract Personnel
Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	367	499	275	72	132
Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccination	0	0	0	0	0
Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	0	0	0	0	0
Cumulative number of HCP in Question #1 with other conditions:	0	0	0	0	0
Medical contraindication to COVID-19 vaccine	0	0	0	0	0
Off-duty but declared COVID-19 vaccine	0	0	0	0	0
Off-duty but declared COVID-19 vaccine	367	499	275	72	132

After submitting these data on the reporting summary screen, if you want to confirm that the data were successfully submitted to the Weekly COVID-19 Vaccination Summary Module, please navigate to **Vaccination Summary** on the left-hand navigation bar and observe that the week of interest appears green, indicating that the data are complete for that week. You can also click on that week and confirm that the numbers match those that you submitted for the Reporting Summary.

NHSN Home

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- Prophy/Treat
- Import/Export
- COVID-19
- Vaccination Summary**
- Surveys
- Analysis

COVID-19 Weekly 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>.

31 July 2023 - 10 September 2023

Record Complete Record Incomplete

Weekly Vaccination Calendar

07/31/2023 (Monday) - 08/06/2023 (Sunday)

- Hospital
- IPF
- IRF

As a reminder, when reviewing Vaccination Summary data, you can always review the Create and Modify dates as described here: [Quick Reference Guide: How to Check Create Dates \(cdc.gov\)](#). The **Date Created** is auto-populated when data are initially entered and saved in the Weekly COVID-19 Vaccination Module. The **Date Last Modified** is auto-populated based on the most recent date that changes were made to previously submitted COVID-19 Vaccination Module data.

.CSV File Upload (Optional)

.CSV upload is often helpful for initial data entry, for facilities with large numbers of HCP, or for weeks with numerous changes with vaccination status.

Users **do not need to use .CSV file** templates or upload .CSV files to use the Person-Level COVID-19 Vaccination Form. This section is intended to assist facilities that choose to upload .CSV files.

Please make sure you are using the most recent .CSV file template when uploading your person-level COVID-19 vaccination data. In addition, make sure that you are using the person-level .CSV file, and not the summary data .CSV file.

To make sure that you are using the most recent .CSV file template:

1. Navigate to the [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#) webpage.
2. Scroll down to the 'Person-Level Respiratory Pathogens Data – CSV Data Import' section.
3. Select the most recent .CSV template for person-level COVID-19 vaccination data.

CSV Data Import

Uploading Group COVID-19 .CSV Files

[Uploading Group COVID-19 .CSV Data Files \(12.0\)](#) [PDF – 1 MB] – January 2024

[Uploading Group COVID-19 .CSV Data Files \(11.4.1\)](#) [PDF – 1 MB] – June 2023

Healthcare Personnel COVID-19 Vaccination Data

[Example CSV File \(11.4.1\)](#) [XLS – 893 B] – January 2024

[CSV File Template \(11.4.1\)](#) [XLS – 542 B] – January 2024

[Example CSV File \(11.4.1\)](#) [XLS – 11 KB] – June 2023

[CSV File Template \(11.4.1\)](#) [XLS – 314 B] – June 2023

Person-Level Respiratory Pathogens Form – Instructions and Guidance Documents

Instructions for Reporting Person-Level Respiratory Pathogens Data

[Optional Person Level Reporting for Healthcare Personnel \(Form 57.217\)](#) [PDF – 243 KB] – February 2025

[Table of Instructions](#) [PDF – 497 KB] – February 2025

Person-Level Respiratory Pathogens Data – CSV Data Import

Variable Description and File Layout for Healthcare Personnel of In-patient Facilities/Ambulatory Surgery Centers

[Variable Description and File Layout for Person-Level Respiratory Pathogens Forms HPS](#) [PDF – 395 KB] – February 2025

CSV Templates and Example Files for Healthcare Personnel of In-Patient Facilities/Ambulatory Surgery Centers

[.CSV File Template for HPS HCP](#) [XLS – 674 B] – February 2025

[.CSV File Example for HPS HCP](#) [XLS – 1 KB] – February 2025

Another option to obtain the .CSV file template:

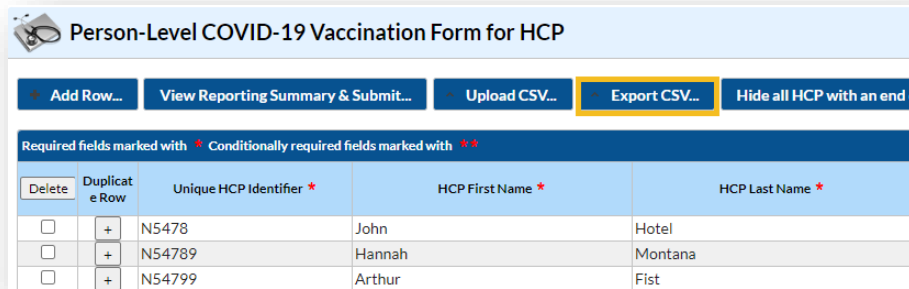
A user can export the data (or just the column headers if no data are entered) to a .CSV file and use it as a template by clicking the **Export .CSV...** button on the Person-Level Form.

Note: Remember to use the **Variable Description and File Layout for Person-Level Respiratory Pathogens Forms HPS** as a guide. The document provides information on defining each variable in the .CSV template and entering data correctly.

Export .CSV Option

Once data have been entered into the Person-Level COVID-19 Vaccination Form, if you wish to export these data to a .CSV file (or if you want to generate a .CSV template), you can click **Export CSV**. The exported csv file will be saved to your computer’s downloads folder. Open the file to view and save.

Note: Your data do not need to be exported because your records can be maintained completely in NHSN.

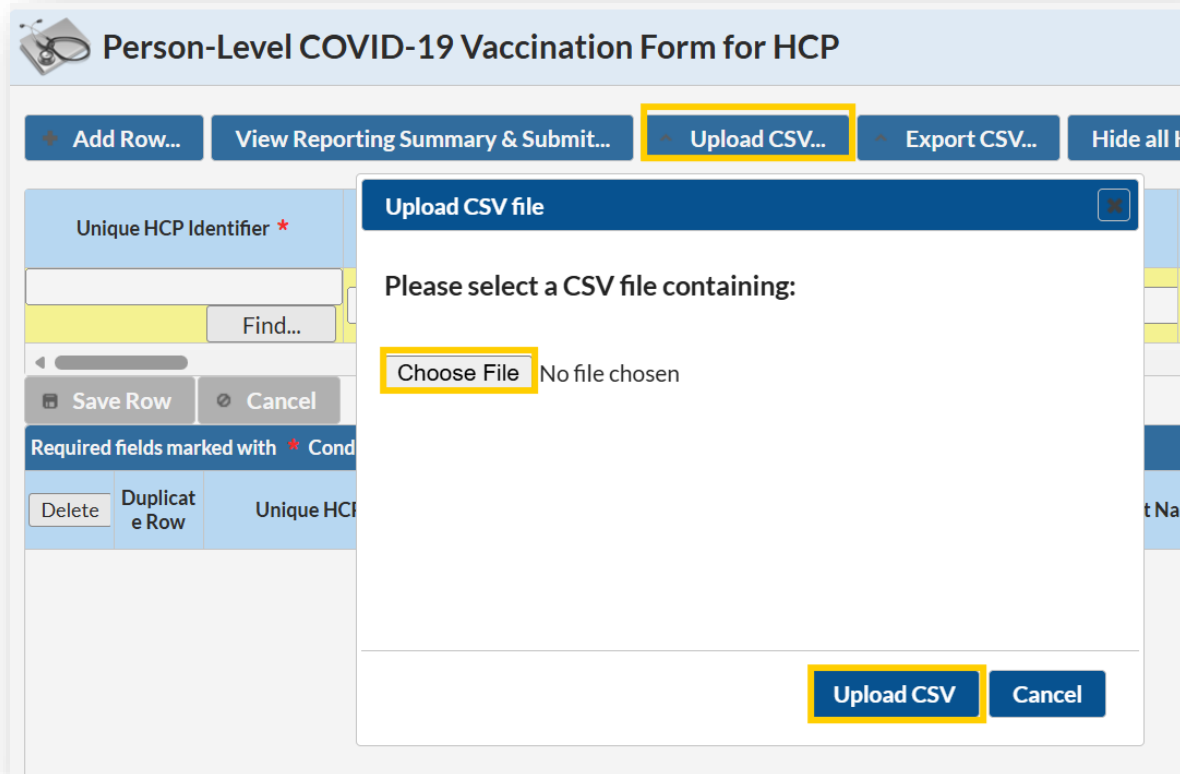


If you do not see a pop-up, check your downloads folder on your computer for the exported file.

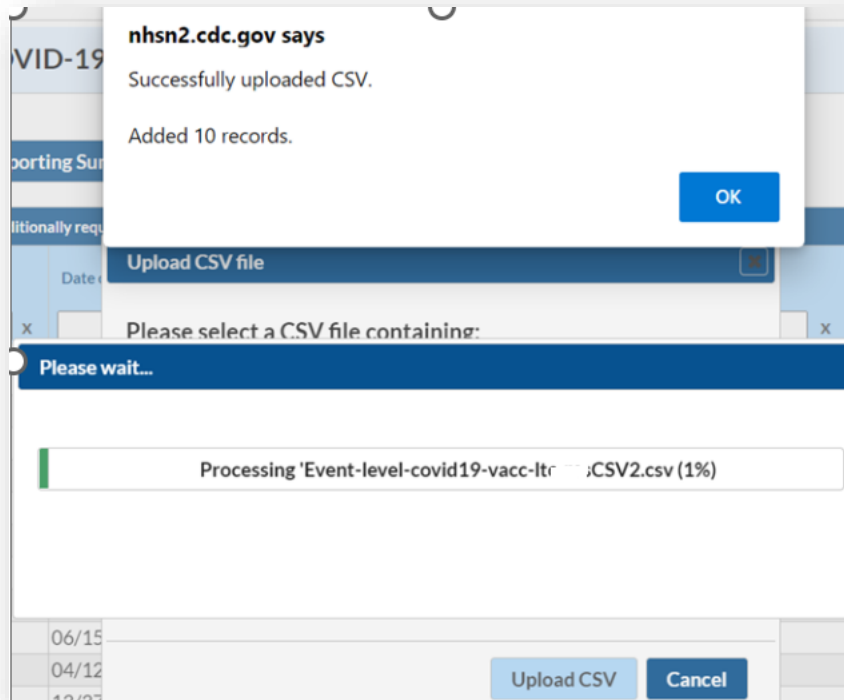
.CSV File Upload Process

After you have transferred your data to the .CSV file template, please follow the steps below to upload the .CSV file to the Person-Level Form in NHSN

- A. Click the **Upload CSV...** button.
- B. Click **Choose File** to locate the saved file and select the .CSV file that you added your data.
- C. Once the selected file is visible in the Browse box, you will then click the **Upload CSV** button at the bottom of the page.

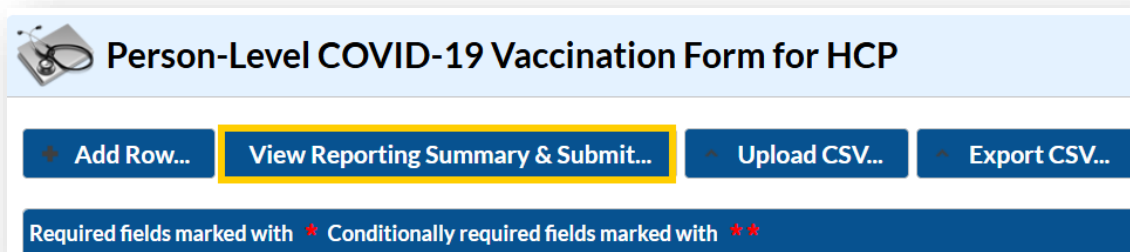


Note: If any errors are found during upload, those will be described in the pop-up window. Please correct any rows with errors and re-upload the file.

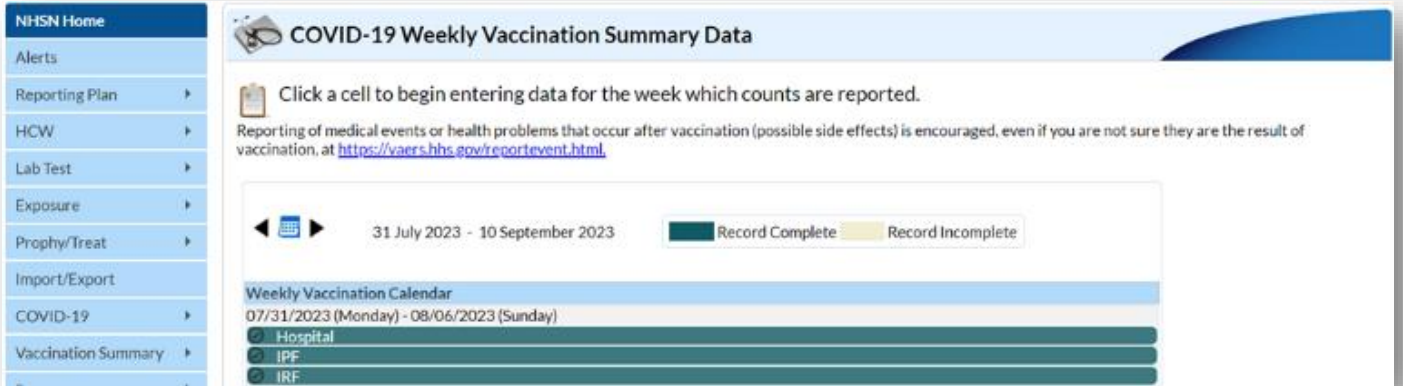


Note: A message will appear describing the number of records that were successfully uploaded. In this example, there were 10 records that was successfully uploaded.

- D. Submit the person-level data to the Weekly Summary Module using the **View Reporting Summary & Submit** button once the data have been uploaded. Please see the sections in this document above regarding saving and submitting data.



- E. After submitting these data, navigate to Vaccination Summary on the left-hand navigation bar and observe that the **Record Complete** icon in the report key for the Vaccination Summary Data page will turn green indicating that the data have been successfully saved for the reporting weeks as seen in the image below.



A Note on Timestamps

As of February 26, 2024, all timestamps for data submission and modification in the NHSN application were updated to display Coordinated Universal Time (UTC). UTC is the international time standard. UTC time is a time standard that is not adjusted for daylight saving and therefore does not change throughout the year. UTC serves as a uniform and universal reference to measure time across all time zones.

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

Date Created:(UTC) 02/05/2026 5:59PM

Facility ID # *: 10055 Location Type *: COVID-19 Vac

Vaccination type *: COVID19 Facility CCN #: 88888

Week of Data Collection: 01/26/2026 - 02/01/2026 Date Last Modified:(UTC) 02/05/2026 5:59PM

Cumulative Vaccination Coverage

All NHSN timestamps are displayed in the UTC Time Standard. UTC time is a time standard that is not adjusted for daylight saving and therefore does not change throughout the year. UTC serves as a uniform and universal reference to measure time across all time zones.

Additional Resources:

- [Weekly HCP COVID-19 Vaccination webpage](#) (all the resources below can be found here)
- [Person-Level Trainings \(Recordings and Slide sets\)](#)
- [Person-Level Vaccination Form Table of Instructions: Instructions and Guidance Documents](#)
- [Person-Level COVID-19 Vaccination Data - CSV Data Import Materials](#)
- [FAQs on Reporting COVID-19 Vaccination Data](#)