



AGENCY FOR HEALTHCARE RESEARCH AND QUALITY



## USER GUIDE: COVID-19 Vaccination Tracking Tool for Use in Skilled Nursing Facilities

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## Introduction

This user guide provides nursing home staff with step-by-step instructions to voluntarily use the *COVID-19 Vaccination Tracking Tool* to efficiently collect, record, analyze, review, and act on the COVID-19 vaccination administration status and rates of both residents and staff.

The COVID-19 Vaccination Tracking Tool helps nursing homes collect and analyze data that can be used to identify gaps in vaccination coverage, support improvements in vaccine confidence among staff and residents, and plan vaccination administration logistics. Specifically, the tracking tool allows nursing homes to:

- Record accurate and complete documentation of resident and staff COVID-19 vaccination status in a single repository.
- Determine next vaccine doses needed, including additional dose or booster, and coordinate, order, and monitor vaccine supply with the approved pharmacy provider or state supplier.
- View at-a-glance:
  - Which residents and staff have received specific vaccine doses, including additional and booster doses, with the ability to sort and filter by current residents and staff.
  - Vaccine-specific description including manufacturer, lot number, and whether administered by nursing home staff, pharmacy vendor, health department, or other immunizer.
  - Each individual's next dose due date (if applicable).
  - Which individuals have completed a full vaccination series and an additional dose or booster.
  - Which individuals have declined any vaccination doses.
  - How many and what type of adverse events occurred by specific vaccine brand.
  - Which individuals have a history of laboratory positive COVID-19.
- Identify trends, rates, and coverage gaps in the nursing home's COVID-19 vaccination program to inform ongoing vaccine confidence strategies and target improvement efforts.
- Capture vaccine administration data that can complement weekly COVID-19 vaccination reporting to the Centers for Disease Control and Prevention's National Healthcare Safety Network (NHSN).

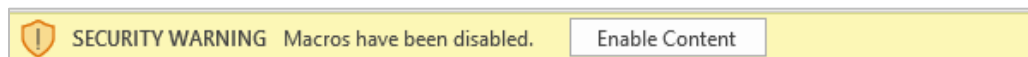
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**TOP TIP:** The data elements collected in the tracking tool are closely aligned with the NHSN COVID-19 Vaccination Module. The weekly reporting functionality for both residents and nursing home staff helps you to easily collect and gather data in one centralized location for ease of routine entry into NHSN. Additionally, the data entered can be exported into a .CSV file for upload into NHSN.

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Built in Microsoft Excel, the tracking tool is designed to capture detailed COVID-19 vaccination data for individual residents and staff and produce useful summary graphs and charts illustrating progress to date. The tracking tool can be used in conjunction with the resources titled [Resident COVID-19 Vaccine Administration Record](#) and [Staff COVID-19 Vaccine Administration Record](#), which help skilled nursing facilities establish and implement a process for documenting vaccine administration of each resident and staff member.

Prior to entering any data in this tool, please click “Enable Content” if the yellow ribbon with a SECURITY WARNING pops up as shown below. Next, save the file to any local folder on your computer.



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**TOP TIP:** Retrospectively entering previously administered vaccinations with the correct “Dose Administered” dates and corresponding information will provide you with a more complete picture of your facility’s COVID-19 vaccine program. Since many residents may have received their vaccination doses in earlier national pharmacy partnership clinics offered on-site and at nursing homes, capturing this “look back” data in a single repository will provide your facility with the most comprehensive summary reporting features and insight. As detailed individual resident and staff vaccination data contains protected health information, follow your facility policy and HIPAA regulations when designating the staff member(s) that will enter data currently or retrospectively.

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## Entering and Analyzing Resident and Staff Vaccination Data

### Instructions Tab

Before entering your vaccine data, begin on the first tab labeled Instructions, located in the lower left of the tracking tool. Once in this tab, enter the state and nursing home name, and the facility CCN (CMS Certification Number), which is optional.

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**TOP TIP:** There are several locked columns highlighted in yellow that are automatically calculated based on information entered into the tool. These include *Current Staff?*, *1<sup>st</sup> Dose Received?*, *2<sup>nd</sup> Dose Due* (based on the manufacturer), *2<sup>nd</sup> Dose Received?*, *Completed COVID-19 Vaccine Series?*, *Additional Dose/Booster Due*, *Additional Dose/Booster Received?*, *2<sup>nd</sup> Additional Dose/Booster Received?*, and *Adverse Event (Reaction) to any COVID-19 Vaccine Dose?*. When filling in the rows of these locked formula columns, the workbook will automatically calculate the cumulative totals for your facility based on vaccination status to date on the RESIDENTS\_SUMMARY and STAFF\_SUMMARY tabs.

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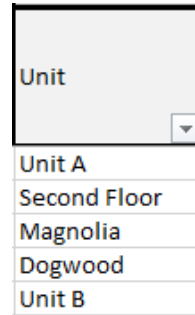
## Residents Tab – Recording Resident Vaccination Administration Data

### RESIDENT INFORMATION

- 1. Enter the unit name where the vaccine was administered or recorded.**  
Enter the name of the unit within your facility where the resident's room is located. This refers to the unit location of the resident on the date the vaccine was administered while a resident in your facility or on the date that you are recording vaccine information if the resident received their vaccine outside of the facility (Figure 1).

Since unit names are unique and specific to each facility, these cells are open text fields, meaning you can enter data rather than select options from a preprogrammed list. It is important to use consistency when entering the unit names to ensure accurate analysis. For example, entering Second Floor versus 2<sup>nd</sup> Floor will result in two different categories for analysis.

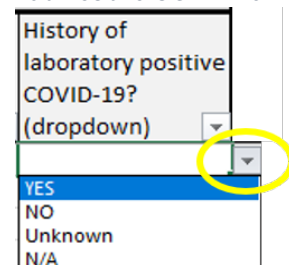
Figure 1 – Unit example



Unit
Unit A
Second Floor
Magnolia
Dogwood
Unit B

- 2. Enter the Resident First and Last Name.** You may also enter the Resident Identifier as defined by your facility policy. Your healthcare organization may assign a unique resident identifier upon admission. Entering that data in this column is optional and based on your facility's policy.
- 3. Enter the Resident Admission Date.** Enter the date that the resident was admitted to the facility using the format mm/dd/yyyy. For example, a resident admitted on August 2, 2021 would be entered as 08/02/2021.
- 4. Enter the Resident Discharge Date, if applicable.** Enter the date the resident was discharged from the facility using the format mm/dd/yyyy. Residents who are discharged do not need to be deleted from the COVID-19 Vaccination Tracking Tool. Failure to enter resident discharge date will prevent the tracking tool from calculating eligible number of residents for NHSN reporting.
- 5. Enter the Resident Discharge Status, if applicable.** Click the arrow to open the drop-down menu and select Discharged or Deceased. This allows the user to filter specifically for current residents and vaccination status. Additionally, for Discharged residents still requiring a second vaccine dose, the nursing home may assist in coordinating upcoming vaccination need.
- 6. Select YES/NO/Unknown/NA for Resident History of laboratory positive COVID-19?** Click on the arrow to open the drop-down menu, which lists different options. Click on the appropriate response (Figure 2).

Figure 2 – Example of History of Lab Positive COVID-19



History of laboratory positive COVID-19? (dropdown)
YES
NO
Unknown
N/A

## VACCINATION INFORMATION

1. **Select Options for Administered by.** In the cell under the *Administered by* (dropdown) heading, click on the arrow to the right to open the drop-down menu, which lists the following choices: Community, Facility Staff, Health Department, Pharmacy Vendor, Other, or N/A. This is important because if you are seeing increased adverse events related to a specific vaccine administrator type, it warrants not only reporting, but also further investigation (Figure 3).
2. **Select Vaccine Manufacturer.** In the cell under the *Manufacturer* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select the correct vaccine manufacturer: Pfizer-BioNTech, Moderna, Janssen/Johnson & Johnson, Unspecified, or N/A. NHSN no longer requires the manufacturer name. This field is retained to facilitate copy/paste function of spreadsheets, and allows correct calculation of due dates and vaccination status (e.g., primary series completion). It does not flow into the NHSN .CSV file.

Figure 3 – Example of Vaccine Information

VACCINE INFORMATION	
Administered by: (dropdown)	Manufacturer (dropdown)
Pharmacy Vendor	Pfizer-BioNTech
Community	Moderna
Facility Staff	Pfizer-BioNTech
Health Department	Pfizer-BioNTech
Pharmacy Vendor	Pfizer-BioNTech
Other	Pfizer-BioNTech
N/A	Pfizer-BioNTech

## PRIMARY SERIES 1<sup>ST</sup> DOSE

Figure 4 – Primary Series 1<sup>st</sup> Dose Entry Columns

PRIMARY SERIES 1 <sup>ST</sup> DOSE							
1st Dose Vaccination Status (dropdown)	1st Dose Reason for Refusal, e.g. declined, medical/religious exemptions (dropdown)	1st Dose Date REFUSED (mm/dd/yyyy)	1st Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 1st Dose? (dropdown)	1st Dose Received? (Autopopulated Column)
Accepted			1/15/2021			NO	YES
Accepted			1/18/2021			NO	YES
Accepted			1/21/2021			NO	YES
Accepted			1/25/2021			YES	YES
Accepted			1/28/2021			NO	YES
Unknown							Unknown
Refused	Offered and Declined	1/31/2021					NO
Refused	Offered and Declined	2/3/2021					NO
Previously vaccinated at another location			2/5/2021			NO	YES

1. **Select 1<sup>st</sup> Dose Vaccination Status.** In the cell under *1<sup>st</sup> Dose Vaccination Status* (dropdown), click on the arrow to the right to open the drop-down menu, and select: Accepted, Refused, Previously vaccinated at another location, or Unknown (Figure 4).
2. **Select 1<sup>st</sup> Dose Reason for Refusal.** In the cell under *1<sup>st</sup> Dose Reason for Refusal* (dropdown), click on the arrow to the right to open the drop-down menu, and select: N/A, Offered and Declined, or Medical Contraindication. If the first dose has been documented as “Accepted,” this cell will be grayed out (Figure 4).
3. **Enter 1<sup>st</sup> Dose Date REFUSED.** If the resident has declined the first vaccine dose, enter the date and use the format mm/dd/yyyy. This column header is shaded in RED to alert you that vaccine confidence strategies for this individual may be appropriate (Figure 4).

4. **Enter 1<sup>st</sup> Dose Date Administered.** Enter the date the resident was vaccinated with the first dose and use the format mm/dd/yyyy. This column header is highlighted to alert you of all residents who have received the first dose of the COVID-19 vaccine (Figure 4).
5. **Enter the Vaccine Lot #.** Record the lot # of the vaccine administered, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 4).
6. **Enter the Diluent Lot #.** Record the lot # of the diluent used for vaccine preparation, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 4).
7. **Select Adverse Event (Reaction) to 1<sup>st</sup> Dose.** In the cell under the *Adverse Event (Reaction) to 1<sup>st</sup> Dose* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: YES, NO, Unknown, or N/A (Figure 4).
8. **1<sup>st</sup> Dose Received.** This cell auto-populates with YES shaded in GREEN if the first dose vaccination status is “Accepted” and *1<sup>st</sup> Dose Administered Date* is completed. This cell auto-populates with NO shaded in RED if the first dose vaccination status is “Refused” and *1<sup>st</sup> Dose Date Refused* is completed. The green versus red shading allows you to see at a glance which residents have accepted or refused the first dose of a vaccine (Figure 4).

**PRIMARY SERIES 2<sup>nd</sup> DOSE**

Figure 5 – Primary Series 2<sup>nd</sup> Dose Entry Columns

PRIMARY SERIES 2ND DOSE (if applicable)								
2nd Dose Due (Autopopulated Column)	2nd Dose Vaccination Status (dropdown)	2nd Dose Reason for Refusal, e.g. declined, medical (dropdown)	2nd Dose Date REFUSED (mm/dd/yyyy)	2nd Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 2nd Dose? (dropdown)	2nd Dose Received? (Autopopulated Column)
2/15/2021	Previously vaccinated at another location			2/15/2021			YES	YES
2/18/2021	Accepted			2/18/2021			NO	YES
	Unknown							Unknown
3/5/2021	Accepted			2/26/2021			YES	YES
3/7/2021	Previously vaccinated at another location			3/1/2021			NO	YES
3/2/2021	Accepted			3/3/2021			NO	YES
3/6/2021	Accepted			3/7/2021			NO	YES
3/8/2021	Unknown							Unknown
3/10/2021	Accepted			3/11/2021			Unknown	YES
3/19/2021	Accepted			3/20/2021			NO	YES
3/20/2021	Refused	Offered and Declined	3/21/2021					NO

1. **2<sup>nd</sup> Dose Due.** This column auto-populates with the COVID-19 vaccination *2<sup>nd</sup> Dose Due* date if the first dose has been administered, and the resident requires a second dose. For example, if the resident received the first dose of the Moderna vaccine on 04/01/2021, the *2<sup>nd</sup> Dose Due* will auto-populate with the date 04/29/2021. If the Pfizer-BioNTech vaccine was administered, a 3-week auto-populate date will appear. Since the Janssen/Johnson & Johnson vaccine is a single dose, the column auto-populates “N/A” and remains grayed out (Figure 5).

2. **Select 2<sup>nd</sup> Dose Vaccination Status.** In the cell under *2<sup>nd</sup> Dose Vaccination Status* (dropdown), click on the arrow to the right to open the drop-down menu, and select: Accepted, Refused, Previously vaccinated at another location, or Unknown (Figure 5).

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**TOP TIP:** The *2<sup>nd</sup> Dose Due* automatic calculation helps you schedule and coordinate with your facility's designated vaccine supplier for the administration of vaccine second doses. By having the *2<sup>nd</sup> Dose Due* entries in one spreadsheet, you can see what dose dates are approaching in a single view and plan accordingly.

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**NOTE:** If the first dose of vaccine was refused by the resident (declined or medical contraindication), DO NOT enter a refusal or refusal date in the *2<sup>nd</sup> Dose* cells for *2<sup>nd</sup> Dose Vaccination Status*. Leave *2<sup>nd</sup> Dose Vaccination Status* blank. Refusal of the first dose negates the clinical opportunity to offer a second dose. **Documenting a “2<sup>nd</sup> dose refusal” when the first dose was declined or medically contraindicated may cause miscalculation.**

3. **Select 2<sup>nd</sup> Dose Reason for Refusal.** In the cell under *Select 2<sup>nd</sup> Dose Reason for Refusal* (dropdown), click on the arrow to the right to open the drop-down menu, and select: N/A, Offered and Declined, or Medical Contraindication. If the second dose has been documented as “Accepted,” this cell regarding refusal will be grayed out (Figure 5).
4. **Enter 2<sup>nd</sup> Dose Date REFUSED.** If the resident has declined the second vaccine dose, enter the date, and use the format mm/dd/yyyy. This column header is shaded in RED to alert you that vaccine confidence strategies for this individual may be appropriate (Figure 5).
5. **Enter 2<sup>nd</sup> Dose Date Administered.** Enter the date the resident was vaccinated with the second dose and use the format mm/dd/yyyy. This column header is highlighted to alert you of all residents who have received the second dose of the COVID-19 vaccine (Figure 5).
6. **Enter the Vaccine Lot #.** Record the lot # of the vaccine administered, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 5).
7. **Enter the Diluent Lot #.** Record the lot # of the diluent used for vaccine preparation, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 5).
8. **Select Adverse Event (Reaction) to 2<sup>nd</sup> Dose.** In the cell under the *Adverse Event (Reaction) to 2<sup>nd</sup> Dose* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: YES, NO, Unknown, or N/A (Figure 5).
9. **2<sup>nd</sup> Dose Received.** This cell auto-populates with YES shaded in GREEN if *2<sup>nd</sup> Dose Vaccination* status is “Accepted,” and *2<sup>nd</sup> Dose Administered Date* is completed. This cell auto-populates with NO shaded in RED if *2<sup>nd</sup> Dose Vaccination* status is “Refused,” and *2<sup>nd</sup> Dose Date Refused* is completed. The green versus red shading allows you to see at a glance which residents have accepted or refused the second dose of a vaccine that requires two doses (Figure 5).



## 1<sup>st</sup> ADDITIONAL DOSE/BOOSTER

Figure 6 – 1<sup>st</sup> Additional Dose/Booster Entry Columns

1 <sup>st</sup> ADDITIONAL DOSE/BOOSTER (if applicable)								
1st Additional Dose/Booster Name	*Eligible to Receive 1st Additional Dose/Booster?	1st Additional Dose/Booster Vaccination Status (dropdown)	1st Additional Dose/Booster Reason for Refusal, e.g. declined, medical (dropdown)	1st Additional Dose/Booster Date REFUSED (mm/dd/yyyy)	1st Additional Dose/Booster Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 1st Additional Dose/Booster? (dropdown)
		Refused	Offered and Declined	7/15/2021				
	NO	Unknown						
Moderna		Previously vaccinated at another location			7/26/2021			
Moderna		Accepted			7/29/2021			
Pfizer-BioNTech		Accepted			7/31/2021			
Pfizer-BioNTech		Previously vaccinated at another location			8/4/2021			
		Unknown						
		Refused	Medical Contraindication	8/15/2021				

1. **Select 1<sup>st</sup> Additional Dose/Booster Name.** In the cell under *1<sup>st</sup> Additional Dose/Booster Name* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select the correct vaccine manufacturer: Pfizer-BioNTech, Moderna, Janssen/Johnson & Johnson, Unspecified, or N/A (Figure 6).
2. **Eligible to Receive 1<sup>st</sup> Additional Dose/Booster.** Click on the arrow to the right to open the drop-down menu and select YES, NO, Unknown, or N/A for eligibility to receive an additional dose or booster. Residents eligible to receive an additional dose or booster of the COVID-19 vaccine must have received an initial completed vaccine series and meet the current CDC guidance for an additional dose or booster. Failure to denote YES, NO, Unknown, or N/A will result in a resident being counted as eligible for an additional dose or booster (Figure 6).
3. **Select 1<sup>st</sup> Additional Dose/Booster Vaccination Status.** In the cell under *1<sup>st</sup> Additional Dose/Booster Vaccination Status* (dropdown), click on the arrow to the right to open the drop-down menu, and select Accepted, Refused, Previously vaccinated at another location, or Unknown (Figure 6).
4. **Select 1<sup>st</sup> Additional Dose/Booster Reason for Refusal.** In the cell under *1<sup>st</sup> Additional Dose/Booster Reason for Refusal* (dropdown), click on the arrow to the right to open the drop-down menu, and select: N/A, Offered and Declined, or Medical Contraindication. If a resident's additional dose/booster vaccination status is documented as Accepted, Previously vaccinated at another location, or Unknown, this cell will be grayed out (Figure 6).
5. **Enter 1<sup>st</sup> Additional Dose/Booster Date REFUSED.** If the resident has declined the 1<sup>st</sup> additional dose/booster, enter the date and use the format mm/dd/yyyy. This column header is shaded in RED to alert you that vaccine confidence strategies for this individual may be appropriate (Figure 6).
6. **Enter 1<sup>st</sup> Additional Dose/Booster Date Administered.** Enter the date the resident was vaccinated with the 1<sup>st</sup> additional dose/booster and use the format mm/dd/yyyy. This column header is highlighted to alert you of all residents who have received a 1<sup>st</sup> additional dose/booster (Figure 6).

7. **Enter the Vaccine Lot #.** Record the lot # of the vaccine administered, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 6).
8. **Enter the Diluent Lot #.** Record the lot # of the diluent used for vaccine preparation, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 6).
9. **Select Adverse Event (Reaction) to 1<sup>st</sup> Additional Dose/Booster.** In the cell under the *Adverse Event (Reaction) to 1<sup>st</sup> Additional Dose/Booster* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: YES, NO, Unknown, or N/A (Figure 6).

## 2<sup>nd</sup> ADDITIONAL DOSE/BOOSTER

Figure 7 - 2<sup>nd</sup> Additional Dose/Booster Entry Columns

2 <sup>nd</sup> ADDITIONAL DOSE/BOOSTER (if applicable)								
2nd Booster Dose Name	Eligible to Receive 2nd Booster Dose?	2nd Booster Dose Vaccination Status (dropdown)	2nd Booster Dose Reason for Refusal, e.g. declined, medical (dropdown)	2nd Booster Dose Date REFUSED (mm/dd/yyyy)	2nd Booster Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 2nd Booster Dose? (dropdown)
Moderna	YES	Accepted			4/12/2022			
Pfizer-BioNTech	YES	Accepted			4/20/2022			
		Refused	Offered and Declined	4/20/2022				
Moderna	YES	Previously vaccinated at			4/25/2022			
Pfizer-BioNTech	YES	Accepted			4/2/2022			
Pfizer-BioNTech	YES	Accepted			4/10/2022			

To record a 2<sup>nd</sup> additional dose or booster, use the entry columns in the tracking tool to the right of the 1<sup>st</sup> *Additional Dose/Booster* section (Figure 7). Follow steps 1 through 9 outlined in the previous section.

## REPORTING

Figure 8 - Reporting Columns

1. **Completed Primary Vaccine Series.** This cell auto-populates with YES shaded in GREEN if the resident has completed the primary COVID-19 vaccine series based on manufacturer type. This cell auto-populates with NO shaded in RED if the Vaccination status is "Refused" and *Dose Date Refused* is completed. The green versus red shading allows you to see which residents have completed full vaccination administration (Figure 8).

REPORTING				
Completed Primary Vaccine Series? (Autopopulated Column)	1st Additional Dose/Booster Received? (Autopopulated Column)	2nd Booster Dose Received? (Autopopulated Column)	Adverse Event (Reaction) to any COVID-19 Vaccine Dose? (Autopopulated column)	Reported as required to NHSN, State Health Dept, etc. (YES/NO)
YES	NO	NO	YES	YES
YES	Unknown	NO	NO	YES
Unknown	NO	NO	NO	NO
YES	YES	NO	YES	YES
YES	YES	YES	NO	YES
YES	YES	YES	NO	NO
YES	YES	YES	NO	YES

2. **Additional Dose/Booster Received.** This cell auto-populates with YES shaded in GREEN if the resident has completed the primary COVID-19 vaccine series and has received an additional dose/booster. This cell auto-populates with NO shaded in RED if the resident's vaccine status is entered as "Refused" or entered as "NO" for eligibility, and *Additional Dose/Booster Date Refused* is completed. The green versus red shading allows you to see which residents have completed an additional dose or booster (Figure 8).

3. **Adverse Event (Reaction) to any COVID-19 Vaccine Dose?** This cell auto-populates with any adverse reactions noted in previous entries (Figure 8).
4. **Select Yes or No for Reported as Required.** In the cell under *Reported as Required to NHSN, State Health Dept, etc.* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select either YES or NO (Figure 8).

**NOTE:** *It is important to enter all of the above information to obtain accurate summary and reporting results with the tracking tool.*

## Staff Tab – Recording Employee Vaccination Administration Data

### STAFF / HEALTHCARE PERSONNEL (HCP) INFORMATION

- Select the Healthcare Personnel (HCP) Category.** In the cell under the *Healthcare Personnel (HCP) Category* heading in Column A, click on the arrow to the right to open the drop-down menu, which lists different categories. The HCP Category choices in the drop-down menu align with NHSN (National Safety Healthcare Network) reporting module categories.

Figure 9 - Healthcare Personnel (HCP) Category drop-down options

The screenshot shows a form titled "STAFF/HEALTHCARE PERSONNEL (HCP) INFORMATION". It has two columns: "\*Healthcare Personnel (HCP) Category" and "Staff First Name". The "HCP Category" field has a drop-down arrow pointing down, which is circled in yellow. A menu is open below it, listing the following options: "Employees" (highlighted in blue), "Licensed independent practitioners", "Adult students/trainees & volunteers", and "Other Contract Personnel".

Table 1 defines each HCP Category and identifies the Category that best matches the staff member's designation. Scroll through the list, if necessary, and click on the appropriate Category to populate the cell (Figure 9).

**NOTE:** NHSN uses the acronym "HCP" (Healthcare personnel) to refer to nursing home staff in their Long Term Care Facility (LTCF) COVID-19 Vaccination reporting modules.

Table 1 – HCP Categories with definitions of associated personnel categories in the tracking tool

HCP Category in Tracking Tool	Category Definitions
<b>Employees</b>	All persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
<b>Licensed Independent Practitioners</b>	Physicians (MD, DO); advanced practice nurses (NP); and physician assistants (PA) only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.
<b>Adult Students/Trainees &amp; Volunteers</b>	Medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.
<b>Other Contract Personnel</b>	All persons providing care, treatment, or services at the facility through a contract who do not meet the definition of any other required HCP category.

- Enter the Staff Member First and Last Name.** You may also enter the Staff Identifier (in Column D) as defined by your facility policy. Your healthcare organization may assign a unique staff identifier. Entering that data in this column is optional and based on your facility's policy.

- 3. Enter the Staff Member Start Date of Employment.** In the cell under *Start Date of Employment* enter the date and use the format mm/dd/yyyy for the employee's date of hire, if known. Entering date of hire will allow the user to sort for new employees who may need vaccination. Failure to enter staff start date of employment will prevent the tracking tool from calculating eligible number of your HCP for NHSN reporting.
- 4. Enter the Staff Member End Date of Employment.** In the cell under *End Date of Employment* enter the date and use the format mm/dd/yyyy for the employee's last date of employment. Entering the last date of employment (voluntary or involuntary) will allow the user to sort for current staff members only and determine their vaccination status and need for additional doses. Failure to enter last date of employment will prevent the tracking tool from calculating eligible number of your HCP for NHSN reporting.
- 5. Select YES/NO/Unknown/NA for History of laboratory positive COVID-19?** In the cell under the *History of laboratory positive COVID-19?* in Column H, click on the arrow to the right to open the drop-down menu, which lists different options. Click on the appropriate response.

### VACCINATION INFORMATION

- 1. Select Options for Administered by.** In the cell under the *Administered by* (dropdown) heading, click on the arrow to the right to open the drop-down menu, which lists the following choices: Community, Facility Staff, Health Department, Pharmacy Vendor, Other, or N/A. This is important because if you are seeing increased adverse events related to a specific vaccine administrator type, it warrants not only reporting, but also further investigation (Figure 10).
- 2. Select Vaccine Manufacturer.** In the cell under the *Manufacturer* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select the correct vaccine manufacturer: Pfizer-BioNTech, Moderna, Janssen/Johnson & Johnson, Unspecified, or N/A.

Figure 10 - Example vaccine information

VACCINE INFORMATION	
Administered by: (dropdown)	Manufacturer (dropdown)
Pharmacy Vendor	Pfizer-BioNTech
Community	Pfizer-BioNTech
Facility Staff	
Health Department	Moderna
Pharmacy Vendor	
Other	
N/A	Pfizer-BioNTech

### PRIMARY SERIES 1<sup>ST</sup> DOSE

Figure 11 – Primary Series 1<sup>st</sup> Dose entry columns

PRIMARY SERIES 1 <sup>ST</sup> DOSE							
1st Dose Vaccination Status (dropdown)	1st Dose Reason for Refusal, e.g. declined, medical/religious exemptions (dropdown)	1st Dose Date REFUSED (mm/dd/yyyy)	1st Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 1st Dose? (dropdown)	1st Dose Received? (Autopopulated Column)
Previously vaccinated at another location			1/15/2021			NO	YES
Refused	Offered and Declined	1/25/2021					NO
Refused	Offered and Declined	1/28/2021					NO
Refused	Offered and Declined	1/30/2021					NO
Accepted			2/1/2021			NO	YES
Accepted			2/1/2021			NO	YES
Refused	Religious Exemption	2/2/2021					NO

- Select 1<sup>st</sup> Dose Vaccination Status.** In the cell under *1<sup>st</sup> Dose Vaccination Status* (dropdown), click on the arrow to the right to open the drop-down menu, and select: Accepted, Refused, Previously vaccinated at another location, or Unknown (Figure 11).
- Select 1<sup>st</sup> Dose Reason for Refusal.** In the cell under *Select 1<sup>st</sup> Dose Reason for Refusal* (dropdown), click on the arrow to the right to open the drop-down menu, and select: N/A, Offered and Declined, or Medical Contraindication. If the first dose has been documented as “Accepted,” this cell will be grayed out (Figure 11).
- Enter 1<sup>st</sup> Dose Date REFUSED.** If the staff member has declined the first vaccine dose, enter the date and use the format mm/dd/yyyy. This column header is shaded in RED to alert you that vaccine confidence strategies for this individual may be appropriate (Figure 11).
- Enter 1<sup>st</sup> Dose Date Administered.** Enter the date the staff member was vaccinated with dose 1 and use the format mm/dd/yyyy. This column header is highlighted to alert you of all staff members who have received the first dose of the COVID-19 vaccine (Figure 11).
- Enter the Lot #.** Record the lot # of the vaccine administered, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 11).
- Enter the Diluent Lot #.** Record the lot # of the diluent used for vaccine preparation, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 11).
- Select Adverse Event (Reaction) to 1<sup>st</sup> Dose.** In the cell under the *Adverse Event (Reaction) to 1<sup>st</sup> Dose* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: YES, NO, Unknown, or N/A (Figure 11).
- 1<sup>st</sup> Dose Received.** This cell auto-populates with YES shaded in GREEN if 1<sup>st</sup> Dose Vaccination status is “Accepted” and *1<sup>st</sup> Dose Administered Date* is completed. This cell auto-populates with NO shaded in RED if *1<sup>st</sup> Dose Vaccination Status* is “Refused” and *1<sup>st</sup> Dose Date Refused* is completed. The green versus red shading alerts you to see at a glance which staff members have accepted or refused the first dose of a vaccine (Figure 11).

## PRIMARY SERIES 2<sup>nd</sup> DOSE

Figure 12 – Primary Series 2<sup>nd</sup> Dose entry columns

PRIMARY SERIES 2ND DOSE (if applicable)								
2nd Dose Due (Autopopulated Column)	2nd Dose Vaccination Status (dropdown)	2nd Dose Reason for Refusal, e.g. declined, medical (dropdown)	2nd Dose Date REFUSED (mm/dd/yyyy)	2nd Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 2nd Dose? (dropdown)	2nd Dose Received? (Autopopulated Column)
2/5/2021	Previously vaccinated at another location			2/10/2021			YES	YES
3/1/2021	Refused	Offered and Declined	2/22/2021					NO
2/22/2021	Unknown							NO
	Unknown							Unknown
	Unknown							NO
	Unknown							Unknown
	Unknown							Unknown

1. **2<sup>nd</sup> Dose Due.** This column auto-populates with the COVID-19 vaccination *2<sup>nd</sup> Dose Due* if the first dose has been administered and the staff member requires a second dose. For example, if the staff member received the first dose of the Moderna vaccine on 04/01/2021, the *2<sup>nd</sup> Dose Due* will auto-populate with the date 04/29/2021. If the Pfizer-BioNTech vaccine was administered, a 3-week auto-populate date will appear. Since the Janssen/Johnson & Johnson vaccine is a single dose, the column auto-populates “N/A” and remains grayed out (Figure 12).
2. **Select 2<sup>nd</sup> Dose Vaccination Status.** In the cell under the *2<sup>nd</sup> Dose Vaccination Status* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: Accepted, Refused, Previously vaccinated at another location, or Unknown (Figure 12).

---

**TOP TIP:** The *2<sup>nd</sup> Dose Due* automatic calculation helps you schedule and coordinate with your facility’s designated vaccine supplier for the administration of vaccine second doses. By having the *2<sup>nd</sup> Dose Due* entries in one spreadsheet, you can see what dose dates are approaching in a single view and plan accordingly.

---

**NOTE:** If the first dose of vaccine was refused by the staff member (declined or medical contraindication), DO NOT enter a refusal or refusal date in the *2<sup>nd</sup> Dose* cells for *2<sup>nd</sup> Dose Vaccination Status*. Leave *2<sup>nd</sup> Dose Vaccination Status* blank. Refusal of the first dose negates the clinical opportunity to offer a second dose. Documenting a “2<sup>nd</sup> dose refusal” when the first dose was declined or medically contraindicated may cause miscalculation.

3. **Select 2<sup>nd</sup> Dose Reason for Refusal.** In the cell under *Select 2<sup>nd</sup> Dose Reason for Refusal* (dropdown), click on the arrow to the right to open the drop-down menu, and select: N/A, Offered and Declined, or Medical Contraindication. If the second dose has been documented as “Accepted,” this cell regarding refusal will be grayed out (Figure 12).
4. **Enter 2<sup>nd</sup> Dose Date REFUSED.** If the staff member has declined the second vaccine dose, enter the date, and use the format mm/dd/yyyy. This column header is shaded in RED to alert you that vaccine confidence strategies for this individual may be appropriate (Figure 12).
5. **Enter 2<sup>nd</sup> Dose Date Administered.** Enter the date the staff member was vaccinated the second dose and use the format mm/dd/yyyy. This column header is highlighted to alert you of all staff members who have received the second dose of the COVID-19 vaccine (Figure 12).
6. **Enter the Lot #.** Record the lot # of the vaccine administered, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 12).
7. **Enter the Diluent Lot #.** Record the lot # of the diluent used for vaccine preparation, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 12).
8. **Select Adverse Event (Reaction) to 2<sup>nd</sup> Dose.** In the cell under the *Adverse Event (Reaction) to 2<sup>nd</sup> Dose* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: YES, NO, Unknown, or N/A (Figure 12).
9. **2<sup>nd</sup> Dose Received.** This cell auto-populates with YES shaded in GREEN if 2<sup>nd</sup> Dose Vaccination status is “Accepted” and 2<sup>nd</sup> Dose Administered Date is completed. This cell auto-populates with NO shaded in RED if 2<sup>nd</sup> Dose Vaccination status is “Refused” and 2<sup>nd</sup> Dose Date Refused is completed. The green versus red shading allows you to see at a glance which staff members have accepted or refused the second dose of a vaccine that requires two doses (Figure 12).

## 1<sup>st</sup> ADDITIONAL DOSE/BOOSTER

Figure 13 – 1<sup>st</sup> Additional Dose/Booster entry columns

1 <sup>st</sup> ADDITIONAL DOSE/BOOSTER (if applicable)								
1st Additional Dose/Booster Name	*Eligible to Receive 1st Additional Dose/Booster?	1st Additional Dose/Booster Vaccination Status (dropdown)	1st Additional Dose/Booster Reason for Refusal, e.g. declined, medical (dropdown)	1st Additional Dose/Booster Date REFUSED (mm/dd/yyyy)	1st Additional Dose/Booster Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 1st Additional Dose/Booster? (dropdown)
Pfizer-BioNTech	YES	Accepted			8/5/2021	EW0196		YES
Pfizer-BioNTech	YES	Accepted			8/17/2021	EW0196		NO
Pfizer-BioNTech	YES	Accepted			8/15/2021	EW0196		NO
Pfizer-BioNTech	YES	Accepted			8/30/2021	EW0150		NO

1. **Select 1<sup>st</sup> Additional Dose/Booster Name.** In the cell under *1<sup>st</sup> Additional Dose/Booster Name* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select the correct vaccine manufacturer: Pfizer-BioNTech, Moderna, Janssen/Johnson & Johnson, Unspecified, or N/A (Figure 13).
2. **Eligible to Receive 1<sup>st</sup> Additional Dose/Booster.** Click on the arrow to the right to open the drop-down menu and select YES, NO, Unknown, or N/A for eligibility to receive an additional dose or booster. HCP eligible to receive an additional dose or booster of the COVID-19 vaccine must have received an initial completed vaccine series and meet the current CDC guidance for an additional dose or booster. Failure to denote YES, NO, Unknown, or N/A will result in a staff member being counted as eligible for an additional dose or booster (Figure 13).
3. **Select 1<sup>st</sup> Additional Dose/Booster Vaccination Status.** In the cell under *1<sup>st</sup> Additional Dose/Booster Vaccination Status* (dropdown), click on the arrow to the right to open the drop-down menu, and select: Accepted, Refused, Previously vaccinated at another location, or Unknown (Figure 13).
4. **Select 1<sup>st</sup> Additional Dose/Booster Reason for Refusal.** In the cell under *1<sup>st</sup> Additional Dose/Booster Reason for Refusal* (dropdown), click on the arrow to the right to open the drop-down menu, and select: N/A, Offered and Declined, or Medical Contraindication. If a staff member's additional dose/booster vaccination status is documented as Accepted, Previously vaccinated at another location, or Unknown, this cell will be grayed out (Figure 13).
5. **Enter 1<sup>st</sup> Additional Dose/Booster Date REFUSED.** If the staff member has declined the additional dose/booster, enter the date and use the format mm/dd/yyyy. This column header is shaded in RED to alert you that vaccine confidence strategies for this individual may be appropriate (Figure 13).
6. **Enter 1<sup>st</sup> Additional Dose/Booster Date Administered.** Enter the date the staff member was vaccinated with the additional dose/booster and use the format mm/dd/yyyy. This column header is highlighted to alert you of all staff members who have received an additional dose/booster (Figure 13).
7. **Enter the Vaccine Lot #.** Record the lot # of the vaccine administered, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 13).
8. **Enter the Diluent Lot #.** Record the lot # of the diluent used for vaccine preparation, if known. It is important to associate lot # with any adverse event or a manufacturer recall (Figure 13).



9. **Select Adverse Event (Reaction) to 1<sup>st</sup> Additional Dose/Booster.** In the cell under the *Adverse Event (Reaction) to 1<sup>st</sup> Additional Dose/Booster* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select: YES, NO, Unknown, or N/A (Figure 13).

## 2<sup>nd</sup> ADDITIONAL DOSE/BOOSTER

Figure 14 - 2<sup>nd</sup> Additional Dose/Booster Entry Columns

2 <sup>nd</sup> ADDITIONAL DOSE/BOOSTER (if applicable)								
2nd Additional Dose/Booster Name	*Eligible to Receive 2nd Additional Dose/Booster?	2nd Additional Dose/Booster Vaccination Status (dropdown)	2nd Additional Dose/Booster Reason for Refusal, e.g. declined, medical (dropdown)	2nd Additional Dose/Booster Date REFUSED (mm/dd/yyyy)	2nd Additional Dose/Booster Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 2nd Dose/Booster? (dropdown)
Moderna	YES	Accepted			4/5/2022	EW0164		NO
Pfizer-BioNTech	YES	Accepted			4/15/2021	IL0007		NO
Pfizer-BioNTech	YES	Accepted			5/28/2021	FL8094		NO

To record a 2<sup>nd</sup> additional dose or booster, use the entry columns in the tracking tool to the right of the 1<sup>st</sup> *Additional Dose/Booster* section (Figure 14). Follow steps 1 through 9 outlined in the previous section.

## REPORTING

### 1. Completed Primary

**Vaccine Series?** This cell auto-populates with YES shaded in GREEN if the staff member has completed the primary COVID-19 vaccine series based on manufacturer type. This cell auto-populates with NO shaded in RED if the Vaccination status is “Refused” and *Dose Date*

*Refused* is completed. The Green versus Red shading allows you to see which staff members have completed full vaccination administration (Figure 15).

Figure 15 – Reporting columns

REPORTING				
Completed Primary Vaccine Series? (Autopopulated Column)	1st Additional Dose/Booster Received? (Autopopulated Column)	2nd Additional Dose/Booster Received? (Autopopulated Column)	Adverse Event (Reaction) to any COVID-19 Vaccine Dose? (Autopopulated column)	Reported as required to NHSN, State Health Dept, etc. (YES/NO)
YES	YES	YES	YES	YES
YES	YES	YES	NO	NO
YES	YES	YES	NO	NO
NEEDS 2ND DOSE	NO	NO	NO	NO
YES	YES	NO	NO	YES

2. **Additional Dose/Booster Received?** This cell auto-populates with YES shaded in GREEN if the staff member has received the additional dose or booster based on manufacturer type. This cell auto-populates with NO shaded in RED if the Additional Dose/Booster status is “Refused” and *Dose Date Refused* is completed. The Green versus Red shading allows you to see which staff members have completed additional dose or booster administration (Figure 15).
3. **Adverse Event (Reaction) to any COVID-19 Vaccine Dose?** This cell auto-populates with any adverse reactions noted in previous entries (Figure 15).
4. **Select Yes or No for Reported as Required.** In the cell under *Reported as Required to NHSN, State Health Dept, etc.* (dropdown) heading, click on the arrow to the right to open the drop-down menu, and select either YES or NO (Figure 15).

**NOTE:** It is important to enter all the above information to obtain accurate summary and reporting results with the tracking tool.

## RESIDENT SUMMARY and STAFF SUMMARY Tabs – Analyzing the Data

As you enter COVID-19 vaccination administration data for residents and staff each week, the workbook auto-populates summary data. This weekly timeframe mirrors the NHSN Cumulative Weekly Resident and HCP COVID-19 Vaccination Reporting for Long-Term Care Facilities (LTCF).

The vaccination administration data entered in each week is rolled up into summary tables, charts, and graphs.

**TOP TIP:** Totals in each summary table, chart and graph only include residents and HCP that are entered into the tracking sheet. To view a comprehensive overview summary with associated data points, **it is recommended that you enter all previously administered COVID-19 vaccinations of residents residing in the building and HCP currently working for the organization.**

### ANALYZING COVID-19 VACCINATION ADMINISTRATION COMPLIANCE RATES

The summary on the top left of the Residents Summary and Staff Summary tabs (Figure 16) shows a tabular numeric view of:

- Total Residents or Staff with completed primary vaccine series PLUS two additional doses/boosters.
- Total Residents or Staff with completed primary vaccine series PLUS one additional dose/booster.
- Total Residents or Staff with completed primary vaccine series with no additional dose/booster.
- Residents or Staff who have received first dose only.
- Residents or Staff who did not complete the primary vaccine series due to medical contraindication.
- Residents or Staff who did not complete the primary vaccine series due to religious exemption.
- Residents or Staff who were offered and declined the COVID-19 vaccination.
- Residents or Staff with unknown COVID-19 vaccination status.
- Residents or Staff with a history of laboratory positive COVID-19.
- Residents or Staff with an adverse event following the COVID-19 primary vaccine series or additional dose/booster.

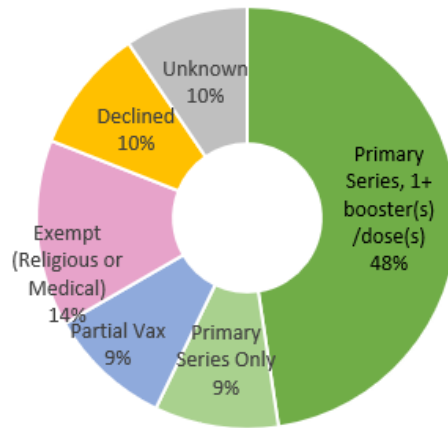
Figure 16 - Tabular numeric view of data

Total RESIDENTS w/ Completed Primary Vaccine Series PLUS <b>TWO additional doses/boosters</b>	6	(21.4%)
Total RESIDENTS w/ Completed Primary Vaccine Series PLUS <b>ONE additional dose/booster</b>	6	(21.4%)
Total RESIDENTS w/ <b>Completed Primary Vaccine Series</b> (no additional dose/booster)	4	(14.3%)
RESIDENTS who have received <b>1st dose only</b> (refused 2nd or waiting to receive)	2	(7.1%)
RESIDENTS who did not complete the primary vaccine series due to <b>medical contraindication</b>	2	(7.1%)
Staff who did not complete the primary vaccine series due to a <b>religious exemption</b>	1	(3.6%)
RESIDENTS who were <b>offered and declined</b> the COVID-19 vaccine	3	(10.7%)
RESIDENTS with <b>unknown</b> COVID-19 vaccination status	4	(14.3%)
RESIDENTS with a history of <b>laboratory positive COVID-19</b>	5	<b>(22.7%)</b>
RESIDENTS with an <b>adverse event</b> following the primary vaccine series or additional dose/booster	5	<b>(41.7%)</b>

A visual pie chart (Figure 17) illustrates **Residents or Staff Vaccination Status To-Date** addressing the data points in the summary table. Facility leaders can gain insight into the effectiveness of their vaccine program in a single view that does not contain protected healthcare information.

Figure 17 - Example Vaccination Status To-Date pie chart

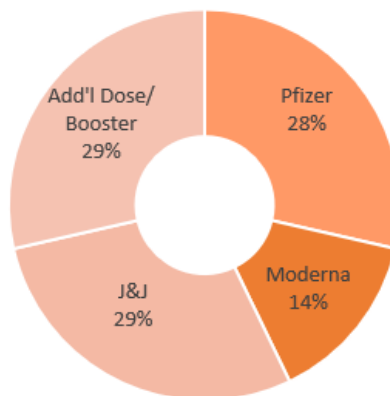
### STAFF VACCINATION STATUS TO-DATE



An additional pie chart (Figure 18) illustrates **Resident or Staff Adverse Events by Manufacturer**.

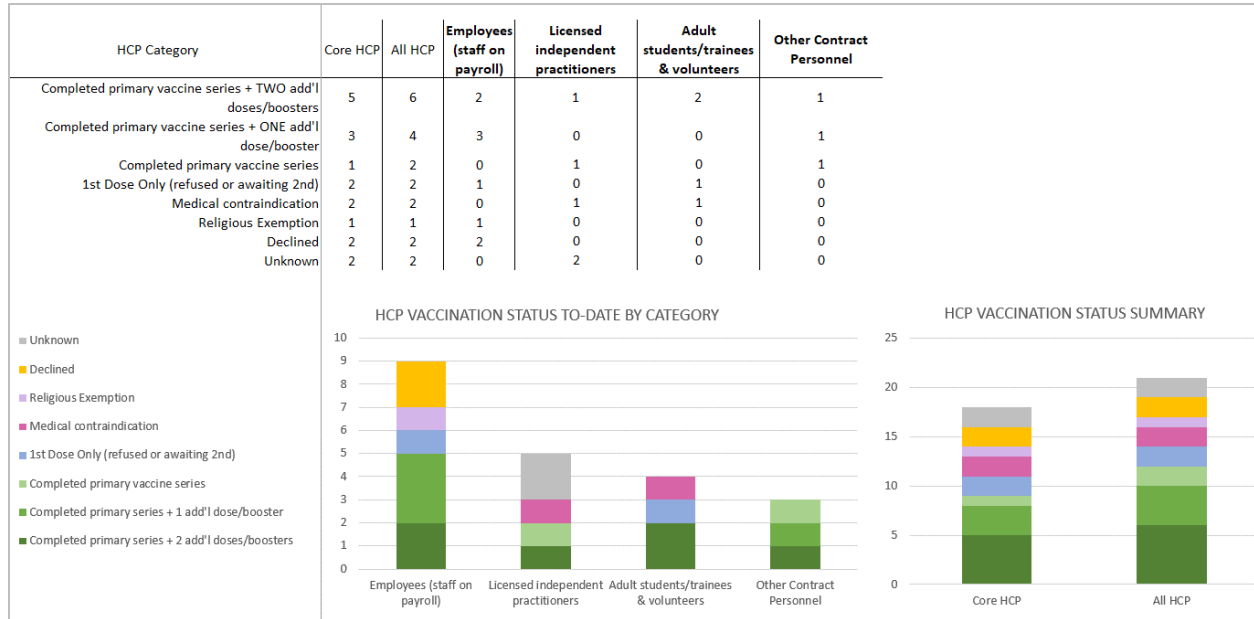
Figure 18 – Example Adverse Events pie chart

### STAFF ADVERSE EVENTS BY MANUFACTURER



The STAFF\_SUMMARY Tab contains two additional charts (Figure 19) that reflect the **Staff Vaccination Status To-Date by HCP Category**. This helps pinpoint and analyze categories with low vaccination rates that may benefit from additional vaccine confidence strategies.

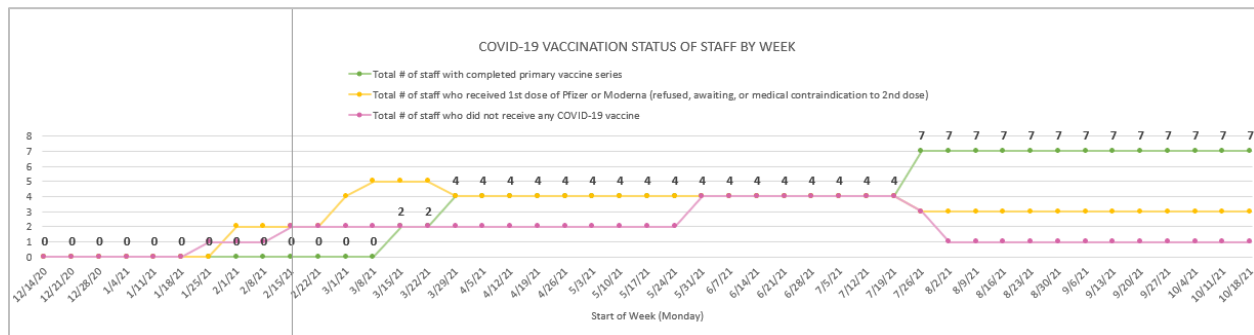
Figure 19 – Example Staff Vaccination Status To-Date by HCP Category chart



**COVID-19 Vaccination Status of Residents or Staff by Week** is also represented in line graphs (Figure 20) to visualize facility vaccination rate changes over time. Different line colors represent vaccinations:

- completed primary vaccine series and two additional doses/boosters.
- completed primary vaccine series and one additional dose/booster.
- completed primary vaccine series.
- total number of residents or HCP who received first dose of Pfizer-BioNTech or Moderna vaccine (refused, awaiting, or medical contraindication to the second vaccine dose).
- total number of residents or HCP who did not receive any COVID-19 vaccine.

Figure 20 – Vaccination Status by Week line graph



Additional tabular weekly cumulative views help facility leaders drill-down to analyze weekly successes and focus on specific vaccination topic areas for residents and HCP.

The charts are segmented into four main categories: Cumulative Vaccination Coverage, Cumulative Unvaccinated Residents (or Staff), Cumulative Residents (or Staff) Receiving Additional Dose/Booster, and Cumulative Residents (or Staff) with Adverse Events following COVID-19 Vaccine(s). The cumulative views begin with Monday as the first day of each reporting week, which matches the NHSN format (Figure 21).

Figure 21 – Tabular Cumulative Weekly charts

<b>Cumulative Vaccination Coverage</b>									
Start of Week (Monday):	12/14/20	12/21/20	12/28/20	1/4/21	1/11/21	1/18/21	1/25/21	2/1/21	2/8/21
1st Dose - Pfizer BioNTech COVID-19 vaccine	0	0	0	0	0	0	0	1	1
2nd Dose - Pfizer BioNTech COVID-19 vaccine	0	0	0	0	0	0	0	0	0
1st Dose - Moderna COVID-19 vaccine	0	0	0	0	0	0	0	1	1
2nd Dose - Moderna COVID-19 vaccine	0	0	0	0	0	0	0	0	0
Janssen/Johnson & Johnson COVID-19 vaccine	0	0	0	0	0	0	0	0	0
Total # of Staff who received 1st dose of Pfizer or Moderna (refused, awaiting, or medical contraindication to 2nd dose)	0	0	0	0	0	0	0	2	2
Total # of Staff with completed primary vaccine series	0	0	0	0	0	0	0	0	0
<b>Cumulative Unvaccinated Staff</b>									
Start of Week (Monday):	12/14/20	12/21/20	12/28/20	1/4/21	1/11/21	1/18/21	1/25/21	2/1/21	2/8/21
Medical contraindication to the COVID-19 vaccine	0	0	0	0	0	0	0	0	0
Religious exemption to the COVID-19 vaccine	0	0	0	0	0	0	0	1	1
Offered but declined COVID-19 vaccine	0	0	0	0	0	0	1	1	1
Total # of Staff who did not receive any COVID-19 vaccine	0	0	0	0	0	0	1	2	2
<b>Cumulative Staff Receiving at Least 1 Additional Dose/Booster</b>									
Start of Week (Monday):	12/14/20	12/21/20	12/28/20	1/4/21	1/11/21	1/18/21	1/25/21	2/1/21	2/8/21
Total # Staff who received at 2 additional doses/booster vaccines	0	0	0	0	0	0	0	0	0
Total # Staff who received at least 1 additional dose/booster vaccine	0	0	0	0	0	0	0	0	0
Completed Primary Series (if applicable) but did not receive any additional dose/booster	0	0	0	0	0	0	0	0	0
Medical contraindication to additional dose/booster	0	0	0	0	0	0	0	0	0
Offered but declined any additional doses/boosters	0	0	0	0	0	0	0	0	0
<b>Cumulative Staff with Adverse Events following COVID-19 Vaccine(s)</b>									
*Note: For details specific to staff, refer back to the "STAFF" tab									
Start of Week (Monday):	12/14/20	12/21/20	12/28/20	1/4/21	1/11/21	1/18/21	1/25/21	2/1/21	2/8/21
Adverse event to any dose of a COVID-19 Vaccine	0	0	0	0	0	0	0	0	0

## NHSN PREP Tab – Weekly Eligible Residents and HCP Numbers

The NHSN PREP tab gives users a place to collect facility responses for required Weekly NHSN COVID-19 Vaccination Module reporting that are not directly tied to the steps of administering vaccines. Users can manually enter the reporting week’s number of eligible residents and HCP by category. If this data is not manually entered, the data will be auto-populated based on the admission and discharge dates for residents entered on the RESIDENTS tab, and the employment start and end dates entered in the STAFF tab. REQUIRED RESPONSES for NHSN reporting are highlighted on the spreadsheet with yellow column headers and data cells outlined in red.

In the NHSN Preparation Worksheet, enter the following information (Figure 22):

- Your facility's NHSN orgID.
- The start date of the desired reporting week (end date will auto-populate).
- The additional details outlined in the table.

Next, click the gray “Generate .CSV Files for NHSN” button beneath the tables to export the two tabs (RESIDENT\_NHSN and STAFF\_NHSN) into .CSV files. The data entered into the "STAFF" and "RESIDENTS" tabs can be exported into .CSV files. The .CSV files will save to the same location where the tool is saved and named “RES\_NHSN [mmddyy]” and “STAFF\_NHSN [mmddyy].”

The NHSN Weekly Resident and HCP COVID-19 Vaccination Modules specifically for Long Term Care Facilities with Training, Data Collection Forms and Instructions can be found on the CDC’s website: <https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html>

Figure 22 – NHSN Preparation Worksheet for .csv files export

<b>*Enter in your facility's NHSN OrgID:</b>		12345	
<b>*Enter start date (Monday) for NHSN reporting (mm/dd/yyyy):</b>		4/25/2022	
End date (Sunday) is autopopulated (mm/dd/yyyy):		5/1/2022	

If you would like to manually enter in the number of eligible residents and healthcare personnel, please fill out the table below. Otherwise, leave blank and the .csv tabs will autopopulate based on data entered into the RESIDENTS and STAFF tabs.

(Autopopulated)	(REQUIRED)	(REQUIRED)	(REQUIRED)	(REQUIRED)	(REQUIRED)
Week of (Mon - Sun reporting):	*Number of Residents staying in this facility for at least 1 day during the week of data collection	*Number of Employees (staff on payroll) that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	*Number of Licensed independent practitioners that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	*Number of Adult students/trainees & volunteers that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	*Number of Other Contract Personnel that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
4/25/22 - 5/1/22					

## COPYING DATA FROM THE PREVIOUS TRACKING TOOL TO THE UPDATED TRACKING TOOL

If you are using a previous version of the COVID-19 Tracking Tool that does not include the ability to track the 2<sup>nd</sup> additional doses/boosters, please follow the instructions below to copy your existing data into the latest version of the tracking tool.

### RESIDENTS Tab

1. Open both the previous version and the updated version of the COVID-19 Tracking Tool.
2. In the RESIDENTS tab in the previous version of the tracking tool, select cells with resident information from column A (Unit) to column Q (Adverse event to 1<sup>st</sup> Dose), and from row 3 down to the last row with information (for example, if you have 10 residents entered, select from cell A3 to cell Q12) (Figure 23).
3. To select the cells, click the first cell and drag the mouse to highlight the entire section, or select the first cell, hold the shift button, and then select the bottom right cell of the desired section (Figure 23).
4. Next, copy the selected cells. To do this, hold down the Ctrl key while pressing C, or right click the mouse on the selected cells and click "Copy". There should be dashed green lines moving in a clockwise direction around the copied section (Figure 23).
5. Navigate to the new tracking tool after the data has been copied and select cell A3. To paste, hold down the Ctrl key while pressing V, or right click the mouse on cell A3 and click "Paste".

Figure 23 – Selection of cells for copy and paste into updated version of tracking tool

RESIDENT INFORMATION			VACCINE INFORMATION				1ST DOSE					
Unit	Resident First Name	Resident Last Name	History of laboratory positive COVID-19? (dropdown)	Administered by: (dropdown)	Manufacturer (dropdown)	1st Dose Vaccination Status (dropdown)	1st Dose Reason for Refusal (dropdown)	1st Dose Date REFUSED (mm/dd/yyyy)	1st Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 1st Dose? (dropdown)
Unit A	Resident First Name 1	Resident Last Name 1	NO		Pfizer-BioNTech	Accepted				1/15/2021		NO
Unit A	Resident First Name 2	Resident Last Name 2	NO		Moderna	Accepted				1/18/2021		NO
Unit A	Resident First Name 3	Resident Last Name 3	NO		Pfizer-BioNTech	Accepted				1/21/2021		NO
Unit A	Resident First Name 4	Resident Last Name 4	NO		Pfizer-BioNTech	Accepted				1/25/2021		YES
Unit A	Resident First Name 5	Resident Last Name 5	NO		Pfizer-BioNTech	Accepted				1/28/2021		NO
Unit A	Resident First Name 6	Resident Last Name 6	Unknown			Unknown						
Unit A	Resident First Name 7	Resident Last Name 7	YES			Refused	Offered and	1/31/2021				
Unit A	Resident First Name 8	Resident Last Name 8	YES			Refused	Offered and	2/3/2021				
Unit A	Resident First Name 9	Resident Last Name 9	NO		Moderna	Previously vaccinated at another facility				2/5/2021		NO
Unit A	Resident First Name 10	Resident Last Name 10	NO		Moderna	Previously vaccinated at another facility				2/7/2021		NO

6. Next, copy the data in the cells from column T (2nd Dose Vaccination Status) to column Z (Adverse Event to 2nd Dose) (Figure 24).

Figure 24 – Selection of 2nd Dose data to copy and paste into updated tool

T	U	V	W	X	Y	Z
2ND DOSE (if applicable)						
2nd Dose Vaccination Status (dropdown)	2nd Dose Reason for Refusal	2nd Dose Date REFUSED (mm/dd/yyyy)	2nd Dose Administered: (mm/dd/yyyy)	Vaccine Lot #	Diluent Lot # (if known)	Adverse Event (Reaction) to 2nd Dose? (dropdown)
Unknown						
Accepted			2/8/2021			NO
Accepted			2/12/2021			NO
Previously vaccinated at another facility			2/15/2021			YES
Accepted			2/18/2021			NO
Unknown						
Accepted			2/26/2021			YES
Previously vaccinated at another facility			3/1/2021			NO

7. Navigate to the new tracking tool after this data has been copied, select cell T3, and paste the selection (Figure 24).
8. Next, copy the data in the cells from Column AC (1<sup>st</sup> Additional Dose/Booster Name) to column AK (Adverse Event to 1<sup>st</sup> Additional Dose/Booster).
9. Navigate to the new tracking tool after this data has been copied, select cell AC3, and paste the selection.
10. If there is data under column AP (Reported as Required to NHSN, State Health Dept, etc.), copy the data from cell AP3 down to last filled entry (Figure 25).
11. Navigate to the new tracking tool after this data has been copied, select cell BA3 with the same matching header as the previous version of the tool, and paste the selection (Figure 25).

**STAFF Tab**

1. In the STAFF tab in the previous version of the tracking tool, select cells with staff information in column A (Healthcare Personnel Category) to column F (End Date of Employment). To select the cells, click the first cell and drag the mouse to highlight the entire section, or select the first cell, hold the shift button, and then select the bottom right cell of the desired section.
2. Next, copy the selected cells. To do this, hold down the Ctrl key while pressing C, or right click the mouse on the selected cells and click “Copy”. There should be dashed green lines moving in a clockwise direction around the copied section.
3. Navigate to the new tracking tool after the data has been copied and select cell A3. To paste, hold down the Ctrl key while pressing V, or right click the mouse on cell A3 and click “Paste”.
4. Next, copy the data in the cells from column H (History of laboratory positive COVID-19) to column Q (Adverse event to 1<sup>st</sup> Dose).

Figure 25 – Selection of Reporting data to copy and paste into updated tool

AD
Reported as required to NHSN, State Health Dept, etc. (YES/NO)
NO
NO
NO
NO
NO
NO
NO
NO
NO
NO



5. Navigate to the new tracking tool after this data has been copied, select cell H3, and paste the selection.
6. Next, copy the data in the cells from column T (2<sup>nd</sup> Dose Vaccination Status) to column Z (Adverse Event to 2<sup>nd</sup> Dose).
7. Navigate to the new tracking tool after this data has been copied, select cell T3, and paste the selection.
8. Next, copy the data in the cells from Column AC (1<sup>st</sup> Additional Dose/Booster Name) to column AK (Adverse Event to 1<sup>st</sup> Additional Dose/Booster).
9. Navigate to the new tracking tool after this data has been copied, select cell AC3, and paste the selection.
10. If there is data under column AP (Reported as Required to NHSN, State Health Dept, etc.), copy the data from cell AP3 down to last filled entry.
11. Navigate to the new tracking tool after this data has been copied, select cell BA3 with the same matching header as the previous version of the tool, and paste the selection.