



AGENCY FOR HEALTHCARE RESEARCH AND QUALITY



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

Introduction

This user guide provides nursing home staff with step-by-step instructions to 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.

Using 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, 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 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
 - Which individuals have refused vaccination
 - 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 National Healthcare Safety Network (NHSN).

NOTE: All tabs within the *COVID-19 Vaccination Tracking Tool* are password protected to prevent unintentional formula changes. To edit content, enter the password: vaccine.



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.

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 Vaccine Administration Record for COVID-19](#) and [Staff Vaccine Administration Record for COVID-19](#), which help skilled nursing facilities establish and implement a process for documenting vaccine administration of each resident and staff member.

TOP TIP: Retrospectively entering previously administered vaccinations with the correct “Dose Received” 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. Because 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.

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. Optional item entries include facility CCN (CMS Certification Number) and NHSN OrgID for National Healthcare Safety Network (NHSN) reporting.

TOP TIP: There are several locked columns highlighted in gray that are automatically calculated based on information entered into the tool. These include *1st Dose Received*, *2nd Dose Due* (based on the manufacturer), *2nd Dose Received*, and *Vaccination Completed?* 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 RESIDENT_SUMMARY and STAFF_SUMMARY tabs.

Residents Tab – Recording Resident Vaccination Administration Data

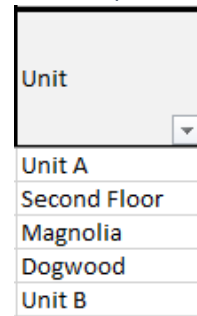
RESIDENT INFORMATION

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 2nd Floor will result in two different categories for analysis.

Figure 1 – Unit example



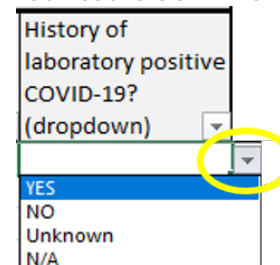
2. Enter the Resident First and Last Name. You may also enter the Resident Identifier as defined by your facility policy. Your healthcare organization may assign a unique resident identifier upon admission. Entering that data in this column is optional and based on your facility’s policy.

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 February 2, 2021 would be entered as 02/02/2021.

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.

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

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



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).

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 Dept, Pharmacy Vendor, 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, Other, or N/A.

Figure 3 – Example of Vaccine Information

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

1ST DOSE

Figure 4 – 1st Dose Entry Columns

| 1 ST DOSE | | | | | | | |
|---|---|--|--|---------------|-----------------------------|--|--|
| 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) | 1st Dose Received? (Autopopulated Column) |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | 011J20L | P5891AB | YES | YES |
| Accepted | | | 1/1/2021 | 011J20L | P5891AB | NO | YES |
| Refused | Offered and Declined | 1/3/2021 | | | | | NO |
| Refused | Medical Contraindication | 1/3/2021 | | | | | NO |

1. **Select 1st Dose Vaccination Status.** In the cell under *1st 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 1st Dose Reason for Refusal.** In the cell under *1st 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 1st Dose Date REFUSED.** If the resident has refused 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 1st 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 1st Dose.** In the cell under the *Adverse Event (Reaction) to 1st 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. **1st Dose Received.** This cell auto-populates with YES shaded in GREEN if the first dose vaccination status is “Accepted” and *1st Dose Administered Date* is completed. This cell auto-populates with NO shaded in RED if the first dose vaccination status is “Refused” and *1st Dose Date Refused Date* 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).

2nd DOSE

Figure 5 – 2nd Dose Entry Columns

| 2ND DOSE (if applicable) | | | | | | | | |
|-------------------------------------|--|-----------------------------|------------------------------------|-------------------------------------|---------------|--------------------------|--|---|
| 2nd Dose Due (Autopopulated Column) | 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) | 2nd Dose Received? (Autopopulated Column) |
| 1/22/2021 | Refused | Offered and Declined | 2/22/2021 | | | | | NO |
| 1/22/2021 | Accepted | | | 2/23/2021 | EW8999 | | NO | YES |
| 1/22/2021 | Accepted | | | 2/23/2021 | EW8999 | | NO | YES |
| 1/22/2021 | Accepted | | | 2/23/2021 | EW8999 | | NO | YES |
| 1/29/2021 | Accepted | | | 4/1/2021 | 001P14T | | NO | YES |
| 1/29/2021 | Accepted | | | 4/1/2021 | 001P14T | | NO | YES |
| | | | | | | | | NO |

1. **2nd Dose Due.** This column auto-populates with the COVID-19 vaccination *2nd 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 *2nd Dose Due* will auto-populate with the date 04/29/2021. If the Pfizer 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 2nd Dose Vaccination Status.** In the cell under *2nd 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).

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

3. **Select 2nd Dose Reason for Refusal.** In the cell under *Select 2nd 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 2nd Dose Date REFUSED.** If the resident has refused 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 2nd 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 2nd Dose.** In the cell under the *Adverse Event (Reaction) to 2nd 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. **2nd Dose Received.** This cell auto-populates with YES shaded in GREEN if *2nd Dose Vaccination* status is “Accepted,” and *2nd Dose Administered Date* is completed. This cell auto-populates with NO shaded in RED if *2nd Dose Vaccination* status is “Refused,” and *2nd Dose Date Refused Date*

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).

REPORTING

1. **Vaccination Fully Completed?** This cell auto-populates with YES shaded in GREEN if the resident has received the full COVID-19 vaccination based on manufacturer type. This cell auto-populates with NO shaded in RED if the Vaccination status is “Refused” and *Dose Date Refused Date* is completed. The green versus red shading allows you to see which residents have completed full vaccination administration (Figure 6).

2. **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 6).

Figure 6 – Reporting columns

| REPORTING | |
|--|--|
| Vaccination Fully Completed? (Autopopulated Column) | Reported as required to NHSN, State Health Dept, etc. (YES/NO) |
| YES | YES |
| YES | YES |
| YES | YES |
| YES | YES |
| YES | YES |
| YES | YES |
| NO | YES |
| Medical Contraindication | NO |
| Refused 2nd Dose | NO |

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

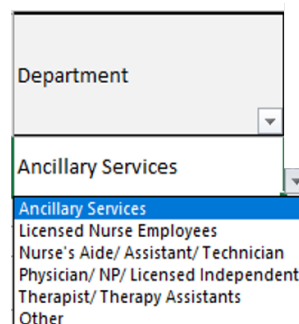
Staff Tab – Recording Employee Vaccination Administration Data

STAFF / HEALTHCARE PERSONNEL (HCP) INFORMATION

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

Table 1 defines each Department; identify the Department that best matches the staff member's position. Scroll through the list, if necessary, and click on the appropriate Department to populate the cell (Figure 7).

Figure 7 – Department drop-down options



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 – Departments with associated staff member titles in the tracking tool

| Department Category in Tracking Tool | Titles for Departments |
|--|---|
| Ancillary Services | All staff providing environmental, laundry, maintenance and dietary/nutrition services |
| Licensed Nurse Employees | All Registered Nurses (RNs), Licensed Practical Nurses (LPN)/Licensed Vocational Nurses (LVN) including LPN/LVN applicants. This category also includes nurse leaders: Director of Nursing (DON), Assistant Director of Nursing (ADON), Educator, Quality Nurse, Unit Staff, MDS and Corporate Nurses |
| Nurse's Aide/ Assistant/Technician | Certified Nursing Assistants and those working prior to testing; Restorative Assistants, Medication Aides |
| Physician/Nurse Practitioners/Licensed Independent Practitioner | All Physicians, D.O.s, Residents, Fellows, Nurse Practitioners, Advance Practice Nurses and Physician Assistants |
| Therapist/Therapy Assistants | Directors and all rehab staff - Physical Therapist (PT), Physical Therapist Assistant (PTA), Occupational Therapist (OT), Certified Occupational Therapy Assistant (COTA), Speech-Language Therapist, Music and Art Therapists, and Therapy Assistants |
| Other | All persons not included in the employee categories listed, regardless of clinical responsibility or resident contact, including contract staff, students, and other non-employees (Administrators, Business Office, Social Services Staff, Consultant Pharmacists, etc.) |

- 2. Enter the Staff Member First and Last Name.** You may also enter the Staff Identifier 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 Date of Hire (optional).** In the cell under *(Optional) Date of Hire* 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.
- 4. Enter the Staff Member Date of Termination.** In the cell under *Date of Termination* enter the date and use the format mm/dd/yyyy for the employee's date of termination. Entering date of termination (voluntary or involuntary) will allow the user to sort for current staff members only and determine their vaccination status and need for additional doses.
- 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 G, 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 Dept, Pharmacy Vendor, 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 8).
- 2. Select Vaccine Manufacturer.** In the cell under *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, Other, or N/A.

Figure 8 – Example of vaccine information

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

1ST DOSE

Figure 9 – 1st Dose entry columns

| 1 ST DOSE | | | | | | | |
|---|---|---------------------------------------|--|---------------|-----------------------------|---|--|
| 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) | 1st Dose Received? (Autopopulated Column) |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | EW5001 | | NO | YES |
| Accepted | | | 1/1/2021 | 011J20L | P5891AB | YES | YES |
| Accepted | | | 1/1/2021 | 011J20L | P5891AB | NO | YES |
| Refused | Offered and Declined | 1/3/2021 | | | | | NO |
| Refused | Medical Contraindication | 1/3/2021 | | | | | NO |

- Select 1st Dose Vaccination Status.** In the cell under *1st 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 9).
- Select 1st Dose Reason for Refusal.** In the cell under *Select 1st 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 9).
- Enter 1st Dose Date REFUSED.** If the staff member has refused 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 9).
- Enter 1st 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 9).
- 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 9).
- 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 9).
- Select Adverse Event Reaction to 1st Dose.** In the cell under the *Adverse Event (Reaction) to 1st 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 9).
- 1st Dose Received.** This cell auto-populates with YES shaded in GREEN if 1st Dose Vaccination status is “Accepted” and 1st Dose Administered Date is completed. This cell auto-populates with NO shaded in RED if 1st Dose Vaccination Status is “Refused” and *1st Dose Date Refused Date* 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 9).

2nd DOSE

Figure 10 – 2nd Dose entry columns

| 2ND DOSE (if applicable) | | | | | | | | |
|-------------------------------------|--|-----------------------------|------------------------------------|-------------------------------------|---------------|--------------------------|--|---|
| 2nd Dose Due (Autopopulated Column) | 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) | 2nd Dose Received? (Autopopulated Column) |
| 1/22/2021 | Refused | Offered and Declined | 2/22/2021 | | | | | NO |
| 1/22/2021 | Accepted | | | 2/23/2021 | EW8999 | | NO | YES |
| 1/22/2021 | Accepted | | | 2/23/2021 | EW8999 | | NO | YES |
| 1/22/2021 | Accepted | | | 2/23/2021 | EW8999 | | NO | YES |
| 1/29/2021 | Accepted | | | 4/1/2021 | 001P14T | | NO | YES |
| 1/29/2021 | Accepted | | | 4/1/2021 | 001P14T | | NO | YES |
| | | | | | | | | NO |

1. **2nd Dose Due.** This column auto-populates with the COVID-19 vaccination *2nd 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 *2nd Dose Due* will auto-populate with the date 04/29/2021. If the Pfizer 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 10).
2. **Select 2nd Dose Vaccination Status.** In the cell under the *2nd 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 10).

TOP TIP: The *2nd 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 *2nd 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 *2nd Dose* cells for *2nd Dose Vaccination Status*. Leave *2nd Dose Vaccination Status* blank. Refusal of the first dose negates the clinical opportunity to offer a second dose. Documenting a “2nd dose refusal” when the first dose was declined or medically contraindicated may cause miscalculation.

3. **Select 2nd Dose Reason for Refusal.** In the cell under *Select 2nd 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 10).
4. **Enter 2nd Dose Date REFUSED.** If the staff member has refused 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 10).
5. **Enter 2nd 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 10).
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 10).
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 10).
8. **Select Adverse Event Reaction to 2nd Dose** In the cell under the *Adverse Event (Reaction) to 2nd 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 10).
9. **2nd Dose Received.** This cell auto-populates with YES shaded in GREEN if 2nd Dose Vaccination status is “Accepted” and 2nd Dose Administered Date is completed. This cell auto-populates with NO shaded in RED if 2nd Dose Vaccination status is “Refused” and 2nd Dose Date Refused Date 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 10).

REPORTING

1. **Vaccination Fully Completed?** This cell auto-populates with YES shaded in GREEN if the staff member has received the full COVID-19 vaccination based on manufacturer type. This cell auto-populates with NO shaded in RED if the Vaccination status is "Refused" and *Dose Date Refused Date* is completed. The Green versus Red shading allows you to see which staff members have completed full vaccination administration (Figure 11).
2. **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 11).

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

Figure 11 – Reporting columns

| REPORTING | |
|---|--|
| Vaccination Fully Completed? (Autopopulated Column) | Reported as required to NHSN, State Health Dept, etc. (YES/NO) |
| YES | YES |
| YES | YES |
| YES | YES |
| YES | YES |
| YES | YES |
| YES | YES |
| NO | YES |
| Medical Contraindication | NO |
| Refused 2nd Dose | NO |

RESIDENT NHSN PREP Tab – Weekly Eligible Residents Numbers and Vaccine Supply Questions

The RESIDENT NHSN PREP worksheet 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. The NHSN module requires nursing homes to provide the weekly number of eligible residents for vaccinations along with supplier status and vaccine supply responses. REQUIRED RESPONSES for NHSN reporting are highlighted on the spreadsheet with yellow column headers and data cells outlined in red.

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>

- 1. Enter the start date for Weekly NHSN COVID-19 Vaccination reporting.** The spreadsheet will auto-populate weekly dates (Mon – Sun) based on the facility’s start date for Weekly NHSN COVID-19 Vaccination Module reporting (Figure 12).
- 2. Enter Eligible Residents Number (REQUIRED).** Record the Number of residents staying in the facility for at least 1 day during week of data collection (Figure 12).
- 3. Answer Y or N Facility Vaccination Supplier (REQUIRED).** Click on the arrow to the right to open the drop-down menu, and select the appropriate response Y or N from the drop-down menu. Based on facility response, additional questions may require responses (Figure 12).

Review NHSN definition and guidance regarding whether your facility is enrolled as a COVID-19 Vaccination Supplier: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>

- 4. Describe other issues (OPTIONAL):** Enter additional information regarding COVID-19 vaccination supply-related issue(s) at your facility that you may want to share with NHSN (Figure 12).

Figure 12 – Resident NHSN Prep Worksheet

| Enter in start date for NHSN reporting period (mm/dd/yyyy): <input type="text"/> | | | | | |
|---|---|--|--|--|---|
| Note that the weeks listed below start based on the date you entered above, and go through the most recent full week prior to today’s date. NOTE: There are 2 required questions for NHSN in columns D and E, indicated by the red outlines in the data entry cells. | | | | | |
| (Autopopulated) | (REQUIRED) | (REQUIRED) | (If answer to Ila. is "Y", then REQUIRED) | (If answer to Ila. is "Y", then REQUIRED) | (OPTIONAL) |
| Week of (Mon - Sun reporting): | I. Number of residents staying in this facility for at least 1 day during the week of data collection | Ila. Is your facility enrolled as a COVID-19 vaccination supplier? (Y/N) | Ilb. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all residents the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week? (Y/N) | Ilc. Did your facility have other arrangements sufficient to offer all residents the opportunity to receive COVID-19 vaccine(s) in the current reporting week? (Y/N) | IId. Describe any other COVID-19 vaccination supply-related issue(s) at your facility |

STAFF HCP NHSN PREP Tab – Weekly Eligible HCP Numbers and Vaccine Supply Questions

The STAFF HCP NHSN PREP worksheet 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. The NHSN module requires nursing homes to provide the weekly number of eligible staff for vaccinations along with supplier status and vaccine supply responses. Recording the staff numbers by Department is OPTIONAL.

REQUIRED RESPONSES for NHSN reporting are highlighted on the spreadsheet with yellow column headers and data cells outlined in red.

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>

1. **Enter the start date for Weekly NHSN COVID-19 Vaccination reporting.** The spreadsheet will auto-populate weekly dates (Mon – Sun) based on the facility’s start date for Weekly NHSN COVID-19 Vaccination Module reporting (Figure 13).
2. **Enter Eligible HCP Number (REQUIRED).** Record the Number of All workers that were eligible to have worked at your healthcare facility for at least 1 day during the week of data collection (Figure 13).
3. **Enter HCP numbers by Department (OPTIONAL).** Record the number of employees by NHSN Department category (Figure 13).
4. **Answer Y or N Facility Vaccination Supplier (REQUIRED).** Click on the arrow to the right to open the drop-down menu and select the appropriate response Y or N from the drop-down menu. Based on facility response, additional questions may require responses (Figure 13).

Review NHSN definition and guidance regarding whether your facility is enrolled as a COVID-19 Vaccination Supplier: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>

5. **Describe other issues (OPTIONAL):** Enter additional information regarding COVID-19 vaccination supply-related issue(s) at your facility that you may want to share with NHSN (Figure 13).

Figure 13 – Staff NHSN Prep Worksheet

| | | | | | |
|---|--|---|--|--|--|
| Enter in start date for NHSN reporting period (mm/dd/yyyy): <input type="text"/> | | | | | |
| Note that the weeks listed below start based on the date you entered above, and go through the most recent full week prior to today's date. NOTE: There are 2 required questions for NHSN in columns D and K, indicated by the red outlines in the data entry cells. | | | | | |
| (Autopopulated) | (REQUIRED) | (OPTIONAL) | (OPTIONAL) | (OPTIONAL) | (OPTIONAL) |
| Week of (Mon - Sun reporting): | ia. Number of All workers that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection | ib. Number of Ancillary services employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection | ic. Number of Nurse employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection | Id. Number of Nurse's Aide, assistant, and technician employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection | ie. Number of Therapist employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection |

| (OPTIONAL) | (OPTIONAL) | (REQUIRED) | (If answer to Ila. is "Y", then REQUIRED) | (If answer to Ila. is "Y", then REQUIRED) | (OPTIONAL) |
|--|--|--|--|--|---|
| If. Number of Physician/NP/ licensed independent practitioner employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection | Ig. Number of Other workers that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection | Ila. Is your facility enrolled as a COVID-19 vaccination supplier? (Y/N) | Ilb. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all staff the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week? (Y/N) | Ilc. Did your facility have other arrangements sufficient to offer all staff the opportunity to receive COVID-19 vaccine(s) in the current reporting week? (Y/N) | Ild. Describe any other COVID-19 vaccination supply-related issue(s) at your facility |

RESIDENT SUMMARY and STAFF SUMMARY Tabs – Analyzing the Data

As you enter COVID-19 vaccination administration data for residents each week, the workbook auto-populates summary data. This weekly timeframe mirrors the NHSN Cumulative Weekly Healthcare Personnel (HCP) & Resident 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 staff that are entered into the tracking sheet. In order 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 staff currently working for the organization.**

ANALYZING COVID-19 VACCINATION ADMINISTRATION COMPLIANCE RATES

The summary on the top left of the Resident Summary and Staff Summary tab (Figure 14) shows a tabular numeric view of:

- Total Residents or Staff with vaccinations fully completed
- Residents or Staff awaiting the second dose
- Residents or Staff who received a first dose but declined the second dose
- Residents or Staff who did not receive the COVID-19 vaccine due to medical contraindication
- 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 vaccine

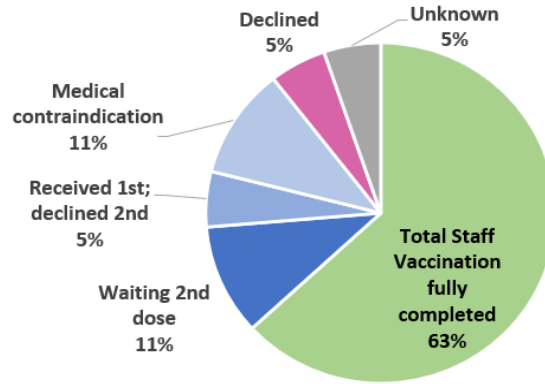
Figure 14 – Tabular numeric view of data

| | |
|--|------------------|
| Total residents w/ vaccination fully completed | 19 |
| Residents awaiting 2nd dose | 2 |
| Residents who received 1st dose but declined 2nd dose | 1 |
| Residents who did not receive the COVID-19 vaccine due to medical contraindication | 2 |
| Residents who were offered and declined the COVID-19 vaccine | 1 |
| Residents with unknown COVID-19 vaccination status | 1 |
| Residents with a history of laboratory positive COVID-19 | 4 (15.4%) |
| Residents with an adverse event following the COVID-19 vaccine | 4 (18.2%) |

A visual pie chart (Figure 15) 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 15 – Example Vaccination Status To-Date pie chart

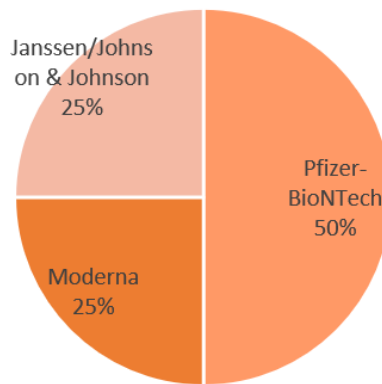
STAFF VACCINATION STATUS TO-DATE



An additional pie chart (Figure 16) illustrates **Resident or Staff Adverse Events by Manufacturer**.

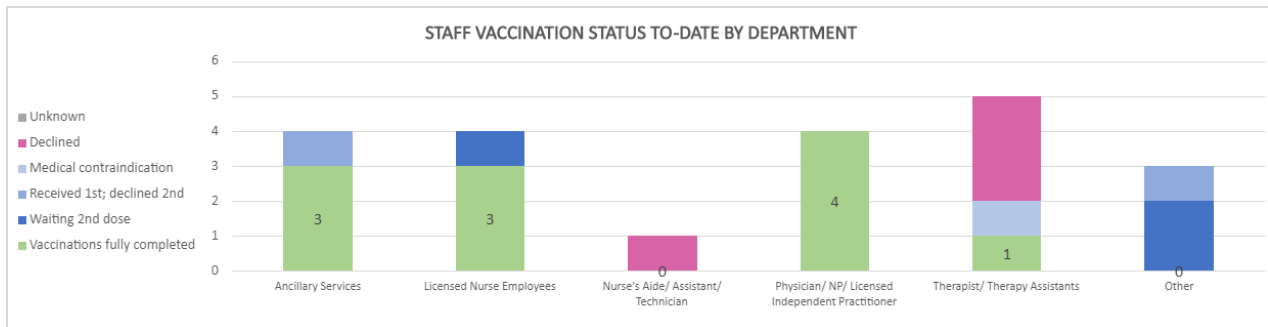
Figure 16 – Example Adverse Events pie chart

RESIDENTS ADVERSE EVENTS



The STAFF_SUMMARY Tab contains an additional chart (Figure 17) that reflects the **Staff Vaccination Status To-Date by Department**. This helps pinpoint and analyze departments with low vaccination rates that may benefit from additional vaccine confidence strategies.

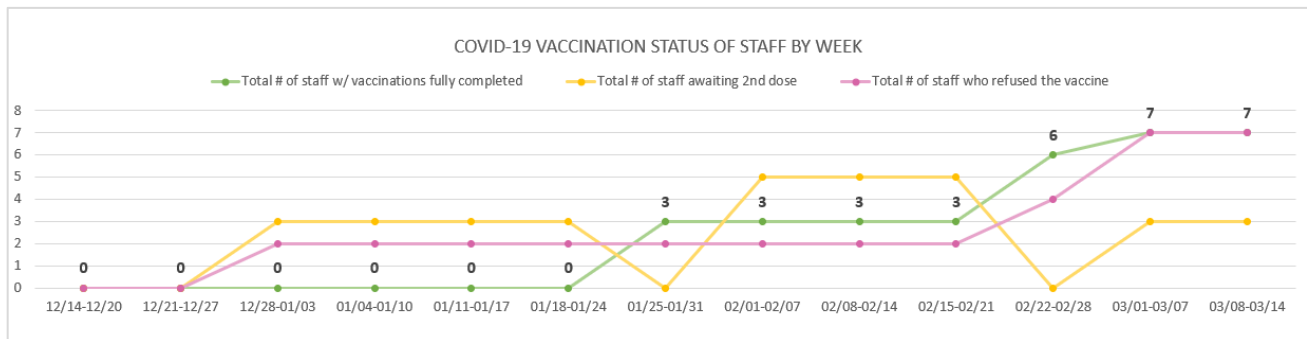
Figure 17 – Example Staff Vaccination Status To-Date by Department chart



COVID-19 Vaccination Status of Residents or Staff by Week is also represented in line graphs (Figure 18) to visualize facility vaccination rate changes over time. Different line colors represent vaccinations:

- fully completed
- total number of residents (or staff) awaiting the second vaccine dose
- total number of residents (or staff) who refused the vaccine

Figure 18 – 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 staff.

The charts are segmented into three main categories: Cumulative Vaccination Coverage, Cumulative Unvaccinated Residents (or Staff) and Cumulative Resident (or Staff) with Adverse Events following COVID-19 Vaccine(s). The cumulative views begin with Monday as the first day of each reporting week matching the NHSN format (Figure 19).

Figure 19 – Tabular Cumulative Weekly charts

| Cumulative Vaccination Coverage | | | | | | | | | | | | | |
|--|----------|----------|----------|--------|---------|---------|---------|--------|--------|---------|---------|--------|--------|
| 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 | 2/15/21 | 2/22/21 | 3/1/21 | 3/8/21 |
| 1st Dose - Pfizer BioNTech COVID-19 vaccine | 4 | 4 | 4 | 4 | 5 | 6 | 7 | 7 | 7 | 7 | 7 | 8 | 8 |
| 2nd Dose - Pfizer BioNTech COVID-19 vaccine | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 |
| 1st Dose - Moderna COVID-19 vaccine | 0 | 0 | 2 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 2nd Dose - Moderna COVID-19 vaccine | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 2 | 2 | 2 | 2 | 2 |
| Janssen/Johnson & Johnson COVID-19 vaccine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Total number of residents awaiting 2nd dose | 0 | 0 | 2 | 3 | 4 | 6 | 6 | 3 | 3 | 3 | 3 | 2 | 2 |
| Total number of residents w/ vaccination fully complete | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 7 | 7 | 7 | 7 | 9 | 9 |

| Cumulative Unvaccinated Residents | | | | | | | | | | | | | |
|--|----------|----------|----------|--------|---------|---------|---------|--------|--------|---------|---------|--------|--------|
| 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 | 2/15/21 | 2/22/21 | 3/1/21 | 3/8/21 |
| Medical contraindication to COVID-19 vaccine | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Offered but declined COVID-19 vaccine | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Received the 1st dose, but declined the 2nd dose of COVID-19 vaccine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| Total number of residents who refused the vaccine | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

| Cumulative Residents with Adverse Events following COVID-19 Vaccine(s) | | | | | | | | | | | | | |
|---|----------|----------|----------|--------|---------|---------|---------|--------|--------|---------|---------|--------|--------|
| 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 | 2/15/21 | 2/22/21 | 3/1/21 | 3/8/21 |
| Adverse event to Pfizer-BioNTech COVID-19 Vaccine (either 1st or 2nd dose) | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Adverse event to Moderna COVID-19 vaccine (either 1st or 2nd dose) | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Adverse event to Janssen/Johnson & Johnson COVID-19 vaccine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

