

Quick Reference Guide: How to Enter Weekly COVID-19 Vaccination Data in the Healthcare Personnel Safety Component

The purpose of this document is to assist facilities with reporting weekly COVID-19 vaccination data for healthcare personnel (HCP). Facilities enter these data into the Healthcare Personnel Safety (HPS) Component of the National Healthcare Safety Network (NHSN). This reporting can help facilities monitor COVID-19 vaccination coverage over time.

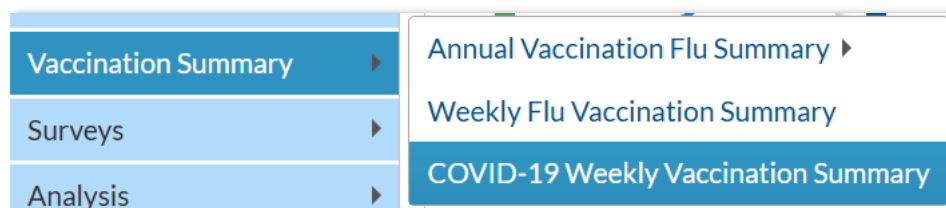
Overview

This document will go over the steps of how to enter data for each data entry option:

1. Directly into the data entry screens of the COVID-19 Vaccination Module
2. CSV file upload into the Weekly COVID-19 Vaccination Module
3. Person-level reporting is an additional way to enter data for weekly COVID-19 vaccination data for healthcare personnel. It can be completed directly through the data screens of the Person-level COVID-19 Vaccination Form for HCP
4. .CSV file upload into the Person-Level COVID-19 Vaccination Form for HCP

Entering Weekly COVID-19 Vaccination Data for HCP

1. Access the Healthcare Personnel Safety Component homepage in NHSN.
2. Click on **Vaccination Summary** on the left-hand navigation bar.
3. Click on the **COVID-19 Weekly Vaccination Summary** option on the left-hand navigation bar.



4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.

COVID-19 Weekly Vaccination Summary Data

Click a cell to begin entering data for the week which counts are reported.

Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination, at <https://vaers.hhs.gov/>

30 March 2026 - 10 May 2026

Record Complete

Record Incomplete

Weekly Vaccination Calendar

03/30/2026 (Monday) - 04/05/2026 (Sunday)

Hospital

IPF

IRF

04/06/2026 (Monday) - 04/12/2026 (Sunday)

Hospital

IPF

IRF

04/13/2026 (Monday) - 04/19/2026 (Sunday)

Hospital

IPF

IRF

- Fill out the form with your data. **Note:** required fields are indicated by an asterisk. For complete reporting instructions see the following Table of Instructions: [COVID-19 Vaccination Staff TOI Jan 2024 \(cdc.gov\)](#)

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

Date Created:(UTC)

Facility ID #:
Location Type *: Hospital

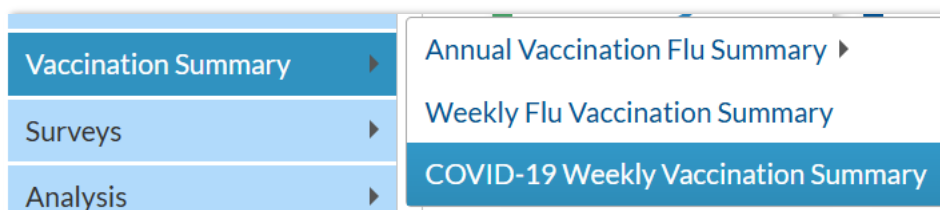
Vaccination type *: COVID19
Facility CCN #:

Week of Data Collection: 03/23/2026 - 03/29/2026
Date Last Modified:(UTC)

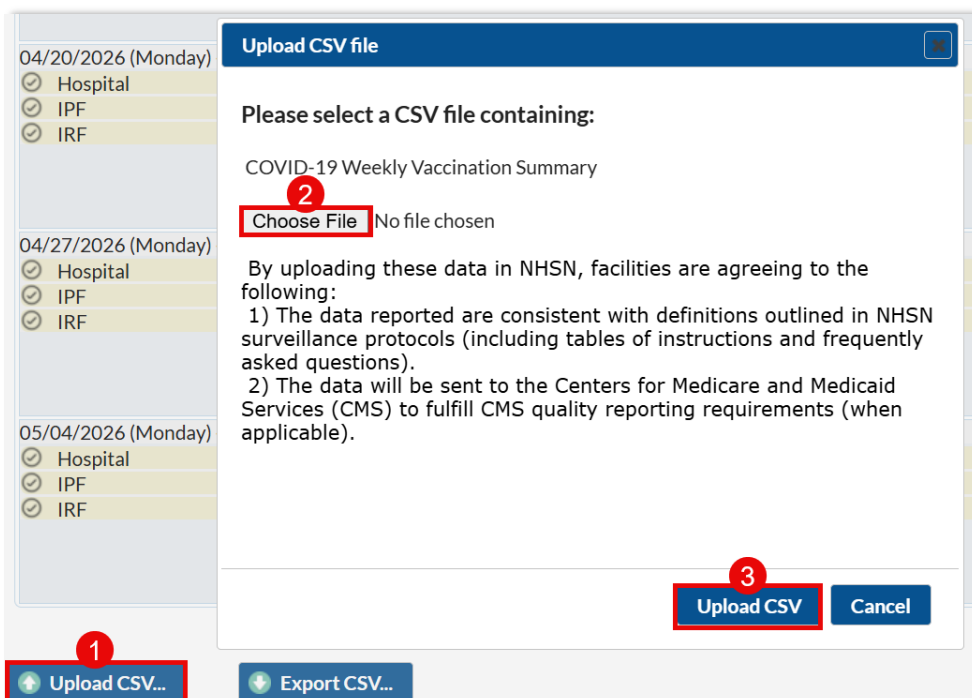
Cumulative Vaccination Coverage		Healthcare Personnel (HCP) Categories				
			Employee HCP	Non-Employee HCP		
				* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees and volunteers ^e	* Other Contract Personnel ^f
1. * Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection						
2. * Cumulative number of HCP in Question #1 who are up to date with COVID-19 vaccine(s).						
Please review the current definition of up to date: Key Terms and Up to Date Vaccination .						
3. * Cumulative number of HCP in Question #1 with other conditions:						
3.1. * Medical contraindication to COVID-19 vaccine						
3.2. * Offered but declined COVID-19 vaccine						
3.3. * Unknown/other COVID-19 vaccination status						

Uploading a .CSV file into the Weekly COVID-19 Vaccination Modules

1. Download a .CSV file template from the NHSN Weekly HCP COVID-19 Vaccination webpage: [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#). An example .CSV file that includes test data in required fields is also available.
2. Using the provided .CSV template or example file, populate each variable with the appropriate data and save the file.
3. Access the [Healthcare Personnel Safety Component homepage](#) in NHSN.
4. Click on **Vaccination Summary** on the left-hand navigation bar.
5. Click on the **COVID-19 Weekly Vaccination Summary** option on the left-hand navigation bar.

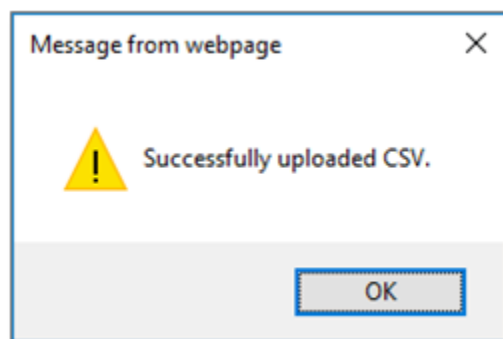


6. Scroll to the bottom of the page and click the **Upload CSV** button.
7. Browse for the .CSV file and then click **Upload CSV** to begin the import.



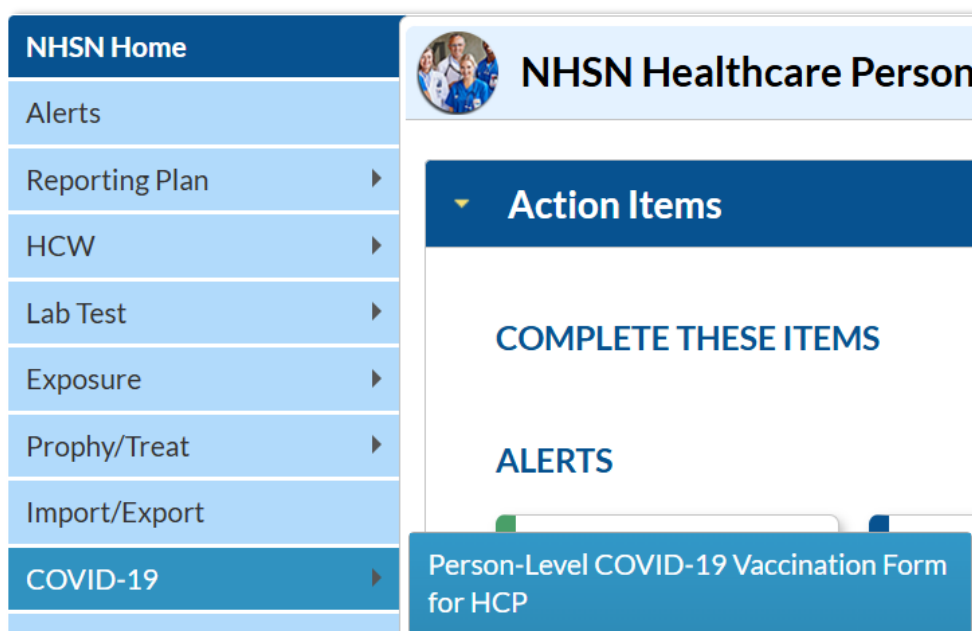
8. A message indicating a successful upload will appear. Users can then select a week for which data were added to view the record.

If errors are found during upload, they will appear on this screen. Please review the error messages, and refer to the information on the variables included in the .CSV template: [Uploading Group COVID-19 .CSV Data Files 10.1.1 January 2024 \(cdc.gov\)](#).



Directly upload into the Person-Level COVID-19 Vaccination Form for HCP

1. Access the Healthcare Personnel Safety Component homepage in NHSN.
2. Click on **COVID-19** on the left-hand navigation bar.
3. Click on **Person-Level COVID-19 Vaccination Form for HCP** option on the left-hand navigation bar.



4. Click on **Add Row**, if you know the unique HCP identifier, enter it in the Unique Identifier box. If you do not know the Unique HCP identifier or do not know if this person has a record, click **Find**.
5. If an individual does not have a record yet, enter in the individual's demographic and vaccination details in the yellow boxes.


Person-Level COVID-19 Vaccination Form for HCP

+ Add Row...
View Reporting Summary & Submit...
^ Upload CSV...
^ Export CSV...
Hide all HCP with an end date

.CSV Upload into the Person-Level COVID-19 Vaccination Form for HCP

1. Access the Healthcare Personnel Safety Component homepage in NHSN.
2. Click on **COVID-19** on the left-hand navigation bar.
3. Click the **Person-Level COVID-19 Vaccination Form for HCP** option on the left-hand navigation bar.
4. Click **Upload CSV**.


Person-Level COVID-19 Vaccination Form for HCP

+ Add Row...
View Reporting Summary & Submit...
^ Upload CSV...
^ Export CSV...
Hide all HCP with an end date

5. Browse for the file and then click **Upload CSV** to begin the import.

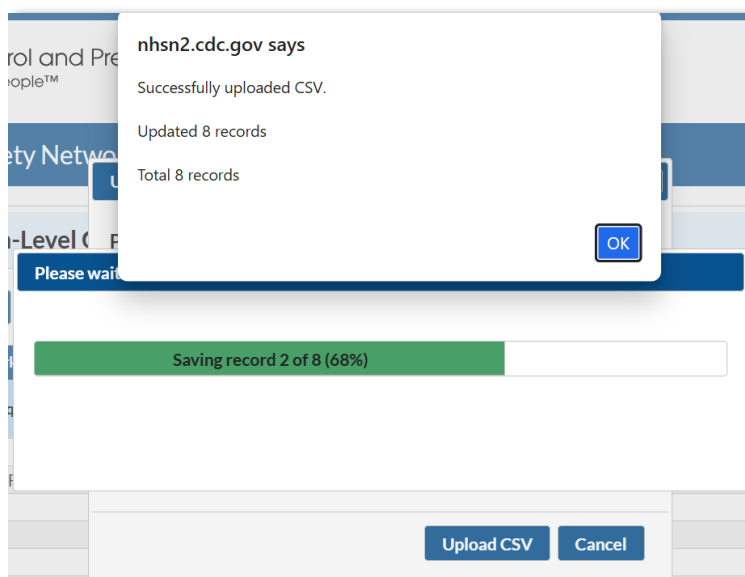
Upload CSV file
✕

Please select a CSV file containing:

Choose File Example-Pers..._HPS-HCP.csv

Upload CSV Cancel

6. A message will appear describing the number of records that were successfully uploaded.



Checking Create and Modify dates

Regardless of the method used to report, once Weekly COVID-19 Vaccination Module data are first saved in NHSN, a **Date Created** will be auto-populated on the data entry screen. Additionally, the **Date Last Modified** field will display the date that that data were last updated.

The NHSN application was upgraded in March 2024. As a result, timestamps in the application (such as create dates) now reflect Universal Time Coordinated (UTC) rather than Eastern Time.

Date Created: (UTC)		
Facility ID # *		Location Type *: Hospital
Vaccination type *: COVID19		Facility CCN #:
Week of Data Collection: 03/23/2026 - 03/29/2026	Date Last Modified: (UTC)	

A facility can check the Date Created and Date Last Modified by running a line listing report. Simply run a line listing report, set the time-period to the appropriate period, add the Create and Modify Date variables to the selected variable box, and then view the final report. If the date created matches the date last modified, then you will know that no changes were made after initial data entry. To find additional detailed instructions see the [How to Check NHSN Timestamps: Completed Date guidance document](#).

Additional Resources

Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at [HPS | Weekly HCP COVID-19 Vaccination | NHSN | CDC](#).

If you have any questions, please use [NHSN-ServiceNow](#) to submit questions to the NHSN Help Desk with 'Weekly COVID-19– HPS' in the subject line. Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov using the same subject line.

