Quick Reference Guide: Re-Submitting COVID-19 Vaccination Data using the Person-Level Vaccination Forms

Introduction

This Quick Reference Guide (QRG) will provide information on using the Re-submit all changed weeks button for your facility's person-level COVID-19 vaccination data (Residents/Healthcare Personnel [HCP]) if the summary counts for Residents/HCP have changed since you previously submitted using the COVID-19 person-level vaccination forms.

Steps:

NOTE- Steps below are applicable to Residents/HCP data re-submission using the Person-Level Vaccination Forms.

1. After you have uploaded or modified your person-level COVID-19 vaccination data using the Person-Level Vaccination Form, navigate to the "View Reporting Summary & Submit" screen (Reporting Summary).

Image A-

2. After you have clicked "View Reporting Summary & Submit", you will notice some surveillance weeks with messages in the "Week of data collection first day (Monday)" drop-down menu as shown in **image B**-

   a. *"Changed since submitted using the person-level form"*
      i. This message will be displayed next to surveillance weeks if any of the **weekly summary counts for that week have changed since the last time you submitted data using the Person-Level Vaccination Form.**
      ii. **This QRG will focus on how to re-submit data for weeks with this message**

   b. *"Never submitted"*
      i. This message indicates that the data for this week have never been submitted (via the Person-Level Form, CSV, or the summary form). For a week that has never been previously submitted, you should click on the respective week and click on the "Save and Submit Data" button at the bottom of the screen to submit data for that week.
      ii. The re-submit button described in this QRG is not applicable to weeks with this message, where data was never previously submitted.

   c. *"Not eligible for submission using the person-level form"*
      i. This message indicates that the data for this week were previously submitted using the weekly summary form and are therefore not eligible to be re-submitted using the Person-Level Vaccination Form.

ii. The re-submit button described in this QRG is <u>not applicable</u> to weeks with this message, where data was previously submitted using the standard weekly summary form. Please use the weekly summary form to make any updates.

d. If there is **NO Message** next to the surveillance week, it means that you have already submitted data for that week via the Person-Level Vaccination Form and there have been no updates to the data for that week since submission. No action is needed.

image B-

Please note, image B is an example and messages next to respective week(s) will be based on your entries.

3. To re-submit data for all weeks at the same time with the message "Changed since submitted using the person-level form", click on the button "Re-submit all changed weeks."

4. After clicking "Re-submit all changed weeks", a pop-up will appear as shown in **image C** and will ask you to confirm that you want to re-submit all weeks flagged as "Changed since submitted using the person-level form". Click on "Yes, re-submit" if you want to re-submit.

image C -

Please note, image C is an example, and you may have different week(s) based on your entries in the pop-up.

5. After you click on "Yes, re-submit" the pop-up below will appear, which shows successful re-submission of your data.

image D -
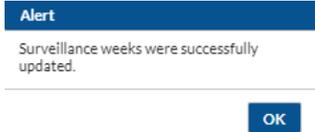
Reminders:

- Data submitted from "View Reporting Summary & Submit" updates the Weekly Respiratory Pathogens and Vaccination (RPV) Summary Modules Form (i.e., the weekly, aggregate, facility-level form).
- You are also able to confirm that the data were successfully updated and submitted to the Weekly RPV Summary Module by navigating to the RPV Summary tab on the left-hand navigation bar and observe that the week of interest appears **green** as shown in **image E**, indicating that the data are complete for that week. You can also click on that week and confirm that the numbers match to those that you submitted for the Reporting Summary.

image E –
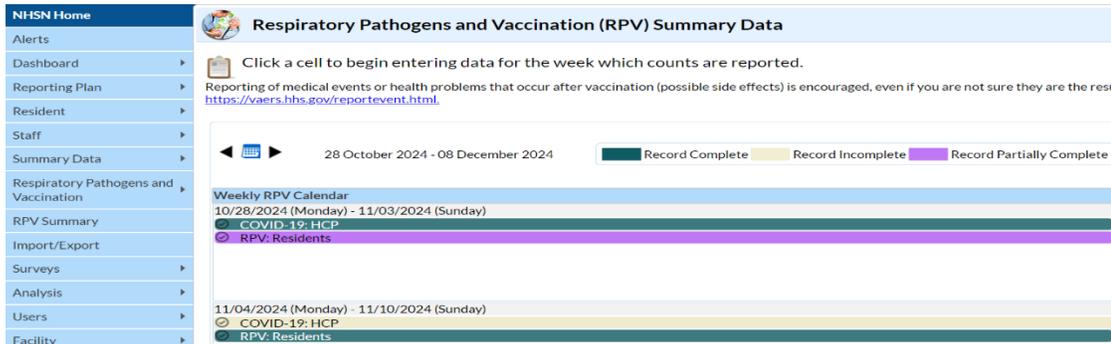
- As of 9/30/2024, the COVID-19, Influenza, and RSV Vaccination and case/hospitalization reporting forms have been combined for **LTC Residents**. If the Person-Level COVID-19 Vaccination Form for Residents is used to submit data for surveillance weeks on and after 9/30/2024, only questions 1-2a are populated using the person-level information entered. Surveillance weeks that only have questions 1-2a submitted using the Person-Level COVID-19 Vaccination Form for Residents will appear **purple** in the Weekly RPV Calendar View, indicating that the record has only been **partially** completed for that week (as shown in **image E**).
- Surveillance weeks that are partially complete will remain **purple** until all required fields of the form (questions 2b-4ci) are complete. To complete the remaining required fields (questions 2b-4ci), you can either:

  o Enter the remaining values after clicking on the "View Reporting Summary and Submit" button of the Person-Level COVID-19 Vaccination Form for Residents, and then click on the "Save and Submit Data" button, **OR**
  o Use the Weekly Respiratory Pathogens and Vaccination Summary Form for Residents to enter the remaining values and then click on the "Save" button.

- Please note that clicking on the "Re-submit all changed weeks" button of the Resident Person-Level COVID-19 Vaccination Form for surveillance weeks on and after 9/30/2024 will only re-submit data for question 1-2a, as these values are auto-populated by the resident vaccination information entered. If edits are needed for the values entered for question 2b-4ci, please make the edits manually using the:
    - Person-Level COVID-19 Vaccination Form for Residents and then click on the "Save and Submit Data" button, **OR**
    - Weekly Respiratory Pathogens and Vaccination Summary Form for Residents and then click on the "Save" button.
- Also, when reviewing Vaccination Summary data, a user can always review the Create, Completed, and Modify dates as described here: https://www.cdc.gov/nhsn/pdfs/ltc/RPV-Summary-Resident-and-HCP-Data-Entry-Guide_508c.pdf
    - The "Date Created" field is auto-populated when any data are initially entered and saved in the Weekly Respiratory Pathogens and Vaccination (RPV) Module.
    - The "Date Completed" field is auto-populated when all of the required fields of the Weekly Respiratory Pathogens and Vaccination Summary Form for Residents have been entered and saved.
        - **Note:** The "Date Created" field will auto-populate if only questions 1-2a are submitted using the Person-Level COVID-19 Vaccination Form for **Residents**. However, the auto-population of this field does not indicate that the data submission for the surveillance week is complete if the initial submission was through the Person-Level COVID-19 Vaccination Form for Residents. Instead, please confirm that a date has been auto-populated in the "Date Completed" field to confirm complete submission for the surveillance week.
    - The "Date Last Modified" field is auto-populated based on the most recent date that changes were made to previously submitted Weekly RPV Module data.

Additional Resources:

• Weekly HCP and Resident COVID-19 Vaccination website (all of the resources below can be found here): https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html

• Person-Level Trainings (Recordings and Slide sets)

• Person- Level Vaccination Form Table of Instructions: Instructions and Guidance Documents

• Person-Level COVID-19 Vaccination Data - CSV Data Import Materials

• FAQs on Person-Level Vaccination Reporting: General
 https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html#Person-Level-Vaccination-Reporting:-General

• FAQs on Person-Level Vaccination Reporting: Data Entry- https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html#Person-Level-Reporting:-Data-entry

• Up to date COVID-19 Vaccination Guidance- https://www.cdc.gov/nhsn/pdfs/hps/covidvax/UpToDateGuidance-508.pdf

--------------------**End of Quick Reference Guide**--------------------