

Subject line: Updated Excel Data Tracking Worksheet Available for COVID-19 Vaccination - Healthcare Personnel Safety Component

Dear NHSN Users,


The Excel Data Tracking Worksheet for facilities reporting COVID-19 vaccination data on healthcare personnel through the Healthcare Personnel Safety Component has been updated and is now [available](#). **This version is dated October 2022**. The October 2022 version of the Excel Data Tracking Worksheet reflects changes to the weekly COVID-19 Vaccination Module, including updated (bivalent) booster doses and the updated up to date vaccination classification for all reporting weeks beginning October 2022.


The new October 2022 version of the Excel Data Tracking Worksheet should be used to enter COVID-19 vaccination data for the months of October 2022 – present. Please note that only the new October 2022 version contains the correct up to date definitions that incorporate the updated (bivalent) booster doses. To enter data for any weeks from October 2022 – present, please use this version. This version can also be used for June 2022 – present.

The **‘Months Prior to June 2022’** version of the Data Tracking Worksheet can be used to enter COVID-19 vaccination data for all months prior to June 2022. When entering COVID-19 vaccination data for any months before June 2022, please continue to use the ‘Months Prior to June 2022’ version of the Data Tracking Worksheet.

Data Tracking Worksheets

New! [Excel Data Tracking Worksheet Reference Guide](#)  [PDF – 590 KB] – September 2022

New! [Data Tracking Worksheet for COVID-19 Vaccination among Healthcare Personnel](#)  [XLS – 8 MB] – October 2022

Months Prior to June 2022! [Data Tracking Worksheet for COVID-19 Vaccination among Healthcare Personnel](#)  [XLS – 7 MB]

Facilities can access both worksheets under the **“Data Tracking Worksheets”** heading on the Weekly HCP COVID-19 Vaccination webpage: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html#dtw>

If you are currently using an Excel Data Tracking Worksheet dated June 2022 or prior and would like to use the updated version to enter data from October 2022 - present, then you will need to batch copy and paste your data into the updated October 2022 Excel Data Tracking Worksheet. Please make sure that your data are not altered outside of the original format of the Excel worksheet.

Please follow the instructions below to copy and paste your data into the updated worksheet:

7. Next, copy all rows and columns between P-T in the old worksheet, and paste it in the highlighted columns AA-AE in the updated October 2022 Excel worksheet.

Note: Please ensure an **HCP category is entered** in the **drop-down box** in Column Y. If this column is empty, the HCP will not be counted in the “Reporting Summary” tab.

	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1											
2											
3											
4											
5											
6											
7	Booster Dose 3 Manufacturer	Booster Dose 4 Date	Booster Dose 4 Manufacturer	Booster Dose 5 Date	Booster Dose 5 Manufacturer	Up-To-Date Vaccination	Vaccinated at Another Location? Select: Yes/No	Employee or Non-Employee?	HCP Category (choose from drop-down)	Additional Comment (optional)	Vaccination Education Provided (Enter date)
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

8. The **updated October 2022 Excel worksheet is now ready to use!** After you have moved your data to the updated Excel worksheet, click the “Reporting Summary” tab to view the summary totals in “Healthcare Personnel COVID-19 Vaccination Cumulative.”

Healthcare Personnel COVID-19 Vaccination Cumulative Summary TRACKING WORKSHEET	
Facility ID#:	0
Vaccination type: COVID-19	COVID_19
Week of data collection first day (Monday):	1/2/2023
Week of data collection last day (Sunday):	1/8/2023
Date Last Modified:	

Cumulative Vaccination Coverage	Healthcare Personnel (HCP) Categories					
	All Core HCP	All HCP	Employee HCP	Non-Employee HCP		
			Employees (staff on facility payroll)	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	Adult students/trainees & volunteers	Other Contract Personnel
1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	0	0	0	0	0	0

Please contact NHSN@cdc.gov with any questions related to the Data Tracking Worksheet. Please include ‘Weekly COVID-19 Vaccination’ in the subject line of the e-mail along with your facility type.

Thank you for your efforts reporting COVID-19 vaccination data in NHSN.

Sincerely,

NHSN Vaccination Team