STAY SAFE MN

Vaccination Tracking Tool Instructions for Long-term Care Facilities

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Background

This optional Microsoft Excel-based tool is intended to help long-term care facilities track staff and resident vaccination for COVID-19 and post-vaccination symptoms. The information in the tracking tool might also be helpful to communicate facility vaccination actions with state surveyors. The information recorded in the Excel workbook should not take the place of required documentation of resident vaccination in medical records and/or medical administration record, as appropriate. Facilities are not required to use this tool.

Description of worksheets in this tracking tool

Data dictionary

There are two data dictionary, or instruction, worksheets. One includes information about the worksheets used to track staff and resident vaccination (tabs called "STAFF" and "RESIDENTS"). One includes information about the worksheets used to track staff and residents who do not get vaccinated (tabs called "STAFF_Refusal_Contraindication" and "RESIDENT_Refusal_Contraindication"). The data dictionary sheets include instructions for filling in each column of information on the tracking worksheets.

Staff and resident vaccination worksheets

There is one worksheet ("STAFF") for tracking staff vaccination and one worksheet ("RESIDENT") for tracking resident vaccination. Refer to the data dictionary worksheets to understand how to enter data. Facilities are encouraged to record vaccinations conducted in the facility and elsewhere so that they can generate an overall vaccination summary (percent vaccinated) for residents and staff.

Unvaccinated staff and resident worksheets

There is one worksheet ("STAFF_Refusal_Contraindication") for tracking staff who cannot be vaccinated (e.g., because of a medical contraindication) or staff who refuse to be vaccinated. There is another worksheet ("RESIDENT_Refusal_Contraindication") for tracking residents who cannot be vaccinated or who refuse vaccination. Refer to the data dictionary worksheets to understand how to enter data. Facilities are encouraged to record vaccinations conducted in the facility and elsewhere so that they can generate an overall vaccination summary (percent vaccinated) for residents and staff.

Vaccination summary

This sheet includes both self-reported information and vaccination counts automatically generated from your line lists. You must fill in the number of staff and residents in your facility each week, if you want to track that information. These numbers are not used in the automatic calculations. On this sheet, you can also fill in in the number of staff and residents who experience clinically significant adverse events after vaccination. Use the "STAFF" and "RESIDENT" line lists to find the counts of clinically significant adverse events.

The counts of vaccinated individuals can be used to complete voluntary National Healthcare Safety Network (NHSN) vaccination reporting and/or any state reporting that might be requested from Minnesota long-term care facilities. See CDC - Surveillance for Weekly HCP & Resident COVID-19 Vaccination (https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html).

Charts

The "Charts worksheet includes automatically generated bar charts, showing symptoms associated with staff and resident vaccination and the count of individuals who have received the full vaccine series (i.e., two doses at the appropriate interval).

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