

**Data Submission Checklist: Inpatient Psychiatric Facility (IPF) National Healthcare Safety Network (NHSN) Enrollment and COVID-19 Vaccination Coverage Among Healthcare Personnel (COVID HCP) Measure Data – Fiscal Year (FY) 2023**

Due	Steps	✓
At least six weeks prior to the data submission deadline (05/16/2022)	<p><b>STEP 1: Complete NHSN enrollment and setup processes.</b>  <b>IPFs NOT enrolled must</b> complete NHSN enrollment and setup processes.</p> <ul style="list-style-type: none"> <li>Visit <a href="https://www.cdc.gov/nhsn/ipfs/enroll.html">https://www.cdc.gov/nhsn/ipfs/enroll.html</a> for more information regarding the enrollment process. Visit <a href="https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf">https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf</a> for training and enrollment procedures.</li> <li>The Facility Administrator completes the NHSN setup process: <ul style="list-style-type: none"> <li>Activate the Healthcare Personnel Safety (HPS) Component.</li> <li>Map locations for IPFs in acute care, critical access, long-term care, children’s, and rehabilitation hospitals.</li> <li>Add users and assign rights.</li> </ul> </li> </ul>	<input type="checkbox"/>
On or before 05/16/2022	<p><b>STEP 2: Report COVID-19 Vaccination Coverage Among HCP measure data to NHSN.</b>  1. Log into SAMS to access NHSN reporting at <a href="https://sams.cdc.gov">https://sams.cdc.gov</a> by entering the SAMS username, password, and grid card numbers.</p>	<input type="checkbox"/>
	<p>2. From the NHSN landing page, select the Healthcare Personnel Safety component and facility ID from the dropdown menu. Select Submit.</p>	<input type="checkbox"/>
	<p>3. Complete the <u>Monthly Reporting Plan</u> form:</p>	<input type="checkbox"/>
	<p><b>IPF Units Monthly Reporting:</b></p> <ul style="list-style-type: none"> <li>From the Healthcare Personnel Safety Component Home Page select Reporting Plan and Add.</li> <li>Select appropriate month and year from dropdown menus (e.g., December 2021).</li> <li>Under Weekly COVID-19 Vaccination Module, check the box next to COVID-19 Vaccination Summary for the Inpatient Psychiatric Facility Unit(s).</li> <li>Click Save.</li> <li>“HCW Plan created successfully” will appear at the top of the page. (HCW = healthcare worker)</li> <li>Click Next to proceed to update the next monthly reporting plan.</li> </ul>	<p><b>IPF Free-Standing Units Monthly Reporting:</b></p> <ul style="list-style-type: none"> <li>Select appropriate month and year from dropdown menus (e.g., December 2021).</li> <li>Check the box next to COVID-19 Vaccination Summary.</li> <li>Click Save.</li> <li>“HCW Plan created successfully” will appear at the top of the page.</li> <li>Click Next to proceed to update the next monthly reporting plan.</li> </ul>
	<p>4. Complete the <u>COVID-19 Weekly Vaccination Summary Data</u> form.</p> <ul style="list-style-type: none"> <li>Click the yellow COVID-19 Vac box to enter COVID HCP measure data for a specific week.</li> </ul>	<input type="checkbox"/>
	<p>5. Enter COVID HCP Measure Data on the <u>Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities</u> form.</p> <ul style="list-style-type: none"> <li>Enter COVID HCP measure data in all required data fields, indicated by red asterisks. Enter “0” if no HCP are reported for a required field.</li> <li>Click Save at the bottom of your screen to save the record.</li> <li>A message will appear indicating that your data have been saved.</li> <li>Once data have been entered as saved in NHSN, look for the green tab for each existing record on the calendar.</li> </ul>	<input type="checkbox"/>
<p>6. Edit COVID HCP Measure Summary Data.</p> <ul style="list-style-type: none"> <li>Click on the week to edit data. <ul style="list-style-type: none"> <li>After editing data, please click the Save button at the bottom of your data entry screen.</li> <li>Date Last Modified shows when the data were last entered and saved. Create Date indicates when the data were first entered and saved.</li> </ul> </li> <li>Click Save to save updated data. A message confirming data were saved should appear at the top of the screen.</li> </ul>	<input type="checkbox"/>	

**Note:** While navigating through NHSN, use the NHSN buttons and not the web browser buttons. Data submitted correctly in NHSN will be transmitted from the CDC to CMS. Refer to the [Verification Checklist: IPF Reporting of COVID-19 Vaccination Coverage Among Healthcare Personnel Measure Data - FY 2023](#) for guidance on how to confirm complete and accurate submission of the measure data.

**Additional Resources**

**Educational Webinars:** Educational webinar materials pertaining to the COVID HCP measure (e.g., slides, Q&A transcript) are available on the [QRC Archived Events](#) and [QualityNet Webinars/Calls](#) web pages.

NHSN training materials, including slide sets and an operational guidance document on COVID-19 vaccination data reporting, are located at: [Weekly HCP COVID-19 Vaccination | HPS | NHSN | CDC](#)

**NHSN Help Desk:** For questions about NHSN enrollment, COVID HCP measure data submission, or data verification process, contact [NHSN@cdc.gov](mailto:NHSN@cdc.gov). We recommend including the IPF name, IPF-specific CCN, and either “IPF Enrollment Guidance” or “Weekly COVID-19 Vaccination - IPF” in the email subject line.

**SAMS Help Desk:** For assistance with SAMS, contact the help desk toll-free at (877) 681-2901 (Monday–Friday, 8:00 a.m. to 6:00 p.m. Eastern Time, excluding U.S. Federal Holidays) or [samshelp@cdc.gov](mailto:samshelp@cdc.gov).