



ASC Refresher Training For Reporting the COVID-19 Vaccination Among HCP Measure

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Objectives

Participants will be able to review data reporting, understand updates, and answer frequently asked questions.

For more comprehensive information on enrollment and requirements, facilities can access the original February 2022 presentation using this link:

<https://www.qualityreportingcenter.com/en/ascqr-program/2022/asc-02022022/>

Monthly Reporting Plan (MRP): Auto-Completion

- For reporting weeks in October 2021 – May 2022, the MRP is required to submit weekly COVID-19 Vaccination Module data. The MRP allows facilities to indicate which surveillance module protocols will be followed.
- **To simplify reporting and prevent reporting delays, NHSN will auto-complete the HPS MRP indicating intent to submit Weekly COVID-19 Vaccination Module data in-plan on behalf of ambulatory surgery centers who have not yet submitted an MRP for reporting weeks through May 2022.**
 - Allows facilities to enter data into the Weekly COVID-19 Vaccination Module for weeks when an MRP was required without the facility needing to complete an MRP.
 - If you plan to submit weekly COVID-19 vaccination data during this period, **no further action is needed**, and you can now submit data.

Facilities that previously selected the “no HPS modules followed” checkbox and are unable to modify MRP

- The auto-completion only applies to facilities that had not created an MRP and did not select the “no HPS modules followed” checkbox
- If your facility checked the “no HPS modules followed” checkbox, but you do intend to submit data for the COVID-19 Vaccination Module data in the HPS component for one or more months during January 2022-May 2022 please have your facility administrator send an email to NHSN@cdc.gov with the subject line “**ASC MRP for COVID-19 Vaccination Module Reporting**” stating:
 - I (facility administrator) give NHSN permission to modify my existing MRP for the HPS component for one or more month during January 2022-May 2022 to indicate intent to submit Weekly COVID-19 Vaccination Module data. I understand by doing so I attest that the data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions) and understand that these data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).
- This will enable facilities to enter data into the Weekly COVID-19 Vaccination Module for all weeks

If your facility does not plan to submit weekly COVID-19 data for a month during this period

- Please follow the instructions provided in the NHSN email sent today with the subject line **“NHSN auto-completing the Monthly Reporting plan for Ambulatory Surgery Centers”** to select the “no HPS modules followed” checkbox

Meeting Program Requirements

Denominator

- The denominator is the number of healthcare personnel (HCP) eligible to work in the healthcare facility for at least one day during the reporting period, excluding persons with contraindications to the COVID-19 vaccination described by the Centers for Disease Control and Prevention (CDC).
- The CDC considers a history of the following to be the only contraindications:
 - Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine
 - Known (diagnosed) allergy to a component of the COVID-19 vaccine

HCP Inclusions

HCP Category	Inclusion
Employee (staff on payroll)	Include all persons receiving a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
Licensed independent practitioners (Physicians, advanced practice nurses, and physician assistants)	Include physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.
Adult students/trainees and volunteers	Include medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.
Other Contract Personnel	Defined as persons providing care, treatment, or services at the facility through a contract who do not meet the definition of any other required denominator category. Please note this also includes vendors providing care, treatment, or services at the facility who may or may not be paid through a contract. Please see these frequently asked questions (FAQs) for a list of examples of HCP who may be included in this category.

Numerator

- The numerator is the cumulative number of HCP eligible to work in the healthcare facility for at least one day during the reporting period who received a completed vaccination course against COVID-19.
- A completed vaccination course may require one or more doses depending on the specific vaccine used.
 - A completed course is defined as dose 1 and dose 2 of COVID-19 vaccines requiring two doses for completion or one dose of COVID-19 vaccine requiring only one dose for completion.

Data Submission

- Ambulatory surgical centers (ASCs) will collect the numerator and denominator for at least one self-selected week during each month of the reporting quarter and submit by the quarterly deadline.
 - The week-end date determines which month a week is included. For example, reporting data for the week of January 31 through February 6 is considered as submitting data for a week in February, not January.
- The facility meets program requirements if they submit data by the submission deadline.
 - For example, for Q1 2022 reporting period (January, February, and March 2022), ASCs would be required to submit the quarterly data by the August 15, 2022, submission deadline.

Data Submission (continued)

- CMS typically allows four and a half months for facilities to add new data and submit, resubmit, change, and delete existing data up until the submission deadline.
- Data should be submitted well before the deadline to allow time to review them for accuracy and make necessary corrections.
- Data that are modified in NHSN after the submission deadline are not sent to CMS and will not be used in CMS programs.

Payment Determination Year 2024

Encounter Quarter	Reporting Period	Submission Deadline
Q1 2022*	Jan 1–Mar 31, 2022	August 15, 2022
Q2 2022	Apr 1–Jun 30, 2022	November 15, 2022
Q3 2022	Jul 1–Sep 30, 2022	February 15, 2023
Q4 2022	Oct 1–Dec 31, 2022	May 15, 2023

*Your first data submission will be no later than August 15, 2022, for the January 1 through March 31, 2022, reporting period

How to Begin the NHSN Reporting Process

Check Enrollment Status



Before you enroll your facility in the National Healthcare Safety Network (NHSN), check the enrollment status.

- Email NHSN at NHSN@cdc.gov.
- Place Check Enrollment Status in the subject line and provide your facility's name, address, and CMS Certification Number (CCN).
- If you are a new user, you will need to register with Secure Access Management Services (SAMS) at 877-681-2901 or samshelp@cdc.gov.

SAMS is the “key” to get into NHSN.

Activating the Healthcare Personnel Safety (HPS) Component

- Inpatient facilities, dialysis facilities and ASCs report COVID-19 HCP vaccination summary data through NHSN 's HPS Component. This component must be activated before the facility can report any data.
- Please follow these steps:
 - The facility administrator must log into SAMS then click NHSN Reporting.
 - From the home page, click Facility. Then, click Add/Edit Component. Check the box next to Healthcare Personnel Safety.
 - The facility administrator must add a HPS Component Primary Contact.
 - The HPS primary contact must be added as a user in NHSN. Click Users on the navigation bar. Then, click Add. Complete these mandatory fields: User ID (created by the facility), First Name, Last Name, E-mail address

Reporting Data in NHSN

Log Into SAMS

Log into the SAMS portal using the link provided or use sams.cdc.gov.

1. Enter your username and password.
2. Select Login.

The screenshot displays the 'External Partners' login interface. It is divided into two main sections: 'SAMS Credentials' and 'SAMS Multi-factor Login'. The 'SAMS Multi-factor Login' section is highlighted with a red border.

SAMS Credentials

Below the title is an image of a laptop keyboard. Below that are two input fields: 'SAMS Username' and 'SAMS Password'. A blue 'Login' button is positioned below the password field. A link for 'Forgot Your Password?' is located below the button. At the bottom of this section, a note states: 'For External Partners who login with only a SAMS issued UserID and Password.'

SAMS Multi-factor Login

This section is enclosed in a red border. It features an image of a smartphone displaying a security code next to a grid of characters. Below this image are two input fields: 'SAMS Username' (containing 'Janedoe@ABCsurgery.or') and 'SAMS Password' (represented by a masked field with dots). A blue 'Login' button is located at the bottom of this section.

Access NHSN

Select NHSN Reporting.

The screenshot displays a web application interface with two main sections: a left-hand menu and a right-hand 'My Applications' area.

Menu:

- SAMS Admin
- My Profile
- Logout

Links:

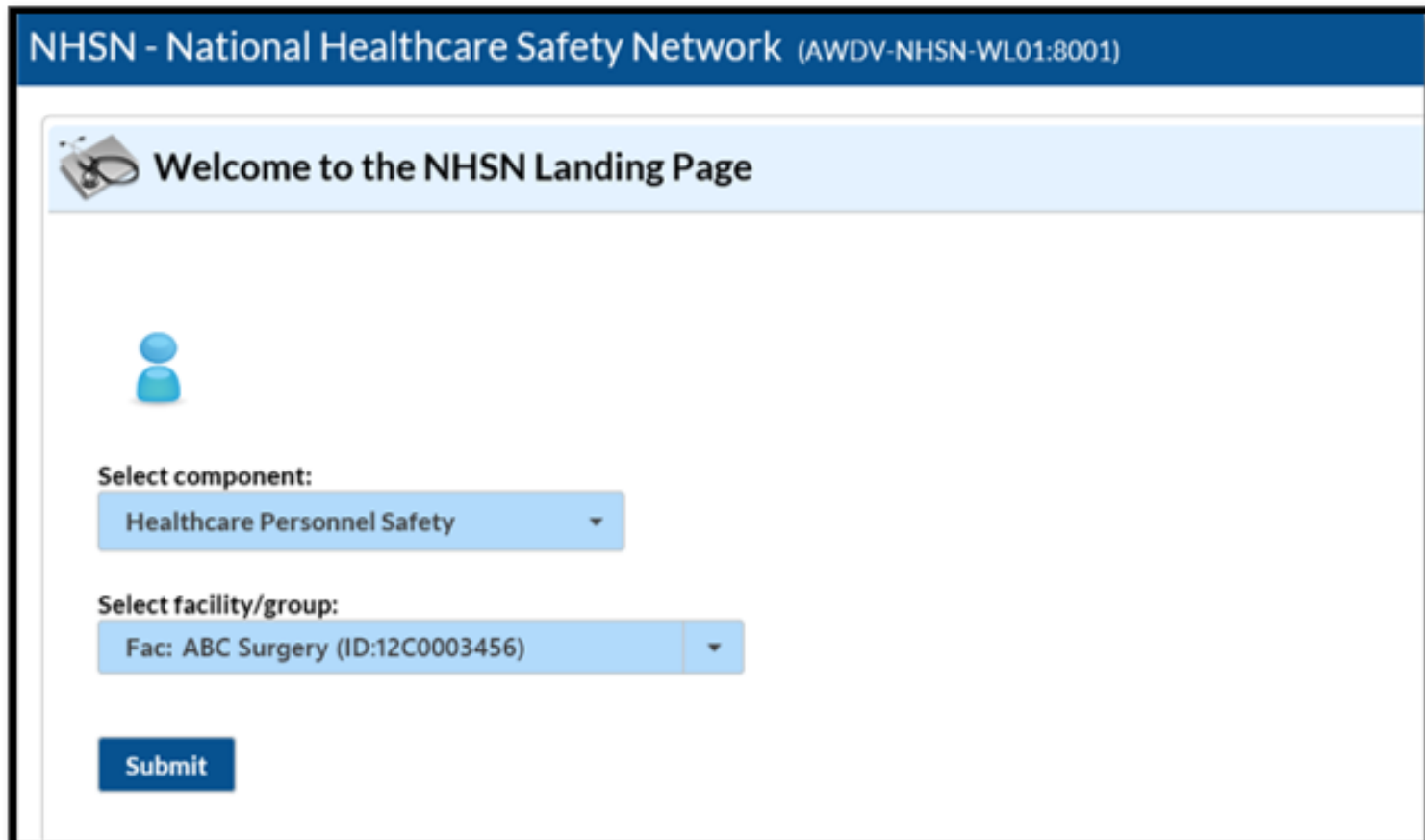
- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

My Applications:

- CDC TRAIN**
 - CDC TRAIN
- CITI_Single_SignOn**
 - CDC Single Point Sign On - CITI Courses
- National Healthcare Safety Network System**
 - NHSN Reporting * ← (indicated by a red arrow)
 - NHSN Enrollment *


See the NHSN Landing Page

- For **Select component**, choose Healthcare Personnel Safety.
- For **Select facility/group**, select your facility.



NHSN - National Healthcare Safety Network (AWDV-NHSN-WL01:8001)

Welcome to the NHSN Landing Page



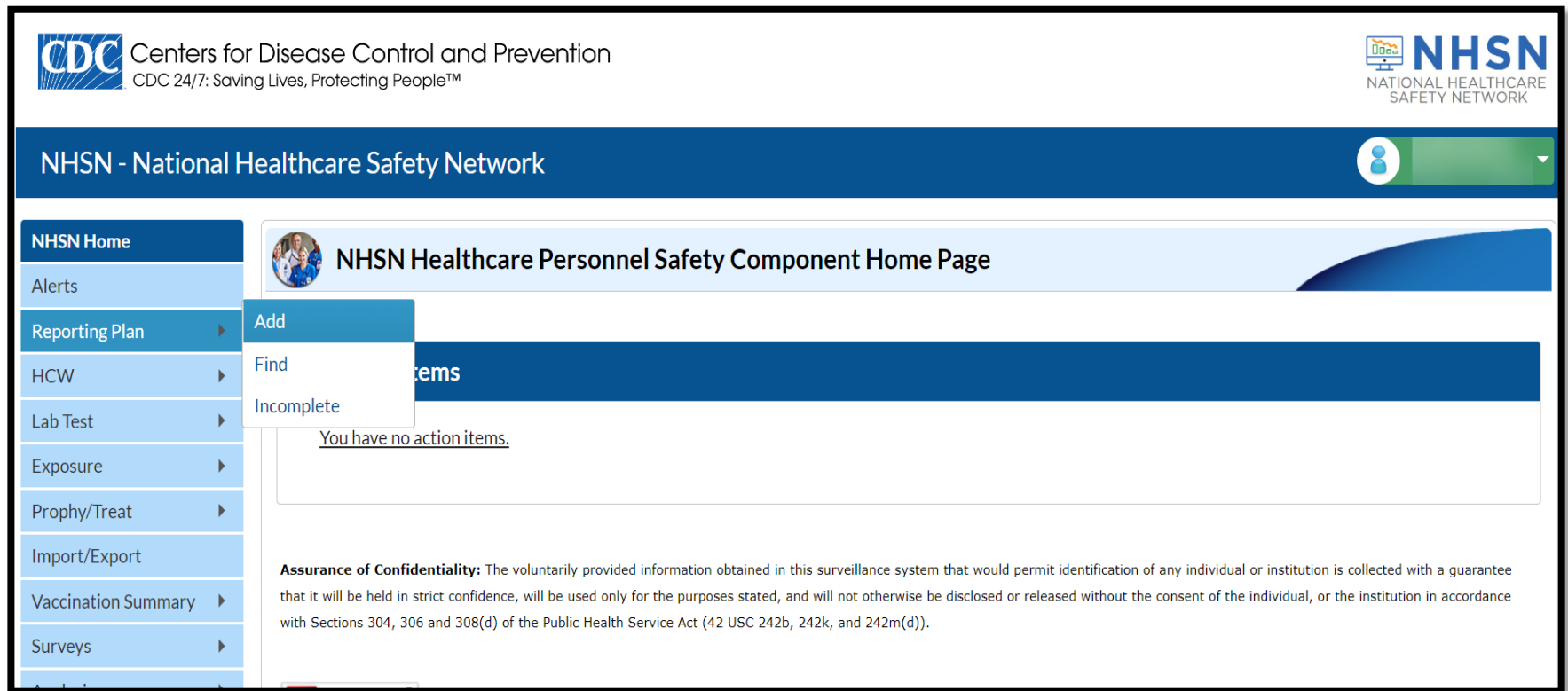
Select component:
Healthcare Personnel Safety

Select facility/group:
Fac: ABC Surgery (ID:12C0003456)

Submit

Add a Monthly Reporting Plan

Hover over Reporting Plan from the left navigation bar.
Select Add.



The screenshot displays the NHSN (National Healthcare Safety Network) interface. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo with the text "NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a dark blue header bar with "NHSN - National Healthcare Safety Network" on the left and a user profile icon on the right. The main content area is titled "NHSN Healthcare Personnel Safety Component Home Page". On the left, a navigation menu lists: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, and Surveys. The "Reporting Plan" item is highlighted, and a dropdown menu is open, showing "Add", "Find", and "Incomplete" options. The "Add" option is selected. Below the navigation menu, the main content area displays "You have no action items." and a section titled "Assurance of Confidentiality" with the following text: "The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d))."

See the Home Page

- Hover over Vaccination Summary from the navigation bar.
- Select COVID-19 Weekly Vaccination Summary.

The screenshot displays the NHSN Healthcare Personnel Safety Component Home Page. On the left is a vertical navigation bar with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The 'Vaccination Summary' item is highlighted, and a dropdown menu is open, showing 'Annual Vaccination Flu Summary' and 'COVID-19 Weekly Vaccination Summary'. The main content area has a header 'NHSN Healthcare Personnel Safety Component Home Page' and a section titled 'Action Items'. Under 'Action Items', there is a sub-section 'COMPLETE THESE ITEMS' with a progress bar and a list of tasks: 'Confer Rights', 'Annual Vaccination Flu Summary', and 'COVID-19 Weekly Vaccination Summary'. Below this is an 'ALERTS' section with a large number '17' and the text 'Missing Weekly Summary Data'.

View Calendar Week

Select the week to enter data.

The screenshot displays a web interface for a 'Weekly Vaccination Calendar'. At the top, there are navigation arrows, a calendar icon, and a date range of '20 June 2022 - 31 July 2022'. To the right, a legend indicates that dark green represents 'Record Complete' and light yellow represents 'Record Incomplete'. The calendar is organized into four weekly sections, each with a header for the week's dates and a row for 'COVID-19 Vac' with a checked status icon. The weeks shown are: 06/20/2022 (Monday) - 06/26/2022 (Sunday), 06/27/2022 (Monday) - 07/03/2022 (Sunday), 07/04/2022 (Monday) - 07/10/2022 (Sunday), and 07/11/2022 (Monday) - 07/17/2022 (Sunday). Each 'COVID-19 Vac' entry is highlighted in light yellow, indicating it is a record that is incomplete.

Educational tools are located on the NHSN webpage:

<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/>

Enter Your Data: Jan–May 2022

Question #1: Fill in the appropriate number.

Question #2: Enter the appropriate data per vaccine type listed.

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

Date Created:

Facility ID #: 13940 Location Type: COVID-19 Vac

Vaccination type: COVID19 Facility CCN #: 00C0000000

Week of Data Collection: 12/27/2021- 1/2/2022 Date Last Modified:

	Cumulative Vaccination Coverage					
	Healthcare Personnel (HCP) Categories					
		Employee HCP	Non-Employee HCP			
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioner HCP ^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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who have received COVID-19 vaccines at this facility or elsewhere since December 2020:						
* Any completed COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioner HCP ^d	* Adult students/trainees and volunteers ^e	* Other contract personnel ^f
3.1. * Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PFIZBION - Pfizer-BioNTech COVID-19 vaccine
 MODERNA - Moderna COVID-19 vaccine
 JANSSEN - Janssen COVID-19 vaccine
 UNSPECIFIED - Unspecified manufacturer

Save Cancel

A blank vaccination data collection form is available on NHSN:

<https://www.cdc.gov/nhsn/forms/57.219-p.pdf>

Enter Additional/Booster Data

Enter all data fields.

For Question #5, select each vaccine from the drop-down menu.

Add COVID-19 Vaccination Summary Data						
	*All Core HCP ^a	*All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioner HCP ^d	* Adult students/trainees and volunteers ^e	* Other contract personnel ^f
3.1. * Medical contraindication to COVID-19 vaccine	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3.2. * Offered but declined COVID-19 vaccine	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3.3. * Unknown COVID-19 vaccination status	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. * Cumulative number of HCP in Question #2 eligible to receive an additional dose or booster of COVID-19 vaccine:	25	25	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. * Cumulative number of HCP in Question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021 :	<input type="text" value="PFIZBION3 - Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine"/>					
5.1 * Additional dose or booster of Pfizer-BioNTech COVID-19 vaccine	5	5	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5.2 * Additional dose or booster of Moderna COVID-19 vaccine	5	5	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
*Any Additional dose or booster of COVID-19 vaccine <i>cariae</i>	10	10	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Enter Vaccine Supply

Question #6 relates to the vaccine supply. You will answer the questions according to your facility and select Save.

Add COVID-19 Vaccination Summary Data

6.1. * Is your facility enrolled as a COVID-19 vaccination provider?

6.2. Did your facility have a sufficient supply of COVID-19 vaccine(s) to offer all HCP the opportunity to receive COVID-19 vaccine(s) from your facility in the current reporting week?

6.3. * Did your facility have other arrangements sufficient to offer all HCP the opportunity to receive COVID-19 vaccine(s) in the current reporting week (examples of other arrangements include referring to the health department or pharmacies for vaccination)?

6.4. Please describe any other COVID-19 vaccination supply-related issue(s) at your facility.

Other clinically significant adverse events may be described in the provider emergency use authorization (EUA) fact sheets or prescribing information for the COVID-19 vaccine(s). Healthcare providers should comply with VAERS reporting requirements described in EUAs or prescribing information.

Adverse Events following COVID-19 Vaccine(s)

Clinically significant adverse events should be reported to the Vaccine Adverse Event Reporting System (VAERS) at <https://vaers.hhs.gov/reportevent.html>. To help identify reports from NHSN sites, please enter your NHSN orgID in Box 26 of the VAERS form.

Clinically significant adverse events include vaccine administration errors and serious adverse events (such as death, life-threatening conditions, or inpatient hospitalization) that occur after vaccination, even if it is not certain that vaccination caused the event.

Complete Data Entry

Your completed week will turn green.

You will see a message box indicating your data are saved.

The screenshot displays a 'Weekly Vaccination Calendar' for the period 'December 27- January 30 2022'. A legend at the top indicates that green bars represent 'Record Complete' and orange bars represent 'Record Incomplete'. The calendar shows four weekly rows. The first row, for the period '12/27/2021-1/2/2022', is highlighted in green, indicating it is complete. The second row, for '1/3/2022-1/9/2022', is highlighted in orange and has a message box overlaid on it. The message box contains the text 'Message' and 'Successfully saved record.' with an 'OK' button. The third row, for '1/10/2022-1/16/2022', is also highlighted in orange. The fourth row, for '1/17/2022-1/23/2022', is highlighted in orange.

Enter Your Data Starting June 2022

Question #1: Fill in the appropriate number.

Question #2: Enter the appropriate data for the Primary series COVID-19 vaccine series.

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

Date Created:

Facility ID #: 20220 Location Type #: COVID-19 Vac

Vaccination type #: COVID19 Facility CCN #:

Week of Data Collection: 05/30/2022 - 06/05/2022 Date Last Modified:

	Cumulative Vaccination Coverage				
	Healthcare Personnel (HCP) Categories				
	All Core HCP ^a	All HCP ^b	Employee HCP * Employees (staff on facility payroll) ^c	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	Non-Employee HCP * Adult students/trainees and volunteers ^e
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. * Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccines at this facility or elsewhere since December 2020:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.1 * Only 1 dose of a two-dose Primary COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.2 * Any completed Primary COVID-19 vaccine series	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. * Cumulative number of HCP in Question #1 with other conditions:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.1 * Medical contraindication to COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.2 * Offered but declined COVID-19 vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3 * Unknown COVID-19 vaccination status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A blank vaccination form is available on NHSN:
https://www.cdc.gov/nhsn/forms/COVIDVax.HCP_.FORM_May2022-508.pdf

Enter Your Data Starting June 2022

1. The grey-colored fields are auto filled by the system.
2. The numbers in the columns for Questions #2 & #3 should match the data entered for Question #1.

Add COVID-19 Vaccination Summary Data						
	Healthcare Personnel (HCP) Categories					
	Employee HCP			Non-Employee HCP		
	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* 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	160	162	100	50	10	2
2. *Cumulative number of HCP in Question #1 who have received primary series COVID-19 vaccines at this facility or elsewhere since December 2020:						
2.1 * Only 1 dose of a two-dose Primary COVID-19 vaccine series	110	111	75	30	5	1
2.2 * Any completed Primary COVID-19 vaccine series	35	36	20	10	5	1
3. *Cumulative number of HCP in Question #1 with other conditions:						
3.1. * Medical contraindication to COVID-19 vaccine	0	0	0	0	0	0
3.2. * Offered but declined COVID-19 vaccine	15	15	5	10	0	0
3.3. * Unknown COVID-19 vaccination status	0	0	0	0	0	0

An explanation of each question is available: [57.149 Instructions for Completion of the Weekly Healthcare Personnel Vaccination Summary Form Non-LTCF HCP \(cdc.gov\)](#)

Enter Your Data Starting June 2022

1. Question #4 relates to Booster(s) or Additional dose(s).
2. Question #5 refers to individuals who are up to date.

	* All Core HCP ^a	* All HCP ^b	* Employees (staff on facility payroll) ^c	* Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants ^d	* Adult students/trainees and volunteers ^e	* Other contract personnel ^f
4. * Cumulative number of HCP with complete primary series vaccine in Question #2 who have received any booster(s) or additional dose(s) of COVID-19 vaccine since August 2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. * Cumulative number of HCP in Question #2 who are <u>up to date</u> with COVID-19 vaccines	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 5 asks about individuals who are up to date. Please review the current definition of [up to date](#)

An explanation breakdown of each question is available on NHSN:
[57.149 Instructions for Completion of the Weekly Healthcare Personnel Vaccination Summary Form Non-LTCF HCP \(cdc.gov\)](#)

Complete Data Entry

Your completed week will turn green.

You will see a message box indicating your data are saved.

The screenshot displays a software interface for a 'Weekly Vaccination Calendar'. At the top, there is a navigation bar with a calendar icon, a date range '09 May 2022 - 19 June 2022', and a legend with two items: 'Record Complete' (represented by a dark green square) and 'Record Incomplete' (represented by a light yellow square). Below the navigation bar, the calendar is organized into weekly rows. The first row is for the week of '05/09/2022 (Monday) - 05/15/2022 (Sunday)'. It contains a row for 'COVID-19 Vac' which is highlighted with a light yellow background, indicating it is incomplete. The second row is for the week of '05/16/2022 (Monday) - 05/22/2022 (Sunday)'. It contains a row for 'COVID-19 Vac' which is highlighted with a dark green background, indicating it is complete. A blue message box is overlaid on the calendar, containing the text 'Message' and 'Successfully saved record.' Below the message box is a blue button with the text 'OK'.

Confirm Data Submission

- Follow our reporting checklists at <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/tips-c19-vax-508.pdf>
- Run a summary line list and make sure at least one week per month for the quarter of interest is reported.
 - For information on how to modify this report, please see the following resource: Line Lists of COVID-19 Vaccination Data: Checking Create Dates (cdc.gov). These dates confirm when each week of data were submitted.
 - The week-end date determines which month a week is included. For example, reporting data for the week of June 27 through July 3 is considered as submitting data for a week in July, not June.
- Refer to operational guidance for the additional information: [Operational Guidance COVID-19 Vaccination Reporting Rule \(cdc.gov\)](#)

Resources

- Please refer to our [Operational Guidance Tips and Tricks \(cdc.gov\)](#) to ensure data are submitted completely. Note that once data are saved in NHSN, a “create date” will be displayed on the data entry screen.
- Facilities can also run reports in the NHSN application to view their data. Information on how to run these reports is available here: <https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/linelist-checkdates-508.pdf>.

Data Tracking Worksheet

- The updated (June 2022) and previous versions of the Excel Data Tracking Worksheets for HCP are now posted to the Weekly HCP COVID-19 Vaccination site: [Weekly HCP COVID-19 Vaccination | HPS | NHSN | CDC](#)
- A corresponding Quick Reference Guide will be posted in the coming weeks.
- New data fields for the June 2022 worksheet include:
 - Date of Birth (MM-DD-YYYY)
 - Is Primary Vaccination Series Complete?
 - Dose Type (Additional or Booster)
 - Booster Dose 2 Date & Booster Dose 2 Manufacturer
 - Booster Dose 3 Date & Booster Dose 3 Manufacturer
 - Up-To-Date Vaccination

Data Tracking Worksheet

- The **April 2022** version of the Data Tracking Worksheet is also available on the COVID-19 Vaccination webpage [Weekly HCP COVID-19 Vaccination | HPS | NHSN | CDC](#) for users to enter their facility's COVID-19 vaccination data for **January–May 2022**.
- This version of the Excel Data Tracking Worksheet has the vaccine manufacturer fields on the summary page to ensure that users are correctly reporting COVID-19 vaccination data.

FAQs

Question 1

An individual received the first dose of an initial COVID-19 vaccine but had a severe allergic reaction to this. As a result, the individual did not receive the second vaccine dose. How should we categorize this?

The individual should be categorized in Question 3.1 as having a medical contraindication to the COVID-19 vaccine

Question 2

Vendors or sales representatives come into my facility or unit and may be present during surgeries or other patient care activities. Should we count these vendors in the other contract personnel category?

Yes, vendors providing care, treatment, or services should be included in the other contract personnel category if they work in the facility on a regular (weekly) basis.

Question 3

My facility has a staff member who only received dose 1 of a 2-dose primary COVID-19 vaccine series. However, this staff member expressed an interest in receiving a booster dose of the vaccine. How should I categorize this person?

Individuals are only counted for the doses they have received. The facility would count this staff member under Question 2.1 (Only 1 dose of a two-dose Primary COVID-19 vaccine series). The facility would not include the staff member in questions on additional or booster doses at this time.

Question 4

What types of nurses are considered licensed independent practitioners?

- Advanced practice nurses include nurse practitioners, nurse midwives, clinical nurse specialists, and nurse anesthetists.
- Advanced practice nurses paid through a contract should be reported in the licensed independent practitioner category.
- However, advanced practice nurses who are employees of the facility should be reported under employees (staff on payroll).
- Please note that travel nurses should be included under 'other contract personnel' if they are not considered advanced practice nurses and are paid through a contract.

Question 5

What data needs to be reported for ASCs to meet the Quarter 1 August 15 deadline?

ASCs are required to submit COVID-19 vaccination data via the Weekly COVID-19 Vaccination Module for at least one week per month to fulfill CMS reporting requirements. To meet the Quarter 1 requirements, at least one week of data must be submitted for January, one week for February, and one week for March.

Question 6

How do we classify weeks that stretch across two months?

A week is designated as belonging to the month of the week-end date. For example, reporting data for the week of January 31 through February 6 is considered as submitting data for a week in February, not January.

Question 7

How do I delete data that was entered for the wrong week?

Once COVID-19 vaccination data are entered and saved in NHSN, a week cannot be deleted in its entirety. We recommend that you enter the appropriate data for the week where data were entered incorrectly. If you do not have these data available, enter zeros (0) on the data collection form for the incorrect week. For the correct week, you can proceed to enter your COVID-19 vaccination data.

Question 8

How are my data sent to CMS?

CMS provides CDC with a list of CCNs from which they expect to receive data for required reporting. CDC then takes that list and extracts the appropriate data from each NHSN facility with a CCN on the CMS list. Data are “frozen” at midnight on the day of the reporting deadline, and CDC sends data to CMS according to CCN the next business day.

Resources

- NHSN help desk: nhsn@cdc.gov
 - Specify **COVID-19 Vaccination** in the subject line.
- SAMS support: (877) 689-2901
- COVID-19 Frequently Asked Questions:
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/faqs.html>
- NHSN COVID-19 HCP Training page:
<https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- Ambulatory Surgical Center Quality Reporting (ASCQR) Program Support Team: (866) 800-8756
- Today's presentation can be found at
QualityReportingCenter.com

Up to Date – Definition for Reporting Weeks May 30 – June 26, 2022

Individuals are considered up to date with their COVID-19 vaccines during the surveillance period of May 30, 2022, through June 26, 2022, for the purpose of NHSN surveillance if they meet (1) of the following criteria*:

1. An individual received all recommended doses in their primary vaccine series and received at least one booster dose. An individual does not need to receive a second booster dose to be considered up to date at this time.
2. An individual recently received all recommended doses in the primary vaccine series and is not yet eligible for a booster dose. Individuals who are not yet eligible to receive a booster dose include:
 - Those who received their second dose of a 2-dose primary series of an mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna) less than 5 months ago
 - Those who received a single dose of Janssen less than two months ago

*Individuals with a moderately to severely immunocompromising condition are considered up to date in the following cases:

- 1) An individual received an additional dose less than three months ago, if primary series was the Moderna or Pfizer-BioNTech COVID-19 vaccine
- 2) An individual received an additional dose less than two months ago, if primary series was the Janssen COVID-19 vaccine
- 3) An individual received at least one booster dose after receiving an additional dose

Please refer to [COVID-19 Up to Date Vaccination Guidance \(cdc.gov\)](https://www.cdc.gov/covid19/vaccines-up-to-date/).

Up to Date – Definition for Reporting Weeks Beginning June 27, 2022

Individuals are considered up to date with their COVID-19 vaccines during the surveillance period of June 27, 2022 through September 25, 2022 for the purpose of NHSN surveillance if they meet (1) of the following criteria*:

If Under 50 Years:	If 50 Years and Older:
Received at least one booster dose or	Received second booster dose (or received first booster dose less than 4 months ago and not yet eligible for a second booster dose) or
Recently received all recommended doses in the primary vaccine series but is not yet eligible for a booster dose. This includes: a) Those who completed their 2-dose primary series of an mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna) less than 5 months ago. b) Those who received a single dose of Janssen less than two months ago.	Recently received all recommended doses in the primary vaccine series but is not yet eligible for a booster dose. This includes: a) Those who completed their 2-dose primary series of an mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna) less than 5 months ago. b) Those who received a single dose of Janssen less than two months ago.

*Individuals with a moderately to severely immunocompromising condition are considered up to date in the following cases:

- 1) Received an additional dose less than three months ago, if primary series was the Moderna or Pfizer-BioNTech COVID-19 vaccine
- 2) Received an additional dose less than two months ago, if primary series was Janssen COVID-19 vaccine
- 3) Received an additional dose and one booster dose less than four months ago
- 4) Received a second booster dose

Please refer to the following resource: [COVID-19 Up to Date Vaccination Guidance \(cdc.gov\)](https://www.cdc.gov/vaccines/imz/downloads/pdf/covid-19-up-to-date-vaccination-guidance-2022-06-27.pdf)

YOU GOT THIS!

We are here to support you!

Acronyms

ASC	ambulatory surgical center	HCP	healthcare personnel
ASCQR	Ambulatory Surgical Center Quality Reporting	HPS	Healthcare Personnel Safety
CCN	CMS Certification Number	NHSN	National Healthcare Safety Network
CDC	Centers for Disease Control and Prevention	Q	quarter
CMS	Centers for Medicare & Medicaid Services	SAMS	Secure Access Management Services
FAQ	frequently asked question		

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