Inpatient Psychiatric Facility (IPF) National Healthcare Safety Network (NHSN) Enrollment and COVID-19 Vaccination Coverage Among Healthcare Personnel (COVID HCP) Measure Data Submission Checklist– Fiscal Year (FY) 2024		
Due	**Steps**	**√**

At least six weeks prior to the Q2 2022 data submission deadline of **11/15/2022**	**STEP 1: Complete NHSN enrollment and setup processes.**
	IPFs NOT enrolled in NHSN must complete enrollment and setup processes.
	A. Visit https://www.cdc.gov/nhsn/ipfs/enroll.html for more information regarding the enrollment process.
	Visit https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf for training and enrollment procedures.
	B. The Facility Administrator completes the NHSN setup process:
	   o Activate the Healthcare Personnel Safety (HPS) Component.
	   o Map locations for IPFs in acute care, critical access, long-term care, children's, and rehabilitation hospitals.
	   o Add users and assign rights.
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On or before the Q2 2022 data deadline of **11/15/2022**	**STEP 2: Report COVID HCP measure data to NHSN.** • Log into SAMS at https://sams.cdc.gov to begin reporting data to NHSN. Enter the SAMS username, password, and grid card numbers.	☐
	• From the NHSN landing page, select the Healthcare Personnel Safety component and facility ID from the dropdown menu. Select Submit.	☐
	• Complete the Monthly Reporting Plan form: **IPF Units Monthly Reporting:** • From the Healthcare Personnel Safety Component Home Page, select Reporting Plan and Add. • Select appropriate month and year from dropdown menus (e.g., December 2021). • Under Weekly COVID-19 Vaccination Module, check the box next to COVID-19 Vaccination Summary for the Inpatient Psychiatric Facility Unit(s). • Click Save. • "HCW Plan created successfully" will appear at the top of the page. (HCW = healthcare worker) • Click Next to update the next monthly reporting plan. **IPF Free-Standing Monthly Reporting:** • Select appropriate month and year from • dropdown menus (e.g., December 2021). • Check the COVID-19 Vaccination Summary box. • Click Save. • "HCW Plan created successfully" will appear at the top of the page. • Click Next to update the next monthly reporting plan.	☐
	• Complete the COVID-19 Weekly Vaccination Summary Data form. o Click the yellow COVID-19 Vac box to enter COVID HCP measure data for a specific week.	☐

	• Enter COVID HCP measure data on the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities form.
	   o 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.
	   o Click Save at the bottom of your screen to save the record.
	   o A message will appear indicating that your data have been saved.
	   o Once data are saved in NHSN, look for the green tab for each existing record on the calendar.
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	• Edit COVID HCP measure summary data.
	   o Click on the week to edit data.
	     ▪ After editing data, please click the Save button at the bottom of your data entry screen.
	     ▪ Date Last Modified shows when the data were last entered and saved.
	     Create Date indicates when the data were first entered and saved.
	   o Click Save to save updated data. A message confirming data were saved should appear at the top of the screen.
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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 Centers for Disease Control and Prevention (CDC) to the Centers for Medicare & Medicaid Services (CMS). Refer to the IPF Reporting of COVID-19 Vaccination Coverage Among Healthcare Personnel Measure Data Verification Checklist - FY 2024 for guidance to confirm complete and accurate submission of the measure data.

Additional Resources
Educational Webinars: Educational webinars pertaining to the COVID HCP measure are available on the Quality Reporting Center Archived Events and QualityNet Webinars & Calls web pages. Webinar materials include slides, transcripts, and question-and-answer pairs.
NHSN Training Materials: Materials include slide sets and an operational guidance document on COVID-19 vaccination data reporting. They are available 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. Write "IPF Enrollment Guidance" or "Weekly COVID-19 Vaccination - IPF" in the email subject line. Include the IPF name and IPF-specific CMS Certification Number (CCN) in the body of the email.
SAMS Help Desk: For assistance with SAMS, contact the help desk at samshelp@cdc.govt or toll-free at (877) 681-2901 (Monday–Friday, 8:00 a.m. to 6:00 p.m. Eastern Time, excluding U.S. Federal Holidays).