

Inpatient Psychiatric Facility (IPF) Reporting of COVID-19 Vaccination Coverage Among Healthcare Personnel (COVID HCP) Measure Data Verification Checklist – Fiscal Year (FY) 2024

Due	Steps	✓		
On or before the Q2 2022 data submission deadline 11/15/2022	<p><u>STEP 1: Perform Data Verification in National Healthcare Safety Network (NHSN).</u></p> <ul style="list-style-type: none">Run a Line Listing – All COVID-19 Vaccination Cumulative Summary Data – Healthcare Personnel Report to verify that the data were saved correctly.Confirm data were reported for a minimum of one week per month for each month of a quarter. <p>Important Report Information</p> <ul style="list-style-type: none">If a separate HTML window does <u>not</u> appear, verify that your pop-up blocker allows pop-ups from *.cdc.gov.The Centers for Disease Control and Prevention (CDC) Healthcare Personnel Safety Component website contains links to data collection forms, data reporting instructions, data tracking worksheets, training slides, analysis, reporting guides, and .CSV file templates and instructions: https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html	<input type="checkbox"/>		
On or before the Q2 2022 data submission deadline 11/15/2022	<p><u>STEP 2: Perform IPF Unit CMS Certification Number (CCN) and CCN Effective Date Verification in NHSN.</u></p> <p>Verify that the facility or IPF unit is enrolled in NHSN correctly and that the correct facility CCN <u>and</u> CCN effective date have been entered in NHSN.</p> <table><tr><td><p>IPFs associated with an acute care, critical access, long-term care, children’s, or rehabilitation hospital:</p><ul style="list-style-type: none">Verify that the facility is enrolled properly as an acute care facility (e.g., “HOSP-GEN,” “CAH,” “HOSP-SURG,” or “HOSP-WOM”) on the Facility Info page of NHSN.Ensure that for <u>each</u> CMS IPF unit:<ul style="list-style-type: none">“Yes” is selected for “Is this location a CMS IPF unit within a hospital?”The correct CCN and CCN effective date were entered in the NHSN Location record for the unit. The CCN effective date is the date of receipt of the CCN from CMS.</td><td><p>Free-standing IPFs:</p><ul style="list-style-type: none">Verify that the facility is enrolled as “HOSP-PSYCH.”Verify that the correct facility CCN and CCN effective date have been entered in to the Facility Info page of NHSN for the IPF. Your facility’s CCN effective date is the date of receipt of the CCN from CMS.</td></tr></table>	<p>IPFs associated with an acute care, critical access, long-term care, children’s, or rehabilitation hospital:</p> <ul style="list-style-type: none">Verify that the facility is enrolled properly as an acute care facility (e.g., “HOSP-GEN,” “CAH,” “HOSP-SURG,” or “HOSP-WOM”) on the Facility Info page of NHSN.Ensure that for <u>each</u> CMS IPF unit:<ul style="list-style-type: none">“Yes” is selected for “Is this location a CMS IPF unit within a hospital?”The correct CCN and CCN effective date were entered in the NHSN Location record for the unit. The CCN effective date is the date of receipt of the CCN from CMS.	<p>Free-standing IPFs:</p> <ul style="list-style-type: none">Verify that the facility is enrolled as “HOSP-PSYCH.”Verify that the correct facility CCN and CCN effective date have been entered in to the Facility Info page of NHSN for the IPF. Your facility’s CCN effective date is the date of receipt of the CCN from CMS.	<input type="checkbox"/>
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We recommend that you retain screenshots or printouts for your records. If the CCN is incorrect or if the IPF unit is not mapped appropriately for IPF units associated with other facilities, CMS will **not** receive the data submitted to NHSN.

Additional Resources

Educational Webinars: Webinars pertaining to the COVID HCP measure are on the [Quality Reporting Center Archived Events](#) and [QualityNet Webinars & Calls](#) web pages. Those materials include slides, transcripts, and question-and-answer pairs.

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

SAMS Help Desk: For assistance with SAMS, email the Help Desk at samshelp@cdc.gov or call toll-free at (877) 681-2901.