

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) 2024

Due	Steps	✓		
At least six weeks prior to the data submission deadline (02/15/2023)	<p>STEP 1: Complete NHSN enrollment and setup processes. IPFs NOT enrolled must complete NHSN enrollment and setup processes.</p> <ul style="list-style-type: none"> 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. The Facility Administrator completes the NHSN setup process: <ul style="list-style-type: none"> Activate the Healthcare Personnel Safety (HPS) Component. Map locations for IPFs in acute care, critical access, long-term care, children’s, and rehabilitation hospitals. Add users and assign rights. 	<input type="checkbox"/>		
On or before 02/15/2023	<p>STEP 2: Report COVID-19 Vaccination Coverage Among HCP measure data to NHSN.</p> <ol style="list-style-type: none"> Log into SAMS to access NHSN reporting at https://sams.cdc.gov by entering the SAMS username, password, and grid card numbers. 	<input type="checkbox"/>		
	<ol style="list-style-type: none"> From the NHSN landing page, select the Healthcare Personnel Safety component and facility ID from the dropdown menu. Select Submit. 	<input type="checkbox"/>		
	<ol style="list-style-type: none"> Complete the <u>Monthly Reporting Plan</u> form: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>IPF Units Monthly Reporting:</p> <ul style="list-style-type: none"> 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 proceed to update the next monthly reporting plan. </td> <td style="width: 50%; vertical-align: top;"> <p>IPF Free-Standing Units Monthly Reporting:</p> <ul style="list-style-type: none"> Select appropriate month and year from dropdown menus (e.g., December 2021). Check the box next to COVID-19 Vaccination Summary. Click Save. “HCW Plan created successfully” will appear at the top of the page. Click Next to proceed to update the next monthly reporting plan. </td> </tr> </table>	<p>IPF Units Monthly Reporting:</p> <ul style="list-style-type: none"> 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 proceed to update the next monthly reporting plan. 	<p>IPF Free-Standing Units Monthly Reporting:</p> <ul style="list-style-type: none"> Select appropriate month and year from dropdown menus (e.g., December 2021). Check the box next to COVID-19 Vaccination Summary. Click Save. “HCW Plan created successfully” will appear at the top of the page. Click Next to proceed to update the next monthly reporting plan. 	<input type="checkbox"/>
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	<ol style="list-style-type: none"> Complete the <u>COVID-19 Weekly Vaccination Summary Data</u> form. <ul style="list-style-type: none"> Click the yellow COVID-19 Vac box to enter COVID HCP measure data for a specific week. 	<input type="checkbox"/>		
	<ol style="list-style-type: none"> Enter COVID HCP Measure Data on the <u>Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities</u> form. <ul style="list-style-type: none"> 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. Click Save at the bottom of your screen to save the record. A message will appear indicating that your data have been saved. Once data have been entered as saved in NHSN, look for the green tab for each existing record on the calendar. 	<input type="checkbox"/>		
<ol style="list-style-type: none"> Edit COVID HCP Measure Summary Data. <ul style="list-style-type: none"> Click on the week to edit data. <ul style="list-style-type: none"> 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. Click Save to save updated data. A message confirming data were saved should appear at the top of the screen. 	<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 2024](#) 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. 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.