

**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 (05/15/2023)	<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 05/15/2023	<p>STEP 2: Report COVID HCP measure data to NHSN.</p> <ol style="list-style-type: none"> 1. Visit https://sams.cdc.gov. Enter the SAMS username, password, and grid card numbers. Log into SAMS to access NHSN reporting. 	<input type="checkbox"/>
	<ol style="list-style-type: none"> 2. 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"> 3. 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"> 4. Enter COVID HCP Measure Data on the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities 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"> 5. 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.