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) 2025 Q1 2022 data due 8/15/2023; Q2 2022 data due 11/15/2023; Q3 2022 data due 2/15/2024; Q4 2022 data due 5/15/2024		
Due	**Steps**	**✔**

At least six weeks prior to the submission deadline	**STEP 1: Complete NHSN enrollment and setup processes.**
	IPFs NOT enrolled must complete NHSN enrollment and setup processes.
	• 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.
	• Visit https://www.cdc.gov/nhsn/pdfs/mrsa-cdi/ipf-locations.pdf for location mapping guidance for IPF units that are part of an acute care, critical access, long-term care, cancer, inpatient rehabilitation, or children's hospital.
	• 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.
		☐

On or before the submission deadline	**STEP 2: Report COVID HCP measure data to NHSN.** 1. Visit https://sams.cdc.gov. Enter the SAMS username, password, and grid card numbers. • Log into SAMS to access NHSN reporting.	☐
	2. From the NHSN landing page, select the HPS component and facility ID from the drop-down menu. • Select Submit.	☐
	3. Complete the COVID-19 Weekly Vaccination Summary Data form. • Click the yellow COVID-19 Vac box to enter COVID HCP measure data for a specific week.	☐

	4. Enter COVID HCP Measure Data on the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities form.
	  • 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 are entered as saved in NHSN, the yellow tab in the calendar view will appear green instead of yellow.
		☐

	5. Edit COVID HCP Measure Summary Data.
	  • Click on the week to edit data.
	    o After editing data, please click the Save button at the bottom of your data entry screen.
	    o 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.
		☐

Note: While navigating 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.		

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Due	**Steps**	✓

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 here: Weekly HCP COVID-19 Vaccination | HPS | NHSN | CDC

NHSN Help Desk: For questions about NHSN enrollment, COVID HCP measure data submission, or the data verification process, contact NHSN@cdc.gov. Include the IPF name, IPF-specific CMS Certification Number (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 at samshelp@cdc.gov 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).