

<b>Data Submission Checklist: Inpatient Psychiatric Facility (IPF)</b> <b>National Healthcare Safety Network (NHSN) Enrollment and COVID 19 Vaccination Coverage Among</b> <b>Healthcare Personnel (COVID HCP) Measure Data Fiscal Year (FY) 2025</b> <b>Q1 2023 data due 8/15/2023; Q2 2023 data due 11/15/2023; Q3 2023 data due 2/15/2024; Q4 2023 data due 5/15/2024</b>		
Due	Steps	✓
At least six weeks prior to the submission deadline	<p><b><u>STEP 1: Complete NHSN enrollment and setup processes.</u></b></p> <p><b>IPFs NOT enrolled <u>must</u> complete NHSN enrollment and setup processes.</b></p> <ul style="list-style-type: none"> <li>Visit <a href="https://www.cdc.gov/nhsn/ipfs/enroll.html">https://www.cdc.gov/nhsn/ipfs/enroll.html</a> for more information regarding the enrollment process. Visit <a href="https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf">https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf</a> for training and enrollment procedures.</li> <li>Visit <a href="https://www.cdc.gov/nhsn/pdfs/mrsa-cdi/ipf-locations.pdf">https://www.cdc.gov/nhsn/pdfs/mrsa-cdi/ipf-locations.pdf</a> 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.</li> <li>The Facility Administrator completes the NHSN setup process: <ul style="list-style-type: none"> <li>Activate the Healthcare Personnel Safety (HPS) component.</li> <li>Map locations for IPFs in acute care, critical access, long-term care, children’s, and rehabilitation hospitals.</li> <li>Add users and assign rights.</li> </ul> </li> </ul>	<input type="checkbox"/>
On or before the submission deadline	<p><b><u>STEP 2: Report COVID HCP measure data to NHSN.</u></b></p> <p>1. Visit <a href="https://sams.cdc.gov">https://sams.cdc.gov</a>. Enter the SAMS username, password, and grid card numbers.</p> <ul style="list-style-type: none"> <li>Log into SAMS to access NHSN reporting.</li> </ul>	<input type="checkbox"/>
	<p>2. From the NHSN landing page, select the HPS component and facility ID from the drop-down menu.</p> <ul style="list-style-type: none"> <li>Select Submit.</li> </ul>	<input type="checkbox"/>
	<p>3. Complete the <u>COVID-19 Weekly Vaccination Summary Data</u> form.</p> <ul style="list-style-type: none"> <li>Click the yellow COVID-19 Vac box to enter COVID HCP measure data for a specific week.</li> </ul>	<input type="checkbox"/>
	<p>4. Enter COVID HCP Measure Data on the Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities form.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Click Save at the bottom of your screen to save the record.</li> <li>A message will appear indicating that your data have been saved.</li> <li>Once data are entered as saved in NHSN, the yellow tab in the calendar view will appear green instead of yellow.</li> </ul>	<input type="checkbox"/>
	<p>5. Edit COVID HCP Measure Summary Data.</p> <ul style="list-style-type: none"> <li>Click on the week to edit data. <ul style="list-style-type: none"> <li>After editing data, please click the Save button at the bottom of your data entry screen.</li> <li>Date Last Modified shows when the data were last entered and saved. Create Date indicates when the data were first entered and saved.</li> </ul> </li> <li>Click Save to save updated data. A message confirming data were saved should appear at the top of the screen.</li> </ul>	<input type="checkbox"/>
<p><b>Note:</b> 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 <a href="#">Verification Checklist: IPF Reporting of COVID-19 Vaccination Coverage Among Healthcare Personnel Measure Data - FY 2024</a> for guidance on how to confirm complete and accurate submission of the measure data.</p>		

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**National Healthcare Safety Network (NHSN) Enrollment and COVID 19 Vaccination Coverage Among Healthcare Personnel (COVID HCP) Measure Data Fiscal Year (FY) 2025**

**Q1 2023 data due 8/15/2023; Q2 2023 data due 11/15/2023; Q3 2023 data due 2/15/2024; Q4 2023 data due 5/15/2024**

Due	Steps	✓
<p><b><u>Additional Resources</u></b></p> <p><b>Educational Webinars:</b> Educational webinar materials pertaining to the COVID HCP measure (e.g., slides, Q&amp;A transcript) are available on the <a href="#">QRC Archived Events</a> and <a href="#">QualityNet Webinars/Calls</a> web pages.</p> <p>NHSN training materials, including slide sets and an operational guidance document on COVID-19 vaccination data reporting, are located here: <a href="#">Weekly HCP COVID-19 Vaccination   HPS   NHSN   CDC</a></p> <p><b>NHSN Help Desk:</b> For questions about NHSN enrollment, COVID HCP measure data submission, or the data verification process, contact <a href="mailto:NHSN@cdc.gov">NHSN@cdc.gov</a>. 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.</p> <p><b>SAMS Help Desk:</b> For assistance with SAMS, contact the help desk at <a href="mailto:samshelp@cdc.gov">samshelp@cdc.gov</a> 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).</p>		