

**Verification Checklist: Inpatient Psychiatric Facility (IPF) Reporting of COVID-19 Vaccination Coverage Among Healthcare Personnel (COVID HCP) Measure Data – Fiscal Year (FY) 2026**  
**Q1 2024 data due 8/15/2024; Q2 2024 data due 11/18/2024; Q3 2024 data due 2/18/2025; Q4 2024 data due 5/15/2025**

Due	Steps	✓		
<p><b>On or before submission deadline</b></p>	<p><b><u>STEP 1: Perform Data Verification in National Healthcare Safety Network (NHSN).</u></b></p> <ul style="list-style-type: none"> <li>Verify that the data were saved correctly by running a Line Listing – All COVID-19 Vaccination Cumulative Summary Data – Healthcare Personnel Report. For guidance on the report, visit these Quick Reference Guides:                             <ul style="list-style-type: none"> <li><a href="#">How to Run Reports for Healthcare Personnel Safety (HPS) Component</a></li> <li><a href="#">How to Run CMS COVID-19 Vaccination Rate Table Reports (February 2024)</a></li> </ul> </li> <li>Facilities should confirm that data have been reported for a minimum of one week per month for each month of a quarter.</li> </ul> <p><b>Important Report Information</b></p> <ul style="list-style-type: none"> <li>If a separate HTML window does <u>not</u> appear, you will need to verify that your pop-up blocker is set to allow pop-ups from *.cdc.gov.</li> <li>The Centers for Disease Control and Prevention (CDC) HPS Component website contains links to the data collection forms, tables of instructions for reporting data, training slides, analysis and reporting guides, information on using the Person-Level Vaccination Form, and .CSV file templates and instructions. Access training materials here: <a href="https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html">https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html</a></li> </ul>	<p align="center"><input type="checkbox"/></p>		
<p><b>On or before submission deadline</b></p>	<p><b><u>STEP 2: Perform IPF Unit CMS Certification Number (CCN) and CCN Effective Date Verification in NHSN.</u></b></p> <p>Verify that the facility or IPF unit is enrolled in NHSN correctly and that the correct facility CCN and CCN effective date have been entered in to NHSN.</p> <table border="0" data-bbox="280 953 1482 1495"> <tr> <td data-bbox="280 953 846 1495"> <p><b>IPFs associated with an acute care, critical access, long-term care, children’s, or rehabilitation hospital:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Ensure that for <u>each</u> CMS IPF unit:                             <ul style="list-style-type: none"> <li>“Yes” is selected for the question, “Is this location a CMS IPF unit within a hospital?”</li> <li>The correct CCN <b>and</b> CCN effective date were entered in the NHSN Location record for the unit. The CCN effective date is the date the facility received the CCN from CMS.</li> </ul> </li> </ul> </td> <td data-bbox="846 953 1482 1495"> <p><b>Free-standing IPFs:</b></p> <ul style="list-style-type: none"> <li>Verify that the facility is enrolled as “HOSP-PSYCH.”</li> <li>Verify that the correct facility CCN <b>and</b> 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 the facility received the CCN from CMS.</li> </ul> </td> </tr> </table>	<p><b>IPFs associated with an acute care, critical access, long-term care, children’s, or rehabilitation hospital:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Ensure that for <u>each</u> CMS IPF unit:                             <ul style="list-style-type: none"> <li>“Yes” is selected for the question, “Is this location a CMS IPF unit within a hospital?”</li> <li>The correct CCN <b>and</b> CCN effective date were entered in the NHSN Location record for the unit. The CCN effective date is the date the facility received the CCN from CMS.</li> </ul> </li> </ul>	<p><b>Free-standing IPFs:</b></p> <ul style="list-style-type: none"> <li>Verify that the facility is enrolled as “HOSP-PSYCH.”</li> <li>Verify that the correct facility CCN <b>and</b> 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 the facility received the CCN from CMS.</li> </ul>	<p align="center"><input type="checkbox"/></p>
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**Note:** Upon completing verifications, we recommend that you retain screenshots or printouts for your own 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:** Educational webinar materials pertaining to the COVID-19 HCP measure (e.g., slides, Q&A transcript, etc.) are on the [Quality Reporting Center Archived Events](#) and [QualityNet Webinars/Calls](#) web pages.

**NHSN Help Desk:** For questions about NHSN enrollment, HCP Influenza Vaccination data submission, or data verification process, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. You can access the new portal [here](#) in place of [nhsn@cdc.gov](mailto:nhsn@cdc.gov). If you do not have a Secure Access Management Services (SAMS) login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov). Please include the IPF name and IPF specific CCN, as well as either “IPF Enrollment Guidance” or “Weekly COVID-19 Vaccination” (as appropriate) in the email subject line.

**SAMS Help Desk:** For assistance with SAMS, contact the help desk toll-free at (877) 681-2901 or [samshelp@cdc.gov](mailto:samshelp@cdc.gov).