



# Enrolling in the CDC's NHSN and Reporting COVID-19 HCP Data

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# Purpose

This presentation will describe how to enroll in the National Healthcare Safety Network (NHSN), use location mapping to correctly identify a freestanding inpatient psychiatric facility (IPF) or an IPF unit within the NHSN system, and submit COVID-19 Vaccination Coverage Among Healthcare Personnel (COVID HCP) measure data for free-standing psychiatric hospitals and IPF units within hospitals.

# Learning Objectives

Participants will be able to:

- Report data as a free-standing hospital or IPF unit (via location mapping).
- Confirm data submission.
- Review reminders on data reporting.

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## **National Healthcare Safety Network (NHSN) Enrollment**

# Getting Started in NHSN

- If you are new to the NHSN and data reporting, please review prior recordings for comprehensive information on enrollment:
  - [NHSN Enrollment and Reporting Healthcare Personnel COVID-19 Vaccination Data](#) (January 20, 2022)
  - [Reporting Healthcare Personnel COVID-19 Vaccination Data Refresher](#) (April 22, 2022)

# Getting Started in NHSN

- Enrolling in NHSN
  - Facilities that are currently not participating in NHSN and wish to participate must enroll their facility in NHSN. Please visit <http://www.cdc.gov/nhsn/enrollment/index.html> for more information regarding the enrollment process.
  - If you are unsure of your facility's status in NHSN, please send an e-mail to [nhsn@cdc.gov](mailto:nhsn@cdc.gov).
- Activating the Healthcare Personnel Safety (HPS) Component
  - Facilities that are already enrolled in NHSN and wish to participate in the HPS Component must activate the component within NHSN.
  - For information about the HPS Component, please visit <https://www.cdc.gov/nhsn/hps/index.html>.

# New Users to NHSN

- If you are a new user, you will need to register with Secure Access Management Services (SAMS).
- Access NHSN using SAMS credentials. (Level 3 access is needed.)
- Information on the SAMS process is found here:  
[About SAMS | NHSN | CDC](#)
- Log in to NHSN at least once per year to maintain active SAMS credentials.

## SAMS Grid Card Credentials



# Change in NHSN Facility Administrator

- The NHSN Facility Administrator (FA) should transfer role to another user prior to leaving the facility!
- NHSN can add an individual as the new NHSN FA if the previous NHSN FA has left the facility.
  - Do not re-enroll the facility in NHSN.
- Complete NHSN FA Change Request Form online: <https://www.cdc.gov/nhsn/facadmin/index.html>
- The new NHSN FA can begin the new NHSN user onboarding process.



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## **Reporting Data**

# Key Points: IPF Units

- Both freestanding IPFs and IPF units may report data through NHSN.
  - **Free-standing IPFs** are enrolled in NHSN as FacType: Hosp-Psych.
  - **IPF units that are part a facility** are mapped as a location of the parent facility.
- **CMS IPF units** can exist in a variety of settings, such as acute care hospitals, critical access hospitals, long-term care hospitals, children's hospitals, and cancer hospitals.
- **Only** IPF units with an CMS Certification Number (CCN) that is **distinct** from the parent facility's CCN are eligible to participate in the IPFQR Program and thereby required to report COVID HCP data **separately** from the parent facility.

# Key Points: IPF Units

When a CCN is initially assigned to a hospital, the units within the hospital share the same CCN. For example,

- Long-term care hospital CCN is 012001.
- IPF unit CCN within long-term care hospital is 012001. This IPF unit is not eligible to participate in the IPFQR Program and thereby must report data with the parent hospital.

If the long-term care hospital has an IPF unit with a **distinct** CCN that is paid under the IPF Prospective Payment System, then the letters “SA” will replace the “20” in the third and fourth positions of the CCN for the IPF unit and the IPF unit’s COVID HCP measure data must be reported separately from the parent hospital. For example,

- Long-term care hospital CCN is 012001.
- IPF unit at a long-term care hospital with a distinct CCN of 01SA01 must be mapped as a location of the parent hospital in NHSN and report data separately from the parent hospital.

# Key Points: IPF Units with Distinct CCN from the Parent Facility

For CMS IPF units with a **distinct CCN** from the parent facility (e.g., “M” or “S” in the third position):

- CMS **requires** separate data reporting.
- More information on mapping an IPF unit or updating an existing IPF location is found here:

<https://www.cdc.gov/nhsn/PDFs/mrsa-cdi/IPF-Locations.pdf>

# Mapping IPF Units

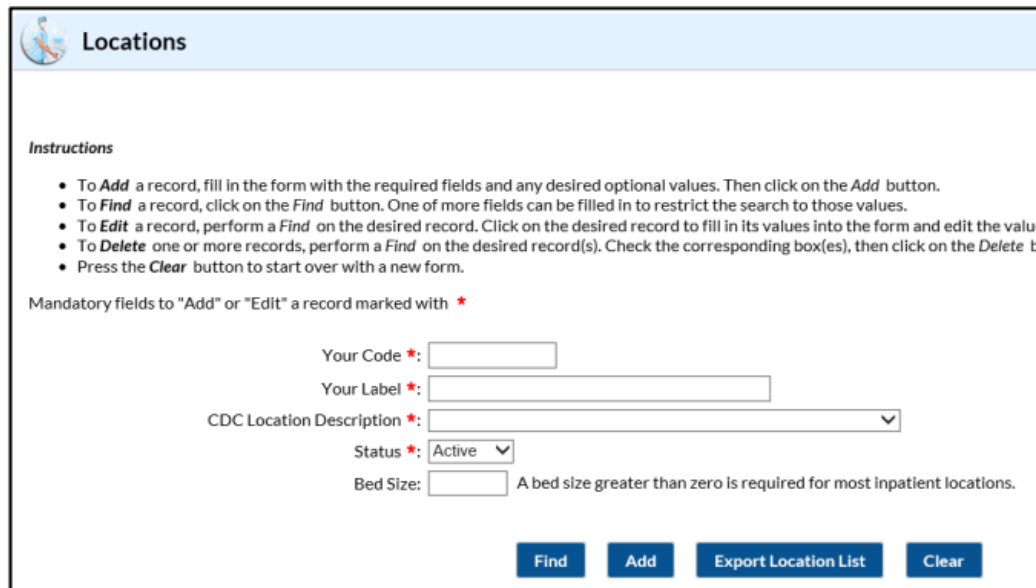
- Go to your NHSN Home page.
- Scroll down to Facility and select Locations.

Facility	▶	Customize Forms
Group	▶	Facility Info
Tools	▶	Add/Edit Component
Logout		<b>Locations</b>
		Surgeons
		CDA Automation

# Mapping IPF Units

On the Locations Manager page, enter the following:


- **Your Code** identifies your location at your facility. (Example: 2West)
- **Your Label** is a description of your code. (Example: Medical Ward – West Wing)
- **CDC Location Descriptions** are found in Chapter 15 of the NHSN Patient Safety Component Manual.
- **Status:** Select Active to enable this location for reporting.
- **Bed Size:** Enter the number of beds and bassinets (if applicable), set-up and staffed.



The screenshot shows a web form titled "Locations" with a globe icon. Below the title is an "Instructions" section with four bullet points: "To Add a record, fill in the form with the required fields and any desired optional values. Then click on the Add button.", "To Find a record, click on the Find button. One or more fields can be filled in to restrict the search to those values.", "To Edit a record, perform a Find on the desired record. Click on the desired record to fill in its values into the form and edit the values.", and "To Delete one or more records, perform a Find on the desired record(s). Check the corresponding box(es), then click on the Delete button. Press the Clear button to start over with a new form." Below the instructions is a note: "Mandatory fields to 'Add' or 'Edit' a record marked with \*". The form fields are: "Your Code \*:" with a text input box; "Your Label \*:" with a text input box; "CDC Location Description \*:" with a dropdown menu; "Status \*:" with a dropdown menu showing "Active"; and "Bed Size:" with a text input box and a note "A bed size greater than zero is required for most inpatient locations." At the bottom of the form are four buttons: "Find", "Add", "Export Location List", and "Clear".

# Mapping IPF Units

Click Add to add the location.

 **Locations**

*Instructions*

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the *Add* button.
- To **Find** a record, click on the *Find* button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the *Save* button.
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click on the *Delete* button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code \*:

Your Label \*:

CDC Location Description \*:

Status \*:

Bed Size:  A bed size greater than zero is required for most inpatient locations.

# Mapping IPF Units

Once an IPF unit is mapped, complete the fields for the IPF unit.  
(This is an example.)

Your Code *	<input type="text" value="IPF"/>
Your Label *	<input type="text" value="PSYCH UNIT"/>
CDC Location Description *	<input type="text" value="Behavioral Health/Psych Ward"/>
Is this location a CMS IPF unit within a hospital? *	<input type="text" value="Y - Yes"/>
If Yes, specify the IPF CCN (will have an M, S, SA, SB, SC, SD or SE in the 3rd position) *	<input type="text" value="22S162"/>
Effective Date of IPF CCN:	<input type="text" value="08/12/2015"/> <input type="text" value="2015Q3"/> <a href="#">Edit IPF CCN</a>
Status *	<input type="text" value="Active"/>
Bed Size *	<input type="text" value="24"/> A bed size greater than zero is required for most inpatient locations.



# Mapping IPF Units

- Enter the CCN and CCN Effective Date in the appropriate boxes.
- It is very important to make sure you correctly enter your CCN.
  - To qualify as a CMS IPF unit that is part of a hospital, the CCN must have an “M” or “S” in the third position or “SA”, “SB”, “SC”, “SD” or “SE” in the third and fourth position.
  - If the last four digits of the CCN are 4000-4499, then you must enroll the IPF as a separate, free-standing facility, NOT as a location of the hospital.

# Data Entry Screen after Mapping

## Mapped IPF Data Entry Screen

Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created:

Facility ID # \*: 10471

Location Type \*: IPF

Vaccination type \*: COVID19

CCN #: 99S999 (\*Note, unit-specific CCN displayed for IPF location)

Week of Data Collection: 02/27/2023 - 03/05/2023 Date Last Modified:

## Free-Standing IPF Data Entry Screen

Healthcare Personnel COVID-19 Vaccination Cumulative Summary for Non-Long-Term Care Facilities

Date Created:

Facility ID # \*: 10471

Location Type \*: Hospital

Vaccination type \*: COVID19

Facility CCN #: 994000

Week of Data Collection: 02/27/2023 - 03/05/2023 Date Last Modified:

# Multiple IPF Units

- A facility may have multiple IPF units that are associated with a main hospital.
- Data for each individual IPF unit should be combined and submitted to NHSN as a single report that includes all CMS IPF units within the facility.
  - Example: There are three CMS-certified IPF units that are part of an acute care hospital, and the IPF units share the same CCN 12S456.
  - Data for these three CMS-certified IPF units should be combined and submitted as one report of HCP vaccination data.
  - The acute care hospital will submit a separate report covering HCP vaccination data that does not include data from the three IPF units.

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## **Confirming Data Submission**

# Check Data for Compliance with CMS IPFQR Program

Submit data for at least one week for each month, per quarter.

- A reporting week in NHSN runs from Monday through Sunday.
- Facilities can select any week within the month to report data.
- If the week starts in one month and ends in another, NHSN uses the **last** day of the week to determine the month of data you are submitting.
- COVID-19 vaccination data should be submitted by the end of the quarter, as defined by CMS.

**Example:** Reporting data for the week of November 28, 2022, through December 4, 2022, counts for a week in December (not November).

November 2022						
SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

# Check Data for Compliance with CMS IPFQR Program

- Review data submission steps and tips: [Operational Guidance Tips and Tricks 013023 \(cdc.gov\)](#)
- Confirm data submission dates: [Updated Quick Reference Guide, How to Check Create Date DSD508 010923 \(cdc.gov\)](#)

# Calendar Views

## Calendar View: Mapped IPF Unit

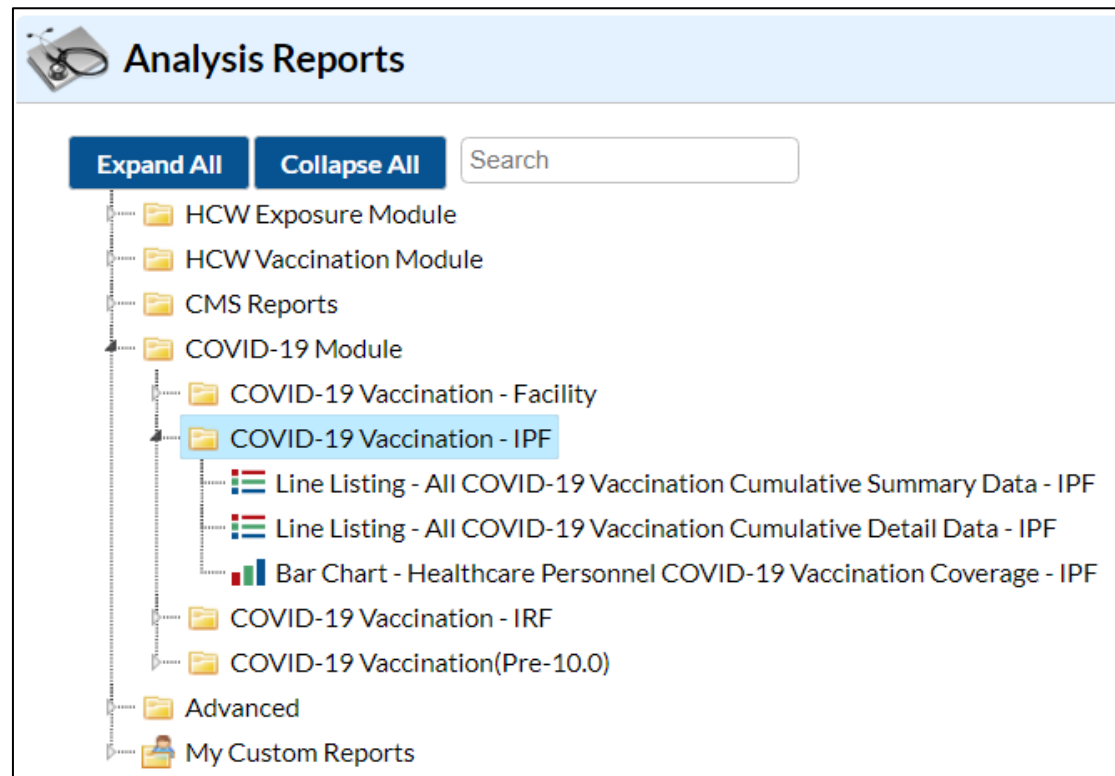
Weekly Vaccination Calendar
01/30/2023 (Monday) - 02/05/2023 (Sunday)
<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> IPF
<input checked="" type="checkbox"/> IRF

## Calendar View: Free-Standing IPF

01/30/2023 (Monday) - 02/05/2023 (Sunday)
<input checked="" type="checkbox"/> Hospital

# NHSN Analysis and Reporting

- Use the NHSN analysis tool to generate summary reports for facility data.
- Current reports are organized in the COVID-19 Vaccination IPF folder



The screenshot displays the 'Analysis Reports' interface. At the top, there is a header with a stethoscope icon and the text 'Analysis Reports'. Below the header, there are two buttons: 'Expand All' and 'Collapse All', followed by a search input field labeled 'Search'. The main content is a tree view of report folders. The 'COVID-19 Vaccination - IPF' folder is selected and highlighted in blue. Under this folder, there are three report items: 'Line Listing - All COVID-19 Vaccination Cumulative Summary Data - IPF', 'Line Listing - All COVID-19 Vaccination Cumulative Detail Data - IPF', and 'Bar Chart - Healthcare Personnel COVID-19 Vaccination Coverage - IPF'. Other folders in the tree include 'HCW Exposure Module', 'HCW Vaccination Module', 'CMS Reports', 'COVID-19 Module', 'COVID-19 Vaccination - Facility', 'COVID-19 Vaccination - IRF', 'COVID-19 Vaccination(Pre-10.0)', 'Advanced', and 'My Custom Reports'.



# Report Resources

- Line Listing Reports is one type of report that is particularly useful for facilities.
- For more information on that report and other reports on NHSN, please see the following resources:
  - Line List of COVID-19 Vaccination Data:  
[Quick Reference Guide, How to Run Reports for Healthcare Personnel Safety \(HPS\) Component \(cdc.gov\)](#)
  - Bar Charts of COVID-19 Vaccination Data:  
[Quick Reference Guide, How to Create bar charts for COVID-19 vaccination data \(cdc.gov\)](#)

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## **Reminder and Resources**

# Removal of the Monthly Reporting Plan

- The CDC removed the Monthly Reporting Plan (MRP) requirement in the Weekly COVID-19 Vaccination Modules from the NHSN application from June 2022 onward.
- Instead, users see the new agreement (displayed below) before saving data using the vaccination forms or .CSV upload.

By saving these data in NHSN, facilities are agreeing to the following:

- 1) The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- 2) The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

# CDC Resources

- How to enter data for inpatient facilities: <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/how-to-enter-data-inpatient-508.pdf>
- Mapping IPFs: [IPF-Locations.pdf \(cdc.gov\)](#)
- Up to date vaccination guidance: [UTD Vaccination QRG Final 121922\\_508\\_DSD \(cdc.gov\)](#)

# CDC Resources

- Please e-mail any questions that are pertinent to the webinar topic to [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with the following information:
  - Subject Line: Weekly COVID-19 Vaccination – IPF
  - E-mail Body: If your question pertains to a specific slide, please include the slide number.

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## **Important Deadlines**

# Upcoming CMS Measure Submission Deadlines

## COVID HCP Reporting Periods and Submission Deadlines for IPFs

Encounter Quarter	Reporting Period	Submission Deadline
Q4 2022	Oct 1–Dec 31, 2022	May 15, 2023
Q1 2023	Jan 1–Mar 31, 2023	August 15, 2023
Q2 2023	Apr 1–Jun 30, 2023	November 15, 2023
Q3 2023	Jul 1–Sep 30, 2023	February 15, 2024
Q4 2023	Oct 1–Dec 31, 2023	May 15, 2024

# COVID HCP Submissions and Payment Determinations

## COVID HCP Measure Reporting Periods and Payment Determinations for the IPFQR Program

Encounter Calendar Year	Payment Determination
CY 2022: Q1 2022-Q4 2022	FY 2024 (October 1, 2023–September 30, 2024)
CY 2023: Q1 2023-Q4 2023	FY 2025 (October 1, 2024–September 30, 2025)

- Data reported for encounters that occurred during calendar year (CY) 2022 impact the IPFQR Program fiscal year (FY) 2024 payment determination.
- Data reported for encounters that occurred during CY 2023 will impact the IPFQR Program FY 2025 payment determination.
- If you have questions about IPFQR Program COVID HCP measure reporting requirements and deadlines, please submit your question to the [QualityNet Questions & Answers Tool](#). Be sure to select the topic as COVID HCP Vaccination and include your facility's CCN in your question.



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## **Questions and Answers**

# Question 1

I reported my IPF's Q4 2022 COVID HCP measure data once per month during the following weeks:

- October 24, 2022 (for October 2022)
- November 28, 2022 (for November 2022)
- December 28, 2022 (for December 2022)

Is this considered complete reporting for Q4 2022?

# Answer 1

- The date that the week ends determines the month.

Example:

Data for the week of Monday, November 28, 2022, through Sunday, December 4, 2022, count for a week in December, not November, because the week ending date (December 4) is in December.

- Enter data for each of the three months within a quarter to ensure complete reporting for that quarter.

# Question 2

Where can I find answers to Frequently Asked Questions (FAQs) about NHSN enrollment and/or submitting COVID HCP data for the IPFQR Program?

# Answer 2

- Providers can submit questions to CMS during webinar events. Those questions, as well as FAQs, appear as articles in the QualityNet Q&A Tool.
- Go to the [QualityNet Q&A Tool](#) to search for answers to questions about the COVID HCP measure in the IPFQR Program.
- Access FAQs on NHSN enrollment here: [FAQs About Enrollment | NHSN | CDC](#)
- Access FAQs on reporting HCP COVID-19 data here: [FAQs on Reporting COVID-19 Vaccination Data | NHSN | CDC](#)

# Question 3

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Who should I contact if I have questions about the NHSN enrollment process?

# Answer 3

For questions on NHSN enrollment, please send an e-mail to [nhsn@cdc.gov](mailto:nhsn@cdc.gov) and specify “NHSN Enrollment” the e-mail subject line.

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## **Helpful Resources**



# Acronyms

<b>CCN</b>	CMS Certification Number
<b>CDC</b>	Centers for Disease Control and Prevention
<b>CMS</b>	Centers for Medicare & Medicaid Services
<b>COVID HCP</b>	COVID-19 Vaccination Coverage Among Healthcare Personnel
<b>CY</b>	calendar year
<b>FA</b>	Facility Administrator
<b>FAQ</b>	Frequently Asked Question
<b>FY</b>	fiscal year
<b>HCP</b>	healthcare personnel
<b>HPS</b>	Healthcare Personnel Safety
<b>IPF</b>	inpatient psychiatric facility
<b>IPFQR</b>	Inpatient Psychiatric Facility Quality Reporting
<b>MRP</b>	Monthly Reporting Plan
<b>NHSN</b>	National Healthcare Safety Network
<b>Q</b>	quarter
<b>SAMS</b>	Secure Access Management Services
<b>VIQR</b>	Value, Incentives, and Quality Reporting

[Back](#)

# Helpful Resources

IPFQR Program Web Pages  
*(Click the icons.)*



# Helpful Resources

Stay up to date...



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Registration**



**Upcoming  
Webinars**

...and get answers to your questions.



**Q&A Tool**



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Support**



**Phone Support  
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**Fax  
(877) 789-4443**

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**Thank You!**

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