Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program

Inpatient Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor

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

Speakers

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Evette Robinson: Welcome to today's presentation titled, *Enrolling in the CDC's NHSN and Reporting COVID-19 HCP Data*. My name is Evette Robinson. I am the IPFQR Program Lead for the Inpatient Value, Incentives, and Quality Reporting, or VIQR, Support Contractor, and I will be the moderator for today's event. Before I introduce today's speaker, I will review a few housekeeping items. First, the slides for this presentation were posted to the Quality Reporting Center website prior to the event. If you did not receive the slides beforehand, please go to QualityReportingCenter.com in your web browser and, on the bottom left of the screen, you will see a list of Upcoming Events. Click on the link for this event. There, you will find the presentation slides available for download. This webinar is being recorded, and the transcript, slides, and a recording of today's presentation will be posted to QualityNet at a later date. Next, we ask that you submit any questions pertinent to the webinar topic in the Q&A section. To do so, click on the question mark in a thought bubble on the right side of the screen. Any unanswered questions will be responded to and considered for publication in the QualityNet Question and Answer Tool at a later date. Questions received that are not related to the topic of the webinar will not be answered in the Q&A feature. Instead, we recommend that you go to the QualityNet Q&A Tool to search for posted question-and-answer pairs, as well as submit any new questions to us that are not already addressed in the Q&A tool or in a previously published summary of questions and answers. I would like to welcome our guest speaker for today's presentation, Elizabeth Kalayil from the CDC. Elizabeth Kalayil is a Public Health Analyst with the Lantana Consulting Group, Inc. She is based in the Division of Healthcare Quality Promotion at CDC. She provides training and technical assistance to healthcare facilities on reporting vaccination data. Elizabeth earned a Master of Public Health degree in International Health from Emory University.

First, we will have Elizabeth present the webinar materials. Then, I will briefly share some additional information related to upcoming deadlines. Then, we will have a short question-and-answer session. Now, I will turn the presentation over to Elizabeth. Elizabeth, the floor is yours.

Elizabeth Kalayil: Thank you, Evette! The purpose of this presentation is to understand how to enroll in the National Healthcare Safety Network, or NHSN; use location mapping to correctly identify a freestanding inpatient psychiatric facility, or IPF, or an IPF unit within the NHSN system; and submit COVID-19 Vaccination Coverage Among Healthcare Personnel measure data for free-standing psychiatric hospitals and IPF units within hospitals.

At the end of this webinar, attendees will understand how to report data for freestanding hospitals and IPF units within hospitals and how to confirm data submission in NHSN. We will also briefly go over a few reminders regarding data reporting.

The first step to getting started in NHSN is the enrollment process, so we will briefly go over a few key points.

In the next few slides, we will review some basic information on enrollment but, if you are new to reporting data through NHSN, please review prior recordings for comprehensive information on enrollment, which are listed on this slide.

Facilities that are currently not participating in NHSN and wish to participate must enroll their facility in NHSN. Please visit the first link on this slide for more information regarding the enrollment process. During this process, facilities may choose to participate in any NHSN components. If you are unsure of your facility's status in NHSN, please send an e-mail to nhsn@cdc.gov. Facilities that are already enrolled in NHSN and wish to participate in the Healthcare Personnel Safety, or HPS, Component, must activate the component within NHSN. For information about the HPS Component, please visit the second link listed on this slide.

We will now go over some information for new users to NHSN. Once information on new users has been added and saved in NHSN, that user will receive an automated Welcome to NHSN e-mail with the instructions to begin the process of becoming a NHSN user. Please note that SAMS stands for Secure Access Management Services.

This provides secure online access to CDC applications, such as NHSN. There are different levels of SAMS access, and please note that Level 3 access is required. After agreeing to the NHSN Rules of Behavior, the new user will receive an automated e-mail to register with SAMS. After registering with SAMS, the new user receives instructions to create a SAMS account and complete an identity verification process. Facilities can review information on the SAMS process by clicking on the link listed on this slide. It's also recommended that users log in to NHSN at least once a year to maintain active SAMS credentials.

If there is a change in the NHSN Facility Administrator, he or she should transfer that role to another user in NHSN prior to leaving the facility. If the previously designated NHSN facility administrator has left your facility prior to reassigning that role to another person, you will need to reach out to the NHSN help desk to have that role manually reassigned to the new NHSN Facility Administrator. You can request this reassignment using the Facility Administrator Change Request Form, using the link on this slide. Please do not re-enroll the facility in NHSN. After the NHSN help desk completes the reassignment, the newly designated Facility Administrator will be able to start the new NHSN user onboarding process.

Now, we will cover reporting data during the next part of the presentation.

First, let's discuss a few key points. Both free-standing IPFs and IPF units can report data through NHSN. If an IPF is freestanding, then they will be enrolled as a Hosp-Psych facility type [FacType]. In contrast, IPF units located within a facility will be mapped as a location within their parent facility. It is important to note that IPF units can exist in a variety of settings. In addition to acute care and critical access hospitals, these units can be part of long-term care hospitals, children's hospitals, and cancer hospitals. Only IPF units with an CMS Certification Number, or CCN, that is distinct from the parent facility's CCN are eligible to participate in the IPFQR Program and, thereby, required to report COVID-19 healthcare personnel data separately from the parent facility.

This slide provides some examples of CCNs.

When a CCN is initially assigned to a hospital, the units within the hospital share the same CCN, as illustrated in the first example, where we see that the CCNs for the hospital and IPF unit within the hospital are exactly the same. If the IPF unit CCN is identical to that of the parent hospital, then the 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 2-0 in the third and fourth positions of the CCN for the IPF unit, and the IPF unit's COVID-19 healthcare personnel measure data must be reported separately from the parent hospital. For example, the long-term care hospital's CCN remains 012001, while the IPF unit 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.

If the IPF has a distinct CCN from the parent facility, then separate data reporting is required. Detailed guidance on how to map an IPF unit can be found on the link listed on this slide.

Now, we will go over how we can map an IPF unit as a location within a parent facility.

In order to map this unit, first go to the NHSN home page and scroll down to Facility, and select Locations.

Next, enter the information seen in this slide into the NHSN application.

Once the information has been entered, click on the Add button.

Once an IPF unit has been mapped, the fields for the IPF unit location should appear in NHSN. An example of this is shown on this slide.

Please note that, when you enter the CCN and CCN Effective Date in the appropriate boxes, the Effective Reporting Quarter will automatically populate after the Effective Date is entered. Therefore, please be sure to enter the correct CCN into the NHSN application.

In order to qualify as a CMS IPF unit within 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 between 4000 and 4499, then the IPF must be enrolled as a separate, free-standing facility, rather than a location within the hospital.

This slide shows different views of the NHSN data entry screen. Please note that the first screenshot displays what the data entry screen should look like for a mapped IPF unit. The second screenshot displays what the data entry screen should look like for a free-standing IPF.

We also wanted to point out that a facility may have multiple IPF units. However, separate data reporting is not required for each unit. Instead, these data should be combined and submitted to NHSN as a single report. Now, we will review an example of this. Let's say that there are three CMS-certified IPF units within a facility, each with a CCN of 12S456. The facility will combine the data for the three CMS-certified IPF units into one report. In other words, the facility will submit one report covering vaccination data for the three CMS-certified IPF units. The facility will also submit a separate report for the acute care hospital, so this report will not include data for the three IPF units.

The next part of the presentation will review confirming data submission.

When checking that data submission is complete, facilities must be sure to report data for at least one week for each month, per quarter. A week is designated as belonging to the month of the week-end date. For example, reporting data for the week of November 28, 2022, through December 4, 2022, is considered as submitting data for a week in December and not November. Please note that COVID-19 vaccination data should be submitted by the end of the reporting quarter, as defined by CMS.

CDC has created data reporting checklists to confirm data submission. Facilities are encouraged to review these, using the links listed on this slide.

Facilities can ensure data are saved in the application by seeing the yellow bar in the calendar view turn green. In the screenshot at the top of this slide, we see that data are saved for an IPF unit within a facility. If you have an IPF unit that is mapped as a location, you must report at least one week per month, per quarter, for this to count as complete reporting for the unit. Please note that only submitting data for the main hospital does not meet the IPF program reporting requirements. Please note that, if an IPF is free-standing, the calendar view will display similar to the screenshot at the bottom of the slide.

Analysis and reporting options are available in NHSN for facilities to generate reports on their COVID-19 vaccination data. Current reports are organized in the COVID-19 Vaccination-IPF folder, as shown on this slide.

One type of report that we would like to highlight is the Line Listing Report. The line listing is an organized, detailed list of each record entered into NHSN, available to both facilities and groups. For more information and report options, quick reference guides on how to run various reports can be found using the links listed on this slide.

Finally, we will discuss an important reminder and provide additional helpful resources

Please note that completing monthly reporting plans for COVID-19 vaccination modules in the Healthcare Personnel Safety Component is no longer required as of June 2022 and beyond in order to simplify reporting for users. Instead, upon saving or uploading data, users will agree to the following, boxed in green on this slide: The data reported are consistent with definitions outlined in NHSN surveillance protocols, including tables of instructions and frequently asked questions; and the data will be sent to the Centers for Medicare & Medicaid Services to fulfill CMS quality reporting requirements, when applicable.

We would like to provide some helpful resources for your convenience. We have included links to resources on entering COVID-19 vaccination data, mapping IPF units, and reporting up-to-date vaccination data.

If you have any questions about information presented in this webinar, please send an e-mail to nhsn@cdc.gov with Weekly COVID-19 Vaccination-IPF in the subject line. If your question pertains to a specific slide of the presentation, please include the slide number in the body of your e-mail. This concludes my content portion of the presentation. I will turn the webinar back to Evette.

Evette Robinson: Thank you, Elizabeth. I would like to take this opportunity to briefly review the key deadlines associated with the COVID HCP measure for the IPFQR Program.

This chart shows the upcoming CMS deadlines for reporting COVID HCP measure data for encounters through Quarter 4 of 2023. As you can see, the next deadline is for the fourth quarter 2022 data, which is due by Monday, May 15, 2023.

This chart shows the relationship between the encounter calendar year and the payment determination. For instance, data reported for encounters that occurred during calendar year 2022 will impact the IPFQR Program fiscal year 2024 payment determination. Likewise, data reported for calendar year 2023 encounters will impact the IPFQR Program fiscal year 2025 payment determination.

Submit any questions about the COVID HCP measure reporting requirements and deadlines for the IPFQR Program to the QualityNet Q&A Tool by selecting topic COVID HCP Vaccination, and include your facility's CCN to facilitate a timely response.

At this time, I would like to pose a few of the most commonly asked questions to you, Elizabeth, regarding the NHSN enrollment and COVID-19 HCP measure data submission processes as they pertain to IPFs.

The first question is: I reported my IPF's Quarter 4 2022 COVID HCP measure data once per month during the following weeks: October 24, 2022, for the month of October 2022; November 28, 2022, for the month of November 2022; and December 28, 2022, for the month of December 2022. Is this considered complete reporting for Quarter 4 of 2022?

Elizabeth Kalayil: The week-end date determines which month a week is included. For example, reporting data for the week of Monday, November 28, 2022, through Sunday, December 4, 2022, is considered as submitting data for a week in December, not November. This is because the week-end date of December 4 is in December. Please note that data should be entered for each of the three months within a quarter to ensure complete reporting for that quarter.

Evette Robinson: Another question we receive is, "Where can I find answers to Frequently Asked Questions about NHSN enrollment and/or submitting COVID HCP data for the IPFQR Program?"

Elizabeth Kalayil: Providers can submit questions to CMS during webinar events. Those questions, as well as FAQs, appear as articles in the QualityNet Q&A Tool. Providers can go to the QualityNet Q&A Tool to search for answers to questions about the COVID healthcare personnel measure in the IPFQR Program. NHSN also provides several FAQs on enrollment and reporting COVID-19 vaccination data. Links to these FAQs can be accessed on this slide.

Evette Robinson: The final question we would like to address is: Who should I contact if I have questions about the NHSN enrollment process?

Elizabeth Kalayil: For questions on NHSN enrollment, please send an e-mail to nhsn@cdc.gov and specify NHSN Enrollment the e-mail subject line.

Evette Robinson: Now, we will review some helpful resources.

Here is a list of the acronyms referenced during this presentation.

CMS recommends that IPFs refer to the latest versions of IPFQR Program resources to stay up to date on program requirements. Various documents, including the IPF Specifications Manual, IPFQR Program Guide, and optional paper tools, are available for download from the QualityNet and Quality Reporting Center websites, which can be accessed by clicking on the icons on this slide. The IPFQR Program Guide is a great place to start, as it highlights the keys to successfully participate in the IPFQR Program.

Has there been any turnover at your facility within the last several months? If so, then we want to hear from you! You can let us know about any changes to points of contact at your facility by clicking the Contact Change Form link on this slide and sending the information to us by following the instructions on the form. Would you like to receive email communications about future IPFQR Program webinars, program updates, resources, and other announcements? Then, we invite you to sign up for the IPFQR Program Listserve by clicking on the Listserve Registration icon on this slide. Another way to find information about upcoming webinars is to click on the Upcoming Webinars icon on this slide.

When you have a general question about the IPFQR Program or need clarification about any of the program measures, be sure to leverage the Find an Answer function in the QualityNet Q&A Tool. If you do not see a published article in the Q&A tool related to your question, then you can submit your inquiry to us via the Q&A tool, which you can access by selecting the Q&A Tool icon. The best way to reach us when you have questions about IPFQR Program eligibility, such as next steps for a newly-eligible provider or to notify us that an IPF is closed or will be closing, is via email. Just click on the Email Support icon to send an email to us regarding eligibility updates. Finally, you can also contact the VIQR support contract team via phone at (866) 800-8765 or via secure fax at (877) 789-4443.

Once again, I'd like to think our guest speaker, Elizabeth Kalayil, for taking the time to review this information with us today. This concludes today's webinar titled, *Enrolling in the CDC's NHSN and Reporting COVID-19 HCP Data*. Thank you for your time and attention.