IPFQR Program:
NHSN Enrollment and Reporting COVID-19 HCP Measure Data

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Purpose

Following this refresher webinar, attendees will understand how to submit COVID-19 Vaccination Coverage Among Healthcare Personnel (COVID-19 HCP) measure data for free-standing psychiatric hospitals and inpatient psychiatric facility (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.

- Review frequently asked questions.

Acronyms

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 COVID-19 HCP Vaccination Data](#) (January 20, 2022)

- [Reporting HCP COVID-19 Vaccination Data Refresher](#) (April 26, 2023)

- [Quick Learn Demonstration: Data Entry of Weekly Cumulative COVID-19 Vaccination Data](#) (April 2023)

Getting Started in NHSN

- Enrolling in NHSN
  - Facilities that are currently not participating in NHSN but wish to participate must <u>enroll</u> 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 submit a ticket through Service Now.
- Activating the Healthcare Personnel Safety (HPS) Component
  - Facilities that are <u>already enrolled</u> in NHSN and wish to participate in the HPS Component must <u>activate</u> 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).

- 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

Entrust

	A	B	C	D	E	F	G	H	I	J	
1	E	Q	X	3	T	5	N	4	M	Q	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	W	1	4	V	6	0	7	2	4
5	8	6	7	W	6	J	5	M	P	X	5

Serial #

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Change in NHSN Facility Administrator

- The NHSN Facility Administrator (FA) should transfer the role to another user <u>prior</u> to leaving the facility.

- NHSN can add an individual as the new NHSN FA if the previous NHSN FA has left the facility.
  - o Do <u>not</u> 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 of a facility** are mapped as a location within the parent facility.

- CMS **IPF units** can exist within 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** that have a distinct CCN from the parent facility are required to report COVID-19 HCP measure data for the IPFQR Program.

Acronyms

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):

- An example of a **distinct** CCN follows:
  - o An Acute Care Hospital CCN is <u>123456.</u>
  - o An IPF unit within an Acute Care Hospital is 12**S**456.
- CMS **requires** separate data reporting.
- More information on mapping an IPF unit or updating an existing IPF location is found here: <u>https://www.cdc.gov/nhsn/PDFs/mrsa-cdi/IPF-Locations.pdf</u>

Acronyms

Mapping IPF Units

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

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 2024 NHSN Patient Safety Component Manual (cdc.gov).
- **Status:** Select Active to enable this location for reporting.
- **Bed Size:** Enter the number of beds and bassinets (if applicable) set-up and staffed.

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 of 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 *Delete* one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click on the *Delete* bu
- 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 *: [Active ▼]
Bed Size: [   ] A bed size greater than zero is required for most inpatient locations.

[Find] [Add] [Export Location List] [Clear]

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Mapping IPF Units

Click Add to add the location.

Mapping IPF Units

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

Your Code *:	IPF
Your Label *:	PSYCH UNIT
CDC Location Description *:	Behavioral Health/Psych Ward
Is this location a CMS IPF unit within a hospital? *:	Y - Yes

If Yes, specify the IPF CCN (will have an M, S, SA, SB, SC, SD or SE in the 3rd position) *: 22S162   Effective Date of IPF CCN: 08/12/2015   2015Q3   Edit IPF CCN

Status *:	Active
Bed Size *:	24 A bed size greater than zero is required for most inpatient locations.

Find   **Save**   **Export Location List**   **Clear**

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.

Acronyms

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.

  o Example: There are three CMS-certified IPF units that are part of an acute care hospital, and the IPF units share the same CCN 12**S**456.

  o Data for these three CMS-certified IPF units should be combined and submitted as one report of HCP vaccination data.

  o The acute care hospital will submit a separate report covering HCP vaccination data that does not include data from the three IPF units.

Acronyms

Confirming Data Submission

Check Data for Compliance with CMS IPFQR Program

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

- 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 27, 2023, through December 3, 2023, counts for a week in December (not November).

December 3

Check Data for Compliance with CMS IPFQR Program

- Review data submission steps and tips: [Operational Guidance Tips and Tricks 013023 (cdc.gov)](cdc.gov)

- Confirm data submission dates: [Updated Quick Reference Guide, How to Check Create Date DSD508_010923 (cdc.gov)](cdc.gov)

Calendar Views

Calendar View: Mapped IPF Unit

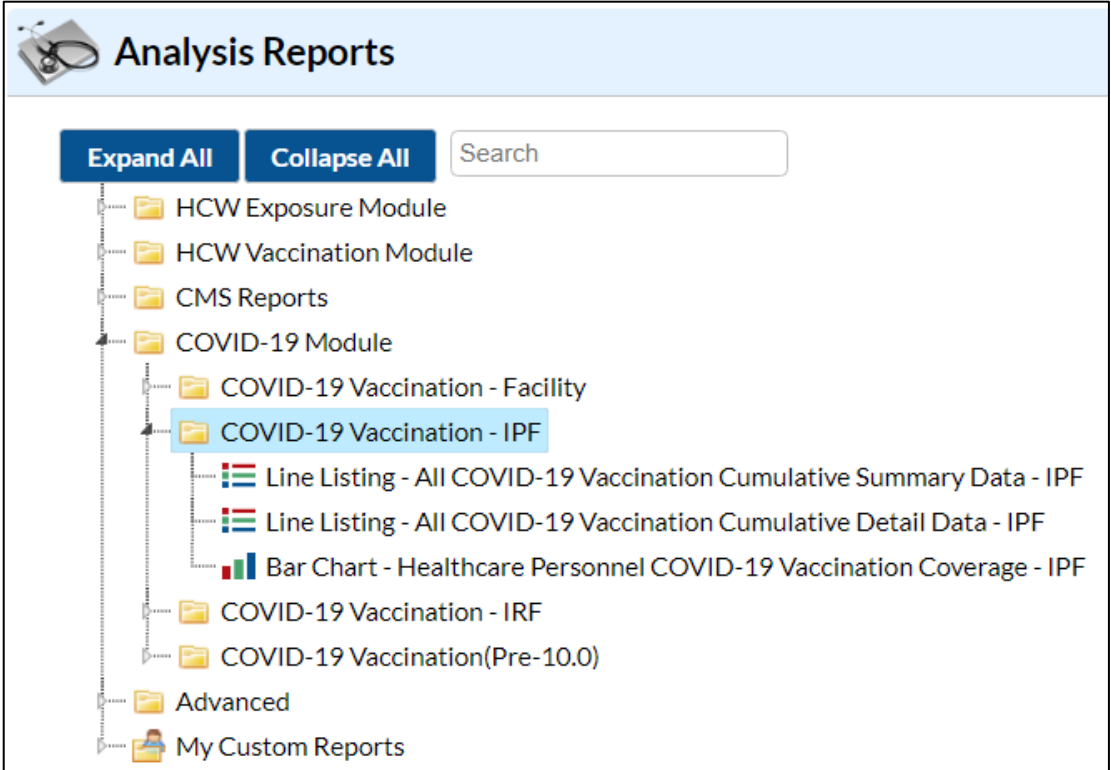**Calendar View: Free-Standing IPF**

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.

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Report Resources

- A Line Listing Report allows facilities to easily review data in an organized and detailed format.

- For more information on that report and other reports on NHSN, please see the following resources:

  o Line List of COVID-19 Vaccination Data: [Quick Reference Guide, How to Run Reports for HPS Component (cdc.gov)](cdc.gov)

  o Bar Charts of COVID-19 Vaccination Data: [Quick Reference Guide, How to Create Bar Charts for COVID-19 Vaccination Data (cdc.gov)](cdc.gov)

  o CMS COVID-19 Rate Table Reports: [February 2024 – Quick Reference Guide CMS Rate Table (cdc.gov)](cdc.gov)

Acronyms

Person-Level Reporting

- The Person-Level COVID-19 Vaccination Form is an **optional tool** that you can use to report data to the NHSN HCP COVID-19 Vaccination module.

- You can directly enter data on individual HCP line by line in the optional Person-Level COVID-19 Vaccination Form or you can upload the data via a .CSV file

- This makes reporting vaccination data easier and more efficient!

Acronyms

Person-Level Reporting

- Definition of up to date for NHSN surveillance may change over time!

- Facilities should use the definitions ~~in the~~ following document for each ~~~~

  - [Understanding Key ~~Terms~~ ... ation](#)

- Reporting per~~iod~~ ~~... vaccin~~ation data

  - Q~~uarter~~ ... ~~October 1, 2023~~–December 31, 2023)

  - ~~... (Janu~~ary 1–March 31, 2024)

  - ~~... 2~~4 (April 1–June 30, 2024)

  - ~~... r~~ 3 of 2024 (July 1–September 30, 2024)

The person-level form applies these definitions for you!

Reminder and Resources

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 (UTD) vaccination guidance: [UTD Vaccination Quick Reference Guide Final 121922_508_DSD (cdc.gov)](#)

- COVID-19 Vaccination Frequently Asked Question (FAQ) Page: [FAQs on Reporting COVID-19 Vaccination Data - January 2024 | NHSN | CDC](#)

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CDC Resources

- Please use **NHSN-ServiceNow** to submit questions to the NHSN Help Desk. Locate the portal website here: [nhsn_csp - NHSN Customer Service (cdc.gov).](#) ServiceNow should be used instead of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov.

- Users will be authenticated using SAMS in the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.

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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 2023	Oct 1–Dec 31, 2023	May 15, 2024
Q1 2024	Jan 1–Mar 31, 2024	August 15, 2024
Q2 2024	Apr 1–Jun 30, 2024	November 18, 2024
Q3 2024	Jul 1–Sep 30, 2024	February 18, 2025
Q4 2024	Oct 1–Dec 31, 2024	May 15, 2025

COVID HCP Submissions and Payment Determinations

COVID HCP Measure Reporting Periods and Payment Determinations for the IPFQR Program	
Encounter Calendar Year (CY)	**Payment Determination**
CY 2023: Quarter (Q) 1 2023–Q4 2023	Fiscal Year (FY) 2025 (October 1, 2024–September 30, 2025)
CY 2024: Q1 2024–Q4 2024	FY 2026 (October 1, 2025–September 30, 2026)

- Data reported for encounters that occurred during CY 2023 impact the IPFQR Program FY 2025 payment determination.

- Data reported for encounters that occurred during CY 2024 will impact the IPFQR Program FY 2026 payment determination.

- If you have questions about IPFQR Program COVID HCP measure reporting requirements and deadlines, please submit your question to the QualityNet Question and Answer Tool. Be sure to select the topic as COVID HCP Vaccination and include your facility's CCN in your question.

Questions and Answers

Question 1

I reported my IPF's Q4 2023 COVID-19 HCP measure data once per month during the following dates:
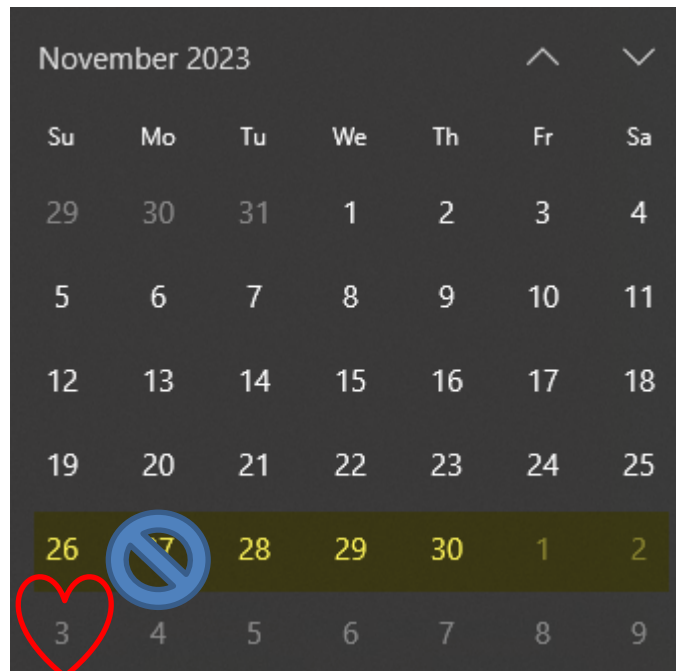
- Week of October 23–29, 2023 (for October 2023)
- Week of November 27–December 3, 2023 (for November 2023)
- Week of December 25–31, 2023 (for December 2023)

I can see my data in the NHSN system, but the system says that I only submitted data for two of the three months. Why?

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Answer 1

A week belongs to the month of the week's end date.

The data reported on Monday, November 27, 2023, counted toward December reporting because the week ended in December (on Saturday, December 3, 2023). Therefore, the NHSN system did not recognize submission of data for the month of November 2023.

December 3

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Question 2

What changes occurred in Q1 of 2024 for reporting COVID-19 vaccination data for healthcare personnel?

Acronyms

Answer 2

Beginning with the week of January 1–7, 2024, questions related to COVID-19 primary series vaccination were removed and replaced with questions about up-to-date COVID-19 vaccination status.

- HCP should NOT be counted as up to date with COVID-19 vaccines until they receive the 2023–2024 updated COVID-19 vaccine.

- Be careful not to incorrectly over-report the number of HCP who are up to date. HCP who previously had complete primary series should NOT be counted as up to date (Question #2).

- **Questions 3.1–3.3** that cover reasons why an individual has not received vaccine (medical contraindication, declined, or other/unknown vaccination status) now refer to HCP who are not up to date with COVID-19 vaccination.

Q1 2024 Form

1. *Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	0	0				
2. * Cumulative number of HCP in Question #1 who are **up to date** with COVID-19 vaccine(s). **Please review the current definition of up to date:** Key Terms and Up to Date Vaccination.	0	0				
3. * **Cumulative number** of HCP in Question #1 with other conditions:						
3.1 *Medical contraindication to COVID-19 vaccine	0	0				
3.2 *Offered but declined COVID-19 vaccine	0	0				
3.3 *Unknown/Other COVID-19 vaccination status	0	0				

Question 3

Who is considered up-to-date for Q1 2024?
This period covers January 1, 2024,
through March 31, 2024.

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Answer 3

For Q1, 2024, individuals are considered up to date with their COVID-19 vaccines for the purpose of NHSN surveillance if they meet the following criteria:

> Received a 2023–2024
> Updated COVID-19 Vaccine

Use the definition associated with each surveillance quarter:
[Understanding Key Terms and Up to Date Vaccination](#)

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Question 4

What is the Person-level COVID-19 Vaccination Form?

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Answer 4

- The Person-level COVID-19 Vaccination Form is an optional tool that can be used to report data through the weekly NHSN HCP COVID-19 Vaccination Module.

- Data on individual HCP are directly entered line by line in the optional Person-level COVID-19 Vaccination Form or are uploaded via a CSV file.

- The Person-level COVID-19 Vaccination Form makes reporting vaccination data easier and more efficient by applying definition changes for you.

[HPS Person-Level Vaccination Form: General Training](#)
(September 2023)

Acronyms

Helpful Resources

Acronyms

CCN	CMS Certification Number
CDC	Centers for Disease Control and Prevention
CMS	Centers for Medicare & Medicaid Services
COVID HCP	COVID-19 Vaccination Coverage Among Healthcare Personnel
CY	calendar year
FA	Facility Administrator
FAQ	Frequently Asked Question
FY	fiscal year
HCP	healthcare personnel
HPS	Healthcare Personnel Safety
IPF	inpatient psychiatric facility
IPFQR	Inpatient Psychiatric Facility Quality Reporting
NHSN	National Healthcare Safety Network
Q	quarter
SAMS	Secure Access Management Services
UTD	up to date

Helpful Resources

IPFQR Program Web Pages
(Click the icons.)

Quality Reporting Center

QualityNet

Helpful Resources

Stay up to date…

Contact Change Form

Listserve Registration

Upcoming Webinars

…and get answers to your questions.

Q&A Tool

Email Support

Phone Support (866) 800-8765

Fax (877) 789-4443

NHSN Enrollment and Reporting COVID-19 HCP Measure Data

Thank You!

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