



## **Outpatient Quality Program Systems and Stakeholder Support Team**

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### **Successful Reporting for the COVID-19 Vaccination Among Healthcare Personnel (HCP) Measure**

#### **Presentation Transcript**

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**Karen**

**VanBourgondien:** Hello everyone. Thank you for joining us. My name is Karen VanBourgondien, and I have Pam Rutherford with me today. Together we will be going over the COVID-19 measure, the program requirements, registration and enrollment, as well as reporting and the submission of the measure. We would like to thank the CDC and NHSN for their assistance in the collaboration with this event. They are also available in the chat box to respond to your questions, and they will assist us in discussing some questions and answers at the conclusion of this presentation.

The program objectives are listed here on this slide. We will be, once again, go over the program requirements as they relate to the new COVID-19 measure. If you have questions, please put them in the chat box and one of our subject matter experts will respond.

Okay, so let's get started. We're going to begin with the program requirements for the new COVID-19 measure and how it relates to the program.

Before we discuss the COVID-19 vaccination measure, let's first bring up an issue of mandates versus program requirements. As we are all aware, there are various mandates being issued. Any mandates are separate from the ASC Quality Reporting Program requirements.

ASCs are paid by Medicare under Part B Fee-for-Service. ASCs that do not meet ASCQR Program requirements may receive a reduction of two percentage points in their payment update for the applicable payment year. Conversely, participating ASCs that meet program requirements will not be penalized and will receive their full Medicare payment update.

For more information on reporting requirements, that's all available by accessing the appropriate section of the Social Security Act mentioned here on the slide. So, the bottom line is whatever happens with the mandate, you will still need to meet program requirements in order to avoid a payment penalty. This will not change regardless of what the end result is for any of the other federal vaccine mandates. All right, so let's review the requirements for the COVID-19 measure specifically.

In the Calendar Year 2022 OPPTS Final Rule, CMS finalized the reporting of the healthcare personnel COVID-19 vaccination measure for multiple programs such as the inpatient quality reporting, the PPS-Exempt Cancer Hospital Quality Reporting, Inpatient Psychiatric Facility Quality Reporting, the Hospital [Outpatient Quality Reporting] OQR Programs, as well as the ASC Quality Reporting program.

The reporting of this measure is by CCN. So, if there are multiple ASCs that you report for that have the same CCN, you will report them all together under that one CCN. All HCP, or healthcare personnel, working in all of the ASCs with that CCN will be included in the reporting.

The denominator for this measure is the number of healthcare personnel eligible to work in the healthcare facility for at least one day during the reporting period, excluding those with contraindications to the vaccine.

As noted on the slide, the only contraindication to the vaccine are those personnel with a severe allergic reaction, such as anaphylaxis after a previous dose, or to a component of the vaccine and those personnel with an immediate allergic reaction to a previous dose or known allergy to a component of the vaccine. These are the only two contraindications.

For purposes of this measure, the CDC does not recognize any medical issues or religious preferences as a contraindication.

The measure numerator is the cumulative number of healthcare personnel eligible to work in the healthcare facility for at least one day during the reporting period who have received a completed vaccination course. A completed course is defined as dose 1 and dose 2 of those vaccines that require two doses for completion, such as Pfizer or Moderna, or one dose of a vaccine that requires only one dose for completion.

Although you are entering additional information into NHSN, and for those of you who have received only one dose, the CDC will only be reporting to CMS those HCP personnel that have received a completed course. At this time, the measure does not include the administration of the booster vaccine.

Although for surveillance purposes, the CDC is requiring the entry of that data. For purposes of reporting the measure to CMS, there are two healthcare personnel categories. The All CORE healthcare personnel is the sum of employees, licensed independent practitioners, and all adult students or trainees and volunteers. All healthcare personnel is those included in All CORE HCP along with other contract personnel.

Now, I won't go through all the details of this slide, but the slide outlines what is included in each of the four healthcare personnel categories. We're just giving you some inclusions here to help tie this all together. We do want to let you know that there have been some recent updates to the Other Contract Personnel category. Previously, in this category, vendors were not included. However, now vendors will be included in this category. So, vendors providing care, treatment, or services should be included in the other contract personnel category if they work in the facility on a regular (weekly) basis, regardless of clinical responsibility or patient contact. You can also find this information by accessing the resources on the Healthcare Personnel COVID-19 Vaccination page on NHSN and we do have that link right here on the slide.

Additionally, there are many other tools on NHSN that will assist you with measure specifics. Being aware of measure specifics will assist you in determining what categories to submit data into the NHSN system. We will review the reporting aspect in more detail later in the presentation.

Per the final rule, facilities will collect the numerator and denominator for at least one self-selected week during each month of the reporting quarter and will need to enter the data into the NHSN Healthcare Personnel Safety Component before the quarterly deadline in order to meet the program requirements. So, for example, for the Quarter 1 2022 reporting period, you will be required to submit all three months of data, January, February, and March, and you need to submit that by August 15, 2022, the submission deadline. The facility meets the program submission requirements if the CDC can calculate a quarterly rate. A quarterly rate is calculated by taking the average of the data from the three submission periods submitted by the ASC for that quarter.

CMS allows four and a half months for facilities to submit, resubmit, change, and add data, or delete existing data up until the submission deadline. We encourage ASCs to submit their data well before the submission deadline to allow time for review and correct any data if necessary. I would also like to note that data in the NHSN tool can be modified at any time. However, any data that is modified in NHSN after the submission deadline will not be sent to CMS and will not be used in any of the CMS programs for public reporting. So, if you go in there after the submission deadline and make any changes, these changes would not be sent to CMS and would not be part of your rate calculation. This includes if you submit your data after the deadline. The data will be accepted into NHSN but again will not be sent to CMS. So, if you submit data after the deadline, you will not meet program requirements.

This slide provides you with submission deadlines moving forward. At the top you have Quarter 1, the quarter I just discussed on the previous slide. That quarter will use the reporting period of January 1 through March 31, 2022, with the submission deadline of August 15, 2022. For Quarter 2, 2022, the reporting period is April 1 through June 30, 2022, and the deadline will be November 15, 2022, and you can view the quarterly deadlines for Quarter 3 and Quarter 4 here. We will have an updated document posted on our website shortly.

Once the quarter's data has been submitted, the CDC will calculate a single quarterly rate for each facility. They will do this by taking the average of the data from the three weekly rates submitted by the facility for that quarter. If you do submit more than one week's worth of data, the most recent week of the month will be used. This calculated rate is what is submitted to CMS for each quarter.

NHSN would like weekly data submission, but for the purposes of the ASC Quality Reporting Program, you need to submit data for one self-selected week per month. Make sure you do not miss that one week though per month or you will not receive a calculated rate.

As with the other CMS measures, the Healthcare personnel COVID-19 vaccination measure will be publicly displayed, as we've sort of discussed here. However, the public reporting of this measure will be different from the other measures. Instead of adding one additional quarter of data with each refresh, only the most recent quarter of data will be displayed for each refresh.

All right, so you know a little bit about the program requirements. Let's move on to enrolling and registering and things of that nature. I am going to turn it over to my colleague Pam Rutherford to talk about those aspects. Pam?

**Pam Rutherford:** Thanks, Karen. Well, we've been through the program requirements, so let's jump into how to gain secure access into the NHSN system.

Now, first, let me just clarify some terms. For NHSN, the primary person is referred to as the Facility Administrator. This is not your ASC's administrator. This is the person who is in charge of the NHSN account, per se. All right? So, in the QualityNet HQR System this similar role is referred to as a Security Official.

Now, the Facility Administrator is usually the person enrolling the facility in the NHSN system and is the only person who can activate additional components for a facility, has add/edit/delete rights to facility data, users, and users' access, has authority to nominate/join groups for data sharing, and is the only person who can reassign the role of Facility Administrator to another user. Now, there can be only one Facility Administrator per facility. Users have the ability to view, edit, and analyze data, but these rights are determined by the Facility Administrator. Users may also be given administrative rights. Before you enroll in NHSN, you must know the ASC's CMS Certification Number, or CCN. Now, please use the link provided at the top of this slide to look up your facilities' CCN number if you don't know it.

Once you have opened the link, you can select Ambulatory Surgery Centers, on the red arrow.

Then, select Search. Then, enter the requested information on the form. Then select Search. This will give you a pop-up with your ASC CMS Certification Number and participation date. That is also called the acceptance date in the NHSN system. So, you will need to know the acceptance date of your ASC's CCN. You will see why shortly as we walk through this process.

In addition to knowing your ASC's CCN, another thing you will need to know before you start this registration is if your facility has already been enrolled in NHSN. ASCs were previously required to report flu vaccination information. If your ASC is already enrolled, or you do not know, you will need to email NHSN and ask them the status of your ASC. Please put "Check Enrollment Status" in the subject line. Then, in the body of the email, put the Name and Address of your ASC and CCN.

Now, do not proceed in this process if you do not know if your facility is already enrolled or not. You will also need to register with the Secure Access Management Services, or SAMS. Now, SAMS is a federal information technology system that gives authorized personnel access to non-public CDC applications. Now, let's assume your ASC is not currently enrolled in NHSN and you are a new user. You have not ever accessed NHSN, and you do not have the SAMS secure access.

You will begin by accessing the NHSN website, and that link is right here on the slide. You will select Ambulatory Surgical Centers and the five-step enrollment process. In summary, this process entails registering with NHSN, registering yourself with SAMS, and enrolling your facility in NHSN. These are the basic steps. We're going to go into detail with that process in just a minute.

So, from that weblink, this will be the initial page. Now, there will be some training and preparation under Step 1. Step 2, to register your facility, you will need to agree to the Rules of Behavior by clicking on that icon there next to the arrow. They've added a link below that will allow you to print out a copy of the contact form, which we will look at in just a minute. So, you will click on the Rules of Behavior link.

You will be directed to this page. In order to participate in NHSN, you must read and agree to abide by the rules of behavior for safeguarding the system's security. You'll scroll through the document below and click on Agree or Do Not Agree button. You will not be able to move forward in the registration process if you do not agree. Also, to print a copy of the rules, click on the PDF icon next to the Agree button. This will allow you to print a hard copy of what you're agreeing to. So, now you have selected Agree. You'll be taken to the registration page.

Now, any field with a red asterisk is a required field. You will fill in your personal information at the top. Please use the same information as you move through the various registration and enrollment processes. It all has to match up. Otherwise, you may get caught up in some aspect of the registration and enrollment and this will delay your access.

Now, Facility Identifier. Remember a few slides back we talked about how to find your CCN if you didn't know it? So, click on the box next to CCN. Under the Selected Identifier ID, you will enter your CCN number. Now, if for some reason, you get an error message with the use of the CCN, you can email NHSN to obtain a temporary enrollment number. Okay, under Facility Type, you will select AMB-SURG-Outpatient Surgery Facility, as you see here on the slide.

You will also have to attest to completing the required training. The training is not required. It is highly recommended, though. You will enter the date of completion by selecting the red calendar and selecting the date you completed that training. If you did not choose to complete the training, then put a date there. It can't be left blank. Just as an FYI, you will not be able to select a future date. Then, you will just select the Submit button. Once you have hit submit, the system will capture this information and will generate a SAMS invite. Again, it's important that you fill in accurately because this information will be used to generate your SAMS invite. You will be sent two emails. The first one is a confirmation saying that you have completed your NHSN registration. The second one is the SAMS invite.



The SAMS invite email will be similar to the one that's shown here on the slide. Now, below you can see here the steps of the registration process, as well as your user name, which is the email you registered with, a temporary password, and the link to the SAMS registration portal. Now, there have been times where this email gets sent to your junk mail or your spam box. So, if you do not receive this email within two to three days, please check those boxes. It will be under SAMS No Reply. Now, the SAMS invite is only valid for 30 days.

As I mentioned, you will be given a link to the SAMS registration portal in this email. So, if you click on that link, you will be taken to the SAMS portal page. Now, you'll see two login options here. Since we're registering in SAMS, we're going to use the one boxed in red here, the one on the left. The one on the right is the one that you will use once you are through the SAMS registration process.

Now, beginning with the option on the left, you will put in your user name and that temporary password you were given in the SAMS invite email. Once you enter that information, select Login. You will have to accept the SAMS Rules of Behavior and select the Accept button.

Yes, so far, there have been an NHSN and a SAMS rules of behavior. The SAMS rules of behavior covers such things as not sharing your login information and things of that nature. Now remember, your SAMS registration is your access to enter a secure government site.

So, after you agree to the SAMS rules of behavior, you will come to the Registration Form. This is the registration for SAMS. Earlier you registered with NHSN. We're not going to go through the entire registration form, but we do want to point out some important points that you'll need to know.

The information you provide here must match your government-issued document such as your driver's license. Your home address must also be correct. And please do not use your ASCs address for home address. The organization address is below the home address.

If you scroll down the document, you will come to the organizational information. Now at the top is where you put your ASC's information and you will notice the red asterisks, that is required information. If you scroll down from there you will create your own password. Remember, to get into the SAMS portal the first time, you used that temporary password. So, now you are going to create your own password and confirm that password. Below that, you will choose and answer your security questions. There are several options to choose from with each question by selecting the drop-down menu. Now, a word of caution, choose questions and answers that you will remember. You will need these in the future to change your password in the system or if you forget your password. For SAMS, you will need to change your password every 60 days. Now, once you have entered all of this information, you will select the Submit button.

Now, after your successful registration with SAMS, you will automatically receive an Identity Verification Request from the CDC Proofing Authority following your successful registration. This request will be sent via email from the [sams-no-reply@cdc.gov](mailto:sams-no-reply@cdc.gov) and it includes registrations and options for completing the identity verification process. Essentially this is a security option in addition to your user name and password.

Option 1 is the Experian Precise ID check. Using a secure interface, you will provide Experian your Social Security Number and Date of Birth. This information is sent directly to Experian and is NOT stored or saved by SAMS or the CDC. Experian will attempt to validate your information and will ask you a series of questions based on your credit history. Now there's no impact on your credit score or your credit worthiness. It is for identity purposes only. This is the fastest and most secure method to complete the SAMS identity proofing process.

Experian will work to validate your information and return four or five questions based on your credit information that will need to be answered correctly. So, for example, a question note that you may have opened an auto loan in or around 2019. Please select the lender for this account and it will then provide you options.

If Experian successfully validates your identity, SAMS will immediately update your profile and move to the next step in the on-boarding process. Using option one, is the preferred method as you can get through the verification process from hours to a few days.

You can attempt the Experian process three times. If for some reason, Experian cannot validate your identity, you will be automatically directed to Option 2. In many situations Experian will be unable to validate your identity based on the information provided and your credit history. This does NOT indicate an issue with your credit report or your credit worthiness. Additionally, individuals that have their credit locked will not be able to use this option and will have to move on to Option 2.

So, let's talk about Option 2 just a little bit more. So, you've either tried Option 1 and were not successful, or you elected for Option 2. Remember, Option 2 is the Hard Token, also referred to as the SAMS Grid Card.

If you attempted and were not able to have your identity verified using Option 1, you will be directed to Option 2. You will receive an email with detailed instructions to follow. You would complete the Applicant Section. Part of the information will be pre-filled based on the information you supplied during registration. So, you take the printed form, along with appropriate photo ID documentation to a Notary Public.

You confirm that the photo ID being submitted contains your home address information. If the photo ID being used does not include your home address, for an example a U.S. Passport, then you would submit a photocopy of a utility bill, something that does have your name and your address on it, a pay stub, or voter registration card, something. Now your home address in SAMS must be valid as you will receive your Grid Card by mail at the address that you have provided. Now, you would submit the completed form via secure upload, fax, or mail. Include the photocopies of your identity documentation and any supplemental documentation needed to SAMS. Now, they do prefer a scanned PDF version of your documents.

Once received, your documents will be reviewed and validated. The Option 2 process can take up to six weeks. So, if approved, your SAMS profile will then be moved on to the next step in the on-boarding process.

Once you have successfully gone through the identity verification, you will receive an email providing you with two options for authorized access into the NHSN system. A link will be provided in the email which will require you to answer the security question we spoke of earlier.

So, let's talk about the second factor credential options first. This is the same thing you have when entering data into QualityNet. You have a multi-factor authentication. This is the same type of thing. Now the first option is what they refer to as a soft token, which is an app you can download into things such as your phone, your tablet, or computer. Now once downloaded, you will have immediate access into the system. The second option is referred to as a hard token and is a physical Grid Card. Now this card is a hard card similar to the feel of like a credit card with numbers and letters on it. It reminds me of a Bingo card. You can see that here on the slide. The grid card is mailed to your home so you will have to wait until that arrives before you have access into NHSN.

Now, you can see an image of both options. The soft token is the app and a code will come up. That will be the code you enter when logging in. If you have a SAMS grid card, the hard token, seen on the right-hand side, the system will ask you questions like A1. Then, you would have to obtain that number from the column A and the number 1, so you would enter "E" for that question. There will be several to obtain numbers. Again, the soft token is preferred, as it provides you with the instant access once that app is downloaded.

Now, once you have downloaded the app or received your grid card, you are now ready to complete this process and log into SAMS and then NHSN. You will go back to the login page for SAMS. Now remember that SAMS is your secure access into NHSN, they are separate. SAMS is the security key that gets you into the building of NHSN.

You see two login options here. Remember when you had your temporary password, you used the option on the left for the SAMS credentials. We went through that a few slides back. This time we're going to use the option on the right. You know it's squared off in red here. Use the multi-factor login. For the first security phase, you will put in your SAMS user name and password and select Login. The second phase of the security will be either using the code provided by the downloaded app or by using your grid card.

You have used your SAMS credentials to access NHSN. Now we're still going under the scenario that your ASC is not enrolled into NHSN. Remember, you will enroll your facility only if your ASC has not been previously enrolled. To get into NHSN and enroll your ASC, you will select NHSN Enrollment.

This will be the next page. You cannot start and stop this enrollment process. Once you begin, you must go all the way through. If you do not complete it in one session, you will have to start over. Having said that, we recommend you select the Access and Print Required Enrollment forms and they're there at the top. This will allow you to print the enrollment form and fill it in. Then you can go back later and select Enroll a Facility, and just copy down the information you filled in. The printing off of the form is simply to assist you in entering the data. You have to enter it electronically. In other words, you're not going to print the form off and then mail it in. You will get this pop up here advising you to print and complete the enrollment form. Once you select Enroll a Facility, that will begin the enrollment process.

This page will display. Now if your facility has not previously been enrolled in NHSN, which is what the current scenario is, then you will select No. If your facility has been enrolled, or you're unsure, you will select either Yes or Unknown and email NHSN to check the status. The system will take you out and you will not be able to proceed.

So, we're assuming here that your facility is not enrolled, so we're going to select No.

The enrollment form will open and once again all fields with red asterisks need to be filled in. I'm not going to go over the entire form, but we do want to point out just a couple of things. On the left side will be your Facility information. Make sure this is correct. On the right-hand side, you will need to fill in the CCN number and the effective date. If for some reason your CCN does not validate, you will get this Validation Error. This does not mean your CCN number is not valid, it just means that it's not validated in the NHSN system yet. So, if you get this disclaimer, you will need to request a temporary enrollment number. You will do that by emailing the help desk and requesting a temporary enrollment number. That number will expire within 30 days from the day it was generated.

On page 2, for the Facility Type you will select AMB-SURG-Outpatient Surgery Facility. The second question is: Was this facility operation in the year prior to NHSN enrollment? You would select Yes. Under NHSN Components, for the purpose of reporting for the COVID-19 measure, you will select Healthcare Personnel Safety. Some of you also select Outpatient Procedure if you're going to report other measures for other programs which are also reported in the NHSN system. Today we're talking about the COVID-19 measure, so you will select the Healthcare Personnel Safety component for reporting of the COVID-19 measure.

For the NHSN Facility Administrator, you should use the same contact information used when registering for SAMS. At the bottom of that same page, you will see a place for your email and User ID. The email must be the same email used in your SAMS registration. These all have to match up. If they are not exactly the same, then SAMS' security system will not allow entry into the NHSN system. If they do not match, you will get an error message that will say that you do not have a facility attached to your profile.

Now, the User ID is different than your SAMS login. Remember your user name is your email address. This is a completely different User ID that you make up. NHSN recommends you use the first initial and your last name. That will be easy for you to remember.

Page 3 will list the name of the Contact Person. The Facility Administrator should be listed as the Primary Contact person during the enrollment process. So, again, you can use the blue Copy tab to copy the information. There will be a Submit button at the bottom of the screen and that will take you to the Facility Survey.

You will be directed to take a survey. Now this is required as part of the enrollment process. You will select the OPC Facility Survey icon. After completing the survey, this completes the enrollment. You will see the name of your facility and the tracking number is also what NHSN considers the Org ID.

You will then receive an email saying you have completed the survey and you will need to now activate your facility in NHSN. The email will also give you a deadline to activate your facility, so just don't delay. Go ahead and do it.

So, you'll close out of your browser and then go back in to the login page for SAMS. You will enter your user name and password and then the multi-factor option you are using, which is either the hard or soft token.

So, you are in the SAMS portal and now we need to be able to get into NHSN to active your facility. This time, we will be selecting NHSN Reporting. On the NHSN Landing Page, under Select Component, at the top, you will select Healthcare Personnel Safety from the drop-down menu. Under Select Facility/Group, you will select your ASC from the drop-down options and then click Submit. You will need to sign the Agreement to Participate and consent form. So, click on the OK box. After you scroll through the document, you will check the box under Accept and select Submit. Once you complete this, your facility will be activated, and you can start reporting. You will receive an email to this affect, saying your enrollment process is complete. You will then log back into SAMS just like we did before.

Okay, we just covered what to do if your facility is not enrolled and you did not have a SAMS access or a Facility Administrator. So, basically, from scratch. What do you do if your ASC is enrolled and has an active NHSN account, but the SAMS profile is expired or the Facility Administrator is new? So, what to do?

When we say the SAMS profile is expired, this means that no one has logged in through the SAMS portal in 365 days. In order to maintain active SAMS credentials, the NHSN Facility Administrator must have logged in through the SAMS portal at least once per year. If the SAMS' profile is expired, then the NHSN Facility Administrator will need to complete the SAMS identity proofing process. Start by sending an email to [NHSN@cdc.gov](mailto:NHSN@cdc.gov) and requesting a new SAMS invitation. You will receive a SAMS invitation from "SAMS No Reply." Once the SAMS credentials have been approved, you just follow the steps that we covered.

So, what if the previous Facility Administrator is gone? How do I change the Facility Administrator? Well, you will have to do this electronically on the NHSN website. Now, this is if the old Facility Administrator is no longer available. I say that if the Facility Administrator is available, the role can be changed in the NHSN system, and those directions are also on this page of the website. Now on the request change form, make sure that you enter the information accurately or this is going to hold up the process.

If you already have your SAMS credentials, please use that information when filling out the contact change form. If you do NOT have your SAMS credentials, once that Facility Administrator role is changed, that will generate a SAMS invite and you will follow the process for your SAMS registration which we just covered earlier. It is better to begin your SAMS registration process first.

Here are a few points of interest on the information we've covered so far. Passwords will need to be reset every 60 days. As we mentioned, Grid Cards are disabled after 365 days of inactivity. If you receive an Error Message 500 during facility registration, contact the NHSN help desk by emailing NHSN and putting Error Message 500 in the subject line.



Okay, so at this point everyone has their ASC registered, SAMS access, and their facility is enrolled. I'm going to turn the presentation back over to Karen VanBourgondien. Karen?

**Karen**

**VanBourgondien:** Thanks, Pam. Yes, that was a lot you covered. So, everybody now, as Pam said, has access into NHSN. As you've seen a few times now, you're going to log into the SAMS portal using the SAMS Soft Token or the hard token, which is the Grid Card, and you're going to start at that SAMS portal at [sams.cdc.gov](https://sams.cdc.gov). You're going to enter your user name and password and then whichever multi-factor option you're using either the hard token or the soft token.

Once you've logged in, you are still in SAMS at this point. Remember SAMS is the key to get you into the NHSN building. So, to get into the NHSN building and enter your data, you are going to select NHSN Reporting. This will take you to the NHSN Landing Page and you're going to select Healthcare Personnel Safety as the component there at the top in the drop-down menu. You're going to select your ASC in the drop-down menu and then you're going to select Submit.

From the navigation bar on the left-hand side, hover your cursor over Reporting Plan and then select Add. From this page, you're going to select the month. We've selected January here, and then you're going to select the year. You will get this pop-up box alert telling you no data have been found for January 2022. Well, if this is your first time going in for that month of January that would be true. You haven't entered your data yet. So, don't worry about that. Just select the OK box. You will then go down to Weekly COVID-19 Vaccination Module and select COVID-19 Vaccination Summary. Then, you're going to select Save.

This page will then display, letting you know that your HCW plan has been successfully created. Go ahead and check your dates. Select Save. You're going to go back to the left-hand navigation bar and hover over Vaccination Summary and select COVID-19 Weekly Vaccination Summary.

You will then see a screen in a calendar format under the vaccination summary data. This is just a screen shot, so the dates you will see will depend on the time frame you've entered.

One thing to note is a week for this reporting tool ends on Sunday. So, the first week shown here ends January 2. So, the first week shown here would correlate with the first week of January. So, for example, if you submit data for that week, it includes data for December and January. The system will put the data submitted under the month of January as that is the month the week ended on. You will select the week you wish to enter your data. Any week that does not have data entered will have this sort of tan color. The color map is located at the top. So, let's click on that first week here.

Once again, red asterisks indicate a mandatory field. Let me just say, you will have to enter your information in one sitting. If you do not complete your data entry, you have to leave, something happened, you get interrupted, when you come back the data will not be there. Just an FYI. Do the whole thing at one time. If you want to see what this entire data entry tool looks like, there is a blank one available on NHSN and we do have the direct link to that document here on the slide. You can just print it off and keep it available, if it's easier for you to do it that way. So, back to the data entry, you're going to enter 0 if no Healthcare Personnel are reported for a required field.

For question number one, you will enter your data, which is the number of healthcare personnel that are eligible to have worked at your ASC for at least one day during the week of data collection. Now, for most ASCs this number will not fluctuate a whole lot. For number two, use the cumulative number of healthcare personnel in question one who received COVID-19 vaccinations at your ASC or elsewhere. You will click on the drop-down arrow. The box showing the different vaccines will open and you will fill in the appropriate data for each vaccine as it is applicable. So, let me just show you this a little bit closer.

What you are seeing here is completely made up data. The grey colored boxes are auto-filled based on the data that you enter. For question number 2, you will click on the drop-down menu and select the vaccine you are entering. For this scenario here on the screen, the Janssen-Janssen vaccine is displaying in the box in this screen shot, but you would enter the applicable data for the vaccine that you are entering.

The entire column above the auto-filled 30 adds up to 50, which is the number of workers you entered to question number one. The 30, which is auto filled and is next to Any Completed COVID-19 Vaccine Series is calculated for individuals that have completed a vaccine series, which you get from adding question 2.2, 2.4, and 2.5.

Question number three relates to medical contraindications, being offered the vaccine but the person declined, and unknown status. Since our numbers that we just discussed matched, then question number three will be all zeros. Question number four will be the cumulative number of healthcare personnel from question two that are eligible to receive an additional dose or booster. So, in this scenario we're going to say 25.

For question number five, you will once again select the vaccine from the drop-down menu and enter the appropriate data in the fields below, which are 5.1 and 5.2. Again, the grey boxes are auto-filled and should match the data above them. If you happen to enter your data incorrectly, you will get a message box letting you know that an error has occurred and your data are not matching up.

Question number 6 refers to vaccine supply. You will enter the data accordingly. Here on question 6.1, we are selecting No to the question, "Is your facility enrolled as a COVID-19 vaccination provider?" If you do select Yes to that first question, then the box for the next question would open and it would not be greyed out, as you see it is here. So, once you've completed the data entry, you will select Save.

You will be redirected here, and the week on the calendar will turn green and you will receive this pop-up message indicating you have successfully saved your record. You will just click on that OK box. You'll just simply repeat the same process the next time you enter your data. Remember, you have to for the purposes of this program, enter data for one self-selected week every month of the reporting quarter.

So, I think, Pam, what we need to do is bring in Audrey from CDC/NHSN and let's cover some questions and answers. Audrey, we get a lot of questions, and I know you guys have gotten a lot as well. Let's just dive right in.

Here's a question that I think everybody asks. The question is: How should facilities report cumulative data for question two? That's question two in the surveillance tool. Audrey?

**Audrey**

**Robnett-Brown:** Well, thank you. What a facility will do is report the total number of individuals at the facility for that week. Then, of those individuals, they will report the number who have ever received a COVID-19 vaccine (at their facility or elsewhere) since it became available in December 2020. What they do not want to do is limit reporting to the individuals who were vaccinated that week; instead, they'll report the cumulative number of individuals vaccinated to date. For example, if a facility had 50 healthcare personnel who received only one dose of Moderna COVID-19 vaccine during the first week of reporting, then, during the second week, five more healthcare personnel received only one dose of the Moderna COVID-19 vaccine. Therefore, the facility should report that 55 individuals received only one dose of the Moderna COVID-19 vaccine by the end of the second week.

**Pam Rutherford:** Thank you, Audrey. Hey, I've got another question here for you. They are coming in left and right. Let's see. What if there are no changes to my data from one week to the next? What would we do then?

**Audrey**

**Robnett-Brown:** Good question. If there's no changes from your data from one week to the next, for example, there are not any changes in the number of individuals and their vaccination status, then they report the same numbers as were previously reported from the week before. Because there could be a new healthcare personnel joining or leaving the facility, vaccination coverage could change week by week even though no new vaccines were given. So, for example, during week one, there were 100 healthcare personnel at the facility, all of whom received a two-dose vaccine series. But, during the second week or week two, five more healthcare personnel joined the facility; however, these healthcare personnel have never received any doses of the COVID-19 vaccine.

**Karen**

**VanBourgondien:** Thank you, Audrey, I appreciate that. So, here's another question: An individual received the first dose of an initial COVID-19 vaccine but had a severe allergic reaction.. As a result, the individual did not receive the second vaccine dose. How should we categorize this individual?

**Audrey**

**Robnett-Brown:** Okay. This individual should be categorized in question three as having a medical contraindication to the COVID-19 vaccine because of their severe allergic reaction after a previous dose of the COVID-19 vaccine.

**Pam Rutherford:** Thank you, Audrey. That was a great answer, but I do have another question for you. That is: How do I categorize an individual who was granted a religious or personal belief exemption to the COVID-19 vaccination according to our facility's policy? How would they handle that?

**Audrey**

**Robnett-Brown:** This is a great question. So, an individual who declines to receive that COVID vaccination for any reason other than medical, any other medical contraindications listed in the Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States, should be categorized as declined to receive the COVID vaccine for question 3.2. This is true even if your facility permits religious or philosophical exemptions for COVID-19 vaccination.

## Outpatient Quality Program Systems and Stakeholder Support Team

**Karen**

**VanBourgondien:** Thank you, Audrey, I appreciate that. Another question: Vendors or sales representatives come into our ASC and may be present during surgeries or other patient care activities. Should we count these vendors in our contract personnel category?

**Audrey**

**Robnett-Brown:** Yes. Vendors providing care, treatment, or services should be included in the other contract personnel category if they work in the facility on a regular (weekly) basis, regardless of clinical responsibility or patient contact.

**Pam Rutherford:** Okay, Audrey. I've got another question: What types of nurses are considered licensed independent practitioners?

**Audrey**

**Robnett-Brown:** So, the advanced practice nurses include nurse practitioners, nurse midwives, clinical nurse specialists, and nurse anesthetists. Now, advanced practice nurses paid through a contract should be reported in the licensed independent practitioner category. However, advanced practice nurses who are employees of the facility should be reported under employees that are the staff on payroll. Please note that travel nurses should be included under the "other contract personnel" if they are not considered an advanced practice nurse or are paid through a contract.

**Karen**

**VanBourgondien:** Thank you, Audrey, I appreciate that. So, let's address the issue with boosters. This person is asking: How are additional and booster doses defined?

**Audrey**

**Robnett-Brown:** So, an additional dose refers to an additional dose of vaccine administered when the immune response following an initial completed vaccine series is likely to be insufficient. So, a booster dose refers to an additional dose of vaccine administered when the initial sufficient immune response to an initial completed vaccine series is likely to have waned over time.

**Pam Rutherford:** Thank you, Audrey. The next question is: Which healthcare personnel are considered eligible to have worked at the healthcare facility?

**Audrey**

**Robnett-Brown:** This is a good question also. So, the healthcare personnel eligible to have worked include those scheduled to work in the facility at least one day every week. That means working any part of a day is considered as working one day. So, you should include healthcare personnel even if they are on temporary leave during the week of data collection. Temporary leave is defined as less than or equal to two weeks in duration. So, if you're on leave that is greater than two weeks, then you should not be included for the week of data collection.

**Karen**

**VanBourgondien:** Okay. An example of that, Audrey, would be if someone was out on maternity leave, typically six weeks, then that person would not be included. Is that correct?

**Audrey**

**Robnett-Brown:** That is correct.

**Karen**

**VanBourgondien:** Okay, perfect. So, here's a little bit different type of question, a great question. We get this a lot. When you add a monthly plan in NHSN, it generates a calendar of four weeks. Do we fill in data for every week?

**Audrey**

**Robnett-Brown:** The answer is no. For the purposes of the ASC Quality Reporting program, you will need to report one self-selected week a month for every month of the quarter. So, just remember, make sure the week you enter data ends in the month you want. The system will put the data submitted under the month the week ends. So, earlier in our example, we looked at a week for December 27, 2021, through January 2, 2022. So, that week of data would be applied to the month of January.

**Pam Rutherford:** Thank you, Audrey. Another question: I am new to the ASC and I do not know if our ASC is enrolled in NHSN. How can I find out?

**Audrey**

**Robnett-Brown:** So, before you do anything, you must find out your facility's enrollment status. What you will do is email NHSN at [NHSN@cdc.gov](mailto:NHSN@cdc.gov) and place Check Enrollment Status in the subject line. In the body of the email, please provide your Facility Name, address, and CCN. If your facility is not enrolled, you will follow the step-by-step process on NHSN and that link will be entered into the chat box. If your ASC is enrolled but you do not have SAMS access or you're going to be a new Facility Administrator, you will need to send an email to NHSN and request a SAMS invite. You will then receive a SAMS invitation and it will say "SAMS No Reply".

**Karen**

**VanBourgondien:** Thank you, Audrey. We did also cover that earlier, so you can also resource the slides and the links. As Audrey said, we'll put these links in the chat box as well. So, here's another common question, Audrey. What do I do if the previous Facility Administrator for NHSN is no longer with our ASC? What should they do?

**Audrey**

**Robnett-Brown:** This is a great question! You will need to change the Facility Administrator electronically on the NHSN site. You can do this on the About NHSN page. We will link that in the chat. You will choose the Change NHSN Facility Admin option. Directly on that page, there will be an electronic form you will fill out.

**Pam Rutherford:** Okay, I've got one more question for you, Audrey. Let's see. I'm the current Facility Administrator for NHSN, and our facility is enrolled. However, I'm hiring a new person to assist in the reporting. How does she get started?

**Audrey**

**Robnett-Brown:** Oooo, all right. What you can do is add that individual as a new user in NHSN. Any person who is added as a new user in NHSN will automatically be invited to SAMS. Once that individual has her access, her SAMS access, she will be able to access NHSN.



**Karen**

**VanBourgondien:** Thank you, Audrey. Pam, I thank you for helping as well. I think that we're about out of time. So, we appreciate you, Audrey, and your team from CDC/NHSN in helping us with this presentation and addressing all the questions both in the chat box and verbally. We really appreciate your time.

**Audrey**

**Robnett-Brown:** Absolutely. Thank you.

**Karen**

**VanBourgondien:** We do have some resources available here for you. We do encourage you to access the NHSN website. With any questions, contact the NHSN help desk. NHSN also has an FAQ document that answers many questions. So, before reaching out to them, take a look at that document and see if it answers your question. We do have the link here, the direct link to that document, here on the slide. They also have a lot of very valuable tools on their training page. Of course, we are always glad to help. Feel free to reach out to us. Our help desk and our phone number for the support team are here on the slide as well.

Don't forget that this presentation as well as all of our webinars are available on [QualityReportingCenter.com](https://QualityReportingCenter.com).

So once again, we would like to thank the CDC and NHSN for assisting us with this event. We really appreciate it.

We hope we have helped you all in understanding the reporting of this new COVID-19 vaccination measure. So, thanks again for joining us. Have a great rest of your day.