Tips for Submitting Healthcare Personnel (HCP) COVID-19 Vaccination Data

Reporting for the Centers for Medicare and Medicaid Services' (CMS) Quality Reporting Programs

This document is intended for facilities submitting COVID-19 vaccination data on HCP through the NHSN Healthcare Personnel Safety (HPS) Component.*

Complete these Steps Prior to the CMS Reporting Deadline:

☐ **Verify Your Facility's CMS Certification Number (CCN)**
An accurate CCN is required for facilities and units participating in the CMS Reporting Program, as this is the ID used to submit HCP COVID-19 vaccination data to CMS on your behalf. Please review the following document for more information on reporting data for units such as inpatient rehabilitation facility (IRF) units and inpatient psychiatric facility (IPF) units: Guidance on Enrollment and Reporting for Physically Separate Facilities/Units* in NHSN (cdc.gov)

To update the CCN, use the Facility Information option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the "Update" button at the bottom of screen. Read more here: Changing a CMS Certification Number within NHSN (cdc.gov). *Please be sure to double- and triple-check the CCN and its corresponding CCN effective date!*

☐ **Activate the Healthcare Personnel Safety (HPS) Component**
Facilities report HCP COVID-19 vaccination summary data through NHSN's HPS Component. This component must be activated by the NHSN Facility Administrator before the facility can report any data.

☐ **Enter and Verify HCP COVID-19 Vaccination Summary Data**
Submit COVID-19 vaccination summary data via the Weekly COVID-19 Vaccination Module for at least one week per month to fulfill CMS reporting requirements. The week-end date determines the month for which a week is included. For example, reporting data for the week of May 27, 2024, through June 2, 2024, is considered as submitting data for a week in June 2024, not May 2024. This is because the week-end date (June 2) is in June.

To enter data:
1. Access the HCP Safety Component homepage in NHSN.
2. When you are in the HCP Safety Component, click on "Vaccination Summary" on the left-hand navigation bar. Next, click on the "COVID-19 Weekly Vaccination Summary" option on the left-hand navigation bar.
3. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.
4. Enter data for your facility and any units, if applicable. Be sure to click "**Save**" at the bottom of the data entry screen. Please note that required fields are indicated by an asterisk. For complete reporting instructions see: COVID-19 Vaccination Staff TOI Dec 2023 (cdc.gov).
5. Once data are saved in NHSN, a "create date" will be auto-populated on the data entry screen. Additionally, the "date last modified" field will display the most recent date that changes were made to the submitted data. Since February 2024, timestamps in the NHSN application have displayed Coordinated Universal Time (UTC). For more information on UTC, please review the following resource: UTC Guidance Document (cdc.gov).

Additional Resources

Instructions on how to run a CMS rate table report for data submitted through the HCP Safety Component are available here: February 2024 - Quick Reference Guide CMS Rate Table (cdc.gov).

More information about the guidance and definitions for reporting weekly HCP COVID-19 vaccination data can be found in the NHSN HCP COVID-19 Vaccination Protocol: Combined Protocol for HCP January 2024 (cdc.gov).

Please note that long-term care facilities report weekly COVID-19 vaccination data on healthcare personnel through the Long-term Care Facility Component and not the Healthcare Personnel Safety Component.