

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

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

Complete these Steps Prior to the CMS reporting Deadline:

1. Verify your Facility's CMS Certification Number (CCN)

An accurate CCN is required for facilities participating in the CMS Reporting Program, as this is the ID that will be used to submit HCP COVID-19 vaccination data to CMS on your behalf. To update the CCN, use the Facility Info 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. *Please be sure to double- and triple-check this number!*

2. Activate the Healthcare Personnel Safety (HPS) Component

Inpatient facilities, dialysis facilities, and ambulatory surgery centers report HCP COVID-19 vaccination summary data through NHSN's HPS Component. This component must be activated before the facility can report any data.

The steps to activate the Healthcare Personnel Safety (HPS) Component are summarized below:

1. The Facility Administrator must [log into SAMS](#). Then, click "NHSN Reporting."
2. From the Home Page, click "Facility" then "Add/Edit Component". Check the box next to Healthcare Personnel Safety.
3. The Facility Administrator must add a HPS Component Primary Contact.
4. The HPS Component Primary Contact must be added as a user in NHSN. Click "Users" on the navigation bar, then click "Add". Complete the mandatory fields: User ID - created by the facility, First Name, Last Name, and E-mail address.

3. Enter and Verify HCP COVID-19 Vaccination Summary Data*

Submit COVID-19 vaccination data via the Weekly COVID-19 Vaccination Module for at least one week per month to fulfill CMS reporting requirements.

To enter data:

1. Based on your facility type, access either the HCP Safety Component or Long-term Care Facility Component homepage in NHSN.
2. Click on "Vaccination Summary" on the left-hand navigation bar.
3. Click on the "COVID-19 Weekly Vaccination Summary" option on the left-hand navigation bar.
4. To report weekly COVID-19 vaccination data, click on the week for which you wish to report data.

- ❖ **Reminder:** The week-end date determines which month a week is included. For example, reporting data for the week of January 31 through February 6 is considered as submitting data for a week in February, not January. This is because the week-end date (February 6) is in February.

5. Enter data and 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: [57.219 Instructions for Completion of the Weekly COVID-19 Vaccination Summary Data Form for Healthcare Personnel \(cdc.gov\)](#)
6. Once data are saved in NHSN, a “create date” will be auto-generated and displayed on the data entry screen. Additionally, the “date modified” field will display the most recent date that updates have been made to the submitted data.

Instructions on how to run a line list report to verify multiple weeks of saved data are available in the [Facility Line Listing: All COVID-19 Vaccination Cumulative Summary Data document](#).

More information about the guidance and definitions for reporting weekly HCP COVID vaccination data can be found in the [NHSN HCP COVID-19 Vaccination Protocol](#).

*Completing a monthly reporting plan for the COVID-19 Vaccination Module in the Healthcare Personnel Safety Component and Long-term Care Facility Components was required to report data prior to June 2022. However, as of June 2022, this plan is no longer required. Instead, upon saving or uploading data, users will agree to the following:

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