

Quick Reference Guide: How to Run CMS Reports on COVID-19 Vaccination Data for Healthcare Personnel (Healthcare Personnel Safety Component)

Introduction

Facilities enrolled in the Healthcare Personnel Safety (HPS) Component of NHSN can run reports to determine if COVID-19 vaccination data were entered for healthcare personnel (HCP). The reports indicate if facilities entered complete COVID-19 vaccination data to fulfill reporting requirements issued by the Centers for Medicare and Medicaid Services (CMS). Facilities and groups can view these reports by month or quarter to preview data that will be submitted to CMS as part of a Quality Reporting Program. The reports allow an NHSN user to view COVID-19 vaccination data for their respective facility. However, CDC submits data to CMS at the CMS Certification Number (CCN)-level, meaning that vaccination data are combined for all facilities that share the same CCN. This guide provides step-by-step instructions for using the “**CMS COVID-19 Vaccination Data**” report.

Example

The example in this guide illustrates how NHSN users from a long-term acute care hospital can verify submissions of COVID-19 vaccination data from January 2025 through December 2025.

Generating Datasets

The first step for performing analysis in NHSN is to generate datasets. This process captures NHSN data for a specific time period and displays it in defined datasets. NHSN users should generate new datasets **each time** they run any analytic reports.

Datasets are user-specific. Therefore, each user in NHSN who analyzes data must generate their own datasets by following these instructions:

1. Using the sidebar on the left-hand side, navigate to **Analysis** and **Generate Data Sets**.
2. On the Reporting Data Sets tab, click **Generate Reporting Data Sets**.
3. Select the time period for which you want to generate by specifying the beginning date and end date for your time period.
4. New reports will be generated, and any previous datasets will be overwritten. A yellow box will be refreshed and will indicate the new data generation date and time.



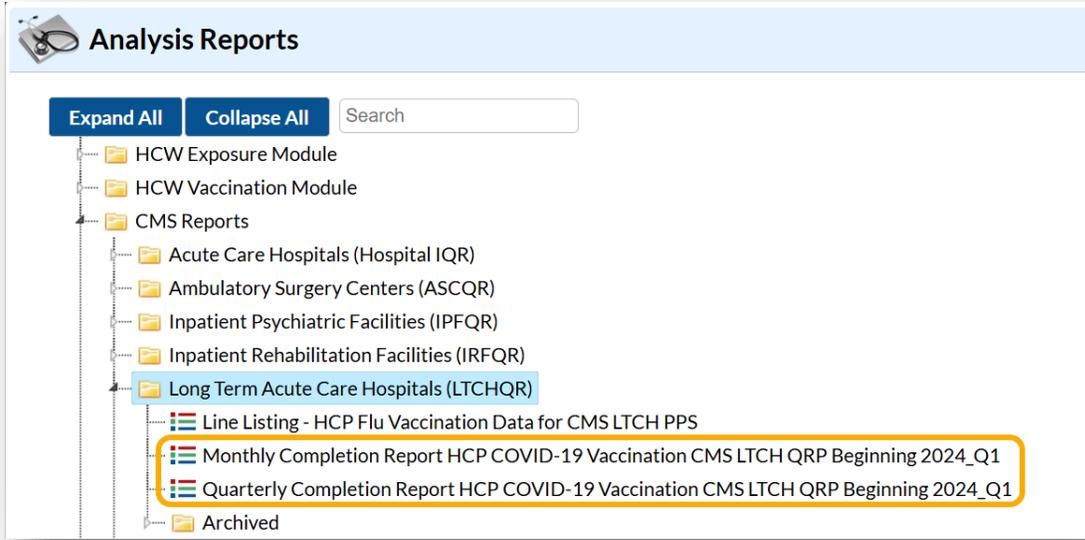
For more detailed instructions on how to generate datasets, please refer to [Generating Data Sets Quick Reference Guide](#).

The screenshot displays the NHSN interface for generating data sets. On the left is a sidebar with the following menu items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, COVID-19, and Vaccination Summary. The main panel is titled 'Generate Data Sets (Healthcare Personnel Safety)' and contains a 'Reporting Data Sets' section. This section features a 'Generate Reporting Data Sets' button, a 'Clear Time Period' button, and a 'Last Generated' status box. The status box indicates the last generation occurred on January 30, 2026, at 9:19 PM UTC, for data beginning on 01/2025 and ending on 12/2025.

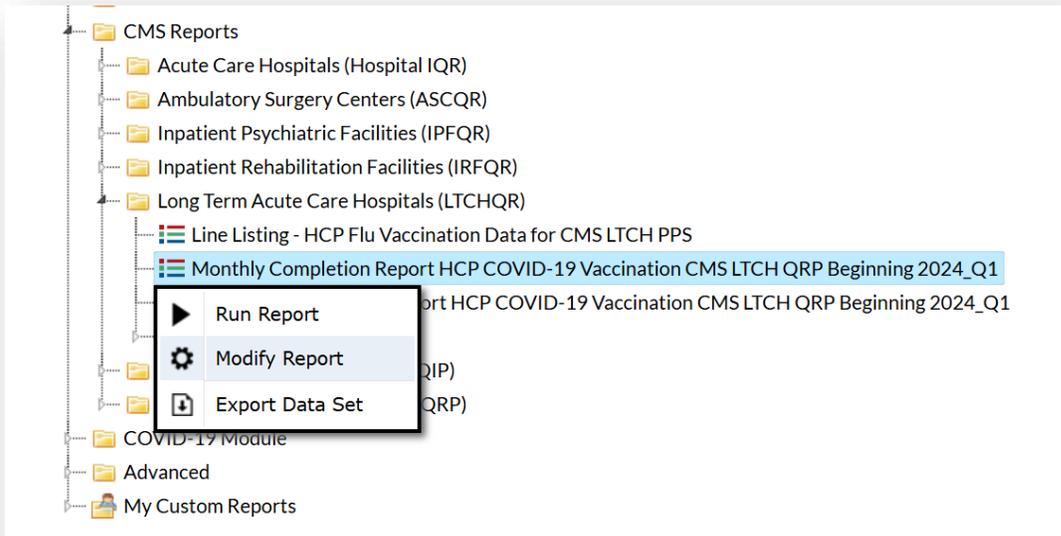
Creating the CMS Line List

Facilities can run a line list once datasets have been generated. A line list is a detailed list of each record entered into NHSN.

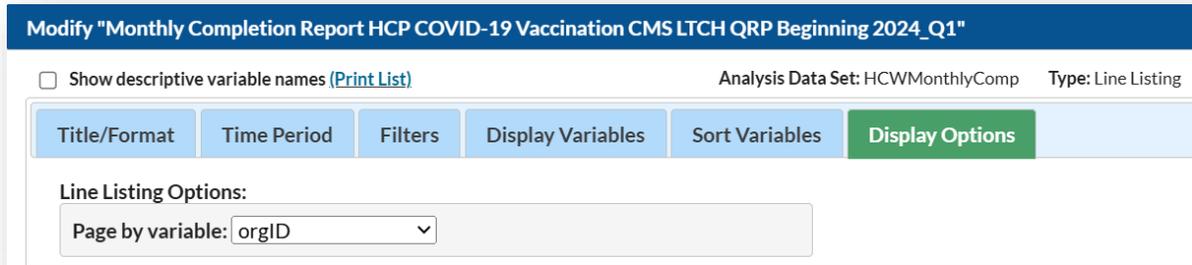
1. Using the sidebar on the left-hand side, navigate to **Analysis and Reports**.
2. On the **Analysis Reports** screen, click the **CMS Reports** folder.
3. Select the **Long Term Acute Care Hospitals (LTCHQR)** subfolder.
4. Click the report you would like to run (Monthly Report or Quarterly Report). In our first example below, we will select **Monthly Completion Report HCP COVID-19 Vaccination CMS LTCH QRP Beginning 2024 Q1**.



5. Right-click the report, and a pop-up box will appear that allows you to **Run Report**, **Modify Report**, or **Export Data Set**. Select **Modify Report** to customize your report.



- 6. Click on the **Display Options** tab and use the drop-down box to select your preferred options, such as viewing data by facility Org ID or Type of Facility.



Modifying the Report

Modify Report allows NHSN users to customize the report. When modifying the report, the modification screen appears and shows multiple tabs, described below.

- Title/Format tab: Update the report title and select the format for display (HTML, PDF, XLS, RTF).
- Time Period tab: View data for certain dates.
- Filters tab: Add other filters.
- Display Variables tab: Select which variables to display in the report.
- Sort Variable tab: Select variables for sorting the line list.

For more detailed information on how to modify a report, please refer to [How to Modify a Report Quick Reference Guide](#).

Final Report

Monthly CMS Line List

After modifying the report, NHSN users can view the output. The first example below is the default output of a monthly report. The **Complete Reporting** column indicates whether at least one week of data were submitted for a particular month. This column helps NHSN users quickly determine if they are missing vaccination data for a certain month. The example below indicates that the NHSN user did not submit data for eleven months of the twelve months in 2024.

Note: This line list is only available from January 2024 onwards.



National Healthcare Safety Network
Monthly Completion Report HCP COVID-19 Vaccination CMS LTCH QRP Beginning 2024_Q1

As of: January 29, 2026 at 9:28 PM UTC
 Date Range: All HCWMONTHLYCOMP
 if (((CMSProgram = "LTCHQRP")))

orgID=17776

orgID	CCN	facType	state	summaryYM	completeReporting
17776	999999	HOSP-LTAC	GA	2024M01	No
17776	999999	HOSP-LTAC	GA	2024M02	No
17776	999999	HOSP-LTAC	GA	2024M03	No
17776	999999	HOSP-LTAC	GA	2024M04	No
17776	999999	HOSP-LTAC	GA	2024M05	No
17776	999999	HOSP-LTAC	GA	2024M06	No
17776	999999	HOSP-LTAC	GA	2024M07	No
17776	999999	HOSP-LTAC	GA	2024M08	No
17776	999999	HOSP-LTAC	GA	2024M09	No
17776	999999	HOSP-LTAC	GA	2024M10	No
17776	999999	HOSP-LTAC	GA	2024M11	No
17776	999999	HOSP-LTAC	GA	2024M12	Yes

The definition of complete reporting is provided in the footnotes at the bottom of the page, as shown in the image below.

1. This report includes COVID-19 data reported to NHSN beginning with Quarter 1 2024
 2. Complete Reporting = Yes indicates at least 1 week of data submitted for the month. The month reported is identified by the reporting week-end date. Complete Reporting = No indicates data not submitted for any weeks in the month.
 3. This output option represents a report for each facility, not each CCN. You can use the Group feature in NHSN to view completion data for all the facilities that share a CCN.
- Sorted by orgID summaryYM CCN
 Data contained in this report were last generated on January 29, 2026 at 9:14 PM UTC UTC to include data beginning January 2025 through November 2025.

Reporting is complete if at least one week of data is submitted for a month. The end-date of the reporting week determines for which month it is included. For example, submitting data for the week of Monday, April 28, 2025, to Sunday, May 4, 2025, would count as week in May (and not April), since the week ends on May 4.

Quarterly CMS Line List

NHSN users can also generate a line list that provides a simplified breakdown of the data by quarter. For example, NHSN users can see that reporting is not complete for any quarter in 2024 and 2025, and they may then view the monthly report to determine which months are missing data.



National Healthcare Safety Network Quarterly Completion Report HCP COVID-19 Vaccination CMS LTCH QRP Beginning 2024_Q1

As of: January 29, 2026 at 9:18 PM UTC
Date Range: All HCWQUARTERLYCOMP
if (((CMSProgram = "LTCHQRP"))

orgID	CCN	facType	state	summaryYQ	completeReporting
17776	999999	HOSP-LTAC	GA	2024Q1	No
17776	999999	HOSP-LTAC	GA	2024Q2	No
17776	999999	HOSP-LTAC	GA	2024Q3	No
17776	999999	HOSP-LTAC	GA	2024Q4	No
17776	999999	HOSP-LTAC	GA	2025Q1	No
17776	999999	HOSP-LTAC	GA	2025Q2	No
17776	999999	HOSP-LTAC	GA	2025Q3	No
17776	999999	HOSP-LTAC	GA	2025Q4	No
17776	999999	HOSP-LTAC	GA	2026Q1	No

***Note:** The data in these examples are fictitious and intended for illustrative purposes only.

