

## **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:*

- 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!*
- 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 before the facility can report any data. Instructions for activating this component can be found in the following training slide set in the Training section located on the Weekly HCP COVID-19 Vaccination NHSN webpage: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html>
- Create a Monthly Reporting Plan**

HCP COVID-19 vaccination summary data will only be sent to CMS for facilities that have completed the HPS Component monthly reporting plan
- 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.
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 populated on the data entry screen. Additionally, the "date modified" field will display the most recent date changes 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 here: <https://www.cdc.gov/nhsn/pdfs/hps/covidvax/hps-how-to-check-create-dates-508.pdf>.

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: <https://www.cdc.gov/nhsn/hps/weekly-covid-vac/#protocol>