Overview of National Health Safety Network (NHSN) Reporting Requirements for Long-Term Care Facilities (LTCFs)

LTCFs are required to report COVID-19 impact and vaccination data to the NHSN as outlined in QSO 20–29 and QSO 21–19. They are also required to report annual Healthcare Personnel (HCP) influenza vaccination summary data through the NHSN Healthcare Personnel Safety (HPS) Component.

Note: If you rely on the California Department of Public Health to complete your NHSN reporting, please make sure to verify your data has been uploaded in NHSN before the Sunday deadline each week.

COVID-19 Data

The reporting week in NHSN for COVID-19 data is Monday through Sunday. **Data must be submitted into NHSN once every week before Sunday at 11:59 p.m. EST to avoid civil monetary penalties and being cited for F-884.**

The following areas in NHSN need to be reported each week

1. The COVID-19 Pathway Data needs to be completed once a week, every week, before Sunday at 11:59 p.m. EST. Only new data should be reported representing the time since the last report date. For example, how many resident or staff positive COVID-19 cases occurred since you last reported your data.

    You can find the COVID-19 Pathway Data Reporting in NHSN here:


   The instructions for data collection can be found here: https://www.cdc.gov/nhsn/ltc/covid19/index.html

2. The COVID-19 Vaccination Data needs to be completed once a week, every week, before Sunday at 11:59 p.m. EST. Cumulative data should be reported every week for all residents and staff that were in your facility for the week of data collection. For example, in the past week, how many residents or staff in your building have ever received the COVID-19 vaccine?

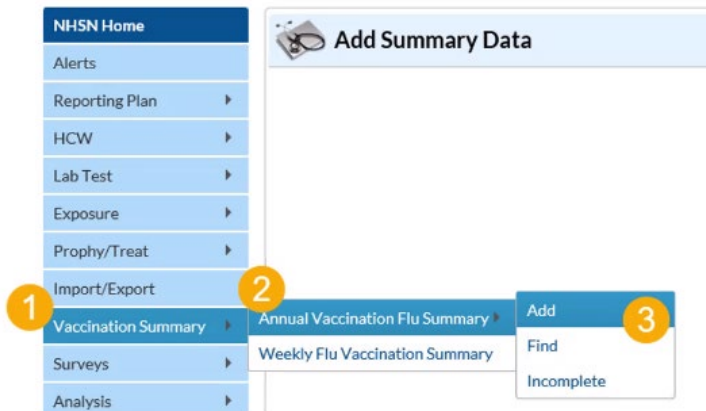   You can find the COVID-19 Vaccine Data Reporting in NHSN here:

   The instructions for data collection can be found here: https://www.cdc.gov/nhsn/ltc/weekly-covid-vac/index.html
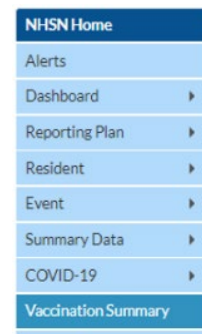
Influenza Data

Centers for Disease Control and Prevention (CDC)/NHSN encourages that HCP influenza vaccination summary data be updated on a monthly basis. However, to meet the minimum data requirements for NHSN participation, **CMS only requires one influenza vaccination summary report to be submitted at the conclusion of the measure reporting period (Oct. 1–Mar. 31)**. Data must be entered in the NHSN HPS Component by May 15 of each year.

You can find the Annual Influenza Data Reporting in NHSN here:

The instructions for data collection can be found here: https://www.cdc.gov/nhsn/forms/instr/57-214-hcp-flu-vac-summary-form-toi-508.pdf

**How to Activate the HPS Component in NHSN (This Only Needs to Be Completed Once)**

The NHSN facility administrator is the only eligible personnel to activate the HPS Component for Quality Reporting Program (QRP) reporting. If your facility does not have access to NHSN, designate one staff member to complete the NHSN Facility Administrator Change Request Form.

*The NHSN facility administrator does not need to be the nursing home administrator.

- https://www.cdc.gov/nhsn/facadmin/index.html

To activate the HPS Component:

1. On the left-hand panel, select facility, then add/edit component.
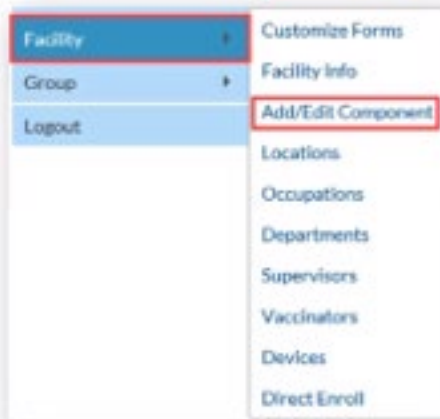
2. Check the box next to Healthcare Personnel Safety.

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
☐	Biovigilance				
☐	Dialysis				
☑	Healthcare Personnel Safety	09/30/2022		Y	View Agreement
☑	Long Term Care Facility	05/08/2020		Y	View Agreement
☐	Neonatal				
☐	Outpatient Procedure				
☐	Patient Safety				

3. An alert will appear stating that you need to assign a primary contact. HSAG recommends assigning yourself as the HPS Primary Contact. There should be an option for existing user at the top of the contact information. Once you save the contact information, click on update at the bottom of the screen. **Important:** The box next to "Healthcare Personnel Safety" must be checked after updating the contact. **If not, check it again and then click on update.**

Contact Information

	Contact Type
Edit	Facility Administrator
Edit	Long Term Care Facility Primary Contact
Edit	Healthcare Personnel Primary Contact

4. Click on NHSN home.

NHSN Home
Dashboard
Reporting Plan ▸
Event ▸
Summary Data ▸
COVID-19 ▸
Vaccination Summary
Surveys ▸

5. On the landing page, use the dropdown under 'Select component' and choose Healthcare Personnel Safety. Make sure your facility is selected, then click on submit.

6. Accept the Terms of Use Agreement. Tip: Scroll down and to the right to check the box to accept.

For additional support email NHSN at NHSN@cdc.gov or Simi Williams at swilliams1@hsag.com.