

Healthcare Personnel Safety Component (HPS): Track infections and prevention process measures, systematically, to identify problems, improve care, and determine progress toward national healthcare-associated infection goals.

CMS reporting requirements for Healthcare Personnel

Title	Link	Reporting Frequency
COVID-19 Vaccination Module	HPS Weekly HCP COVID-19 Vaccination NHSN CDC	Report at least one week per month to fulfill CMS reporting requirements. Facilities can select any week within the month to report data. Facilities may choose to report these data weekly.
Influenza Vaccination summary	HCP Flu Vaccination HPS NHSN CDC	Report once each season: Annually

Additional Resources

Steps	Directions	Details
Step 1	New facilities will first need to enroll in NHSN	An overview of how to enroll facilities can be found at the following site: https://www.cdc.gov/nhsn/ltc/enroll.html . If your facility is already enrolled in NHSN, then you can proceed to follow instructions on how to obtain SAMS level 3 access.
Step 2	Obtain SAMS Level 3 Access	To see if you already have level 3 access, review your interface and check if your interface says “National Healthcare Safety Network System” with NHSN reporting and enrollment options. Facilities that already have Level 1 access must upgrade to Level 3. If you need to upgrade to Level 3, all users and the NHSN facility administrator (FA) must complete an identity proofing process for security purposes.
Step 3	Validate Identity	Option 1: Using a secure interface, the individual will provide Experian their Social Security Number (SSN) and Date of Birth (DOB). Option 2: Document Review: The individual will be required to complete a form included at the bottom of the identity verification instructions e-mail. It will need to be reviewed by a trusted third party or notary

Steps	Directions	Details
Step 4	Authenticate Level 3 access	After SAMS confirms their identity, the individual will either authenticate their Level 3 access via a soft token or a SAMS grid card that will be delivered to their residential/home address by U.S. mail.
Step 5	Activate the HPS Component	A NHSN Facility administrator must add/activate the component. (If it is a new FA complete the NHSN Facility Administrator Change Request Form: https://www.cdc.gov/nhsn/facadmin/index.html .)
Step 6	Add the component	Log in to SAMS using the NHSN Reporting option, navigate to “Facility” and then “Add/Edit Component” on the left-hand navigation bar. Next, check the box next to HPS Component.
Step 7	Add primary contact for component	Scroll to “Components Followed” and check the box next to Healthcare Personnel Safety. An alert will pop-up to define the primary contact for this component. Select “OK” and enter the contact information on the next page for your HPS Component primary contact. Click Submit.
Step 8	Accept agreement	The FA must return to the NHSN homepage and log into the HPS Component to accept the agreement to participate and consent. Once accepted it’s ready for data submissions.
NHSN Administrator Training Videos		NHSN Administrator Training NHSN (cdc.gov)