

Quick Reference Guide: How to Run CMS Reports on COVID-19 Vaccination Data for Healthcare Personnel (Long-term Care Facilities)

Introduction

Long-term care facilities (LTCFs) 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 that enter data into the NHSN LTCF Component 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 LTCF can verify submissions of COVID-19 vaccination data for the years 2024 and 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 always generate 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 > Generate Data sets.
2. On the Reporting Data Sets tab, click **Generate Reporting Data Sets**.
3. 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.



NHSN - National Healthcare Safety Network

NHSN Home

Alerts

Dashboard

Reporting Plan

Resident

Staff

Event

Summary Data

Respiratory Pathogens and Vaccination

RPV Summary

Import/Export

Generate Data Sets (Long Term Care Facility)

 Reporting Data Sets

 Datasets will be generated to include all data from enrollment forward

Generate Reporting Data Sets

Last Generated: [\(UTC\)](#)
August 5, 2025 5:01 PM
to include all data

[Clear data sets and processing](#)

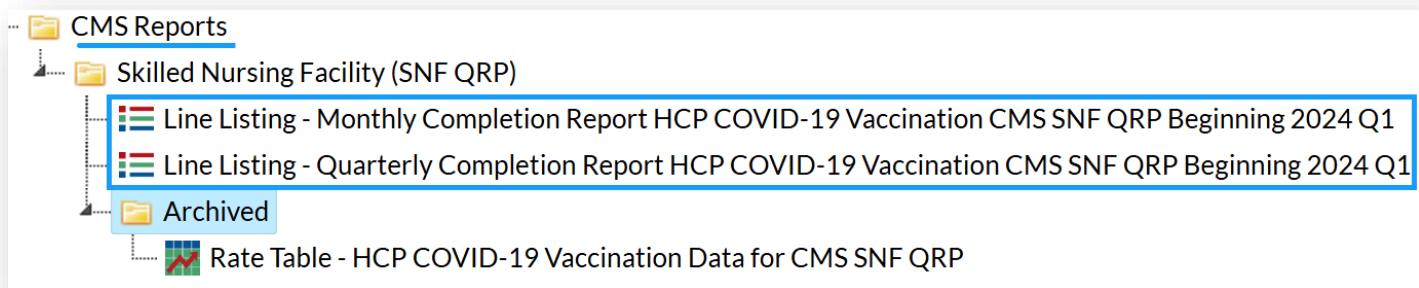
For more detailed instructions on how to generate datasets, please refer to [Generating Data Sets Quick Reference Guide.](#)



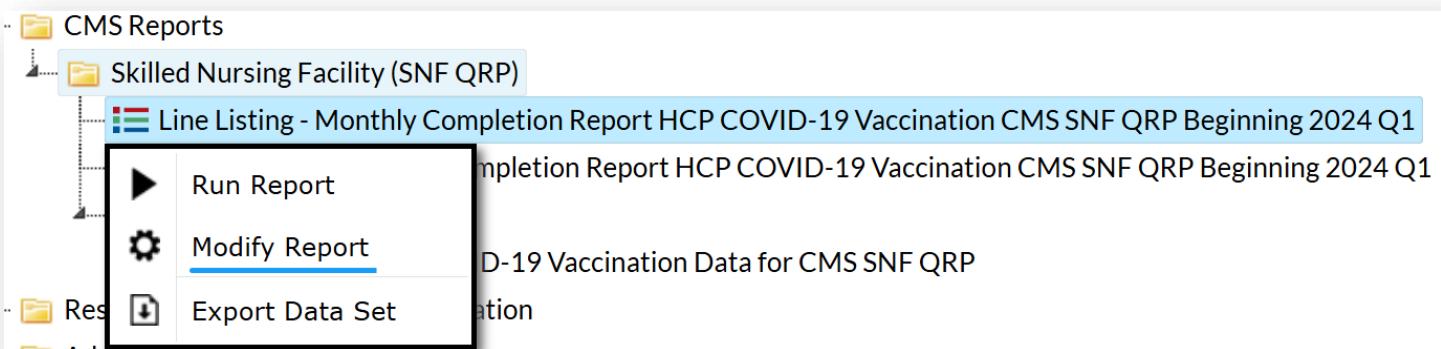
Creating the CMS Line List

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

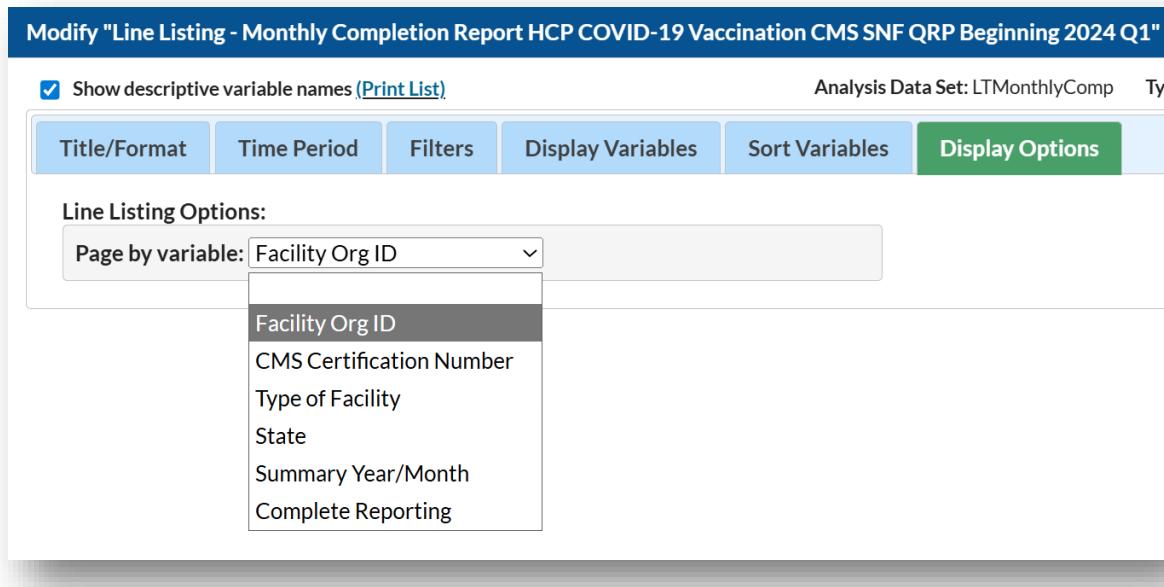
1. Using the sidebar on the left-hand side, navigate to Analysis > Reports.
2. On the “Analysis Reports” screen, click the “CMS Reports” folder.
3. Select the “Skilled Nursing Facility (SNF QRP)” subfolder.
4. Click the report you would like to run (Monthly Report or Quarterly Report). In our first example below, we will select “Line Listing – Monthly Completion Report HCP COVID-19 Vaccination CMS SNF 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.



Modify "Line Listing - Monthly Completion Report HCP COVID-19 Vaccination CMS SNF QRP Beginning 2024 Q1"

Show descriptive variable names ([Print List](#))

Analysis Data Set: LTMonthlyComp

Display Options

Line Listing Options:

Page by variable: Facility Org ID

- Facility Org ID
- CMS Certification Number
- Type of Facility
- State
- Summary Year/Month
- Complete Reporting

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 three months in 2025. Please note that this line list is only available from January 2024 onwards.

The definition of complete reporting is provided in the footnotes at the bottom of the page, as shown in the image below. Reporting is complete if at least one week of data is submitted for a month. The end-date of the reporting week



January 2026

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.

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Line Listing for Monthly Completion Report HCP COVID-19 Vaccination CMS SNF QRP Beginning 2024_Q1

As of: August 5, 2025 at 5:07 PM UTC

Date Range: All LTMONTHLYCOMP

Facility Org ID= [REDACTED]

Facility Org ID	CMS Certification Number	Type of Facility	State	Summary Year/Month	Complete Reporting
		LTC-SKILLNURS	GA	2024M01	Yes
		LTC-SKILLNURS	GA	2024M02	Yes
		LTC-SKILLNURS	GA	2024M03	Yes
		LTC-SKILLNURS	GA	2024M04	Yes
		LTC-SKILLNURS	GA	2024M05	Yes
		LTC-SKILLNURS	GA	2024M06	Yes
		LTC-SKILLNURS	GA	2024M07	Yes
		LTC-SKILLNURS	GA	2024M08	Yes
		LTC-SKILLNURS	GA	2024M09	Yes
		LTC-SKILLNURS	GA	2024M10	Yes
		LTC-SKILLNURS	GA	2024M11	Yes
		LTC-SKILLNURS	GA	2024M12	Yes
		LTC-SKILLNURS	GA	2025M01	Yes
		LTC-SKILLNURS	GA	2025M02	Yes
		LTC-SKILLNURS	GA	2025M03	Yes
		LTC-SKILLNURS	GA	2025M04	No
		LTC-SKILLNURS	GA	2025M05	Yes
		LTC-SKILLNURS	GA	2025M06	No
		LTC-SKILLNURS	GA	2025M07	Yes
		LTC-SKILLNURS	GA	2025M08	No

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 August 5, 2025 at 5:00 PM UTC UTC to include all data.



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 Q2 and Q3 of 2025, and they may then view the monthly report to determine which months are missing data.

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Line Listing for Quarterly Completion Report HCP COVID-19 Vaccination CMS SNF QRP Beginning 2024_Q1

As of: August 5, 2025 at 5:08 PM UTC
Date Range: All LTQUARTERLYCOMP

Facility Org ID= REDACTED

Facility Org ID	CMS Certification Number	Type of Facility	State	Summary Yr/Qtr	Complete Reporting
	LTC-SKILLNURS	GA		2024Q1	Yes
	LTC-SKILLNURS	GA		2024Q2	Yes
	LTC-SKILLNURS	GA		2024Q3	Yes
	LTC-SKILLNURS	GA		2024Q4	Yes
	LTC-SKILLNURS	GA		2025Q1	Yes
	LTC-SKILLNURS	GA		2025Q2	No
	LTC-SKILLNURS	GA		2025Q3	No

1. This report includes COVID-19 vaccination data reported to NHSN beginning with Quarter 1 2024.
2. Complete Reporting = Yes indicates that data for the orgid associated with this CCN was reported for every month within a quarter. The month reported is identified by the reporting week-end date. Complete Reporting = No indicates that data was not reported for one or more months in the quarter. Consult the operational guidance for more information: Operational Guidance COVID-19 Vaccination Reporting Rule (cdc.gov).
3. This table 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 summaryYQ CCN

Data contained in this report were last generated on August 5, 2025 at 5:00 PM UTC to include all data.

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

