



# Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module  
Influenza Vaccination Summary

Long-Term Acute Care Facilities

October 2022

# Objectives

- Provide an overview of the National Healthcare Safety Network (NHSN) and the Healthcare Personnel (HCP) Vaccination Module
- Review how to get started in the Healthcare Personnel Safety (HPS) Component
- Describe reporting requirements for the HCP Influenza Vaccination Summary
- Review entering data for the HCP Influenza Vaccination Summary
- Outline data analysis features
- Review data verification in NHSN

# Overview of NHSN

# Purposes of NHSN

- NHSN is a secure, Internet-based surveillance system managed by the CDC's Division of Healthcare Quality Promotion (DHQP) that is used to:
  - Collect data from a sample of healthcare facilities to permit valid estimations of the:
    - Magnitude of adverse events
    - Adherence to practices to prevent adverse events
  - Analyze and report collected data to permit recognition of trends
  - Provide facilities with data that can be used for inter-facility comparisons and local quality improvement activities

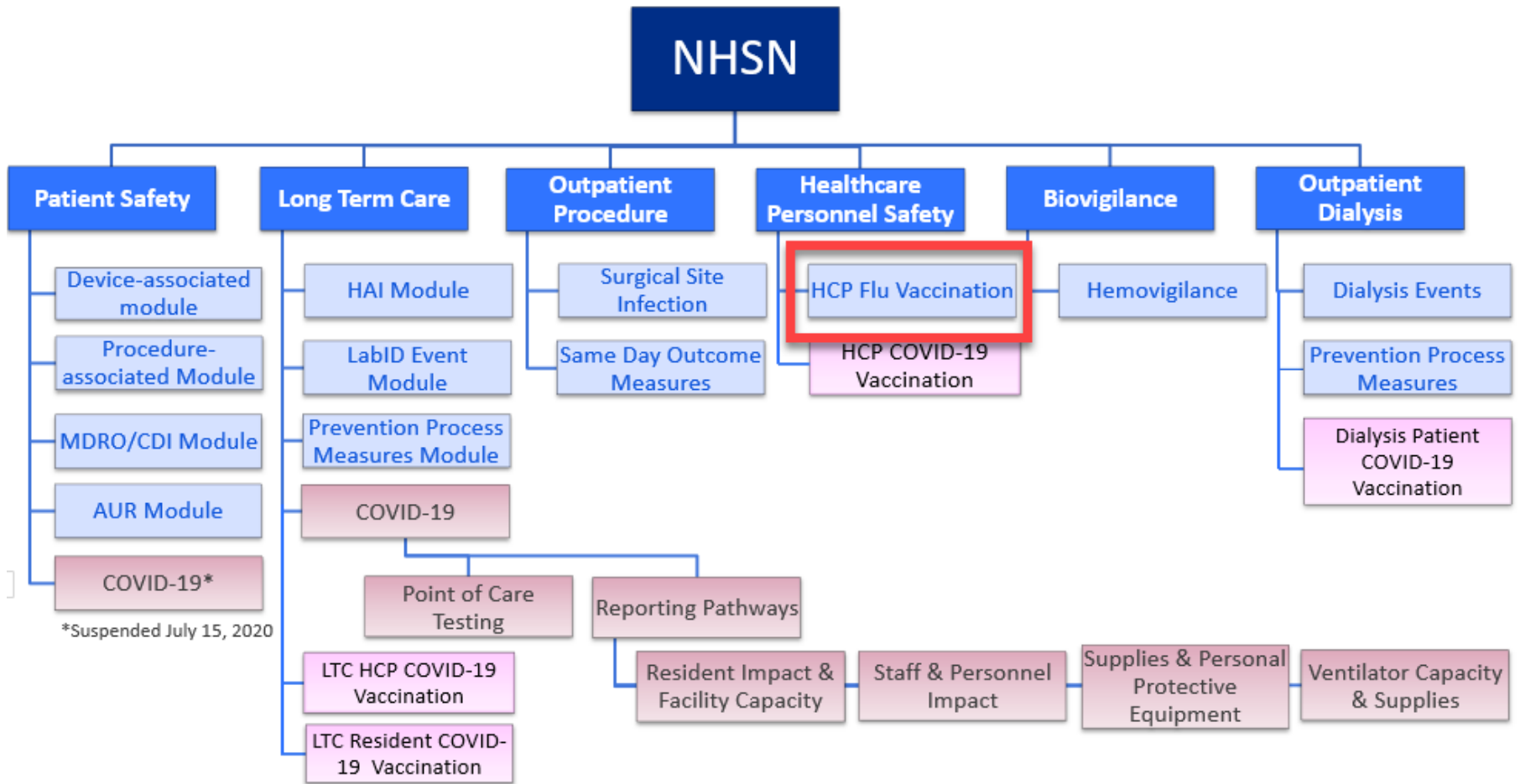
## Purposes of NHSN (cont.)

- Enable healthcare facilities to report healthcare-associated infections (HAI) and prevention practice adherence data via NHSN to the U.S. Centers for Medicare and Medicaid Services (CMS) in fulfillment of CMS's quality measurement reporting requirements for those data
- A comprehensive list of purposes can be found on the website: <http://www.cdc.gov/nhsn/>

# Assurance of Confidentiality

- “The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Section 304, 306, and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).”

# NHSN Structure



# Healthcare Personnel Safety Component

- The HPS Component consists of two modules:
  - **Healthcare Personnel (HCP) Exposure Module**
    - Blood/Body Fluid Exposure Only
    - Blood/Body Fluid Exposure with Exposure Management
    - Influenza Exposure Management
  - **HCP Vaccination Module**
    - Influenza Vaccination Summary
    - COVID-19 Vaccination Summary
- The Influenza Vaccination Summary within the HCP Vaccination Module is designed to assist staff in healthcare facilities to monitor influenza vaccination percentages among HCP



# **Overview of the HCP Influenza Vaccination Summary**

# HCP Influenza Vaccination Summary

- The HCP Vaccination Module allows NHSN users to report HCP influenza vaccination summary data
- HCP influenza vaccination summary data is designed to ensure that reported HCP influenza vaccination coverage is:
  - Consistent over time within a single healthcare facility
  - Comparable across facilities
- Improvements in tracking and reporting HCP vaccination status may allow for identification and targeting of unvaccinated HCP

# HCP Influenza Vaccination Summary

## (cont.)

- Data are collected on denominator and numerator categories
  - Denominator categories:
    - HCP must be physically present in the facility for at least 1 working day between October 1 through March 31
    - Includes both full-time and part-time HCP
      - Employee HCP
      - Non-employee HCP: Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
      - Non-employee HCP: Adult students/trainees and volunteers
  - Numerator categories:
    - Influenza vaccinations, medical contraindications, declinations, and unknown status
- Facilities are required to report all numerator categories for the three denominator categories

# Getting Started in the HPS Component

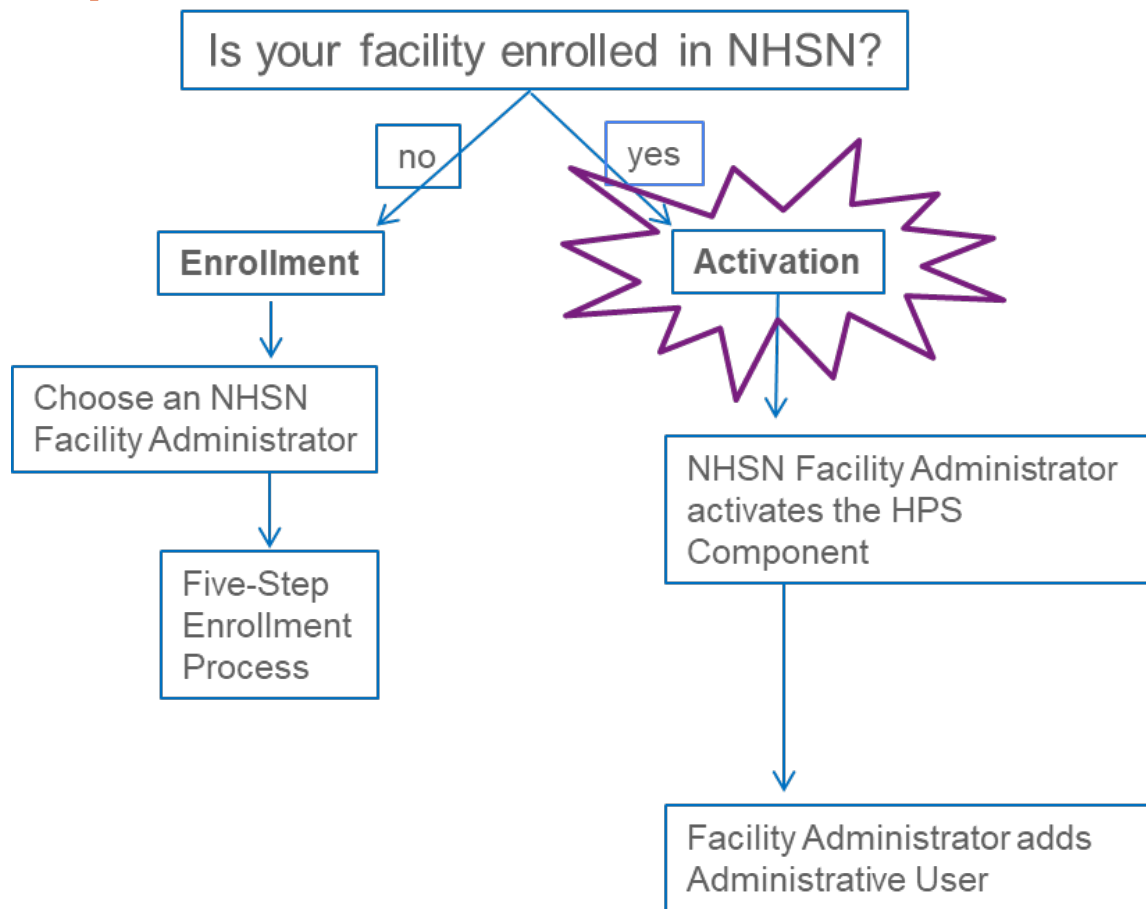
# Key Roles in NHSN

- Facility Administrator
  - The person enrolling the facility in NHSN
  - Only person who can activate additional components for a facility
  - Has add/edit/delete rights to facility data, users, and users' access
  - Has authority to nominate/join groups for data sharing
  - Only person who can re-assign the role of Facility Administrator to another user
  - There is only one Facility Administrator per facility
- Users
  - Rights are determined by Facility Administrator: view data, data entry, and data analysis
  - May be given administrative rights

# Getting Started in the HPS Component

- Enrolling in NHSN
  - Facilities that are currently not participating in NHSN and wish to participate must enroll their facility in NHSN
    - Please visit <http://www.cdc.gov/nhsn/enrollment/index.html> for more information regarding the enrollment process
  - Enrollment usually takes at least 4-6 weeks
  - During the enrollment process, facilities may choose to participate in any of the NHSN components
  
- Activating the HPS Component
  - Facilities that are already enrolled in NHSN and wish to participate in the HPS Component must activate the component within NHSN

# Getting Started in the HPS Component (cont.)



- Are you unsure of your facility's status with NHSN?
  - E-mail [nhsn@cdc.gov](mailto:nhsn@cdc.gov)



# Activating the HPS Component

- Facility Administrator logs into SAMS:  
<https://nhsn2.cdc.gov/nhsn/>
  - Click “NHSN Reporting”
- From the Home Page, click “Facility” then “Add/Edit Component”
  - Check box next to Healthcare Personnel Safety
- Facility Administrator adds HPS Component Primary Contact
  - Enter name, phone, e-mail, and address for person to be contacted if CDC/NHSN has updates or questions about the HPS Component



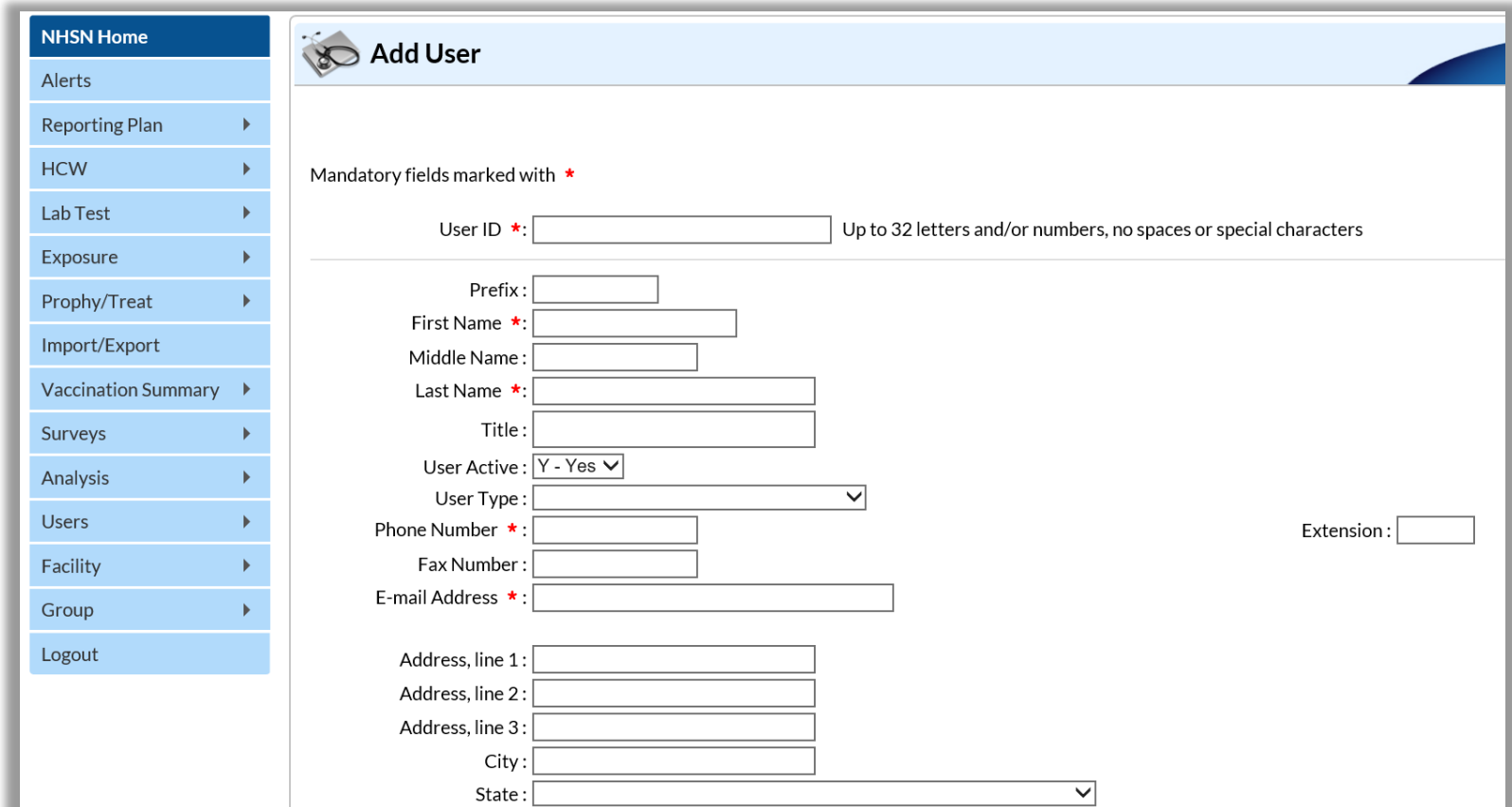


# Activating the HPS Component (cont.)

- Facility Administrator adds HPS Component Primary Contact as a user within the NHSN facility
  - Click “Users” on the navigation bar, then click “Add”
  - Complete “Add User” screen mandatory fields
    - User ID – created by the facility
    - First Name
    - Last Name
    - E-mail Address – Must be an active/correct address for the user
  
- Other users are added by the Facility Administrator or new HPS Component Primary Contact

# Adding a NHSN User

- Recommend at least 2 NHSN users
- To add: click “Users > Add”
- Complete required fields



**NHSN Home**

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export
- Vaccination Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

## Add User

Mandatory fields marked with \*

User ID \* :  Up to 32 letters and/or numbers, no spaces or special characters

Prefix :

First Name \* :

Middle Name :

Last Name \* :

Title :

User Active : Y - Yes ▼

User Type :

Phone Number \* :  Extension :

Fax Number :

E-mail Address \* :

Address, line 1 :

Address, line 2 :

Address, line 3 :

City :

State :

# User Rights

- After saving the new user information, the “Edit User Rights” screen will appear
- Please be sure to confer the proper rights to users
- CDC recommends that at least two users at each facility have rights to add and analyze data

- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export
- Vaccination Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

User ID: **MCLTEST (ID 597654)**

Facility List: Fac: DHQP Memorial Hospital

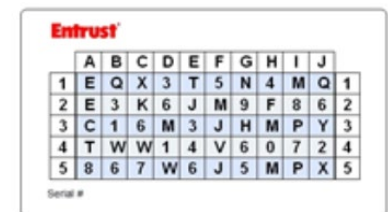
Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care Facility	Dialysis	Outpatient Procedure	
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Visitor - Add, Edit, Delete				<input type="checkbox"/>			
Staff/Visitor - View				<input type="checkbox"/>			
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Advanced</span>

Effective Rights
Save
Back

# New Users to NHSN

- Receive a “Welcome to NHSN” e-mail
- Receive e-mails to register and create a SAMS account
  - Follow instructions carefully
- Complete and submit identity verification documents to SAMS
  - Don’t delay beginning the process
- Access NHSN using SAMS credentials

SAMS Grid Card  
Credentials



# New Users to NHSN (cont.)

- New user onboarding takes at least 2-3 weeks
  - New users should begin this process well in advance of the reporting deadline
- Log into NHSN at least once per year to maintain active SAMS credentials
- A user with a SAMS card can enter data for multiple facilities as long as they are a registered user at each facility
- Information about the SAMS process can be found at:  
<http://www.cdc.gov/nhsn/sams/about-sams.html>

# Change in NHSN Facility Administrator

- NHSN Facility Administrator should transfer role to another user prior to leaving the facility!
- NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility
  - Do not re-enroll the facility in NHSN
- Complete NHSN Facility Administrator Change Request form online
  - <https://www.cdc.gov/nhsn/facadmin/index.html>
- After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process

# **Reporting Requirements for the HCP Influenza Vaccination Summary**

# HCP Influenza Vaccination Summary Protocol

- The protocol is a facility's guide to collecting and reporting Influenza Vaccination Summary data for the HCP Vaccination Module:


[https://www.cdc.gov/nhsn/pdfs/hps-manual/hps\\_manual-exp-plus-flu-portfolio.pdf](https://www.cdc.gov/nhsn/pdfs/hps-manual/hps_manual-exp-plus-flu-portfolio.pdf)

- It outlines reporting requirements and specifications
  - Data collection forms
  - Denominator categories and notes
  - Numerator categories and notes
  - Data sources
  - Methodology
  - Calculations for data analyses in NHSN
  - Table of instructions
  - Key terms



# Denominator Categories

- Employee HCP: Staff on facility payroll
- Non-Employee HCP: Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
- Non-Employee HCP: Adult students/trainees and volunteers
- HCP must be physically present in the facility for at least 1 working day between October 1 through March 31

 **Healthcare Personnel Influenza Vaccination Summary**

Page 1 of 2  
 \*required for saving, ^conditionally required for saving

Record the number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

*Facility ID#:		^Location:			
*Vaccination type: Influenza	*Influenza subtype <sup>a</sup> : <input type="checkbox"/> Seasonal	*Influenza Season <sup>b</sup> :	Date Last Modified: __/__/__		
		<b>Employee HCP</b>	<b>Non-Employee HCP</b>		
		*Employees (staff on facility payroll)	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	*Adult students/trainees & volunteers	Other Contract Personnel

# Denominator Categories: Employee HCP

- Employees (staff on facility payroll) **[Required]**
  - Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact

# Denominator Categories: Non-Employee HCP: Licensed Independent Practitioners

- Licensed Independent Practitioners **[Required]**
  - Defined as physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.

# Denominator Categories: Non-Employee HCP: Adult Students/Trainees and Volunteers

- Adult students/trainees and volunteers **[Required]**
  - Defined as adult students/trainees and volunteers: medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact

# Denominator Categories: Non-Employee HCP: Other Contract Personnel

- Other contract personnel [Optional]
  - Defined as persons providing care, treatment, or services at the facility through a contract
  - There are several types of personnel who provide direct care and non-direct services. Examples include:
    - Dialysis technicians
    - Occupational therapists
    - Admitting staff
    - Pharmacists
  - Refer to Appendix A of the HCP Influenza Vaccination Summary Protocol for suggested list of contract personnel:  
<http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf>

# Denominator Categories: Non-Employee HCP: Other Contract Personnel (cont.)

- Include vendors in data reporting for other contract personnel
  - Previously, NHSN instructed facilities not to include vendors as healthcare personnel
    - Updated vaccination reporting guidance to include vendors after receiving stakeholder feedback
  - Vendors providing care, treatment, or services should be included in the other contract personnel category if they physically work in the facility for at least one day during the reporting period (October 1 through March 31)

# Numerator Categories

- The numerator includes HCP who received an influenza vaccination during the time from when the vaccine became available (e.g., August or September) through March 31 of the following year
- Influenza vaccinations
  - Received at this facility or elsewhere
- Medical contraindications
- Declinations
- Unknown status

	Employee HCP	
	*Employees (staff on facility payroll)	*Licensed independent practitioners, advanced practice nurses, physician assistants
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31		
2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season		
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season		
4. Number of HCP who have a medical contraindication to the influenza vaccine		
5. Number of HCP who declined to receive the influenza vaccine		
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)		

# Numerator Categories (cont.)

- HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
  
- HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
  - Acceptable forms of documentation include:
    - A signed statement or form, or an electronic form or e-mail from a healthcare worker (HCW) indicating when and where he/she received the influenza vaccine
    - A note, receipt, vaccination card, etc. from the outside vaccinating entity stating that the HCW received the influenza vaccine at that location
  - Verbal statements are not acceptable



# Numerator Categories

- HCP who have a medical contraindication to the influenza vaccine
  - For this module, for inactivated influenza vaccine (IIV), accepted contraindications include:
    - (1) severe allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or to a vaccine component, including egg protein; or
    - (2) history of Guillain-Barré Syndrome within 6 weeks after a previous influenza vaccination.
  - HCP who have a medical contraindication to live attenuated influenza vaccine (LAIV) other than the medical contraindications listed above, should be offered IIV by their facility, if available
  - Documentation is not required for reporting a medical contraindication (verbal statements are acceptable)

# Numerator Categories (continued)

- HCP who declined to receive the influenza vaccine
  - Documentation is not required for reporting declinations (verbal statements are acceptable)
- HCP with unknown vaccination status (or criteria not met for above-mentioned categories)

# Notes on Reporting Requirements

- Facilities are only required to report data once at the conclusion of reporting period (October 1 through March 31)
- HCP who are physically present in the facility for at least 1 working day between October 1 through March 31 are included in the denominator
- HCP in the denominator population who received an influenza vaccination during the time from when the vaccine became available (e.g., August) through March 31 of the following year are included in that category numerator

# Notes on Reporting Requirements (cont.)

- The denominator categories are mutually exclusive. The numerator data are to be reported separately for each of the denominator categories.
- The numerator data are mutually exclusive. The sum of the numerator categories should be equal to the denominator for each HCP group.

# **Entering Data for the HCP Influenza Vaccination Summary**

# Required and Optional Reporting Forms

- After enrolling in NHSN and/or activating the HPS Component and adding users:
  - Complete Required Form
    - HCP Influenza Vaccination Summary Form
  
  - Complete Optional Form
    - Seasonal Survey on Influenza Vaccination Programs for HCP


# Log into SAMS

- You can access the activity home page by clicking <https://nhsn2.cdc.gov/nhsn/>
- Enter your SAMS username and password
- Enter SAMS grid card numbers

### Login Options

Choose one of the two login options.

#### SAMS Grid Card Credentials



SAMS Username:

SAMS Password:


**Login**

[Forgot SAMS Password?](#)

For users who have been issued a SAMS Grid Card.

OR

#### HHS PIV Card



Insert your PIV card in your smart card reader before you try to login.

**Login**

For users who are CDC staff and have been issued a PIV card.

- For assistance with SAMS, contact the SAMS Help Desk at 1-877-681-2901 or [samshelp@cdc.gov](mailto:samshelp@cdc.gov)

# NHSN Landing Page

- Select the HCP Safety Component



Welcome to the NHSN Landing Page

 **idt6@cdc.gov**

Select component:  
**Healthcare Personnel Safety** ▼

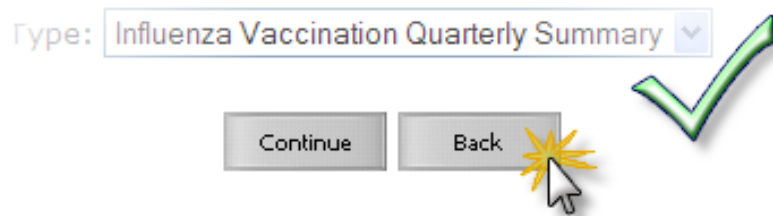
Select facility/group:  
 ▼

**Submit**

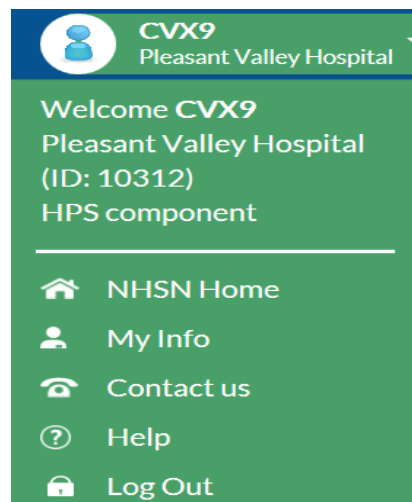


# Navigating NHSN

- Use NHSN buttons to navigate (do not use Web browser buttons)

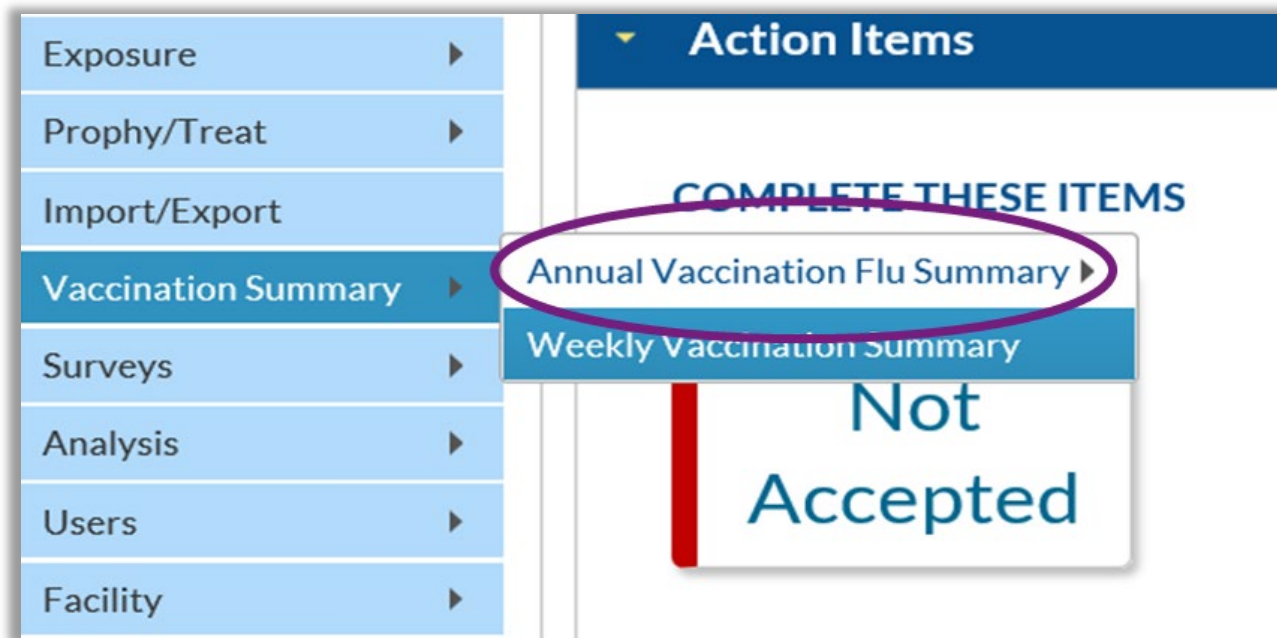


- View facility name, user, and component in use at the top of the screen



# HPS Component Home Page

- Select 'Vaccination Summary' and 'Annual Flu Vaccination Summary' on the left-hand navigation bar



# Monthly Reporting Plan

- The monthly reporting plan (MRP) is no longer required to complete prior to entering annual healthcare personnel influenza vaccination data beginning with the 2022-2023 influenza season
- Upon saving or uploading data, users will agree to the following:
  - The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
  - The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

# HCP Influenza Vaccination Summary Form

- Collects summary influenza vaccination counts among HCP
- HCP influenza summary reporting in NHSN consists of a single data entry screen per influenza season
- Each time a user enters updated data for a particular influenza season:
  - All previously entered data for that season will be overwritten
  - A new modified date will be auto-filled by the system

# HCP Influenza Vaccination Summary Form

- NHSN data entry screen mirrors the HCP Influenza Vaccination Summary Form
  - Denominator (Question 1)
  - Numerator (Questions 2-6)

	*Employees (staff on facility payroll)	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	*Adult students/ trainees & volunteers	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31				
2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season				
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season				
4. Number of HCP who have a medical contraindication to the influenza vaccine				
5. Number of HCP who declined to receive the influenza vaccine				
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)				

# Table of Instructions

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Vaccination Type	<i>Required.</i> Influenza is the default and only current choice.
Influenza Subtype	<i>Required.</i> Seasonal is the default and only current choice.
Influenza Season	<i>Required.</i> Select the influenza season years for which data were collected (e.g., 2012/2013).
Date Last Modified	The Date Last Modified will be auto-entered and will indicate the date that these data were last changed by a user.
Employee HCP (staff on facility payroll)	<i>Required.</i> Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
Non-Employee HCP: Licensed independent	<i>Required.</i> Defined as physicians (MD, DO); advanced practice nurses; and physician

- The Table of Instructions outlines the instructions and definitions for each data field in the NHSN module.

The instructions for the HCP Influenza Vaccination Summary Form are located in the HCP Influenza Vaccination Summary Protocol:

<http://www.cdc.gov/nhsn/forms/57-214-HCP-Influenza-Vaccination-Summary-Form-TOI-.pdf>

# HCP Influenza Vaccination Summary Data

- Click “Vaccination Summary” then “Annual Flu Vaccination Summary”, then Add
- “Influenza Vaccination Summary” appears as the only option
- Click “Continue”

The screenshot displays the NHSN 'Add Summary Data' interface. On the left is a navigation sidebar with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary (highlighted), Surveys, and Analysis. The main content area is titled 'Add Summary Data' and features a 'Summary Data Type:' dropdown menu currently set to 'Influenza Vaccination Summary'. Below the dropdown are 'Continue' and 'Back' buttons. A sub-menu is open under 'Annual Vaccination Flu Summary' in the sidebar, showing options: 'Add', 'Find', and 'Incomplete'.

# Summary Report for Facilities with IRF or IPF Units

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2020-2021)
- Select the appropriate location for reporting facility data or IRF or IPF unit(s) data

**Add Influenza Vaccination Summary**

Mandatory fields marked with \*

[Print Form](#)

Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

Facility ID \*: DHQP Memorial Hospital (10000)

Vaccination type \*: Influenza

Influenza subtype \*: Seasonal

Flu Season \*: 2020/2021

Locations \*: Hospital, IRF Unit(s), IPF Unit(s), Dialysis, Long Term Care

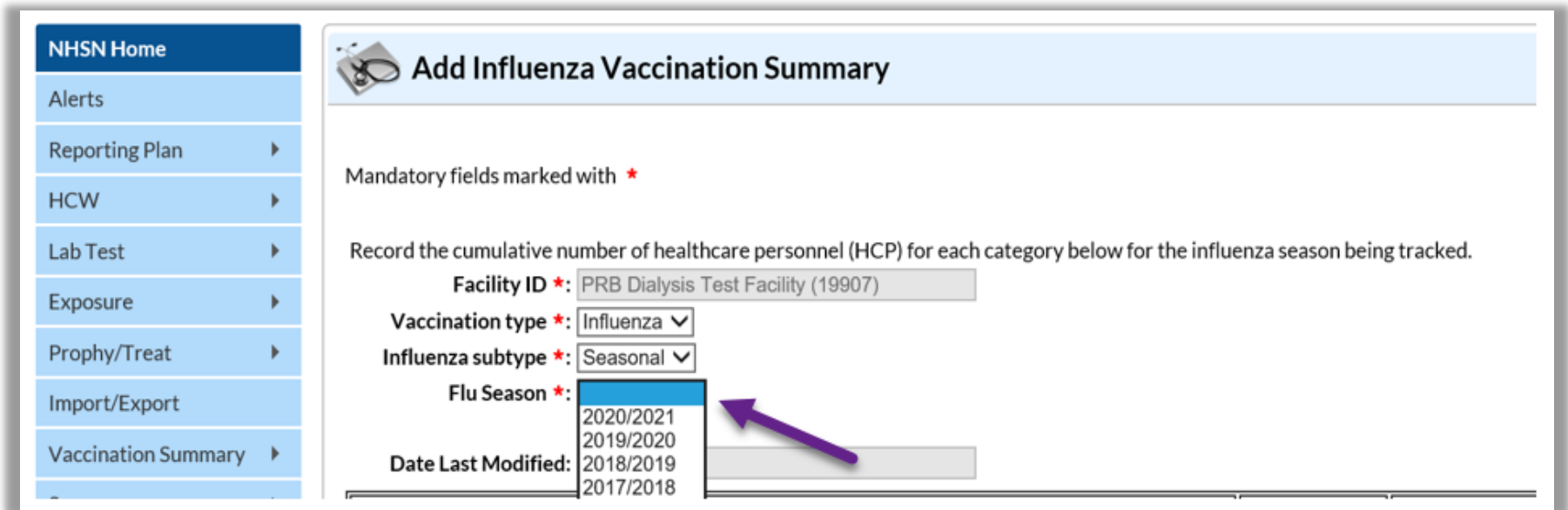
Date Last Modified: [ ]

Employee HCP	Non-Employee HCP
	Licensed



# Summary Report for All Other Facilities

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2020-2021)



**NHSN Home**

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export
- Vaccination Summary ▶

## Add Influenza Vaccination Summary

Mandatory fields marked with \*

Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

**Facility ID \***: PRB Dialysis Test Facility (19907)

**Vaccination type \***: Influenza ▼

**Influenza subtype \***: Seasonal ▼

**Flu Season \***:  
2020/2021  
2019/2020  
2018/2019  
2017/2018

**Date Last Modified:** [ ]

# Data Entry Screen

- The asterisks indicate required columns that must be completed
- Use the “Comments” box to enter any additional information
- Click “Save” to save the record
- Data must be entered by the May 15 reporting deadline to meet CMS program requirements!

HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *	Adult students/ trainees/ volunteers *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Number of HCP who declined to receive the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Custom Fields

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Comments

^
v

# Editing HCP Influenza Vaccination Data

- For each update of the data after the initial entry, a message will indicate that a record of the summary data already exists
- The “Date Last Modified” shows when the data were last entered

**View Influenza Vaccination Summary**

✓ A record for the selected summary data element already exists.

Mandatory fields marked with \*

Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

**Facility ID \***: DHQP Memorial Hospital (10000)

**Vaccination type \***: Influenza

**Influenza subtype \***: Seasonal

**Flu Season \***: 2020/2021

**Locations \***: Hospital

**Date Last Modified**: 01/14/2021

# Editing HCP Influenza Vaccination Data (cont.)

- Click “Edit” to modify existing data

HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *	Adult students/trainees & volunteers *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	25	25	25	15
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	5	5	5	3
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	5	5	5	3
4. Number of HCP who have a medical contraindication to the influenza vaccine	5	5	5	3
5. Number of HCP who declined to receive the influenza vaccine	5	5	5	3
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	5	5	5	3

**Custom Fields**  
 TEST1:  TEST2:

**Comments**

# Saving HCP Influenza Vaccination Data

- Click “Save” to save the updated data

HCP categories	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *	Adult students/ trainees & volunteers *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="15"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="3"/>
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="3"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="3"/>
5. Number of HCP who declined to receive the influenza vaccine	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="3"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="3"/>

## Custom Fields

TEST1:  TEST2:

## Comments


Save

Delete

Back

# Saving HCP Influenza Vaccination Data (continued)

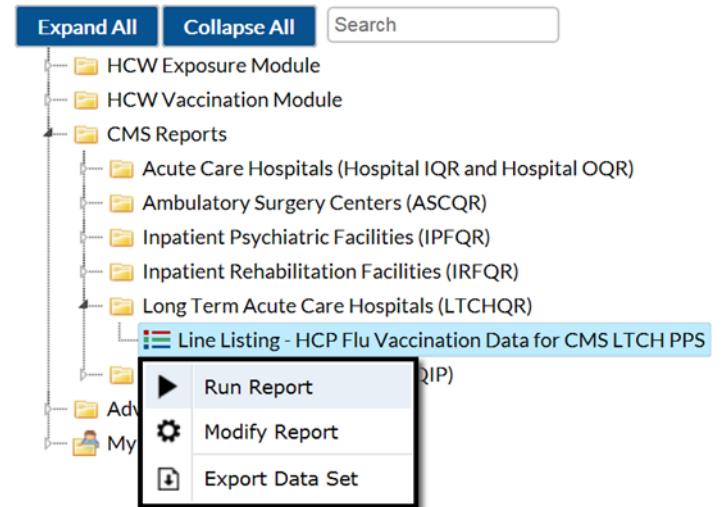
- A message confirming that data were saved should appear at the top of the screen

 Successfully updated Influenza Vaccination Summary record. A record for the selected summary data element already exists.

# Data Verification in NHSN

# Data Verification in NHSN

- Run a CMS Line Listing Report using instructions located here: <https://www.cdc.gov/nhsn/pdfs/cms/vaccination/hcp-flu-tips-ltach-508.pdf>



## National Healthcare Safety Network

### Line Listing for HCP Flu Vaccination Data for CMS LTCH PPS

As of: March 31, 2021 at 4:58 PM

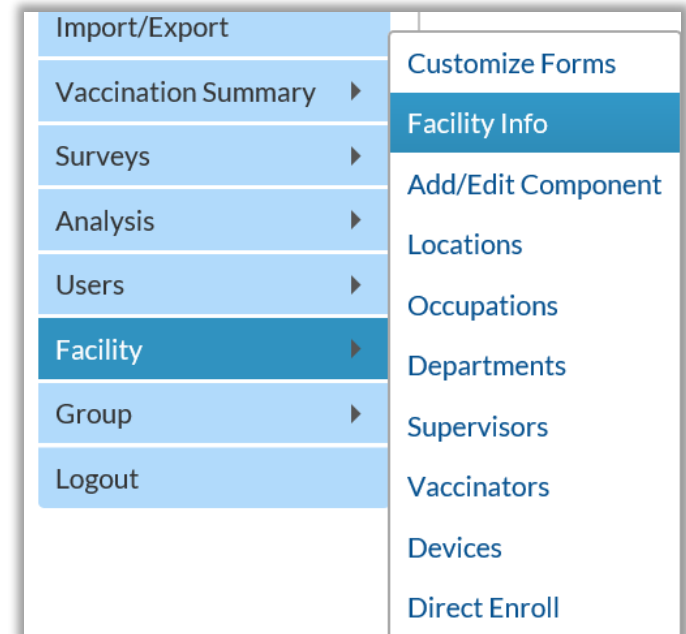
Date Range: All HCW\_VACFLUSUMCMS\_LTCHQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCl
10235	2020/2021	FLU	Employee	Employees	Influenza	3	2	45	100	150	97%	145	93%, 99%
10235	2020/2021	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	15	60	75	100%	75	96%, 100%
10235	2020/2021	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	50	50	100%	50	94%, 100%
10235	2020/2021	FLU	All	All Healthcare Workers	Influenza	3	2	60	210	275	98%	270	96%, 99%



# Data Verification in NHSN (cont.)

- Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN
  - Your CCN effective date = date your facility first received its CCN from CMS
- Ensure that your facility is enrolled as a HOSP-LTAC on the “Facility Information” page of NHSN
  - If your facility is not correctly enrolled, please contact [NHSN@cdc.gov](mailto:NHSN@cdc.gov) for assistance



# Resource: The NHSN Website

Visit <https://www.cdc.gov/nhsn/hps/vaccination/index.html>

- Data collection forms
- Tables of Instructions
- Training slides

The image shows two overlapping screenshots of the NHSN website. The top screenshot, titled "HPS Modules & Events", features a dark green header and a light grey background. It contains two white boxes with purple borders: the top one for "HCP Flu Vaccination" and the bottom one for "HCP COVID-19 Vaccination". Below the header, it says "Access relevant training, protocols, data collection forms and supporting materials for each module." The bottom screenshot shows the "National Healthcare Safety Network (NHSN)" website. It has a dark green header with the NHSN logo and navigation links. The main content area is titled "Healthcare Personnel (HCP) Flu Vaccination" and includes sections for "Protocols" (with links to various PDF documents), "Supporting Chapters", and a right-hand sidebar with "HPS Training", "Educational Roadmap", "CMS Requirements", and "FAQs".

# Questions or Need Help?



E-mail user support at: [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

Please include “HPS Flu Summary” in the subject line of the e-mail and specify your facility type