

# NHSN Healthcare Personnel Safety (HPS) Annual Healthcare Personnel Influenza Vaccination Module: Groups and Supergroups - Viewing and Uploading Annual Healthcare Personnel Influenza Vaccination Reporting Pathway .CSV Data Files

## Description

As part of CDC's vaccination modules, facilities enrolled in the National Healthcare Safety Network (NHSN) can report data using the Healthcare personnel Influenza Vaccination Module. Group and supergroup users can import healthcare personnel (HCP) annual influenza vaccination data on behalf of their member facilities who report to this module. The purpose of this guidance document is to provide important information and instructions for how groups and supergroups can import .CSV files and view summary data in the NHSN HPS Influenza Vaccination Module.

Facilities can be members of several groups in NHSN. These groups can view and/or import facility data. Facilities should decide which group can import .CSV files. If data have been uploaded into NHSN for a facility by one group or supergroup via the .CSV bulk upload, these data can be overwritten by a second group uploading data for the facility at a later time or date. Therefore, NHSN recommends that facilities only grant access to **one** group/supergroup to upload data on their behalf. Groups or Supergroups can include health departments. It is also important to note that if a facility has entered its own data, it will not be overwritten by a bulk upload by a group/supergroup.

***Facilities choosing to upload their data by working directly with a vendor will need to work with the vendor to provide their NHSN OrgID and establish the process.*** Vendors (e.g., EHR providers, EOC providers, etc.) intending to provide influenza .CSV uploads on behalf of NHSN facilities please submit an inquiry to [NHSN@cdc.gov](mailto:NHSN@cdc.gov) with the title "Vendor Support for NHSN Annual HCP Influenza Vaccination Reporting." NHSN will follow up to confirm procedural details as the process may differ by vendor.

## Instructions for Groups and Supergroups: Defining and Conferring Rights

1. **Group** – After logging into an NHSN component, select Group from the menu bar and then select Define Rights.

NHSN Home

Reporting Plan ▶

HCW ▶

Lab Test ▶

Exposure ▶

Prophy/Treat ▶

Vaccination Summary ▶

Surveys ▶

Analysis ▶

Users ▶

**Group** ▶

Logout

Find Facility

Edit Group Info

Joining Password

Evict Members

Send Email

**Define Rights**

Rights Acceptance Report

NHSN Healthcare Personnel Safety

**Assurance of Confidentiality:** The voluntarily provided information obtained, and will not otherwise be disclosed or released without the consent of the individual.

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2. **Group** – After selecting Define Rights, the Define Rights options for the component will be displayed. Under General, there are rights for annual influenza vaccination data. 1. Check “Annual Vaccination Flu Summary CSV Data Upload”. By selecting “Annual Vaccination Flu Summary CSV Data Upload” the group will have the ability to import .CSV data files for facilities who accept the define rights. 2. Additionally, to view annual influenza vaccination module data navigate to the subheading, “FluSummary” and select the relevant seasons and location type of influenza vaccination data. 3. Select Save at the bottom of the page to Define the additional Rights. See example below:



## Define Rights-Healthcare Personnel

! Please select the rights that facilities joining " " will confer

### General

#### View Options

HCW

With All Identifiers

Without Any Identifiers

- Healthcare Safety Monthly Surveillance Plan
- Annual ( HPSFACSURVEY)
- Seasonal Flu Survey
- HPS Data Analysis
- Facility Information
- 1**  Annual Vaccination Flu Summary CSV Data Upload
- COVID-19 View Data
- COVID-19 AND Weekly Influenza CSV Data Upload

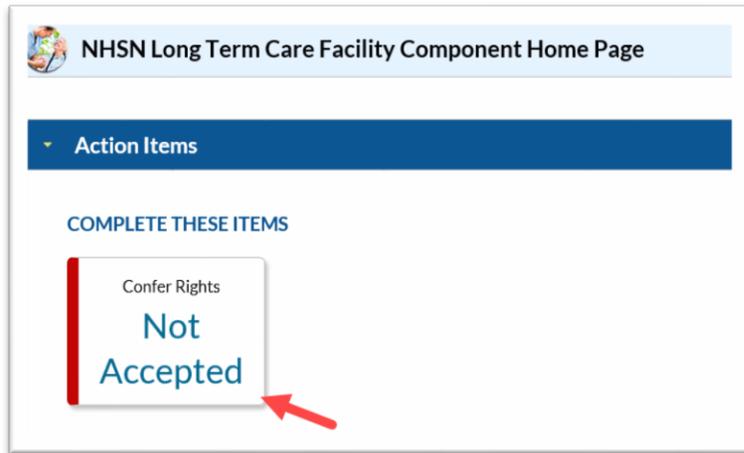
### 2 Flu Summary

	Season	Type
	All Seasons ▾	FLU - Influenza Vacc including Hospital ▾
	All Seasons ▾	FLUIRF - IRF Unit(s) Influenza Vacc ▾
	All Seasons ▾	FLUIPF - IPF Unit(s) Influenza Vacc ▾

### Summary Data

**3**

- Group** – The **Facility** group member will need to confer rights (accept the newly defined right(s)) by clicking on Confer Rights Not Accepted under Action Items.



- Group** – The **Facility** will see a Confer Rights Not Accepted List with any updated rights from all groups they've joined. From the list, select the group for which the facility would like to view the new Defined Rights.

 Define rights have been changed affecting the Groups below. You may accept new rights or leave the groups. Click the Group Name to view and accept new rights.

Name ↕	Group ID	Status	Status Date
Dialysis Group Example	10691	Not Accepted	Dec 19 2016 3:11PM
[Blurred]	[Blurred]	Not Accepted	Mar 13 2015 11:42AM
[Blurred]	[Blurred]	Not Accepted	Nov 29 2022 3:06PM
[Blurred]	[Blurred]	Not Accepted	Nov 29 2022 4:11PM
[Blurred]	[Blurred]	Not Accepted	Apr 11 2011 3:29PM
[Blurred]	[Blurred]	Not Accepted	Jul 29 2015 12:36PM

5. **Group** –The group will have added rights to upload annual influenza data if the box next to “Annual Vaccination Flu Summary CSV Data Upload” is checked. The group will have added rights to view annual influenza data if the flu summary section lists seasons and facility types. The **Facility** may select “Accept” to save the newly conferred Rights. The Facility must accept the newly defined rights for the group’s new access to take effect.

 **Confer Rights-Healthcare Personnel**

! Please review the data rights that "Steve's Dialysis Group" is requesting from your facility:  
 - Verify locations  
 - Press "accept" button to confer rights or [review current rights before accepting new rights](#)

**General**

View Options

HCW  With All Identifiers  
 Without Any Identifiers

-  Healthcare Safety Monthly Surveillance Plan
-  Annual ( HPSFACSURVEY)
-  Seasonal Flu Survey
-  HPS Data Analysis
-  Facility Information
-  Annual Vaccination Flu Summary CSV Data Upload
-  COVID-19 View Data
-  COVID-19 AND Weekly Influenza CSV Data Upload

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**Exposures**

Month	Year		Month	Year	Event
 January	2001	To	December	2022	(All)

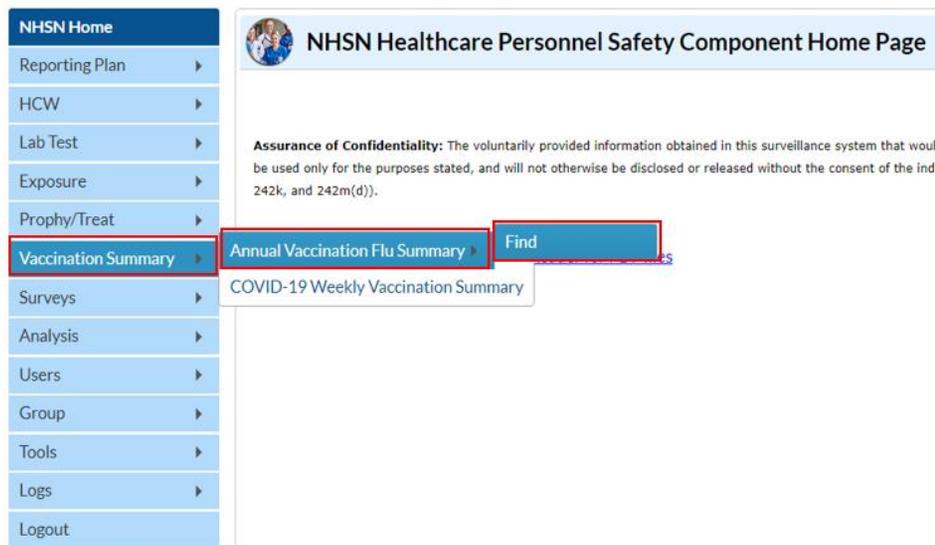
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**Flu Summary**

Season	Type
 All Seasons	FLU - Influenza Vacc including Hospital
 All Seasons	FLUIRF - IRF Unit(s) Influenza Vacc
 All Seasons	FLUIPF - IPF Unit(s) Influenza Vacc

## Instructions to View, Upload and Export .CSV Files for both Group and Supergroup Users

1. **Group/Super Group** – To view data: Select Vaccination Summary from the menu bar to view specific pathway data. Next, select “Annual Flu Vaccination Summary” and then “Find”.



Select the flu season of interest under “Flu Season”.

Summary Data Type:  ▾  
 Flu Season:  ▾



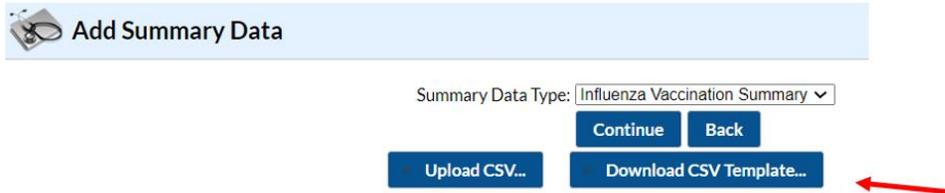
A list of facilities in your group or supergroup that have entered vaccination data by month will be displayed. Select the Facility ID/Month to view the data for that month. (All data in screenshots include fictitious data and are for illustration only.)

 Flu Summary Data List

Facility ID	Summary ID	Summary Data Type	Locations	Flu Season
21125	<a href="#">908</a>	VACCSUMANN	FLU	2022/2023
21125	<a href="#">905</a>	VACCSUMANN	FLU	2021/2022

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- Download Templates** –The .CSV templates for Annual Influenza Vaccination Summary Data can be found at NHSN Healthcare Personnel (HCP) Flu Vaccination webpage: <http://www.cdc.gov/nhsn/hps/vaccination/index.html>. Please note, these templates only include variables applicable for NHSN version 11.1 and forward. Templates can also be downloaded from the NHSN application. From the “Find Flu Summary” screen, click the “Download CSV Template” button.



- Enter Data** – Using the provided .CSV templates for healthcare personnel data, populate each variable with the appropriate data. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. After entering all data, save each file to upload the .CSV file in NHSN.  
**Note:** while multiple facilities can be uploaded in a single CSV file, multiple flu vaccination locations cannot be uploaded in a single CSV file.

For complete information on the variables included on the .CSV templates, refer to the tables at end of this document ("Table 1: NHSN HCP Annual Influenza Vaccination Data Import File Format"). Example .CSV files that include test data in required fields are available from NHSN's HCP Flu Vaccination: <http://www.cdc.gov/nhsn/hps/vaccination/index.html>.

- Upload .CSV** – To upload the completed .CSV Data file, select the "Vaccination Summary" tab from the menu bar. Next, select "Annual Vaccination Flu Summary". Then select "Find" (#1 in the screenshot below). Enter the desired flu season (#2) in the search criteria box. Click on the "Upload CSV" button (#3). A prompt will appear where a file must be provided for submission. Browse for the file location and then click "Upload CSV" (#4) to begin the import.

- NHSN Home
- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export
- Vaccination Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Tools ▶
- Logs ▶
- Dynamic Forms ▶
- Logout

## NHSN Healthcare Personnel Safety Component Home Page

### Action Items

#### COMPLETE THESE ITEMS

Confer Rights

Not

Annual Vaccination Flu Summary ▶ Add

COVID-19 Weekly Vaccination Summ Find

Incomplete

1.

#### ALERTS

23

Missing Weekly Summary Data

3

Report No Events

## Find Flu Summary

Enter search criteria

Summary Data Type: Influenza Vaccination Summary ▼

2. Flu Season: 2022/2023 ▼

Find

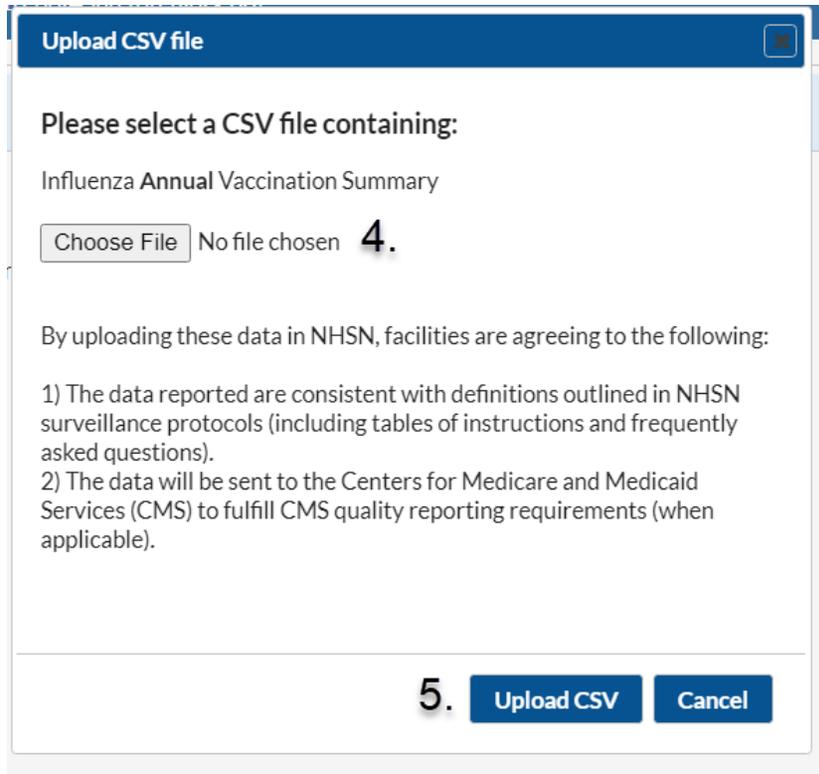
Clear

Back

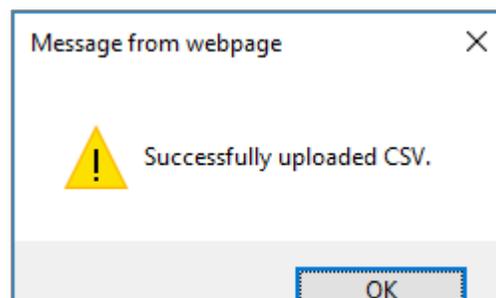


3. Upload CSV...

Download CSV Template...



**6. View Data** – A message that indicates the upload was successful will be generated. The Vaccination Module will automatically populate the uploaded data. Users can then select a facility for which data were added to view the record.



If errors are found during upload, please review the alerts and refer to the tables at the end of this document (“Table 1: NHSN HCP Annual Influenza Vaccination Data Import File Format”) for complete information on the variables included on .CSV templates. Questions can be submitted to [NHSN@CDC.GOV](mailto:NHSN@CDC.GOV) with “Annual Influenza Reporting CSV upload” in the subject line.

**7. View and Export Line List Data Reports** – Users are encouraged to utilize the analysis and reporting functionality built within NHSN to view and export line list data reports for annual influenza vaccination data for healthcare personnel. For more information, view our Quick Reference Guides on how to modify and export line lists available under the Supporting Materials section of NHSN’s Healthcare Personnel (HCP) Flu Vaccination website: <http://www.cdc.gov/nhsn/hps/vaccination/index.html>

## Table 1. NHSN HCP Annual Influenza Vaccination Data Import File Format

Please refer to the tables below for complete information on the variables included on .CSV templates for Annual Influenza Vaccination Forms. These are accurate as of NHSN Release 11.1. (December 2022).

Importing via .csv file Annual Influenza Vaccination Form				
Table 1: NHSN Annual Influenza Vaccination Form- Import File Format				
Field	Requirement	Values	Format	Description of Field
orgid	Required (for Group uploads)	-	-	Must be a valid NHSN Facility ID (organization identifier)
vacctype	Required	FLU	Character(10)	Vaccination type
fluvaccsubtype	Required	SEASONAL	Character(11)	Influenza subtype
fluvaccloc	Required	FLUHOSP	Character(11)	Vaccination location type  FLUHOSP – For data reported for long-term care facilities, long-term acute care facilities, acute care facilities and dialysis facilities. This includes all inpatient and outpatient units/departments of the acute care facility sharing the same CCN as the acute care facility. <b>Free-standing in-patient psychiatric facilities or free-standing in-patient rehabilitation facilities should also use FLUHOSP.</b>

summarytype	Required	VACCSUMANN	Character(12)	Summary Type
summaryseason	Required	yyyy/yyyy	Character(9)	Annual Influenza Season, for example 2022/2023
numempworking	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*1. Number of HCP who worked at this healthcare facility for at least one day between October 1 and March 31 (employees)
numnonemplworking	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*1. Number of HCP who worked at this healthcare facility for at least one day between October 1 and March 31 (non-employees, licensed practitioners)
numnonempworking	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*1. Number of HCP who worked at this healthcare facility for at least one day between October 1 and March 31 (adult students, trainees, volunteers)
numnonempcworking			Numeric	*1. Number of HCP who worked at this healthcare facility for at least one day between October 1 and March 31 (non-employees, other contract personnel and vendors)
numempvacchere	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season (employees)
numnonemplvacchere	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season (non-employees, licensed practitioners)
numnonempovacchere	Required	0-50000	Numeric	*2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza

		Must be a value greater than zero and less than 50,000		vaccine became available this season (non-employees, other)
numnonempvacchere			Numeric	*2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season (non-employees, credentialed)
numempvaccew	Required	0-50000  Must be a value greater than zero and less than 50,000	Numeric	*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 (employees)
numnonemplvaccew	Required	0-50000  Must be a value greater than zero and less than 50,000	Numeric	*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 (non-employees, licensed practitioners)
numnonempovaccew	Required	0-50000  Must be a value greater than zero and less than 50,000	Numeric	*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 (non-employees, other)
numnonempvaccew			Numeric	*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 (non-employees, credentialed)
numempmed	Required	0-50000  Must be a value greater than zero and less than 50,000	Numeric	*4. Number of HCP who have a medical contraindication to the influenza vaccine (employees)

numnonemplmed	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*4. Number of HCP who have a medical contraindication to the influenza vaccine (non-employees, licensed practitioners)
numnonempomed	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*4. Number of HCP who have a medical contraindication to the influenza vaccine (non-employees, other)
numnonempcmed			Numeric	*4. Number of HCP who have a medical contraindication to the influenza vaccine (non-employees, credentialed)
numempdec	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*5. Number of HCP who declined to receive the influenza vaccine (employees)
numnonempldec	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*5. Number of HCP who declined to receive the influenza vaccine (non-employees, licensed practitioners)
numnonempodec	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*5. Number of HCP who declined to receive the influenza vaccine (non-employees, other)
numnonempcdec			Numeric	*5. Number of HCP who declined to receive the influenza vaccine (non-employees, credentialed)
numempunk	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*6. Number of HCP with unknown vaccination status (or criteria not met for questions 2 -5 above) (employees)

numnonemplunk	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*6. Number of HCP with unknown vaccination status (or criteria not met for questions 2 -5 above) (non-employees, licensed practitioners)
numnonempouk	Required	0-50000 Must be a value greater than zero and less than 50,000	Numeric	*6. Number of HCP with unknown vaccination status (or criteria not met for questions 2 -5 above) (non-employees, other)
numnonempcunk			Numeric	*6. Number of HCP with unknown vaccination status (or criteria not met for questions 2 -5 above) (non-employees, credentialed)
comment			Character(2000)	Comments