

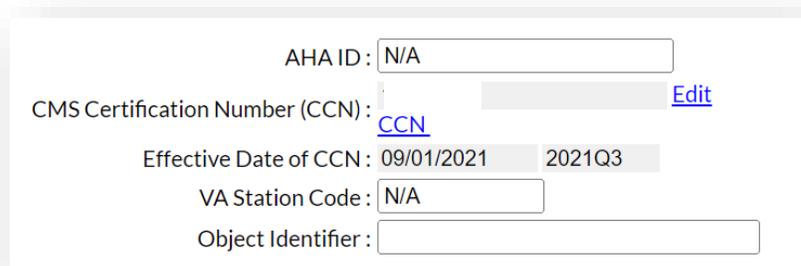
## Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data

Reporting for the Centers for Medicare and Medicaid Services' (CMS) Skilled Nursing Facility (SNF) Quality Reporting Program

### Complete these Steps Prior to the CMS Reporting Deadline:

#### Verify your Facility's CMS Certification Number (CCN)

An accurate CCN is required for facilities participating in the CMS Reporting Program, as this is the ID that will be used to submit HCP influenza vaccination data to CMS on your behalf. To update the CCN, use the Facility > Facility Info option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the "Update" button at the bottom of screen. *Please be sure to double- and triple-check this number!*



AHA ID:

CMS Certification Number (CCN):  [Edit](#)

Effective Date of CCN:

VA Station Code:

Object Identifier:

#### Activate the Healthcare Personnel Safety (HPS) Component

Facilities report HCP influenza vaccination summary data through NHSN's HPS Component. Please note this requires Level 3 SAMS access. This component must be activated before the facility can report any data. Instructions for activating this component can be found in the following training slide set, starting on slide 17: [HCP FluVax Summary Reporting October 2022 \(cdc.gov\)](#)

Note: reporting through the NHSN LTC Component's weekly influenza forms does not fulfill requirements to report annual HCP influenza vaccination data.

#### Enter HCP Influenza Vaccination Summary Data

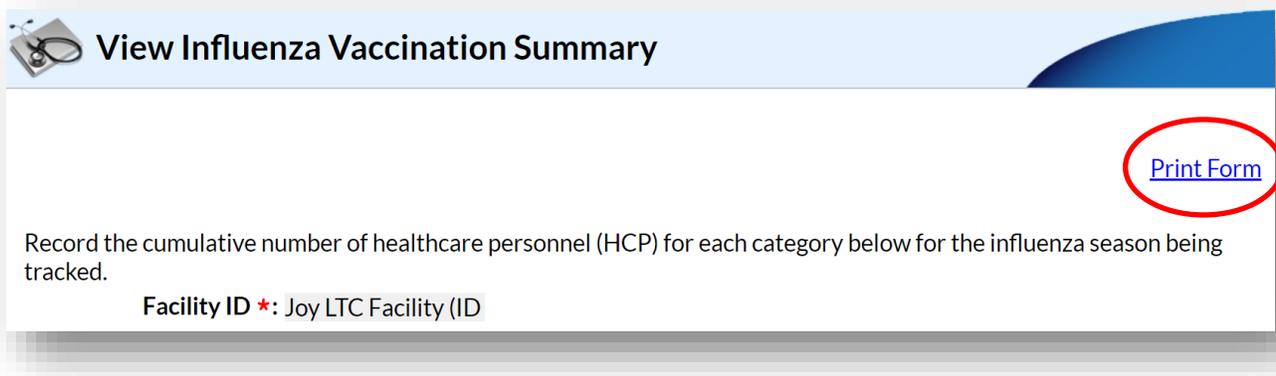
The HCP influenza vaccination summary data form must be completed once by the reporting deadline for each influenza season. Each time a user enters updated data for an influenza season, all previously entered data for that season are overwritten.

#### Use NHSN Analysis Tools to Check Data Accuracy

Facilities can take the following actions to view and check data.

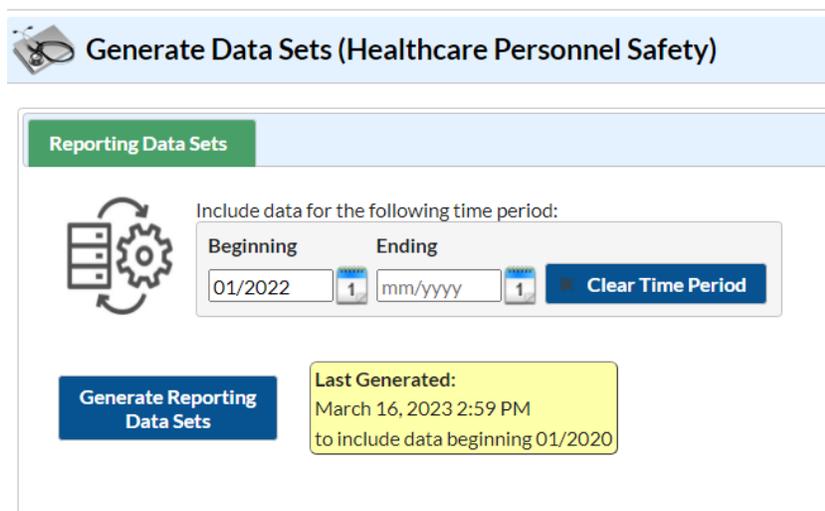
- a. Run general line listing reports described in this training slide set under the section titled: "Data Analysis Features for HCP Influenza Vaccination Summary": [HCP FluVax Summary Reporting October 2022 \(cdc.gov\)](#)

- Print a record of the data entry screen by pressing the “Print Form” option on the top right-hand corner, as shown in the screenshot below.

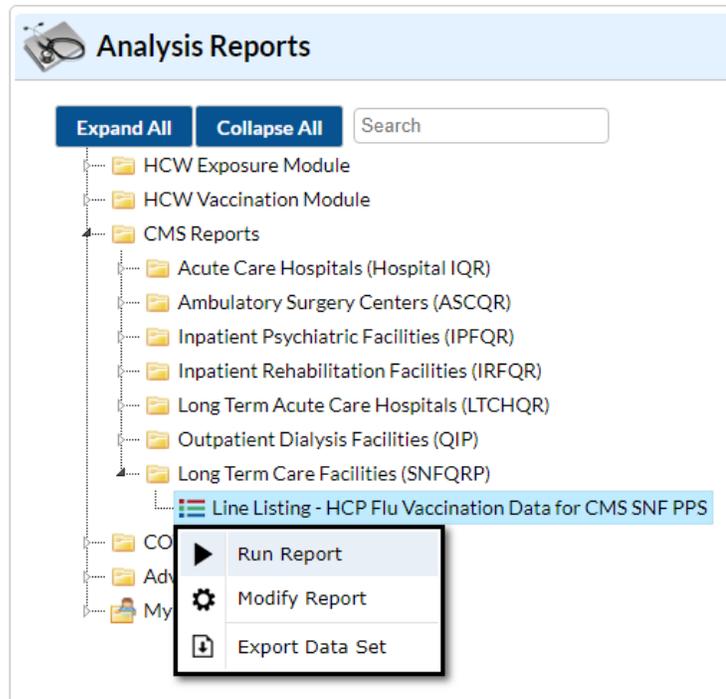


### Example of the “Line Listing – HCP Flu Vaccination Data for CMS LTC” Output Option:

- On the NHSN Landing Page, select the HPS Component in the component dropdown menu.
- Generate new datasets within the HPS Component to make sure you are analyzing the most up-to-date data reported to NHSN by your facility. To generate datasets, go to Analysis > Generate Data Sets. Select the beginning and ending dates for the influenza season you would like to view. (For example, to view data for the 2022-2023 influenza season, a facility could select October 2022 for a beginning date and December 2022 for an ending date, as shown below, since both dates fall within the 2022-2023 season.) Next, click on “Generate Reporting Data Sets.” If you generated datasets previously, click the “OK” button on the pop-up window that is displayed to create new datasets with your facility’s most recent data.



3. Go to Analysis > Reports and navigate through the following folders: CMS Reports > Long Term Care Facilities (SNFQRP). Click on “Line Listing – HCP Flu Vaccination Data for CMS SNF PPS,” and then click on “Run Report,” as shown below:



4. The results will include data from all influenza seasons. By default, the results will appear in a separate HTML window. If a second window does not appear, please be sure to check your pop-up blocker and allow pop-ups from \*.cdc.gov.
5. A single table titled “Line Listing - HCP Flu Vaccination Data for CMS SNF PPS” presents HCP influenza vaccination summary data by influenza season, stratified by HCP category (employees, licensed independent practitioners, adult students/trainees and volunteers), and all three categories combined.
6. Facilities have the option to report influenza vaccination status of other contract personnel. If your facility chooses to do so, these data will not be displayed in the line listing and will not be sent to CMS. Also, the numerator category of “unknown vaccination status” will not be displayed in the line listing and will not be sent to CMS.

Sample output for the “Line Listing – HCP Flu Vaccination Data for CMS SNF PPS” output option is displayed below:

March 2023

**National Healthcare Safety Network  
Line Listing - HCP Flu Vaccination Data for CMS SNF PPS**

As of: March 20, 2023 at 3:50 PM  
Date Range: All HCW\_VACCFLUSUMCMS\_SNF

Influenza season=2022/2023

Facility Org ID	Influenza season	Category	Category	Type of Vaccination	Type of Vaccination Description	# Declinations
	2022/2023	Employee	Employees	FLU	Influenza	6
	2022/2023	LIP	Licensed Independent Practitioners	FLU	Influenza	6
	2022/2023	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	6
	2022/2023	All	All Healthcare Workers	FLU	Influenza	18

# Contraindications	Vaccinated Elsewhere	Vaccinated at Facility	Total # HCW	Vaccination %	Total Vaccinated	95% CI
4	5	5	25	40%	10	22%, 60%
4	5	5	25	40%	10	22%, 60%
4	5	5	25	40%	10	22%, 60%
12	15	15	75	40%	30	29%, 51%

The first three rows of the table display HCP influenza vaccination summary data for each individual HCP category. The fourth row of the table displays HCP influenza vaccination summary data for all three required HCP categories combined.

From the fifth row of this output, we can conclude the following for the 2022/23 influenza season:

- 18 HCP declined influenza vaccine
- 12 HCP reported a medical contraindication to influenza vaccine
- 15 HCP were vaccinated outside of the facility
- 15 HCP were vaccinated at the facility
- 75 HCP worked at the facility for at least 1 day during the reporting period
- The HCP influenza vaccination percentage for all HCP who worked at the facility for at least 1 day during the reporting period was 40%
- 30 HCP were vaccinated
- The 95% confidence interval around the HCP influenza vaccination percentage was (29%, 51%)

7. If this table is not displayed when you click the “Run” button, be sure you entered HCP influenza vaccination summary data for that influenza season (Flu Summary > Find).

REMEMBER: When you make changes to your data, regenerate your datasets to review this output option with the most up-to-date data in NHSN.

**Additional Resources:**

Operational Guidance for Skilled Nursing Facilities to Report Annual Influenza Vaccination Data to CDC’s National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS’s Skilled Nursing Facility (SNF) Quality Reporting Program (QRP): [Operational Guidance for Skilled Nursing Facilities to Report Annual Influenza Vaccination Data \(cdc.gov\)](#)

Data reporting protocol: [NHSN HPS Flu Vaccine Protocol 2022 \(cdc.gov\)](#)

