



Healthcare Personnel Safety Component

Office Hours Session

Annual Healthcare Personnel Influenza Vaccination Summary

Long-Term Care Facilities

National Healthcare Safety Network (NHSN)

Vaccination Unit

February 2024

Objectives

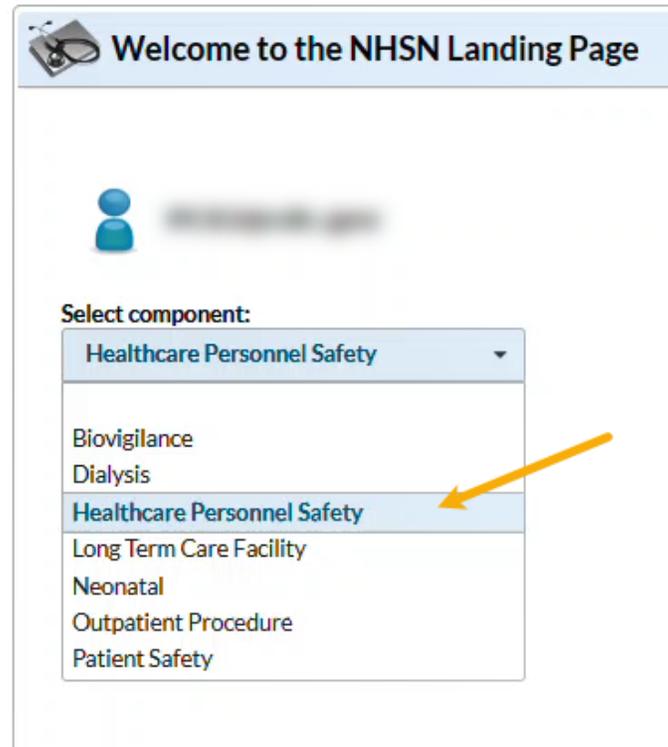
- Review key points of how to complete annual flu reporting
- Review how to get started in the Healthcare Personnel Safety (HPS) Component
- Answer frequently asked questions related to reporting HCP Influenza Vaccination Summary

Key Points: Reporting requirement

- The Influenza Vaccination Coverage among healthcare personnel (HCP) measure was finalized in the FY 2023 SNF PPS Final Rule
 - Published in the Federal Register on August 3, 2022
- As a result, CMS-certified skilled nursing facilities (SNFs) are required to report **annual** HCP influenza vaccination summary data through the NHSN **Healthcare Personnel Safety (HPS) Component** for the 2023-2024 influenza season
- For questions related to SNF Quality Reporting Program (QRP) requirements, please contact CMS at: SNFQualityQuestions@cms.hhs.gov

Key Points: What to report

- Report **Annual HCP influenza vaccination summary data** through the NHSN Healthcare Personnel Safety (HPS) Component for the 2023-2024 influenza season



Welcome to the NHSN Landing Page

 [blurred name]

Select component:

- Healthcare Personnel Safety
- Biovigilance
- Dialysis
- Healthcare Personnel Safety**
- Long Term Care Facility
- Neonatal
- Outpatient Procedure
- Patient Safety

Key Points: Where to report (cont.)

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual influenza vaccination summary data.
- Only the **NHSN Facility Administrator (FA)** can activate a new component.
 - If the NHSN FA leaves the facility but does not transfer the role of FA to another individual prior to leaving, please complete the NHSN Facility Administrator Change Request Form: <https://www.cdc.gov/nhsn/facadmin/index.html>.
- When adding the HPS component, **DO NOT de-activate** any other NHSN Components, such as the LTC Facility Component.

Key Points: Level 3 Access

- Before you can activate the HPS component, the facility administrator will need to request level 3 access if it has not already been granted
- To request level 3 access, please submit a new case to NHSN-ServiceNow [nhsn csp - NHSN Customer Service \(cdc.gov\)](https://nhsn.csp-nhsn.com) and enter in the subject line: SAMS Level 3 Access.
 - Request that level 1 access be REMOVED and replaced with Level 3

Key Points: When to report

- The reporting period for the 2023-2024 influenza season is from October 1, 2023 through March 31, 2024
- Facilities are required to submit one report covering the entire influenza season
- The deadline to report the annual HCP influenza vaccination summary data through the NHSN **HPS Component** is **May 15, 2024**



Getting Started in the HPS Component

Key Roles in NHSN

■ **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 NHSN Facility Administrator to another user
- There is only one NHSN Facility Administrator per facility

■ **Users**

- Rights are determined by NHSN Facility Administrator: view data, data entry, and data analysis
- May be given administrative rights
- Each facility should have at least two NHSN users (including one with NHSN Facility Administrator rights)

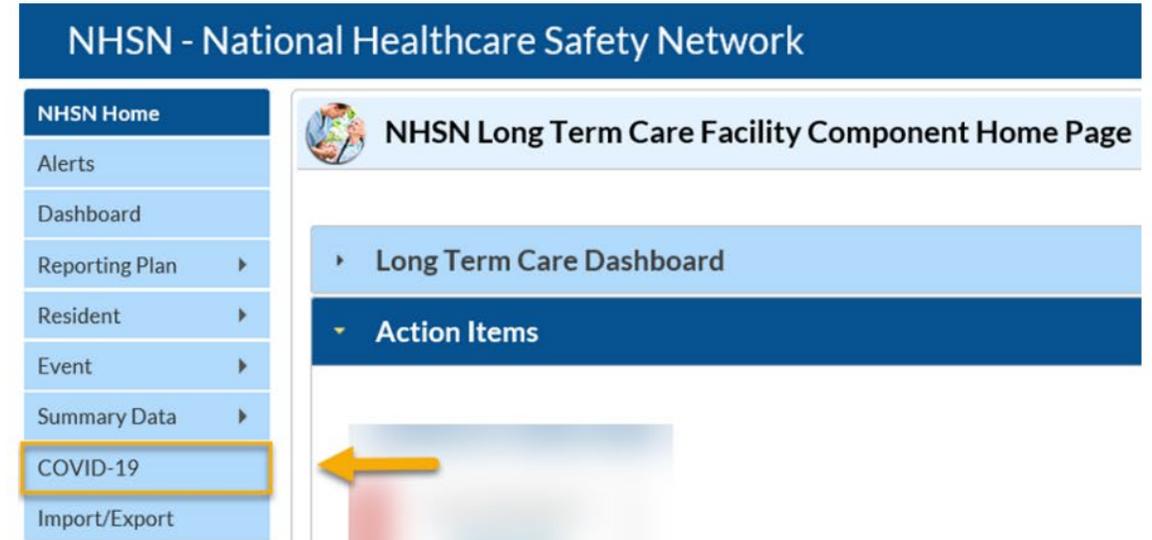
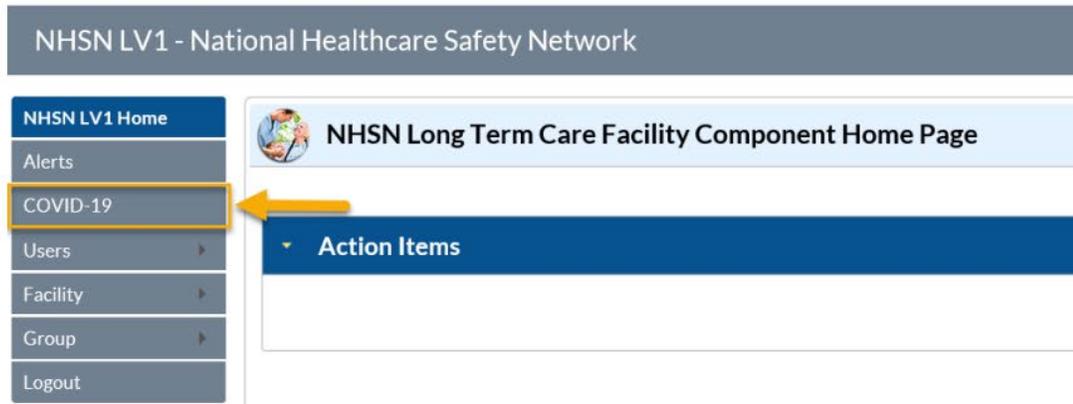
Change in NHSN Facility Administrator

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

SAMS Access Level 1 vs Level 3 Interface

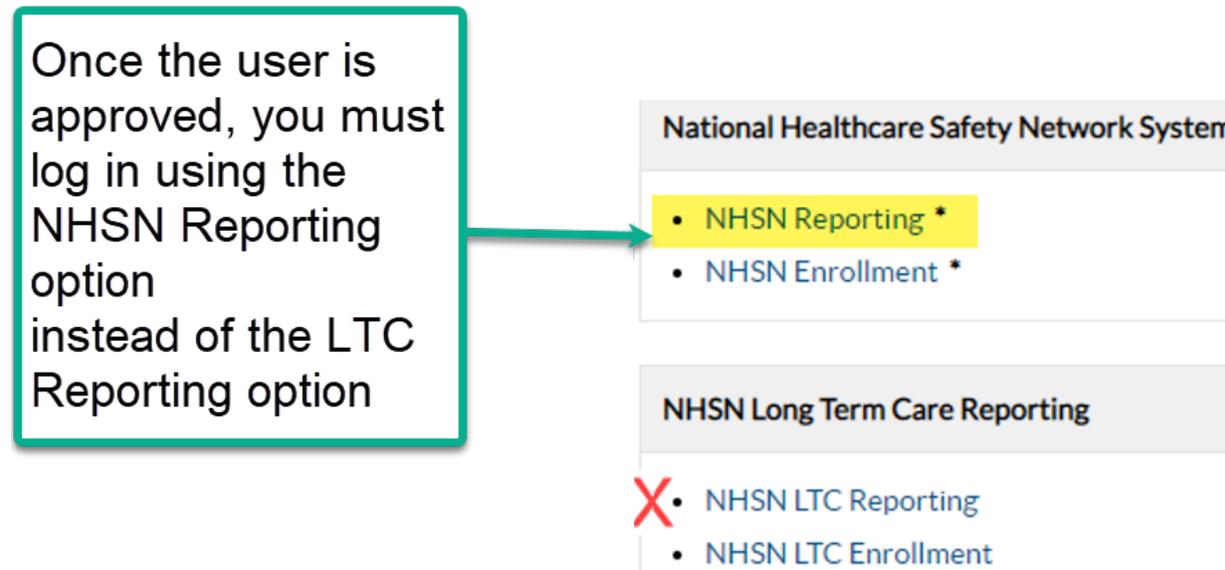
- SAMS Level 1 interface is Gray

SAMS Level 3 interface is Blue



Request Level 3 Access

- Before activating the HPS component, the facility administrator must ensure they have level 3 access
- To request, please contact NHSN-ServiceNow
 - Request that level 1 access be REMOVED and replaced with Level 3



How to see if your facility already activated the HPS Component

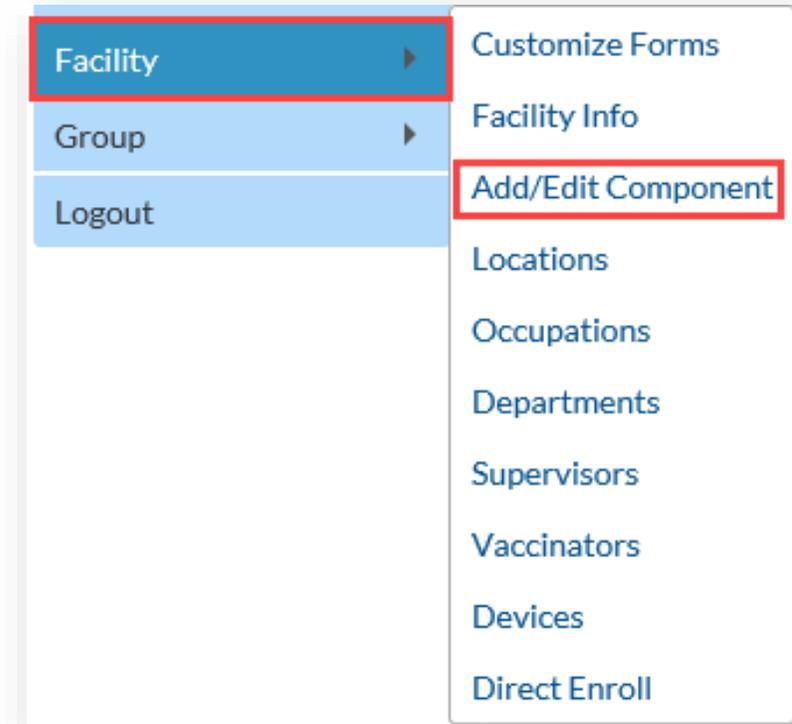
- Navigate to Facility > Add/Edit Component

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance			2	
<input type="checkbox"/>	Dialysis				
1 <input checked="" type="checkbox"/>	Healthcare Personnel Safety	08/09/2012		Y	View Agreement
<input checked="" type="checkbox"/>	Long Term Care Facility	08/09/2012		Y	View Agreement
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Activating the HPS Component

- Activating the HPS component is necessary for facilities who would like to add this component
- Only a NHSN Facility Administrator can activate a new component
- Facility Administrators will log in to the LTC component and navigate to Facility > Add/Edit Component



Activating the HPS Component (cont.)

- Scroll to “Components followed” and check the box next to Healthcare Personnel Safety.
- An alert will pop-up indicating you must first define the primary contact for this component.

Zip Code *: 29405
Phone *: 184-350-1747
Fax:

Facility: Y
Facility type *: LTC-SKILLNURS - Skilled Nursing Facility

Was this facility operational in the year prior to NHSN enrollment (i.e., last year)? *: Yes No

Will this facility report COVID data separately for one (or more) facility-within-facility using the Before making a selection, please review the facility-within-facility guidance

Facility-within-facility Description: Facility-within-facility refers to units/ floors/ wings of a hospital where these units/ floors/ wings are housed. These units/ floors/ wings have the same CCN and the same facility scenarios for COVID-19 hospital data.

IHS Facility: Yes No
Status: A - Active

Warning
You must define the Primary Contact for this component before you can start following it. Go to the Contact Data section of the page to enter the Primary Contact information. Note: You will be required to complete a survey for the most recently completed calendar year if Healthcare Personnel Exposure reporting is selected on your monthly plan. Please print the survey from the Print Survey Form link next to the component.

OK

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety				
<input checked="" type="checkbox"/>	Long Term Care Facility	05/08/2023		Y	View Agreement
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Activating the HPS Component (cont.)

- Select “OK” and enter the contact information on the next page for your HPS primary contact.
- Note this can be an existing NHSN user.

*: Yes No

Edit Record

Use Existing NHSN User Create new NHSN User

Existing NHSN User Email

Username *

Password *

Verify Password *

Contact Type **HCP - Healthcare Personnel Primary Contact**

First Name *

Last Name *

Middle Name

Phone * Ext:

Email *

Title

Click to copy mailing address from the facility

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

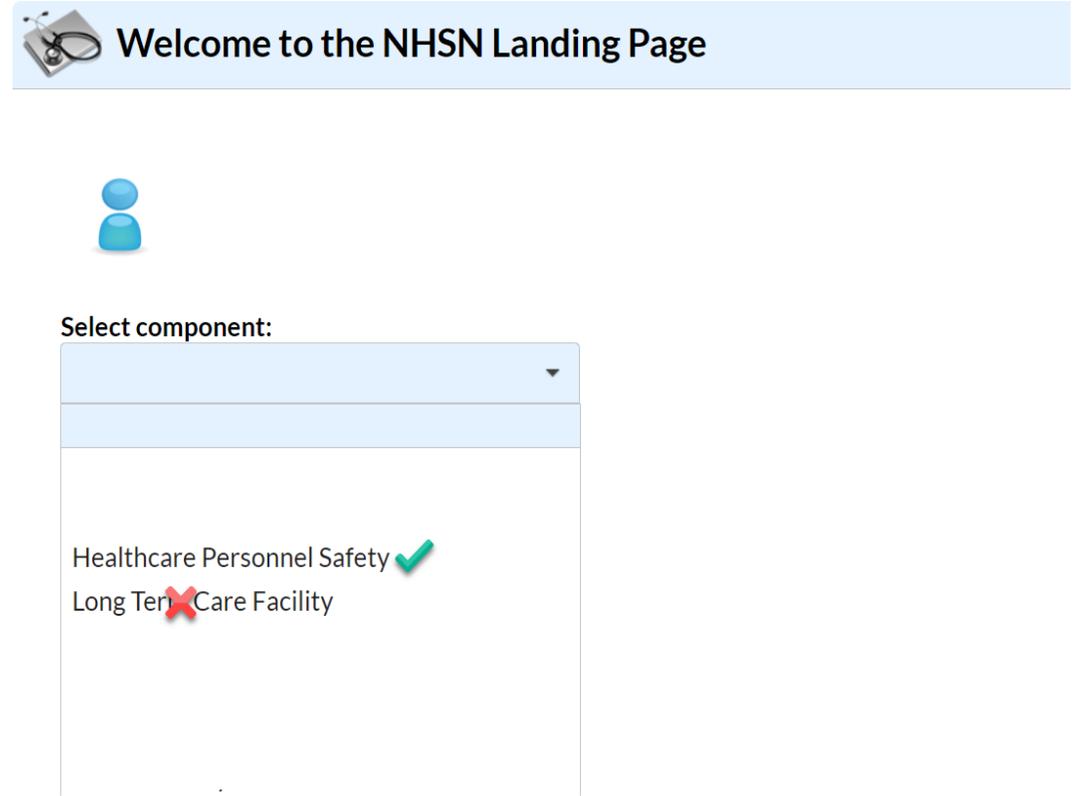
Zip Code * Zip Code Ext:

Fax

Pager Number

Log into the HPS Component

- Log out of the application
- Log back into the application
- Select the Healthcare Personnel Safety Component to activate the Healthcare Personnel Safety component



Welcome to the NHSN Landing Page



Select component:

- Healthcare Personnel Safety ✓
- Long Term Care Facility ✗

The screenshot shows the NHSN Landing Page header with a stethoscope icon and the text 'Welcome to the NHSN Landing Page'. Below the header is a user icon. A dropdown menu titled 'Select component:' is open, showing two options: 'Healthcare Personnel Safety' with a green checkmark and 'Long Term Care Facility' with a red X.

Agreement to Participate

- After submitting and updating this information, your FA must return to the NHSN homepage and log into the HPS component to accept the agreement to participate and consent. Make sure to scroll all the way to the **bottom** of the page and click the Accept checkbox.

NHSN - National Healthcare Safety Network (https://1140-645ff4b445-cqkms00)

Welcome to the NHSN Landing Page

NHSN Home
Logout

Select component:

- Healthcare Personnel Safety
- Biovigilance
- Dialysis
- Healthcare Personnel Safety
- Long Term Care Facility
- Neonatal
- Outpatient Procedure
- Patient Safety

NHSN Healthcare Personnel Safety Component Home Page

Page 1 of 3

Tracking #: 17018

The National Healthcare Safety Network (NHSN), conducted by the Centers for Disease Control and Prevention (CDC), collects, analyzes, and reports data submitted by healthcare or residential facilities on healthcare-associated adverse events, adherence to prevention practices, and antimicrobial use and resistance. Healthcare or residential facilities may participate in NHSN voluntarily, i.e., on their own initiative and for their own purposes, or as a result of a state or federal reporting requirement. CDC will disclose data submitted to NHSN to other federal agencies and to state health departments in accordance with the scope of their reporting mandates. CDC also will disclose data to state, local, or territorial health departments that are outside the scope of federal or state reporting mandates provided the state, local, or territorial health department has completed a data use agreement with CDC that stipulates the data will be used solely for surveillance and prevention purposes and not for public reporting of facility-specific data or any regulatory or punitive actions against facilities, such as a fine or licensure action. These data disclosures to state, local, or territorial health departments will be made to the extent permissible by federal law.

Purposes of NHSN
The purposes of NHSN are to:

- Collect data from healthcare facilities in the United States to permit valid estimation of adverse events among patients or residents and healthcare personnel.
- Collect data from a sample of healthcare facilities in the United States to permit valid estimation of the adherence to practices known to be associated with prevention of these adverse events.

Component	Contact Type	Contact Name	Phone Number	Email	Accept
Long Term Care Facility	Long Term Care Facility Primary Contact	Heather			<input checked="" type="checkbox"/>
Healthcare Personnel Safety	Facility Administrator	Heather			<input type="checkbox"/>

Entering and Confirming Data Submission

HCP Influenza Vaccination Summary Data

- Click “Vaccination Summary” then “Annual Vaccination Flu Summary”
- Select “Add”
- Click “Continue”

The screenshot displays the NHSN Home navigation menu on the left and the 'Add Summary Data' page on the right. The navigation menu includes: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' menu item is highlighted with a yellow circle '1'. A sub-menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' (highlighted with a yellow circle '2') and 'Weekly Flu Vaccination Summary'. The 'Annual Vaccination Flu Summary' sub-menu is open, showing 'Add' (highlighted with a yellow circle '3'), 'Find', and 'Incomplete'. On the right side of the page, the 'Summary Data Type' dropdown is set to 'Influenza Vaccination Summary'. Below this, there are 'Continue' and 'Back' buttons, with the 'Continue' button highlighted by a yellow circle '4'.

HCP Influenza Vaccination Summary Data (cont.)

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2023-2024)

NHSN Home

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

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 *: Joy LTC Facility (30074)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: ▼

Red arrows point to the 'Influenza' and 'Seasonal' dropdown menus.

Entering HCP Influenza Vaccination 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	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="0"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="0"/>
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="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Number of HCP who declined to receive the influenza vaccine	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Custom Fields

Comments

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 *

[Print Form](#)

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

Facility ID *: Joy LTC Facility (ID 30074)
Vaccination type *: Influenza
Influenza subtype *: Seasonal
Flu Season *: 2023/2024

Date Last Modified: 02/21/2024

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 *

Data Entry Using .CSV File Upload

- Facilities can use this same pathway and click "upload CSV"
- CSV template files and instructions are found on our webpage: [HCP Flu Vaccination | HPS | NHSN | CDC](#)
- Look under the 'CSV Data Import' heading and under the 'Annual Healthcare Personnel Flu Vaccination Data' sub-heading on the webpage

The screenshot displays the NHSN 'Add Summary Data' interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' item is highlighted with a yellow circle labeled '1'. A dropdown menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' (highlighted with a yellow circle labeled '2') and 'Weekly Flu Vaccination Summary'. A sub-menu is open for 'Annual Vaccination Flu Summary', showing 'Add' (highlighted with a yellow circle labeled '3'), 'Find', and 'Incomplete'. The main content area is titled 'Add Summary Data' and contains a 'Summary Data Type' dropdown menu set to 'Influenza Vaccination Summary'. Below this are 'Continue' and 'Back' buttons, with a yellow circle labeled '4' next to the 'Continue' button. At the bottom of the interface, there are two buttons: 'Upload CSV...' and 'Download CSV Template...'.

Confirm Data Submission

- 1. Generate datasets
 - Click analysis > Generate datasets > Generate reporting datasets

The screenshot displays the NHSN interface for generating data sets. On the left, a navigation menu includes 'NHSN Home', 'Alerts', 'Reporting Plan', 'HCW', 'Lab Test', 'Exposure', 'Prophy/Treat', 'Import/Export', 'Vaccination Summary', 'Surveys', 'Analysis' (highlighted), 'Users', 'Facility', 'Group', and 'Logout'. The main content area is titled 'Generate Data Sets (Healthcare Personnel Safety)'. Below this, a 'Reporting Data Sets' section contains a date range selector. The selector includes a 'Beginning' field with the value '01/2020' and an 'Ending' field with the value 'mm/yyyy'. A 'Clear Time Period' button is located to the right of the date fields. Below the date selector is a 'Generate Reporting Data Sets' button. A yellow box on the right side of the interface displays the text: 'Last Generated: May 11, 2023 9:56 AM to include data beginning 01/2020'.

Confirm Data Submission (cont.)

- 2. Run report
 - Click analysis > Reports > CMS Reports > Long Term Care Facilities (SNFQRP) > Line Listing – HCP Flu Vaccination Data for CMS SNF PPS > Run Report

The screenshot displays the NHSN Analysis Reports interface. On the left is a navigation menu with items like Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Logout. The main area is titled 'Analysis Reports' and contains a tree view of report categories. The 'CMS Reports' folder is expanded, showing sub-folders for various facility types. The 'Long Term Care Facilities (SNFQRP)' folder is selected, and its sub-item 'Line Listing - HCP Flu Vaccination Data for CMS SNF PPS' is highlighted. A context menu is open over this item, showing three options: 'Run Report', 'Modify Report', and 'Export Data Set'. The 'Run Report' option is the one to be selected according to the instructions.

Confirm Data Submission (cont.)

- 3. View report

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

As of: February 21, 2024 at 1:39 PM

Date Range: All HCW_VACCFLUSUMCMS_SNF

orgID	summarySeason	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
30074	2020/2021	Employee	Employees	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	LIP	Licensed Independent Practitioners	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	All	All Healthcare Workers	FLU	Influenza	3	3	3	3	24	25%	6	11%, 45%
30074	2021/2022	Employee	Employees	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	LIP	Licensed Independent Practitioners	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	All	All Healthcare Workers	FLU	Influenza	150	150	150	150	750	40%	300	37%, 44%
30074	2022/2023	Employee	Employees	FLU	Influenza	6	4	5	4	24	38%	9	20%, 58%
30074	2022/2023	LIP	Licensed Independent Practitioners	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	All	All Healthcare Workers	FLU	Influenza	18	12	15	14	74	39%	29	29%, 51%
30074	2023/2024	Employee	Employees	FLU	Influenza	6	4	5	4	24	38%	9	20%, 58%
30074	2023/2024	LIP	Licensed Independent Practitioners	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2023/2024	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2023/2024	All	All Healthcare Workers	FLU	Influenza	18	12	15	14	74	39%	29	29%, 51%

Sorted by orgID summarySeason

Data contained in this report were last generated on February 21, 2024 at 1:39 PM to include data beginning January 2021 through February 2024.

Frequently Asked Questions (FAQs)

Question 1

- **What data are submitted?**

- The reporting period for the 2023-2024 influenza season is from October 1, 2023, through March 31, 2024. Facilities are only required to submit one report that covers the entire reporting period by May 15, 2024.
- Monthly reporting in NHSN is not required; however, facilities are encouraged to update healthcare personnel influenza vaccination summary counts on a monthly basis so the data can be used to inform influenza vaccination activities at the facility.

Question 2

- **Why is there no option to complete a monthly reporting plan?**
 - The monthly reporting plan is no longer required to complete prior to entering annual healthcare personnel influenza vaccination data beginning with the 2022-2023 influenza season.

Question 3

- **I now have level 3 access but I still can't see the HPS component, help!**
 - After obtaining level 3 access you must make sure to log in by selecting NHSN reporting as shown below, rather than LTC reporting. The NHSN LTC Reporting option will take you to the level 1 application!



Question 4

- **Is there a resource that I can review on how to add the HPS Component?**
 - Yes! Long-term care facilities can review the following document:
[Enrollment Level 3 Access and HPS Component Activation \(cdc.gov\)](#)

Question 5

- What code should I use for the fluvaccloc field if I choose to upload CSV files?
 - Skilled Nursing Facilities should use the code FLUHOSP

A	B	C
vacctype	fluvaccsub	fluvaccloc
FLU	SEASONAL	FLUHOSP

Question 6

- **I received an email saying that my facility has not submitted flu data even though I have. Can you please advise?**
 - Please always check the dates referenced in any emails you receive. If you reported data on or after the date referenced in an email, the data you reported would not be reflected in the email. Emails reminding users to report may come from NHSN, CMS or other outside parties.
 - Once facilities have entered and saved their data in NHSN by May 15, the data will be shared with CMS. This will happen automatically if the necessary facility information is entered in NHSN.
 - Facilities can verify this information and their data submission by following the comprehensive instructions outlined in this document: <https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/verification-hcp-flu-data.pdf>.

Question 7

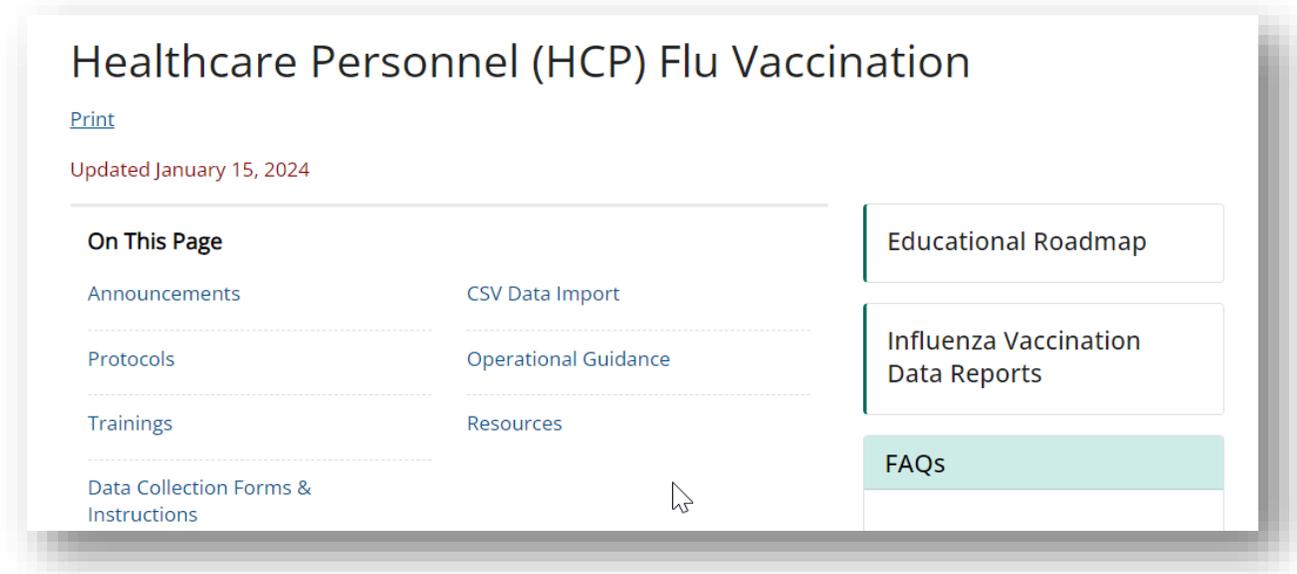
- **What are other key resources that facilities can review on data reporting?**
 - Comprehensive training slides: [Healthcare Personnel Safety Component Healthcare Personnel Vaccination Module Influenza Vaccination Summary Long-Term Care Facilities \(cdc.gov\)](#).
 - Frequently asked questions: [HCP Influenza Vaccination Summary Reporting in NHSN | NHSN | CDC](#)
 - Operational guidance: [Operational Guidance for Skilled Nursing Facilities to Report Annual Influenza Vaccination Data to CDC's NHSN](#)

Resources

The NHSN Website

Visit: [HCP Flu Vaccination](#) | [HPS](#) | [NHSN](#) | [CDC](#) for training materials including:

- Protocols containing information on how to collect and report Influenza Vaccination Summary data for the HCP Vaccination Module
- Data collection forms
- Table of instructions containing information on how to fill out the data collection forms
- Frequently asked questions (FAQs)
- Training slides



Questions or Need Help?

Please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. Locate the portal website here: [nhsn_csp - NHSN Customer Service \(cdc.gov\)](https://nhsn.csp - NHSN Customer Service (cdc.gov)). ServiceNow should be used instead of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov.

Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.

For more information, please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636) / TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

