



Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module Annual Influenza Vaccination Summary

Inpatient Psychiatric Facilities

September 2024

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
- Understand the updates on timestamps
- 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 that 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/>

Updates on Timestamps in NHSN

- As of February 26, 2024, timestamps for data submission and modification in the NHSN application were updated to display Coordinated Universal Time (UTC)
- UTC is the international time standard. It has been implemented as part of ongoing NHSN system upgrades and modernization efforts
- The new UTC timestamp will have no impact on data submission deadlines. Local time remains in place for data submission deadlines. No action is needed from NHSN users.
- Please refer to the following guidance document for more information UTC timestamps: [UTC Guidance Document \(cdc.gov\)](#)

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

- 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

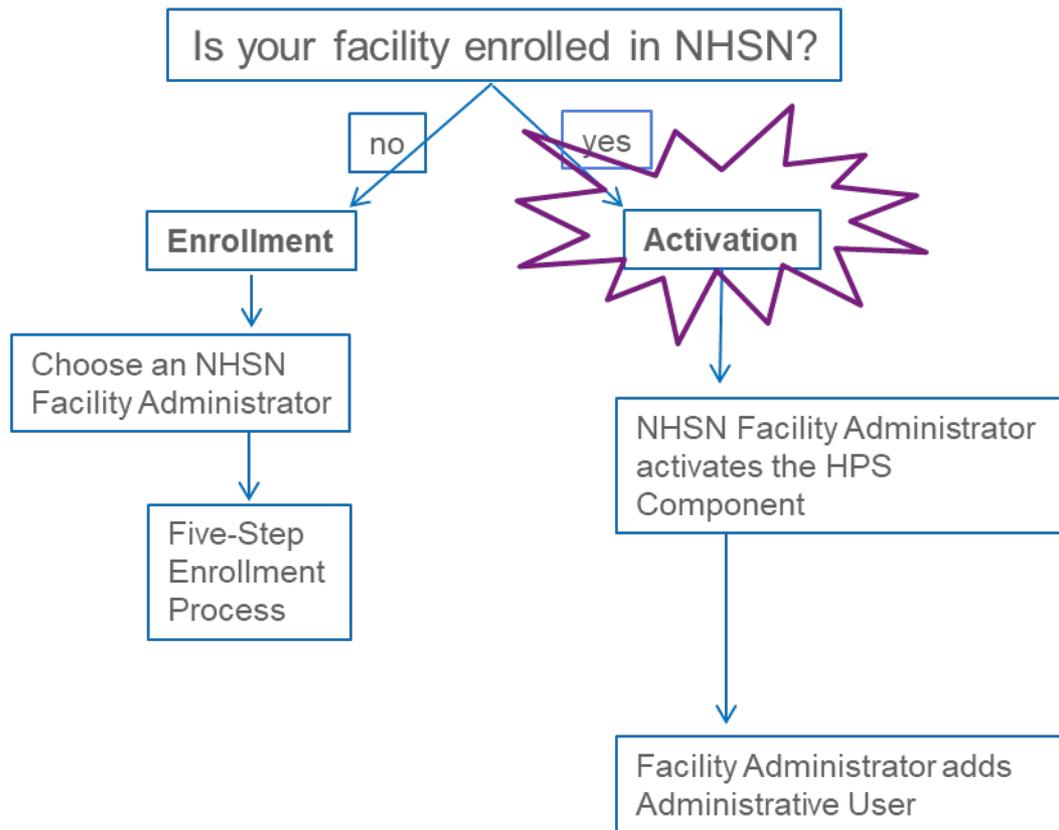
- **Enrolling in NHSN**

- 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
- During the enrollment process, facilities may choose to participate in any of the NHSN components

- **Activating the HPS Component**

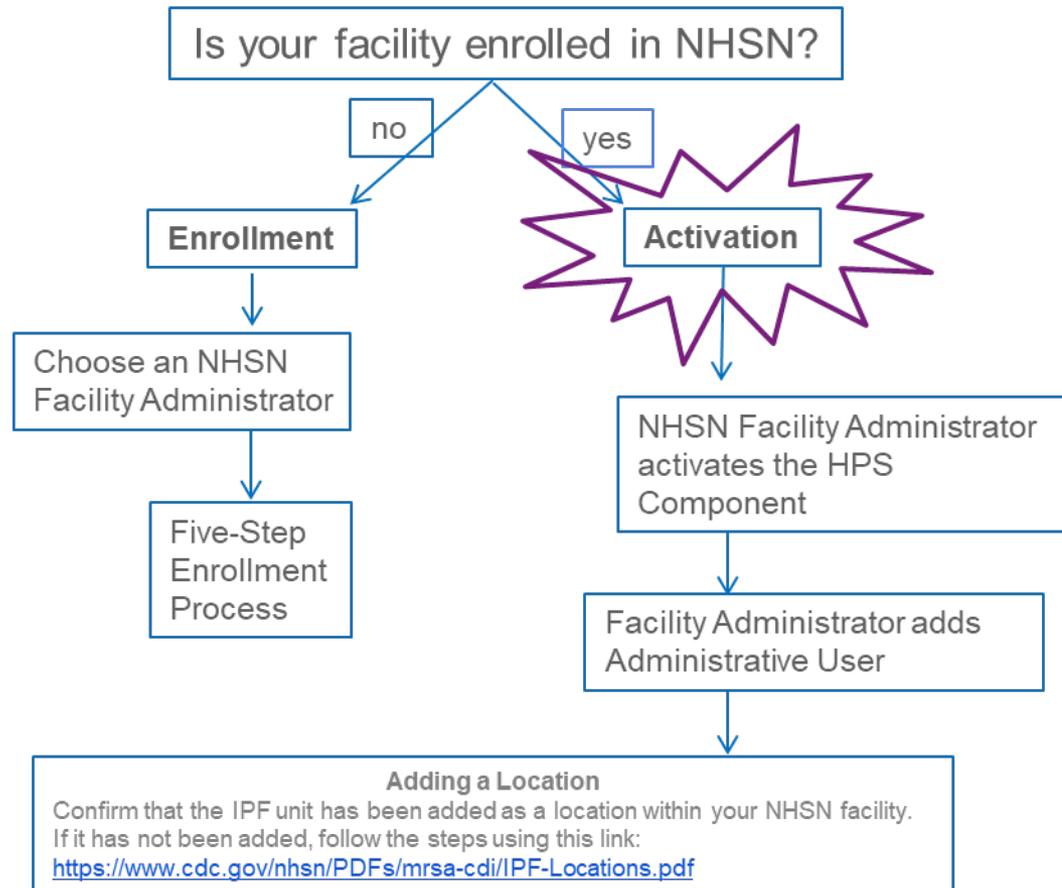
- Facilities that are already enrolled in NHSN and wish to participate in the HPS Component must activate the component within NHSN

Getting Started in the HPS Component for Free-standing IPFs



- **Are you unsure of your facility's status with NHSN?**
 - Please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. The new portal can be accessed here: [nhsn csp - NHSN Customer Service \(cdc.gov\)](https://nhsn.csp-nhsn.com).

Getting Started in the HPS Component for IPF Units



- **Are you unsure of your facility's status with NHSN?**
 - Please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. The new portal can be accessed here: [nhsn csp - NHSN Customer Service \(cdc.gov\)](https://nhsn.csp-nhsn.cdc.gov).

Getting Started in the HPS Component for IPF Units, cont.

- Once an IPF unit has been mapped, the fields for the IPF unit location should be completed

Your Code *: PSYCH

Your Label *: PSYCH UNIT

CDC Location Description *: Behavioral Health/Psych Ward

Is this location a CMS IPF unit within a hospital? *: Y - Yes

If Yes, specify the IPF CCN (will have an M or S in the 3rd position) *: 44M444 Effective Date of IPF CCN: 08/12/2015 2015Q3 [Edit IPF CCN](#)

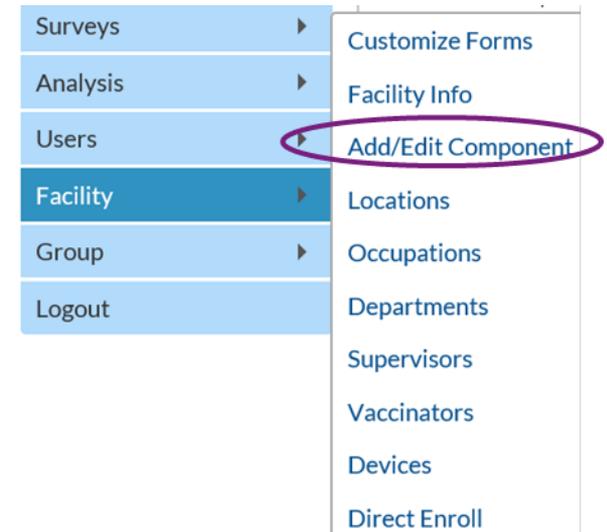
Status *: Active

Bed Size *: 10 A bed size greater than zero is required for most inpatient locations.

[Find](#) [Add](#) [Export Location List](#) [Clear](#)

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



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:

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:

Facility List:

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"/>	
All Rights	<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"/>	
Add, Edit, Delete	<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"/>	
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"/>	Advanced

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



The image shows a SAMS Grid Card Credentials card. It features the Entrust logo at the top left. Below the logo is a 5x10 grid of characters. The first row contains the letters A through J. The subsequent four rows contain a mix of letters and numbers. At the bottom left of the grid, there is a label 'Serial #'.

	A	B	C	D	E	F	G	H	I	J	
1	E	Q	X	3	T	5	N	4	M	Q	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	W	1	4	V	6	0	7	2	4
5	8	6	7	W	6	J	5	M	P	X	5

Serial #

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 if 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
- 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

HCP 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 ^a : <input type="checkbox"/> Seasonal	*Influenza Season ^b :	Date Last Modified: __/__/__		
		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

HCP 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

HCP 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.

HCP 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

HCP 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:
<https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/hps-flu-vaccine-protocol-508.pdf>

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

- **Include vendors in data reporting for other contract personnel**
 - 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)

Influenza Vaccination Summary Form Questions

HCP categories	Employee HCP	
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, 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	<input type="text"/>	<input type="text"/>
a. 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"/>
b. 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"/>
c. 4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text"/>	<input type="text"/>
d. 5. Number of HCP who declined to receive the influenza vaccine	<input type="text"/>	<input type="text"/>
e. 6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>	<input type="text"/>

Influenza Vaccination Summary Form Questions (cont.)

- **Question #2 - HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season**
- **Question #3 - 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

Influenza Vaccination Summary Form Questions (cont.)

- **Question #4 - 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)

Influenza Vaccination Summary Form Questions (cont.)

- **Question #5 - HCP who declined to receive the influenza vaccine**
 - Documentation is not required for reporting declinations (verbal statements are acceptable)
- **Question #6 - 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

- 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

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

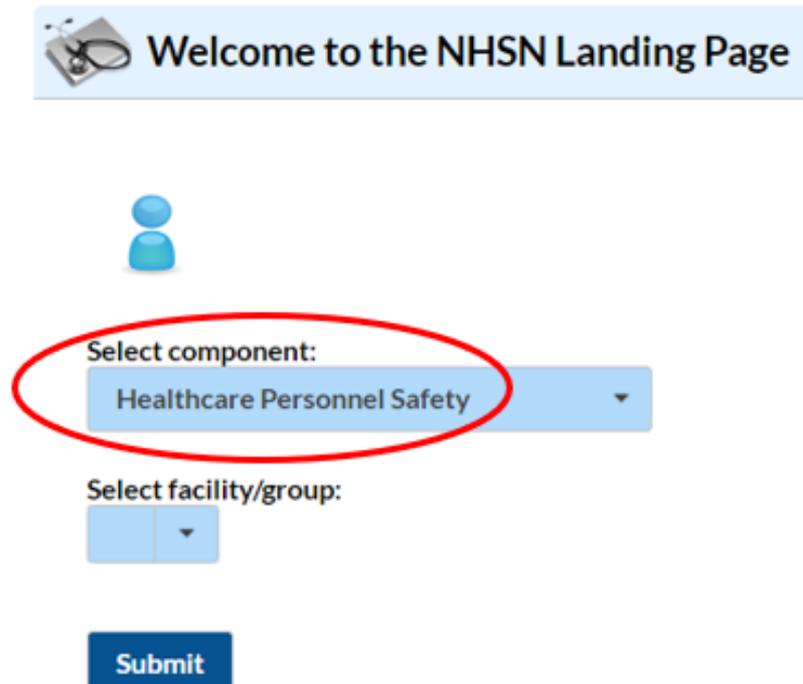
Choose a login option

The screenshot displays the SAMS login interface, divided into two main sections: 'External Partners' and 'HHS Staff'. The 'External Partners' section, highlighted with a red border, features a 'SAMS Multi-factor Login' option. It includes an illustration of a grid card and a smartphone, followed by input fields for 'SAMS Username' and 'SAMS Password', a 'Login' button, and a link for 'Forgot SAMS Password?'. The 'HHS Staff' section offers two login methods: 'PIV Login' and 'AMS One Time Password'. The 'PIV Login' option includes an illustration of a PIV card and a 'Login' button, with a note for HHS staff including CDC, NIH, and FDA. The 'AMS One Time Password' option includes an illustration of a smartphone displaying an OTP and a 'Login' button, also with a note for HHS staff. A central 'OR' indicator separates the two HHS Staff options.

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

NHSN Landing Page

- Select the HCP Safety Component



Welcome to the NHSN Landing Page



Select component:
Healthcare Personnel Safety ▼

Select facility/group:
▼

Submit

HPS Component Home Page

NHSN - National Healthcare Safety Network

NHSN Home

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

NHSN Healthcare Personnel Safety Component Home Page

Action Items

COMPLETE THESE ITEMS

Confer Rights
Not Accepted

ALERTS

2 Incomplete Treatment Dates	1 Missing Summary Data	18 Missing Weekly Summary Data	33 Report No Events
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Table of Instructions

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Location	<i>Conditionally Required.</i> Hospitals with CMS inpatient rehabilitation facility (IRF) units and/or inpatient psychiatric facility (IPF) units must specify if they are reporting data for their hospital or their CMS IRF unit(s) and/or CMS IPF unit(s).
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 (for example, 2019/2020).
Date Last Modified	The Date Last Modified will be auto-entered and 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 receiving 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 practitioners: Physicians, advanced practice nurses & physician assistants	<i>Required.</i> 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.

- 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:

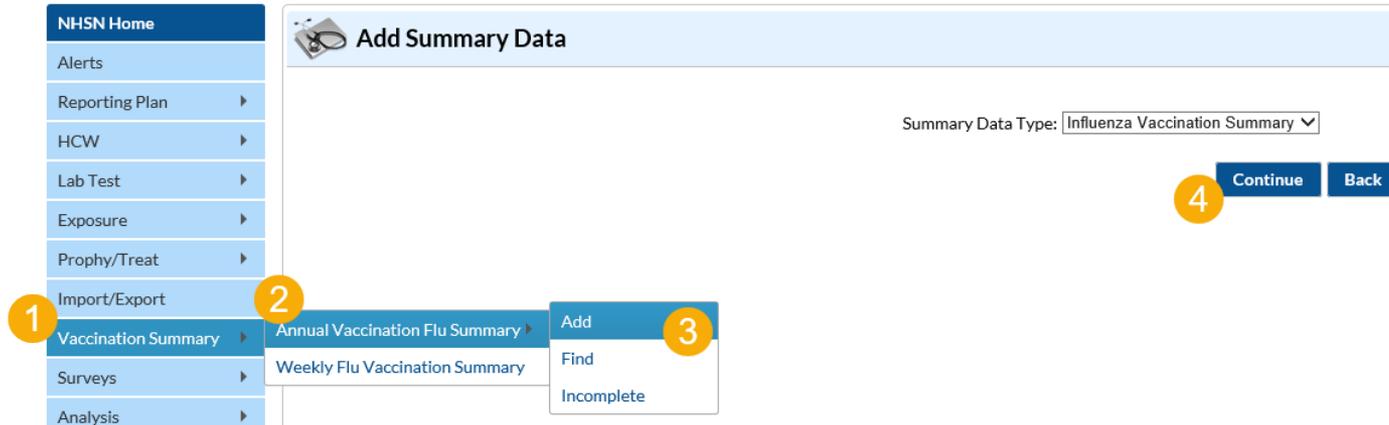
<https://www.cdc.gov/nhsn/forms/instr/57-214-hcp-flu-vac-summary-form-toi-508.pdf>

HCP Influenza Vaccination Summary Data

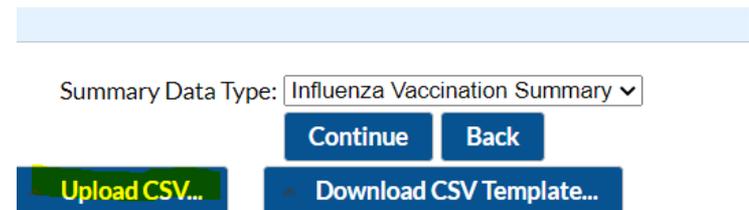
- Click “Vaccination Summary” then “Annual Vaccination Flu Summary”
- Select “Add”
- Click “Continue”

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 dropdown menu is open under 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' and 'Weekly Flu Vaccination Summary'. The 'Annual Vaccination Flu Summary' item is highlighted with a yellow circle '2'. A sub-menu is open under 'Annual Vaccination Flu Summary', showing 'Add', 'Find', and 'Incomplete'. The 'Add' option is highlighted with a yellow circle '3'. The main content area of the 'Add Summary Data' page shows 'Summary Data Type: Influenza Vaccination Summary' with a dropdown arrow. At the bottom right of the page, there are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with a yellow circle '4'.

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](#)
- Under the headings 'CSV Data Import' and 'Annual Healthcare Personnel Flu Vaccination Data'



Summary Report for Facilities with 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., 2024-2025)
- Select the appropriate location for reporting facility data or IPF unit(s) data

 **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 *:

Vaccination type *: Influenza ▾

Influenza subtype *: Seasonal ▾

Flu Season *: 2023/2024 ▾

Locations *: ▾ 

Date Last Modified:

Hospital	HCP categories
IRF Unit(s)	
IPF Unit(s)	

Summary Report for Freestanding IPFs

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2024-2025)

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 *:

Vaccination type *: Influenza ▾

Influenza subtype *: Seasonal ▾

Flu Season *: ▾

Date Last Modified:

2024/2025

2023/2024

2022/2023

HCP categories

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

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

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
- Click the “Edit” button at the bottom of the screen to modify existing data
- After making edits, save the updated data by clicking the “Save” button at the bottom of the screen

✓ 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 *:

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2023/2024

Date Last Modified: 05/06/2024

Editing 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	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

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:

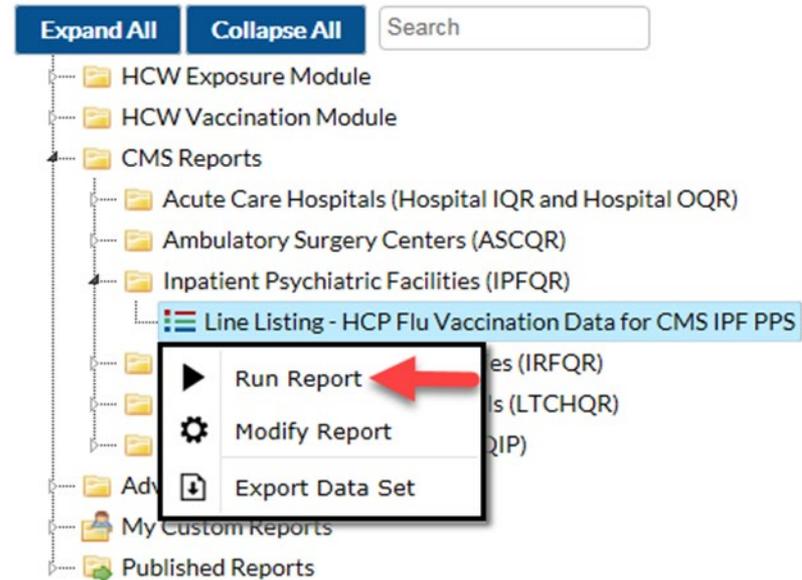
Comments

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-ipf-508.pdf>



National Healthcare Safety Network

Line Listing for HCP Flu Vaccination Data for CMS IPF PPS

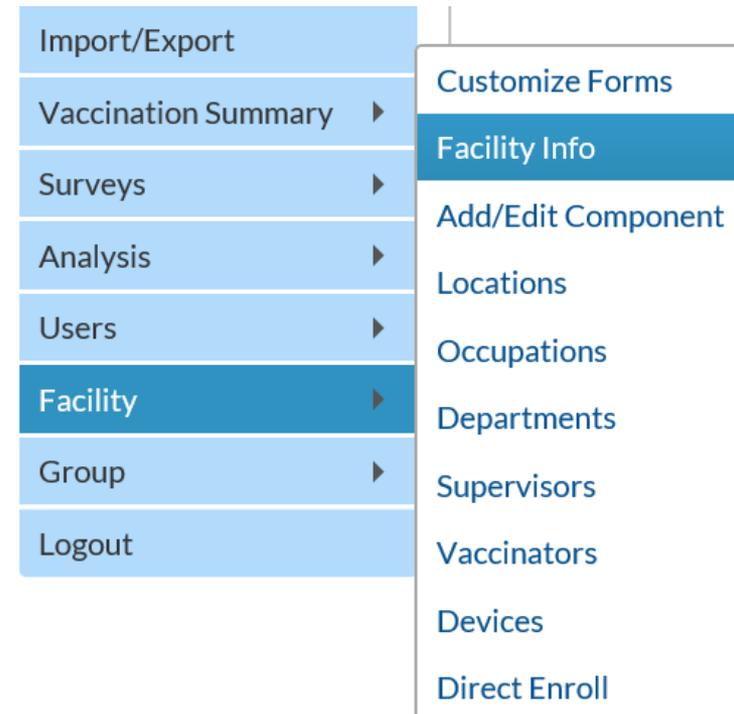
As of: September 10, 2024 at 5:52 PM UTC

Date Range: All HCW_VACCFLUSUMCMS_IPFQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
	2023/2024	FLU	Employee	Employees	Influenza	0	0	0	100	100	100%	100	97%, 100%
	2023/2024	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	100	100	100%	100	97%, 100%
	2023/2024	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	50	50	100%	50	94%, 100%
	2023/2024	FLU	All	All Healthcare Workers	Influenza	0	0	0	250	250	100%	250	99%, 100%

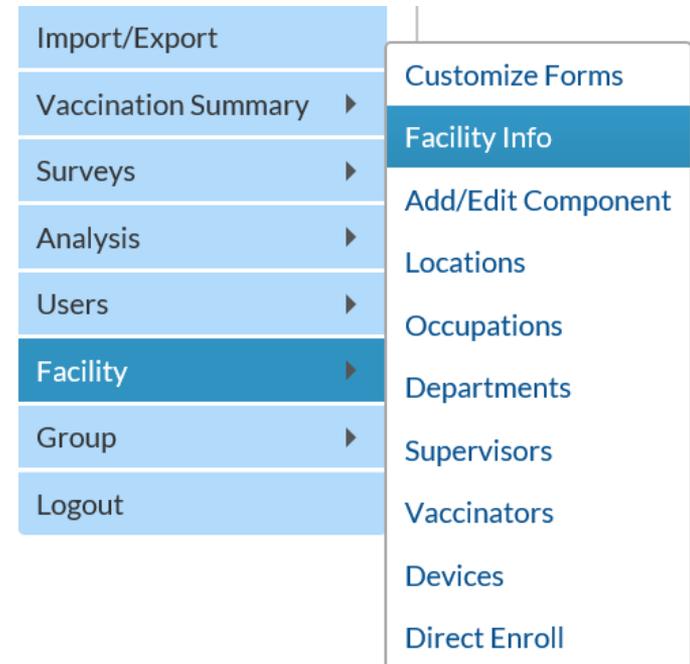
Data Verification in NHSN for Freestanding IPFs

- 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-PSYCH on the “Facility Information” page of NHSN
 - If your facility is not correctly enrolled, please contact [NHSN-ServiceNow](#) for assistance



Data Verification in NHSN for IPF Units

- Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN for the facility in which your IPF is located
 - Your CCN effective date = date your facility first received its CCN from CMS
- Ensure that your facility is enrolled as the correct type (e.g., HOSP-GEN, HOSP-LTAC, HOSP-REHAB) on the “Facility Information” page of NHSN
 - If your facility is not correctly enrolled, please contact NHSN-ServiceNow for assistance



Data Verification in NHSN for IPF Units (cont.)

- Ensure that “Yes” is selected for the question: Is this location a CMS IPF unit within a hospital?
- Ensure that the correct CMS Certification Number (CCN) and CCN effective date have been entered for each CMS IPF unit in NHSN for your facility
 - Your CCN effective date = date your unit first received its CCN from CMS

The screenshot shows a data entry form for IPF units. The fields are as follows:

- Your Code *: PSYCH
- Your Label *: PSYCH UNIT
- CDC Location Description *: Behavioral Health/Psych Ward
- Is this location a CMS IPF unit within a hospital? *: Y - Yes
- If Yes, specify the IPF CCN (will have an M or S in the 3rd position) *: Effective Date of IPF CCN: 08/12/2015 2015Q3
- Status *: Active
- Bed Size *: 10 A bed size greater than zero is required for most inpatient locations.

Buttons at the bottom: Find, Add, Export Location List, Clear

Data Analysis Features for HCP Influenza Vaccination Summary

Generating HCP Influenza Vaccination Summary Data

 **Generate Data Sets (Healthcare Personnel Safety)**

Reporting Data Sets

 Include data for the following time period:

Beginning: 08/2024 1 Ending: mm/yyyy 1 **Clear Time Period**

Generate Reporting Data Sets

Last Generated:
May 30, 2024 12:37 PM
to include data beginning 01/2024 and ending 05/2024

- Go to “Analysis” and select “Generate Data Sets”
- Select time period for analysis
- Select “OK” when webpage message appears on the screen

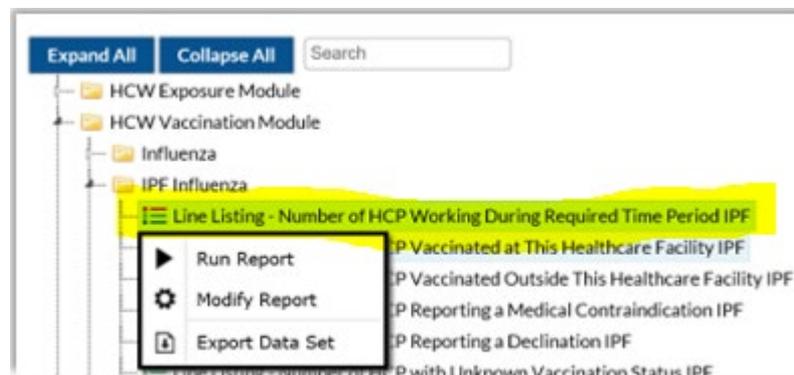
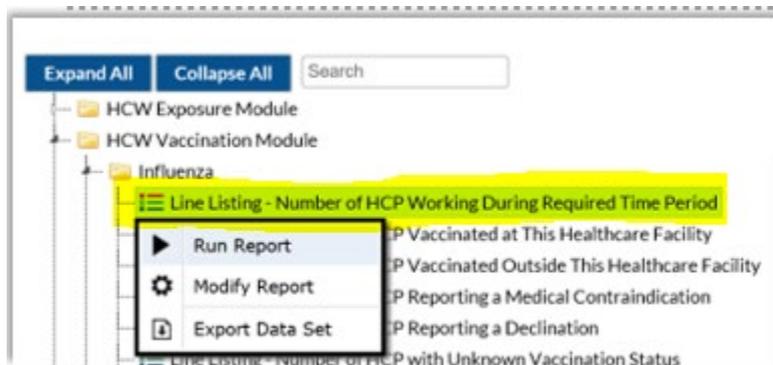
Warning

The current data sets will be updated. Are you sure you want to continue?

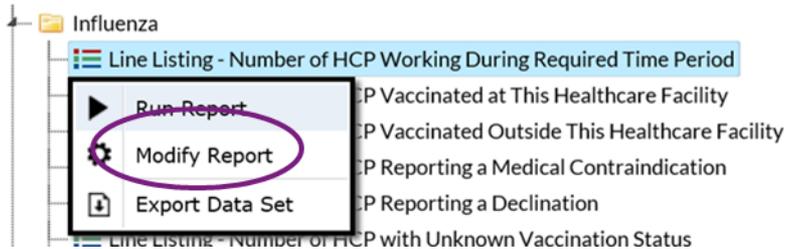
OK **Cancel**

HCP Influenza Vaccination Summary Data Analysis: Output Options for Inpatient Psychiatric Facilities (IPFs)

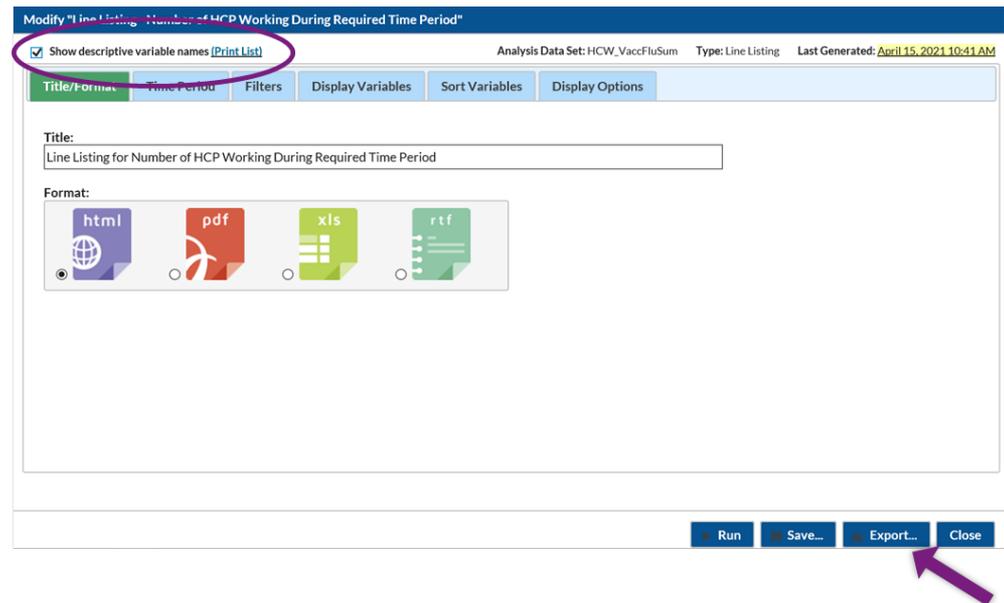
- Go to “Analysis” and “Reports”
- Free-standing IPFs should click on the “HCW Vaccination Module” and “Influenza”
- IPF units within other facilities should click on “HCW Vaccination Module,” “Influenza,” and “IPF Influenza”
- Click on “Run Report” to view the default output



Modifying HCP Influenza Vaccination Summary Data Output



- To modify the default analysis output, click “Modify Report” on the report you wish to modify
- Can export dataset and change output title and format
- Can use variable labels when viewing output



Resources

Resource: The NHSN Website

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

Refer to materials under the “Annual Flu Summary” headings

- Data collection forms
- Tables of Instructions
- Training slides

The screenshot shows the NHSN website page for Healthcare Personnel (HCP) Flu Vaccination. The page title is "Healthcare Personnel (HCP) Flu Vaccination". Below the title is a "Print" link. The page is organized into a grid of links. On the left side, under the heading "On This Page", there are links for "Announcements", "Protocols", "Trainings", and "Data Collection Forms & Instructions". In the middle section, there are links for "CSV Data Import", "Operational Guidance", and "Resources". On the right side, there are three stacked boxes: "Educational Roadmap", "Influenza Vaccination Data Reports", and "FAQs". The "FAQs" box is highlighted with a light blue background.

Questions or Need Help?

Please use **NHSN-ServiceNow** to submit questions to the NHSN Help Desk. The new portal can be accessed [here](#) and should be used in place of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov. If you do not have a SAMS login, or are unable to access ServiceNow, you can still e-mail the NHSN Help Desk at nhsn@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 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.