



# Long-Term Care Facilities: Reporting Influenza Vaccination Data for Healthcare Personnel

## **Division of Healthcare Quality Promotion**

July 2024

# Objectives

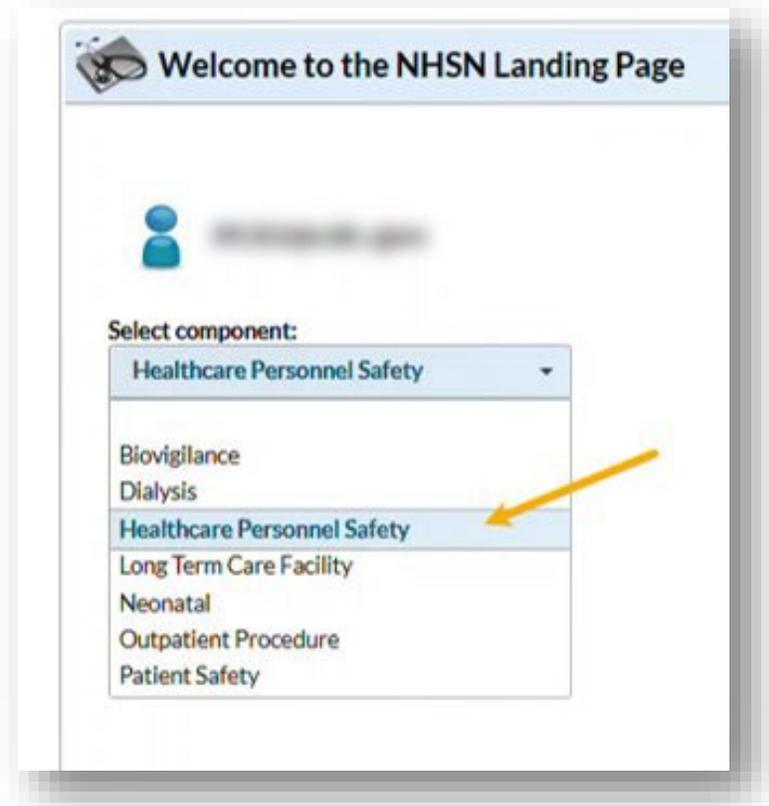
- Review how to get started in the Healthcare Personnel Safety (HPS) Component
- Describe reporting requirements for the Healthcare Personnel (HCP) Influenza Vaccination Summary
- Review entering data for the HCP Influenza Vaccination Summary
- Outline data analysis features

# Key Points: Reporting requirement

- The Influenza Vaccination Coverage among HCP measure was finalized in the [FY 2023 SNF PPS Final Rule](#)
  - Published in the Federal Register on August 3, 2022
- 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 2024-2025 influenza season
  - For questions related to SNF Quality Reporting Program (QRP) requirements, please contact CMS at: [SNFQualityQuestions@cms.hhs.gov](mailto: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 2024-2025 influenza season



# Key Points: Where to Report

- 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.

# Key Points: When to Report

- The reporting period for the 2024-2025 influenza season is from October 1, 2024 through March 31, 2025
- Facilities are required to submit **once**, covering the entire influenza season BUT may choose to report more frequently
- The deadline to report the annual HCP influenza vaccination summary data through the NHSN **HPS Component** is **May 15, 2025**

# Key Roles

# Key Roles in NHSN

- **NHSN Facility Administrator**
  - The person enrolling the facility in NHSN
  - Manages users and user rights
  - Manages locations and patients
  - Can add, edit & delete facility data
  - Authority to nominate groups (data sharing arrangements)
  - Each facility should have at least two NHSN users with NHSN Facility Administrator rights
  - Notes:
    - The NHSN Facility Administrator does not have to be the Office Administrator within the physical facility.
    - Only the Facility Administrator can reassign their role to another user

# Key Roles in NHSN (cont.)

- **NHSN User**
  - NHSN Users can:
    - View data
    - Enter data
    - Perform data analysis
  - User Rights are determined by Facility Administrator
  - Users may be given Administrative Rights that allow them to:
    - Add locations
    - Add other users – One person may hold multiple roles

# 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>
  - Please allow up to 5 business days for the change request to be verified and completed.
    - Check junk/spam e-mail!
  - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process

# How to Enroll your Facility in NHSN

# Enrollment

- Read and agree to the NHSN Rules of Behavior:  
<https://nhsn.cdc.gov/RegistrationForm>
- You will then be redirected to electronically register your facility with NHSN.
- Receive invitation to SAMS from “SAMS No-Reply (CDC)”.

## Enrollment (cont.)

- Log in to the SAMS application using assigned username (i.e., your current email address) and temporary password from the invite email
- Accept the SAMS Rules of Behavior
- Complete the SAMS Registration Form

# Enrollment (cont.)

- Validate identity using 1 of 2 methods
  - **Option 1 (Preferred) – Experian:** Using a secure interface, you will provide Experian your Social Security Number (SSN) and Date of Birth (DOB).
  - This information is sent directly to Experian and is NOT stored or saved by SAMS/CDC. Experian will attempt to validate your information and may ask you a series of questions based on your credit history. There is no impact on your credit score or credit worthiness. This is the fastest and most secure method to complete the SAMS identity proofing process.

# Enrollment (cont.)

- **Option 2 - Document Review:**
  - You will be required to complete a form included at the bottom of the identity verification instructions email. This form, along with appropriate identification, will need to be reviewed by a notary or other trusted third party and copies submitted to SAMS via secure upload or by mail. Once received by SAMS, it will be reviewed and validated.

# Reporting Requirements for the HCP Influenza Vaccination Summary

# Enrollment (cont.)

- Access NHSN using SAMS credentials
  - SAMS supports two type of tokens:
    - a soft token that requires the installation of an Entrust Authenticator application on your phone, tablet, or computer
    - a hard token which is a physical Entrust grid card mailed to your home address.
- SAMS will email you instructions explaining how to setup your second factor credential after account activation.
- NOTE: You can manage the initial setup using the 'Mobile Soft Token & Grid Card' option on the SAMS Portal.

The screenshot displays the SAMS (Secure Access Management Services) portal. The header includes the SAMS logo and the text "secure access management services". The main content is divided into two sections: "Menu" and "My Applications".

**Menu:**

- My Profile
- Manage Mobile Soft Token & Grid Card (highlighted with a red arrow)
- Logout

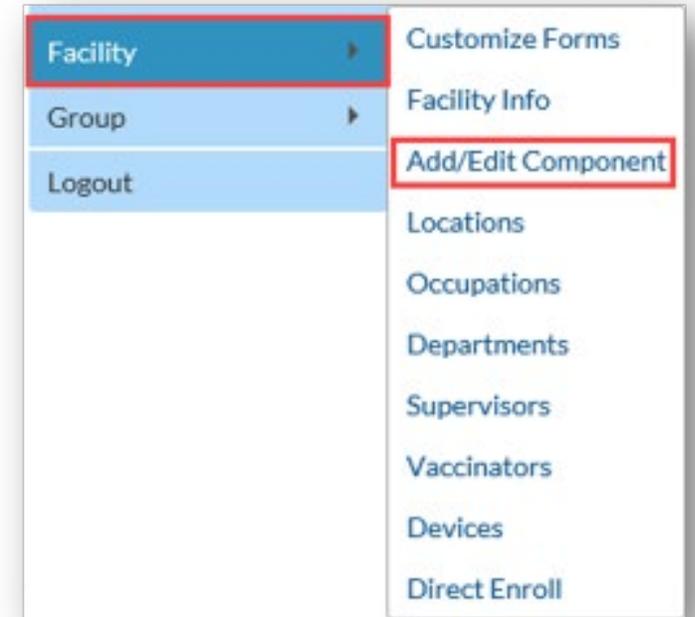
**My Applications:**

- Identity Manager
  - SAMS Test Group L3 \*

\* Strong credentials required.

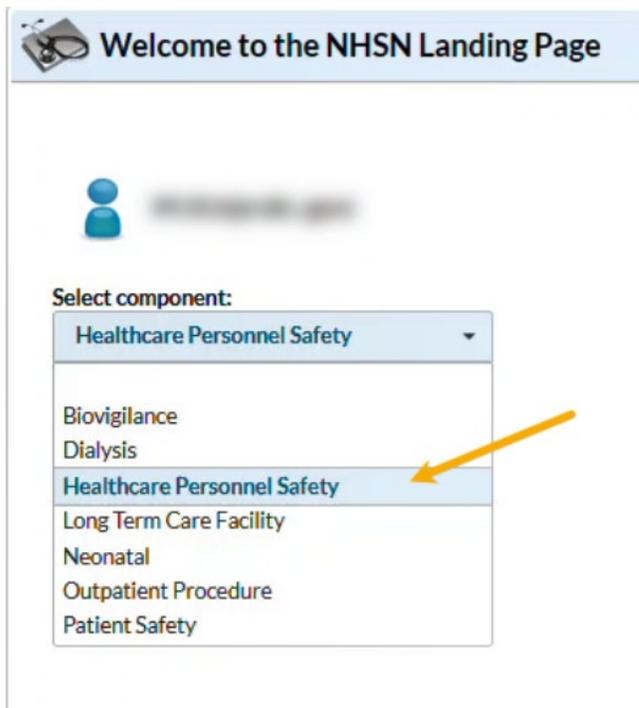
# Activating the HPS Component

- Activating the HPS component is only necessary for facilities currently enrolled in another component
- Only a NHSN Facility Administrator can activate a new component
- Ensure that the contact information for the NHSN Facility Administrator and HPS Component Primary Contact are updated



# Activating the HPS Component (cont.)

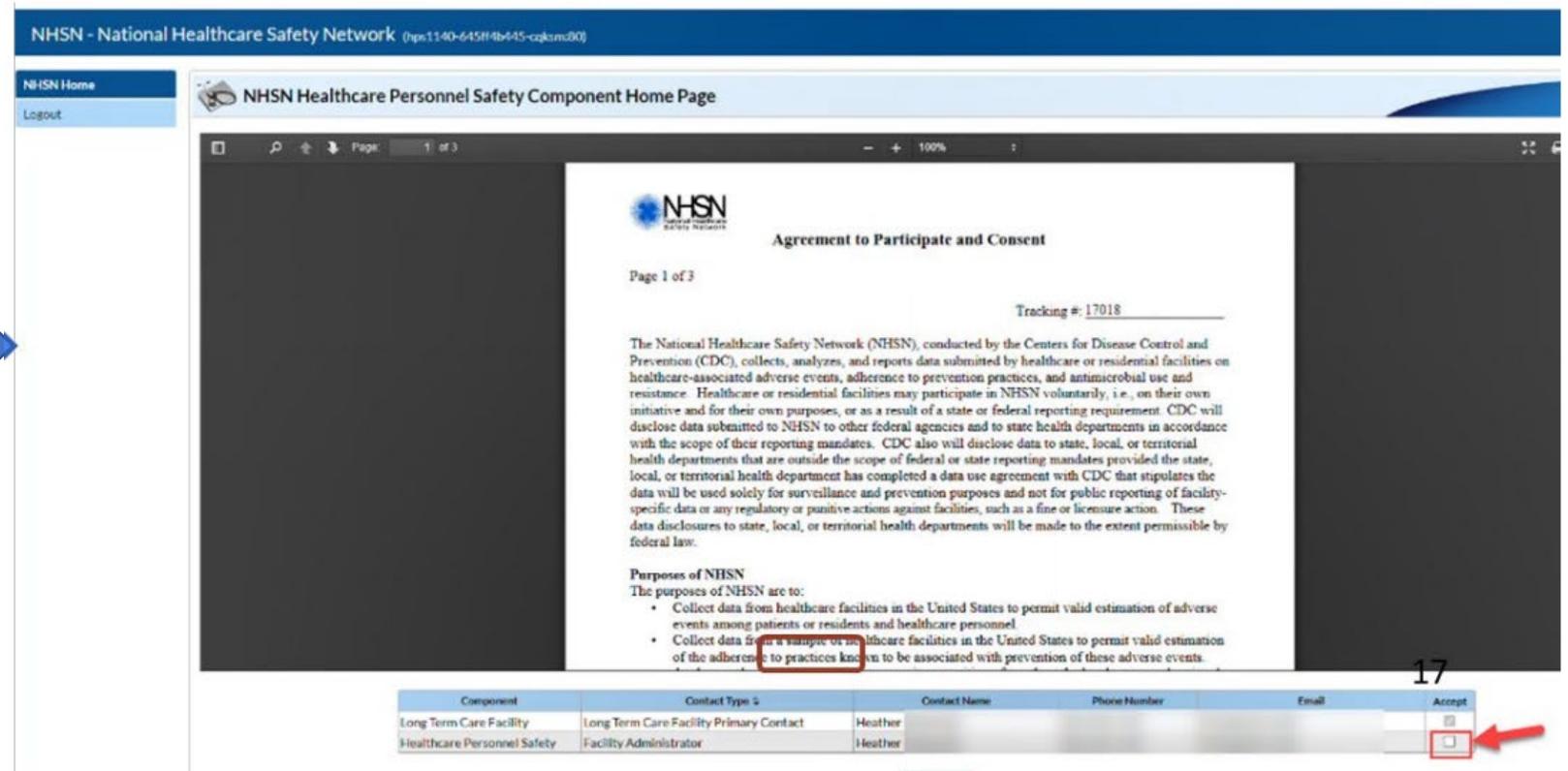
- After adding the HPS component, your NHSN FA must return to the NHSN homepage and log into the HPS component to accept the agreement to participate and consent.
- Make sure to scroll all the way to the **bottom** of the page



Welcome to the NHSN Landing Page

Select component:

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



NHSN - National Healthcare Safety Network (https://nhsn-645ff4b445-cqkzsmc00)

NHSN Home  
Logout

NHSN Healthcare Personnel Safety Component Home Page

Agreement to Participate and Consent

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 type="checkbox"/>
Healthcare Personnel Safety	Facility Administrator	Heather			<input type="checkbox"/>

# Healthcare Personnel 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
  - Working any part of a day counts as working one day

 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 \*:

Vaccination type \*: Influenza

Influenza subtype \*: Seasonal

Flu Season \*:

Date Last Modified:

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"/>

# Influenza Vaccination Summary Form Questions

- 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 healthcare facility or elsewhere
- Medical contraindications
- Declinations
- Unknown status

HCP categories
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 vaccine 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)

# Entering Data for the HCP Influenza Vaccination Summary

# Log into SAMS

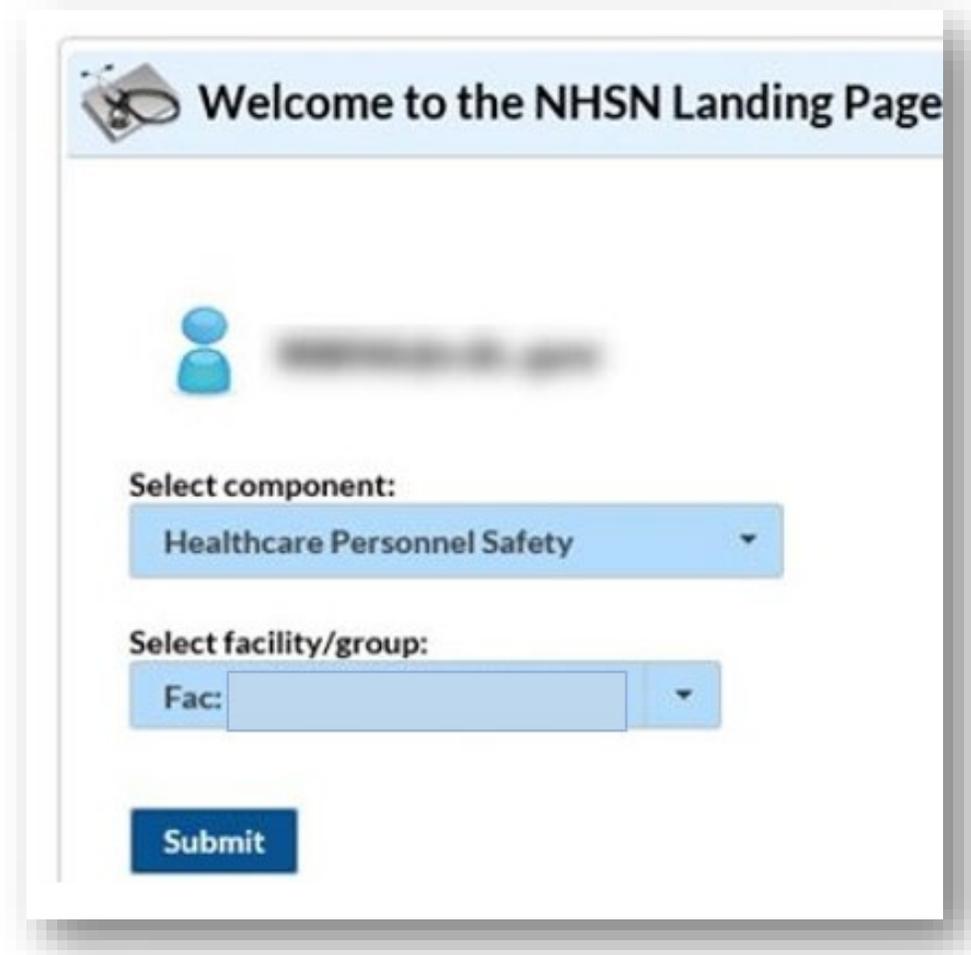
- You can access the activity home page by clicking:  
<https://nhsn2.cdc.gov/nhsn/>
- Level 3 SAMS access is needed to enter data into the HPS Component
- For assistance with SAMS, contact the SAMS Help Desk at 1-877-681-2901 or [samshelp@cdc.gov](mailto:samshelp@cdc.gov)

The screenshot displays the 'External Partners' login interface. It is divided into two main sections: 'SAMS Credentials' and 'SAMS Multi-factor Login', separated by a vertical line with a blue circle containing the word 'OR'.

**SAMS Credentials:** This section features an icon of a laptop keyboard. Below it are two input fields: 'SAMS Username' and 'SAMS Password'. A blue 'Login' button is positioned below the password field. A link for 'Forgot Your Password?' is located below the 'Login' button. At the bottom, a note states: 'For External Partners who login with only a SAMS issued UserID and Password.'

**SAMS Multi-factor Login:** This section features an icon of a SAMS Grid Card and a mobile phone. Below the icon is the text 'Sign on with a SAMS Grid Card or Mobile Soft Token'. A blue 'Login' button is positioned below this text. At the bottom, a note states: 'For External Partners who have been issued a SAMS Multi-factor token(s).'

# NHSN Landing Page



The screenshot shows the NHSN Landing Page interface. At the top, there is a light blue header bar with a stethoscope icon on the left and the text "Welcome to the NHSN Landing Page" on the right. Below the header, there is a blue user icon and a blurred text field. The main content area contains two dropdown menus. The first is labeled "Select component:" and has "Healthcare Personnel Safety" selected. The second is labeled "Select facility/group:" and has "Fac:" followed by a blurred text field. At the bottom left, there is a blue "Submit" button.

# 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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# 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 Data

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

# HCP Influenza Vaccination Summary Data (cont.)

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

**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 \*: ▼

# Saving HCP Influenza Vaccination Data

- After entering Influenza vaccination information, click “Save”

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="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<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="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<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

By saving these data in NHSN, facilities are agreeing to the following:

- 1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- 2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

Save

Back

# 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
- Please be aware that editing data after the initial entry will overwrite past data submissions
- The “Date Last Modified” shows when the data were last entered and saved

 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 \*

Vaccination type \*: Influenza

Influenza subtype \*: Seasonal

Flu Season \*: 2022/2023

Locations \*: Hospital

Date Last Modified: 04/01/2024

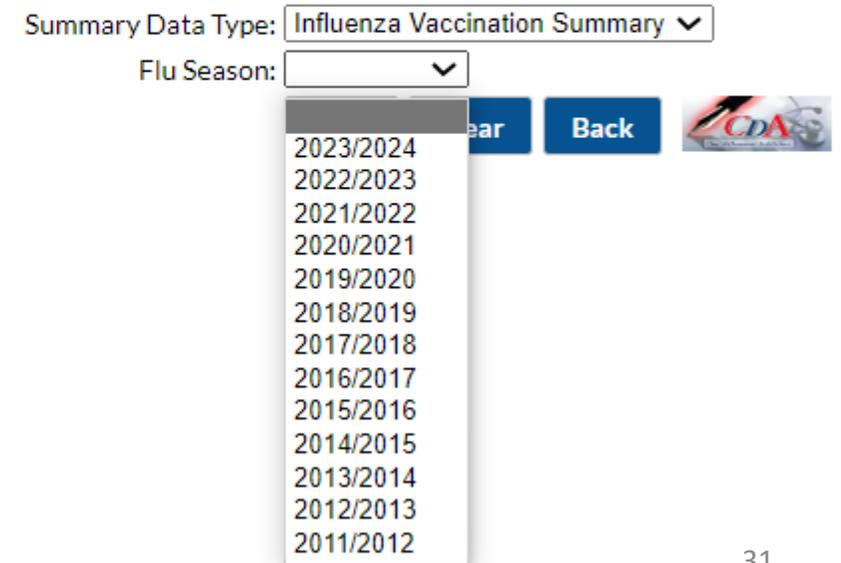
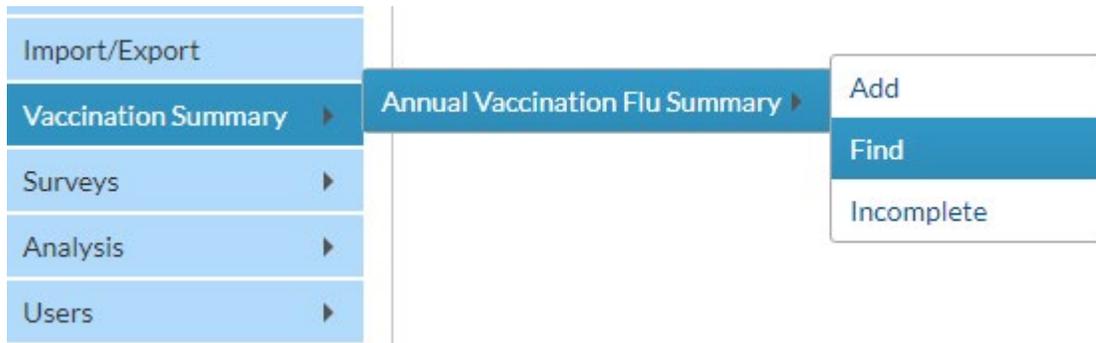
HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *	Adult students/trainees & volunteers *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	10	0	0	0

# Editing HCP Influenza Vaccination Data (cont.)

- Select "Vaccination Summary", then "Annual Vaccination Flu Summary", then "Find"
- Select the flu season that you would like to edit, as seen in the second screen shot



Enter search criteria



# Editing HCP Influenza Vaccination Data (cont.)

- Click “Edit” to modify existing data

Date Last Modified: 03/08/2024

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 *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	20	6	6	0
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	10	2	6	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	7	1	0	0
4. Number of HCP who have a medical contraindication to the influenza vaccine	1	1	0	0
5. Number of HCP who declined to receive the influenza vaccine	1	1	0	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	1	1	0	0

## Custom Fields

## Comments

By saving these data in NHSN, facilities are agreeing 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).

[Edit](#) [Export](#) [Delete](#) [Back](#)

# Confirming Data Entry

# Confirm Data Submission

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

The screenshot displays the NHSN interface for generating reporting datasets. On the left, a navigation menu lists various options, with 'Analysis' highlighted in green. The main content area is titled 'Generate Data Sets (Healthcare Personnel Safety)'. Below this title, there is a section for 'Reporting Data Sets'. This section includes a time period selection tool with 'Beginning' and 'Ending' date pickers. The 'Beginning' date is set to '01/2020' and the 'Ending' date is set to 'mm/yyyy'. A 'Clear Time Period' button is located to the right of the date pickers. Below the time period selection, there is a 'Generate Reporting Data Sets' button and a 'Last Generated' status box. The status box indicates that the data was last generated on 'May 11, 2023 9:56 AM' and includes data beginning from '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' category is expanded, showing sub-categories like Acute Care Hospitals (Hospital IQR), Ambulatory Surgery Centers (ASCQR), Inpatient Psychiatric Facilities (IPFQR), Inpatient Rehabilitation Facilities (IRFQR), Long Term Acute Care Hospitals (LTCHQR), Outpatient Dialysis Facilities (QIP), and Long Term Care Facilities (SNFQRP). The 'Long Term Care Facilities (SNFQRP)' category is further expanded to show 'Line Listing - HCP Flu Vaccination Data for CMS SNF PPS'. A context menu is open over this report, with the 'Run Report' option highlighted. Other options in the menu include 'Modify Report' and 'Export Data Set'.

# Confirm Data Submission (cont.)

- 3. View report

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

As of: May 11, 2023 at 9:59 AM

Date Range: All HCW\_VACCFLUSUMCMS\_SNF

orgID	summarySeason	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
30074	2019/2020	Employee	Employees	FLU	Influenza	0	25	0	0	25	0.0%	0	.. 11%
30074	2019/2020	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	.	0	.. 100%
30074	2019/2020	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	.	0	.. 100%
30074	2019/2020	All	All Healthcare Workers	FLU	Influenza	0	25	0	0	25	0.0%	0	.. 11%
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	5	25	40%	10	22%, 60%
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	15	75	40%	30	29%, 61%

Sorted by orgID summarySeason

Data contained in this report were last generated on May 11, 2023 at 9:55 AM to include data beginning January 2020.

# Resources

# The NHSN Website

- Visit: [HCP Flu Vaccination | HPS | NHSN | CDC](#) for training materials:
  - Protocol
  - Data collection forms
  - Frequently asked questions (FAQs)
  - Training slides
- The Annual HCP Flu Vaccination Data reporting materials are located under the “Annual” headings on the webpage

The screenshot shows the NHSN website interface. At the top, there is a blue header with the CDC logo and the text "National Healthcare Safety Network (NHSN)". A search bar is located in the top right corner. Below the header, the page is divided into several sections. On the left, there is a navigation menu with links such as "NHSN Home", "NHSN Login", "About NHSN", "Enroll Facility Here", "CMS Requirements", "Change NHSN Facility Admin", "Resources by Facility", "Patient Safety Component", "Long-term Care Facility Component", "Dialysis Component", "Biovigilance Component", and "Healthcare Personnel Safety Component (HPS)". Under the "HPS" section, there is a sub-menu with "HCP Flu Vaccination" selected, along with "HCP Exposure", "HCP COVID-19 Vaccination", "COVID-19 Vaccination Data FAQs", "Weekly Influenza Vaccination Data Reporting FAQs", and "HCP Influenza Vaccination Summary Reporting FAQs". The main content area is titled "Healthcare Personnel (HCP) Flu Vaccination" and includes a "Print" link. Below this, there is an "On This Page" section with links to "Announcements", "Protocols", "Trainings", "Data Collection Forms & Instructions", "CSV Data Import", "Operational Guidance", and "Resources". The "Announcements" section is highlighted in blue and contains a reminder to log into NHSN and make sure the facility has an active Facility Administrator. A link to a PDF document titled "REMINDER: Review Facility Administrator in NHSN" is provided. Below the announcement, there is a "Blast E-mails" section with "None" listed. The "Upcoming Webinars" section is currently empty. At the bottom of the main content area, there is a link to "Office Hours: Reporting Annual Healthcare Personnel Influenza". On the right side of the page, there are three boxes: "Educational Roadmap", "Influenza Vaccination Data Reports", and "FAQs". The "FAQs" box contains links to "Annual Influenza Vaccination Summary Reporting FAQs" and "Weekly Influenza Vaccination Data Reporting FAQs". Below these boxes is a "Supporting Materials" section with links to "Weekly HCP Influenza Vaccination Data Reporting Guidance – October 2020" and "Tips for Submitting HCP Flu Vaccination Summary Data by Facility Type". At the bottom of the page, there is a link to "Verification of HCP Flu Vaccination Summary Data in NHSN – November 2018" and a "More on page below" link.

# 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](mailto:nhsn@cdc.gov), [nhsntrain@cdc.gov](mailto:nhsntrain@cdc.gov), and [nhsndua@cdc.gov](mailto:nhsndua@cdc.gov). ServiceNow will help the NHSN team respond to your questions faster.
- 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](mailto: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

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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.