May 2023

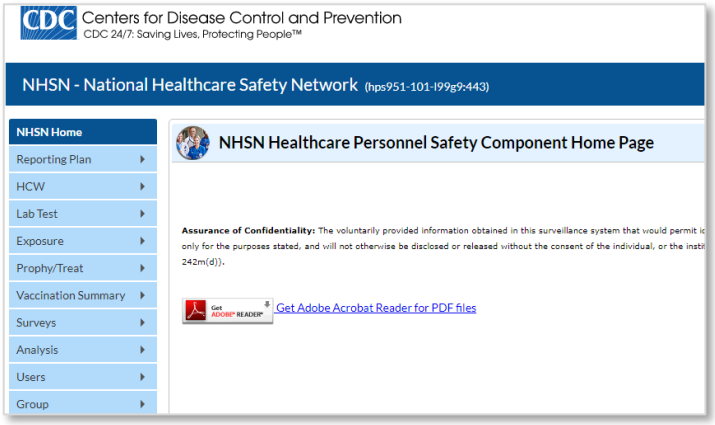
NHSN Healthcare Personnel Influenza Vaccination Module: Groups and Supergroups - Viewing and Uploading Influenza Vaccination Reporting Pathway .CSV Data Files

Description

As part of CDC's Influenza (flu) response, facilities enrolled in the National Healthcare Safety Network (NHSN) Healthcare Personnel Safety (HPS) Component can report healthcare personnel (HCP) flu vaccination data through the HPS Component. Group and supergroup users can import data on behalf of their member facilities who report through the NHSN HCP Flu Vaccination Module. The purpose of this guidance document is to provide important information and instructions for how groups and supergroups can import .CSV files and view summary data in the NHSN HCP Flu Vaccination Module. Please note that to meet the End-Stage Renal Disease (ESRD) reporting requirement, dialysis facilities should report cumulative influenza vaccination data for the last reporting week of each calendar month during the 2021-2022 influenza season.

A facility should decide which of the groups that it has granted access to NHSN for the purpose of viewing their data will upload their data as these same groups will also have access to upload data on their behalf using the .CSV bulk upload process. If data have been uploaded into NHSN for a facility by one group or supergroup via the .CSV bulk upload, these data can be overwritten by a second group uploading data for the facility at a later time or date. Therefore, NHSN recommends that facilities only grant access to one group/supergroup to upload data on their behalf. Groups or supergroups can include health departments. It is also important to note that if a facility has entered its own data, it will not be overwritten by a bulk upload by a group/supergroup.

Please note: If accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown here, but all functionality related to flu data reporting is the same.



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

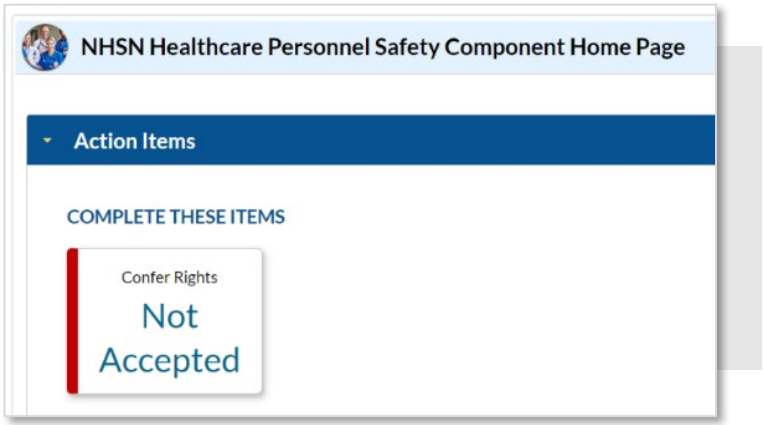
Instructions for Groups and Supergroups: Defining and Conferring Rights

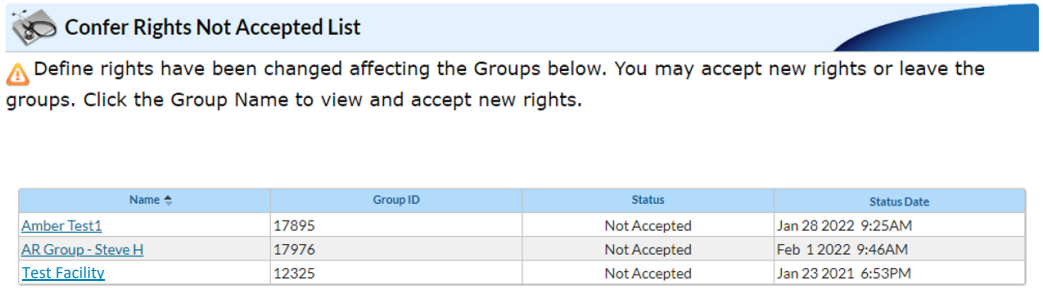
1. **Group** – After logging into an NHSN component, select Group from the menu bar and then select Define Rights.

2. **Group** – After selecting Define Rights, the Define Rights for the component will be displayed. Under General, there are new Rights for vaccination data. The new Rights allow viewing of Flu Vaccination Module summary data for facilities that are a part of the group. Check "COVID-19 and Weekly Influenza CSV Data Upload." By selecting "COVID-19 and Weekly Influenza CSV Data Upload" the group will have the ability to import .CSV data files of these types for facilities who accept the define rights. Group users can also select "Healthcare Safety Monthly Surveillance Plan" to view monthly reporting plan data for facilities within the group. Select Save at the bottom of the page to define the additional Rights.

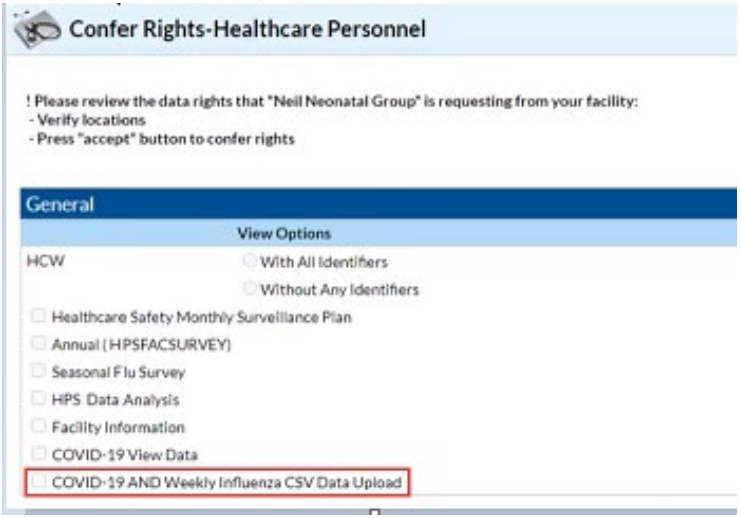
3. **Group** – The **Facility** group member will need to confer rights (accept the newly defined right(s)) by clicking on Confer Rights Not Accepted under Action Items.

4. **Group** – The **Facility** will see a Confer Rights Not Accepted List. From the list, select the group for which the facility would like to view the new Defined Rights.





5. **Group** –Each element included in the groups define rights template will have a selected check box appears on the confer rights screen. In our example, a checkbox next to “COVID-19 and Weekly Influenza CSV Data Upload.” indicates the group added Defined Rights to upload COVID-19 and Weekly Influenza CSV Data on behalf of member facilities. The **facility** must select “Accept” to save the newly conferred Rights in order for CSV data upload rights to be conferred to the group.

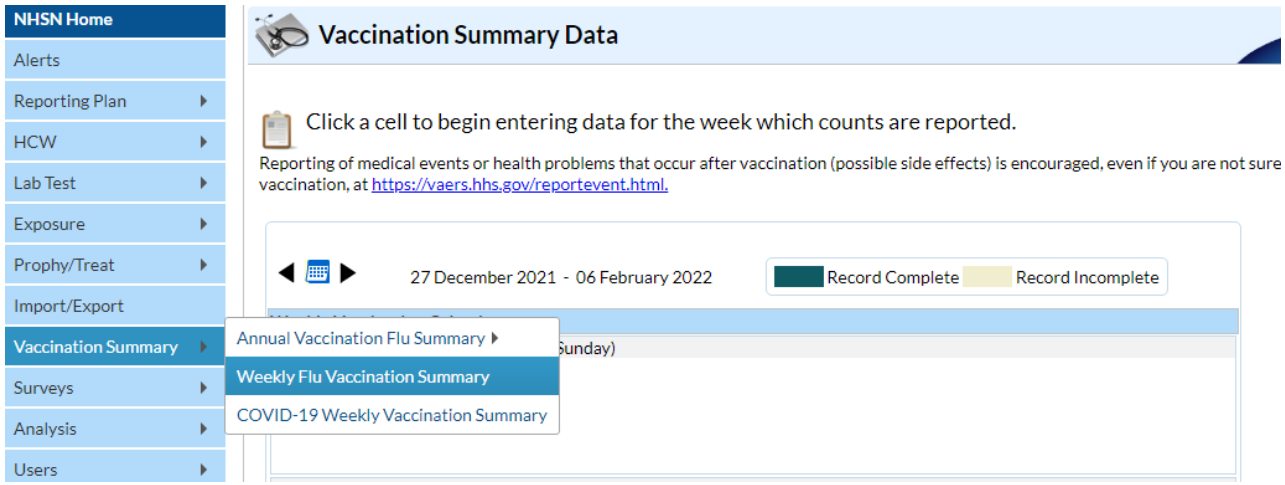


Instructions to Upload and Export .CSV Files for both Group and Supergroup Users

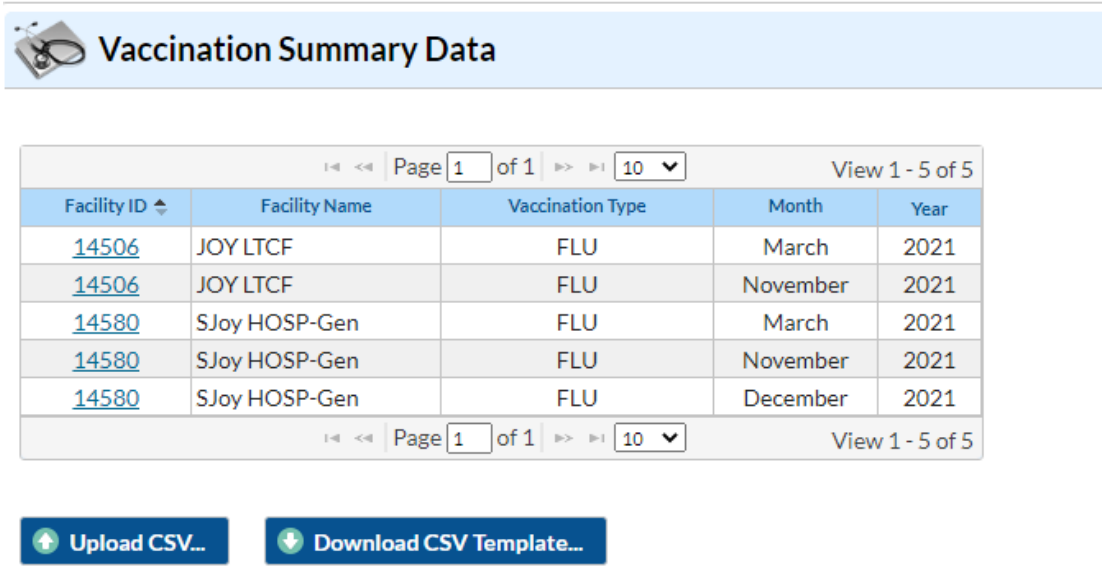
1. **Group/Supergroup** – Select “Vaccination Summary” from the menu bar to get to the “Weekly Vaccination Flu Summary” page.

NHSN
NATIONAL HEALTHCARE SAFETY NETWORK

May 2023



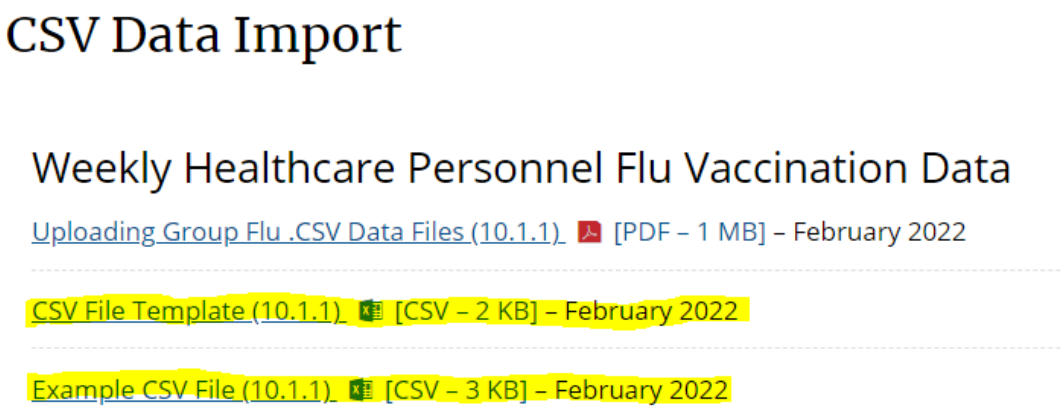
A list of facilities in your group or supergroup that have flu vaccination data will be displayed by month. Select the Facility ID/Month to view the data for that month. (All data in screenshots for illustration only.)

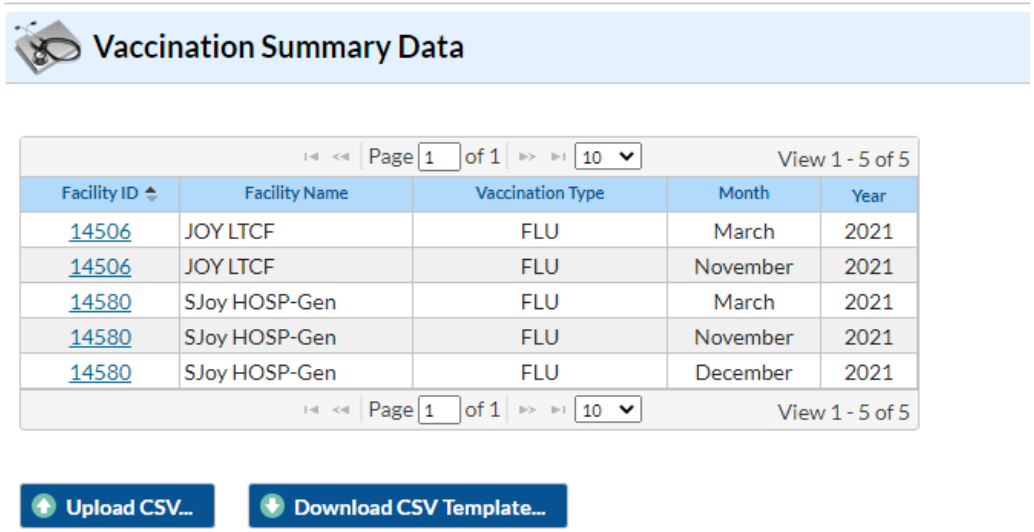


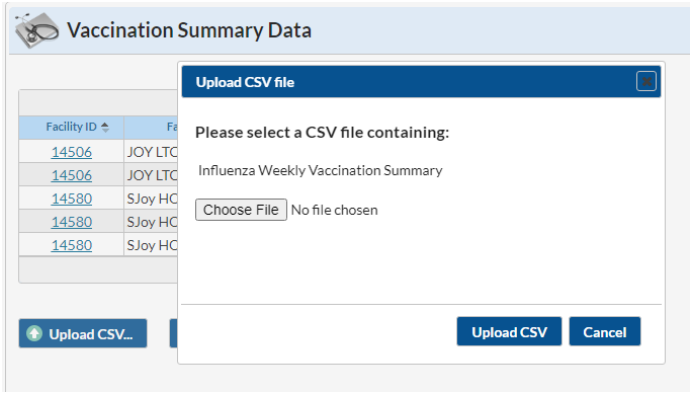
2. **Download Template –** The .CSV template for the Weekly Flu Vaccination Module can be found at the NHSN Weekly Flu Vaccination webpage: https://www.cdc.gov/nhsn/hps/vaccination/index.html

3. **Enter Data** – Using the provided.CSV template for healthcare personnel data, populate each variable with the appropriate data. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. After entering all data, save each file to upload the .CSV file in NHSN.

   For complete information on the variables included on the .CSV template, refer to the table at end of this document ("Table 1: NHSN Non-Long-Term Care Facility Staff Flu Vaccination Data Import File Format"). An example .CSV file that includes test data in required fields is available for download from the NHSN Weekly HCP Flu Vaccination webpage: https://www.cdc.gov/nhsn/hps/vaccination/index.html.

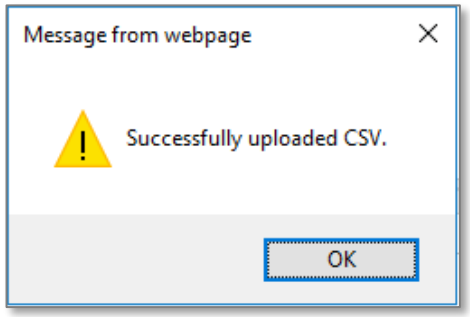






4. **Upload CSV** – To upload the completed .CSV file in NHSN, select “Vaccination Summary” from the menu bar. Then, select “Weekly Flu Vaccination Summary”. A list of facilities by month will be displayed. Click on the “Upload CSV” button. A prompt will appear where a file must be provided for submission. Browse for the file and then click “Upload CSV” to begin the import.

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



If errors are found during upload, please review the alerts and refer to the table at end of this document ("Table 1: NHSN Non-Long-Term Care Facility Staff Flu Vaccination Data Import File Format") for complete information on the variables included on the .CSV template. Questions can be submitted to NHSN@CDC.GOV with "Weekly Flu Reporting CSV upload" in the subject line.

6. **View and Export Line List Data Reports** – Users are encouraged utilize the analysis and reporting functionality built within NHSN to view and export line list data reports for flu vaccination data for healthcare personnel. For more information, view the Quick Reference Guide on how to modify and export line lists available under the 'Supporting Materials' section of NHSN's Weekly HCP Flu Vaccination webpage: https://www.cdc.gov/nhsn/hps/vaccination/index.html.

Group - Importing via .csv file - *Weekly Flu HCP Vaccination Summary*- HPS Component - NHSN release 10.1.1 (February 2022)

Table 1: NHSN Non-Long-Term Care Facility Staff Flu Vaccination Data Import File Format

Field	Requirement	Values	Format[†]	Description of Field
vacctype	**Required**	FLU	Character	Vaccine type
orgid	**Required**	-	-	Must be a valid NHSN Facility ID (organization identifier)
fluvaccsubtype	**Required**	SEASONAL	Character (11)	Influenza subtype
fluvaccloc	**Required**	FLUHOSP, FLUDIAL, FLUIPF, FLUIRF	Character (11)	Flu Vacc Location Type FLUHOSP – For data reported for all facility types, except dialysis. This includes all inpatient and outpatient units/departments of an acute care facility sharing the same CCN as the acute care facility. Long-term care facilities, free-standing in-patient psychiatric facilities or free-standing in-patientrehabilitation facilities should also use FLUHOSP. FLUIPF – For data reported by acute care facility for an inpatient psychiatric unit. This selection is only available for facilities reporting data for IPF units with a different CCN from the acute care facility. FLUIRF - For data reported by acute care facility for an inpatient rehabilitation unit. This selection is only

				available for facilities reporting data for IRF units with a separate CCN from the acute care facility. FLUDIAL - For data reported by dialysis facilities.
summarytype	**Required**	VACCSUMWK	Character (12)	Summary type
summaryseason	**Required**	YYYY/YYYY	-	Influenza season
survweekstart	**Required**	MM/DD/YYYY (Monday through Sunday reporting)	Datetime	Week of data collection, start date (date must be a Monday; must be no later than current date)
survweekend	**Required**	MM/DD/YYYY	Datetime	Week of data collection, end date (date must be a Sunday; must be no later than current date)
numemphcp	**Required**	Sum of numemphcp + numnonemplhcp + numnonempshcp + numnonempohcp counts must be <= 50,000	Must be a whole number	Number of Employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numnonemplhcp	**Required**	Sum of numemphcp + numnonemplhcp + numnonempshcp + numnonempohcp counts must be <= 50,000	Must be a whole number	Number of Non-Employee Licensed independent practitioners that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numnonempshcp	**Required**	Sum of numemphcp + numnonemplhcp + numnonempshcp + numnonempohcp counts must be <= 50,000	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers that eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numnonempohcp	-	Sum of numemphcp + numnonemplhcp +	Must be a whole number	Number of Non-Employee Other Contract Personnel eligible to have worked at this healthcare facility for

		numnonempshcp + numnonempohcp counts must be <= 50,001		at least 1 day during the week of data collection
numempvacchere	**Required**	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numnonemplvacchere	**Required**	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numnonempsvacchere	**Required**	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numnonempovacchere	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numempvaccrpt	**Required**	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numnonemplvaccrpt	**Required**	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numnonempsvaccrpt	**Required**	Must be <= numNonEmpSWorked or	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 that provided a written report or

		<= numNonEmpSHCP		documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numnonempovaccrpt	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numempvaccmed	**Required**	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that have a medical contraindication to the influenza vaccine
numnonemplvaccmed	**Required**	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that have a medical contraindication to the influenza vaccine
numnonempsvaccmed	**Required**	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 that have a medical contraindication to the influenza vaccine
numnonempovaccmed	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that have a medical contraindication to the influenza vaccine
numempvaccdec	**Required**	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that declined to receive the influenza vaccine this season
numnonemplvaccdec	**Required**	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that declined to receive the influenza vaccine this season
numnonempsvaccdec	**Required**	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers' row #1 that declined to receive the influenza vaccine this season

numnonempovaccdec	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that declined to receive the influenza vaccine this season
numempvaccunk	**Required**	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 with unknown vaccination status
numnonemplvaccunk	**Required**	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 with unknown vaccination status
numnonempsvaccunk	**Required**	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 with unknown vaccination status
numnonempovaccunk	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 with unknown vaccination status
fluvacchcpsupplyrec	**Required**	Y for Yes N for No P for only a portion of the supply was received	Character (1)	Has your facility received its supply of influenza vaccine for the 2020-2021 influenza season?
fluvacchcpshort	**Required**	Y for Yes N for No	Character (1)	Is your facility currently experiencing a shortage of influenza vaccine for the 2020-2021 influenza season?
comment	-	Free text	Character (2000)	Comments