

Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module Influenza Vaccination Summary Reporting for IRF Units in LTACHs and IPFs

March 2021

Objectives

- Provide an overview of the NHSN 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
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary

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 <u>physically</u> 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

HCP Influenza Vaccination Summary

- CMS requires long-term acute care hospitals (LTACHs) and inpatient rehabilitation facilities (IRFs) to report annual HCP influenza vaccination summary data to NHSN each year
 - Freestanding IRFs and IRF units in short-stay acute care hospitals
- Recent changes in CMS rules have extended IRF reporting requirements to IRF units outside of acute care hospitals
 - LTACH and inpatient psychiatric facilities (IPFs)
- This training discusses IRF units outside of acute care hospitals as these units are required to report data by CMS
 - Can also be used by IPF units in LTACHs or freestanding IRFs

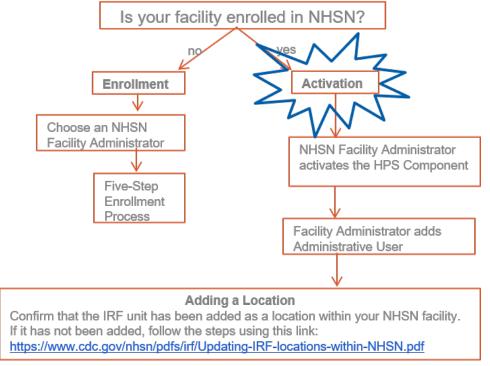
Key Roles in NHSN

- 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

- Enrolling in NHSN
 - Facilities that are currently not participating in NHSN and wish to participate must <u>enroll</u> their facility in NHSN
 - Please visit http://www.cdc.gov/nhsn/enrollment/index.html for more information regarding the enrollment process
 - Enrollment usually takes at least 4-6 weeks
 - During the enrollment process, facilities may choose to participate in any of the NHSN components
- Activating the HPS Component
 - Facilities that are <u>already enrolled</u> in NHSN and wish to participate in the HPS Component must <u>activate</u> the component within NHSN



Are you unsure of your facility's status with NHSN? Email nhsn@cdc.gov

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

Mandatory fields to "Add" or "Edit" a record marked with *	
Your Code *:	REHAB
Your Label *:	REHAB UNIT
CDC Location Description *:	Rehabilitation Ward (within Acute Care Hospital)
Is this location a CMS IRF unit within a hospital? *:	Y - Yes ✔
If Yes, specify the IRF CCN (will have an R, T, TA, TB, TC, TE, TF, TG, TH, TJ or TK in the 3rd position) *:	
Status *:	Active ~
Bed Size ★:	A bed size greater than zero is required for most inpatient locations.
Find Add Export L	ocation 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



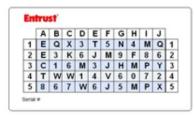
Activating the HPS Component

- Facility Administrator adds HPS Component Primary Contact as a user within the NHSN facility
 - Click "Users" on the navigation bar, then click "Add"
 - Complete "Add User" screen mandatory fields
 - User ID created by the facility
 - First Name
 - Last Name
 - E-mail Address Must be an active/correct address for the user
- Other users are added by the Facility Administrator or new HPS Component Primary Contact

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



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 as long as 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 <u>prior</u> 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 <u>not</u> 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

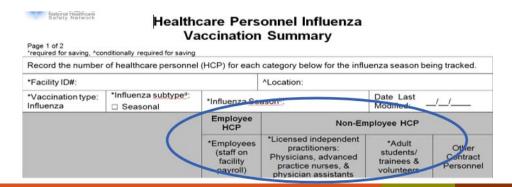
The protocol is a facility's guide to collecting and reporting Influenza Vaccination Summary data for the HCP Vaccination Module:

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

Denominator 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



Denominator 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

Denominator 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.

Denominator 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

Denominator 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 nondirect 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: http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf

- The numerator 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 facility or elsewhere
- Medical contraindications
- Declinations
- Unknown status

	Employee HCP	
	*Employees (staff on facility payroll)	*Licensed inde practition Physicians, ac practice nur physician ass
Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31		
Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season		
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		
Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)		

- HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
- 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

- 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)

- HCP who declined to receive the influenza vaccine
 - Documentation is not required for reporting declinations (verbal statements are acceptable)
- HCP with unknown vaccination status (or criteria not met for abovementioned 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 <u>physically present</u> 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.

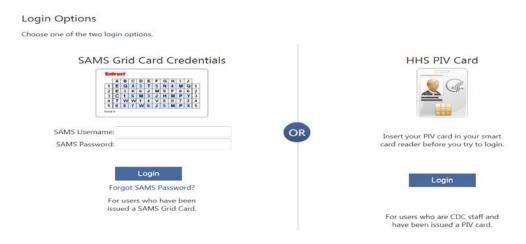
Entering Data for the HCP Influenza Vaccination Summary

Required and Optional Reporting Forms

- After enrolling in NHSN and/or activating the HPS Component and adding users:
 - Complete Required Forms
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary Form
 - Complete Optional Form
 - Seasonal Survey on Influenza Vaccination Programs for HCP

Log into SAMS

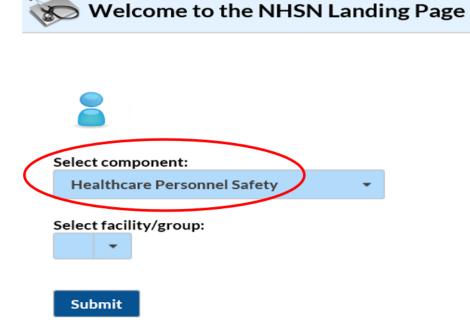
- You can access the activity home page by clicking https://nhsn2.cdc.gov/nhsn/
- Enter your SAMS user name and password
- Enter SAMS grid card numbers



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

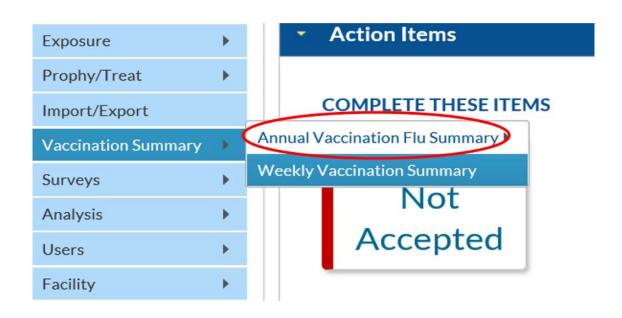
NHSN Landing Page

Select the HCP Safety Component



HPS Component Home Page

 Select 'Vaccination Summary' and 'Annual Vaccination Summary' on the left-hand navigation bar



HCP Safety Monthly Reporting Plan Form

- Collects data on which modules and months the facility plans to participate
- Users should select "Influenza Vaccination Summary"
- The plan is automatically updated with this information for the entire NHSNdefined influenza season (July 1 to June 30)
 - The user will not need to add any reporting plans after the initial monthly plan has been added for that influenza season



Healthcare Personnel Safety Monthly Reporting Plan

Page 1 of 1 *required for saving		
Facility ID#:	*Month/Year:	
☐ No NHSN Healthcare Personnel Safety Modules followed this month		
Healthcare Personnel Exposure Modules		
☐ Blood/Body Fluid Exposure Only		
□ Blood/Body Fluid Exposure with Exposure Management		
□ Influenza Exposure Management		
Healthcare Personnel Vaccination Module		
□ Influenza Vaccination Summary		

Monthly Plan View for Facilities with IRF Units

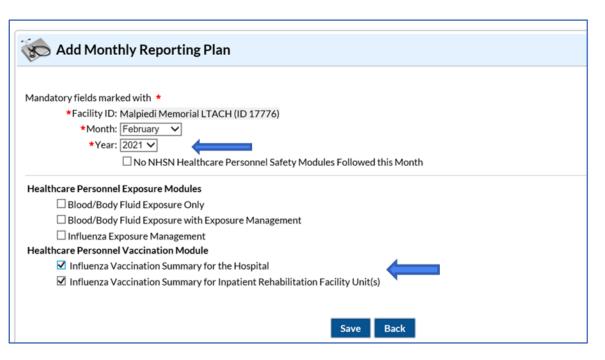
Click "Reporting Plan" then "Add"

Select correct month and year from dropdown menus

Check appropriate box next to "Influenza Vaccination Summary" for reporting facility data

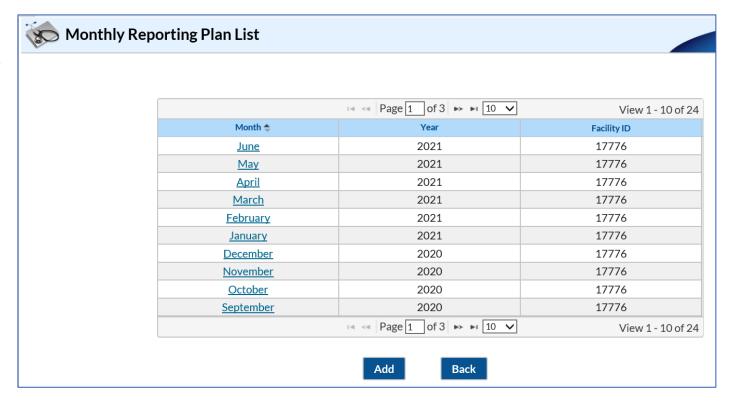
or IRF unit(s) data

Click "Save"



Monthly Plan View (cont.)

Adding 1 plan automatically adds a plan for each month of the influenza season



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 Form

- NHSN data entry screen mirrors the HCP Influenza Vaccination Summary Form
 - Denominator (Question 1)
 - Numerator (Questions 2-6)

	*Employees (staff on facility payroll)	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	*Adult students/ trainees & volunteers	Other Contract Personnel
Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31				
Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season				
Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season				
Number of HCP who have a medical contraindication to the influenza vaccine				
Number of HCP who declined to receive the influenza vaccine				
Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)				

Table of Instructions

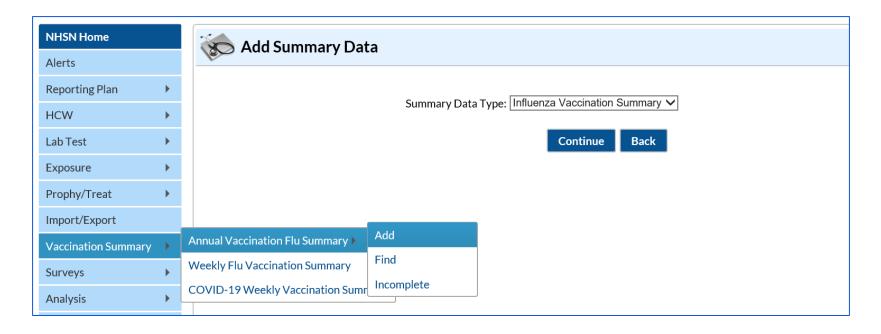
Data Fields	Instructions for Completion
Facility ID #	Required. The NHSN-assigned facility ID will
	be auto-entered.
Vaccination Type	Required. Influenza is the default and only
	current choice.
Influenza Subtype	Required. Seasonal is the default and only
	current choice.
Influenza Season	Required. Select the influenza season years for
	which data were collected (e.g., 2012/2013).
Date Last Modified	The Date Last Modified will be auto-entered and
	will indicate the date that these data were last
	changed by a user.
Employee HCP (staff	Required. Defined as all persons that receive a
on facility payroll)	lirect paycheck from the healthcare facility (i.e.,
	on the facility's payroll), regardless of clinical
	responsibility or patient contact.
Non-Employee HCP:	Required. Defined as physicians (MD, DO);
Licensed independent	advanced practice nurses; and physician

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: http://www.cdc.gov/nhsn/forms/57-214-HCP-Influenza-Vaccination-Summary-Form-TOI-.pdf

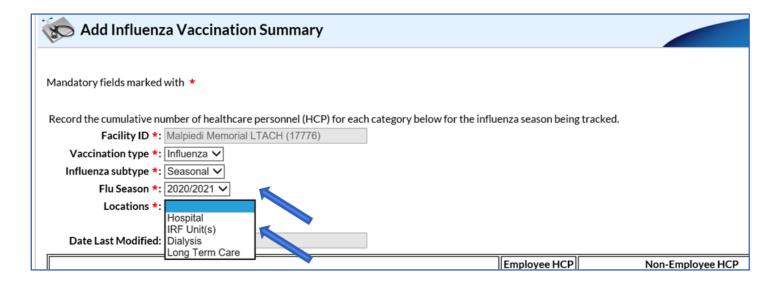
HCP Influenza Vaccination Summary Data

- Click "Vaccination Summary" then "Annual Flu Vaccination Summary", then Add
- "Influenza Vaccination Summary Data" appears as the only option
- Click "Continue"



Summary Report for Facilities with IRF Units

- "Influenza" and "Seasonal" are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2020-2021)
- Select the appropriate location for reporting facility data or IRF unit(s) data



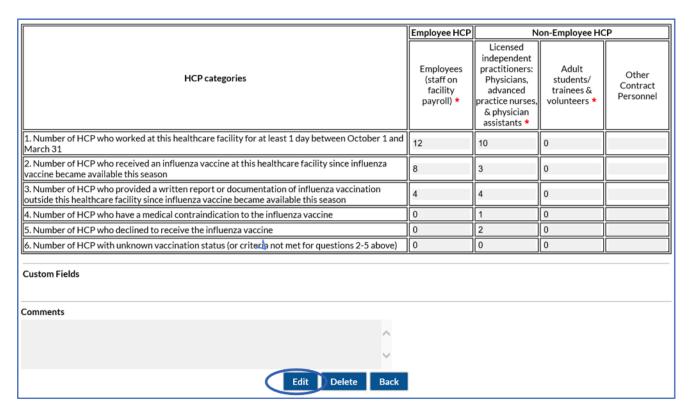
Data Entry Screen

- The asterisks indicate required columns that must be completed
- Use the "Comments" box to enter any additional information
- Click "Save" to save the record
- Data must be entered by the May 15 reporting deadline to meet CMS program requirements!

	Employee HCP	Non-Employee HCP		
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				
Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season				
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)				
Custom Fields				
Comments				

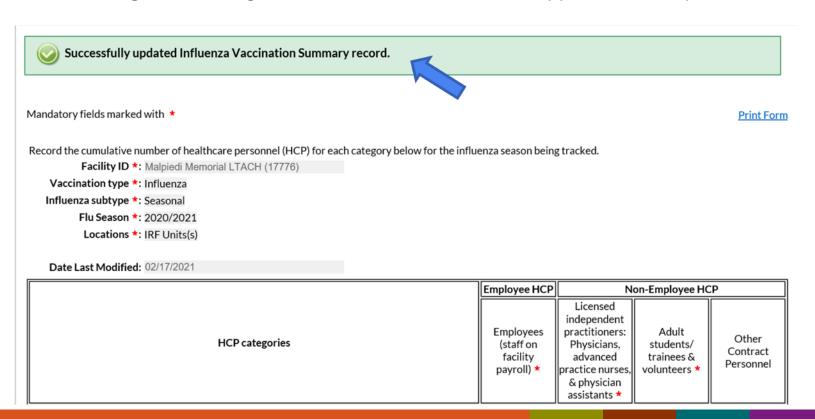
Editing HCP Influenza Vaccination Data

Click "Edit" to modify existing data



Saving HCP Influenza Vaccination Data

A message confirming that data were saved should appear at the top of the screen



Resource: The NHSN Website

Surveillance for Healthcare Personnel Vaccination

- Training
- Protocols
- Forms
- Support Materials
- Analysis Resources
- FAQs



- Visit: https://www.cdc.gov/nhsn/enrolled-facilities/index.html, select your facility type, and click on "HCP Flu Vaccination" for materials:
- Data collection forms
- Tables of Instructions
- Training slides

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Please submit questions to be answered during the live Q&A session. You can select the title of the presentation and submit your question using the form located on the 2021 NHSN Training webpage.

If you are viewing this training video <u>after March 2021</u>, please submit any questions about the content of the presentation to <u>NHSN@cdc.gov</u>.



Additional NHSN training resources:

https://www.cdc.gov/nhsn/training/



Thank you for viewing this 2021 NHSN Training presentation!

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

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