

General FAQs

General (for all facility types)	
What identity proofing documents are required for the Secure Access Management Services (SAMS) process?	Users submit identity proofing documentation as part of the SAMS process. This includes an identity verification form and supporting documents (i.e., driver’s license, passport). More information about the SAMS process can be found here: http://www.cdc.gov/nhsn/sams/about-sams.html .
What do I have to do to report to NHSN for the HCP Influenza Vaccination Summary Measure?	Facilities reporting to NHSN for the HCP Influenza Vaccination Summary Measure must follow the HCP Vaccination Module: Influenza Vaccination Summary Protocol (http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/HPS-flu-vaccine-protocol.pdf)
Where can I find training on collecting HCP influenza vaccination summary data?	CDC conducted live training webinars for facilities on the HCP Vaccination Module for the 2014-2015 influenza season in August 2014. PowerPoint slides and a recording of this training are available at: CDC’s Vaccines & Immunizations webpage (http://www2.cdc.gov/vaccines/ed/nhsn/).
Does NHSN require data to be reported on each individual employee?	No. Facilities are required to report summary-level data and not individual-level data. Therefore, information such as demographic data on employees is not required.
The HCP Influenza Vaccination Summary Form in NHSN defines the influenza season as July 1 to June 30. Does this mean that my facility is required to report on twelve months of data when we do not vaccinate for all twelve months?	No. Although influenza may occur any time of the year, you should report data for the period specified in the NHSN protocol, which is from October 1 through March 31 for the denominator, including all vaccinations given during the influenza season in the numerator. The July 1 to June 30 time period is used by NHSN to clearly define the end of one influenza season and the beginning of the next influenza season.
Which month and year should I select on the monthly reporting plan for the HCP Vaccination Module?	You can select any month within the current influenza season. Therefore, it is fine if you enter a single summary data report for one month (e.g., March 2015). Unlike the other NHSN components and modules, when “Influenza Vaccination Summary” is selected on one reporting plan, the information is automatically updated on all reporting plans for the entire influenza season as defined by NHSN (which is July 1 to June 30). Therefore, adding other reporting plans after the initial plan has been added for that influenza season is <u>not</u> necessary.
If my facility reported influenza vaccination summary data for the 2014-2015 influenza season, do I need to create another monthly reporting plan for the 2015-2016 influenza season?	Yes, a monthly reporting plan must be completed once for each influenza season. You will not be able to enter or save any influenza vaccination summary data until you create a monthly reporting plan for that influenza season.
When trying to enter data in NHSN, why do I receive an error message stating that a “plan does not exist with Influenza Vaccination Summary for Flu Season entered?”	You are receiving this message because you have not added a monthly reporting plan. Note that a monthly reporting plan must be added in order to report the Influenza Vaccination Summary data. To add this plan, click “Reporting Plan” and then “Add” on the NHSN navigation bar after logging in to the Healthcare Personnel Safety Component. Next, select a month and year from the dropdown menus; you can select any month and year during the

	<p>current influenza season. Then, check the box next to “Influenza Vaccination Summary” under the “Healthcare Personnel Vaccination Module” and click “Save.” You can then proceed to enter your influenza vaccination summary data.</p>
<p>Can facilities review the data that are entered into NHSN by each month?</p>	<p>No. Each time a user enters updated data for a particular influenza season, all previously entered data for that season will be overwritten and a new modified date will be auto-filled by the system. For example, aggregate vaccination data entered at the end of November would include summed data from both October and November. You should be entering cumulative data into NHSN, as the system does not add the numbers each month. Facilities wishing to maintain monthly records should save their own copies of each data entry.</p> <p>Monthly reporting in NHSN is not required, and entering a single influenza vaccination summary report at the end of the reporting period for the influenza season will meet the minimum data requirements for NHSN participation. However, CDC/NHSN encourages that HCP influenza vaccination summary counts be updated on a monthly basis so they can be used at the facility level to impact influenza vaccination activities.</p>
<p>How can I modify the HCP influenza vaccination summary data that have been entered in NHSN?</p>	<p>To edit the data, first click “Edit” at the bottom of the HCP influenza vaccination summary data entry screen. Next, you will proceed to enter the updated data. Once this is complete, you must save the updated data by clicking the “Save” button at the bottom of the screen. You should then see a message at the top of your screen confirming that your data have been saved.</p>
<p>Is each facility required to calculate vaccination percentages when using the NHSN module?</p>	<p>No. Facilities will not need to calculate vaccination percentages. You will only need to enter the number of HCP that fall into the numerator and denominator categories. The system will calculate the percentage for vaccination coverage for you.</p>
<p>Can I create reports with the HCP influenza vaccination summary data I entered in NHSN?</p>	<p>Yes. Facilities can view data and run reports on their HCP influenza vaccination summary data within NHSN. To view data, you should go into the Healthcare Personnel Safety Component. After generating a new data set, go to “Output Options” under “Analysis” on the navigation bar. You will see several folders on the screen; click on “HCW Vaccination Module,” “Influenza,” and “CDC Defined Output.” (Please note that IRF units within acute care facilities should click on “HCW Vaccination Module,” “Influenza,” “IRF Influenza” and “CDC Defined Output.”) To view the default output, click “Run” to view line listings, bar charts, and pie charts.</p>
<p>My facility would like to track influenza vaccination for nurses. Is there are way we can track this group separately in NHSN?</p>	<p>Yes, you can use the Custom Field option in NHSN to track specific healthcare worker level data that you would like to collect and analyze consistently.</p>
<p>Who do I contact for questions related to NHSN reporting?</p>	<p>Questions should be sent via e-mail to NHSN@cdc.gov. Please include “HPS Flu Summary” in the subject line of the e-mail and specify your facility type, as this will help us to better assist</p>

	<p>you. For example, an acute care facility sending a question to NHSN would have “HPS Flu Summary-Acute Care” in their e-mail subject line.</p>
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