



Healthcare Personnel Safety Component

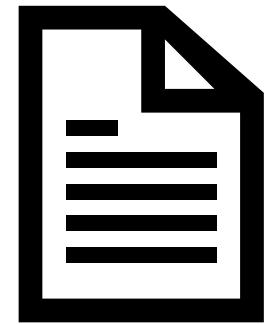
Healthcare Personnel Vaccination Module Annual Influenza Vaccination Summary

Long-Term Care Facilities

August 2025

Objectives

- Provide overview of data collection forms
- Review how to enter influenza vaccination data on healthcare personnel
- Review how to confirm data entry
- Highlight training resources



Data Collection Forms

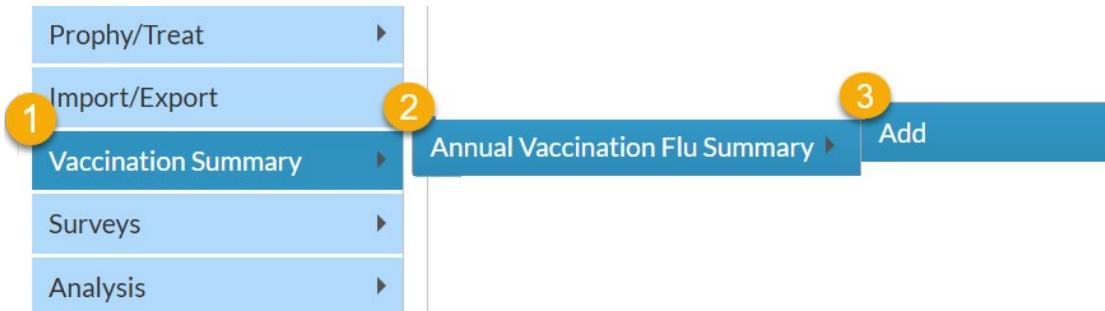
Overview of Data Collection Forms

- **Healthcare Personnel Influenza Vaccination Summary Form (Required)**
 - Collects annual influenza vaccination data among healthcare personnel
- **Seasonal Survey on Influenza Vaccination Programs for Healthcare Personnel (Optional)**
 - Collects information on a facility's programs and policies surrounding influenza vaccine

***Note:** Data in this presentation are fictitious and for educational purposes only.*

Accessing Data Collection Forms

- **Healthcare Personnel Influenza Vaccination Summary Form**
 - Access through **Vaccination Summary** tab in NHSN.



- **Seasonal Survey on Influenza Vaccination Programs for Healthcare Personnel**
 - Access through **Surveys** tab in NHSN.



Healthcare Personnel Influenza Vaccination Summary Form

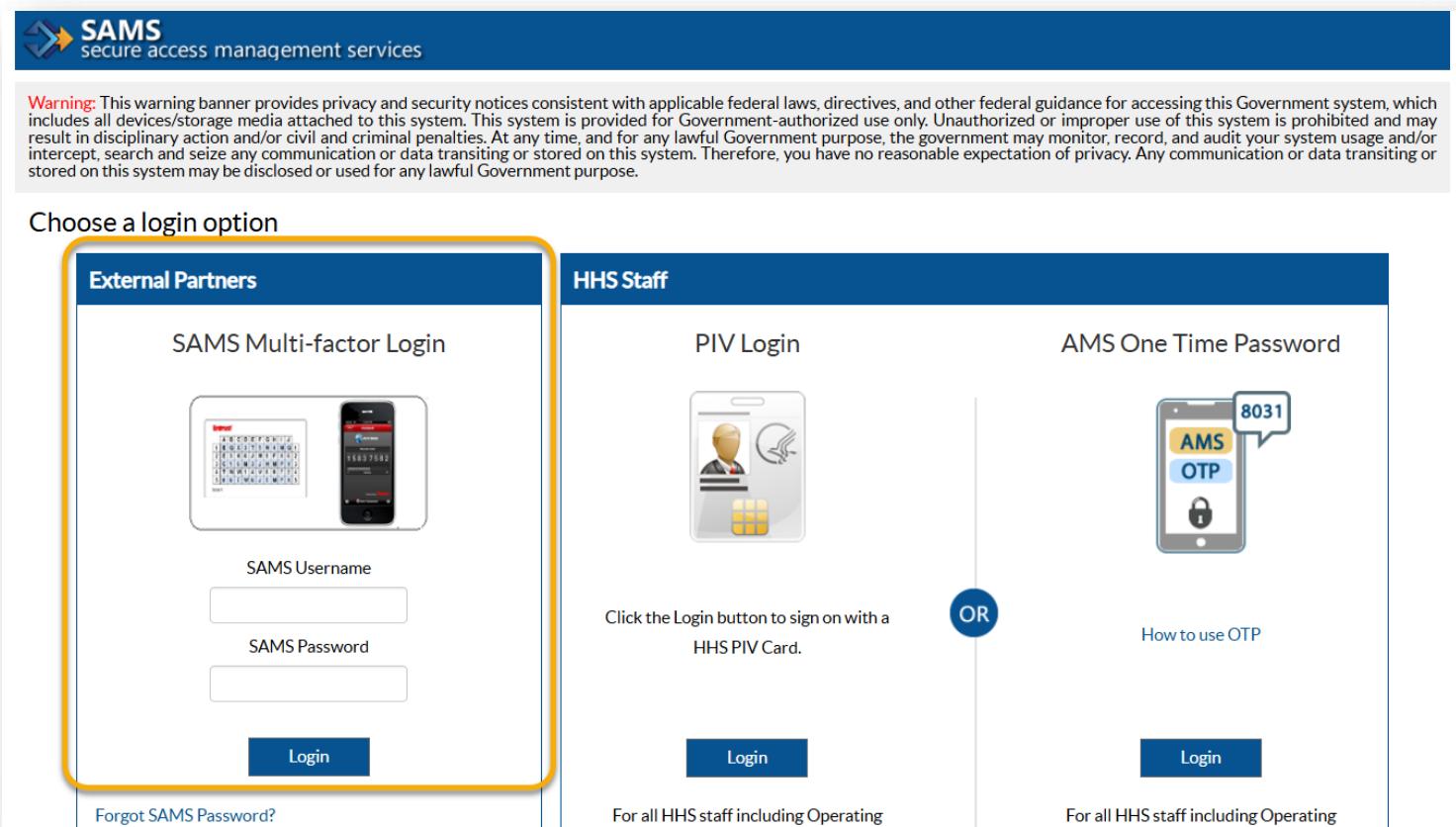
- The reporting period for the influenza season is from October 1 through March 31.
- Facilities are required to submit one report covering the entire influenza season.
- Two methods for entering data:
 - Enter data directly into the NHSN application
 - Upload data via .CSV files

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"/>

Entering Influenza Vaccination Data on Healthcare Personnel

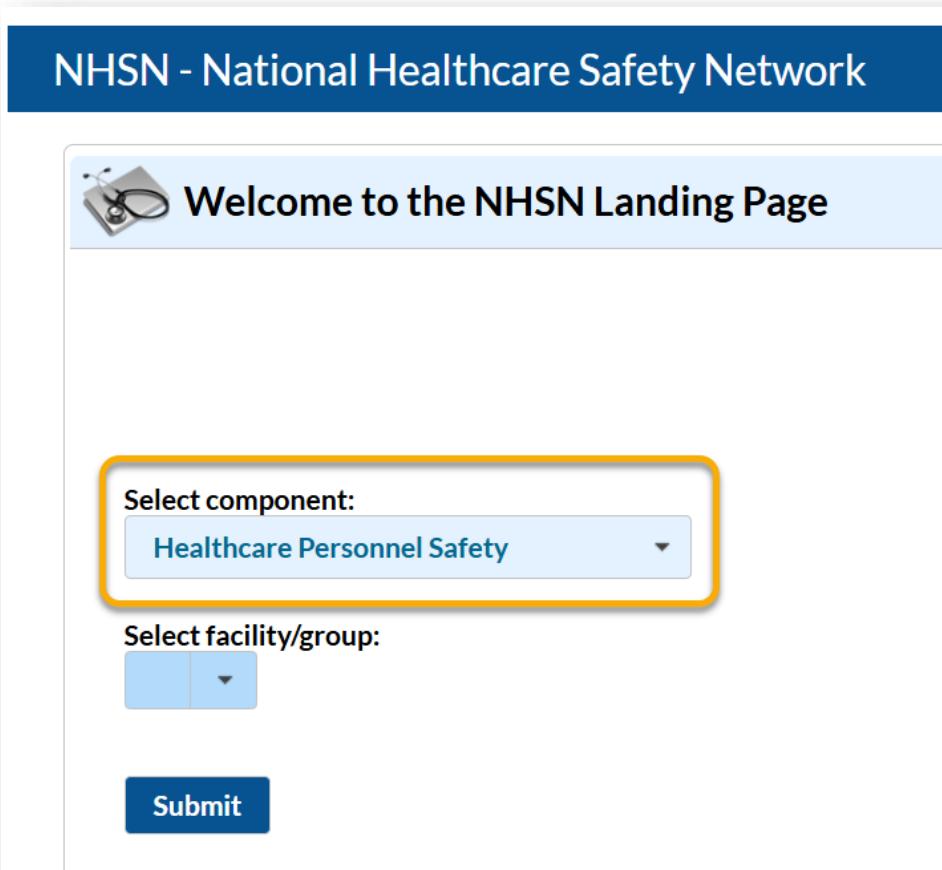
Log into the Secure Access Management Services (SAMS)

- Access the [SAMs activity home page](#).
- Enter SAMS username 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

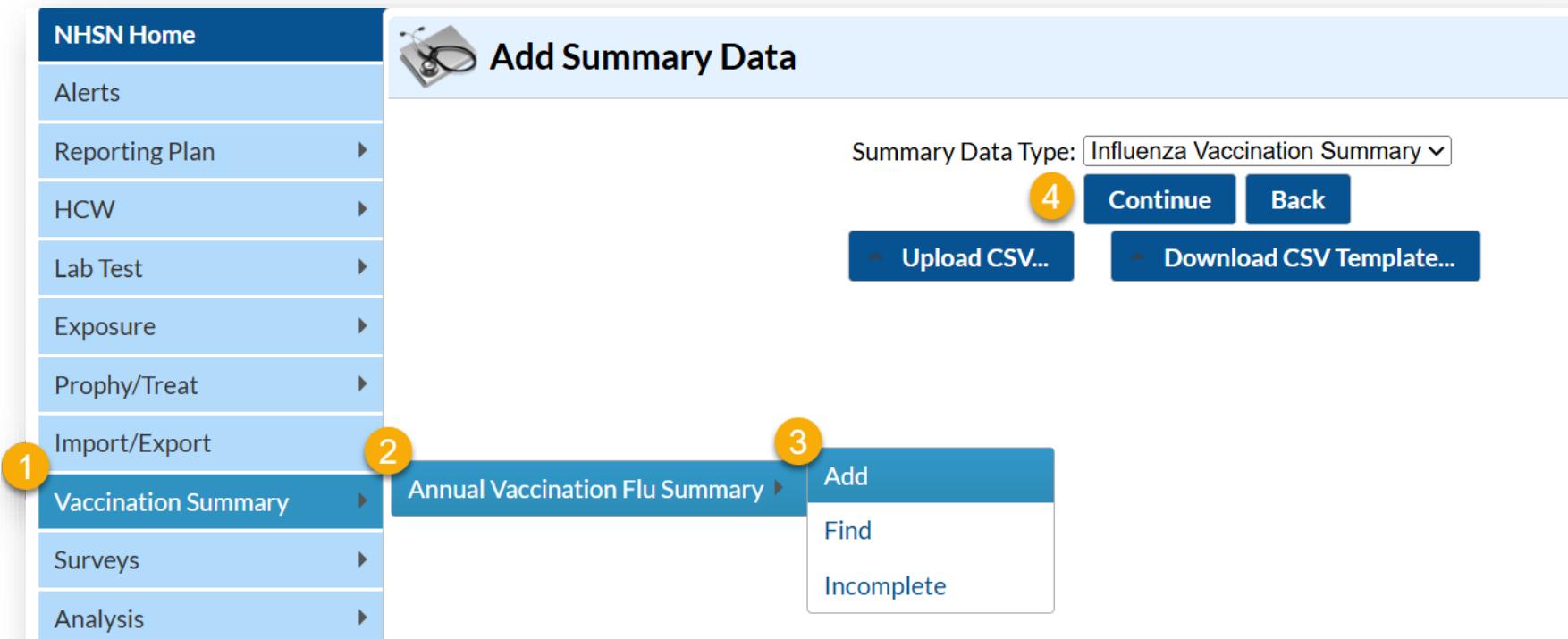
- Select the **Healthcare Personnel Safety Component**.



The screenshot shows the NHSN - National Healthcare Safety Network landing page. At the top, there is a blue header bar with the text "NHSN - National Healthcare Safety Network". Below the header, there is a welcome message "Welcome to the NHSN Landing Page" with a small stethoscope icon. The main content area contains two dropdown menus. The first dropdown, titled "Select component:", has "Healthcare Personnel Safety" selected and is highlighted with a yellow border. The second dropdown, titled "Select facility/group:", is currently empty. At the bottom of the page is a blue "Submit" button.

Entering Healthcare Personnel Influenza Vaccination Data

- Click **Vaccination Summary** then **Annual Vaccination Flu Summary**.
- Select **Add**.
- Click on the **Continue** button.



Entering Healthcare Personnel Influenza Vaccination Data (cont.)

- **Influenza** and **Seasonal** are the default choices for vaccination type and influenza subtype.
- Select appropriate **Flu Season** in drop-down box (e.g., 2025-2026).

The screenshot shows the 'Add Influenza Vaccination Summary' page of the NHSN. The 'Flu Season *:' dropdown menu is open, displaying a list of seasons from 2011/2012 to 2025/2026. A yellow arrow points to the dropdown box, which is currently empty. The dropdown menu is titled '2025/2026'.

HCP categories	Employee HCP	Non- Employee HCP
	Employees (staff on	Licensed independent practitioners: Physicians,

Saving Healthcare Personnel Influenza Vaccination Data

- Click on the **Save** button at the bottom of the screen to save data.

5. Number of HCP who declined to receive the influenza vaccine	15	9	7	7
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	1	6	2	5

Custom Fields

HCP NURSES: HCP PHYSICIANS:

Comments

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

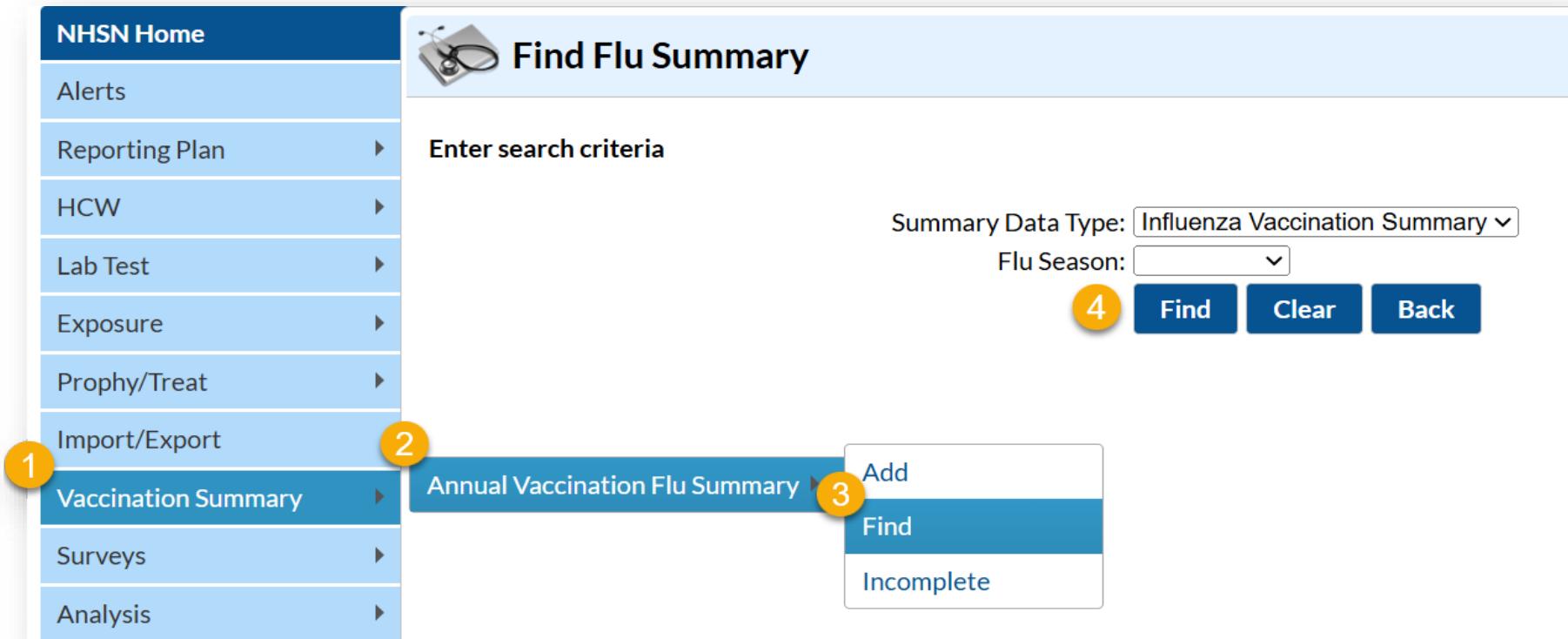
1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

Save **Back**



Editing Healthcare Personnel Influenza Vaccination Data

- Click **Vaccination Summary**, then **Annual Vaccination Flu Summary**.
- Select **Find**.
- Select **Flu Season** of interest in the drop-down box and click on the **Find** button.



Editing Healthcare Personnel Influenza Vaccination Data (cont.)

- The **Date Last Modified** shows when the data were last entered.
- Each time a facility 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.

 **View 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 *: 2024/2025

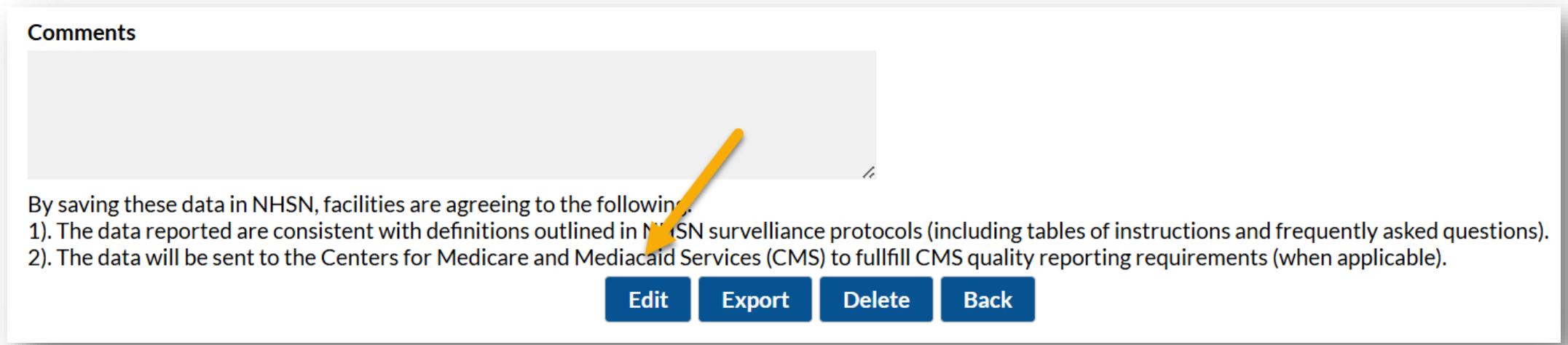
Date Last Modified: 08/14/2025



HCP categories	Employee HCP	Non-employee HCP
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *

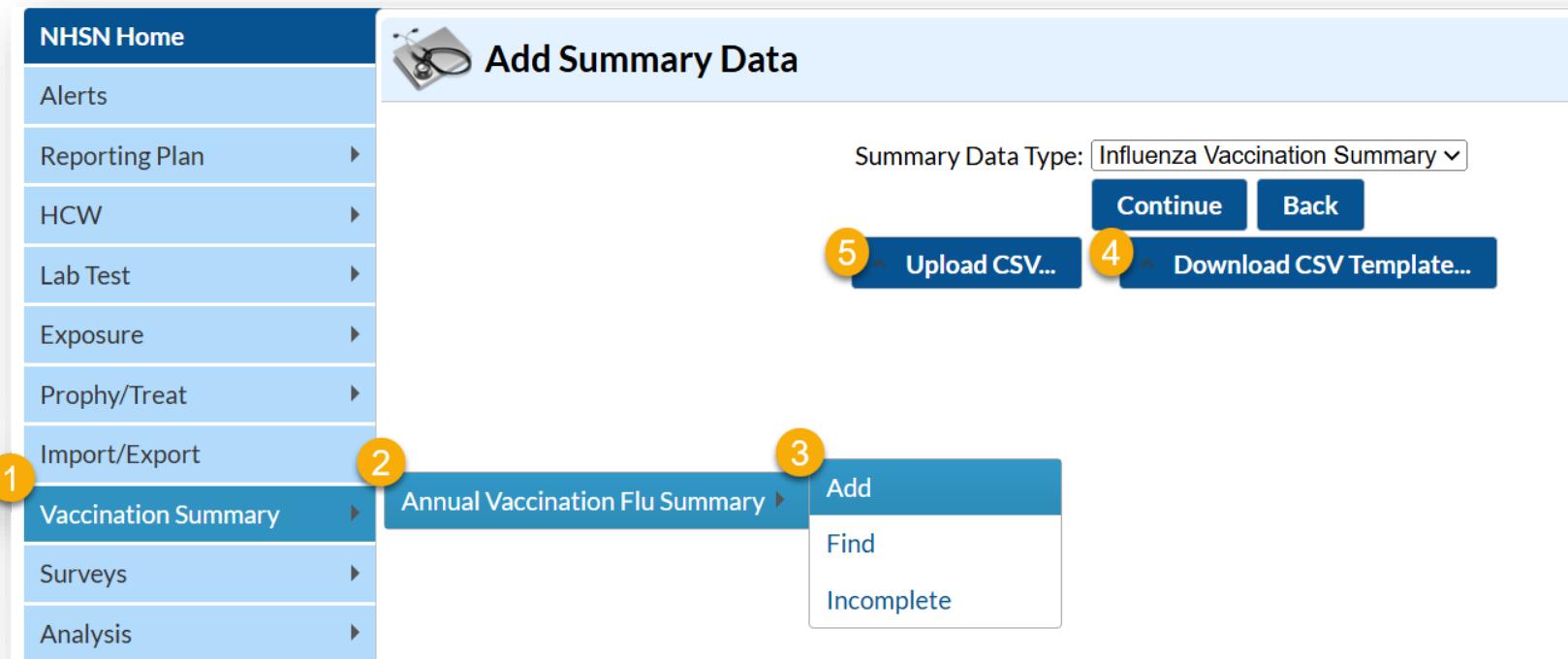
Editing Healthcare Personnel Influenza Vaccination Data (cont.)

- Click on the **Edit** button at the bottom of the screen to modify existing data.
- Remember to save the updated data by clicking the **Save** button at the bottom of the screen.



Uploading .CSV Files

- Individual facilities and groups can upload .CSV files.
 - Click **Vaccination Summary** then **Annual Vaccination Flu Summary**.
 - Select **Add**.
 - Click on **Download CSV Template** and enter data into the file.
 - Click on **Upload CSV** to upload the completed file.



Training Materials on Uploading .CSV Files

- Training materials are located on the [Healthcare Personnel Safety: Influenza](#) webpage.
- Materials on uploading .CSV files are located under the **CSV Data Import** heading and include:
 - Instructions on uploading .CSV files
 - .CSV file template
 - .CSV file example

CSV Data Import

[Uploading Annual Healthcare Personnel Influenza .CSV Data Files](#)  [PDF – 844 KB] – April 2024

[CSV File Template \(10.1.1\)](#)  [CSV – 2 KB] – December 2022

[Example CSV File \(10.1.1\)](#)  [CSV – 3 KB] – December 2022

Confirming Data Entry

Key Points on Confirming Data Entry

- Two methods for confirming data entry
 - Print data entry screen
 - Run reports in NHSN application
- To review tips on submitting and confirming data, please see [Tips for Submitting Healthcare Personnel \(HCP\) Influenza Vaccination Summary Data](#).

Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data
Reporting for the Centers for Medicare and Medicaid Services' (CMS) Skilled Nursing Facility (SNF) Quality Reporting Program

Complete these Steps Prior to the CMS Reporting Deadline:

Verify your Facility's CMS Certification Number (CCN)

An accurate CCN is required for facilities participating in the CMS Reporting Program, as this is the ID that will be used to submit HCP influenza vaccination data to CMS on your behalf. To update the CCN, use the Facility > Facility Info option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the "Update" button at the bottom of screen. *Please be sure to double- and triple-check this number!*

Print Data Entry Screen

- After saving data, click on **Print Form** on the right-hand side of the data entry screen.
- A printable version of the data entry screen will appear with the date last modified.

 **View 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 *: Influenza
Vaccination type *: Influenza
Influenza subtype *: Seasonal
Flu Season *: 2023/2024

Print Form

Mandatory fields marked with *

Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

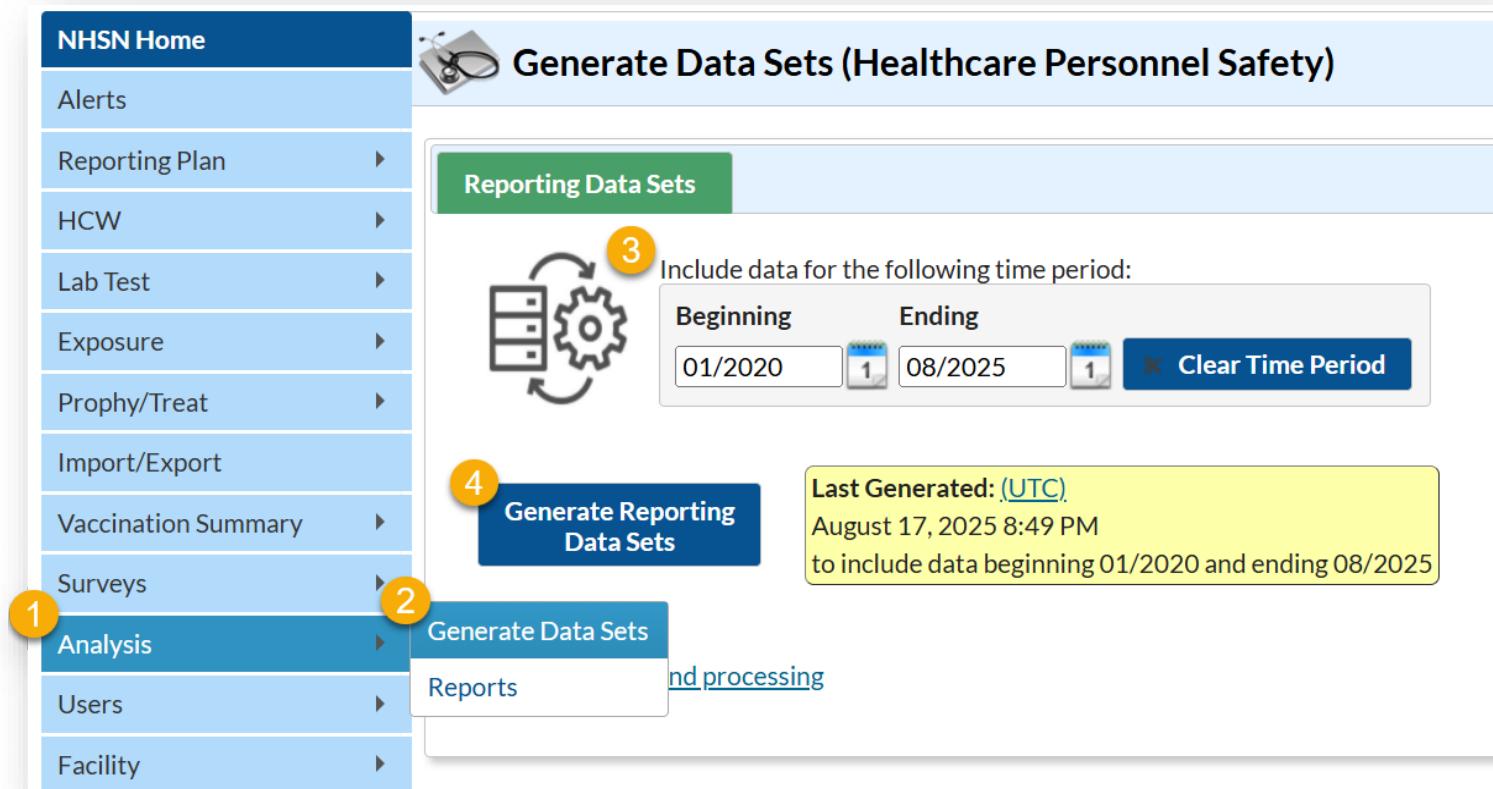
Facility ID*: Influenza
Vaccination type*: Influenza
Influenza subtype*: Seasonal
Flu Season*: 2023/2024

Date Last Modified: 02/25/2024

HCP categories		Employee HCP	Non-Employee HCP	
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	Employees (staff on facility payroll)* 20	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants* 10	Adult students/ trainees & volunteers* 10
				Other Contract Personnel ____

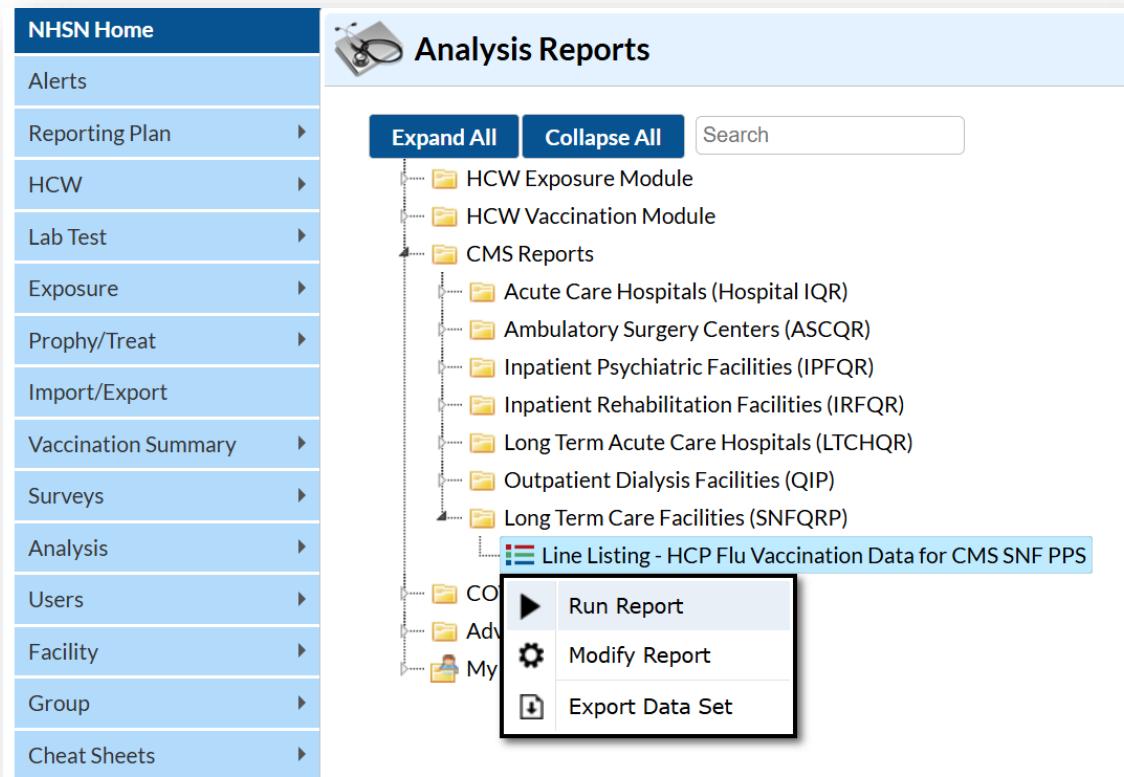
Run CMS Report

- Click **Analysis** then **Generate Data Sets**.
- Specify a time period to view data by selecting **Beginning** and **Ending** dates.
- Click on **Generate Reporting Data Sets**.



Run CMS Report (cont.)

- Click on **Analysis**, then **Reports**.
- Click on **CMS Reports** folder then **Long Term Care Facilities (SNFQRP)** subfolder.
- Click on **Line Listing – HCP Flu Vaccination Data for CMS SNF PPS**.
- Click on **Run Report**.



View Data

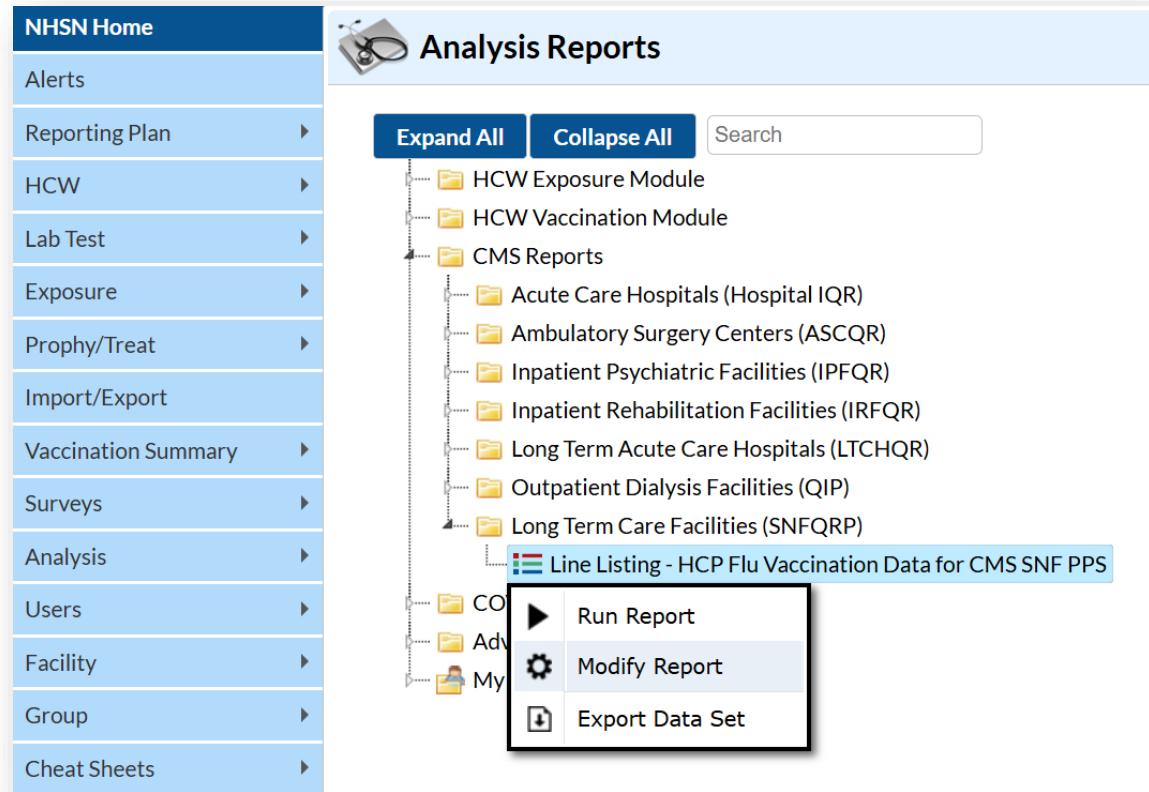
- View data by influenza season and by type of healthcare personnel.

National Healthcare Safety Network
Line Listing - HCP Flu Vaccination Data for CMS SNF PPS
As of: August 17, 2025 at 9:27 PM UTC
Date Range: All HCW_VACCFLUSUMCMS_SNF

orgID	summarySeason	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCl
	2019/2020	Employee	Employees	FLU	Influenza	0	25	0	0	25	0.0%	0	11%
	2019/2020	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	.	0	100%
	2019/2020	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	.	0	100%
	2019/2020	All	All Healthcare Workers	FLU	Influenza	0	25	0	0	25	0.0%	0	11%
	2020/2021	Employee	Employees	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	LIP	Licensed Independent Practitioners	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	All	All Healthcare Workers	FLU	Influenza	3	3	3	3	24	25%	6	11%, 45%
	2021/2022	Employee	Employees	FLU	Influenza	8	50	50	50	8	100%	0	90%
	2022/2023	Employee	Employees	FLU	Influenza	13	50	50	50	8	100%	0	90%
	2023/2024	All	All Healthcare Workers	FLU	Influenza	13	5	5	5	60	100%	0	100%
	2024/2025	Employee	Employees	FLU	Influenza	1	0	0	0	23	97	24%	23 16%, 33%
	2024/2025	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	3	0.0%	0 63%
	2024/2025	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	4	0.0%	0 53%
	2024/2025	All	All Healthcare Workers	FLU	Influenza	1	0	0	0	23	104	22%	23 15%, 31%

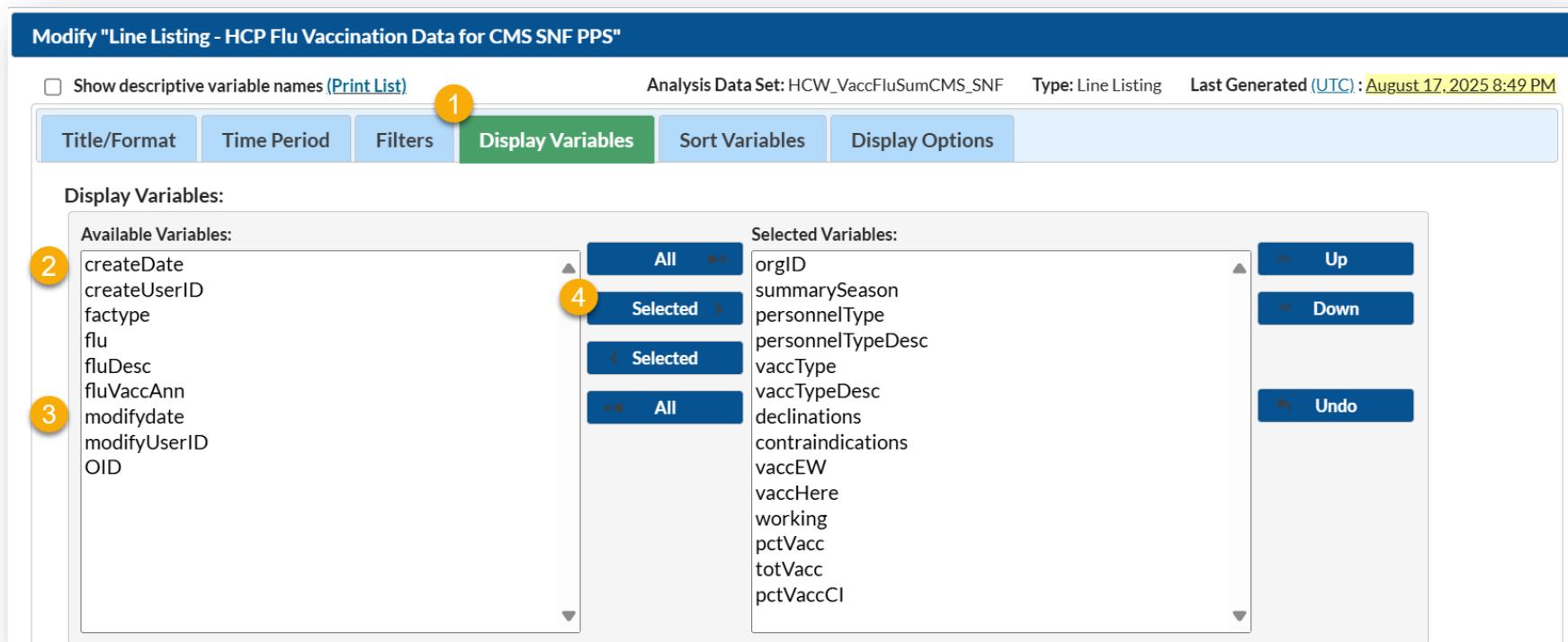
Identify Dates of Data Entry

- Click on **Analysis**, then **Reports**.
- Click on **CMS Reports** folder then **Long Term Care Facilities (SNFQRP)** subfolder.
- Click on **Line Listing – HCP Flu Vaccination Data for CMS SNF PPS**.
- Click on **Modify Report**.



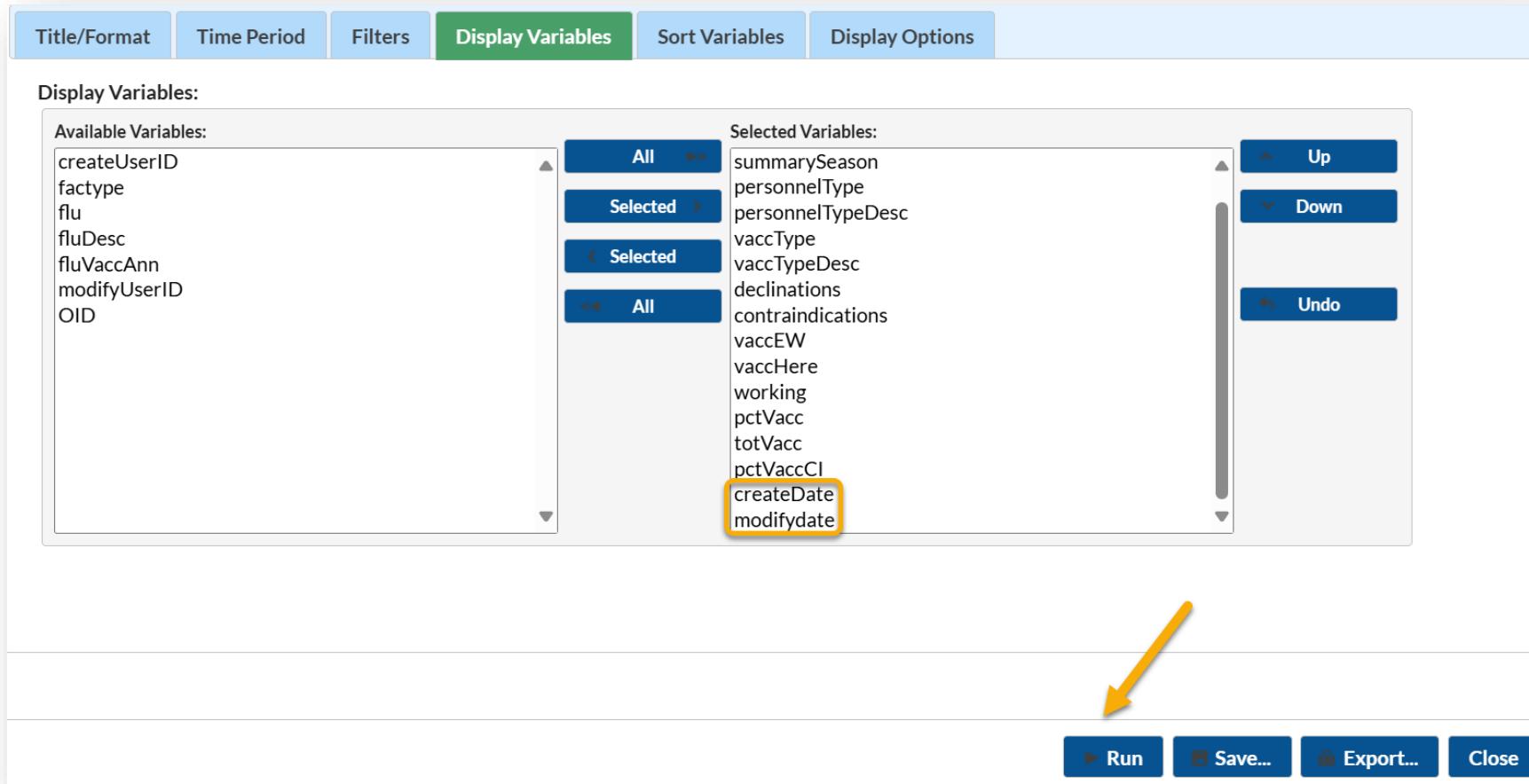
Identify Dates of Data Entry (cont.)

- **CreateDate** variable: Indicates when data were *first entered* in NHSN.
- **Modifydate** variable: Indicates when data were *last updated* in NHSN.
 - Select the **Display Variables** tab.
 - Click on **createDate** and **modifydate** in the **Available Variables** box.
 - Click on the **Selected** button (shown below) to move a variable to the **Selected Variables** box.



Identify Dates of Data Entry (cont.)

- **CreateDate** and **modifydate** will appear in the **Selected Variables** box.
- Click on **Run** at the bottom of the screen.



Identify Dates of Data Entry (cont.)

- **CreateDate** and **modifydate** are listed in the report.
 - For more information on create and modify dates, please see the [How to View, Create, and Modify Dates Quick Reference Guide](#).
- Timestamps are displayed in Coordinated Universal Time (UTC)
 - UTC is the international time standard
 - For more information on UTC, please see the [NHSN Application Time Stamps Updated to UTC Quick Reference Guide](#).

summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI	createDate	modifydate
2021/2022	FLU	Employee	Employees	Influenza	0	0	0	100	100	100%	100	97%, 100%	17APR2024:13:36:00	17APR2024:13:36:00
2021/2022	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	100	100	100%	100	97%, 100%	17APR2024:13:36:00	17APR2024:13:36:00
2024/2024	FLU	All	All Healthcare Workers	Influenza	0	0	0	40	40	100%	40	93%, 100%	15NOV2023:15:54:00	25FEB2024:19:19:00
2024/2025	FLU	Employee	Employees	Influenza	0	0	0	120	120	100%	120	98%, 100%	16MAY2025:19:00:00	27JUN25:22:16
2024/2025	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	0	0	0	0	0, 100%	16MAY2025:19:00:00	27JUN25:22:16
2024/2025	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	0	0	0	0	0, 100%	16MAY2025:19:00:00	27JUN25:22:16
2024/2025	FLU	All	All Healthcare Workers	Influenza	0	0	0	120	120	100%	120	98%, 100%	16MAY2025:19:00:00	27JUN25:22:16

Resources

The NHSN Website

- Access training materials on the [Healthcare Personnel \(HCP\) Safety: Influenza webpage](#).
 - Data collection forms
 - Instructions for completing data collection forms
 - Reference guides
 - Frequently asked questions

The screenshot shows the NHSN website for Healthcare Personnel (HCP) Safety: Influenza. The page has a navigation bar on the left with links to 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). A 'HCP Flu Vaccination' link is also present. The main content area features a yellow banner stating 'CDC's website is being modified to comply with President Trump's Executive Orders.' The title 'Healthcare Personnel (HCP) Safety: Influenza' is centered above a 'Print' button. The 'On This Page' section includes links to Announcements, CSV Data Import, Protocols, Operational Guidance, Trainings, Resources, and Data Collection Forms & Instructions. To the right, there are three columns: 'Educational Roadmap', 'Influenza Vaccination Data Reports', and 'FAQs' (which is highlighted with a blue background). The 'FAQs' column lists 'Annual Influenza Vaccination Summary Reporting FAQs' and 'Weekly Influenza Vaccination Data Reporting FAQs'. The 'Supporting Materials' column is partially visible at the bottom.

The NHSN Website (cont.)

- Access training materials on the [Healthcare Personnel \(HCP\) Safety: Influenza webpage](#).
 - Review slide sets and recordings for long-term care facilities under the **Trainings** heading.



[Inpatient Psychiatric Facilities – October 2024](#)  [PDF – 2 MB]

[Inpatient Rehabilitation Facilities – October 2024](#)  [PDF – 2 MB]

[Long Term Acute Care Facilities – October 2024](#)  [PDF – 2 MB]

[Reporting Annual Healthcare Personnel Influenza Vaccination Data for Long-term Care Facilities \(NHSN Post-Acute Care Training – July 2024\)](#)
 [PDF – 1 MB]

[Long-term Care Facility Office Hours – February 2024](#)  [PDF – 2 MB]

[Long term Care Facility Office Hours – February 2024](#) [Video – 16 min]

[Long-term Care Facilities – October 2024](#)  [PDF – 3 MB]

[Long-term Care Facilities Recording – September 2023](#) [Video – 25 min]

Questions or Need Help?

Please use [**NHSN-ServiceNow**](#) to submit questions to the NHSN Help Desk.

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.