Overview

These detailed instructions can be used when trying to determine when monthly reporting plan and vaccination summary data were first entered (createDate) or last modified (modifyDate) within NHSN. This guidance can be used by the following facility types: Acute Care Hospitals (ACHs), Inpatient Rehabilitation Facilities (IRFs), and Long Term Acute Care (LTAC) Facilities.

Instructions

- Prior to running any of the NHSN output reports, generate a new dataset to ensure all data are included in the analyses. A new dataset can be generated by clicking Analysis > Generate Data Sets > Generate New.
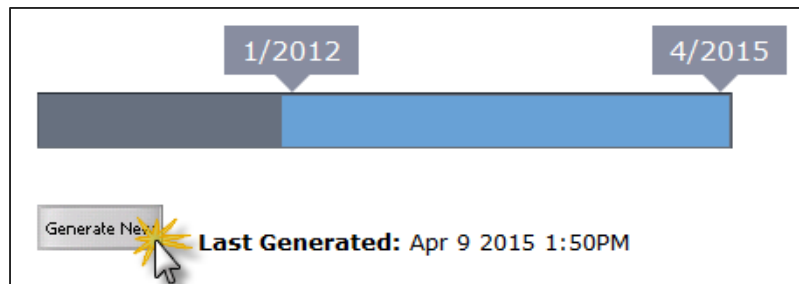

Monthly Reporting Plans

- Monthly reporting plan data within the Healthcare Personnel Safety Component can only be found by exporting the facility's data from NHSN. To export your facility's data, click Facility > Export Data on the left hand navigation bar in NHSN.
- On the Export Data screen, select the appropriate data type for your export. Then click Submit.
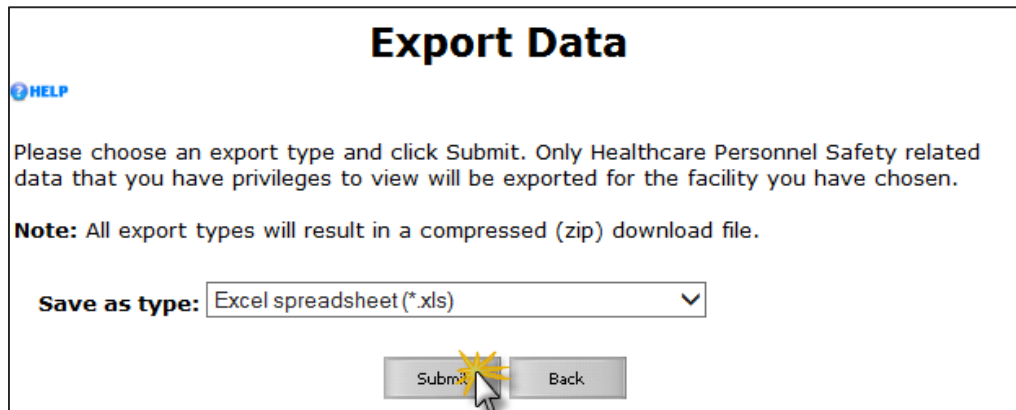
- Open or Save the exported file:

- Open the saved file and locate the spreadsheet titled "hpsreportingplan."
  - Double click on the file to open it in the appropriate program (i.e., Excel).
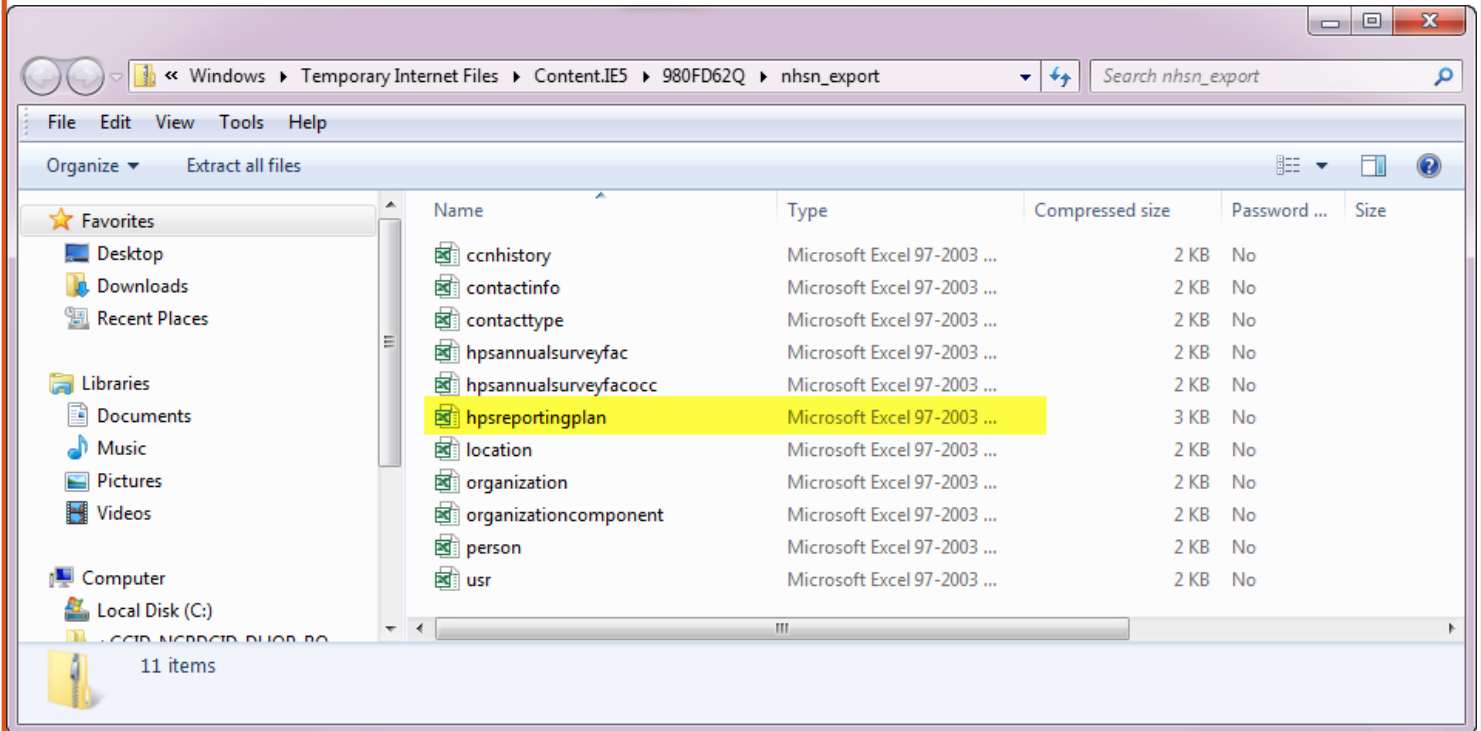
- Within the file, each month will be listed as a separate row.

	A	B	C	D	J	O	P	R	S	Z	AA
1	hcwrptplanid	orgid	month	year	modifydate	modifyuserid	fluvacc	createdate	createuserid	fluvaccann	fluvaccannirf
2	168196	17776	7	2014	4/13/2015	117557		4/13/2015	117557	Y	
3	168197	17776	8	2014	4/13/2015	117557		4/13/2015	117557	Y	
4	168198	17776	9	2014	4/13/2015	117557		4/13/2015	117557	Y	
5	168199	17776	10	2014	4/13/2015	117557		4/13/2015	117557	Y	
6	168200	17776	11	2014	4/13/2015	117557		4/13/2015	117557	Y	
7	168201	17776	12	2014	4/13/2015	117557		4/13/2015	117557	Y	
8	168191	17776	1	2015	4/13/2015	117557		4/13/2015	117557	Y	
9	168192	17776	2	2015	4/13/2015	117557		4/13/2015	117557	Y	
10	168190	17776	3	2015	4/13/2015	117557		4/13/2015	117557	Y	
11	168193	17776	4	2015	4/13/2015	117557		4/13/2015	117557	Y	
12	168194	17776	5	2015	4/13/2015	117557		4/13/2015	117557	Y	
13	168195	17776	6	2015	4/13/2015	117557		4/13/2015	117557	Y	
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- This output shows the date the reporting plans were first entered into NHSN (createDate) and which user created them (createUserID).
  - The UserID shown in these reports is an NHSN-assigned value and not the UserID assigned by the NHSN Facility Administrator when adding a user. All user information can be found on the individual NHSN user profiles found on the Users tab on the left hand navigation bar within NHSN.
- The "modifyDate" and "modifyUserID" variables show when the data were most recently modified within NHSN. If the "modifyDate" and the "createDate" are the same, the record has not been modified since it was initially entered into NHSN.

- A "Y" in the "fluvaccann" column indicates that the facility has checked the box next to 'Influenza Vaccination Summary" or "Influenza Vaccination Summary for the Hospital" on the monthly reporting plan.
- **IMPORTANT**: If your IRF is mapped as a location within your NHSN acute care facility, there must also be a "Y" in the "fluvaccannirf" column to satisfy CMS reporting requirements. A "Y" in this column indicates that the facility has checked the box next to "Influenza Vaccination Summary for the Inpatient Rehabilitation Facility Unit(s)."

Summary Data
- Once a new data set has been generated, navigate to the Advanced folder: Analysis > Output Options > HCW Vaccination Module.
- In the HCW Vaccination Module folder, click "Influenza" then "CDC Defined Output" to display the available reports. Click Modify next to "Line Listing – Summary Counts for All HCP Influenza Seasons" to modify the report to show only desired variables.
    - o **IMPORTANT**: If your IRF is mapped as a location within your NHSN acute care facility, you should click on the IRF Influenza folder to run the "Line Listing – Summary Counts for all HCP Influenza Seasons" specific to the IRF unit(s) data.
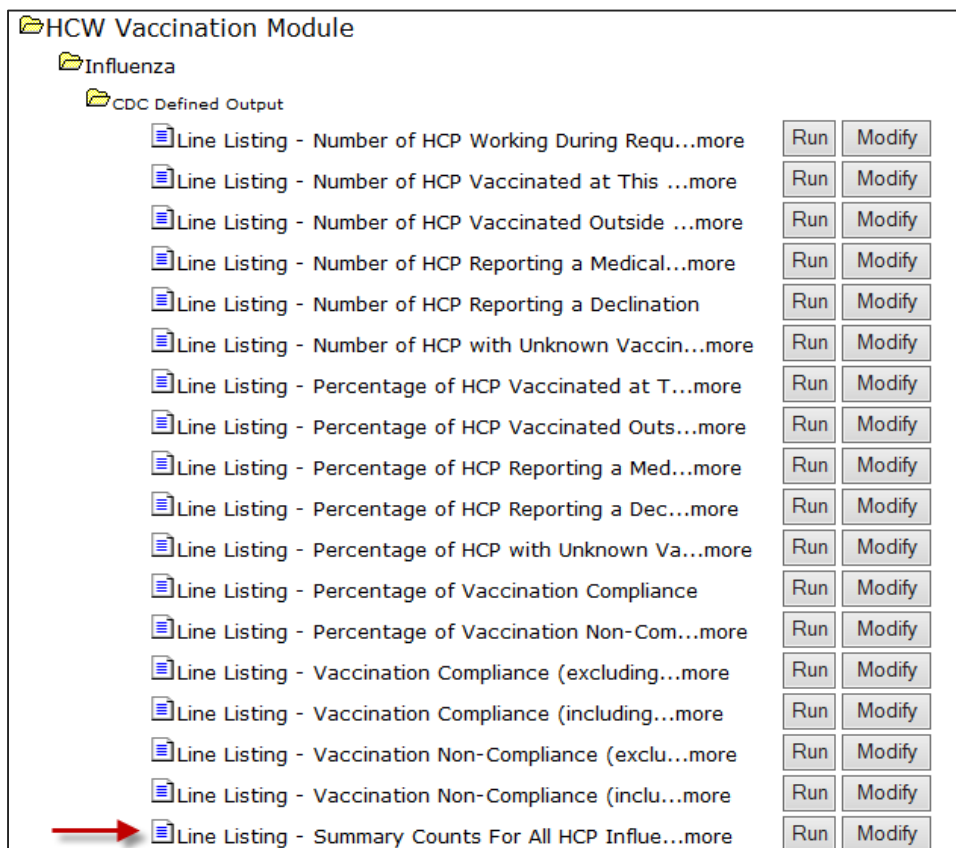
- On the modification screen, check the box next to "Use Variable Labels" to display the descriptive variable labels in your output.

- Modify the variables to display on the report by clicking Modify List.

- Use ">>" or "<<" to add or remove variables from the Selected Variables column.
  - Include relevant variables such as: orgID, summarySeason, summaryType, createDate, and modifyDate.

- Click Run to view the modified output.

National Healthcare Safety Network
Line Listing for Summary HCP Influenza Vaccination
As of: May 6, 2015 at 11:49 AM
Date Range: All HCW_VACCFLUSUMALL

Facility Org ID	summarySeason	Type of summary record	Create Date	User ID for Data Entry	Last Modified	Modify User ID	Number of employees working	Number of employees vaccinated at this facility	Number of employees vaccinated elsewhere	Number of employees with contraindication
17776	2014/2015	VACCSUMANN	13APR2015:15:17:00	117557	29APR15:17:33	117557	75	25	25	0

- This output shows the date the summary data were first entered into NHSN (createDate) and which user created them (createUserID). The "modifyDate" and "modifyUserID" variables show when the data were most recently modified within NHSN.
- If the "modifyDate" and the "createDate" are the same, the record has not been modified since it was initially entered into NHSN.

Additional Resources
- Analysis Quick Reference Guides: http://www.cdc.gov/nhsn/PS-Analysis-resources/reference-guides.html
- Analysis Training: http://www.cdc.gov/nhsn/Training/analysis/index.html
- Guidance documents for reporting Healthcare Personnel Influenza Vaccination Summary data into NHSN: http://www.cdc.gov/nhsn/cms/index.html#hpiv1