

# NHSN CHECKLIST FOR HCP REPORTING TO CMS HOSPITAL, IRF and LTCH QUALITY REPORTING PROGRAMS

March 2019

CCN: \_\_\_\_\_

Month/Year: \_\_\_\_\_

## STEP 1: Create Monthly Reporting Plans for Healthcare Personnel (HCP) Influenza Vaccination

### HCP Vaccination Module

- Influenza Vaccination Summary for the Hospital
- Influenza Vaccination Summary for Inpatient Rehabilitation Facility Unit(s), if applicable
- Influenza Vaccination Summary for Inpatient Psychiatric Facility Unit(s),\* if applicable

## STEP 2: Enter Influenza Vaccination Summary

- "Influenza Vaccination Summary" form (Healthcare Personnel Safety Component)
  - ONE summary record per influenza season<sup>†</sup>
    - Number of HCP who worked at this healthcare facility for at least 1 day from October 1 through 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
    - 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

## STEP 3: Resolve Alerts

- Missing Summary Data
- Missing Flu Survey
- Incomplete Survey Data

## STEP 4: Generate Datasets

- Generate new data sets before verifying data in CMS reports (STEP 5)

## STEP 5: Print/Save Copies of Quarterly CMS Reports

- "Line Listing – HCP Flu Vaccination data for CMS IPPS" Output Option (hospitals)
- "Line Listing – HCP Flu Vaccination Data for CMS IRF PPS" Output Option (IRFs)
- "Line Listing – HCP Flu Vaccination Data for CMS LTCH PPS" (LTCHs)

## STEP 6: Verify Facility Information

- Ensure that the correct CCN and CCN effective date have been entered into the "Facility Information" page of NHSN. Specific guidance on adding/updating the facility CCN and CCN effective date within NHSN can be found here: [www.cdc.gov/nhsn/pdfs/cms/changing-ccn-within-nhsn.pdf](http://www.cdc.gov/nhsn/pdfs/cms/changing-ccn-within-nhsn.pdf).
- Ensure that your facility is enrolled in NHSN as the correct facility type. You can view this information on the "Facility Information" page for your facility in NHSN.

## CMS Deadline for Healthcare Personnel Influenza Vaccination Summary Data:

Quarter 4 & Quarter 1 of the following year (October 1 – March 31): **May 15<sup>th</sup>**

*For additional guidance on ensuring your data are accurately sent to CMS for Quality Reporting purposes, please visit our website and navigate to the appropriate section(s) for your facility type: <http://www.cdc.gov/nhsn/cms/index.html>. If you have any questions, please contact the NHSN Helpdesk: [NHSN@cdc.gov](mailto:NHSN@cdc.gov). The NHSN Helpdesk is staffed Monday through Friday, 7am ET – 5pm ET, excluding Federal Holidays.*

\* Beginning with the 2018-2019 influenza season, submission of separate IPF data is no longer required by CMS

† For both Employee HCP and Non-employee HCP

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## **Additional Resources:**

### **Reporting Protocol**

- NHSN Healthcare Personnel Safety Component Manual: [http://www.cdc.gov/nhsn/PDFs/HPS-manual/HPS\\_Manual-exp-plus-flu-portfolio.pdf](http://www.cdc.gov/nhsn/PDFs/HPS-manual/HPS_Manual-exp-plus-flu-portfolio.pdf).

### **Acute Care Facilities**

- Operational Guidance for Acute Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Hospital Inpatient Quality Reporting (IQR) Program Requirements: <http://www.cdc.gov/nhsn/PDFs/HCP/Operational-Guidance-ACH-HCP-Flu.pdf>.
- Training Slides for Acute Care Facilities Reporting HCP Influenza Vaccination Data: <https://www.cdc.gov/nhsn/pdfs/training/hcp/hcp-flu-vaccination-summary-reporting-ac-training-slides.pdf>.

### **Inpatient Rehabilitation Facilities**

- Operational Guidance for Inpatient Rehabilitation Facilities to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Inpatient Rehabilitation Facility Quality Reporting Program (IRF QRP) Requirements: <https://www.cdc.gov/nhsn/pdfs/cms/irfs/Operational-Guidance-IRF-HCP-Flu.pdf>
- Training Slides for Inpatient Rehabilitation Facilities Reporting HCP Influenza Vaccination Data: <https://www.cdc.gov/nhsn/pdfs/training/vaccination/hcp-flu-vaccination-summary-reporting-irf-training-slides.pdf>.

### **Long-term Acute Care Facilities**

- Operational Guidance for Long Term Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Long Term Care Hospital Quality Reporting (LTCHQR) Program Requirements: <https://www.cdc.gov/nhsn/pdfs/cms/Operational-Guidance-LTCH-HCP-Flu.pdf>
- Training Slides for Long-term Acute Care Facilities Reporting HCP Influenza Vaccination Data: <https://www.cdc.gov/nhsn/pdfs/training/vaccination/hcp-flu-vaccination-summary-reporting-ltac-training-slides.pdf>.

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† For both Employee HCP and Non-employee HCP