Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data
Reporting for the Centers for Medicare and Medicaid Services' (CMS) Hospital Inpatient Quality Reporting (IQR) 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 summary 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 the screen. *Please be sure to double- and triple-check this number!*

☐ **Activate the Healthcare Personnel Safety (HPS) Component**

Facilities report HCP influenza vaccination summary data through NHSN's HPS Component. This component must be activated before the facility can report any data. Instructions for activating this component can be found in the following training slide set at: http://www.cdc.gov/nhsn/PDFs/training/HCP-flu-Vaccination-Summary-Reporting-General-Training.pdf.

☐ **Create a Monthly Reporting Plan**

HCP influenza vaccination summary data will only be sent to CMS for hospitals that have completed the HPS Component monthly reporting plan. 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 (July 1 to June 30).

☐ **Enter HCP Influenza Vaccination Summary Data**

The HCP influenza vaccination summary data form must be completed once by the reporting deadline for each influenza season. Each time a user enters updated data for an influenza season, all previously entered data for that season are overwritten.

☐ **Use NHSN Analysis Tools to Check Data Accuracy**

The NHSN Analysis Output Option, "Line Listing – HCP Flu Vaccination Data for CMS IPPS" was created to allow facilities to review data that will be submitted to CMS on their behalf.

a. These data will only be submitted for those facilities that are participating in the CMS Hospital Inpatient Quality Reporting (IQR) Program, as indicated by their CCN recorded in NHSN.

b. This report will only include **in-plan** HCP influenza vaccination summary data for each influenza season, starting with the 2012/13 season.

National Center for Emerging and Zoonotic Infectious Diseases
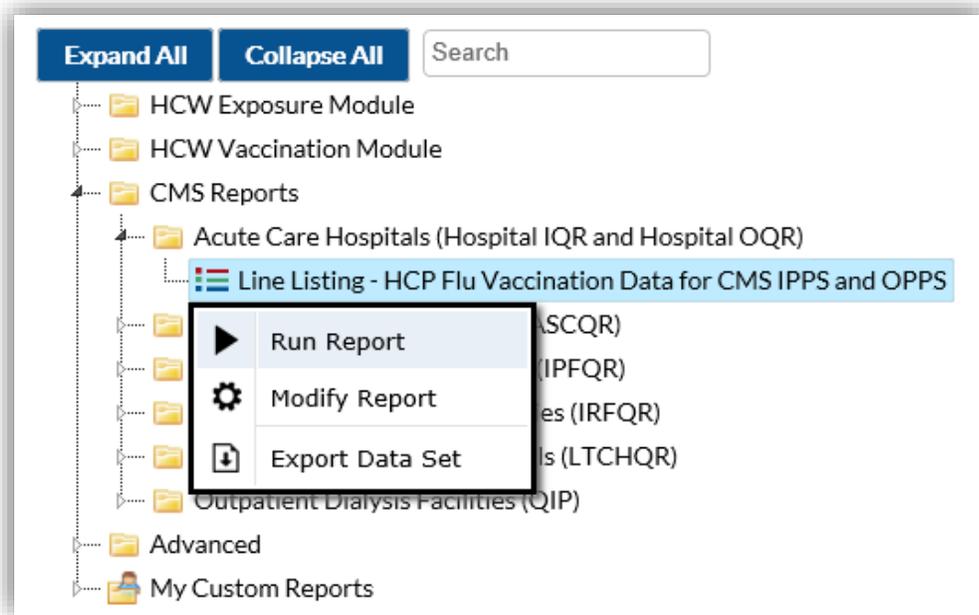Division of Healthcare Quality Promotion

c.   This output option represents a line listing for each hospital, <u>not</u> each CCN. If your hospital shares a CCN, this line listing will only represent the data that your hospital has contributed to the overall vaccination data for all hospitals that share the CCN. You may wish to use the Group feature in NHSN to view HCP influenza vaccination summary data for the hospitals that share a CCN. More information about the Group function can be found at: http://www.cdc.gov/nhsn/group-users/index.html.

d.   The data in this report will represent data current as of the last time you generated datasets. Please note that data in the Provider Participation Report found on Quality Net are not updated simultaneously with NHSN data. **Data for each influenza season are frozen as of the final submission deadline date (May 15)**. Any changes made to these data in NHSN after the final submission deadline will not be reflected in later months of the Provider Participation Report. If you have specific questions about the data appearing on your APU dashboard, please contact your QIO or the QIOSC at: QRSupport@HCQIS.org.

Example of the "Line Listing – HCP Flu Vaccination Data for CMS IPPS" Output Option:

1.   On the NHSN Landing Page, select the HPS Component in the component dropdown menu.

2.   Generate new datasets within the HPS Component to make sure you are analyzing the most up-to-date data reported to NHSN by your facility. To generate datasets, go to Analysis > Generate Data Sets. Select the beginning and ending dates for the influenza season you would like to view. (For example, to view data for the 2019-2020 influenza season, a facility could select October 2019 for a beginning date and December 2019 for an ending date, as shown below, since both dates fall within the 2019-2020 season.) Next, click on "Generate Reporting Data Sets." If you generated datasets previously, click the "OK" button on the pop-up window that is displayed to create new datasets with your facility's most recent data.

3.   Go to Analysis > Reports and navigate through the following folders: CMS Reports > Acute Care Hospitals (Hospital IQR). Click on "Line Listing – HCP Flu Vaccination Data for CMS IPPS," and then click on "Run Report," as shown below:

4. The results will include data from all influenza seasons. By default, the results will appear in a separate HTML window. If a second window does not appear, please be sure to check your pop-up blocker and allow pop-ups from *.cdc.gov.

5. A single table titled "Line Listing for HCP Flu Vaccination Data for CMS IPPS" presents HCP influenza vaccination summary data by influenza season, stratified by HCP category (employees, licensed independent practitioners, adult students/trainees and volunteers), and all three categories combined.

6. Facilities have the option to report influenza vaccination status of other contract personnel. If your facility chooses to do so, these data will not be displayed in the line listing and will not be sent to CMS. Also, the numerator category of "unknown vaccination status" will not be displayed in the line listing and will not be sent to CMS.

Sample output for the "Line Listing – HCP Flu Vaccination Data for CMS IPPS" output option is displayed below:

National Healthcare Safety Network
Line Listing for HCP Flu Vaccination Data for CMS IPPS and OPPS
As of: August 19, 2014 at 3:20 PM
Date Range: All HCW_VACCFLUSUMCMS_ACUTE

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
10238	2011/2012	FLU	Employee	Employees	Influenza	10	0	10	70	100	80%	80	71%, 87%
10238	2011/2012	FLU	LIP	Licensed Independent Practitioners	Influenza	2	3	5	40	50	90%	45	79%, 96%
10238	2011/2012	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	7	3	20	0	30	67%	20	49%, 82%
10238	2011/2012	FLU	All	All Healthcare Workers	Influenza	19	6	35	110	180	81%	145	74%, 86%
10238	2012/2013	FLU	Employee	Employees	Influenza	20	10	10	40	100	50%	50	40%, 60%
10238	2012/2013	FLU	LIP	Licensed Independent Practitioners	Influenza	10	10	10	10	50	40%	20	27%, 54%
10238	2012/2013	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	10	20	50%	10	29%, 71%
10238	2012/2013	FLU	All	All Healthcare Workers	Influenza	30	20	20	60	170	47%	80	40%, 55%

Total Hospital Healthcare Personnel Influenza Vaccination summary data includes employees in both inpatient units and outpatient departments beginning in the 2014/2015 influenza season.

The first three rows of the table display HCP influenza vaccination summary data for each individual HCP category. The fourth row of the table displays HCP influenza vaccination summary data for all three required HCP categories combined.

From the fourth row of this output, we can conclude the following for the 2011/12 influenza season:

- 19 HCP declined influenza vaccine (*declinations*)
- 6 HCP reported a medical contraindication to influenza vaccine (*contraindications*)
- 35 HCP were vaccinated outside of the facility (*vaccEW*)
- 110 HCP were vaccinated at the facility (*vaccHere)*
- 180 HCP worked at the facility for at least 1 day during the reporting period (*working*)
- The HCP influenza vaccination percentage for all HCP who worked at the facility for at least 1 day during the reporting period was 81% (*pctVacc*)
- 145 HCP were vaccinated (*totVacc*)
- The 95% confidence interval around the HCP influenza vaccination percentage was (74%, 86%) *(pctVaccCI)*

7. If this table is not displayed when you click the "Run" button, be sure you included HCP influenza vaccination summary reporting in your HPS Component monthly reporting plan for the influenza season of interest (Reporting Plan > Find) and that you entered HCP influenza vaccination summary data for that influenza season (Flu Summary > Find).

REMEMBER: When you make changes to your data, regenerate your datasets to review this output option with the most up-to-date data in NHSN.

Additional Resources:

Operational Guidance for Acute Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data: http://www.cdc.gov/nhsn/PDFs/HCP/Operational-Guidance-ACH-HCP-Flu.pdf

HPS Component Manual: https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/hps-flu-vaccine-protocol.pdf

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion