

Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data* Reporting for Inpatient Psychiatric Facilities (IPFs)

Complete the Following Steps:

Verify your Facility's Centers for Medicare and Medicaid Services (CMS) Certification Number (CCN)

Free-standing IPFs: 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.

IPF units: IPF units must have their own CCN entered in the NHSN Facility's Location Manager. Instructions can be found at: <http://www.cdc.gov/nhsn/PDFs/mrsa-cdi/IPF-Locations.pdf>.

Please be sure to double- and triple-check these numbers!

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. For IPF units residing within acute care or critical access facilities, the HPS Component may already be activated. 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

A monthly reporting plan must be completed for each influenza season. 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 for each influenza season. For IPF units located within acute care hospitals, a separate summary data form can be entered within NHSN for HCP working in the IPF unit. 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

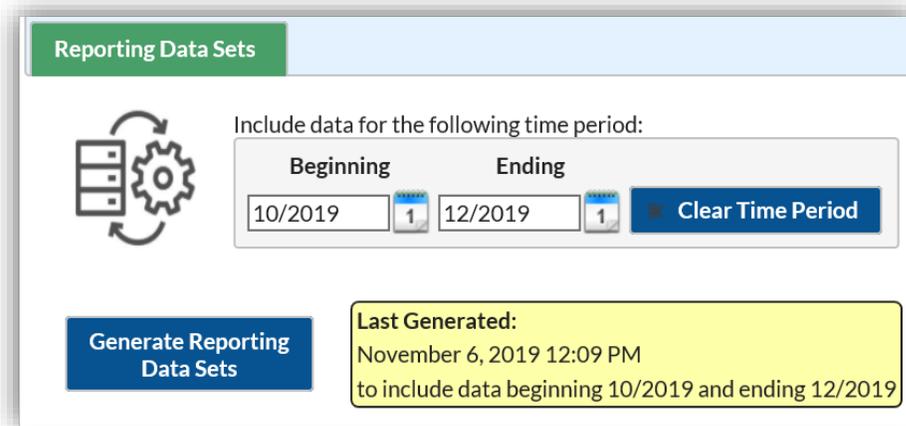
The NHSN Analysis Output Option, "Line Listing – HCP Flu Vaccination Data for CMS IPF PPS" was originally created to allow facilities to review the HCP influenza vaccination summary data that will be submitted to CMS on their behalf.

*Beginning with the 2018-2019 influenza season, submission of separate HCP influenza vaccination summary data for IPFs is no longer required by CMS. However, reporting these data through NHSN may still be required for some facilities by their states or other entities. Therefore, the CMS Line Listing report is still available in NHSN for facilities wishing to review any data submitted through NHSN.

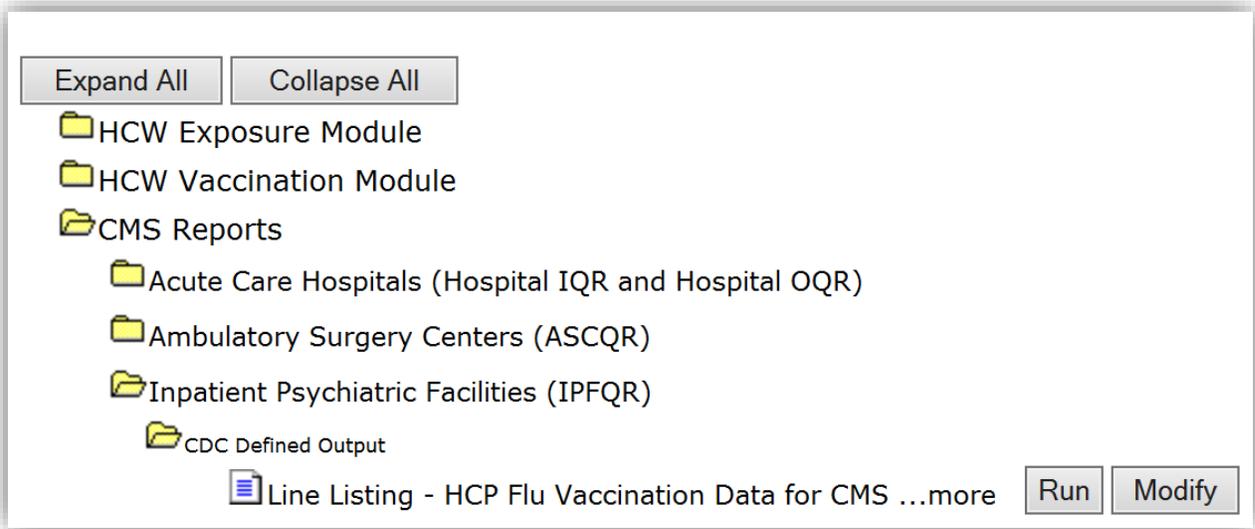
- a. This report will only include **in-plan** HCP influenza vaccination summary data for each influenza season, starting with the 2015/16 season.
- b. This output option represents a line listing for each facility or IPF unit, not each CCN. If your facility/unit shares a CCN with one or more facilities, this line listing will only represent the data that your facility/unit has contributed to the overall vaccination data for all facilities that share the CCN. You may wish to use the Group feature in NHSN to view HCP influenza vaccination summary data for the facilities that share a CCN. More information about the Group function can be found at <http://www.cdc.gov/nhsn/group-users/index.html>.
- c. The data in this report will represent data current as of the last time you generated datasets.

Example of the “Line Listing – HCP Flu Vaccination Data for CMS IPF PPS” 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 > Output Options and navigate through the following folders: CMS Reports > Inpatient Psychiatric Facilities (IPFQR) > CDC-Defined Output. Click “Run” next to “Line Listing – HCP Flu Vaccination Data for CMS IPF PPS”, 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 IPF PPS" presents HCP vaccination 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 of other contract personnel. If your facility chooses to do so, these data will not be displayed in the line listing. Also, the numerator category of "unknown vaccination status" will not be displayed in the line listing.

Sample output for the “Line Listing – HCP Flu Vaccination Data for CMS IPF PPS” output option is displayed below:

National Healthcare Safety Network

Line Listing for HCP Flu Vaccination Data for CMS IPF PPS

As of: June 16, 2015 at 4:26 PM

Date Range: All HCW_VACCFLUSUMCMS_IPFQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
13750	2014/2015	FLU	Employee	Employees	Influenza	0	0	5	10	15	100%	15	82%, 100%
13750	2014/2015	FLU	LIP	Licensed Independent Practitioners	Influenza	0	1	7	2	10	90%	9	60%, 99%
13750	2014/2015	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	1	0	1	0	3	33%	1	1.7%, 87%
13750	2014/2015	FLU	All	All Healthcare Workers	Influenza	1	1	13	12	28	89%	25	74%, 97%

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

From the fourth row of this output, we can conclude the following for the 2015/16 influenza season:

- 12 HCP were vaccinated at the facility (*vaccHere*)
- 13 HCP were vaccinated outside of the facility (*vaccEW*)
- 25 total HCP were vaccinated (*totVacc*)
- 28 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 89% (*pctVacc*)
- The 95% confidence interval around the HCP influenza vaccination percentage was (74%, 97%) (*pctVaccCI*)
- 1 healthcare worker reported a medical contraindication to influenza vaccine (*contraindications*)
- 1 healthcare worker declined influenza vaccine (*declinations*)

7. If this table is not displayed when you click the “Run” button, be sure that you have 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 have 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:

HPS Component Manual: http://www.cdc.gov/nhsn/PDFs/HPS-manual/HPS_Manual-exp-plus-flu-portfolio.pdf.

