





## Define Rights-Healthcare Personnel

! Please select the rights that facilities joining "AR Group - Steve H" will confer

**General**

View Options

HCW  With All Identifiers  
 Without Any Identifiers

Healthcare Safety Monthly Surveillance Plan

Annual ( HPSFACSURVEY)

Seasonal Flu Survey

HPS Data Analysis


Facility Information

COVID-19 View Data

COVID-19 AND Weekly Influenza CSV Data Upload

3. **Group** – The **Facility** group member will need to confer rights (accept the newly defined right(s)) by clicking on Confer Rights Not Accepted under Action Items.

4. **Group** – The **Facility** will see a Confer Rights Not Accepted List. From the list, select the group for which the facility would like to view the new Defined Rights.

 NHSN Healthcare Personnel Safety Component Home Page

Action Items

COMPLETE THESE ITEMS

Confer Rights

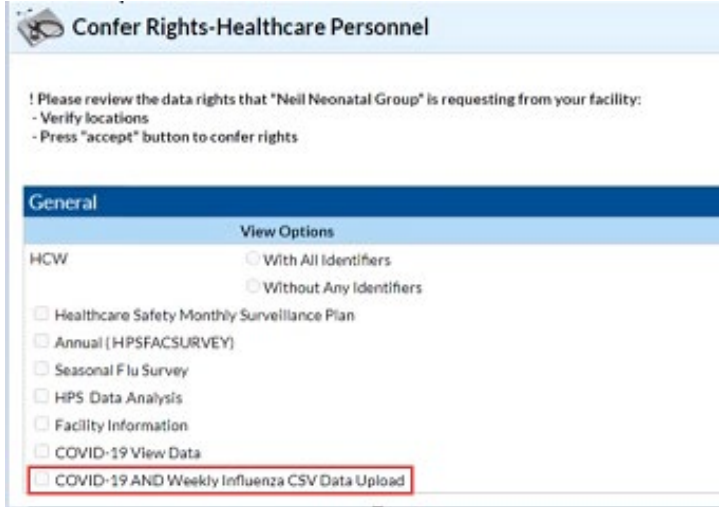
Not Accepted

## Confer Rights Not Accepted List

 Define rights have been changed affecting the Groups below. You may accept new rights or leave the groups. Click the Group Name to view and accept new rights.

Name ↕	Group ID	Status	Status Date
<a href="#">Amber Test1</a>	17895	Not Accepted	Jan 28 2022 9:25AM
<a href="#">AR Group - Steve H</a>	17976	Not Accepted	Feb 1 2022 9:46AM
<a href="#">Test Facility</a>	12325	Not Accepted	Jan 23 2021 6:53PM

5. **Group** –Each element included in the groups define rights template will have a selected check box appears on the confer rights screen. In our example, a checkbox next to “COVID-19 and Weekly Influenza CSV Data Upload.” indicates the group added Defined Rights to upload COVID-19 and Weekly Influenza CSV Data on behalf of member facilities. The **facility** must select “Accept” to save the newly conferred Rights in order for CSV data upload rights to be conferred to the group.



**Confer Rights-Healthcare Personnel**

! Please review the data rights that "Neil Neonatal Group" is requesting from your facility:  
- Verify locations  
- Press "accept" button to confer rights

**General**

**View Options**

HCW  With All Identifiers  
 Without Any Identifiers

Healthcare Safety Monthly Surveillance Plan  
 Annual (HPSFACSURVEY)  
 Seasonal Flu Survey  
 HPS Data Analysis  
 Facility Information  
 COVID-19 View Data  
 COVID-19 AND Weekly Influenza CSV Data Upload

### [Instructions to Upload and Export .CSV Files for both Group and Supergroup Users](#)

1. **Group/Supergroup** – Select “Vaccination Summary” from the menu bar to get to the “Weekly Vaccination Flu Summary” page.



2. **Download Template** – The .CSV template for the Weekly Flu Vaccination Module can be found at the NHSN Weekly Flu Vaccination webpage: <https://www.cdc.gov/nhsn/hps/vaccination/index.html>
  
3. **Enter Data** – Using the provided .CSV template for healthcare personnel data, populate each variable with the appropriate data. Multiple facilities (those that are a part of the group and have conferred rights) may be included. A valid facility identifier is required. After entering all data, save each file to upload the .CSV file in NHSN.

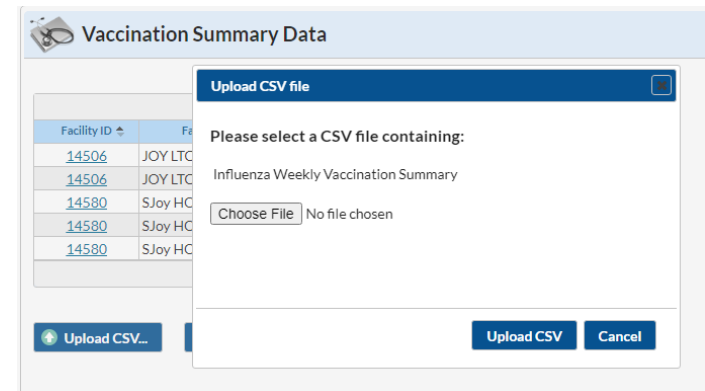
For complete information on the variables included on the .CSV template, refer to the table at end of this document (“Table 1: NHSN Non-Long-Term Care Facility Staff Flu Vaccination Data Import File Format”). An example .CSV file that includes test data in required fields is available for download from the NHSN Weekly HCP Flu Vaccination webpage: <https://www.cdc.gov/nhsn/hps/vaccination/index.html>.

## Vaccination Summary Data

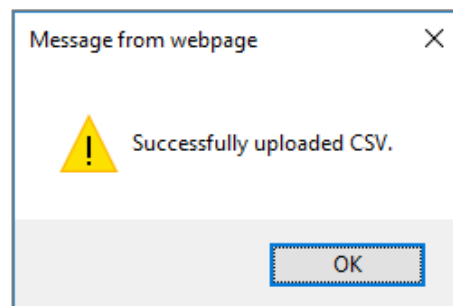
Facility ID	Facility Name	Vaccination Type	Month	Year
<a href="#">14506</a>	JOY LTCF	FLU	March	2021
<a href="#">14506</a>	JOY LTCF	FLU	November	2021
<a href="#">14580</a>	SJoy HOSP-Gen	FLU	March	2021
<a href="#">14580</a>	SJoy HOSP-Gen	FLU	November	2021
<a href="#">14580</a>	SJoy HOSP-Gen	FLU	December	2021

Upload CSV...

Download CSV Template...



- Upload CSV** – To upload the completed .CSV file in NHSN, select “Vaccination Summary” from the menu bar. Then, select “Weekly Flu Vaccination Summary”. A list of facilities by month will be displayed. Click on the “Upload CSV” button. A prompt will appear where a file must be provided for submission. Browse for the file and then click “Upload CSV” to begin the import.
- View Data** – A message that indicates the upload was successful will be generated. The vaccination module will automatically populate the uploaded data. Users can then select a facility for which data was added to view the record.



If errors are found during upload, please review the alerts and refer to the table at end of this document (“Table 1: NHSN Non-Long-Term Care Facility Staff Flu Vaccination Data Import File Format”) for complete information on the variables included on the .CSV template. Questions can be submitted to [NHSN@CDC.GOV](mailto:NHSN@CDC.GOV) with “Weekly Flu Reporting CSV upload” in the subject line.

- 6. View and Export Line List Data Reports** – Users are encouraged utilize the analysis and reporting functionality built within NHSN to view and export line list data reports for flu vaccination data for healthcare personnel. For more information, view the Quick Reference Guide on how to modify and export line lists available under the ‘Supporting Materials’ section of NHSN’s Weekly HCP Flu Vaccination webpage: <https://www.cdc.gov/nhsn/hps/vaccination/index.html>.



## Group - Importing via .csv file - *Weekly Flu HCP Vaccination Summary*- HPS Component - NHSN release 10.1.1 (February 2022)

**Table 1: NHSN Non-Long-Term Care Facility Staff Flu Vaccination Data Import File Format**

Field	Requirement	Values	Format <sup>†</sup>	Description of Field
vacctype	<b>Required</b>	FLU	Character	Vaccine type
orgid	<b>Required</b>	-	-	Must be a valid NHSN Facility ID (organization identifier)
fluvaccsubtype	<b>Required</b>	SEASONAL	Character (11)	Influenza subtype
				Flu Vacc Location Type
				<p>FLUHOSP – For data reported for all facility types, except dialysis. This includes all inpatient and outpatient units/departments of an acute care facility sharing the same CCN as the acute care facility. Long-term care facilities, free-standing in-patient psychiatric facilities or free-standing in-patient rehabilitation facilities should also use FLUHOSP.</p> <p>FLUIPF – For data reported by acute care facility for an inpatient psychiatric unit. This selection is only available for facilities reporting data for IPF units with a different CCN from the acute care facility.</p> <p>FLUIRF - For data reported by acute care facility for an inpatient rehabilitation unit. This selection is only</p>
fluvaccloc	<b>Required</b>	FLUHOSP, FLUDIAL, FLUIPF, FLUIRF	Character (11)	

				available for facilities reporting data for IRF units with a separate CCN from the acute care facility.  FLUDIAL - For data reported by dialysis facilities.
summarytype	<b>Required</b>	VACCSUMWK	Character (12)	Summary type
summaryseason	<b>Required</b>	YYYY/YYYY	-	Influenza season
survweekstart	<b>Required</b>	MM/DD/YYYY (Monday through Sunday reporting)	Datetime	Week of data collection, start date (date must be a Monday; must be no later than current date)
survweekend	<b>Required</b>	MM/DD/YYYY	Datetime	Week of data collection, end date (date must be a Sunday; must be no later than current date)
numemphcp	<b>Required</b>	Sum of numemphcp + numnonemphcp + numnonempshcp + numnonempohcp counts must be <= 50,000	Must be a whole number	Number of Employees that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numnonemphcp	<b>Required</b>	Sum of numemphcp + numnonemphcp + numnonempshcp + numnonempohcp counts must be <= 50,000	Must be a whole number	Number of Non-Employee Licensed independent practitioners that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numnonempshcp	<b>Required</b>	Sum of numemphcp + numnonemphcp + numnonempshcp + numnonempohcp counts must be <= 50,000	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers that eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
numnonempohcp	-	Sum of numemphcp + numnonemphcp +	Must be a whole number	Number of Non-Employee Other Contract Personnel eligible to have worked at this healthcare facility for

		numnonempshcp + numnonempohcp counts must be <= 50,001		at least 1 day during the week of data collection
numempvacchere	<b>Required</b>	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numnonemplvacchere	<b>Required</b>	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numnonempsvacchere	<b>Required</b>	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numnonempovacchere	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
numempvacrpt	<b>Required</b>	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numnonemplvacrpt	<b>Required</b>	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numnonempsvacrpt	<b>Required</b>	Must be <= numNonEmpSWorked or	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 that provided a written report or

		<= numNonEmpSHCP		documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numnonempovaccrpt	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
numempvacmed	<b>Required</b>	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that have a medical contraindication to the influenza vaccine
numnonemplvacmed	<b>Required</b>	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that have a medical contraindication to the influenza vaccine
numnonempsvacmed	<b>Required</b>	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 that have a medical contraindication to the influenza vaccine
numnonempovacmed	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that have a medical contraindication to the influenza vaccine
numempvacdec	<b>Required</b>	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 that declined to receive the influenza vaccine this season
numnonemplvacdec	<b>Required</b>	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 that declined to receive the influenza vaccine this season
numnonempsvacdec	<b>Required</b>	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers' row #1 that declined to receive the influenza vaccine this season

numnonempovacdec	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 that declined to receive the influenza vaccine this season
numempvaccunk	<b>Required</b>	Must be <= numEmpWorked or <= numEmpHCP	Must be a whole number	Number of Employees in row #1 with unknown vaccination status
numnonemplvaccunk	<b>Required</b>	Must be <= numNonEmpLWorked or <= numNonEmpLHCP	Must be a whole number	Number of Non-Employee Licensed independent practitioners in row #1 with unknown vaccination status
numnonempsvaccunk	<b>Required</b>	Must be <= numNonEmpSWorked or <= numNonEmpSHCP	Must be a whole number	Number of Non-Employee Adult students/trainees & volunteers in row #1 with unknown vaccination status
numnonempovacunk	-	Must be <= numNonEmpOWorked or <= numNonEmpOHCP	Must be a whole number	Number of Non-Employee Other Contract Personnel in row #1 with unknown vaccination status
fluvacchcpsupplyrec	<b>Required</b>	Y for Yes N for No P for only a portion of the supply was received	Character (1)	Has your facility received its supply of influenza vaccine for the 2020-2021 influenza season?
fluvacchcpshort	<b>Required</b>	Y for Yes N for No	Character (1)	Is your facility currently experiencing a shortage of influenza vaccine for the 2020-2021 influenza season?
comment	-	Free text	Character (2000)	Comments