

Reporting Healthcare Personnel Influenza Vaccination Summary Data

Activating the Healthcare Personnel Safety (HPS) Component in NHSN

NHSN Facility Administrator logs into SAMS:

<https://nhsn2.cdc.gov/nhsn/>

- Click 'NHSN Reporting'

From the Home Page, click 'Facility' then 'Add/Edit Component'

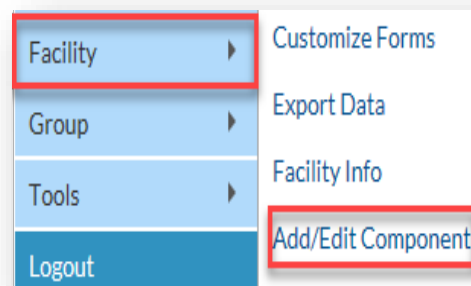
- Check box next to Healthcare Personnel Safety

Facility Administrator adds HPS Component Primary Contact

- Enter name, phone, e-mail, and address for person to be contacted if CDC/NHSN has updates or questions about the HPS Component

NHSN Facility Administrator adds HPS Component Primary Contact as a user (if not already a facility user) within the NHSN facility

- Click 'Users' on the navigation bar, then click 'Add'
- Complete 'Add User' screen mandatory fields



Submitting Data*

First Step: Create Monthly Reporting Plan

- 1) Login to the HPS Component in NHSN. (Slides 38-41)
- 2) Click on 'Reporting Plan' and then 'Add' on the left-hand navigation bar. (Slides 43-45)
- 3) Select 'March 2020' for your plan, if reporting for the 2019-20 influenza season. (Slides 43-45)
- 4) Check the box next to 'Influenza Vaccination Summary' under the 'Healthcare Personnel Vaccination Module.' (Slides 43-45)
- 5) Click 'Save.' (Slides 43-45)

Note: If you see a pop-up box stating 'No data found for March 2020,' you can simply click 'OK' and proceed to the next step.

Second Step: Enter Data

- 1) Go to 'Flu Summary' and then 'Add' on the left-hand navigation bar. (Slide 49)
- 2) Click 'Continue' to proceed as 'Influenza Vaccination Summary' appears as the default option on the drop-down menu. (Slide 49)
- 3) You will now see the data entry screen for the HCP influenza vaccination data summary. Select the '2019-2020' influenza season for the 'Flu Season' drop-down box. (Slides 50-51)
- 4) After you have finished entering data, save the data by clicking the 'Save' button at the bottom of the screen. You should then see a message at the top of your screen confirming that your data have been saved. (Slide 52)

Resources

- NHSN HelpDesk: nhsn@cdc.gov (Please include 'HPS Flu Summary' and your facility type in the e-mail subject line.)
- *NHSN Training Slides: <https://www.cdc.gov/nhsn/pdfs/training/hcp/hcp-flu-vaccination-summary-reporting-general-training.pdf> (Please note that the slides references are taken from this presentation.)