

LONG-TERM CARE FACILITY (LTCF) Weekly Influenza Vaccination Reporting

Getting Started with Weekly Influenza Vaccination Reporting

The purpose of this document is to assist long-term care facilities (LTCFs) with reporting weekly influenza vaccination data for residents and healthcare personnel (HCP) through CDC’s NHSN. Weekly reporting is not currently required by the Centers for Medicare and Medicaid Services; however, this optional reporting can help facilities monitor influenza vaccination coverage during the influenza season. Therefore, CDC strongly encourages facilities to use these features to improve protection of residents and HCP against influenza.

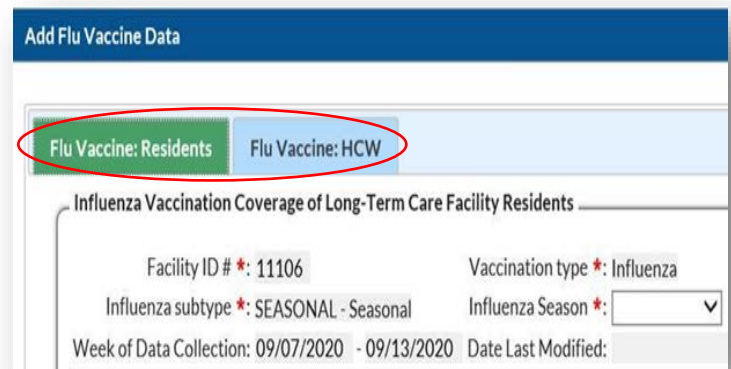
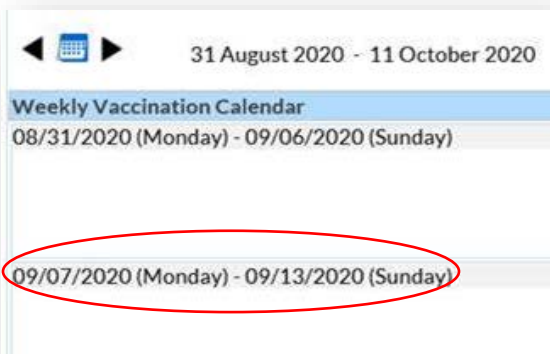
Entering Weekly Influenza Vaccination Data for Residents

1. Access the LTCF Component homepage in NHSN.
2. Click on ‘Vaccination Summary’ on the left-hand navigation bar.
3. To report weekly influenza vaccination data, click on the week for which you wish to report data.
4. To report data for residents, click on the ‘Residents’ tab on the data entry screen.
5. Enter data and be sure to click ‘Save’ at the bottom of the data entry screen.

Entering Weekly Influenza Vaccination Data for HCP

1. Access the LTCF Component homepage in NHSN.
2. Click on ‘Vaccination Summary’ on the left-hand navigation bar.
3. To report weekly influenza vaccination data, click on the week for which you wish to report data.
4. To report data for HCP, click on the ‘HCW’ tab on the data entry screen.
5. Enter data and be sure to click ‘Save’ at the bottom of the data entry screen.

NHSN Home	
Alerts	
Dashboard	▶
Reporting Plan	▶
Resident	▶
Summary Data	▶
COVID-19	
Vaccination Summary	
Import/Export	
Surveys	▶



Resources

- Training materials, such as data collection forms, tables of instructions for completion of the forms, and presentation slides are available at: <https://www.cdc.gov/nhsn/ltc/vaccination/index.html>.
- Please send any questions via e-mail to: nhsn@cdc.gov with ‘Weekly LTC Flu Summary’ in the subject line.

