



**Healthcare Personnel Safety Component  
Healthcare Personnel Vaccination Module  
Influenza Vaccination Summary Reporting for Long-term Care  
Facilities**

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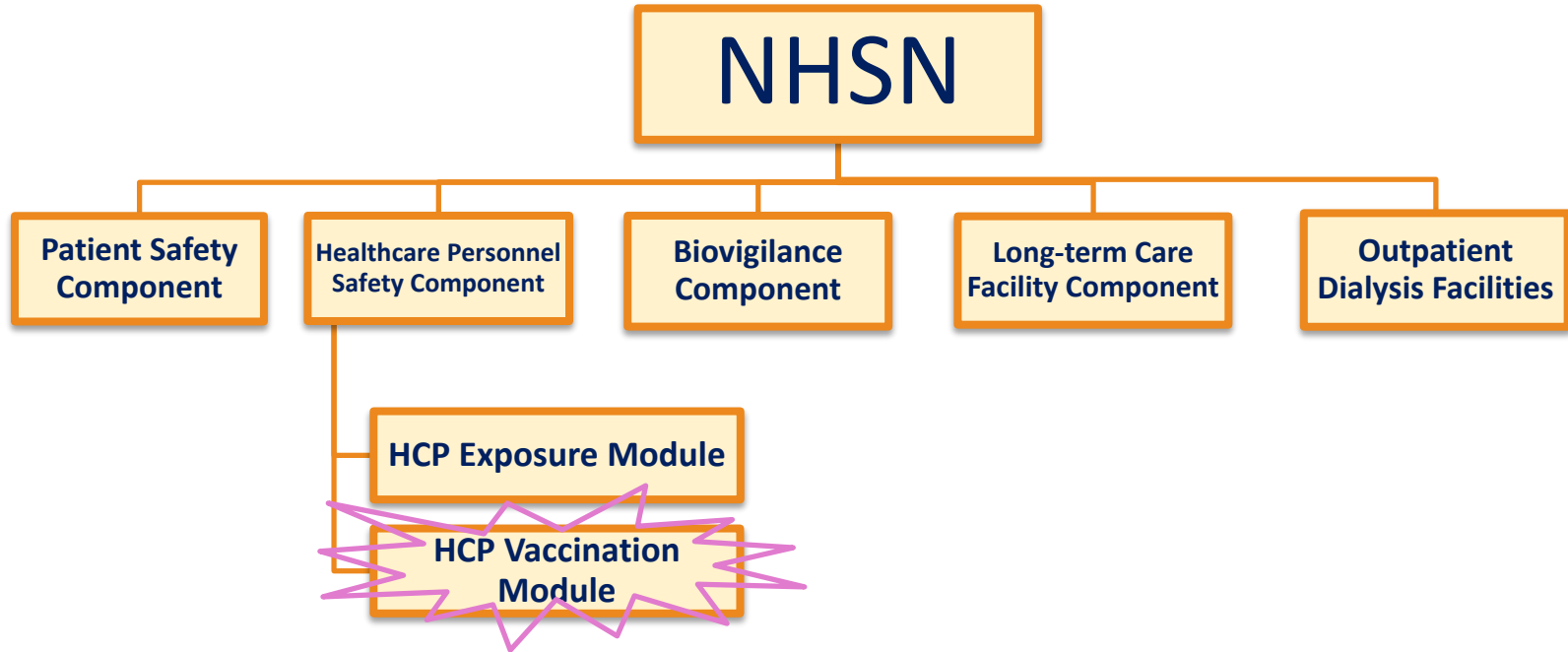
**NHSN Training  
March 2017**

# Objectives

- Provide an overview of the Healthcare Personnel Safety (HPS) Component
- Describe how long-term care facilities (LTCFs) can use NHSN to report healthcare personnel (HCP) influenza vaccination summary data
- Identify how LTCFs can get started in the HPS Component

# Overview of the Healthcare Personnel Safety Component

# How is NHSN Organized?



# Healthcare Personnel Safety Component

- **The HPS Component consists of two modules:**
  - Healthcare Personnel (HCP) Exposure Module
    - Blood/Body Fluid Exposure Only
    - Blood/Body Fluid Exposure with Exposure Management
    - Influenza Exposure Management
  - HCP Vaccination Module
    - Influenza Vaccination Summary
- **The Influenza Vaccination Summary is designed to assist LTCF staff to monitor influenza vaccination percentages among HCP**

# Using NHSN to Report HCP Influenza Vaccination Summary Data

# Why Track HCP Influenza Vaccination in LTCFs?

- **HCP influenza vaccination summary data is designed to ensure that reported HCP influenza vaccination coverage is:**
  - Consistent over time within a single healthcare facility
  - Comparable across facilities
- **Improvements in tracking and reporting HCP influenza vaccination status may allow LTCFs to identify and target unvaccinated HCP**

# What data should LTCFs collect?

- Facilities should collect data on HCP who are physically present in the facility for at least 1 working day between October 1 through March 31
  
- Facilities should collect data on three categories of HCP (denominator)
  - Includes both full-time and part-time HCP
    - 1) Employees: Staff on facility payroll
    - 2) Licensed independent practitioners
      - Non employee physicians, advanced practice nurses, and physician assistants
    - 3) Adult students/trainees and volunteers aged 18 and over

# What data should LTCFs collect (cont.) ?

- **Facilities should collect influenza vaccination status data (numerator) for the three categories of HCP**
  - 1) Received an influenza vaccination from the time when the vaccine became available (e.g. August or September) through March 31 of the following year
    - 1a) Received at the LTCF
    - 1b) Received outside of the LTCF (must provide written documentation)
  - 2) Reported a medical contraindication
  - 3) Declined influenza vaccination
  - 4) Unknown vaccination status

# HCP Influenza Vaccination Summary Protocol

- LTCFs can use the HCP Influenza Vaccination Summary Protocol as a guide to reporting data

<https://www.cdc.gov/nhsn/ltc/vaccination/index.html#pro>

- **It outlines reporting requirements and specifications**
  - Data collection forms
  - Denominator categories and notes
  - Numerator categories and notes
  - Data sources
  - Methodology
  - Calculations for data analyses in NHSN
  - Table of instructions
  - Key terms

# Getting Started in the HPS Component

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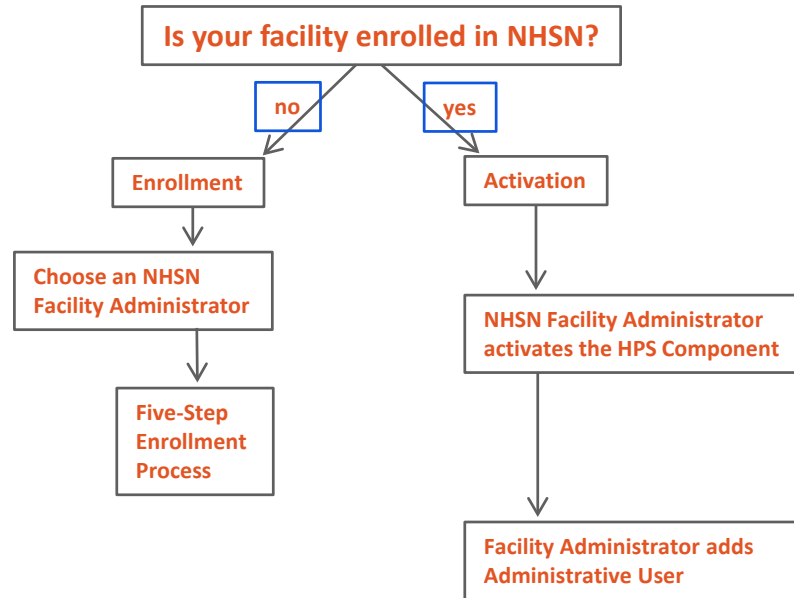
## ■ Enrolling in NHSN

- Facilities that are currently not participating in NHSN and wish to participate must enroll their facility in NHSN
  - Please visit: <https://www.cdc.gov/nhsn/ltc/enroll.html> for more information regarding the enrollment process
- During the enrollment process, facilities may choose to participate in any of the NHSN components

## ■ Activating the HPS Component

- The HPS Component is the only component necessary for reporting HCP influenza vaccination data
- Facilities that are already enrolled in NHSN and wish to participate in the HPS Component must activate the component within NHSN

# Getting Started in the HPS Component (cont.)



- Are you unsure of your facility's status with NHSN?
  - E-mail [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

# Enrollment for LTCFs

- Facilities must complete a 5-step enrollment process (if not already enrolled)
- Enrollment usually takes at least 4-6 weeks
- Information about the process can be found at:

<https://www.cdc.gov/nhsn/ltc/enroll.html>

## 5-Step Enrollment for Long-term Care Facilities



**Note:** Once your facility is enrolled in NHSN, you can add additional reporting options using your monthly reporting plan or activating a new component within the NHSN application. You do not need to re-enroll for each type of event reported.

### Step 1: Training and Preparation



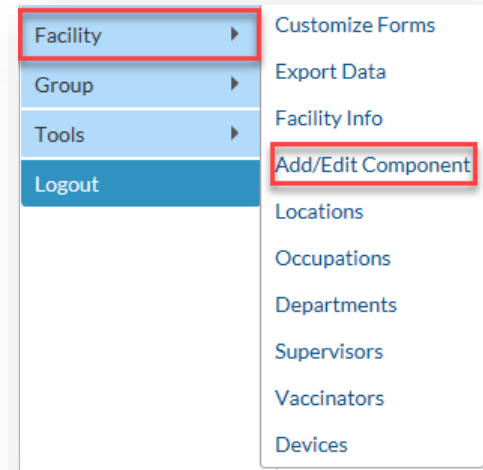
Print and follow [LTCF detailed checklist](#) [PDF - 209 KB] to ensure successful and efficient enrollment.

Complete required trainings: [Overview of the Long-term Care Facility Component January 2015](#) [PDF - 350 KB] and

Enrollment: [Getting Access to NHSN for your LTCF](#) [PDF - 1.8 MB]. **Note:** The Enrollment training is a useful guide through the enrollment process.

# Activating the HPS Component For LTCFs Enrolled in NHSN

- Only a Facility Administrator can activate a new component
- Facility Administrator logs into the Secure Access Management Services (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



# Activating the HPS Component For LTCFs Enrolled in NHSN (cont.)

- **Facility Administrator adds HPS Component Primary Contact as a user within the NHSN facility**
  - Click “Users” on the navigation bar, then click “Add”
  - Complete “Add User” screen mandatory fields
    - User ID – created by the facility
    - First Name
    - Last Name
    - E-mail Address – Must be an active/correct address for the user
- **Ensure that the contact information for the Facility Administrator and HPS Component Primary Contact are updated**
- **Other users are added by the Facility Administrator or new HPS Component Primary Contact**
- **Facility Administrator should ensure that at least one HPS Component user has administrative rights**

# Adding a NHSN User

- Recommend at least 2 NHSN users
- To add: click “Users > Add”
- Complete required fields

The screenshot shows the NHSN Home interface with the 'Add User' form. The left sidebar contains a menu with 'Users' selected. A red arrow points to the 'Add' button in the 'Users' menu. The main form area is titled 'Add User' and contains the following fields:

- User ID \***:  Up to 32 letters and/or numbers, no spaces or special characters
- Prefix**:
- First Name \***:
- Middle Name**:
- Last Name \***:
- Title**:
- User Active**: Y - Yes
- User Type**:
- Phone Number \***:  **Extension**:
- Fax Number**:
- E-mail Address \***:
- Enter New Password for user \***:
- Re-enter New Password for user \***:

# User Rights

- After saving the new user information, the “Edit User Rights” screen will appear
- Please be sure to confer the proper rights to users
- CDC recommends that at least two users at each facility have rights to add and analyze data

**NHSN Home**

Alerts

Reporting Plan ▶

HCW ▶

Lab Test ▶

Exposure ▶

Prophy/Treat ▶

Flu Summary ▶

Surveys ▶

Analysis ▶

Users ▶

Facility ▶

Group ▶

Tools ▶

### Edit User Rights

User ID: **EMPLHLTH (ID 972)**

Fac: Pleasant Valley Hospital

Facility List:

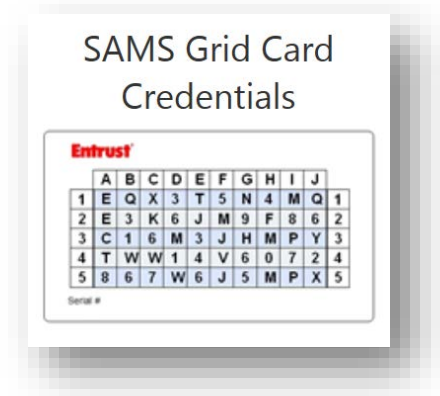
Rights	Patient Safety	Healthcare Personnel Safety
Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

Advanced

Effective Rights Save Back

# New Users to NHSN

- Receive a “Welcome to NHSN” e-mail
- Receive e-mails to register and create a SAMS account
  - Follow instructions carefully
- Complete and submit identity verification documents to SAMS
  - Don’t delay beginning the process
- Access NHSN using SAMS credentials
- Log into NHSN at least once per year to maintain active SAMS credentials
- Information about the SAMS process can be found at:  
<http://www.cdc.gov/nhsn/sams/about-sams.html>



# Forms to Report HCP Influenza Vaccination Data

- After enrolling in NHSN and activating the HPS Component, LTCFs must complete the following forms:

- Required Forms

- HCP Safety Monthly Reporting Plan
  - HCP Influenza Vaccination Summary Form

- Optional Form

- Seasonal Survey on Influenza Vaccination Programs for HCP

**NHSN**  
National Healthcare Safety Network

### Healthcare Personnel Influenza Vaccination Summary

Page 1 of 2  
\*required for saving; \*\*conditionally required for saving

Record the number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

\*Facility ID#: \_\_\_\_\_ \*Location: \_\_\_\_\_

\*Vaccination type:  Seasonal    \*Influenza subtype: \_\_\_\_\_    \*Influenza Season: \_\_\_\_\_    Date Last Modified: \_\_\_/\_\_\_/\_\_\_

	Employee HCP	Non-Employee HCP		
	*Employees (staff on facility payroll)	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	*Adult students/trainees & volunteers	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31				
2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season				
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season				
4. Number of HCP who have a medical contraindication to the influenza vaccine				
5. Number of HCP who declined to receive the influenza vaccine				
6. Number of HCP with unknown vaccination status (or criteria not met for reporting)				

# Additional Resources

# The NHSN Website

## Surveillance for Healthcare Personnel Vaccination

The Advisory Committee on Immunization Practices (ACIP) recommends that all healthcare personnel (HCP) and persons in training for healthcare professions should be vaccinated annually against influenza.<sup>[1]</sup> Persons who are infected with influenza virus, including those with subclinical infection, can transmit influenza virus to persons at higher risk for complications from influenza. Vaccination of HCP has been associated with reduced work absenteeism and with fewer deaths among nursing home patients and elderly hospitalized patients. Although annual vaccination is recommended for all HCP and is a high priority for reducing morbidity associated with influenza in healthcare settings, national survey data have demonstrated that vaccination coverage levels are only approximately 60% [2]. This is well below the Healthy People 2020 goal of 90% for HCP influenza vaccination [3].

### On this Page

- [Training](#)
- [Protocols](#)
- [Data Collection Forms](#)
- [CMS Supporting Materials](#)
- [Supporting Material](#)
- [FAQs](#)

For training materials, visit:

<http://www.cdc.gov/nhsn/ltc/vaccination/index.html>

- Protocol (with Tables of Instructions)
- Forms
- Frequently asked questions (FAQs)
- Training slides and recorded trainings

## Questions or Need Help?



E-mail user support at: [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

Please include “HPS Flu Summary” in the subject line of the e-mail and specify “Long-term care facility”

For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

