

Weekend NHSN Help Desk Support

The NHSN Help Desk will be staffed this weekend, Saturday, May 13 and Sunday, May 14, 2023 to respond to open Help Desk tickets.

- **Please monitor your e-mail over the weekend.**
- **NHSN staff members are working as quickly as possible to address tickets.**
- **If you created a ticket within the past five business days, please do not create another ticket as this may create further delays.**



Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module

Annual Healthcare Personnel Influenza Vaccination Summary

Long-Term Care Facilities

National Healthcare Safety Network (NHSN)

Vaccination Unit

May 2023

Objectives

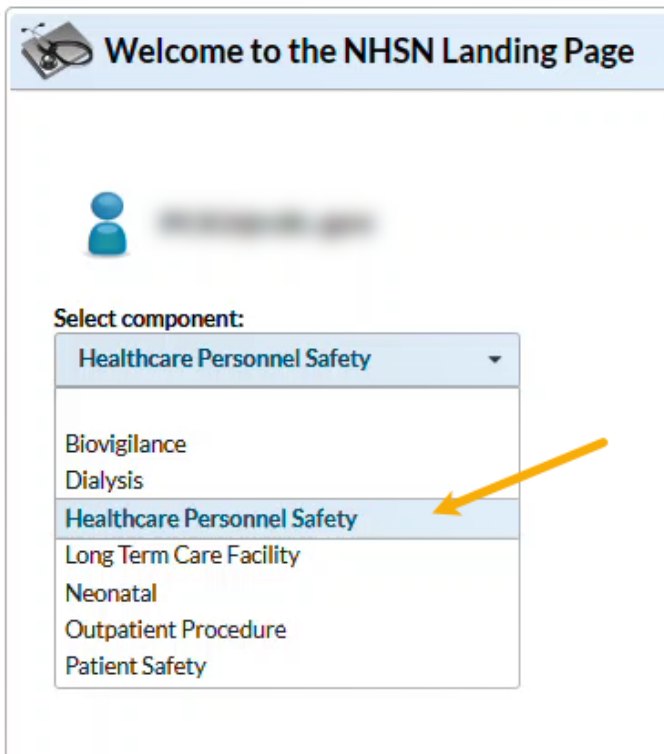
- Review key points of how to complete annual flu reporting
- Review how to get started in the Healthcare Personnel Safety (HPS) Component
- Answer commonly asked questions related to reporting HCP Influenza Vaccination Summary

Key Points: Reporting requirement


- The Influenza Vaccination Coverage among healthcare personnel (HCP) measure was finalized in the FY 2023 SNF PPS Final Rule
 - Published in the Federal Register on August 3, 2022
- As a result, CMS-certified skilled nursing facilities (SNFs) are required to report **annual** HCP influenza vaccination summary data through the NHSN **Healthcare Personnel Safety (HPS) Component** for the 2022-2023 influenza season
- For questions related to SNF Quality Reporting Program (QRP) requirements, please contact CMS at: SNFQualityQuestions@cms.hhs.gov

Key Points: What to report

- Report **Annual HCP influenza vaccination summary data** through the NHSN Healthcare Personnel Safety (HPS) Component for the 2022-2023 influenza season



Welcome to the NHSN Landing Page

 [blurred name]

Select component:

- Healthcare Personnel Safety
- Biovigilance
- Dialysis
- Healthcare Personnel Safety**
- Long Term Care Facility
- Neonatal
- Outpatient Procedure
- Patient Safety

Key Points: Where to report

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual influenza vaccination summary data.
- Only the **NHSN Facility Administrator (FA)** can activate a new component.
 - If the NHSN FA leaves the facility but does not transfer the role of FA to another individual prior to leaving, please complete the NHSN Facility Administrator Change Request
Form: <https://www.cdc.gov/nhsn/facadmin/index.html>.
- When adding the HPS component, **DO NOT de-activate** any other NHSN Components, such as the LTC Facility Component.

Key Points: Level 3 Access

- Before you can activate the HPS component, the facility administrator will need to request level 3 access if it has not already been granted
- To request level 3 access, please submit a new ticket to NHSN@cdc.gov and enter in the subject line: SAMS Level 3 Access.
 - Request that level 1 access be REMOVED and replaced with Level 3

Key Points: When to report

- The reporting period for the 2022-2023 influenza season is from October 1, 2022 through March 31, 2023
- Facilities are required to submit one report covering the entire influenza season
- The deadline to report the annual HCP influenza vaccination summary data through the NHSN **HPS Component** is **May 15, 2023**



Getting Started in the HPS Component

Key Roles in NHSN

■ **NHSN Facility Administrator**

- The person enrolling the facility in NHSN
- Only person who can activate additional components for a facility
- Has add/edit/delete rights to facility data, users, and users' access
- Has authority to nominate/join groups for data sharing
- Only person who can re-assign the role of NHSN Facility Administrator to another user
- There is only one NHSN Facility Administrator per facility

■ **Users**

- Rights are determined by NHSN Facility Administrator: view data, data entry, and data analysis
- May be given administrative rights
- Each facility should have at least two NHSN users (including one with NHSN Facility Administrator rights)

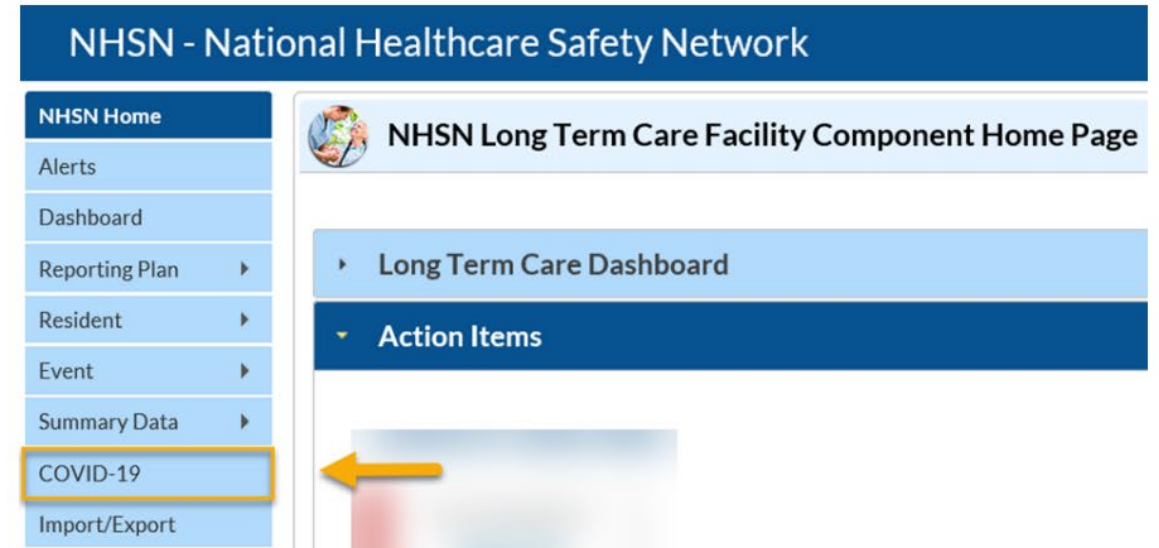
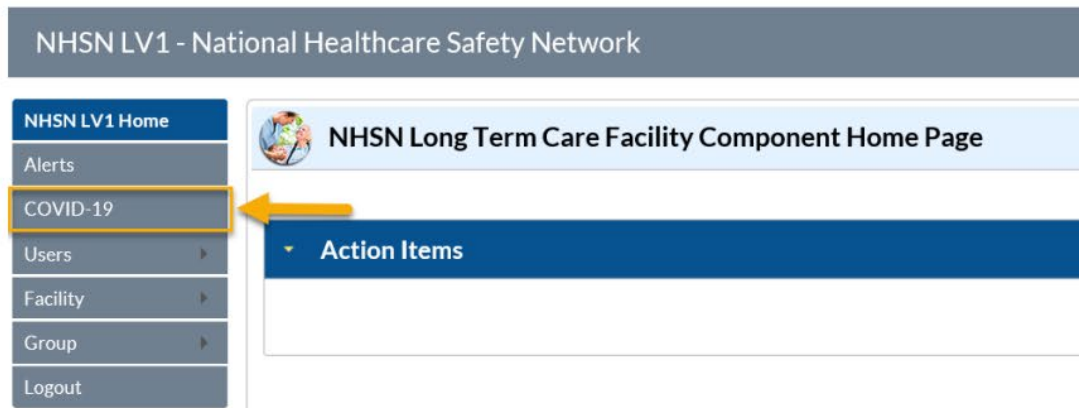
Change in NHSN Facility Administrator

- **NHSN Facility Administrator should transfer role to another user prior to leaving the facility!**
- If the previous NHSN Facility Administrator has left the facility, NHSN can add an individual as the new NHSN Facility Administrator
 - Do not re-enroll the facility in NHSN
 - Complete the NHSN Facility Administrator Change Request Form
<https://www.cdc.gov/nhsn/facadmin/index.html>
 - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process

SAMS Access Level 1 vs Level 3 Interface

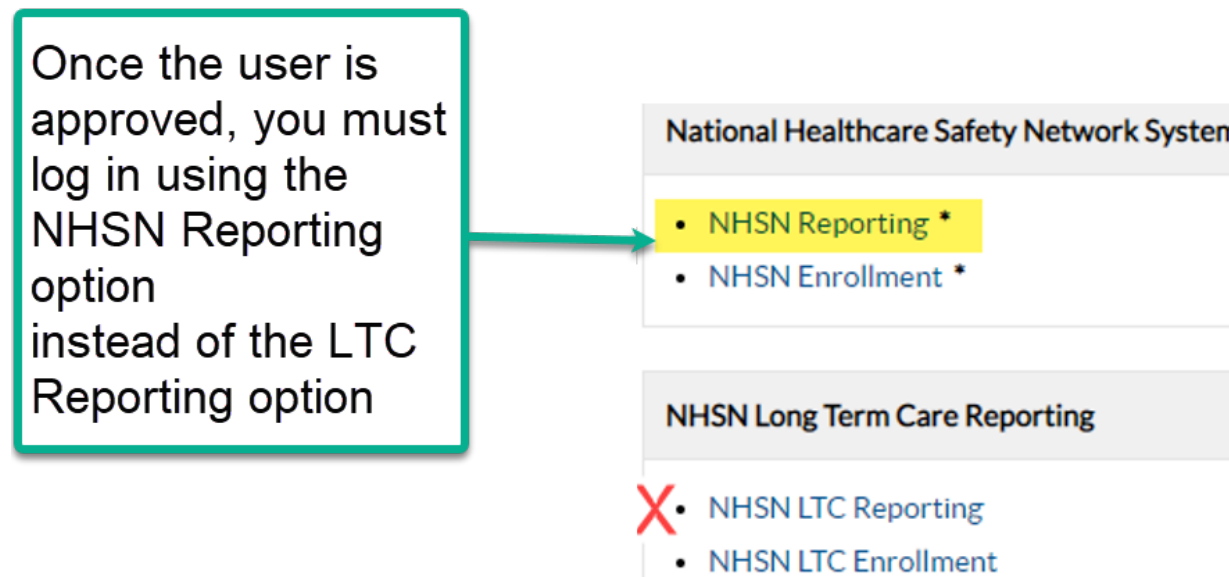
- SAMS Level 1 interface is Gray

SAMS Level 3 interface is Blue



Request Level 3 Access

- Before activating the HPS component, the facility administrator must ensure they have level 3 access
- To request please contact NHSN@cdc.gov and place in the subject line: SAMS Level 3 Access.
 - Request that level 1 access be REMOVED and replaced with Level 3



How to see if your facility already activated the HPS Component

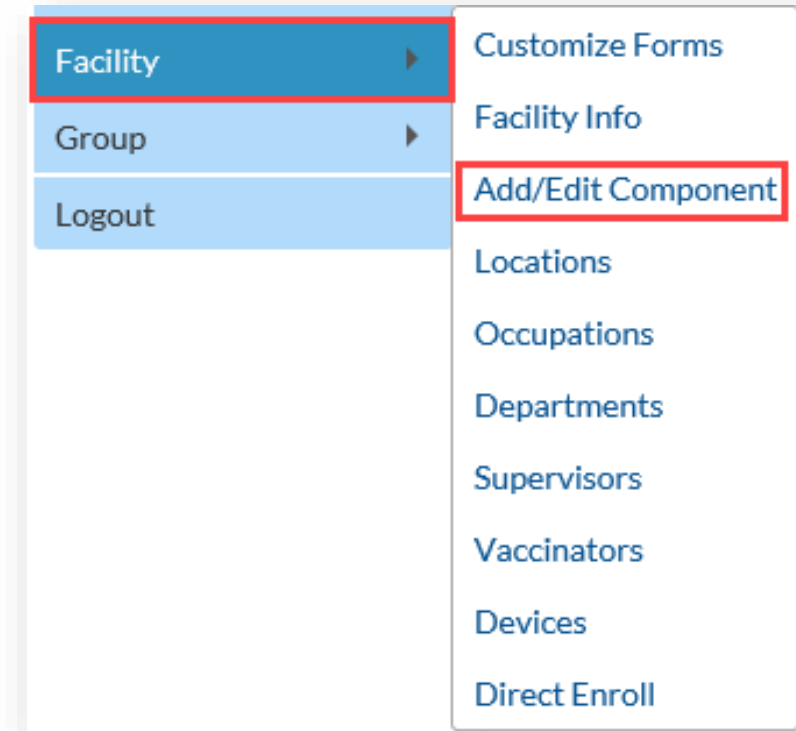
- Navigate to Facility > Add/Edit Component

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance			2	
<input type="checkbox"/>	Dialysis				
1 <input checked="" type="checkbox"/>	Healthcare Personnel Safety	08/09/2012		Y	View Agreement
<input checked="" type="checkbox"/>	Long Term Care Facility	08/09/2012		Y	View Agreement
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Activating the HPS Component

- Activating the HPS component is necessary for facilities currently enrolled in another component
- Only a NHSN Facility Administrator can activate a new component
- Facility Administrators will log in to the LTC component and navigate to Facility > Add/Edit Component



Activating the HPS Component (continued)

- Scroll to “Components followed” and check the box next to Healthcare Personnel Safety.
- An alert will pop-up indicating you must first define the primary contact for this component.

Zip Code *: 29405
Phone *: 184-350-1747
Fax:

Facility: Y
Facility type *: LTC-SKILLNURS - Skilled Nursing Facility

Was this facility operational in the year prior to NHSN enrollment (i.e., last year)? *: Yes No
Will this facility report COVID data separately for one (or more) facility-within-facility using the Before making a selection, please review the facility-within-facility guidance

Facility-within-facility Description: Facility-within-facility refers to units/ floors/ wings of a hospital where these units/ floors/ wings are housed. These units/ floors/ wings have the same CCN and the same facility scenarios for COVID-19 hospital data.

IHS Facility: Yes No
Status: A - Active

Warning
You must define the Primary Contact for this component before you can start following it. Go to the Contact Data section of the page to enter the Primary Contact information. Note: You will be required to complete a survey for the most recently completed calendar year if Healthcare Personnel Exposure reporting is selected on your monthly plan. Please print the survey from the Print Survey Form link next to the component.

OK

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety				
<input checked="" type="checkbox"/>	Long Term Care Facility	05/08/2023		Y	View Agreement
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Activating the HPS Component (cont.)

- Select “OK” and enter the contact information on the next page for your HPS primary contact.
- Note this can be an existing NHSN user.

*: Yes No

Edit Record

Use Existing NHSN User Create new NHSN User

Existing NHSN User Email

Username *

Password *

Verify Password *

Contact Type

First Name *


Last Name *

Middle Name

Phone * Ext:

Email *

Title

 Click to copy mailing address from the facility

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

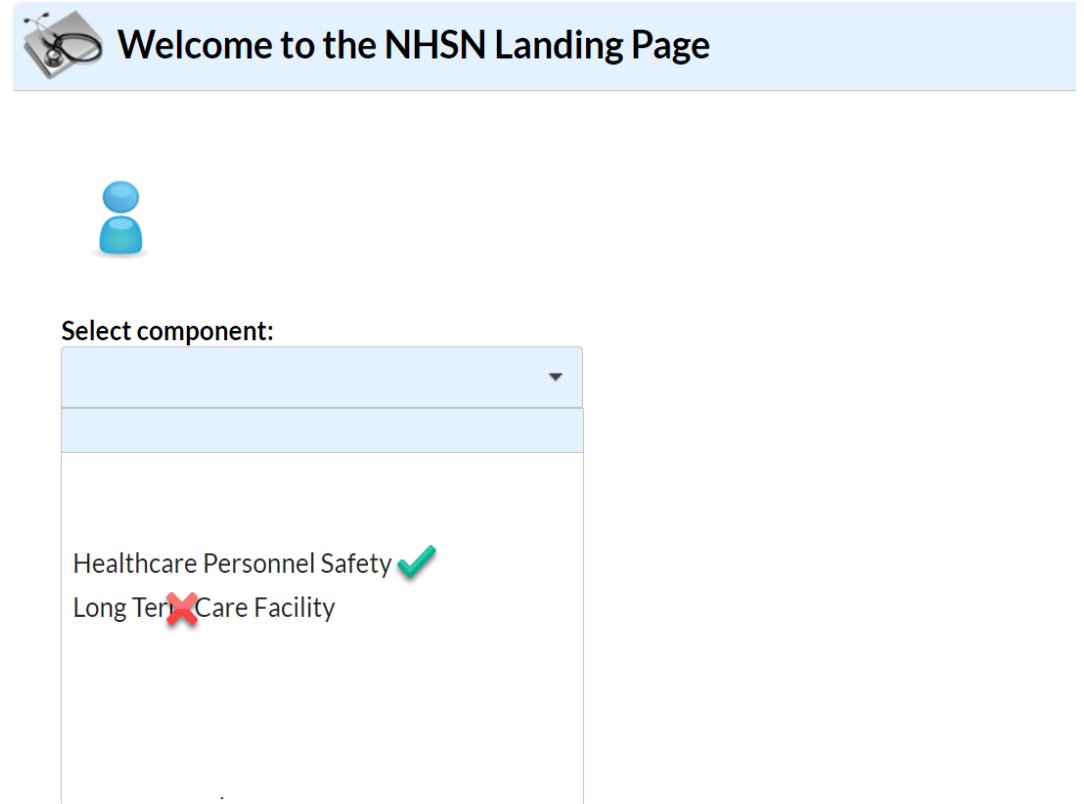
Zip Code * Zip Code Ext:

Fax

Pager Number

Log into the HPS Component

- Log out of the application
- Log back into the application
- Select the Healthcare Personnel Safety Component to activate the Healthcare Personnel Safety component



Activating the HPS Component – cont.

- After submitting and updating this information, your FA must return to the NHSN homepage and log into the HPS component to accept the agreement to participate and consent. Make sure to scroll all the way to the **bottom** of the page

The image shows two screenshots from the NHSN website. The left screenshot shows the 'Welcome to the NHSN Landing Page' with a 'Select component:' dropdown menu. The 'Healthcare Personnel Safety' option is selected and highlighted with a yellow arrow. A blue arrow points from this menu to the right screenshot. The right screenshot shows the 'NHSN Healthcare Personnel Safety Component Home Page' with the title 'Agreement to Participate and Consent'. The page is on 'Page 1 of 3' and has a tracking number of 17018. The text describes the NHSN's purpose and the agreement to participate. At the bottom of the page, there is a table with columns for Component, Contact Type, Contact Name, Phone Number, Email, and Accept. The 'Accept' column contains checkboxes, with the bottom-right checkbox highlighted by a red arrow. A red box is also drawn around the bottom of the page content area.

Component	Contact Type	Contact Name	Phone Number	Email	Accept
Long Term Care Facility	Long Term Care Facility Primary Contact	Heather			<input type="checkbox"/>
Healthcare Personnel Safety	Facility Administrator	Heather			<input type="checkbox"/>

Entering and Confirming Data Submission

HCP Influenza Vaccination Summary Data

- Click “Vaccination Summary” then “Annual Vaccination Flu Summary”
- Select “Add”
- Click “Continue”

The screenshot displays the NHSN Home navigation menu on the left and the 'Add Summary Data' page on the right. The navigation menu includes: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' menu item is highlighted with a yellow circle '1'. A dropdown menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' (highlighted with a yellow circle '2') and 'Weekly Flu Vaccination Summary'. The 'Annual Vaccination Flu Summary' dropdown menu is open, showing 'Add' (highlighted with a yellow circle '3'), 'Find', and 'Incomplete'. On the right side of the page, the 'Summary Data Type' is set to 'Influenza Vaccination Summary'. At the bottom right, there are 'Continue' and 'Back' buttons, with the 'Continue' button highlighted by a yellow circle '4'.

HCP Influenza Vaccination Summary Data (cont.)

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2022-2023)

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export

Add Influenza Vaccination Summary

Mandatory fields marked with *

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

Facility ID *: Joy LTC Facility (30074)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: ▼

Entering HCP Influenza Vaccination Data

Date Last Modified: 08/26/2022

HCP categories	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	100	100	50	0
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	100	100	50	0
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	0	0	0	0
4. Number of HCP who have a medical contraindication to the influenza vaccine	0	0	0	0
5. Number of HCP who declined to receive the influenza vaccine	0	0	0	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	0

Custom Fields

Comments

Save
Delete
Back

Confirm Data Submission

- 1. Generate datasets
 - Click analysis > Generate datasets > Generate reporting datasets

The screenshot displays the NHSN interface for generating data sets. On the left is a navigation sidebar with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis (highlighted), Users, Facility, Group, and Logout. The main content area is titled 'Generate Data Sets (Healthcare Personnel Safety)'. Below this title is a 'Reporting Data Sets' section. It features a gear icon and the text 'Include data for the following time period:'. There are two date pickers: 'Beginning' set to '01/2020' and 'Ending' set to 'mm/yyyy'. A 'Clear Time Period' button is located to the right of the date pickers. Below the date pickers is a 'Generate Reporting Data Sets' button. To the right of this button is a yellow box containing the text: 'Last Generated: May 11, 2023 9:56 AM to include data beginning 01/2020'.

Confirm Data Submission (cont.)

- 2. Run report
 - Click analysis > Reports > CMS Reports > Long Term Care Facilities (SNFQRP) > Line Listing – HCP Flu Vaccination Data for CMS SNF PPS > Run Report

The screenshot displays the NHSN Analysis Reports interface. On the left is a vertical navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophyl/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled 'Analysis Reports' and includes 'Expand All', 'Collapse All', and a search box. A tree view shows the following structure:

- HCW Exposure Module
- HCW Vaccination Module
- CMS Reports
 - Acute Care Hospitals (Hospital IQR)
 - Ambulatory Surgery Centers (ASCQR)
 - Inpatient Psychiatric Facilities (IPFQR)
 - Inpatient Rehabilitation Facilities (IRFQR)
 - Long Term Acute Care Hospitals (LTCHQR)
 - Outpatient Dialysis Facilities (QIP)
 - Long Term Care Facilities (SNFQRP)
 - Line Listing - HCP Flu Vaccination Data for CMS SNF PPS
- CO
- Adv
- My

A context menu is open over the selected item, showing three options: Run Report, Modify Report, and Export Data Set.

Confirm Data Submission - continued

- 3. View report

National Healthcare Safety Network

Line Listing - HCP Flu Vaccination Data for CMS SNF PPS

As of: May 11, 2023 at 9:59 AM

Date Range: All HCW_VACCFLUSUMCMS_SNF

orgID	summary Season	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
30074	2019/2020	Employee	Employees	FLU	Influenza	0	25	0	0	25	0.0%	0	.. 11%
30074	2019/2020	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	.	0	.. 100%
30074	2019/2020	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	.	0	.. 100%
30074	2019/2020	All	All Healthcare Workers	FLU	Influenza	0	25	0	0	25	0.0%	0	.. 11%
30074	2020/2021	Employee	Employees	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	LIP	Licensed Independent Practitioners	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	All	All Healthcare Workers	FLU	Influenza	3	3	3	3	24	25%	6	11%, 45%
30074	2021/2022	Employee	Employees	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	LIP	Licensed Independent Practitioners	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	All	All Healthcare Workers	FLU	Influenza	150	150	150	150	750	40%	300	37%, 44%
30074	2022/2023	Employee	Employees	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	LIP	Licensed Independent Practitioners	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	All	All Healthcare Workers	FLU	Influenza	18	12	15	15	75	40%	30	29%, 51%

Sorted by orgID summarySeason

Data contained in this report were last generated on May 11, 2023 at 9:55 AM to include data beginning January 2020.

Common Questions

Questions

- **I received an email saying that my facility has not submitted flu data even though I have. Can you please advise?**
- Please always check the dates referenced in any emails you receive. If you reported data on or after the date referenced in an email, the data you reported would not be reflected in the email. Emails reminding users to report may come from NHSN, CMS or other outside parties.
- Once facilities have entered and saved their data in NHSN by May 15, the data will be shared with CMS. This will happen automatically if the necessary facility information is entered in NHSN. Facilities can verify this information and their healthcare personnel influenza vaccination data submission by following the comprehensive instructions outlined in this document:
<https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/verification-hcp-flu-data.pdf>

Questions – (cont.)

- **Why is there no option to complete a monthly reporting plan?**
- As of the 2022-2023 influenza season, the monthly reporting plan is no longer required to complete prior to entering annual healthcare personnel influenza vaccination data beginning with the 2022-2023 influenza season.

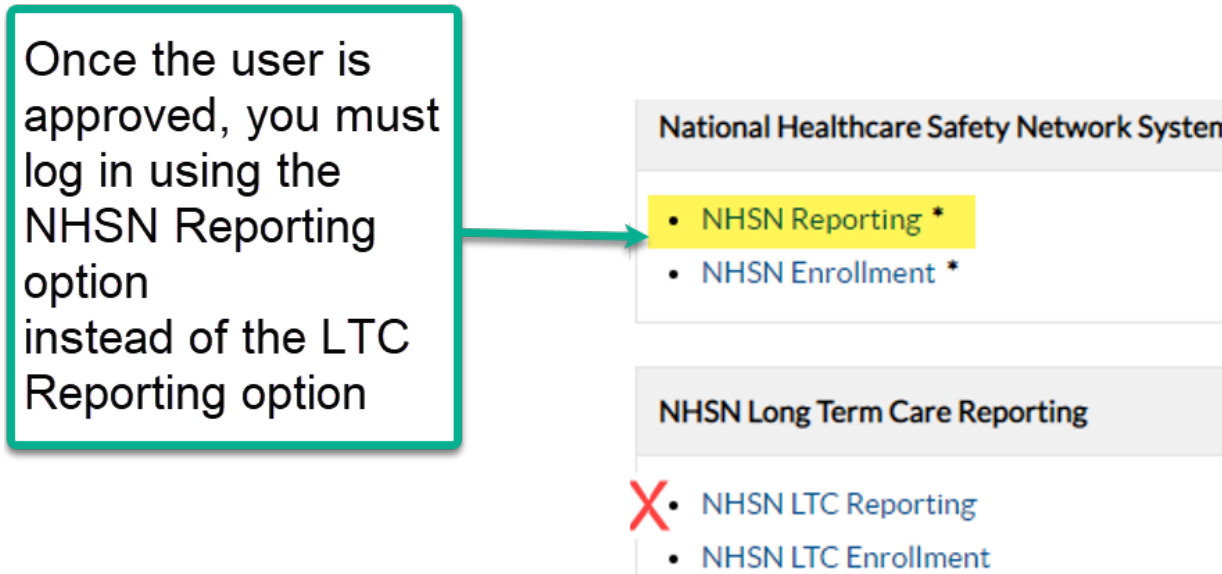
Question

- What code should I use for the fluvaccloc field if I choose to upload CSV files?
- Skilled Nursing Facilities should use the code FLUHOSP

A	B	C
vacctype	fluvaccsub	fluvaccloc
FLU	SEASONAL	FLUHOSP

Question

- **I now have level 3 access but I still can't see the HPS component, help!**
- After obtaining level 3 access you must make sure to log in by selecting NHSN reporting as shown below, rather than LTC reporting. The NHSN LTC Reporting option will take you to the level 1 application!



Resources

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The NHSN Website

Visit: [HCP Flu Vaccination | HPS | NHSN | CDC](#) for training materials including:

- Protocols containing information on how to collect and report Influenza Vaccination Summary data for the HCP Vaccination Module
- Data collection forms
- Table of instructions containing information on how to fill out the data collection forms
- Frequently asked questions (FAQs)
- Training [slides](#) and [recording](#)

Questions or Need Help?

E-mail user support at: NHSN@cdc.gov

Subject Line: Please write *“HPS Flu Summary”* in the subject line of the e-mail and specify *“Long-term care facility”*

For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636) / TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: 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.

