



**National Healthcare Safety Network  
Healthcare Personnel Safety Component**

**Reporting Annual Influenza Vaccination Data for Healthcare Personnel**

**Division of Healthcare Quality Promotion  
NHSN Prevention & Therapeutics Unit**

February 2026

# Objectives

By the end of this training, you will:

- Become familiar with data collection forms.
- Know how to access the Healthcare Personnel Safety (HPS) Component.
- Be able to collect and enter influenza vaccination data for healthcare personnel (HCP).
- Understand how to confirm data entry.

# Data Collection Forms

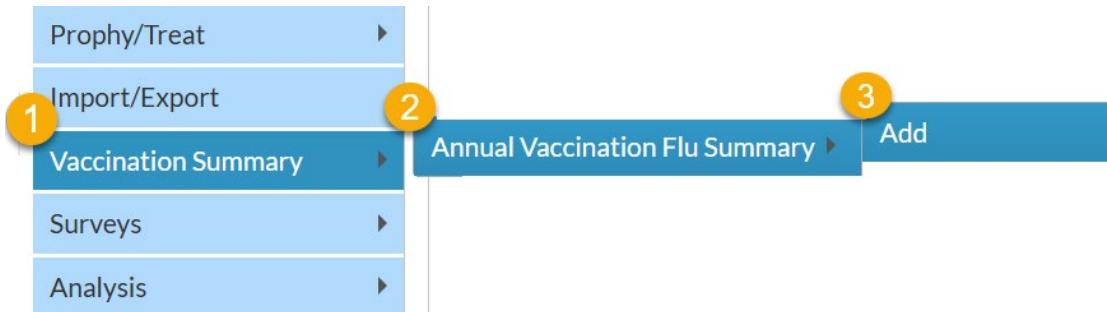
# Overview of Data Collection Forms

- Healthcare Personnel Influenza Vaccination Summary Form (Required)
  - Collects annual influenza vaccination data among healthcare personnel
- Seasonal Survey on Influenza Vaccination Programs for Healthcare Personnel (Optional)
  - Collects information on a facility's programs and policies surrounding influenza vaccine

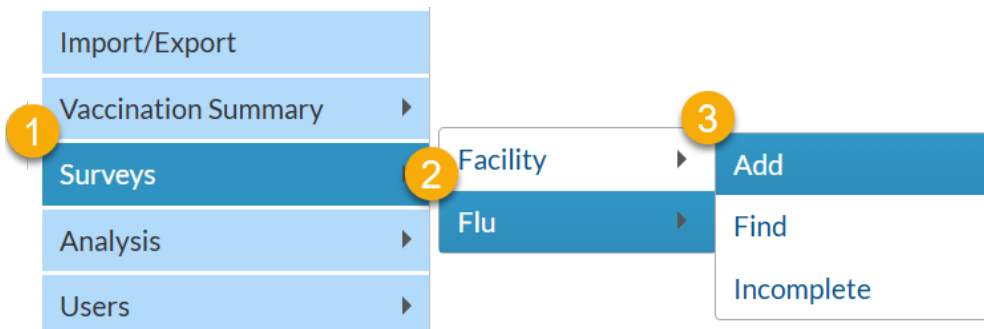
***Note:** Data in this presentation are fictitious and for educational purposes only.*

# Accessing Data Collection Forms

- **Healthcare Personnel Influenza Vaccination Summary Form**
  - Access through **Vaccination Summary** tab in NHSN.



- **Seasonal Survey on Influenza Vaccination Programs for Healthcare Personnel**
  - Access through **Surveys** tab in NHSN.



# Healthcare Personnel Influenza Vaccination Summary Form

- The reporting period for the influenza season is from October 1 through March 31.
- Facilities submit one report covering the entire influenza season.
  - Facilities required to report data must do so by **May 15**.
- Two methods for entering data:
  - Enter data directly into the NHSN application.
  - Upload data via .CSV files.

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Getting Started in the Healthcare Personnel Safety (HPS) Component

# Determining if Your Facility Already Activated the HPS Component

- Navigate to **Facility** and **Add/Edit Component**.
- See if the box next to **Healthcare Personnel Safety** is checked.
- Check if the **Agreement to Participate and Consent** is accepted.

## Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input checked="" type="checkbox"/>	Biovigilance	09/15/2012		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Dialysis				
<b>1</b> <input checked="" type="checkbox"/>	Healthcare Personnel Safety	09/15/2012		<b>2</b> Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Long Term Care Facility				

# Activating the HPS Component

- Facilities that are not currently enrolled in the HPS Component must activate this.
  - **Do not deactivate** any other components (e.g., the Long-term Care Facility Component).
- Only an NHSN Facility Administrator (FA) can activate a new component in NHSN.
- The NHSN FA must have Level 3 reporting access in the Secure Access Management Services (SAMS) to activate the HPS Component.
  - SAMS is a federal information technology system that gives authorized personnel secure access to non-public CDC applications.

# Activating the HPS Component (cont.)

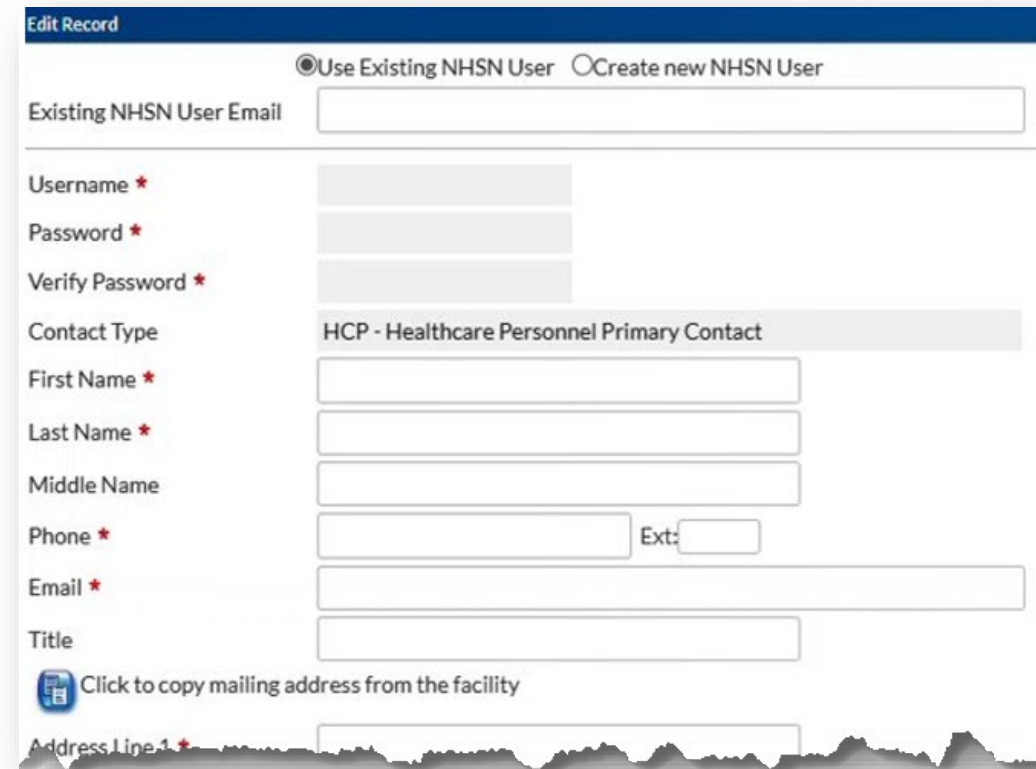
- The NHSN FA logs into NHSN and navigates to **Facility** and **Add/Edit Component**.
- Scroll to **Components Followed** and check the box next to Healthcare Personnel Safety.
- An alert will appear indicating you must first define the primary contact for the HPS Component. Click **OK**.

The screenshot shows a navigation menu on the left with 'Facility' selected. A dropdown menu is open, showing 'Add/Edit Component' as the active option. Below this, a 'Components Followed' table is displayed with a table header and several rows of components, each with a checkbox. The 'Healthcare Personnel Safety' component has its checkbox checked.

Follow/ Followed	Component
<input type="checkbox"/>	Biovigilance
<input type="checkbox"/>	Dialysis
<input checked="" type="checkbox"/>	Healthcare Personnel Safety
<input type="checkbox"/>	Long Term Care Facility
<input type="checkbox"/>	Medication Safety (pilot facilities only)
<input type="checkbox"/>	Neonatal

## Activating the HPS Component (cont.)

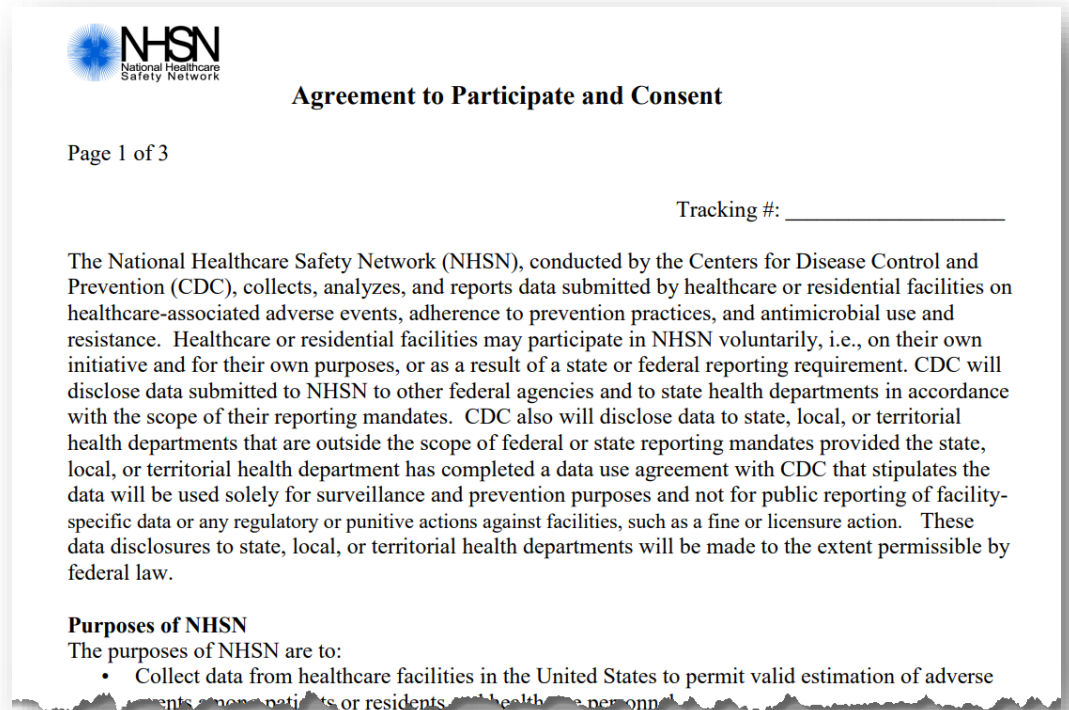
- Enter information for the primary contact of the HPS Component.
  - The primary contact can be an existing NHSN user.
- Click **Submit** at the bottom of the page after you finish entering information.



The screenshot shows a web form titled "Edit Record" with a dark blue header. Below the header, there are two radio buttons: "Use Existing NHSN User" (which is selected) and "Create new NHSN User". Below this is a text input field labeled "Existing NHSN User Email". The form then lists several required fields, each with a red asterisk: "Username", "Password", and "Verify Password", each followed by a greyed-out input field. The "Contact Type" field is a dropdown menu with "HCP - Healthcare Personnel Primary Contact" selected. Below this are input fields for "First Name", "Last Name", and "Middle Name". The "Phone" field has a main input box and a smaller "Ext:" input box. The "Email" field is a wide input box. The "Title" field is another input box. Below the "Title" field is a blue icon of a document with a plus sign and the text "Click to copy mailing address from the facility". The "Address Line 1" field is partially visible at the bottom of the form.

# Activating the Healthcare Personnel Safety Component (cont.)

- 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 and click the **Accept** checkbox.



The screenshot shows a document titled "Agreement to Participate and Consent" from the NHSN (National Healthcare Safety Network). The NHSN logo is in the top left corner. The page is identified as "Page 1 of 3". There is a "Tracking #" field with a blank line for input. The main text describes the NHSN's role in collecting and reporting data on healthcare-associated adverse events, adherence to prevention practices, and antimicrobial use and resistance. It states that participation is voluntary and that data will be disclosed to other federal agencies and state health departments in accordance with their reporting mandates. The purposes of NHSN are listed as follows:

**Purposes of NHSN**  
The purposes of NHSN are to:

- Collect data from healthcare facilities in the United States to permit valid estimation of adverse events among patients or residents and healthcare personnel.

# Collecting Influenza Vaccination Data for Healthcare Personnel

# Healthcare Personnel Categories

- **Employee HCP:** Staff on facility payroll
- **Non-Employee HCP:** Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
- **Non-Employee HCP:** Adult students/trainees and volunteers
- HCP must physically work in the facility for at least 1 day between October 1 through March 31.

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Healthcare Personnel Categories: Employees (Required)

- Defined as all persons who receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.

# Healthcare Personnel Categories: Licensed Independent Practitioners (Required)

- Defined as physicians (MD, DO), advanced practice nurses, and physician assistants only.
  - Licensed independent practitioners are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.
  - Post-residency fellows are also included in this category.

# Healthcare Personnel Categories: Adult Students/Trainees and Volunteers (Required)

- Defined as medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older.
  - Adult students/trainees and volunteers are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.

# Healthcare Personnel Categories: Other Contract Personnel

## (Optional)

- Defined as persons providing care, treatment, or services at the facility through a contract.
  - There are several types of personnel who provide direct care and non-direct services. Examples include:
    - Dialysis technicians
    - Occupational therapists
    - Admitting staff
    - Pharmacists

## Healthcare Personnel Categories: Other Contract Personnel (Optional) [cont.]

- Vendors providing care, treatment, or services should be included in the other contract personnel category if they physically work in the facility for at least one day during the reporting period (October 1 through March 31).
- Refer to Appendix A of the reporting protocol for suggested list of contract personnel: [HPS Flu Vaccine Protocol 2024 508](#).

# Questions on Data Collection Form

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Number of HCP who declined to receive the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Questions on Data Collection Form (cont.)

- **Question 1:** Count HCP who physically work in the facility for at least 1 day between October 1 through March 31.
- **Question 2:** Count HCP who received an influenza vaccination **at** this healthcare facility since influenza vaccine became available this season.
- **Question 3:** Count HCP who provided a written report or documentation of influenza vaccination **outside** this healthcare facility since influenza vaccine became available this season.
  - Acceptable forms of documentation include:
    - A signed statement or form, or an electronic form or e-mail from a healthcare worker (HCW) indicating when and where he/she received the influenza vaccine.
    - A note, receipt, vaccination card, etc. from the outside vaccinating entity stating that the HCW received the influenza vaccine at that location.
  - Verbal statements are not acceptable for reporting vaccines received outside of the facility.

## Questions on Data Collection Form (cont.)

- **Question 4:** Count HCP who have a medical contraindication to the influenza vaccine.
  - For inactivated influenza vaccine (IIV), accepted contraindications include:
    - (1) severe allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or to a vaccine component, including egg protein; or
    - (2) history of Guillain-Barré Syndrome within 6 weeks after a previous influenza vaccination.
  - HCP who have a medical contraindication to live attenuated influenza vaccine (LAIV) other than those listed above should be offered IIV by their facility, if available.
  - Documentation is not required for reporting a medical contraindication (verbal statements are acceptable).

## Questions on Data Collection Form (cont.)

- **Question 5:** Count HCP who declined to receive the influenza vaccine.
  - Documentation is not required for reporting declinations (verbal statements are acceptable).
- **Question 6:** Count HCP with unknown vaccination status (or criteria not met for any other categories).

# Entering Influenza Vaccination Data for Healthcare Personnel

# Log into the Secure Access Management Services (SAMS)

- Access the [SAMS activity home page](#).
- Enter SAMS username and password.
- Enter SAMS grid card numbers.
- For assistance with SAMS, contact the SAMS Help Desk at: 1-877-681-2901 or [samshelp@cdc.gov](mailto:samshelp@cdc.gov).

**SAMS**  
secure access management services

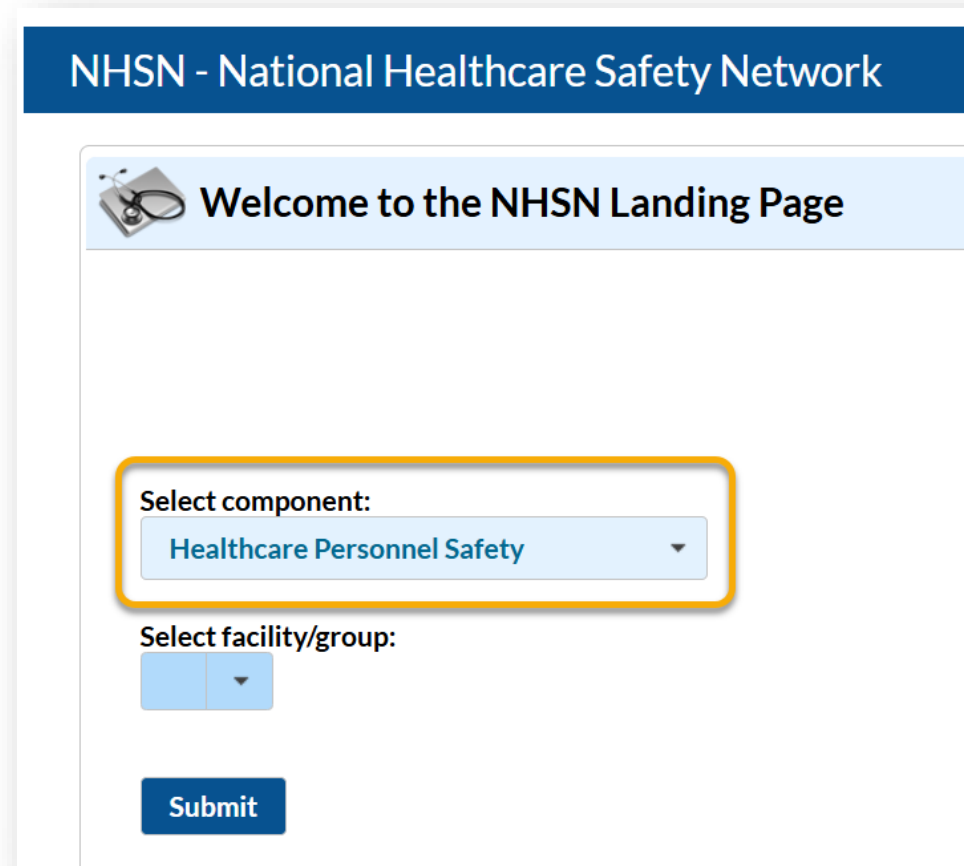
**Warning:** This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Choose a login option

External Partners	HHS Staff	
<p>SAMS Multi-factor Login</p> <p>SAMS Username <input type="text"/></p> <p>SAMS Password <input type="password"/></p> <p>Login</p> <p><a href="#">Forgot SAMS Password?</a></p>	<p>PIV Login</p> <p>Click the Login button to sign on with a HHS PIV Card.</p> <p>Login</p> <p>For all HHS staff including Operating</p>	<p>AMS One Time Password</p> <p>How to use OTP</p> <p>Login</p> <p>For all HHS staff including Operating</p>

# NHSN Landing Page

- Select the **Healthcare Personnel Safety Component**.



NHSN - National Healthcare Safety Network

Welcome to the NHSN Landing Page

Select component:  
Healthcare Personnel Safety ▼

Select facility/group:  
▼

Submit

# Entering Healthcare Personnel Influenza Vaccination Data

- Click **Vaccination Summary** then **Annual Vaccination Flu Summary**.
- Select **Add**.
- Click **Continue**.

The screenshot displays the NHSN 'Add Summary Data' interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' item is highlighted with a yellow circle labeled '1'. A sub-menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' (highlighted with a yellow circle labeled '2') and 'Add' (highlighted with a yellow circle labeled '3'). The 'Add' option has a dropdown menu with 'Find' and 'Incomplete' options. The main content area is titled 'Add Summary Data' and features a 'Summary Data Type' dropdown menu set to 'Influenza Vaccination Summary'. Below this are buttons for 'Continue' (highlighted with a yellow circle labeled '4') and 'Back'. At the bottom of the main area are buttons for 'Upload CSV...' and 'Download CSV Template...'.

# Entering Healthcare Personnel Influenza Vaccination Data (cont.)

- **Influenza** and **Seasonal** are the default choices for vaccination type and influenza subtype.
- Select appropriate **Flu Season** in the drop-down box.

The screenshot shows the 'Add Influenza Vaccination' form in the NHSN system. The form includes a sidebar with navigation options like 'Alerts', 'Reporting Plan', and 'Vaccination Summary'. The main form area contains fields for 'Facility ID', 'Vaccination type', 'Influenza subtype', and 'Flu Season'. The 'Flu Season' dropdown menu is open, displaying a list of influenza seasons from 2011/2012 to 2025/2026. A yellow arrow points to the dropdown menu. Below the form fields, there is a table with columns for 'Employee HCP' and 'Non-Employee HCP', and rows for 'Employees (staff on duty)' and 'Licensed independent practitioners: Physicians, etc.'. The table is currently empty.

	Employee HCP	Non-Employee HCP
HCP categories	Employees (staff on duty)	Licensed independent practitioners: Physicians, etc.

## Entering Data for Facilities with Units

- Select the appropriate **location** in the drop-down box to report separate data for units.
- Enter data for an **inpatient rehabilitation facility (IRF) unit** and/or an **inpatient psychiatric facility (IPF) unit**.

The screenshot shows a data entry form with the following fields and values:

- Facility ID \*: (empty)
- Vaccination type \*: Influenza ▾
- Influenza subtype \*: Seasonal ▾
- Flu Season \*: 2025/2026 ▾
- Locations \*: (empty) ▾

A dropdown menu is open under the 'Locations' field, showing the following options:

- Hospital
- IRF Unit(s)
- IPF Unit(s)

At the bottom of the form, there is a section labeled 'HCP categories'.

# Saving Healthcare Personnel Influenza Vaccination Data

- Click **Save** at the bottom of the screen to save data.

5. Number of HCP who declined to receive the influenza vaccine	<input type="text" value="15"/>	<input type="text" value="9"/>	<input type="text" value="7"/>	<input type="text" value="7"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text" value="1"/>	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text" value="5"/>

**Custom Fields**

HCP NURSES:  HCP PHYSICIANS:

**Comments**

By saving these data in NHSN, facilities are agreeing to the following:

- 1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- 2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).


# Editing Healthcare Personnel Influenza Vaccination Data

- Click **Vaccination Summary**, then **Annual Vaccination Flu Summary**.
- Select **Find**.
- Select **Flu Season** of interest in the drop-down box and click on the **Find** button.

The screenshot shows the NHSN interface for finding flu summaries. On the left is a navigation menu with 'Vaccination Summary' highlighted (callout 1). A sub-menu is open for 'Annual Vaccination Flu Summary' (callout 2), with 'Find' selected (callout 3). The main area is titled 'Find Flu Summary' and contains search criteria: 'Summary Data Type' set to 'Influenza Vaccination Summary' and 'Flu Season' as an empty dropdown (callout 4). Below these are 'Find', 'Clear', and 'Back' buttons.

# Editing Healthcare Personnel Influenza Vaccination Data (cont.)

- The **Date Last Modified** shows when the data were last entered.
- Each time a facility enters updated data for a particular influenza season:
  - All previously entered data for that season will be overwritten.
  - A new modified date will be auto-filled by the system.

 **View 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 \*:

Vaccination type \*: Influenza

Influenza subtype \*: Seasonal

Flu Season \*: 2024/2025

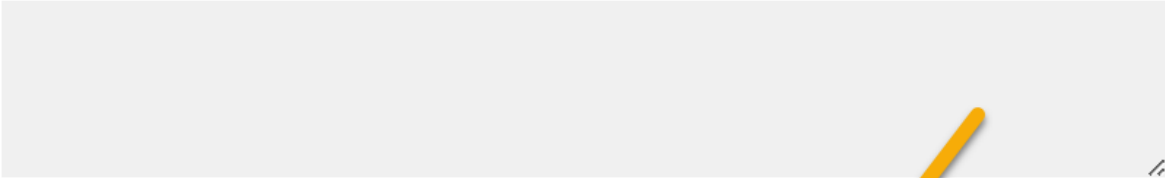
Date Last Modified: 08/14/2025

HCP categories	Employee HCP	Non
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *

## Editing Healthcare Personnel Influenza Vaccination Data (cont.)

- Click the **Edit** button at the bottom of the screen to modify existing data.
- Remember to save the updated data by clicking the **Save** button at the bottom of the screen.

Comments



By saving these data in NHSN, facilities are agreeing to the following:

- 1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- 2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

[Edit](#) [Export](#) [Delete](#) [Back](#)

# Uploading .CSV Files

- Individual facilities and groups can upload .CSV files.
  - Click on **Vaccination Summary** then **Annual Vaccination Flu Summary**.
  - Select **Add**.
  - Click on **Download CSV Template** and enter data into the file.
  - Click on **Upload CSV** to upload the completed file.

The screenshot displays the NHSN 'Add Summary Data' interface. On the left is a navigation menu with items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' item is highlighted with a yellow circle labeled '1'. A sub-menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' with a yellow circle labeled '2' next to it. A further sub-menu is open for 'Annual Vaccination Flu Summary', with 'Add' selected and a yellow circle labeled '3' next to it. The main content area is titled 'Add Summary Data' and features a 'Summary Data Type' dropdown menu set to 'Influenza Vaccination Summary'. Below this are 'Continue' and 'Back' buttons. At the bottom of the main area are two buttons: 'Upload CSV...' with a yellow circle labeled '5' and 'Download CSV Template...' with a yellow circle labeled '4'.

# Training Materials on Uploading .CSV Files

- Training materials are located on the [Healthcare Personnel Safety: Influenza](#) webpage.
- Materials on uploading .CSV files are located under the **CSV Data Import** heading and include:
  - Instructions on uploading .CSV files
  - .CSV file template
  - .CSV file example


## CSV Data Import

[Uploading Annual Healthcare Personnel Influenza .CSV Data Files](#)  [PDF – 844 KB] – April 2024

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[CSV File Template \(10.1.1\)](#)  [CSV – 2 KB] – December 2022

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[Example CSV File \(10.1.1\)](#)  [CSV – 3 KB] – December 2022

**Confirming Data Entry**

# Key Points on Confirming Data Entry

- Two methods for confirming data entry:
  - Print data entry screen.
  - Run Centers for Medicare & Medicaid Services (CMS) reports in NHSN application.
- To review tips on submitting and confirming data, please see documents listed by facility type under *Tips for Submitting HCP Influenza Summary Data*: [HCP Flu Vaccination](#) | [HPS](#) | [NHSN](#) | [CDC](#).

**Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data**  
*Reporting for the Centers for Medicare and Medicaid Services' (CMS) Hospital Inpatient Quality Reporting (IQR) Program*


**Complete these Steps Prior to the CMS Reporting Deadline:**

- Verify your Facility's CMS Certification Number (CCN)**

An accurate CCN is required for facilities participating in the CMS Reporting Program, as this is the ID that will be used to submit HCP influenza vaccination summary data to CMS on your behalf. To update the CCN, use the Facility > Facility Info option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the "Update" button at the bottom of the screen. *Please be sure to double- and triple-check this number!*

# Print Data Entry Screen

- After saving data, click on **Print Form** on the right-hand side of the data entry screen.
- A printable version of the data entry screen will appear with the date last modified.

 **View Influenza Vaccination Summary**

Mandatory fields marked with \*

[Print Form](#)

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



**Facility ID** \*:

**Vaccination type** \*: Influenza

**Influenza subtype** \*: Seasonal

**Flu Season** \*: 2023/2024

Mandatory fields marked with \*

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

**Facility ID** \*:

**Vaccination type** \*: Influenza

**Influenza subtype** \*: Seasonal

**Flu Season** \*: 2023/2024

**Date Last Modified**: 02/25/2024

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	<u>20</u>	<u>10</u>	<u>10</u>	<u>    </u>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<u>20</u>	<u>10</u>	<u>10</u>	<u>    </u>

# Run CMS Report

- Click **Analysis** then **Generate Data Sets**.
- Specify a time period to view data by selecting **Beginning** and **Ending** dates.
- Click on **Generate Reporting Data Sets**.

The screenshot shows the NHSN Home navigation menu on the left, with 'Analysis' highlighted (callout 1). A dropdown menu is open under 'Analysis', with 'Generate Data Sets' selected (callout 2). The main content area is titled 'Generate Data Sets (Healthcare Personnel Safety)'. It features a 'Reporting Data Sets' section with a gear icon (callout 3) and the text 'Include data for the following time period:'. Below this, there are 'Beginning' and 'Ending' date pickers set to '01/2020' and '08/2025' respectively, with a 'Clear Time Period' button. A 'Generate Reporting Data Sets' button (callout 4) is visible. A yellow box displays the 'Last Generated: (UTC) August 17, 2025 8:49 PM to include data beginning 01/2020 and ending 08/2025'.

# Run CMS Report (cont.)

- Click on **Analysis** then **Reports**.
- Click on **CMS Reports** folder then subfolder by facility type.
- Click on **Line Listing – HCP Flu Vaccination Data for CMS** by facility type.
- Click on **Run Report**.

The screenshot displays the NHSN Analysis Reports interface. On the left is a navigation menu with items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Cheat Sheets. The main content area is titled 'Analysis Reports' and contains a tree view of folders: 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), and Long Term Care Facilities (SNFQRP). The 'Line Listing - HCP Flu Vaccination Data for CMS SNF PPS' report is selected and highlighted. A context menu is open over this report, showing three options: 'Run Report', 'Modify Report', and 'Export Data Set'.

# View Data

- View data by influenza season and by type of healthcare personnel.

## National Healthcare Safety Network Line Listing - HCP Flu Vaccination Data for CMS SNF PPS

As of: August 17, 2025 at 9:27 PM UTC  
Date Range: All HCW\_VACCFLUSUMCMS\_SNF

orgID	summarySeason	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
	2019/2020	Employee	Employees	FLU	Influenza	0	25	0	0	25	0.0%	0	, 11%
	2019/2020	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	.	0	, 100%
	2019/2020	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	.	0	, 100%
	2019/2020	All	All Healthcare Workers	FLU	Influenza	0	25	0	0	25	0.0%	0	, 11%
	2020/2021	Employee	Employees	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	LIP	Licensed Independent Practitioners	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	All	All Healthcare Workers	FLU	Influenza	3	3	3	3	24	25%	6	11%, 45%
	2021/2022	Employee	Employees	FLU	Influenza	50	50	50	50	60	100%	100	100%
	2023/2024	All	All Healthcare Workers	FLU	Influenza	13	9	9	9	60	100%	60	100%
	2024/2025	Employee	Employees	FLU	Influenza	1	0	0	23	97	24%	23	16%, 33%
	2024/2025	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	3	0.0%	0	, 63%
	2024/2025	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	4	0.0%	0	, 53%
	2024/2025	All	All Healthcare Workers	FLU	Influenza	1	0	0	23	104	22%	23	15%, 31%

# Identify Dates of Data Entry

- Click on **Analysis** then **Reports**.
- Click on the **CMS Reports** folder then subfolder by facility type.
- Click on **Line Listing – HCP Flu Vaccination Data for CMS** by facility type.
- Click on **Modify Report**.

The screenshot displays the NHSN Analysis Reports interface. On the left is a navigation menu with items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophyl/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Cheat Sheets. The main content area is titled 'Analysis Reports' and contains a tree view. The tree view includes folders for 'HCW Exposure Module', 'HCW Vaccination Module', and 'CMS Reports'. Under 'CMS Reports', there are several facility-type folders: '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)', and 'Long Term Care Facilities (SNFQRP)'. The 'Long Term Care Facilities (SNFQRP)' folder is expanded, showing a report titled 'Line Listing - HCP Flu Vaccination Data for CMS SNF PPS'. A context menu is open over this report, showing three options: 'Run Report', 'Modify Report', and 'Export Data Set'. The 'Modify Report' option is highlighted.

# Identify Dates of Data Entry (cont.)

- **CreateDate** variable: Indicates when data were *first entered* in NHSN.
- **Modifydate** variable: Indicates when data were *last updated* in NHSN.
  - Select the **Display Variables** tab.
  - Click on **createDate** and **modifydate** in the **Available Variables** box.
  - Click on the **Selected** button (shown below) to move a variable to the **Selected Variables** box.

The screenshot displays the 'Modify "Line Listing - HCP Flu Vaccination Data for CMS SNF PPS"' interface. At the top, there is a header bar with the title and a sub-header containing a checkbox for 'Show descriptive variable names (Print List)', the 'Analysis Data Set: HCW\_VaccFluSumCMS\_SNF', 'Type: Line Listing', and 'Last Generated (UTC): August 17, 2025 8:49 PM'. Below the header is a navigation bar with tabs: 'Title/Format', 'Time Period', 'Filters', 'Display Variables' (highlighted in green), 'Sort Variables', and 'Display Options'. The 'Display Variables' section is divided into two main areas: 'Available Variables' and 'Selected Variables'. The 'Available Variables' list includes: createDate, createUserID, factype, flu, fluDesc, fluVaccAnn, modifydate, modifyUserID, and OID. The 'Selected Variables' list includes: orgID, summarySeason, personnelType, personnelTypeDesc, vaccType, vaccTypeDesc, declinations, contraindications, vaccEW, vaccHere, working, pctVacc, totVacc, and pctVaccCI. Between the two lists are four buttons: 'All' (with a right arrow), 'Selected' (with a right arrow), 'Selected' (with a left arrow), and 'All' (with a left arrow). On the right side of the 'Selected Variables' list, there are three buttons: 'Up', 'Down', and 'Undo'. Orange callout numbers 1 through 4 are placed on the interface: 1 points to the 'Display Variables' tab, 2 points to 'createDate' in the 'Available Variables' list, 3 points to 'modifydate' in the 'Available Variables' list, and 4 points to the 'Selected' button between the lists.

## Identify Dates of Data Entry (cont.)

- **CreateDate** and **modifydate** will appear in the **Selected Variables** box.
- Click on **Run** at the bottom of the screen.

The screenshot displays a software interface with a tabbed menu at the top: Title/Format, Time Period, Filters, Display Variables (highlighted in green), Sort Variables, and Display Options. Below the tabs, the 'Display Variables' section is active, showing two columns of variable lists. The 'Available Variables' list on the left includes createUserID, factype, flu, fluDesc, fluVaccAnn, modifyUserID, and OID. The 'Selected Variables' list on the right includes summarySeason, personnelType, personnelTypeDesc, vaccType, vaccTypeDesc, declinations, contraindications, vaccEW, vaccHere, working, pctVacc, totVacc, pctVaccCI, createDate, and modifydate. The 'createDate' and 'modifydate' variables in the 'Selected Variables' list are highlighted with a yellow box. Between the two lists are four buttons: 'All', 'Selected', 'Selected', and 'All'. To the right of the 'Selected Variables' list are three buttons: 'Up', 'Down', and 'Undo'. At the bottom of the interface, there are four buttons: 'Run', 'Save...', 'Export...', and 'Close'. A yellow arrow points to the 'Run' button.

# Identify Dates of Data Entry (cont.)

- **CreateDate** and **modifydate** are listed in the report.
  - For more information on create and modify dates, please see the [How to View, Create, and Modify Dates Quick Reference Guide](#).
- Timestamps are displayed in Coordinated Universal Time (UTC).
  - UTC is the international time standard.
  - For more information on UTC, please see the [NHSN Application Time Stamps Updated to UTC Quick Reference Guide](#).

summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI	createDate	modifydate
2021/2022	FLU	Employee	Employees	Influenza	0	0	0	100	100	100%	100	97%, 100%	17APR2024:13:36:00	17APR24:13:36
2021/2022	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	100	100	100%	100	97%, 100%	17APR2024:13:36:00	17APR24:13:36
2023/2024	FLU	All	All Healthcare Workers	Influenza	0	0	0	40	40	100%	40	93%, 100%	15NOV2023:15:54:00	25FEL24:19:19
2024/2025	FLU	Employee	Employees	Influenza	0	0	0	120	120	100%	120	98%, 100%	16MAY2025:19:00:00	27JUN25:22:16
2024/2025	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	0	0	.	0	., 100%	16MAY2025:19:00:00	27JUN25:22:16
2024/2025	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	0	0	.	0	., 100%	16MAY2025:19:00:00	27JUN25:22:16
2024/2025	FLU	All	All Healthcare Workers	Influenza	0	0	0	120	120	100%	120	98%, 100%	16MAY2025:19:00:00	27JUN25:22:16

# Additional Analysis Reports

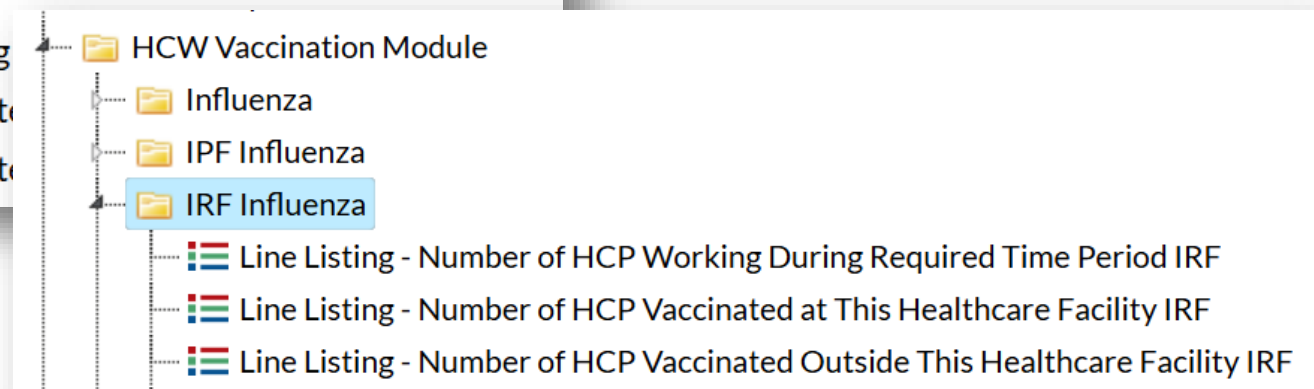
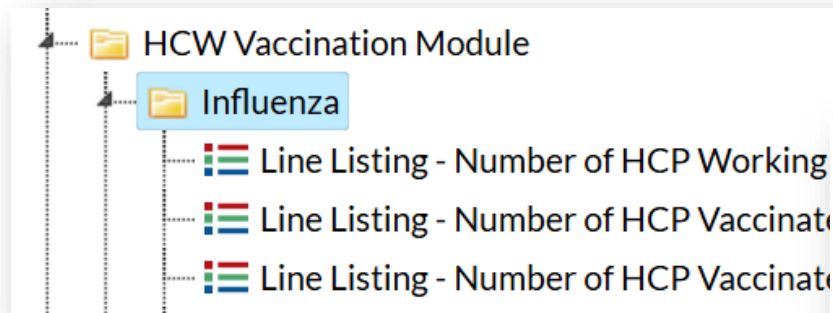
- Facilities can examine influenza vaccination data through a variety of additional reports.
- Click on **Analysis** then **Reports**.
- Click on the **HCW Vaccination Module** folder and **Influenza** subfolder.
- Select the report of interest and click on **Run Report** to view the default output.

The screenshot displays the NHSN Analysis Reports interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophyl/Treat, Import/Export, COVID-19, Vaccination Summary, and Surveys. The main content area is titled "Analysis Reports" and features a search bar and two buttons: "Expand All" and "Collapse All". A tree view shows the following structure:

- HCW Exposure Module
- HCW Vaccination Module
  - Influenza
    - Line Listing - Number of HCP Working During Required Time Period
    - Line Listing - Number of HCP Vaccinated at This Healthcare Facility
    - Line Listing - Number of HCP Vaccinated Outside This Healthcare Facility
    - Line Listing - Number of HCP Reporting a Medical Contraindication
    - Line Listing - Number of HCP Reporting a Declination
    - Line Listing - Number of HCP with Unknown Vaccination Status
    - Line Listing - Percentage of HCP Vaccinated at This Healthcare Facility
    - Line Listing - Percentage of HCP Vaccinated Outside This Healthcare Facility

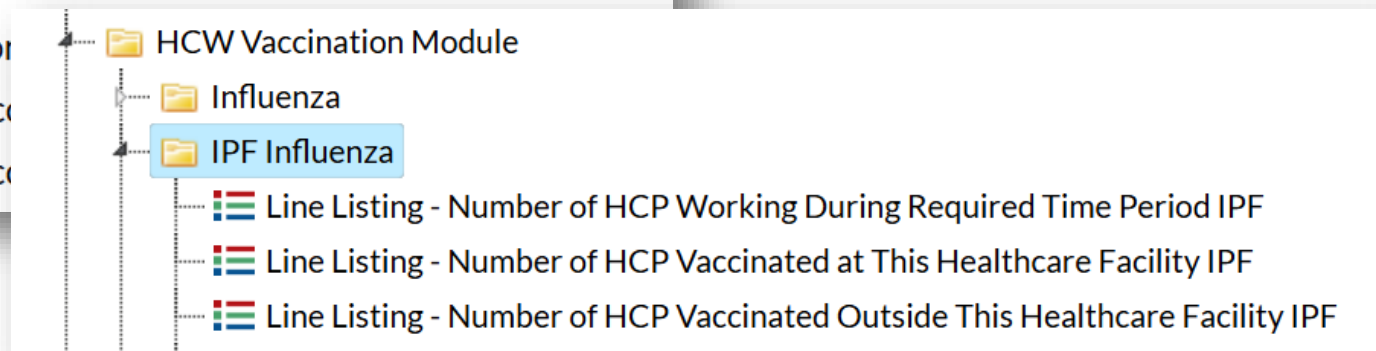
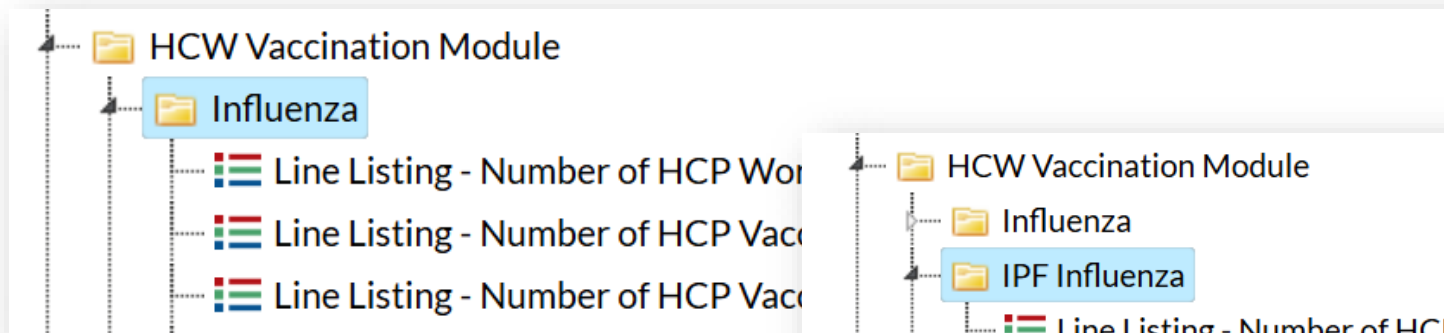
# Additional Analysis Reports: Inpatient Rehabilitation Facilities (IRFs)

- IRFs can view separate influenza vaccination data reports for free-standing facilities and IRF units.
- Click on **Analysis** then **Reports**.
  - **Free-standing IRFs:** Click on the **HCW Vaccination Module** folder and **Influenza** subfolder.
  - **IRF units within other facilities:** Click on the **HCW Vaccination Module** folder and **IRF Influenza** subfolder.
- Select the report of interest and click on **Run Report** to view the default output.



# Additional Analysis Reports: Inpatient Psychiatric Facilities (IPFs)

- IPFs can view separate influenza vaccination data reports for free-standing facilities and IPF units.
- Click on **Analysis** then **Reports**.
  - **Free-standing IPFs:** Click on the **HCW Vaccination Module** folder and **Influenza** subfolder.
  - **IPF units within other facilities:** Click on the **HCW Vaccination Module** folder and **IPF Influenza** subfolder.
- Select the report of interest and click on **Run Report** to view the default output.



**Resources**

# The NHSN Website

- Access training materials on the [Healthcare Personnel \(HCP\) Safety: Influenza webpage](#).
  - Data collection forms and instructions for completing forms
  - Slide sets
  - Reference guides
  - Frequently asked questions

The screenshot displays the NHSN website interface. At the top left, there is a navigation menu with items like 'NHSN Home', 'NHSN Login', 'About NHSN', 'Enroll Facility Here', 'CMS Requirements', 'Change NHSN Facility Admin', 'Resources by Facility', 'Patient Safety Component', 'Long-term Care Facility Component', 'Dialysis Component', 'Biovigilance Component', 'Healthcare Personnel Safety Component (HPS)', and 'HCP Flu Vaccination'. A yellow banner at the top right states 'CDC's website is being modified to comply with President Trump's Executive Orders.' The main heading is 'Healthcare Personnel (HCP) Safety: Influenza'. Below the heading is a 'Print' link. The 'On This Page' section lists links for 'Announcements', 'Protocols', 'Trainings', 'Data Collection Forms & Instructions', 'CSV Data Import', 'Operational Guidance', and 'Resources'. The 'Announcements' section is currently empty, showing 'None at this time.' and 'Blast E-mails'. The right sidebar contains sections for 'Educational Roadmap', 'Influenza Vaccination Data Reports', 'FAQs' (with links for 'Annual Influenza Vaccination Summary Reporting FAQs' and 'Weekly Influenza Vaccination Data Reporting FAQs'), and 'Supporting Materials'.

# Questions or Need Help?

Please use [NHSN-ServiceNow](#) to submit questions to the NHSN Help Desk.

If you do not have a SAMS login, or are unable to access ServiceNow, you can still e-mail the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov).

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.