



Healthcare Personnel Safety Component
Healthcare Personnel Vaccination Module
Influenza Vaccination Summary
Comprehensive Training Slides

December 2016

Objectives

- ❑ **Provide an overview of the National Healthcare Safety Network (NHSN) and the Healthcare Personnel (HCP) Vaccination Module**
- ❑ **Review how to get started in the Healthcare Personnel Safety (HPS) Component**
- ❑ **Describe reporting requirements for the HCP Influenza Vaccination Summary**
- ❑ **Review entering data for the HCP Influenza Vaccination Summary**
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary
- ❑ **Outline data analysis features**
- ❑ **Review data verification in NHSN**

Overview of NHSN

Purposes of NHSN

- ❑ **NHSN is a secure, Internet-based surveillance system managed by the CDC's Division of Healthcare Quality Promotion (DHQP) that is used to:**
 - Collect data from a sample of healthcare facilities to permit valid estimations of the:
 - Magnitude of adverse events
 - Adherence to practices to prevent adverse events
 - Analyze and report collected data to permit recognition of trends
 - Provide facilities with data that can be used for inter-facility comparisons and local quality improvement activities

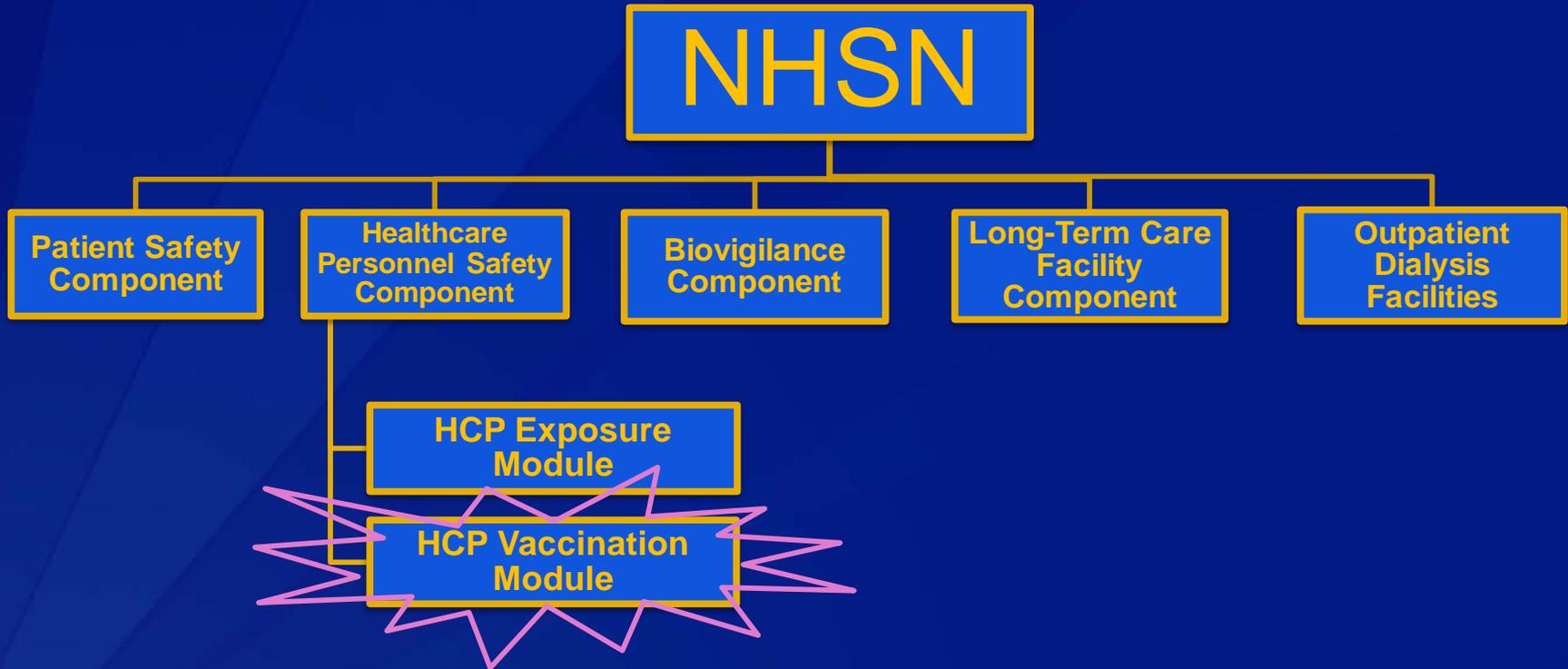
Purposes of NHSN (cont.)

- ❑ Enable healthcare facilities to report healthcare-associated infections (HAI) and prevention practice adherence data via NHSN to the U.S. Centers for Medicare and Medicaid Services (CMS) in fulfillment of CMS's quality measurement reporting requirements for those data
- ❑ A comprehensive list of purposes can be found on the Website: <http://www.cdc.gov/nhsn/>

Assurance of Confidentiality

- **“The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Section 304, 306, and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).”**

NHSN Structure



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 within the HCP Vaccination Module is designed to assist staff in healthcare facilities to monitor influenza vaccination percentages among HCP**

Overview of the HCP Influenza Vaccination Summary

HCP Influenza Vaccination Summary

- ❑ **The HCP Vaccination Module allows NHSN users to report HCP influenza vaccination summary data**
- ❑ **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 vaccination status may allow for identification and targeting of unvaccinated HCP**

HCP Influenza Vaccination Summary

- ❑ **Data are collected on denominator and numerator categories**
 - Denominator categories:
 - HCP must be physically present in the facility for at least 1 working day between October 1 through March 31
 - Includes both full-time and part-time HCP
 - Employee HCP
 - Non-employee HCP: Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
 - Non-employee HCP: Adult students/trainees and volunteers
 - Numerator categories:
 - Influenza vaccinations, medical contraindications, declinations, and unknown status
- ❑ **Facilities are required to report all numerator categories for the three denominator categories**

Getting Started in the HPS Component

Key Roles in 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 Facility Administrator to another user
- There is only one Facility Administrator per facility

□ Users

- Rights are determined by Facility Administrator: view data, data entry, and data analysis
- May be given administrative rights

Getting Started in the HPS Component

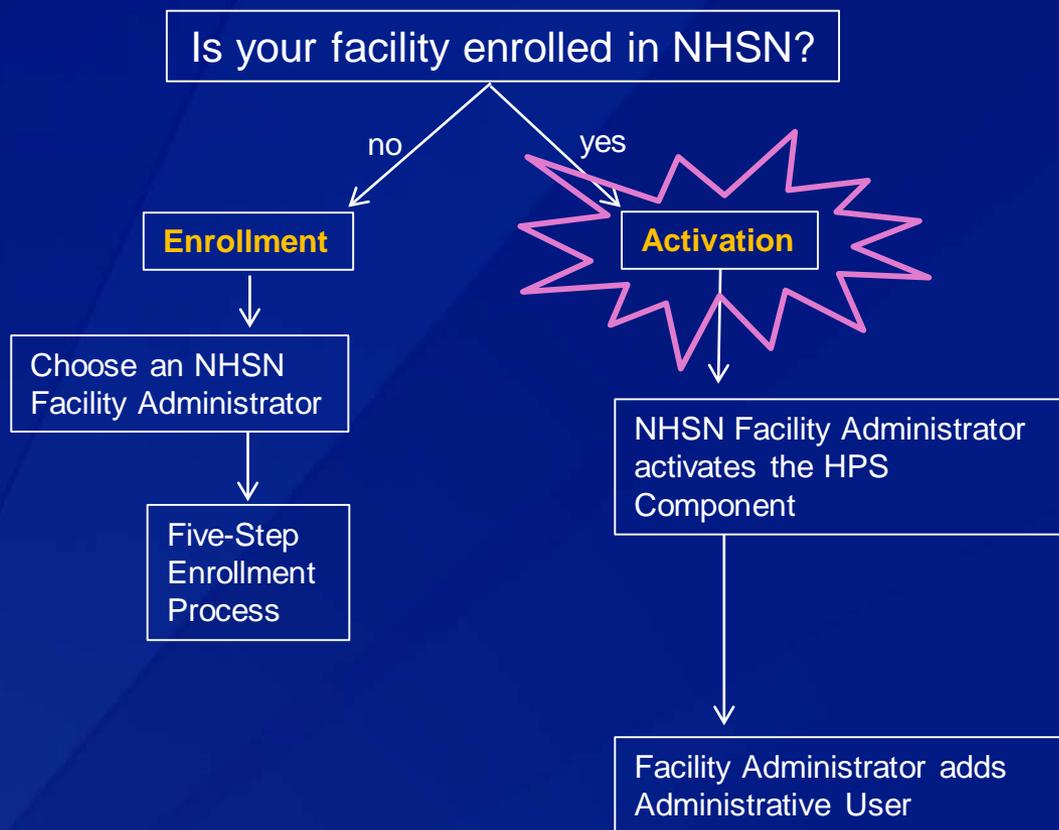
❑ Enrolling in NHSN

- Facilities that are currently not participating in NHSN and wish to participate must enroll their facility in NHSN
 - Please visit <http://www.cdc.gov/nhsn/enrollment/index.html> for more information regarding the enrollment process
- Enrollment usually takes at least 4-6 weeks
- During the enrollment process, facilities may choose to participate in any of the NHSN components

❑ Activating the HPS Component

- 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



- ❑ Are you unsure of your facility's status with NHSN?
 - E-mail nhsn@cdc.gov

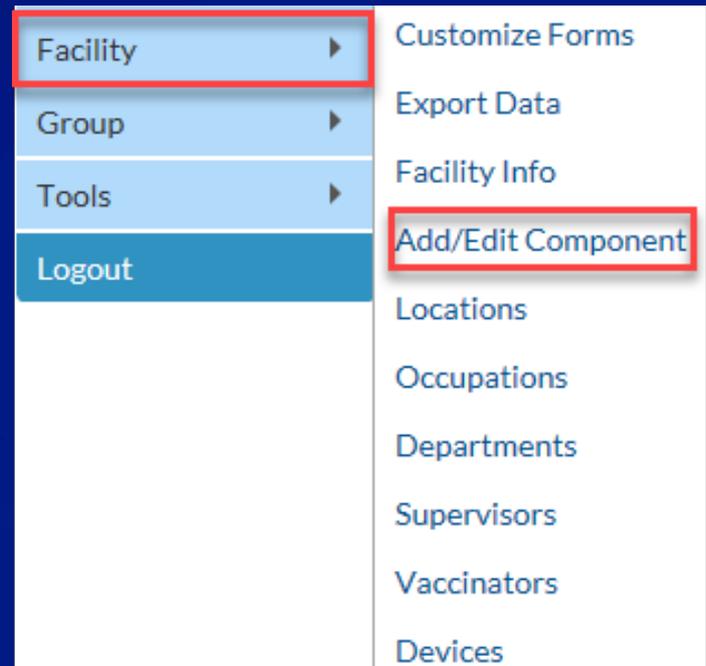


Activating the HPS Component

- ❑ 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



Activating the HPS Component

- ❑ **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

- ❑ **Other users are added by the Facility Administrator or new HPS Component Primary Contact**

Adding a NHSN User

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

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶**
 - Add
 - Find
- Facility ▶
- Group ▶
- Tools ▶
- Logout

Add User

Mandatory fields marked with *

User ID *: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name *:

Middle Name:

Last Name *:

Title:

Gender: Y - Yes ▼

Role: ▼

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

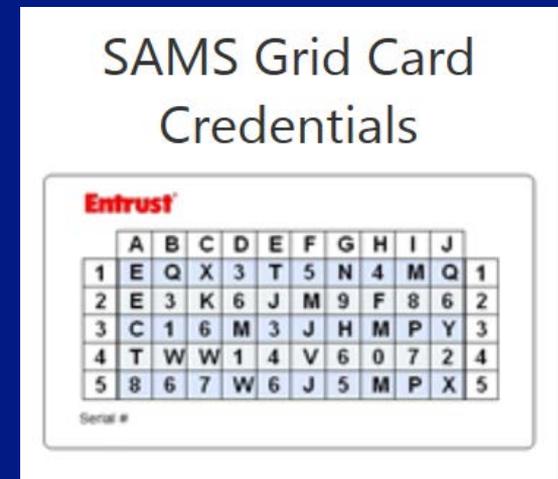
The screenshot displays the 'Edit User Rights' interface. On the left is a sidebar with navigation links: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Flu Summary, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The main content area shows 'User ID: RUM16 (ID 9800)' and 'Facility List: Fac: Amy's LTAC'. Below this is a table with three columns: 'Rights', 'Patient Safety', and 'Healthcare Personnel Safety'. The 'Healthcare Personnel Safety' column is circled in red. The table lists various rights with checkboxes for each category.

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"/>

Buttons at the bottom: Effective Rights, Save, Back, and an Advanced button.

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



New Users to NHSN (cont.)

- ❑ **New user onboarding takes at least 2-3 weeks**
 - New users should begin this process well in advance of the reporting deadline
- ❑ **Log into NHSN at least once per year to maintain active SAMS credentials**
- ❑ **A user with a SAMS card can enter data for multiple facilities as long as they are a registered user at each facility**
- ❑ **Information about the SAMS process can be found at:**
<http://www.cdc.gov/nhsn/sams/about-sams.html>

Change in NHSN Facility Administrator

- ❑ **NHSN Facility Administrator should transfer role to another user prior to leaving the facility!**

- ❑ **NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility**
 - Do not re-enroll the facility in NHSN

- ❑ **Fax a letter to NHSN at: 404-929-0131**
 - The letter should be from a facility official requesting that you be added as a user since the Facility Administrator has left

- ❑ **After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process**

Reporting Requirements for the HCP Influenza Vaccination Summary

HCP Influenza Vaccination Summary Protocol

- ❑ The protocol is a facility's guide to collecting and reporting Influenza Vaccination Summary data for the HCP Vaccination Module:

<http://www.cdc.gov/nhsn/acute-care-hospital/hcp-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

Denominator 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 be physically present in the facility for at least 1 working day between October 1 through March 31

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: Influenza	*Influenza subtype ^a : <input type="checkbox"/> Seasonal	*Influenza Season ^b :		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

Denominator Categories: Employee HCP

- **Employees (staff on facility payroll) [Required]**
 - Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact

Denominator Categories: Non-Employee HCP: Licensed Independent Practitioners

- **Licensed Independent Practitioners [Required]**
 - Defined as physicians (MD, DO); advanced practice nurses; and physician assistants only who 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.

Denominator Categories: Non-Employee HCP: Adult Students/Trainees and Volunteers

- **Adult students/trainees and volunteers [Required]**
 - Defined as adult students/trainees and volunteers: medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that 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

Denominator Categories: Non-Employee HCP: Other Contract Personnel

□ 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
- Refer to Appendix A of the HCP Influenza Vaccination Summary Protocol for suggested list of contract personnel
<http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf>

Numerator Categories

- ❑ The numerator includes HCP who received an influenza vaccination during the time from when the vaccine became available (e.g., August or September) through March 31 of the following year
- ❑ Influenza vaccinations
 - Received at this healthcare facility or elsewhere
- ❑ Medical contraindications
- ❑ Declinations
- ❑ Unknown status

	Employee HCP	
	*Employees (staff on facility payroll)	*Licensed independent practitioners Physicians, advanced practice nurses, physician assistants
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 questions 2-5 above)		

Numerator Categories

- ❑ HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
- ❑ 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

Numerator Categories

□ HCP who have a medical contraindication to the influenza vaccine

- For this module, 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 the medical contraindications listed above, should be offered IIV by their facility, if available
- Documentation is not required for reporting a medical contraindication (verbal statements are acceptable)

Numerator Categories

- ❑ **HCP who declined to receive the influenza vaccine**
 - Documentation is not required for reporting declinations (verbal statements are acceptable)

- ❑ **HCP with unknown vaccination status (or criteria not met for above-mentioned categories)**

Notes on Reporting Requirements

- ❑ Facilities are only required to report data once at the conclusion of reporting period (October 1 through March 31)
- ❑ HCP who are physically present in the facility for at least 1 working day between October 1 through March 31 are included in the denominator
- ❑ HCP in the denominator population who received an influenza vaccination during the time from when the vaccine became available (e.g., August) through March 31 of the following year are included in that category numerator

Notes on Reporting Requirements

- ❑ **The denominator categories are mutually exclusive. The numerator data are to be reported separately for each of the denominator categories.**
- ❑ **The numerator data are mutually exclusive. The sum of the numerator categories should be equal to the denominator for each HCP group.**

Entering Data for the HCP Influenza Vaccination Summary

Required and Optional Reporting Forms

- ❑ **After enrolling in NHSN and/or activating the HPS Component and adding users:**
 - Complete Required Forms
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary Form
 - Complete Optional Form
 - Seasonal Survey on Influenza Vaccination Programs for HCP

Log into SAMS

- ❑ You can access the activity home page by clicking <https://nhsn2.cdc.gov/nhsn/>
- ❑ Enter your SAMS user name and password
- ❑ Enter SAMS grid card numbers

Login Options

Choose one of the two login options.

SAMS Grid Card Credentials



The image shows a grid card with a header row of letters A through J and a header column of numbers 1 through 5. The grid contains a 5x5 matrix of alphanumeric characters. Below the grid is a small 'Serial #' label.

	A	B	C	D	E	F	G	H	I	J	
1	E	Q	X	3	T	S	N	4	M	Q	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	W	1	4	V	6	0	7	2	4
5	8	6	7	W	6	J	5	M	P	X	5

SAMS Username:

SAMS Password:

Login

[Forgot SAMS Password?](#)

For users who have been issued a SAMS Grid Card.

OR

HHS PIV Card



The image shows a PIV card with a photo of a person, a logo, and a yellow chip.

Insert your PIV card in your smart card reader before you try to login.

Login

For users who are CDC staff and have been issued a PIV card.

- ❑ For assistance with SAMS, contact the SAMS Help Desk at 1-877-681-2901 or samshelp@cdc.gov

NHSN Landing Page

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8001)



Welcome to the NHSN Landing Page



NIN7 (ID 9629)

Select component:

Healthcare Personnel Safety

Select facility/group:

Fac: Pleasant Valley Hospital (ID 10312)

Submit



Navigating NHSN

- ❑ Use NHSN buttons to navigate (do not use Web browser buttons)



- ❑ View facility name, user, and component in use at the top of the screen



HPS Component Home Page

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8001) NIN7
Pleasant Valley Hospital

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Tools ▶
- Logout

NHSN Healthcare Personnel Safety Component Home Page

COMPLETE THESE ITEMS

Confer Rights
Not Accepted

ALERTS

3
Report No Events

4
Missing Flu Summaries

HCP Safety Monthly Reporting Plan Form

- ❑ Collects data on which modules and months the facility plans to participate

- ❑ Users should select “Influenza Vaccination Summary”
 - The plan is automatically updated with this information for the entire NHSN-defined influenza season (July 1 to June 30)
 - The user will not need to add any reporting plans after the initial monthly plan has been added for that influenza season

The screenshot shows the NHSN logo (National Healthcare Safety Network) in the top left. The title is "Healthcare Personnel Safety Monthly Reporting Plan". Below the title, it says "Page 1 of 1" and "*required for saving". There are two input fields: "Facility ID#: _____" and "*Month/Year: _____". Below these are three sections, each with a checkbox and a description:

- No NHSN Healthcare Personnel Safety Modules followed this month
- Healthcare Personnel Exposure Modules**
 - Blood/Body Fluid Exposure Only
 - Blood/Body Fluid Exposure with Exposure Management
 - Influenza Exposure Management
- Healthcare Personnel Vaccination Module**
 - Influenza Vaccination Summary

Monthly Plan View for Hospitals with IRF or IPF Units

- ❑ Click “Reporting Plan” then “Add”
- ❑ Select correct month and year from dropdown menus
- ❑ Check appropriate box next to “Influenza Vaccination Summary” for reporting hospital data, IRF unit(s) data, or IPF unit(s) data
- ❑ Click “Save”

NHSN Home

- Alerts
- Reporting Plan**
- HCW
- Lab Test
- Exposure
- Prophy/Treat
- Flu Summary
- Surveys
- Analysis
- Users
- Facility
- Group
- Tools

Add Monthly Reporting Plan

Mandatory fields marked with *

*Facility ID: Pleasant Valley Hospital (ID 10312)

*Month: October

*Year: 2017

HSN Healthcare Personnel Safety Modules Followed this Month

Healthcare Personnel Exposure Modules

- Blood/Body Fluid Exposure Only
- Blood/Body Fluid Exposure with Exposure Management
- Influenza Exposure Management

Healthcare Personnel Vaccination Module

- Influenza Vaccination Summary for the Hospital
- Influenza Vaccination Summary for Inpatient Rehabilitation Facility Unit(s)
- Influenza Vaccination Summary for Inpatient Psychiatric Facility Unit(s)

Save Back

Monthly Plan View for All Other Facilities

- ❑ Click “Reporting Plan” then “Add”
- ❑ Select correct month and year from dropdown menus
- ❑ Check box next to “Influenza Vaccination Summary”
- ❑ Click “Save”

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8001)

NHSN Home

- Alerts
- Reporting Plan**
- HCW
- Lab Test
- Exposure
- Prophy/Treat
- Flu Summary
- Surveys
- Analysis
- Users
- Facility
- Group

Add Monthly Reporting Plan

Mandatory fields marked with *

*Facility ID

*Month:

*Year:

HSN Healthcare Personnel Safety Modules Followed this Month

Healthcare Personnel Exposure Modules

- Blood/Body Fluid Exposure Only
- Blood/Body Fluid Exposure with Exposure Management
- Influenza Exposure Management

Healthcare Personnel Vaccination Module

- Influenza Vaccination Summary

Monthly Plan View (cont.)

- Adding 1 plan automatically adds a plan for each month of the influenza season

Monthly Reporting Plan List

Month	Year	Facility ID
July	2016	33736
August	2016	33736
September	2016	33736
October	2016	33736
November	2016	33736
December	2016	33736
January	2017	33736
February	2017	33736
March	2017	33736
April	2017	33736
May	2017	33736
June	2017	33736

Page 1 of 1 | 100 | View 1 - 36 of 36

Page 1 of 1 | 100 | View 1 - 36 of 36

Add Back

HCP Influenza Vaccination Summary Form

- ❑ **Collects summary influenza vaccination counts among HCP**
- ❑ **HCP influenza summary reporting in NHSN consists of a single data entry screen per influenza season**
- ❑ **Each time a user 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

HCP Influenza Vaccination Summary Form

□ **NHSN data entry screen mirrors the HCP Influenza Vaccination Summary Form**

- Denominator (Question 1)
- Numerator (Questions 2-6)

	*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 questions 2-5 above)				

Table of Instructions

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Vaccination Type	<i>Required.</i> Influenza is the default and only current choice.
Influenza Subtype	<i>Required.</i> Seasonal is the default and only current choice.
Influenza Season	<i>Required.</i> Select the influenza season years for which data were collected (e.g., 2012/2013).
Date Last Modified	The Date Last Modified will be auto-entered and will indicate the date that these data were last changed by a user.
Employee HCP (staff on facility payroll)	<i>Required.</i> Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
Non-Employee HCP: Licensed independent	<i>Required.</i> Defined as physicians (MD, DO); advanced practice nurses; and physician

- The Table of Instructions outlines the instructions and definitions for each data field in the NHSN module

- The Instructions for the HCP Influenza Vaccination Summary Form are located in the HCP Influenza Vaccination Summary Protocol: <http://www.cdc.gov/nhsn/forms/57-214-HCP-Influenza-Vaccination-Summary-Form-TOI-.pdf>

HCP Influenza Vaccination Summary Data

- ❑ Click “Flu Summary” then “Add”
- ❑ “Influenza Vaccination Summary Data” appears as the only option
- ❑ Click “Continue”

The screenshot displays the NHSN 'Add Summary Data' interface. On the left, a navigation menu lists various options: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Flu Summary (highlighted with a red box), and Surveys. The main content area is titled 'Add Summary Data' and features a 'Summary Data Type' dropdown menu currently set to 'Influenza Vaccination Summary'. Below the dropdown, there are two buttons: 'Continue' (circled in red) and 'Back'.

Summary Report for Hospitals with IRF or IPF Units

- ❑ “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- ❑ Select appropriate flu season in drop-down box (e.g., 2016-2017)
- ❑ Select the appropriate location for reporting hospital data, IRF unit(s) or IPF unit(s) data

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶

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 *: Pleasant Valley Hospital (10312)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: 2016/2017 ▼

Locations *:
Hospital
IRF Unit(s)
IPF Unit(s)

Date Last Modified:

Two red arrows point to the 'Influenza subtype' and 'Locations' dropdown menus.

Summary Report for All Other Facilities

- ❑ “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- ❑ Select appropriate flu season in drop-down box (e.g., 2016-2017)

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶

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 *: Pleasant Valley Hospital (10312)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: 2016/2017 ▼

Locations *: Hospital ▼

Data Entry Screen

- ❑ The asterisks indicate required columns that must be completed
- ❑ Use the “Comments” box to enter any additional information
- ❑ Click “Save” to save the record
- ❑ Data must be entered by the May 15 reporting deadline to meet CMS program requirements!

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"/>

Custom Fields [HELP](#)

Comments

HCP Influenza Vaccination Summary Data Entry Screen: Custom Fields

- ❑ Click “Facility” then “Customize Forms”
- ❑ Complete all mandatory fields
- ❑ Enter label and select type and status
- ❑ Click “Save” when finished

Facility	▶	Customize Forms
Group	▶	Export Data
Tools	▶	Facility Info
Logout		Add/Edit Component
		Locations
		Occupations
		Departments

Mandatory fields to "Add" or "Edit" a record marked with *

Form Type*: CDC-Defined - HPS - Flu Summary
Form *: Influenza Vaccination Summary
Description*: VACCSUMANN
Status *: Active

Define Custom Fields

Delete Row(s) Add Row

	Label	Type	Status
<input type="checkbox"/>	HCP NURSES	Numeric	Active
<input type="checkbox"/>	HCP PHYSICIANS	Numeric	Active
<input type="checkbox"/>			

Find

Save

Clear

HCP Influenza Vaccination Summary Data Entry Screen: Custom Fields

Custom Options

✔ The custom option 'VACCSUMANN' has been successfully updated.

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	25	50	50	25
4. Number of HCP who have a medical contraindication to the influenza vaccine	0	50	50	25
5. Number of HCP who declined to receive the influenza vaccine	25	0	100	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	0

Custom Fields [?HELP](#)

HCP NURSES: HCP PHYSICIANS :

Comments

- ❑ A message will appear at the top of the screen indicating that the Custom Fields have been updated
- ❑ The Custom Fields will now appear on the data entry screen

Editing HCP Influenza Vaccination Data

 **View Influenza Vaccination Summary**

 A record for the selected summary data element already exists.

Mandatory fields marked with *

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

Facility ID *: Amy's LTAC (10963)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2016/2017

Date Last Modified: 11/25/2016

	Employee HCP	
HCP categories	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses & physician assistants *
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	40	30

- For each update of the data after the initial entry, a message will indicate that a record of the summary data already exists
- The “Date Last Modified” shows when the data were last entered

Editing HCP Influenza Vaccination Data (cont.)

- Click “Edit” to modify existing data

Date Last Modified: 11/25/2016

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	40	30	20	
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	30	15	15	
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	5	10	5	
4. Number of HCP who have a medical contraindication to the influenza vaccine	1	0	0	
5. Number of HCP who declined to receive the influenza vaccine	4	5	0	
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	

Custom Fields

Comments

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

Saving HCP Influenza Vaccination Data

- ❑ Click “Save” to save the updated data

Date Last Modified: 11/25/2016

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	50	30	20	
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	40 x	15	15	
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	5	10	5	
4. Number of HCP who have a medical contraindication to the influenza vaccine	1	0	0	
5. Number of HCP who declined to receive the influenza vaccine	4	5	0	
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	

Custom Fields

Comments

Saving HCP Influenza Vaccination Data (cont.)

- ❑ A message confirming that data were saved should appear at the top of the screen

✔ Successfully updated Influenza Vaccination Summary record. A record for the selected summary data element already exists.

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 *: Amy's LTAC (10963)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2016/2017

Date Last Modified: 11/25/2016

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	50	30	20	
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	40	15	15	

Data Analysis Features for HCP Influenza Vaccination Summary

Generating HCP Influenza Vaccination Summary Data

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶**
- Users ▶
- Facility ▶
- Group ▶

Generate Data Sets

Generate Healthcare Personnel Safety Analysis Data Sets

Datasets generated will include data for the 3 most recent full calendar years up until today's date for the Patient Safety Component. To include all years check the box below.

For all other components, datasets generated will include all years. Note that any analysis options you run will be limited to the time period shown on the date range bar.

Include all data reported to NHSN for this component within the parameters of rights conferred.

5/2007 12/2016

Generate Data Sets

Reports

Generate New Last Generated: Dec 20 2016 5:29PM

- ❑ Go to “Analysis” and select “Generate Data Sets”
- ❑ Click “Generate New”
- ❑ Select “OK” when webpage message appears on the screen

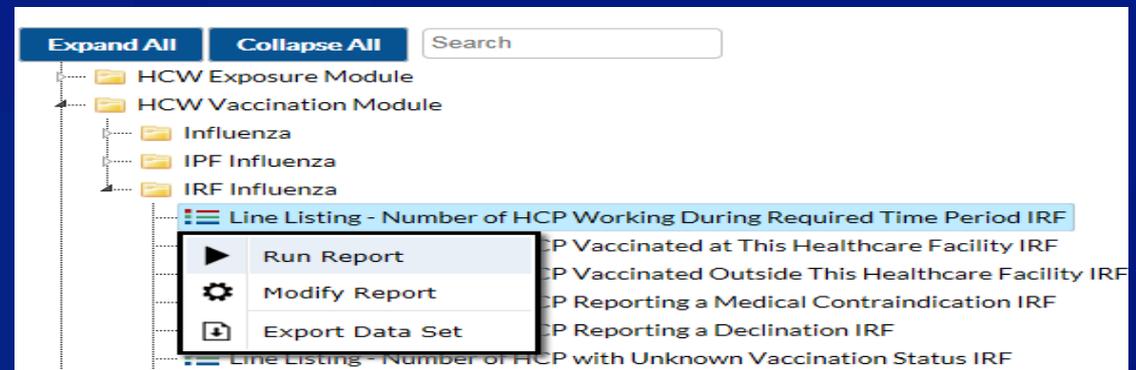
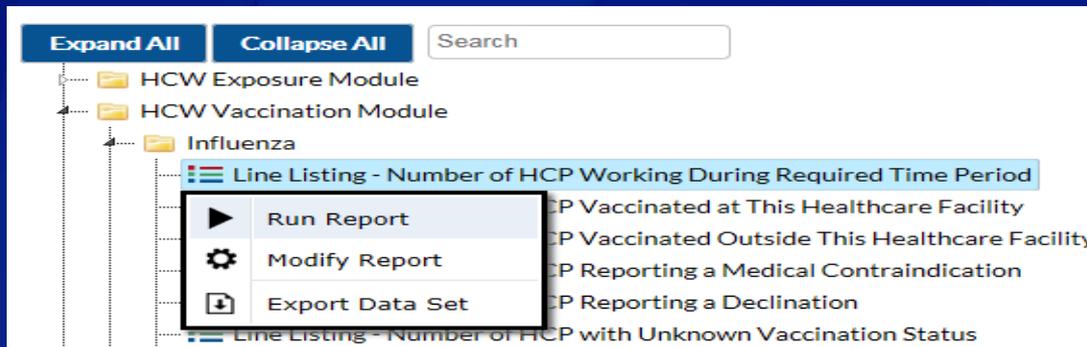
Warning

The current data sets will be updated. Are you sure you want to continue?

OK Cancel

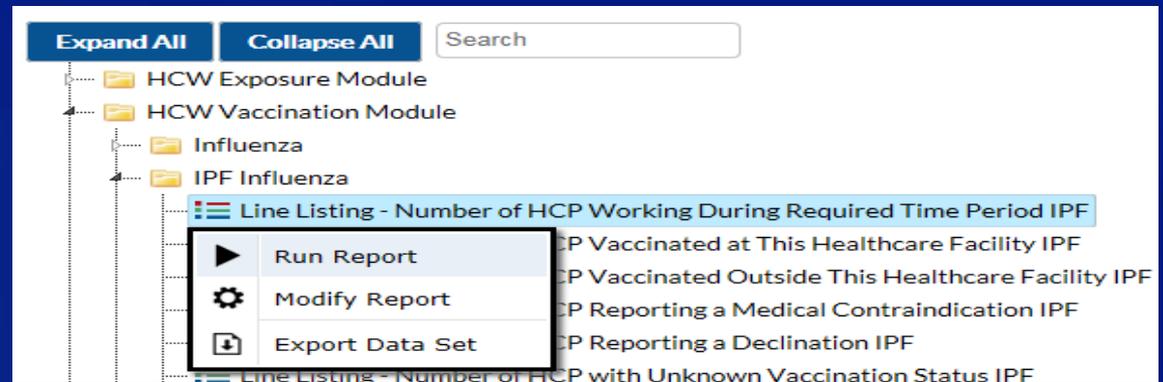
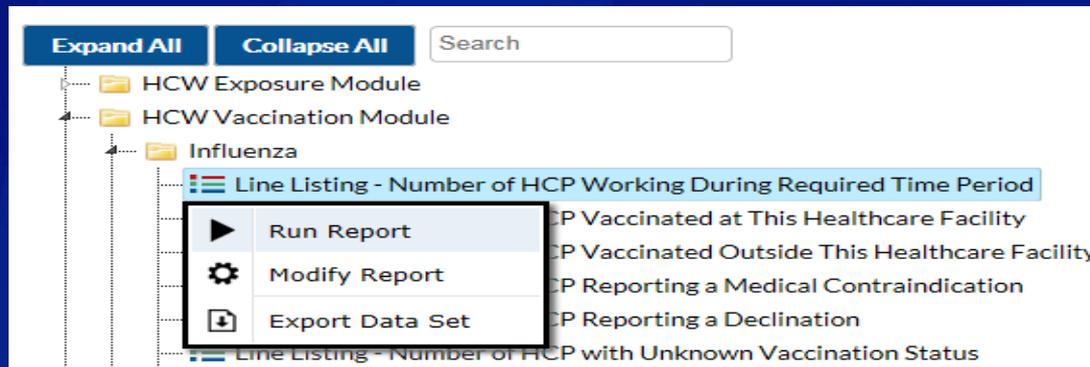
HCP Influenza Vaccination Summary Data Analysis: Output Options for IRFs

- ❑ Go to “Analysis” and “Output Options”
- ❑ Free-standing IRFs should click on the “HCW Vaccination Module,” and “Influenza”
- ❑ IRF units within acute care facilities should click on “HCW Vaccination Module,” “Influenza,” and “IRF Influenza”
- ❑ Click on “Run Report” to view the default output



HCP Influenza Vaccination Summary Data Analysis: Output Options for IPFs

- ❑ Go to “Analysis” and “Output Options”
- ❑ Free-standing IPFs should click on the “HCW Vaccination Module” and “Influenza”
- ❑ IPF units within acute care/critical access hospitals should click on “HCW Vaccination Module,” “Influenza,” and “IPF Influenza”
- ❑ Click on “Run Report” to view the default output



HCP Influenza Vaccination Summary Data Analysis: Output Options

- ❑ Go to “Analysis” and “Output Options”
- ❑ Click on the “HCW Vaccination Module,” “Influenza,” and “CDC Defined Output”
- ❑ Click on “Run” to view the default output

Healthcare Personnel Safety Component
Analysis Output Options

Expand All Collapse All

- HCW Exposure Module
- HCW Vaccination Module
 - Influenza
 - CDC Defined Output
 - Line Listing - Number of HCP Working During Requ...more Run Modify
 - Line Listing - Number of HCP Vaccinated at This ...more Run Modify
 - Line Listing - Number of HCP Vaccinated Outside ...more Run Modify
 - Line Listing - Number of HCP Reporting a Medical...more Run Modify
 - Line Listing - Number of HCP Reporting a Declination Run Modify
 - Line Listing - Number of HCP with Unknown Vaccin...more Run Modify
 - Line Listing - Percentage of HCP Vaccinated at T...more Run Modify
 - Line Listing - Percentage of HCP Vaccinated Outs...more Run Modify
 - Line Listing - Percentage of HCP Reporting a Med...more Run Modify
 - Line Listing - Percentage of HCP Reporting a Dec...more Run Modify
 - Line Listing - Percentage of HCP with Unknown Va...more Run Modify
 - Line Listing - Percentage of Vaccination Compliance Run Modify
 - Line Listing - Percentage of Vaccination Non-Com...more Run Modify
 - Line Listing - Vaccination Compliance (excluding...more Run Modify
 - Line Listing - Vaccination Compliance (including...more Run Modify
 - Line Listing - Vaccination Non-Compliance (exclu...more Run Modify
 - Line Listing - Vaccination Non-Compliance (inclu...more Run Modify

HCP Influenza Vaccination Summary Data Analysis: Summary Counts

orgID	summarySeason	summaryType	fluVaccSubtype	vaccType	empWorking	lipWorking	studVolWorking	conWorking	totWorkingNoCon	totWorkingWCon
10312	2011/2012	VACCSUMANN	SEASONAL	FLU	400	10	10	7	420	427
10312	2012/2013	VACCSUMANN	SEASONAL	FLU	25	50	50	20	125	145

- ❑ Totals are presented for each variable and for each season
- ❑ The user can view the total number of employees, LIPs, adult students/trainees and volunteers, and other contract personnel working during the required time period
 - This example shows that 400 employees worked during the required time period during the 2011/2012 influenza season
 - 25 employees worked during the required time period during the 2012/2013 influenza season
- ❑ Two overall totals are presented
 - One number includes the total number of HCP working without other contract personnel (e.g., 420 HCP for the 2011-2012 influenza season)
 - One number includes the total number of HCP working with other contract personnel (e.g., 427 HCP for the 2011-2012 influenza season)

HCP Influenza Vaccination Summary Data Analysis: Percentages

pctEmpVacHere	pctLIPVacHere	pctStudVolVacHere	pctConVacHere
50%	20%	0.0%	43%
40%	20%	30%	15%

- ❑ Percentages are presented for each variable
- ❑ The highlighted example indicates:
 - 50% of employees were vaccinated at this facility in 2011/2012
 - 40% of employees were vaccinated at this facility in 2012/2013
- ❑ The percentages in the highlighted example are created by:
 - Dividing the number of employees vaccinated onsite by the number of employees working during the required time period
 - Multiplying by 100 to obtain a percentage

HCP Influenza Vaccination Summary Data Analysis: Vaccination Compliance

Vaccination Compliance (excluding other contract personnel)

orgID	summarySeason	totVaccHereEWNCon	totWorkingNoCon	pctVaccHereEWNCon
10312	2011/2012	304	420	72%
10312	2012/2013	105	200	53%

- ❑ **The highlighted example for vaccination compliance indicates:**
 - 72% of HCP (excluding other contract personnel) were vaccinated in 2011/2012
 - 53% of HCP (excluding other contract personnel) were vaccinated in 2012/2013
- ❑ **The percentages for vaccination compliance are created by:**
 - Adding the total number of HCP who were vaccinated onsite to the total number of HCP who were vaccinated elsewhere (excluding other contract personnel)
 - Dividing the total number of HCP vaccinated (both onsite and elsewhere) by the total number of HCP working during the required time period (excluding other contract personnel)
 - Multiplying by 100 to obtain a percentage

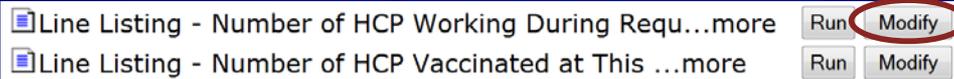
HCP Influenza Vaccination Summary Data Analysis: Vaccination Non-Compliance

Vaccination Non-Compliance (excluding other contract personnel)

orgID	summarySeason	totDecUnkNoCon	totWorkingNoCon	pctDecUnkNoCon
10312	2011/2012	113	420	27%
10312	2012/2013	70	200	35%

- ❑ **The highlighted example for vaccination non-compliance indicates:**
 - 27% of HCP (excluding other contract personnel) were not vaccinated in 2011/2012
 - 35% of HCP (excluding other contract personnel) were not vaccinated in 2012/2013
- ❑ **The percentages for vaccination non-compliance are created by:**
 - Adding the total number of HCP who declined vaccination to the total number of HCP with unknown vaccination status (excluding other contract personnel)
 - Dividing this number by the total number of HCP working during the required time period (excluding other contract personnel)
 - Multiplying by 100 to obtain a percentage

Modifying HCP Influenza Vaccination Summary Data



- ❑ To modify the default analysis output, users can click “Modify” next to the report they wish to modify
- ❑ Can export dataset and change output title and format
- ❑ Can use variable labels when viewing output

logged into Pleasant Valley Hospital (ID 10012) as CIVIC.
Facility Pleasant Valley Hospital (ID 10012) is following the HPS component.

Line Listing

Analysis Data Set: HCW_VaccFluSum Export Analysis Data Set

Modify Attributes of the Output:

Last Modified On: 07/23/2012

Output Type: Line Listing

Output Name: Line Listing - Summary Counts For All HCP Influenza Sea

Output Title: Line Listing for Summary Counts for HCP Influenza Vacc

Select output format:

Output Format: PDF

Choose page Orientation: Portrait Landscape

Use Variable Labels

Number of employees working	Number of LIPs working	Number of adult students/trainees and volunteers working	Number of other contract personnel working	Total number of healthcare personnel (HCP) [excluding other contract personnel] working	Total number of HCP (including other contract personnel) working
400	100	0	0	500	500
25	30	35	40	90	130

Modifying HCP Influenza Vaccination Summary Data

- Can add/remove variables from output by clicking “Modify List” (e.g., can remove variables for other contract personnel)
- Use arrows to move variables
- Use “Up” and “Down” to change the display order of the variables
- Click “Save” when finished

Output Format: HTML

Use Variable Labels

Select a time period or Leave Blank for Cumulative Time Period

Date Variable: Beginning Ending

Enter Date variable/Time period at the time you click

Specify Other Selection Criteria:

[Show Criteria](#) [Column +](#) [Row +](#) [Clear Criteria](#)

Other Options:

Modify Variables To Display By Clicking: [Modify List](#)

Specify Sort Variables By Clicking: [Modify List](#)

Select Page by variable: [Dropdown]

Run Save As Reset Back Export Output Data Set

Available Variables

- PctempDecANDUnk
- conDec
- conMed
- conUnk
- conVaccEW
- conVaccHere
- createDate
- createUserID
- empDec
- empMed
- empUnk
- empVaccEW
- empVaccHere
- fluVaccTypeDesc
- fluVaccType
- hpsAnnSummaryID
- lipDec
- lipMed
- lipUnk
- lipVaccEW
- lipVaccHere
- modifyDate
- modifyUserID
- modifyVersion
- pctDecNoCon
- pctDecUnkNoCon
- pctDecUnkWCon

Selected Variables

- orgID
- summarySeason
- summaryType
- fluVaccSubtype
- vaccType
- empWorking
- lipWorking
- studVolWorking
- conWorking
- totWorkingNoCon
- totWorkingWCon

Up Down

Save Reset Close

Data Verification in NHSN

Data Verification in NHSN

- Run a CMS Line Listing Report using instructions located here:
<https://www.cdc.gov/nhsn/cms/index.html>

Healthcare Personnel Safety Component
 Analysis Output Options

-  HCW Exposure Module
-  HCW Vaccination Module
-  CMS Reports

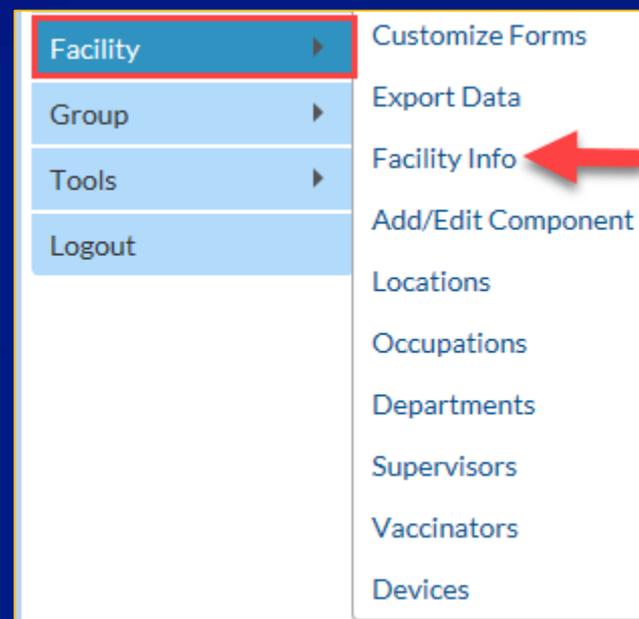
National Healthcare Safety Network
Line Listing for HCP Flu Vaccination Data for CMS ASC PPS

As of: September 9, 2016 at 11:21 AM
 Date Range: All HCW_VACCFLUSUMCMS_ASCQR

orgID	summarySeason	personnelTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
13940	2014/2015	Employees	10	10	10	10	50	40%	20	27%, 54%
13940	2014/2015	Licensed Independent Practitioners	10	10	10	10	50	40%	20	27%, 54%
13940	2014/2015	Adult Students/Trainees and Volunteers	10	10	10	10	50	40%	20	27%, 54%
13940	2014/2015	All Healthcare Workers	30	30	30	30	150	40%	60	32%, 48%

Data Verification in NHSN (cont.)

- ❑ Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN
 - Your CCN effective date = date your facility first received its CCN from CMS
- ❑ Ensure that your facility is enrolled as the correct facility type on the “Facility Information” page of NHSN
 - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance
- ❑ Please refer to the facility-specific slide set for your facility type for more details on how a facility can verify data



The NHSN Website

Visit: <https://www.cdc.gov/nhsn/enrolled-facilities/index.html>

for training materials:

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

Surveillance for Healthcare Personnel Vaccination

- Training
- Protocols
- Forms
- Support Materials
- Analysis Resources
- FAQs



Surveillance Reporting for Enrolled Facilities

Reporting & Surveillance Resources for Enrolled Facilities



Acute Care Hospitals/Facilities



Ambulatory Surgery Centers



Questions or Need Help?



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

Please include “HPS Flu Summary” in the subject line of the e-mail and specify your facility type