Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module
Influenza Vaccination Summary

Comprehensive Training Slides

April 2021
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
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/](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)).”
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
    - COVID-19 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.
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](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

Flowchart:
- Is your facility enrolled in NHSN?
  - No: Enrollment
    - Choose an NHSN Facility Administrator
      - Five-Step Enrollment Process
  - Yes: Activation
    - NHSN Facility Administrator activates the HPS Component
      - Facility Administrator adds Administrative User
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
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.
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

- Complete NHSN Facility Administrator Change Request form online
  - [https://www.cdc.gov/nhsn/facadmin/index.html](https://www.cdc.gov/nhsn/facadmin/index.html)

- 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:
  

- 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
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:
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 facility or elsewhere
- Medical contraindications
- Declinations
- Unknown status

<table>
<thead>
<tr>
<th>Employee HCP</th>
<th>*Licensed independent practitioners; physicians, and practice nurses as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31</td>
<td></td>
</tr>
<tr>
<td>2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>4. Number of HCP who have a medical contraindication to the influenza vaccine</td>
<td></td>
</tr>
<tr>
<td>5. Number of HCP who declined to receive the influenza vaccine</td>
<td></td>
</tr>
<tr>
<td>6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)</td>
<td></td>
</tr>
</tbody>
</table>
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/](https://nhsn2.cdc.gov/nhsn/)
- Enter your 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)
NHSN Landing Page

- Select the HCP Safety Component
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

- Select ‘Vaccination Summary’ and ‘Annual Flu Vaccination Summary’ on the left-hand navigation bar
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
Monthly Plan View for Facilities 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 facility data or IRF or IPF unit(s) data
- Click “Save”
Monthly Plan View for All Other Facilities

- Click “Reporting Plan” then “Add”
- Select correct month and year from dropdown menus
- Check appropriate box next to “Influenza Vaccination Summary”
- Click “Save”
Monthly Plan View (cont.)

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Denominator</th>
<th>Numerator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season</td>
<td></td>
<td></td>
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<tr>
<td>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</td>
<td></td>
<td></td>
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*Employees (staff on facility payroll) | *Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants | *Adult students/trainees & volunteers | Other Contract Personnel
The Table of Instructions outlines the instructions and definitions for each data field in the NHSN module.

<table>
<thead>
<tr>
<th>Data Fields</th>
<th>Instructions for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility ID #</td>
<td><em>Required.</em> The NHSN-assigned facility ID will be auto-entered.</td>
</tr>
<tr>
<td>Vaccination Type</td>
<td><em>Required.</em> Influenza is the default and only current choice.</td>
</tr>
<tr>
<td>Influenza Subtype</td>
<td><em>Required.</em> Seasonal is the default and only current choice.</td>
</tr>
<tr>
<td>Influenza Season</td>
<td><em>Required.</em> Select the influenza season years for which data were collected (e.g., 2012/2013).</td>
</tr>
<tr>
<td>Date Last Modified</td>
<td>The Date Last Modified will be auto-entered and will indicate the date that these data were last changed by a user.</td>
</tr>
<tr>
<td>Employee HCP (staff on facility payroll)</td>
<td><em>Required.</em> 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.</td>
</tr>
<tr>
<td>Non-Employee HCP: Licensed independent</td>
<td><em>Required.</em> Defined as physicians (MD, DO); advanced practice nurses; and physician</td>
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</table>

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](http://www.cdc.gov/nhsn/forms/57-214-HCP-Influenza-Vaccination-Summary-Form-TOI-.pdf)
HCP Influenza Vaccination Summary Data

- Click “Vaccination Summary” then “Annual Flu Vaccination Summary”, then “Add”
- “Influenza Vaccination Summary” appears as the only option
- Click “Continue”
Summary Report for Facilities 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., 2020-2021)
- Select the appropriate location for reporting facility data or IRF or IPF unit(s) data
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., 2020-2021)
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!

<table>
<thead>
<tr>
<th>HCP categories</th>
<th>Employee HCP</th>
<th>Non-Employee HCP</th>
</tr>
</thead>
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<td>6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)</td>
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</table>

Custom Fields

Comments
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
Data Entry Screen: Custom Fields

- 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

- 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

- Click “Edit” to modify existing data

<table>
<thead>
<tr>
<th>HCP categories</th>
<th>Employee HCP</th>
<th>Non-Employee HCP</th>
<th>Other Contract Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>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</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
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<td>4. Number of HCP who have a medical contraindication to the influenza vaccine</td>
<td>5</td>
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<tr>
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<td>5</td>
</tr>
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<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

### Custom Fields
- TEST1: [ ]
- TEST2: [ ]

### Comments

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Saving HCP Influenza Vaccination Data

- Click “Save” to save the updated data

<table>
<thead>
<tr>
<th>HCP categories</th>
<th>Employees (staff on facility payroll)</th>
<th>Licensed independent practitioners: Physicians, advanced practice nurses, &amp; physician assistants</th>
<th>Adult students/ trainees &amp; volunteers</th>
<th>Other Contract Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>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</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>4. Number of HCP who have a medical contraindication to the influenza vaccine</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>5. Number of HCP who declined to receive the influenza vaccine</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

Custom Fields

TEST1: [ ] TEST2: [ ]

Comments

---

[Save] [Delete] [Back]
Saving HCP Influenza Vaccination Data

- 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.
Data Analysis Features for HCP Influenza Vaccination Summary
Generating HCP Influenza Vaccination Summary Data

- Go to “Analysis” and select “Generate Data Sets”
- Select time period for analysis
- Select “OK” when webpage message appears on the screen
HCP Influenza Vaccination Summary Data Analysis: Output Options for IRFs

- Go to “Analysis” and “Reports”
- **Free-standing IRFs** should click on the “HCW Vaccination Module,” and “Influenza”
- **IRF units within other 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 “Reports”
- **Free-standing IPFs** should click on the “HCW Vaccination Module” and “Influenza”
- **IPF units within other facilities** 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 “Reports”
- Click on the “HCW Vaccination Module” and “Influenza”
- Click on “Run Report” to view the default output
## HCP Influenza Vaccination Summary Data Analysis: Summary Counts

### 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)

<table>
<thead>
<tr>
<th>orgID</th>
<th>summarySeason</th>
<th>summaryType</th>
<th>fluVaccSubtype</th>
<th>vaccType</th>
<th>empWorking</th>
<th>LIPWorking</th>
<th>studVolWorking</th>
<th>conWorking</th>
<th>totWorkingNoCon</th>
<th>totWorkingWCon</th>
</tr>
</thead>
<tbody>
<tr>
<td>10312</td>
<td>2011/2012</td>
<td>VACCSUMANN</td>
<td>SEASONAL</td>
<td>FLU</td>
<td>400</td>
<td>10</td>
<td>10</td>
<td>7</td>
<td>420</td>
<td>427</td>
</tr>
<tr>
<td>10312</td>
<td>2012/2013</td>
<td>VACCSUMANN</td>
<td>SEASONAL</td>
<td>FLU</td>
<td>25</td>
<td>50</td>
<td>50</td>
<td>20</td>
<td>125</td>
<td>145</td>
</tr>
</tbody>
</table>
HCP Influenza Vaccination Summary

Data Analysis: Percentages

- 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)

- 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)

<table>
<thead>
<tr>
<th>orgID</th>
<th>summarySeason</th>
<th>totDecUnkNoCon</th>
<th>totWorkingNoCon</th>
<th>pctDecUnkNoCon</th>
</tr>
</thead>
<tbody>
<tr>
<td>10312</td>
<td>2011/2012</td>
<td>113</td>
<td>420</td>
<td>27%</td>
</tr>
<tr>
<td>10312</td>
<td>2012/2013</td>
<td>70</td>
<td>200</td>
<td>35%</td>
</tr>
</tbody>
</table>

- 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 Output

- To modify the default analysis output, click “Modify Report” on the report you wish to modify.
- Can export dataset and change output title and format.
- Can use variable labels when viewing output.
Modifying HCP Influenza Vaccination Summary Data Output

- Can add/remove variables from output by clicking “Display Variables” (e.g., can remove variables for other contract personnel)
- Use “Selected” to move variables and “Up” and “Down” to change display order
- Click “Save” when finished
Data Verification in NHSN
Data Verification in NHSN


Submission of Healthcare Personnel (HCP) Influenza Vaccination Summary Data in NHSN

Several facilities have contacted NHSN to request assistance with verifying their facility's HCP influenza vaccination summary data. While data verification is important for all facilities, those required to submit data to CMS should be particularly mindful: https://www.cdc.gov/nhsn/pdfs/cms/cms-reporting-requirements.pdf. We have outlined some guidance to help facilities check their HCP vaccination data.

Data Submission and Verification in NHSN

A facility should enter and save their HCP influenza vaccination summary data into NHSN. Please note that NHSN does not provide a confirmation e-mail to facilities once they have submitted their data.

CDC assists with routinely verifying HCP influenza vaccination summary data during the first year of data reporting for a CMS program as a courtesy to facilities. After the first year, facilities should follow the steps below to verify data. Facilities should also maintain printed copies or screenshots of their data entry for their records.

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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_VACCFLU_SUMCMS_ASCQR

<table>
<thead>
<tr>
<th>orgID</th>
<th>summarySeason</th>
<th>personnelTypeDesc</th>
<th>declinations</th>
<th>contraindications</th>
<th>vaccEW</th>
<th>vaccHere</th>
<th>working</th>
<th>pctVacc</th>
<th>totVacc</th>
<th>pctVaccCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>13940</td>
<td>2014/2015</td>
<td>Employees</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td>20</td>
<td>27%, 54%</td>
</tr>
<tr>
<td>13940</td>
<td>2014/2015</td>
<td>Licensed Independent Practitioners</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td>20</td>
<td>27%, 54%</td>
</tr>
<tr>
<td>13940</td>
<td>2014/2015</td>
<td>Adult Students/Trainees and Volunteers</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td>20</td>
<td>27%, 54%</td>
</tr>
<tr>
<td>13940</td>
<td>2014/2015</td>
<td>All Healthcare Workers</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>150</td>
<td>60</td>
<td>32%, 48%</td>
</tr>
</tbody>
</table>
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
Resource: The NHSN Website

Visit [https://www.cdc.gov/nhsn/hps/vaccination/index.html](https://www.cdc.gov/nhsn/hps/vaccination/index.html)

- Data collection forms
- Tables of Instructions
- Training slides
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