Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module
Influenza Vaccination Summary

Inpatient Rehabilitation Facilities

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
- 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 (DHQPP) 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/
NHSN Structure

- **Patient Safety**
  - Device-associated module
  - Procedure-associated Module
  - MDRO/CDI Module
  - AUR Module
  - COVID-19*

- **Long Term Care**
  - HAI Module
  - LabID Event Module
  - Prevention Process Measures Module
  - COVID-19

- **Outpatient Procedure**
  - Surgical Site Infection
  - Same Day Outcome Measures

- **Healthcare Personnel Safety**
  - HCP Flu Vaccination
  - HCP COVID-19 Vaccination

- **Biovigilance**
  - Hemovigilance

- **Outpatient Dialysis**
  - Dialysis Events
  - Prevention Process Measures
  - Dialysis Patient COVID-19 Vaccination

*Suspension July 15, 2020

- **Reporting Pathways**
  - Point of Care Testing

- **Resident Impact & Facility Capacity**
  - Staff & Personnel Impact

- **Supplies & Personal Protective Equipment**
  - Ventilator Capacity & Supplies

- **LTC HCP COVID-19 Vaccination**
- **LTC Resident COVID-19 Vaccination**
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.
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](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 for Freestanding IRFs

Is your facility enrolled in NHSN?

- no
  - Enrollment
    - Choose an NHSN Facility Administrator
      - Five-Step Enrollment Process
  - Activation
    - NHSN Facility Administrator activates the HPS Component
      - Facility Administrator adds Administrative User

- yes
  - E-mail nhsn@cdc.gov

- Are you unsure of your facility’s status with NHSN?
Getting Started in the HPS Component for IRF Units

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

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

Adding a Location
Confirm that the IRF unit has been added as a location within your NHSN facility. If it has not been added, follow the steps using this link: https://www.cdc.gov/nhsn/pdfs/irf/Updating-IRF-locations-within-NHSN.pdf
Once an IRF unit has been mapped, the fields for the IRF unit location should be completed.

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

- Your Code: 0910
- Your Label: ADULT REHAB
- CDC Location Description: Rehabilitation Ward (within Acute Care Hospital)
- Is this location a CMS IRF unit within a hospital? Yes
- If Yes, specify the IRF CCN (will have an R, T, TA, TB, TC, TE, TF, TG, TH, TJ or TK in the 3rd position): 98T999
  Effective Date of IRF CCN: 01/01/2015
  Status: Active
  Bed Size: 40
  A bed size greater than zero is required for most inpatient locations.
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

- 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
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>*Employees (staff on facility payroll)</th>
<th>*Licensed practitioners, physicians, and nurse practitioners</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>
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<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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<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>
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<tr>
<td>6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)</td>
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</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
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
Monthly Plan View for Facilities with IRF 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 unit(s) data
- Click “Save”
Monthly Plan View for Freestanding IRFs

- 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 for IRFs

- 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>*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>
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<td>1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31</td>
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<td></td>
</tr>
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<td>2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season</td>
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</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>
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<td>4. Number of HCP who have a medical contraindication to the influenza vaccine</td>
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</tbody>
</table>
# Table of Instructions

- 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>Required. The NHSN-assigned facility ID will be auto-entered.</td>
</tr>
<tr>
<td>Vaccination Type</td>
<td>Required. Influenza is the default and only current choice.</td>
</tr>
<tr>
<td>Influenza Subtype</td>
<td>Required. Seasonal is the default and only current choice.</td>
</tr>
<tr>
<td>Influenza Season</td>
<td>Required. 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>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.</td>
</tr>
<tr>
<td>Non-Employee HCP: Licensed independent</td>
<td>Required. 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 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 unit(s) data.
Summary Report for Freestanding IRFs

- “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>
<tbody>
<tr>
<td></td>
<td>Licensed independent practitioners: Physicians, advanced practice nurses, &amp; physician assistants</td>
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</table>

**Custom Fields**

**Comments**
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>
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</tr>
<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>
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</table>

Custom Fields

- TEST1: 
- TEST2: 

Comments

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

- Click “Save” to save the updated data

<table>
<thead>
<tr>
<th>HCP categories</th>
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<td>5</td>
<td>5</td>
<td>3</td>
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</tr>
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</table>

Custom Fields

TEST1: [ ] TEST2: [ ]

Comments

[Input field for comments]

[Buttons: 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 Verification in NHSN
Data Verification in NHSN

Data Verification in NHSN for Freestanding IRFs

- 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 a HOSP-REHAB on the “Facility Information” page of NHSN
  - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance
Data Verification in NHSN for IRF Units

- Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN for the facility in which your IRF is located
  - Your CCN effective date = date your facility first received its CCN from CMS

- Ensure that your facility is enrolled as the correct type (e.g. HOSP-GEN, HOSP-LTAC, HOSP-PSYCH) on the “Facility Information” page of NHSN
  - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance
Data Verification in NHSN for IRF Units (cont.)

- Ensure that “Yes” is selected for the question: Is this location a CMS IRF unit within a hospital?
- Ensure that the correct CMS Certification Number (CCN) and CCN effective date have been entered for each CMS IRF unit in NHSN for your facility
  - Your CCN effective date = date your unit first received its CCN from CMS

Mandatory fields to “Add” or “Edit” a record marked with *

- Your Code: 0910
- Your Label: ADULT REHAB
- CDC Location Description: Rehabilitation Ward (within Acute Care Hospital)
- Is this location a CMS IRF unit within a hospital? Y - Yes
- If Yes, specify the IRF CCN (will have an R, T, TA, TB, TC, TE, TF, TG, TH, TJ or TK in the 3rd position) 99T999
- Effective Date of IRF CCN: 01/01/2015
- Status: Active
- Bed Size: 40 A bed size greater than zero is required for most inpatient locations.
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.