



Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module Influenza Vaccination Summary

Inpatient Rehabilitation Facilities

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 Vaccination Module**
- ❑ **Review entering data for the HCP Vaccination Module**
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary
- ❑ **Review data verification in NHSN**

Overview of NHSN

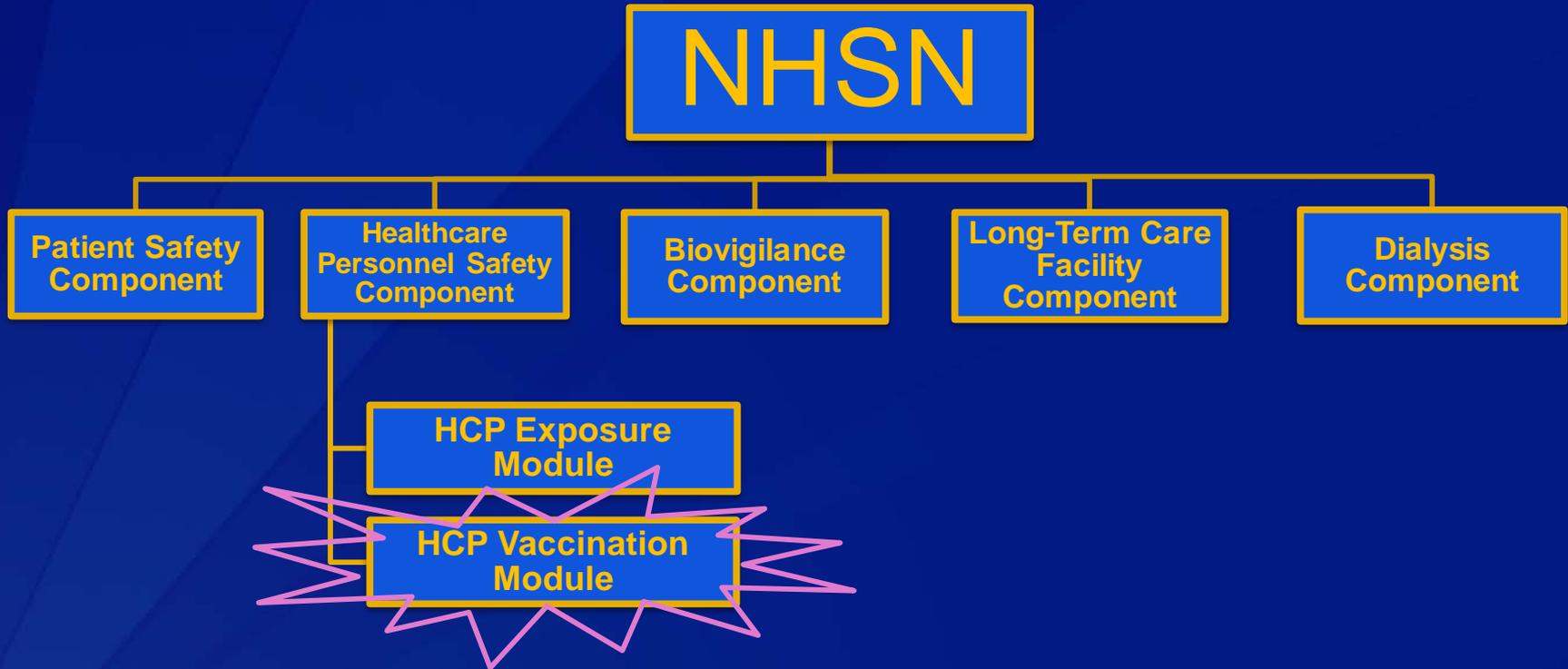
Purposes of NHSN

- ❑ **NHSN is a secure, Internet-based surveillance system managed by the CDC's Division of Healthcare Quality Promotion (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/>

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: 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
 - 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

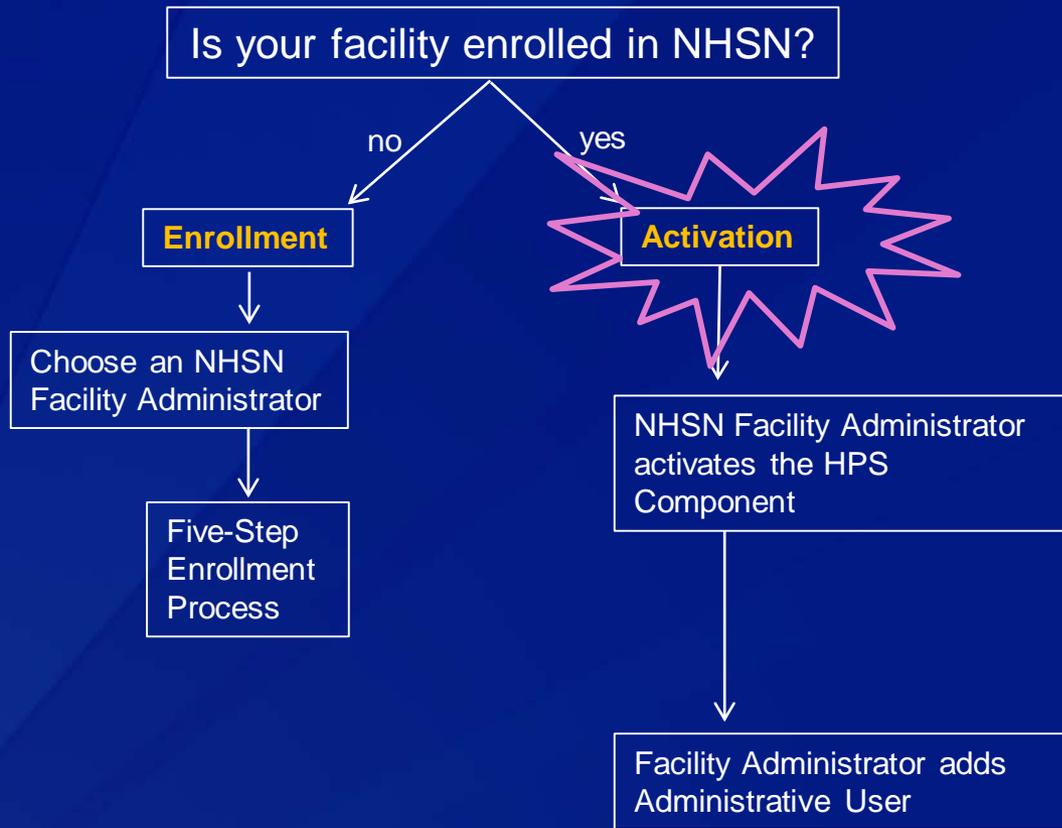
❑ Enrolling in NHSN

- 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/> for more information regarding the enrollment process
- During the enrollment process, facilities may choose to participate in any of the NHSN components

❑ Activating the HPS Component

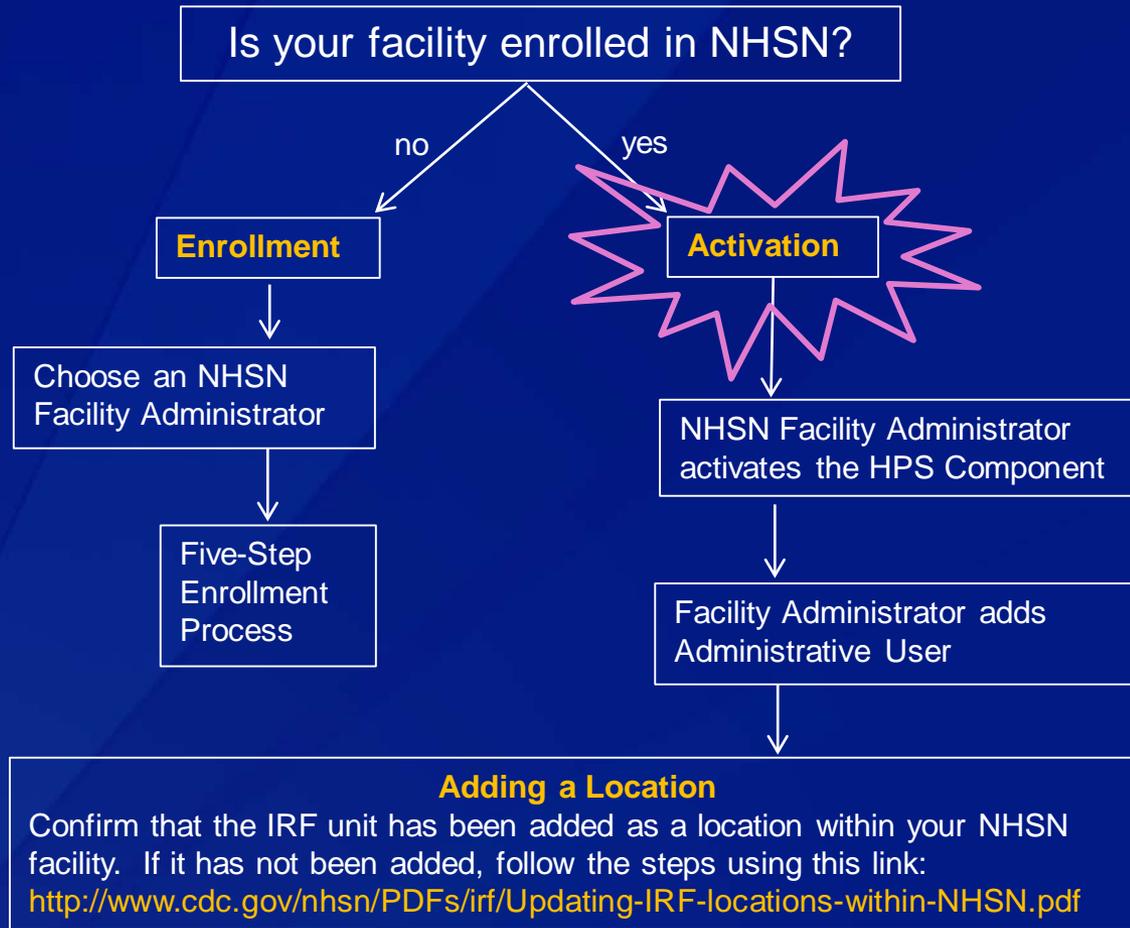
- The HPS Component is the only component necessary for reporting HCP influenza vaccination data
- Facilities that are already enrolled in NHSN and wish to participate in the HPS Component must activate the component within NHSN

Getting Started in the HPS Component for Free-standing IRFs



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

Getting Started in the HPS Component for IRF Units



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

Getting Started in the HPS Component for IRF Units (cont.)

- Once an IRF unit has been mapped, the fields for the IRF unit location should be completed

Your Code *:

Your Label *:

CDC Location Description *:

Is this location a CMS IRF unit within a hospital? *:

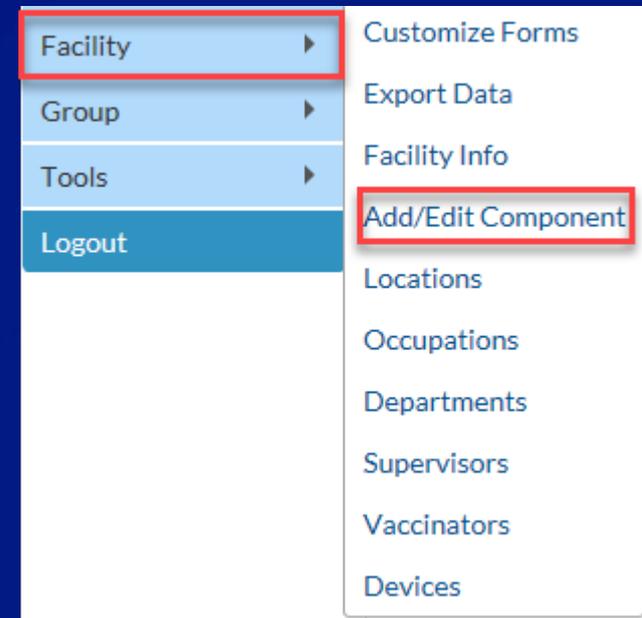
If Yes, specify the IRF CCN (will have an R or T in the 3rd position) *: Effective Date of IRF CCN: [Edit IRF CCN](#)

Status *:

Bed Size *: A bed size greater than zero is required for most inpatient locations.

Activating the HPS Component For Existing NHSN Facilities

- ❑ Only a Facility Administrator can activate a new component
- ❑ Facility Administrator logs into the Secure Access Management Services (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 for Existing NHSN Facilities (cont.)

- ❑ 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
- ❑ Ensure that the contact information for the Facility Administrator and HPS Component Primary Contact are updated
- ❑ Other users are added by the Facility Administrator or new HPS Component Primary Contact
- ❑ Facility Administrator should ensure that at least one HPS Component user has administrative rights

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:

User Active: Y - Yes ▼

User Type:

Phone Number *: 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

NHSN Home

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

Edit User Rights

User ID: **EMPLHLTH (ID 972)**
Fac: Pleasant Valley Hospital

Facility List:

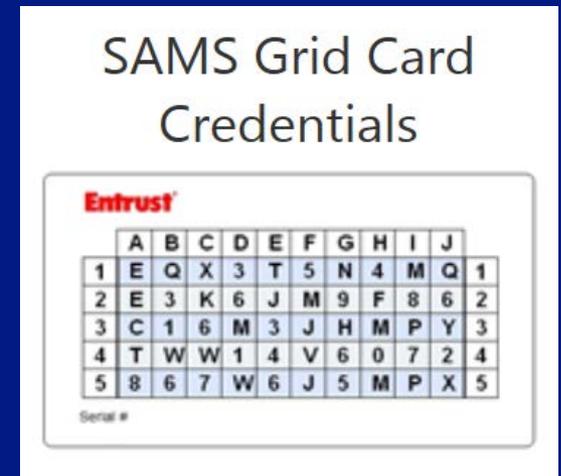
Rights	Patient Safety	Healthcare Personnel Safety
Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

Advanced

Effective Rights Save Back

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/PDFs/HPS-manual/vaccination/HPS-flu-vaccine-protocol.pdf>

- 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	Non-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)**

Counting HCP in IRFs

- ❑ HCP working in an IRF unit that is mapped as an Inpatient Rehabilitation Ward within an acute care facility (has a “T” or “R” in the 3rd position of the CCN) should be reported separately from the acute care facility *
- ❑ A healthcare worker from the IRF unit who also works in the acute care facility during the influenza season and meets NHSN protocol definitions should also be included in the acute care counts
- ❑ Multiple IRF units located within a single facility should combine and submit data to NHSN as a single summary report
- ❑ Free-standing IRFs should enroll and report separately in NHSN

* Operational Guidance:

<http://www.cdc.gov/nhsn/PDFs/HCP/Operational-Guidance-IRF-HCP-Flu.pdf>

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 through March 31 of the following year are counted as vaccinated

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



SAMS Username:

SAMS Password:

[Forgot SAMS Password?](#)

For users who have been issued a SAMS Grid Card.

OR

HHS PIV Card



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



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™



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



Welcome to the NHSN Landing Page



CVX9

Select component:

Healthcare Personnel Safety ▼

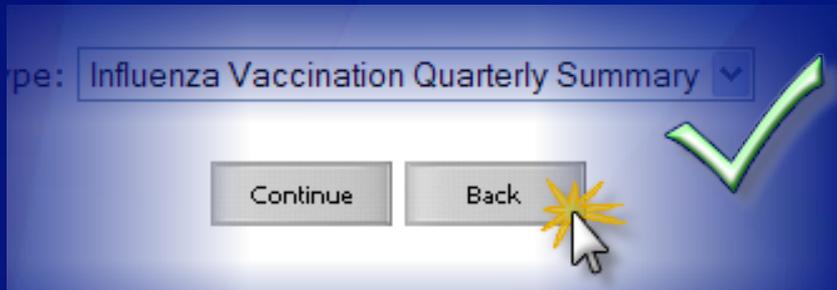
Select facility/group:

Fac: Rehab Hospital (ID 10962) ▼

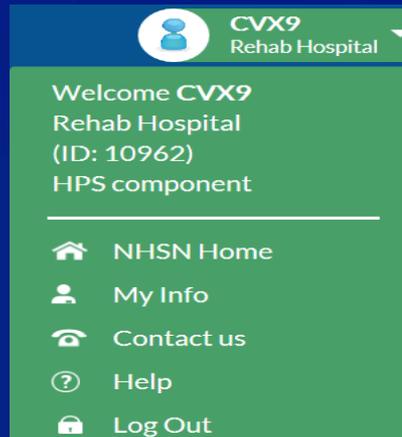
Submit

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)

 CVX9
Rehab 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**

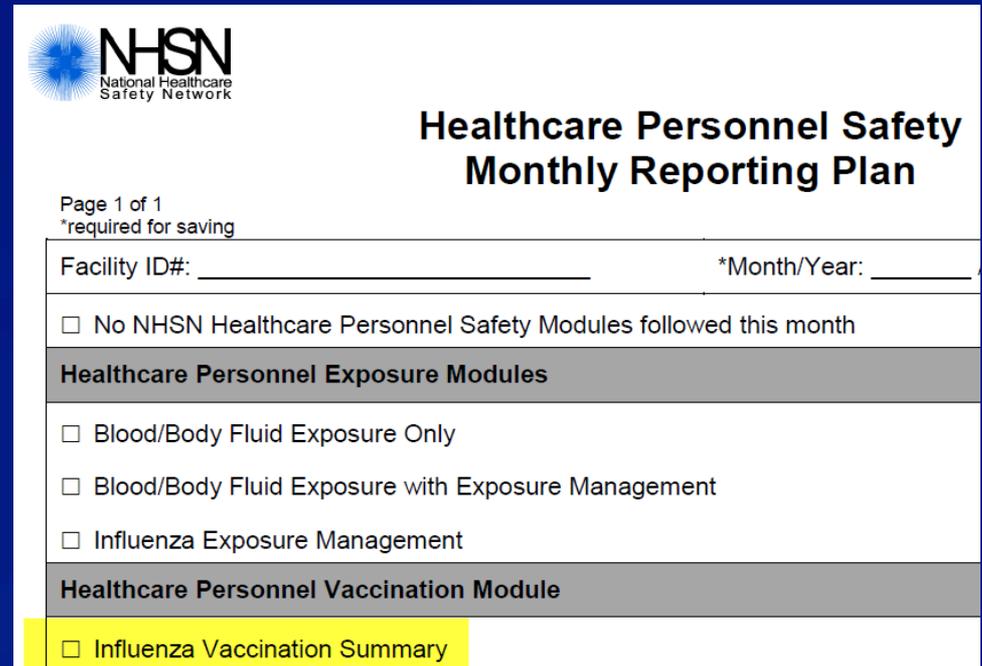
Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise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



[Get Adobe Acrobat Reader for PDF files](#)

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 of the form 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 fields is a checkbox labeled "No NHSN Healthcare Personnel Safety Modules followed this month". This is followed by a section header "Healthcare Personnel Exposure Modules" with three checkboxes: "Blood/Body Fluid Exposure Only", "Blood/Body Fluid Exposure with Exposure Management", and "Influenza Exposure Management". Below that is another section header "Healthcare Personnel Vaccination Module" with one checkbox: "Influenza Vaccination Summary". The "Influenza Vaccination Summary" checkbox is highlighted in yellow.

Monthly Plan View for IRF Units

- ❑ Click “Reporting Plan” then “Add”
- ❑ Select correct month and year from dropdown menus (e.g., October 2016)
- ❑ Check appropriate box next to “Influenza Vaccination Summary” for reporting hospital data or IRF unit(s) data

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
- Tools
- Logout

Add Monthly Reporting Plan

Mandatory fields marked with *

*Facility ID: Pleasant Valley Hospital (ID 10312)

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

Monthly Plan View for Free-standing IRFs

- ❑ 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: Rehab Hospital (ID 10962)

*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 for IRFs

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

 Monthly Reporting Plan List

Page 1 of 2 10 View 1 - 10 of 12

Month ↕	Year	Facility ID
December	2016	10312
November	2016	10312
October	2016	10312
September	2016	10312
August	2016	10312
July	2016	10312
June	2016	10312
May	2016	10312
April	2016	10312
March	2016	10312

Page 1 of 2 10 View 1 - 10 of 12

[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 sidebar lists various menu items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Flu Summary, Surveys, and Analysis. The 'Flu Summary' item is selected, and a sub-menu is open, showing three options: 'Add', 'Find', and 'Incomplete'. The 'Add' option is highlighted. The main content area features a header 'Add Summary Data' with a stethoscope icon. Below the header, there is a dropdown menu for 'Summary Data Type' set to 'Influenza Vaccination Summary'. At the bottom right of the main area, there are two buttons: 'Continue' and 'Back'. The 'Continue' button is circled in red.

Summary Report for Hospitals 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., 2016-2017)
- ❑ Select the appropriate location for reporting acute care hospital data or IRF unit(s) data

NHSN Home

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

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:

Summary Report for Free-standing IRFs

- ❑ “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 ▶
- Surveys ▶

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 * Rehab Hospital (10962)

Vaccination type * Influenza ▼

Influenza subtype * Seasonal ▼

Flu Season * 2016/2017 ▼

Date Last Modified: _____

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

Editing HCP Influenza Vaccination Summary Data

 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 *: Pleasant Valley Hospital (10312)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2016/2017

Locations *: IPF Units(s)

Date Last Modified: 11/21/2016

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	30	10	25	5

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 Summary Data

- Click “Edit” to modify existing data

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 <input type="text"/>	10 <input type="text"/>	25 <input type="text"/>	5 <input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	35 <input type="text"/>	5 <input type="text"/>	20 <input type="text"/>	2 <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	10 <input type="text"/>	0 <input type="text"/>	5 <input type="text"/>	3 <input type="text"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	5 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
5. Number of HCP who declined to receive the influenza vaccine	0 <input type="text"/>	5 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>

Custom Fields [HELP](#)

TEST FIELD:

Comments

Saving HCP Influenza Vaccination Summary Data

- Click “Save” to save the updated data

HCP categories	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	15	25	5
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	25	10	15	2
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	20	0	10	3
4. Number of HCP who have a medical contraindication to the influenza vaccine	5	0	0	0
5. Number of HCP who declined to receive the influenza vaccine	0	5	0	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	0

Custom Fields [HELP](#)

TEST FIELD:

Comments

Saving HCP Influenza Vaccination Summary Data

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

✔ Successfully added/updated Influenza Vaccination Summary record.

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 *: JosephPsychiatricFacility (13750)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2016/2017

Date Last Modified: 11/21/2016

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	30	22	10	

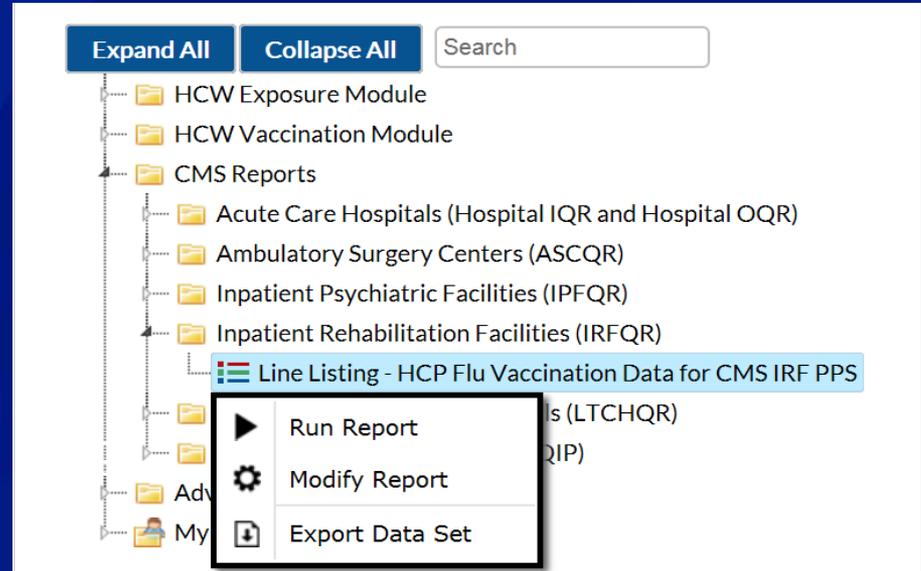


Data Verification

Data Verification in NHSN

- Run a CMS Line Listing Report using instructions located here:

http://www.cdc.gov/nhsn/pdfs/cms/vaccination/irf-cms_ipps_irf-hcpfluvacc_linelist8-2014.pdf



National Healthcare Safety Network

Line Listing for HCP Flu Vaccination Data for CMS IRF PPS

As of: August 19, 2014 at 3:52 PM

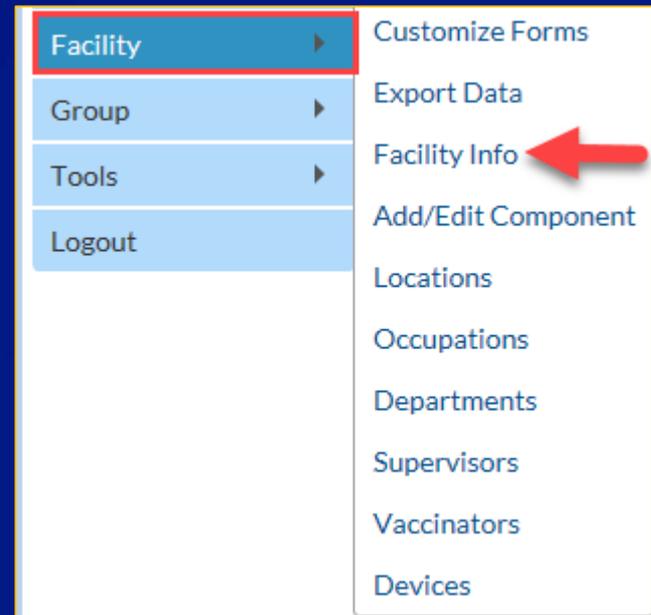
Date Range: All HCW_VACFLUSUMCMS_IRFQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
10962	2014/2015	FLU	Employee	Employees	Influenza	4	1	5	50	60	92%	55	82%, 97%
10962	2014/2015	FLU	LIP	Licensed Independent Practitioners	Influenza	10	5	5	5	30	33%	10	18%, 51%
10962	2014/2015	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	5	0	10	5	20	75%	15	53%, 90%
10962	2014/2015	FLU	All	All Healthcare Workers	Influenza	19	6	20	60	110	73%	80	64%, 80%

Data Verification in NHSN for Free-standing IRFs

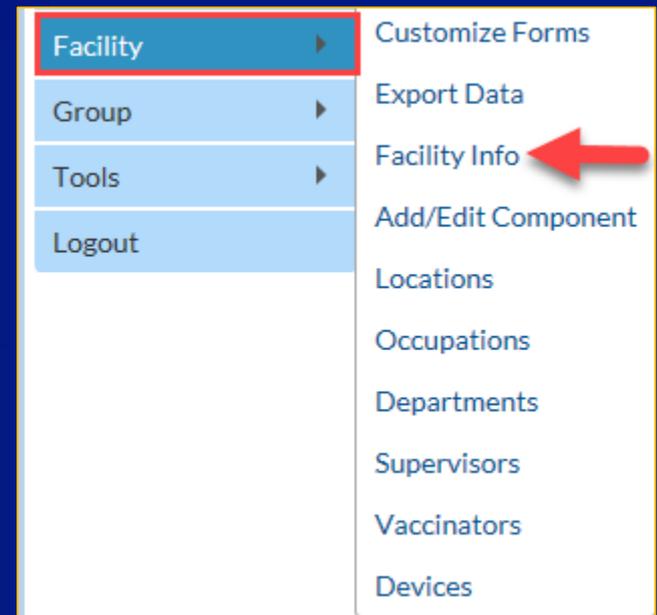
- ❑ Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN
 - Your CCN effective date = date your facility first received its CCN from CMS

- ❑ Ensure that your facility is enrolled as an “HOSP-REHAB” facility 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 your acute care or critical access hospital
 - Your CCN effective date = date your facility first received its CCN from CMS
- ❑ Ensure that your facility is enrolled properly as an acute care facility; for example, “HOSP-GEN,” “CAH,” “HOSP-SURG,” “HOSP-WOM,” 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 facility first received its CCN from CMS

Your Code *: 5W-IRF

Your Label *: 5W-IRF

CDC Location Description *: Rehabilitation Ward - Within ACH

Is this location a CMS IRF unit within a hospital? *: Y - Yes ▼

If Yes, specify the IRF CCN (will have an R or T in the 3rd position) *: 03T123 Effective Date of IRF CCN: 01/01/2015 2015Q1 [Edit IRF](#)

CCN

Status *: Active ▼

Bed Size *: 12 A bed size greater than zero is required for most inpatient locations.

[Find](#) [Save](#) [Export Location List](#) [Clear](#)

The NHSN Website

Surveillance for Healthcare Personnel Vaccination

The Advisory Committee on Immunization Practices (ACIP) recommends that all healthcare personnel (HCP) and persons in training for healthcare professions should be vaccinated annually against influenza.[1] Persons who are infected with influenza virus, including those with subclinical infection, can transmit influenza virus to persons at higher risk for complications from influenza. Vaccination of HCP has been associated with reduced work absenteeism and with fewer deaths among nursing home patients and elderly hospitalized patients. Although annual vaccination is recommended for all HCP and is a high priority for reducing morbidity associated with influenza in healthcare settings, national survey data have demonstrated that vaccination coverage levels are only approximately 60% [2]. This is well below the Healthy People 2020 goal of 90% for HCP influenza vaccination [3].

On this Page

- Training
- Protocols
- Data Collection Forms
- CMS Supporting Materials
- Supporting Material
- FAQs

<http://www.cdc.gov/nhsn/inpatient-rehab/hcp-vacc/index.html>

for training materials:

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



Questions or Need Help?



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

Please include “HPS Flu Summary-IRF” in
the subject line of the e-mail