Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module
Influenza Vaccination Summary

Long-term Acute Care 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
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/)
The Healthcare Personnel Safety Component (HPS) consists of two modules:

1. **Healthcare Personnel (HCP) Exposure Module**
   - Blood/Body Fluid Exposure Only
   - Blood/Body Fluid Exposure with Exposure Management
   - Influenza Exposure Management

2. **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
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/ltach/enroll.html](http://www.cdc.gov/nhsn/ltach/enroll.html) 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
Are you unsure of your facility’s status with NHSN?
- E-mail nhsn@cdc.gov
Enrollment for Long-term Acute Care Facilities

- Facilities must complete a 5-step enrollment process (if not already enrolled)
- Enrollment usually takes at least 4-6 weeks
- Information about the process can be found at: http://www.cdc.gov/nhsn/ltach/enroll.html
Activating the HPS Component

- Activating the HPS component is only necessary for facilities currently enrolled in another component.

- Only a Facility Administrator can activate a new component.

- Ensure that the contact information for the Facility Administrator and HPS Component Primary Contact are updated.

- Refer to comprehensive training slides for more information: http://www.cdc.gov/nhsn/ltach/vaccination/index.html
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

- 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:
  

- 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

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
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
HCP who have a medical contraindication to the influenza vaccine

- For this module, for inactivated influenza vaccine (IIV3 or IIV4), 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 (LAIV4) 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 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, 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 user name 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
Welcome to the NHSN Landing Page

NIN7 (ID 9629)

Select component:
- Healthcare Personnel Safety

Select facility/group:
- Fac: Pleasant Valley Hospital (ID 10312)

Submit
Navigating NHSN

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

- View facility name, user, and component in use at the top of the screen
HPS Component Home Page

NHSN - National Healthcare Safety Network

NHSN Healthcare Personnel Safety Component Home Page

COMPLETE THESE ITEMS

- Confer Rights
  - Not Accepted

ALERTS

- Report No Events
- Missing Flu Summaries
HCP Safety Monthly Reporting Plan Form

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

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

- Click “Reporting Plan” then “Add”
- Select correct month and year from dropdown menus (e.g., October 2016)
- Check 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></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.</td>
<td>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>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>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>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Number of HCP who have a medical contraindication to the influenza vaccine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Number of HCP who declined to receive the influenza vaccine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table of Instructions

<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>
</tr>
</tbody>
</table>

- 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](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”
HCP Influenza Vaccination Summary Data

- “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)
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>Employees (staff on facility payroll)*</td>
<td>Licensed independent practitioners: Physicians, advanced practice nurses, &amp; physician assistants*</td>
</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></td>
<td></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></td>
<td></td>
</tr>
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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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<td>4. Number of HCP who have a medical contraindication to the influenza vaccine</td>
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<td></td>
<td></td>
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</tbody>
</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.
Click “Edit” to modify existing data.
Saving HCP Influenza Vaccination Data

- Click “Save” to save the updated data

<table>
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<tr>
<th>HCP categories</th>
<th>Employee HCP</th>
<th>Non-Employee HCP</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>50</td>
<td>30</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>40</td>
<td>15</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>10</td>
</tr>
<tr>
<td>4. Number of HCP who have a medical contraindication to the influenza vaccine</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>5. Number of HCP who declined to receive the influenza vaccine</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Custom Fields

Comments
Saving HCP Influenza Vaccination Data (cont.)

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

![Image of successfully updated Influenza Vaccination Summary record]

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

- **Facility ID**: Amy's LTAC (10963)
- **Vaccination type**: Influenza
- **Influenza subtype**: Seasonal
- **Flu Season**: 2016/2017

*Date Last Modified: 11/25/2016*

<table>
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<tbody>
<tr>
<td></td>
<td>Employees (staff on facility payroll)</td>
<td>Licensed independent practitioners: Physicians, advanced practice nurses, &amp; physician assistants</td>
</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>60</td>
<td>30</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>40</td>
<td>15</td>
</tr>
</tbody>
</table>
Data Verification in NHSN
Data Verification in NHSN

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 an “HOSP-LTAC” facility on the “Facility Information” page of NHSN
  - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance
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. 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].

Visit: http://www.cdc.gov/nhsn/ltach/vaccination/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-LTAC” in the subject line of the e-mail