Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module

Influenza Vaccination Summary

Long-Term Care Facilities

National Healthcare Safety Network (NHSN)
Vaccination Unit
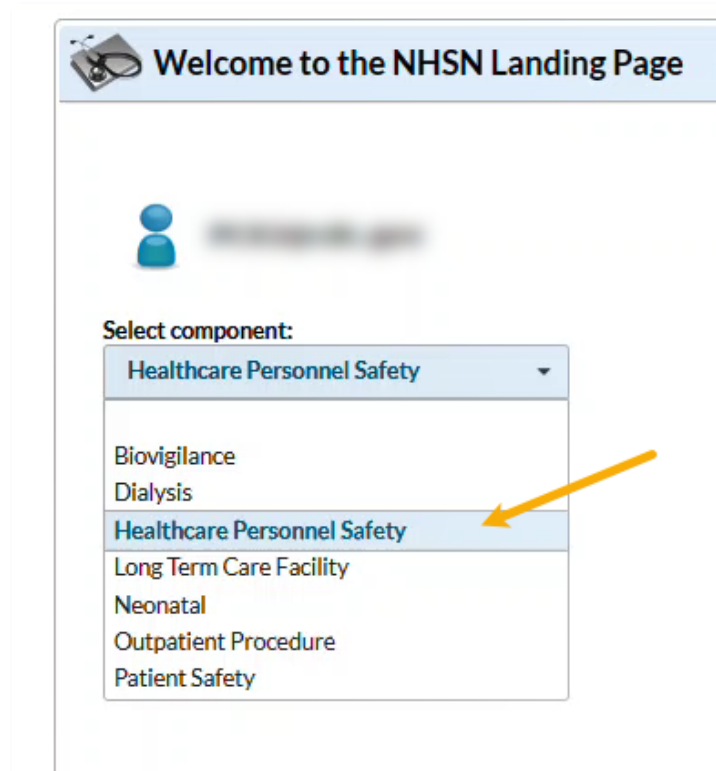
Fall 2023

Objectives

- 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 Influenza Vaccination Summary

- Outline data analysis features

Key Points: Reporting requirement

- The Influenza Vaccination Coverage among healthcare personnel (HCP) measure was finalized in the <u>FY 2023 SNF PPS Final Rule</u>
  - Published in the Federal Register on August 3, 2022
- CMS-certified skilled nursing facilities (SNFs) are required to report annual HCP influenza vaccination summary data through the NHSN **Healthcare Personnel Safety (HPS) Component** for the 2023-2024 influenza season
  - For questions related to SNF Quality Reporting Program (QRP) requirements, please contact CMS at: <u>SNFQualityQuestions@cms.hhs.gov</u>

Key Points: What to report

- Report **Annual HCP Influenza Vaccination Summary** data through the NHSN Healthcare Personnel Safety (HPS) Component for the 2023-2024 influenza season

Key Points: Where to report

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual influenza vaccination summary data.

- **Please note that your facility must have a SAMS Level 3 user to activate the HPS component.** Only the NHSN Facility Administrator (FA) can activate a new component.
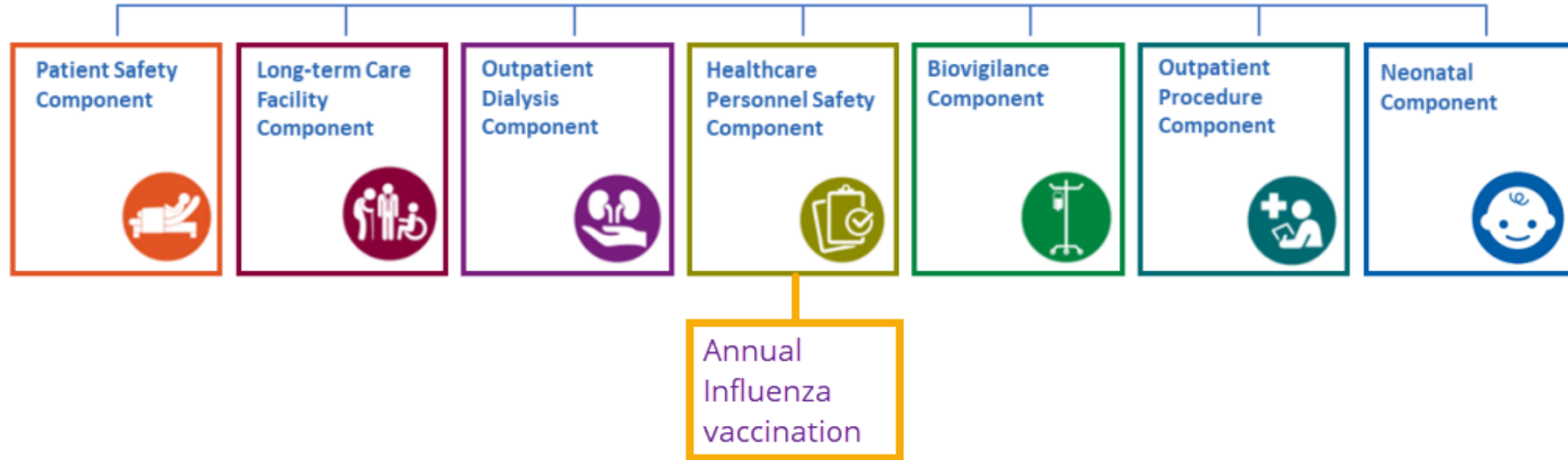
Key Points: When to report

- The reporting period for the 2023-2024 influenza season is from October 1, 2023 through March 31, 2024

- Facilities are required to submit one report covering the entire influenza season

- The deadline to report the annual HCP influenza vaccination summary data through the NHSN **HPS Component** is **May 15, 2024**

Overview of NHSN

NHSN Structure

Getting Started in the HPS Component

Key Roles in NHSN

- **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 NHSN Facility Administrator to another user
  - There is only one NHSN Facility Administrator per facility

- **Users**
  - Rights are determined by NHSN Facility Administrator: view data, data entry, and data analysis
  - May be given administrative rights
  - Each facility should have at least two NHSN users (including one with NHSN Facility Administrator rights)

Change in NHSN Facility Administrator

- **NHSN Facility Administrator should transfer role to another user <u>prior</u> to leaving the facility!**

- If the previous NHSN Facility Administrator has left the facility, NHSN can add an individual as the new NHSN Facility Administrator
  - Do <u>not</u> re-enroll the facility in NHSN
  - Complete the NHSN Facility Administrator Change Request Form https://www.cdc.gov/nhsn/facadmin/index.html
  - **Please allow up to 5 business days for the change request to be verified and completed.**
    - **Check junk/spam mail!**
  - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process

Upgrade to Level 3 Access

- All level 1 reporting users must upgrade to Level 3 reporting access.
  - ∞ Further instructions will be reviewed here and sent from SAMS ((sams-no-reply@cdc.gov) by email
- Each user, especially the FA, must complete an identity proofing process to upgrade to level 3.
- Each Level 1 reporting user will be invited to upgrade to Level 3 by September 1, 2023"
- "Upon invitation, Level 1 users can login to their SAMS profiles and should be able to locate the "Manage Mobile Soft Token and Grid Card" button to complete the identity proofing."
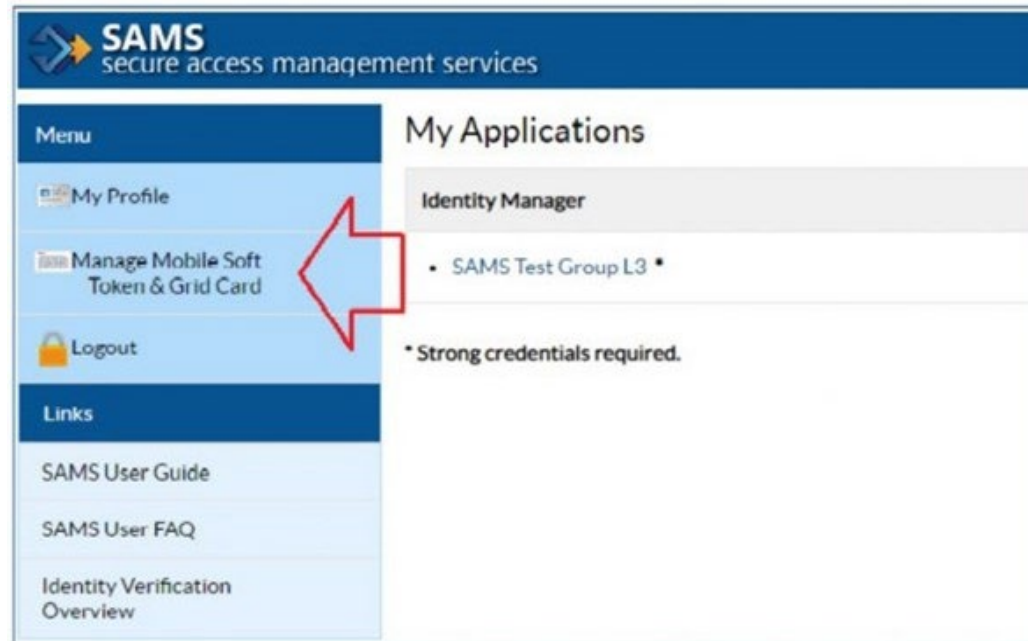
Validating Identity: Method 1

1. Validate identity using 1 of 2 methods
   - Option 1 - Experian: Using a secure interface, you will provide Experian your Social Security Number (SSN) and Date of Birth (DOB). This information is sent directly to Experian and is NOT stored or saved by SAMS/CDC. Experian will attempt to validate your information and may ask you a series of questions based on your credit history. There is no impact on your credit score or credit worthiness. This is the fastest and most secure method to complete the SAMS identity proofing process.

Validating Identity: Method 2

- Option 2 - Document Review: You will be required to complete a form included at the bottom of the identity verification instructions email. This form, along with appropriate identification, will need to be reviewed by a notary or other trusted third party and copies submitted to SAMS via secure upload or by mail. Once received by SAMS, it will be reviewed and validated.

Authenticate Level 3 Access

- After SAMS confirms your identity, you will either authenticate your Level 3 access via a soft token or a SAMS grid card that will be delivered to your residential/home address by U.S. mail. This will allow you Level 3 access to SAMS.

  – Please ensure that you use your HOME address, as it will be where you receive your SAMS grid card

SAMS Access Level 1 vs Level 3 Interface

- SAMS Level 1

SAMS Level 3

NHSN Long Term Care Reporting

- NHSN LTC Reporting
- NHSN LTC Enrollment ❌

National Healthcare Safety Network System

- NHSN Reporting *
- NHSN Enrollment * ✔

How to see if your facility already activated the HPS Component

- Navigate to Facility > Add/Edit Component
- Please make sure that you do not de-activate the LTC component when activating the HPS component.

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
☐	Biovigilance				
☐	Dialysis				
☑	Healthcare Personnel Safety	08/09/2012		Y	View Agreement
☑	Long Term Care Facility	08/09/2012		Y	View Agreement
☐	Medication Safety (pilot facilities only)				
☐	Neonatal				
☐	Outpatient Procedure				
☐	Patient Safety				

Activating the HPS Component

- After adding the HPS component, your FA must return to the NHSN homepage and log into the HPS component to accept the agreement to participate and consent.

- Make sure to scroll all the way to the **bottom** of the page
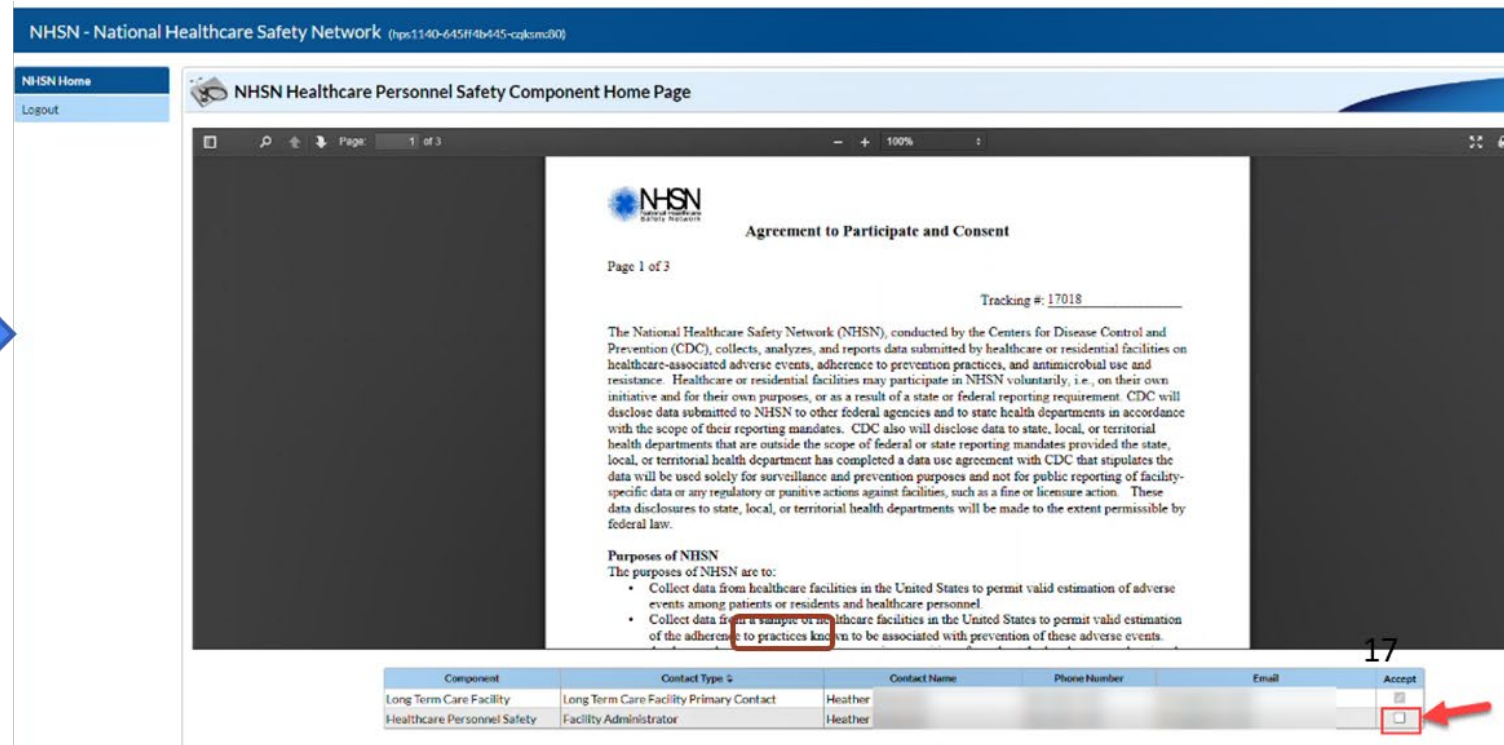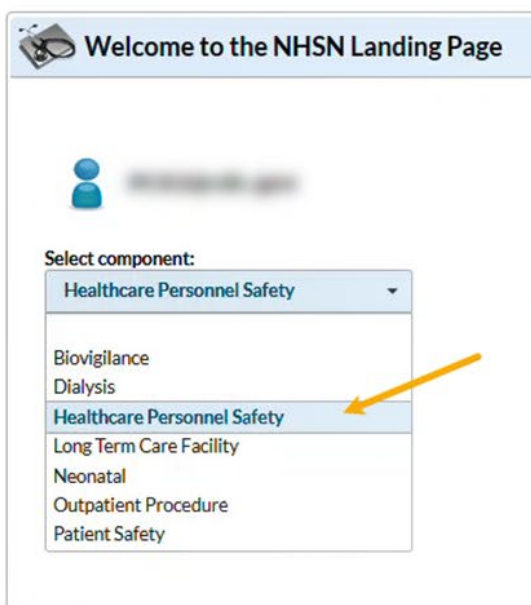
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Reporting Requirements for the HCP Influenza Vaccination Summary

HCP 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 <u>physically</u> present in the facility for at least 1 working day between October 1 through March 31
  - Working any part of a day counts as working one day

HCP 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

HCP 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.

HCP 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

HCP 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 contracted 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

HCP Categories: Non-Employee HCP: Other Contract Personnel (cont.)

- Include vendors in data reporting for other contract personnel
  - Vendors providing care, treatment, or services should be included in the other contract personnel category if they physically work in the facility for at least one day during the reporting period (October 1 through March 31)

Influenza Vaccination Summary Form Questions

a. **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**

b. **Influenza vaccinations received at this healthcare facility or elsewhere**

c. **Medical contraindications**

d. **Declinations**

e. **Unknown status**

HCP categories	Employee HCP	
	Employees (staff on facility payroll) *	Licensed independ[ent] practitioners: Physic[ians,] advanced practice nu[rses] & physician assistan[ts]
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31		
a. 2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season		
b. 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		
c. 4. Number of HCP who have a medical contraindication to the influenza vaccine		
d. 5. Number of HCP who declined to receive the influenza vaccine		
e. 6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)		

Influenza Vaccination Summary Form Questions (cont.)

- **Question #2** - HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season

- **Question #3** - 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

Influenza Summary Form Questions (cont.)

- **Question #4** - 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)

Influenza Vaccination Summary Form Questions (cont.)

- **Question #5** - HCP who declined to receive the influenza vaccine
  - Documentation is not required for reporting declinations (verbal statements are acceptable)

- **Question #6** - 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 <u>physically present</u> 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 (cont.)

- The sum of questions 2-6 must equal the number reported in question 1 for each HCP category

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

Entering Data for the HCP Influenza Vaccination Summary

Log into SAMS

- You can access the activity home page by clicking:

  https://nhsn2.cdc.gov/nhsn/

- Level 3 SAMS access is needed to enter data into the HPS Component

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

NHSN Landing Page

HPS Component Home Page

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 Data

- Click "Vaccination Summary" then "Annual Vaccination Flu Summary"
- Select "Add"
- Click "Continue"

HCP Influenza Vaccination Summary Data (cont.)

- "Influenza" and "Seasonal" are the default choices for vaccination type and influenza subtype

- Select appropriate flu season in drop-down box (e.g., 2023-2024)

Saving HCP Influenza Vaccination Data

- Click "Save" to save the data

Date Last Modified: 07/20/2023

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	100	100	50	0
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	100	100	50	0
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	0	0	0	0
4. Number of HCP who have a medical contraindication to the influenza vaccine	0	0	0	0
5. Number of HCP who declined to receive the influenza vaccine	0	0	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

HCP NURSES: [   ]   HCP PHYSICIANS: [   ]

Comments

[   ]

By saving these data in NHSN, facilities are agreeing to the following:
1). The data reported are consistent with definitions outlined in NHSN survelliance protocols (including tables of instructions and frequently asked questions).
2). The data will be sent to the Centers for Medicare and Mediacaid Services (CMS) to fullfill CMS quality reporting requirements (when applicable).

[Save] [Delete] [Back]

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Editing HCP Influenza Vaccination Data

- Click "Edit" to modify existing data

Date Last Modified: 07/20/2023

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	100	100	50	0
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	100	100	50	0
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	0	0	0	0
4. Number of HCP who have a medical contraindication to the influenza vaccine	0	0	0	0
5. Number of HCP who declined to receive the influenza vaccine	0	0	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

HCP NURSES: HCP PHYSICIANS:

Comments

By saving these data in NHSN, facilities are agreeing to the following:
1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
2). The data will be sent to the Centers for Medicare and Mediacaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

Edit   Export   Delete   Back

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Editing HCP Influenza Vaccination Data (cont.)

- For each update of the data after the initial entry, a message will indicate that a record of the summary data already exists

- Please be aware that editing data after the initial entry will overwrite past data submissions

- The "Date Last Modified" shows when the data were last entered and saved

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Confirming Data Entry

Confirm Data Submission

- 1. Generate datasets
  - Click analysis > Generate datasets > Generate reporting datasets

Confirm Data Submission (cont.)

- 2. Run report
  - Click analysis > Reports > CMS Reports > Long Term Care Facilities (SNFQRP) > Line Listing – HCP Flu Vaccination Data for CMS SNF PPS > Run Report

Confirm Data Submission (cont.)

- 3. View report

National Healthcare Safety Network
Line Listing - HCP Flu Vaccination Data for CMS SNF PPS
As of: May 11, 2023 at 9:59 AM
Date Range: All HCW_VACCFLUSUMCMS_SNF

orgID	summarySeason	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
	2019/2020	Employee	Employees	FLU	Influenza	0	25	0	0	25	0.0%	0	., 11%
	2019/2020	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	.	0	., 100%
	2019/2020	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	.	0	., 100%
	2019/2020	All	All Healthcare Workers	FLU	Influenza	0	25	0	0	25	0.0%	0	., 11%
	2020/2021	Employee	Employees	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	LIP	Licensed Independent Practitioners	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
	2020/2021	All	All Healthcare Workers	FLU	Influenza	3	3	3	3	24	25%	6	11%, 45%
	2021/2022	Employee	Employees	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
	2021/2022	LIP	Licensed Independent Practitioners	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
	2021/2022	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
	2021/2022	All	All Healthcare Workers	FLU	Influenza	150	150	150	150	750	40%	300	37%, 44%
	2022/2023	Employee	Employees	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
	2022/2023	LIP	Licensed Independent Practitioners	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
	2022/2023	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
	2022/2023	All	All Healthcare Workers	FLU	Influenza	18	12	15	15	75	40%	30	29%, 51%

Sorted by orgID summarySeason
Data contained in this report were last generated on May 11, 2023 at 9:55 AM to include data beginning January 2020.

Resources

The NHSN Website

Visit: [HCP Flu Vaccination | HPS | NHSN | CDC](#) for training materials:

- Protocol
- Data collection forms
- Frequently asked questions (FAQs)
- Training slides

- The Annual HCP Flu Vaccination Data reporting materials are located under the "Annual" headings on the webpage

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 "Long-term care facility"