Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data
Reporting for the Centers for Medicare and Medicaid Services' (CMS) Long-Term Care Hospital Quality Reporting (LTCHQR) Program

Complete these Steps Prior to the CMS Reporting Deadline:

☐ **Verify your Facility's CMS Certification Number (CCN)**

An accurate CCN is required for facilities participating in the CMS Reporting Program, as this is the ID that will be used to submit HCP influenza vaccination data to CMS on your behalf. To update the CCN, use the Facility > Facility Info option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the "Update" button at the bottom of screen. *Please be sure to double- and triple-check this number!*

☐ **Activate the Healthcare Personnel Safety (HPS) Component**

Facilities report HCP influenza vaccination summary data through NHSN's HPS Component. This component must be activated before the facility can report any data. Instructions for activating this component can be found in the following training slide set at:
http://www.cdc.gov/nhsn/PDFs/training/HCP-flu-Vaccination-Summary-Reporting-General-Training.pdf

☐ **Enter HCP Influenza Vaccination Summary Data**

The HCP influenza vaccination summary data form must be completed once by the reporting deadline for each influenza season. Each time a user enters updated data for an influenza season, all previously entered data for that season are overwritten.

☐ **Use NHSN Analysis Tools to Check Data Accuracy**

The NHSN Analysis Output Option, "Line Listing – HCP Flu Vaccination Data for CMS LTCH PPS" was created to allow facilities to review data that will be submitted to CMS on their behalf.

a. These data will only be submitted for facilities participating in the CMS Long Term Care Hospital Quality Reporting Program (LTCHQRP), as indicated by their CCN recorded in NHSN.

b. This report will only include HCP influenza vaccination summary data for each influenza season, starting with the 2014/15 season.

c. This output option represents a line listing for each facility, <u>not</u> each CCN. If your facility shares a CCN, this line listing will only represent the data that your facility has contributed to the overall vaccination data for all facilities that share the CCN. You may wish to use the Group feature in NHSN to view HCP influenza vaccination summary data for the facilities that share a CCN. More information about the Group function can be found at: http://www.cdc.gov/nhsn/group-users/index.html.

    d.   The data in this report will represent data current as of the last time you generated datasets. **Data for each influenza season are frozen as of the final submission deadline date (May 15)**. Any changes made to these data in NHSN after the final submission deadline will not be sent to CMS.
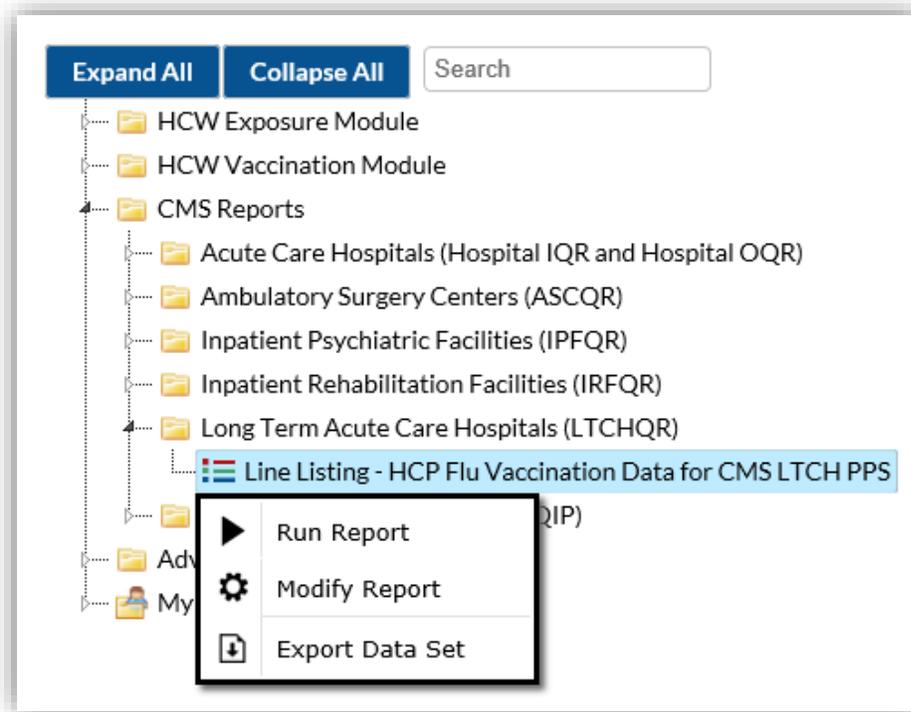
Example of the "Line Listing – HCP Flu Vaccination Data for CMS LTCH PPS" Output Option:

1. On the NHSN Landing Page, select HPS Component in the component dropdown menu.

2. Generate new datasets within the HPS Component to make sure you are analyzing the most up-to-date data reported to NHSN by your facility. To generate datasets, go to Analysis > Generate Data Sets. Select the beginning and ending dates for the influenza season you would like to view. (For example, to view data for the 2020-2021 influenza season, a facility could select December 2020 for a beginning date and March 2021 for an ending date, as shown below, since both dates fall within the 2020-2021 season.) Next, click on "Generate Reporting Data Sets." If you generated datasets previously, click the "OK" button on the pop-up window that is displayed to create new datasets with your facility's most recent data.

3. Go to Analysis > Reports and navigate through the following folders: CMS Reports > Long Term Acute Care Hospitals (LTCHQR). Click on "Line Listing – HCP Flu Vaccination Data for CMS LTCH PPS," and then click on "Run Report," as shown below:

4. The results will include data from all influenza seasons. By default, the results will appear in a separate HTML window. If a second window does not appear, please be sure to check your pop-up blocker and allow pop-ups from *.cdc.gov.

5. A single table titled "Line Listing for HCP Flu Vaccination Data for CMS LTCH PPS" presents HCP influenza vaccination summary data by influenza season, stratified by HCP category (employees, licensed independent practitioners, adult students/trainees and volunteers), and all three categories combined.

6. Facilities have the option to report influenza vaccination of other contract personnel. If your facility chooses to do so, these data will not be displayed in the line listing and will not be sent to CMS. Also, please note that the numerator category of "unknown vaccination status" will not be displayed in the line listing and will not be sent to CMS.

Sample output for the "Line Listing for HCP Flu Vaccination Data for CMS LTCH PPS" output option is displayed below:

National Healthcare Safety Network
Line Listing for HCP Flu Vaccination Data for CMS LTCH PPS
As of: March 31, 2021 at 4:58 PM
Date Range: All HCW_VACCFLUSUMCMS_LTCHQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
10235	2020/2021	FLU	Employee	Employees	Influenza	3	2	45	100	150	97%	145	93%, 99%
10235	2020/2021	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	15	60	75	100%	75	96%, 100%
10235	2020/2021	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	50	50	100%	50	94%, 100%
10235	2020/2021	FLU	All	All Healthcare Workers	Influenza	3	2	60	210	275	98%	270	96%, 99%

The first three rows of the table display the HCP influenza vaccination summary data for each individual HCP category. The fourth row of the table displays the HCP influenza vaccination summary data for all three required HCP categories combined.

From the fourth row of this output, we can conclude the following for the 2014/15 influenza season:

- 3 HCP declined influenza vaccine (*declinations*)
- 2 HCP reported a medical contraindication to influenza vaccine (*contraindications*)
- 60 HCP were vaccinated outside of the facility (*vaccEW*)
- 210 HCP were vaccinated at the facility (*vaccHere)*
- 275 HCP worked at the facility for at least 1 day during the reporting period (*working*)
- The HCP influenza vaccination percentage for all HCP who worked at the facility for at least 1 day during the reporting period was 98% (*pctVacc*)
- 270 total HCP were vaccinated (*totVacc*)
- The 95% confidence interval around the HCP influenza vaccination percentage was (96%, 99%) *(pctVaccCI)*

7. If this table is not displayed when you click the "Run" button, be sure that you have entered HCP influenza vaccination summary data for that influenza season (Flu Summary > Find).

   REMEMBER: When you make changes to your data, regenerate your datasets to review this output option with the most up-to-date data in NHSN.

Additional Resources:

Operational Guidance for Long Term Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Long Term Care Hospital Quality Reporting (LTCHQR) Program Requirements: http://www.cdc.gov/nhsn/PDFs/HCP/Operational-Guidance-LTCH-HCP-Flu.pdf

NHSN HPS Component Manual: http://www.cdc.gov/nhsn/PDFs/HPS-manual/HPS_Manual-exp-plus-flu-portfolio.pdf

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion

CDC