



Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module
Influenza Vaccination Summary

Comprehensive Training Slides

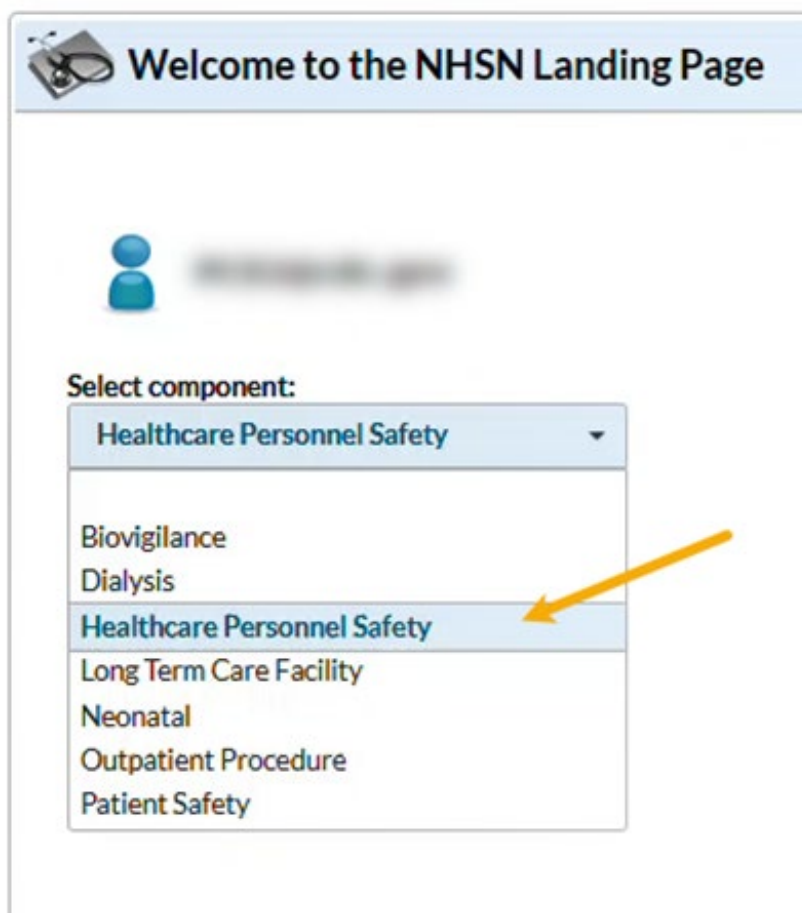
Fall 2023

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: 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 do NOT de-activate any other components, such as the LTC component
- Please note that your Facility Administrator (FA) must have SAMS Level 3 reporting access to activate the HPS component.
 - Only the NHSN FA can activate a new component.

Surveys	▶	Customize Forms
Analysis	▶	Facility Info
Users	▶	Add/Edit Component
Facility	▶	Locations
Group	▶	Occupations
Logout		Departments
		Supervisors
		Vaccinators
		Devices
		Direct Enroll

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**



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 prior 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 not 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

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 physically present in the facility for at least 1 working day between October 1 through March 31

 **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: 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

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 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 at this healthcare facility
- b. Influenza vaccinations received outside this healthcare facility
- c. Medical contraindications
- d. Declinations
- e. Unknown status

HCP categories		Employee HCP	
		Employees (staff on facility payroll) *	Licensed independent practitioners: Physician, advanced practice nurse & physician assistant
	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"/>
a.	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"/>
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	<input type="text"/>	<input type="text"/>
c.	4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text"/>	<input type="text"/>
d.	5. Number of HCP who declined to receive the influenza vaccine	<input type="text"/>	<input type="text"/>
e.	6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>	<input type="text"/>

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 Vaccination 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)

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/>
- Enter your SAMS username and password
- Enter SAMS grid card numbers

Login Options

Choose one of the two login options.

SAMS Grid Card Credentials

Entrust

	A	B	C	D	E	F	G	H	I	J
1	E	O	X	3	T	S	N	J	M	Q
2	E	3	K	6	J	M	9	F	8	2
3	C	T	E	M	3	J	H	M	P	5
4	T	W	1	4	V	6	7	2	4	
5	8	6	7	W	6	J	5	M	P	X

SAMS Username:

SAMS Password:

Login

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.

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

- Select the HCP Safety Component



Select component:

Healthcare Personnel Safety

Select facility/group:


Submit

HPS Component Home Page

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export
- Vaccination Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

 **NHSN Healthcare Personnel Safety Component Home Page**

Action Items

COMPLETE THESE ITEMS

Confer Rights
Not Accepted

ALERTS

2 Incomplete Treatment Dates	1 Missing Summary Data	18 Missing Weekly Summary Data	33 Report No Events
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HCP Influenza Vaccination Summary Data

- Click “Vaccination Summary” then “Annual Vaccination Flu Summary”
- Select “Add”
- Click “Continue”

The screenshot displays the NHSN 'Add Summary Data' interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' item is highlighted with a yellow circle labeled '1'. A sub-menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' and 'Weekly Flu Vaccination Summary'. The 'Annual Vaccination Flu Summary' item is highlighted with a yellow circle labeled '2'. A further sub-menu is open for 'Annual Vaccination Flu Summary', showing 'Add', 'Find', and 'Incomplete'. The 'Add' item is highlighted with a yellow circle labeled '3'. The main content area has a header 'Add Summary Data' with a stethoscope icon. Below the header, there is a 'Summary Data Type:' label followed by a dropdown menu showing 'Influenza Vaccination Summary'. At the bottom right of the main content area, there are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with a yellow circle labeled '4'.

Summary Report for Facilities with IRF or IPF Units

- “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)
- Select the appropriate location for reporting facility data or IRF or IPF unit(s) data

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 *: DHQP Memorial Hospital (ID 10000) ▾

Vaccination type *: Influenza ▾

Influenza subtype *: Seasonal ▾

Flu Season *: 2023/2024 ▾

Locations *: ▾

Date Last Modified:

HCP categories

Summary Report for All Other Facilities

- “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)



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 *: Witt Dialysis Test Facility (ID 83110) ▼

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: 2023/2024 ▼

Date Last Modified:

HCP categories

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				
Comments				
<input type="text"/>				

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

View Influenza Vaccination Summary

✓ A record for the selected summary data element already exists.

Mandatory fields marked with *

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

Facility ID *: DHQP Memorial Hospital (10000)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2020/2021

Locations *: Hospital

Date Last Modified: 01/14/2021

Data Analysis Features for HCP Influenza Vaccination Summary

Generating HCP Influenza Vaccination Summary Data

NHSN Home
Alerts
Reporting Plan ▶
HCW ▶
Lab Test ▶
Exposure ▶
Prophy/Treat ▶
Import/Export
Vaccination Summary ▶
Surveys ▶
Analysis ▶
Users ▶

Generate Data Sets (Healthcare Personnel Safety)

Reporting Data Sets

Include data for the following time period:

Beginning	Ending	Clear Time Period
01/2017 1	mm/yyyy 1	

Generate Reporting Data Sets

Last Generated:
June 4, 2020 7:25 PM
to include data beginning 01/2017

- Go to “Analysis” and select “Generate Data Sets”

- Select time period for analysis

Warning

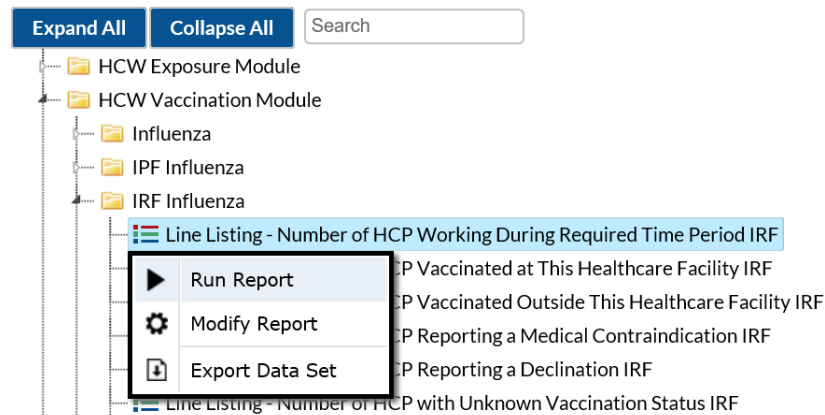
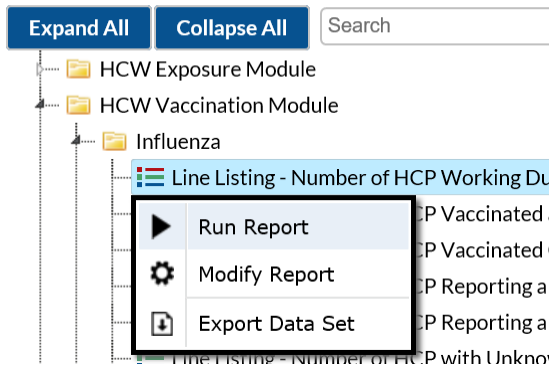
The current data sets will be updated. Are you sure you want to continue?

OK Cancel

- Select “OK” when webpage message appears on the screen

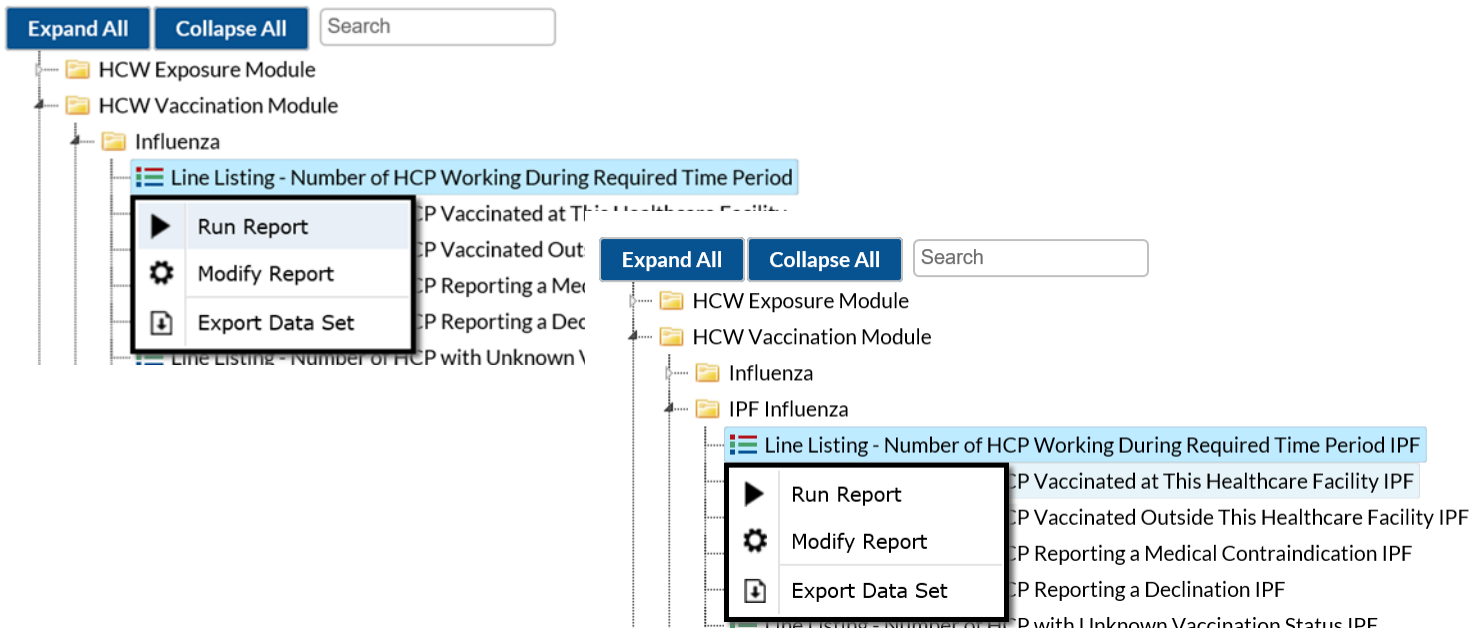
HCP Influenza Vaccination Summary Data Analysis: Output Options for IRFs

- Go to “Analysis” and “Reports”
- Free-standing IRFs should click on the “HCW Vaccination Module,” and “Influenza”
- IRF units within other facilities should click on “HCW Vaccination Module,” “Influenza,” and “IRF Influenza”
- Click on “Run Report” to view the default output



HCP Influenza Vaccination Summary Data Analysis: Output Options for IPFs

- Go to “Analysis” and “Reports”
- Free-standing IPFs should click on the “HCW Vaccination Module” and “Influenza”
- IPF units within other facilities should click on “HCW Vaccination Module,” “Influenza,” and “IPF Influenza”
- Click on “Run Report” to view the default output



HCP Influenza Vaccination Summary Data Analysis: Output Options

- Go to “Analysis” and “Reports”
- Click on the “HCW Vaccination Module” and “Influenza”
- Click on “Run Report” to view the default output

The screenshot displays a software interface with a tree view on the left and a list of report options on the right. At the top, there are buttons for 'Expand All' and 'Collapse All', and a search box. The tree view shows the following structure:

- HCW Exposure Module
- HCW Vaccination Module
 - Influenza
 - Line Listing - Number of HCP Working During Required Time Period (highlighted)
 - Line Listing - Number of HCP Vaccinated at This Healthcare Facility
 - Line Listing - Number of HCP Vaccinated Outside This Healthcare Facility
 - Line Listing - Number of HCP Reporting a Medical Contraindication
 - Line Listing - Number of HCP Reporting a Declination
 - Line Listing - Number of HCP with Unknown Vaccination Status
 - Line Listing - Percentage of HCP Vaccinated at This Healthcare Facility
 - Line Listing - Percentage of HCP Vaccinated Outside This Healthcare Facility
 - Line Listing - Percentage of HCP Reporting a Medical Contraindication
 - Line Listing - Percentage of HCP Reporting a Declination
 - Line Listing - Percentage of HCP with Unknown Vaccination Status
 - Line Listing - Percentage of Vaccination Compliance
 - Line Listing - Percentage of Vaccination Non-Compliance
 - Line Listing - Vaccination Compliance (excluding other contract personnel)
 - Line Listing - Vaccination Compliance (including other contract personnel)
 - Line Listing - Vaccination Non-Compliance (excluding other contract personnel)
 - Line Listing - Vaccination Non-Compliance (including other contract personnel)
 - Line Listing - Summary Counts For All HCP Influenza Seasons
 - Bar Chart - Vaccination Status by HCP Group-Employees

A context menu is open over the 'Line Listing - Number of HCP Working During Required Time Period' item, showing the following options:

- Run Report
- Modify Report
- Export Data Set

HCP Influenza Vaccination Summary Data

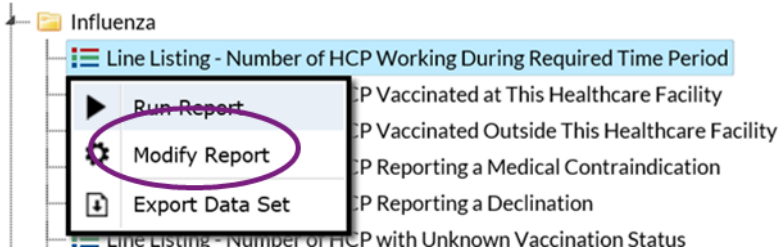
Analysis: Vaccination Non-Compliance

Vaccination Non-Compliance (excluding other contract personnel)

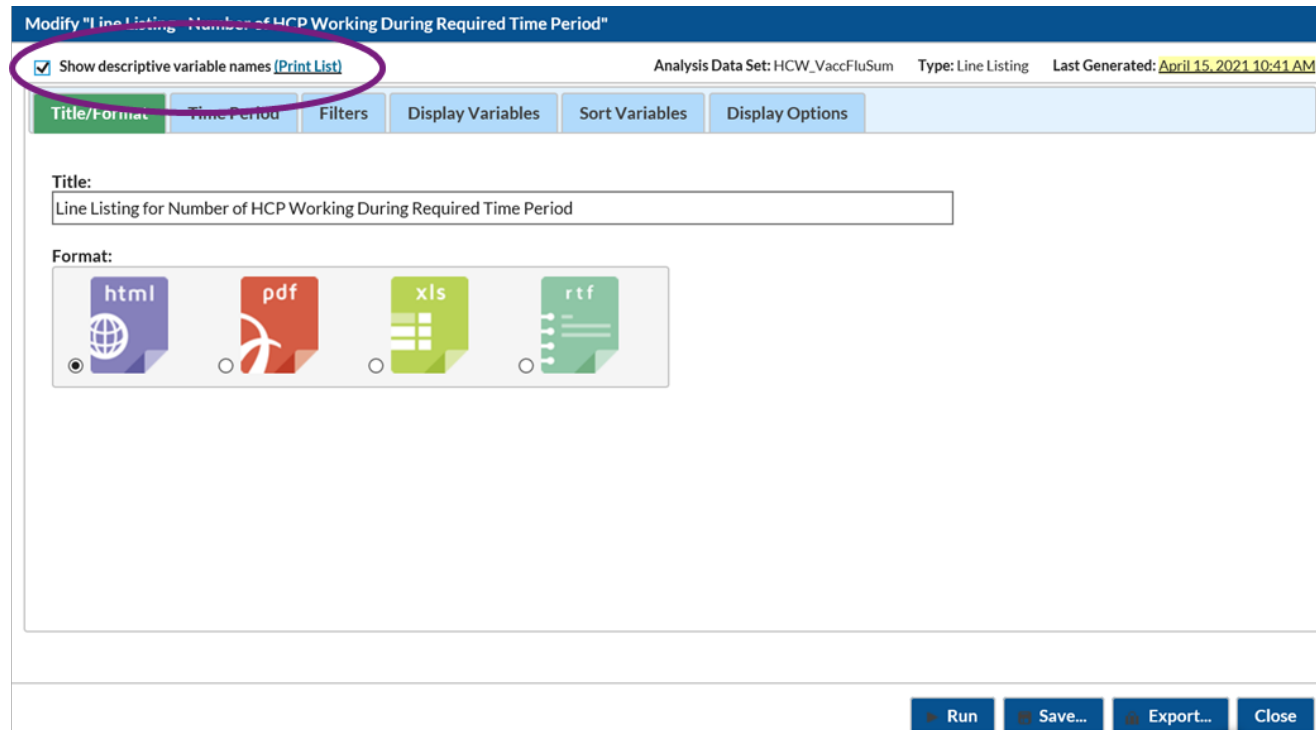
orgID	summarySeason	totDecUnkNoCon	totWorkingNoCon	pctDecUnkNoCon
	2022/2023	113	420	27%
	2023/2024	70	200	35%

- **The highlighted example for vaccination non-compliance indicates:**
 - 27% of HCP (excluding other contract personnel) were not vaccinated in 2022/2023
 - 35% of HCP (excluding other contract personnel) were not vaccinated in 2023/2024
- **The percentages for vaccination non-compliance are created by:**
 - Adding the total number of HCP who declined vaccination to the total number of HCP with unknown vaccination status (excluding other contract personnel)
 - Dividing this number by the total number of HCP working during the required time period (excluding other contract personnel)
 - Multiplying by 100 to obtain a percentage

Modifying HCP Influenza Vaccination Summary Data Output



- To modify the default analysis output, click “Modify Report” on the report you wish to modify
- Can export dataset and change output title and format
- Can use variable labels when viewing output



Confirming Data Entry

Data Verification in NHSN

- Run a CMS Line Listing Report using instructions located here: <https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/verification-hcp-flu-data.pdf>



Submission of Healthcare Personnel (HCP) Influenza Vaccination Summary Data in NHSN

Several facilities have contacted NHSN to request assistance with verifying their facility's HCP influenza vaccination summary data. While data verification is important for all facilities, those required to submit data to CMS should be particularly mindful: <https://www.cdc.gov/nhsn/pdfs/cms/cms-reporting-requirements.pdf>. We have outlined some guidance to help facilities check their HCP vaccination data.

Data Submission and Verification in NHSN

A facility should enter and save their HCP influenza vaccination summary data into NHSN. Please note that NHSN does not provide a confirmation e-mail to facilities once they have submitted their data.

CDC assists with routinely verifying HCP influenza vaccination summary data during the first year of data reporting for a CMS program as a courtesy to facilities. After the first year, facilities should follow the steps below to verify data.

Facilities should also maintain printed copies or screenshots of their data entry for their records.

🔍 Analysis Reports

Expand All
Collapse All

- 📁 HCW Exposure Module
- 📁 HCW Vaccination Module
- 📁 CMS Reports
 - 📁 Acute Care Hospitals (Hospital IQR)
 - 📁 Ambulatory Surgery Centers (ASCQR)
 - 📁 Inpatient Psychiatric Facilities (IPFQR)
 - 📁 Inpatient Rehabilitation Facilities (IRFQR)
 - 📁 Long Term Acute Care Hospitals (LTCHQR)
 - 📁 Outpatient Dialysis Facilities (QIP)
 - 📁 Long Term Care Facilities (SNFQRP)
- 📁 COVID-19 Module
- 📁 Advanced
- 📁 My Custom Reports

National Healthcare Safety Network Line Listing for HCP Flu Vaccination Data for CMS

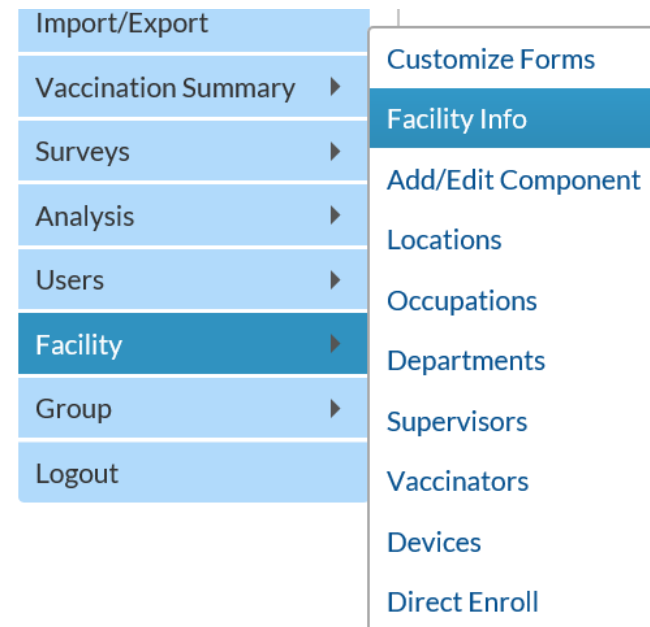
As of: September 9, 2016 at 11:21 AM

Date Range: All HCW_VACCFLUSUMCMS

orgID	summarySeason	personnelTypeDesc	declinations	contraindications	vaccEW	vacchere	working	pctVacc	totVacc	pctVaccCI
		Employees	10	10	10	10	50	40%	20	27%, 54%
		Licensed Independent Practitioners	10	10	10	10	50	40%	20	27%, 54%
		Adult Students/Trainees and Volunteers	10	10	10	10	50	40%	20	27%, 54%
		All Healthcare Workers	30	30	30	30	150	40%	60	32%, 48%

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 the correct facility type on the “Facility Information” page of NHSN
 - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance
- Please refer to the facility-specific slide set for your facility type for more details on how a facility can verify data



Resources

Resource: The NHSN Website

Visit <https://www.cdc.gov/nhsn/hps/vaccination/index.html>

- Data collection forms
- Tables of Instructions
- Training slides

- 🏠 NHSN Home
- NHSN Login
- About NHSN +
- Enroll Facility Here +
- CMS Requirements +
- Change NHSN Facility Admin
- Resources by Facility +
- Patient Safety Component +
- Long-term Care Facility Component +

Healthcare Personnel (HCP) Flu Vaccination

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Updated July 20, 2023

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FAQs

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Questions or Need Help?



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

Please include “HPS Flu Summary” in the subject line of the e-mail and specify your facility type