

## Tips for Submitting Healthcare Personnel (HCP) Influenza Vaccination Summary Data\*

### Reporting for Ambulatory Surgery Centers

#### Complete the Following Steps:

☐ **Verify your Facility's Centers for Medicare and Medicaid Services (CMS) Certification Number (CCN)**

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 by the NHSN Facility Administrator 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>

☐ **Create a Monthly Reporting Plan**

A monthly reporting plan must be completed for each influenza season. Unlike the other NHSN components and modules, when "Influenza Vaccination Summary" is selected on one reporting plan, the information is automatically updated on all reporting plans for the entire influenza season as defined by NHSN (July 1 to June 30).

☐ **Enter HCP Influenza Vaccination Summary Data**

The HCP influenza vaccination summary data form must be completed once 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 ASC PPS," was originally created to allow facilities to review the HCP influenza vaccination summary data that would be submitted to CMS on their behalf.

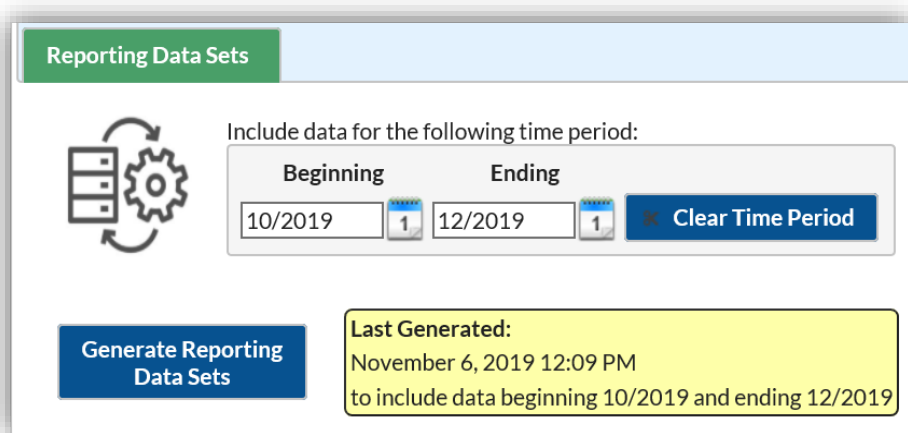
- a. This report will only include **in-plan** HCP influenza vaccination summary data for each influenza season, starting with the 2014/15 season.
- b. This output option represents a line listing for each facility, not each CCN. If your facility shares a CCN with one or more facilities, this line listing 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>.

\*Beginning with the 2018-2019 influenza season, ambulatory surgery centers are no longer required to report HCP influenza vaccination summary data to CMS. However, reporting these data through NHSN may still be required for some facilities by their states or other entities. Therefore, the CMS Line Listing report is still available in NHSN for facilities wishing to review any data submitted through NHSN.

- c. The data in this report will represent data current as of the last time you generated datasets.

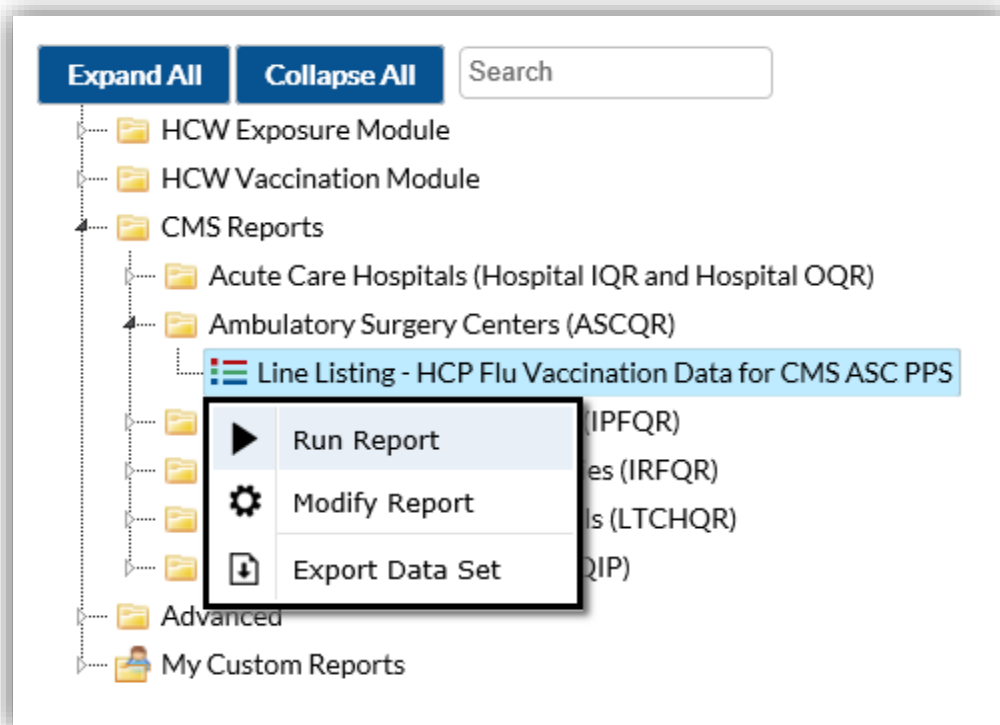
### Example of the “Line Listing – HCP Flu Vaccination Data for CMS ASC PPS” Output Option:

1. On the NHSN Landing Page, select the 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 2019-2020 influenza season, a facility could select October 2019 for a beginning date and December 2019 for an ending date, as shown below, since both dates fall within the 2019-2020 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.



The screenshot displays a web interface titled "Reporting Data Sets". On the left, there is an icon of a server rack with a gear and a circular arrow. To the right of this icon, the text "Include data for the following time period:" is followed by two date selection fields. The first field is labeled "Beginning" and contains "10/2019" with a calendar icon. The second field is labeled "Ending" and contains "12/2019" with a calendar icon. To the right of these fields is a blue button labeled "Clear Time Period". Below the date fields is a blue button labeled "Generate Reporting Data Sets". To the right of this button is a yellow box containing the text "Last Generated: November 6, 2019 12:09 PM to include data beginning 10/2019 and ending 12/2019".

- Go to Analysis > Reports and navigate through the following folders: CMS Reports > Ambulatory Surgery Centers (ASCQR). Click on “Line Listing – HCP Flu Vaccination Data for CMS ASC PPS,” and then click on “Run Report,” as shown below:



- 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.
- A single table titled “Line Listing for HCP Flu Vaccination Data for CMS ASC 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.
- 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. Also, the numerator category of “unknown vaccination status” will not be displayed in the line listing.

Sample output for the “Line Listing – HCP Flu Vaccination Data for CMS ASC PPS” output option is displayed below:

## National Healthcare Safety Network

### Line Listing for HCP Flu Vaccination Data for CMS ASC PPS

As of: August 19, 2014 at 3:43 PM

Date Range: All HCV\_VACCFLUSUMCMS\_ASCQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
13940	2014/2015	FLU	Employee	Employees	Influenza	0	0	10	20	30	100%	30	90%, 100%
13940	2014/2015	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	10	5	15	100%	15	82%, 100%
13940	2014/2015	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	1	1	2	5	10	70%	7	38%, 92%
13940	2014/2015	FLU	All	All Healthcare Workers	Influenza	1	1	22	30	55	95%	52	86%, 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 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:

- 1 healthcare worker declined influenza vaccine (*declinations*)
  - 1 healthcare worker reported a medical contraindication to influenza vaccine (*contraindications*)
  - 22 HCP were vaccinated outside of the facility (*vaccEW*)
  - 30 HCP were vaccinated at the facility (*vaccHere*)
  - 55 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 95% (*pctVacc*)
  - 52 total HCP were vaccinated (*totVacc*)
  - The 95% confidence interval around the HCP influenza vaccination percentage was (86%, 99%) (*pctVaccCI*)
7. If this table is not displayed when you click the “Run” button, be sure you included HCP influenza vaccination summary reporting in your HPS Component monthly reporting plan for the influenza season of interest (Reporting Plan > Find) and that you 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:

HPS Component Manual: <https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/hps-flu-vaccine-protocol.pdf>