

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

Reporting for Outpatient Dialysis Facilities

Complete the Following Steps:

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

The effective date for your CCN should be the date of the CMS certification survey which resulted in the new CCN. To update the CCN or CCN effective date, use the Facility > Facility Info option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN or CCN effective date in the appropriate data entry field(s). 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/dialysis/hcp-flu-vax-sum-report-dialysis-training-slides.pdf>

☐ **Create a Monthly Reporting Plan**

A monthly reporting plan must be completed once 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 for QIP" was originally created to allow facilities to review the HCP influenza vaccination summary data that will be submitted to CMS on their behalf.

*Beginning with the 2018-2019 influenza season, outpatient dialysis facilities 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.

- a. This report will only include **in-plan** HCP influenza vaccination summary data for each influenza season, starting with the 2015/16 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>.
- 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 for QIP” 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.

Reporting Data Sets

Include data for the following time period:

Beginning Ending

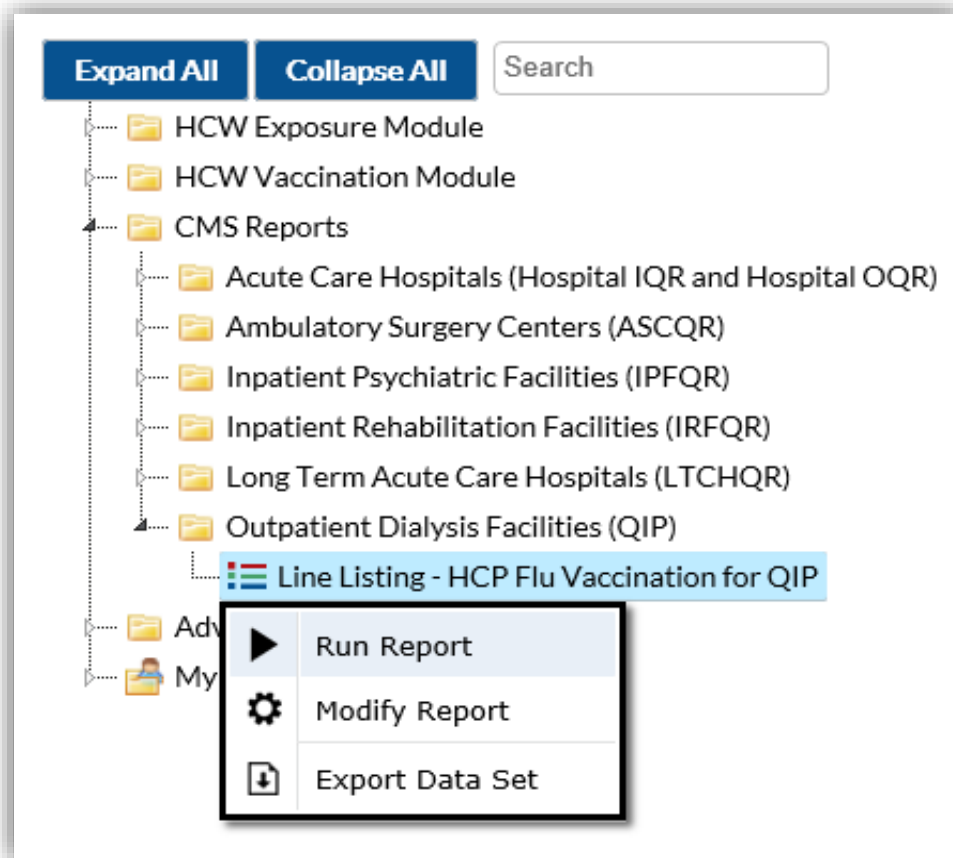
10/2019 1 12/2019 1

Clear Time Period

Generate Reporting Data Sets

Last Generated:
November 6, 2019 12:09 PM
to include data beginning 10/2019 and ending 12/2019

3. Go to Analysis > Reports and navigate through the following folders: CMS Reports > Outpatient Dialysis Facilities (QIP). Click on “Line Listing – HCP Flu Vaccination for QIP,” 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 for QIP” 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. 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 for QIP” output option is displayed below:

National Healthcare Safety Network Line Listing for HCP Flu Vaccination for QIP

As of: September 24, 2015 at 11:13 AM

Date Range: All HCW_VACCFLUSUMCMS_QIPQR

Facility Org ID	CCN	summarySeason	Category	# Declinations	# Contraindications	Vaccinated at Facility	Vaccinated Elsewhere	Total # HCW	Vaccination %	95% CI	HPS Criteria Met
10856	.	2015/2016	Employees	0	0	10	0	10	100%	74%, 100%	Y
10856	.	2015/2016	Licensed Independent Practitioners	0	0	3	2	5	100%	55%, 100%	Y
10856	.	2015/2016	Adult Students/Trainees and Volunteers	5	0	0	0	5	0.0%	., 45%	Y
10856	.	2015/2016	All Healthcare Workers	5	0	13	2	20	75%	53%, 90%	Y

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 2015/16 influenza season:

- 5 HCP declined influenza vaccine (*# Declinations*)
 - 0 HCP reported a medical contraindication to influenza vaccine (*# Contraindications*)
 - 13 HCP were vaccinated at the facility (*Vaccinated at Facility*)
 - 2 HCP were vaccinated outside of the facility (*Vaccinated Elsewhere*)
 - 20 HCP worked at the facility for at least 1 day during the reporting period (*Total #HCW*)
 - The HCP influenza vaccination percentage for all HCP who worked at the facility for at least 1 day during the reporting period was 75% (*Vaccination %*)
 - The 95% confidence interval around the HCP influenza vaccination percentage was (53%, 90%) (*95% CI*)
 - The facility met data submission requirements for the HPS Component (*HPS Criteria Met*)
7. If this table is not displayed when you click the “Run” button, be sure that you have included HCP influenza vaccination summary reporting in your HPS Component monthly reporting plan for the influenza season of interest (Reporting Plan > Find) and 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:

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