

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

Reporting for Inpatient Psychiatric Facilities (IPFs)

Complete the Following Steps:

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

Free-standing IPFs: 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.

IPF units: IPF units must have their own CCN entered in the NHSN Facility's Location Manager. Instructions can be found at: <http://www.cdc.gov/nhsn/PDFs/mrsa-cdi/IPF-Locations.pdf>.

Please be sure to double- and triple-check these numbers!

☐ **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. For IPF units residing within acute care hospitals, critical access hospitals, inpatient rehabilitation facilities, and long-term acute care facilities, the HPS Component may already be activated. 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 for each influenza season. There is only a single form for each influenza season. For IPF units located within acute care hospitals, critical access hospitals, inpatient rehabilitation facilities, and long-term acute care facilities, a separate summary data form can be entered within NHSN for HCP working in the IPF unit. 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 IPF PPS" was originally created to allow facilities to review the HCP influenza vaccination data that will be submitted to CMS on their behalf.

- a. This report will only include HCP influenza vaccination summary data for each influenza season, starting with the 2015/16 season.

*Beginning with the 2018-2019 influenza season, submission of separate HCP influenza vaccination summary data for IPFs is no longer required by 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.

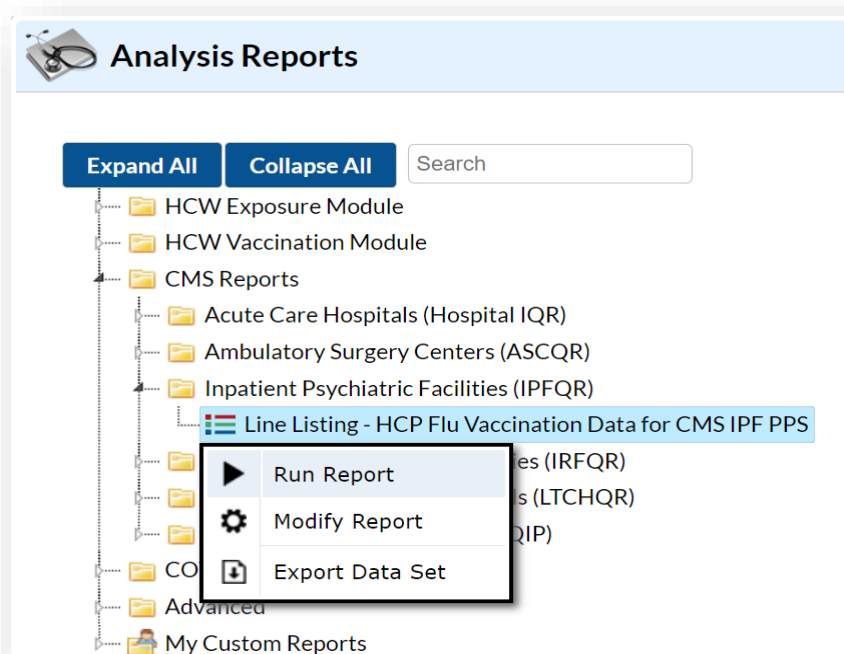
- b. This output option represents a line listing for each facility or IPF unit, not each CCN. If your facility/unit shares a CCN with one or more facilities, this line listing will only represent the data that your facility/unit has contributed to the overall vaccination data for all facilities that 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 Data for CMS IPF 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 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.

The screenshot shows a web interface titled "Reporting Data Sets". On the left is a blue button labeled "Generate Reporting Data Sets". To its right is a yellow box labeled "Last Generated:" containing the text "March 21, 2021 9:33 PM" and "to include data beginning 12/2020 and ending 03/2021". Above this is a section titled "Include data for the following time period:" which contains two date pickers: "Beginning" set to "12/2020" and "Ending" set to "03/2021". A "Clear Time Period" button is located to the right of the date pickers. A gear icon is also present on the left side of the time period section.

3. Go to Analysis > Output Options and navigate through the following folders: CMS Reports > Inpatient Psychiatric Facilities (IPFQR). Click on “Line Listing – HCP Flu Vaccination Data for CMS IPF PPS,” and then “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 IPF PPS” presents HCP vaccination 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.

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

National Healthcare Safety Network

Line Listing for HCP Flu Vaccination Data for CMS IPF PPS

As of: March 21, 2021 at 9:38 PM

Date Range: All HCW_VACCFLUSUMCMS_IPFQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
13750	2020/2021	FLU	Employee	Employees	Influenza	5	0	35	60	100	95%	95	89%, 98%
13750	2020/2021	FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	10	40	50	100%	50	94%, 100%
13750	2020/2021	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	30	30	100%	30	90%, 100%
13750	2020/2021	FLU	All	All Healthcare Workers	Influenza	5	0	45	130	180	97%	175	94%, 99%

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

From the fourth row of this output, we can conclude the following for the 2020/21 influenza season:

- 5 HCP declined influenza vaccine (*declinations*)
- 0 HCP reported a medical contraindication to the influenza vaccine (*contraindications*)
- 45 HCP were vaccinated outside of the facility (*vaccEW*)
- 130 HCP were vaccinated at the facility (*vaccHere*)
- 180 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 97% (*pctVacc*)
- 175 total HCP were vaccinated (*totVacc*)
- The 95% confidence interval around the HCP influenza vaccination percentage was (94%, 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:

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