



Healthcare Personnel Vaccination Module Annual Influenza Vaccination Summary

**Division of Healthcare Quality Promotion
NHSN Vaccination Team**

September 2024

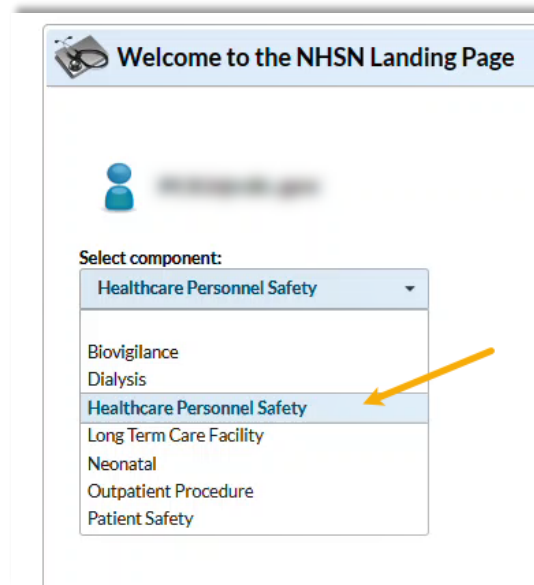
Objectives

By the end of this session, you will:

- Be able to access the Healthcare Personnel Safety (HPS) Component
- Become familiar with Influenza Vaccination Summary reporting requirements
- Know how to enter data for the HCP Influenza Vaccination Summary
- Understand the updates on timestamps
- Access the analysis report for the HCP Influenza Vaccination Summary

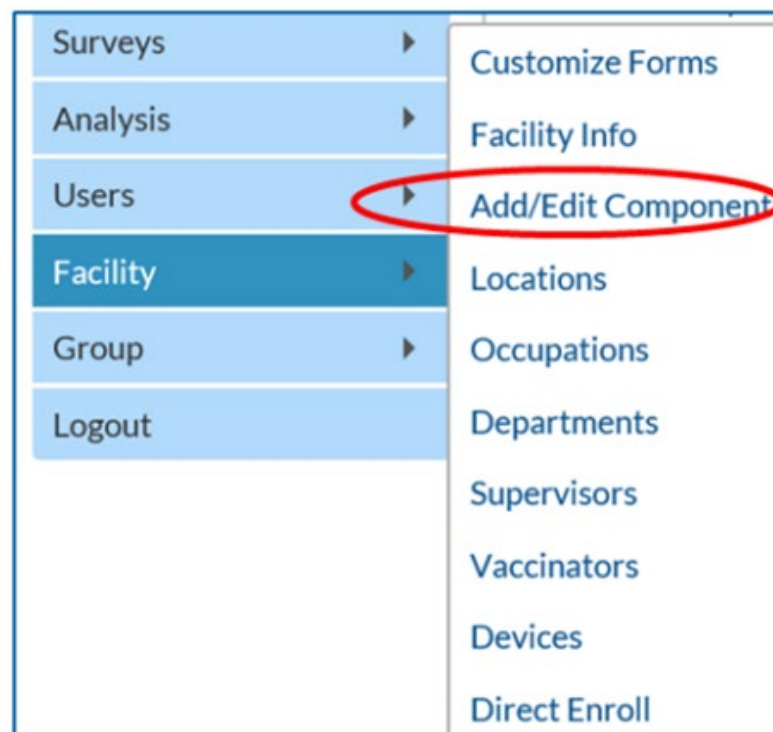
Key Points: What to report

- Report annual HCP influenza vaccination summary data through the NHSN Healthcare Personnel Safety (HPS) Component for the 2024-2025 influenza season



Key Points: Where to report

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual HCP Influenza vaccination summary data.
 - Do NOT de-activate any other components (e.g., the Long-term Care Facility Component)
- 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.



Key Points: When to report

- The reporting period for the 2024-2025 influenza season is from October 1, 2024 through March 31, 2025
- Facilities that are required to report data by CMS must 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, 2025



Getting Started in the HPS Component

How to see if your facility already activated the HPS Component

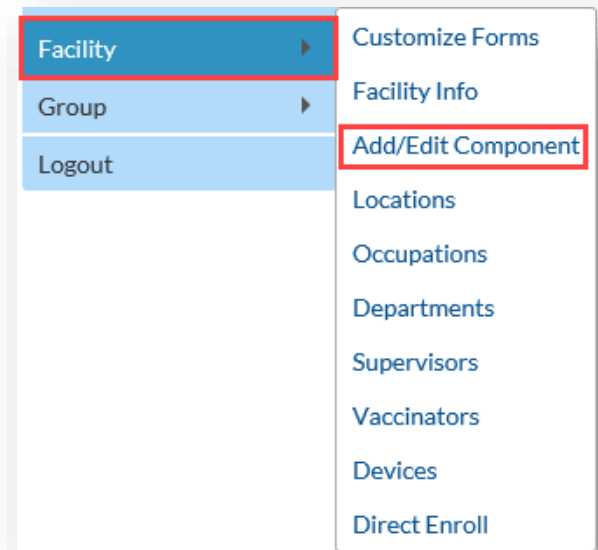
- Navigate to Facility > Add/Edit Component

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
☐	Biovigilance				
☐	Dialysis				
☒	Healthcare Personnel Safety	08/09/2012		Y	View Agreement
☒	Long Term Care Facility	08/09/2012		Y	View Agreement
☐	Medication Safety (pilot facilities only)				
☐	Neonatal				
☐	Outpatient Procedure				
☐	Patient Safety				

Activating the HPS Component

- Activating the HPS component is necessary for facilities that are not currently enrolled in this component
- Only a NHSN Facility Administrator can activate a new component
- Facility Administrators will log in to the HPS component and navigate to Facility > Add/Edit Component



Activating the HPS Component (cont.)

- Scroll to “Components followed” and check the box next to Healthcare Personnel Safety.
- An alert will pop-up indicating you must first define the primary contact for this component.

Zip Code *: 29405
Phone *: 184-350-1747
Fax:

Facility: Y
Facility type *: LTC-SKILLNURS - Skilled Nursing Facility

Was this facility operational in the year prior to NHSN enrollment (i.e., last year)? *: ☒ Yes ☐ No

Will this facility report COVID data separately for one (or more) facility-within-facility using the Before making a selection, please review the facility-within-facility guidance ☐

Facility-within-facility Description: Facility-within-facility refers to units/ floors/ wings of a hos these units/ floors/ wings are housed. These units/ floors/ wings have the same CCN and the sa facility scenarios for COVID-19 hospital data.

IHS Facility: ☐ Yes ☒ No
Status: A - Active

Warning

You must define the Primary Contact for this component before you can start following it. Go to the Contact Data section of the page to enter the Primary Contact information. Note: You will be required to complete a survey for the most recently completed calendar year if Healthcare Personnel Exposure reporting is selected on your monthly plan. Please print the survey from the Print Survey Form link next to the component.

OK

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
☐	Biovigilance				
☐	Dialysis				
☒	Healthcare Personnel Safety				
☒	Long Term Care Facility	05/08/2023		Y	View Agreement
☐	Medication Safety (pilot facilities only)				
☐	Neonatal				
☐	Outpatient Procedure				
☐	Patient Safety				

Activating the HPS Component (cont.)

- Select “OK” and enter the contact information on the next page for your HPS primary contact.
- Note this can be an existing NHSN user.

The screenshot shows a web-based form titled "Edit Record" with a status bar at the top indicating "Yes" is selected. The form has two main sections: user selection and contact information. The "User Selection" section at the top has two radio buttons: "Use Existing NHSN User" (selected) and "Create new NHSN User". Below this is a text field for "Existing NHSN User Email". The "Contact Information" section follows with fields for "Username", "Password", and "Verify Password", each marked with a red asterisk. The "Contact Type" is set to "HCP - Healthcare Personnel Primary Contact". Below this are fields for "First Name", "Last Name", "Middle Name", "Phone", "Ext.", "Email", and "Title". A link with a document icon says "Click to copy mailing address from the facility". The "Address" section includes fields for "Address Line 1", "Address Line 2", "Address Line 3", "City", "State" (a dropdown menu), "Zip Code", "Zip Code Ext.", "Fax", and "Pager Number". At the bottom right are "Submit" and "Cancel" buttons. Navigation arrows are at the bottom left.

Activating the HPS Component (cont.)

- After submitting and updating this information, your FA must return to the NHSN homepage and log into the HPS Component to accept the agreement to participate and consent.
- Make sure to scroll all the way to the bottom of the page and click the “Accept” checkbox.

The screenshot displays the NHSN - National Healthcare Safety Network interface. On the left, a 'Select component:' dropdown menu is open, showing 'Healthcare Personnel Safety' as the selected option, with a blue arrow pointing to the main content area. The main content area shows the 'NHSN Healthcare Personnel Safety Component Home Page' with a document titled 'Agreement to Participate and Consent'. The document includes the NHSN logo, page information (Page 1 of 3, Tracking #: 17018), and text explaining the purpose of the network and the agreement. At the bottom of the page, there is a table with columns: Component, Contact Type S, Contact Name, Phone Number, Email, and Accept. The table has two rows: 'Long Term Care Facility' and 'Healthcare Personnel Safety'. The 'Accept' column for the 'Healthcare Personnel Safety' row contains a checkbox, which is highlighted with a red arrow.

Component	Contact Type S	Contact Name	Phone Number	Email	Accept
Long Term Care Facility	Long Term Care Facility Primary Contact	Heather			☐
Healthcare Personnel Safety	Facility Administrator	Heather			☐

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:
<https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/hps-flu-vaccine-protocol-508.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

HCP categories		Employee HCP Employees (staff on facility payroll) *
	1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	
a.	2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	
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	
c.	4. Number of HCP who have a medical contraindication to the Influenza vaccine	
d.	5. Number of HCP who declined to receive the influenza vaccine	
e.	6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	

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

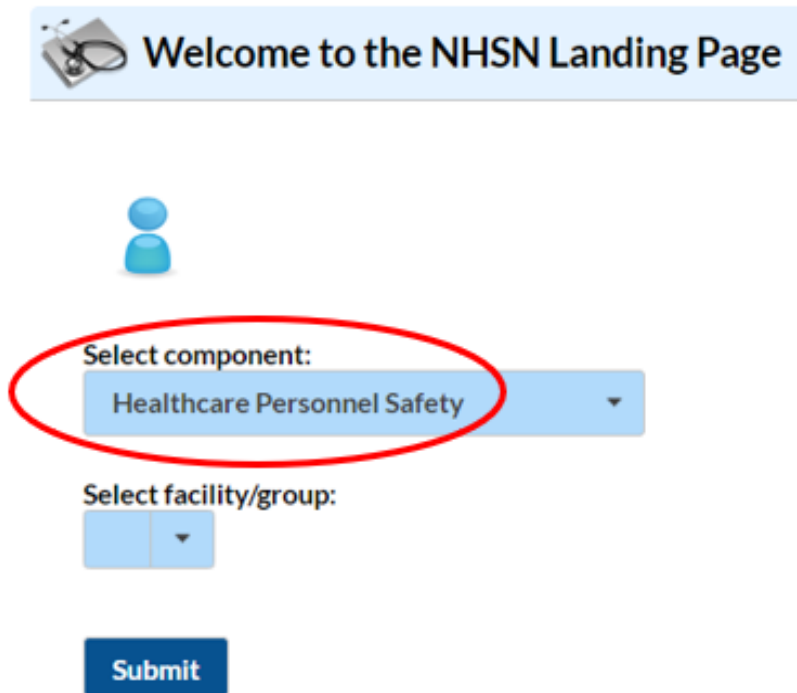
Choose a login option

External Partners	HHS Staff
SAMS Multi-factor Login  SAMS Username SAMS Password Login Forgot SAMS Password?	PIV Login  Click the Login button to sign on with a HHS PIV Card. Login For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) AMS One Time Password  How to use OTP Login For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

- 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



A screenshot of the NHSN Landing Page. At the top, a light blue banner contains a stethoscope icon and the text "Welcome to the NHSN Landing Page". Below the banner is a blue person icon. Underneath the icon is a dropdown menu labeled "Select component:". The dropdown is open, showing "Healthcare Personnel Safety" as the selected option, which is circled in red. Below this is another dropdown menu labeled "Select facility/group:". At the bottom is a dark blue "Submit" button.

Welcome to the NHSN Landing Page

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

26

HCP Influenza Vaccination Summary Data

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

The screenshot displays the NHSN Home interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophylaxis/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' item is highlighted with an orange 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 an orange 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 an orange circle labeled '3'. The main content area is titled 'Add Summary Data' and contains a dropdown menu for 'Summary Data Type:' with 'Influenza Vaccination Summary' selected. At the bottom right of the main content area are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with an orange 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., 2024-2025)
- 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:

Hospital
IRF Unit(s)
IPF Unit(s)

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., 2024-2025)

 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 *: ▼

Date Last Modified: 2024/2025

2023/2024

2022/2023

2021/2022

2020/2021

2019/2020

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

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				
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season				
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				
4. Number of HCP who have a medical contraindication to the influenza vaccine				
5. Number of HCP who declined to receive the influenza vaccine				
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)				

Custom Fields

Comments

^

v

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
- Click the “Edit” button at the bottom of the screen to modify existing data
- After making edits, save the updated data by clicking the “Save” button at the bottom of the screen



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 *: Joy LTC Facility (ID 30074)

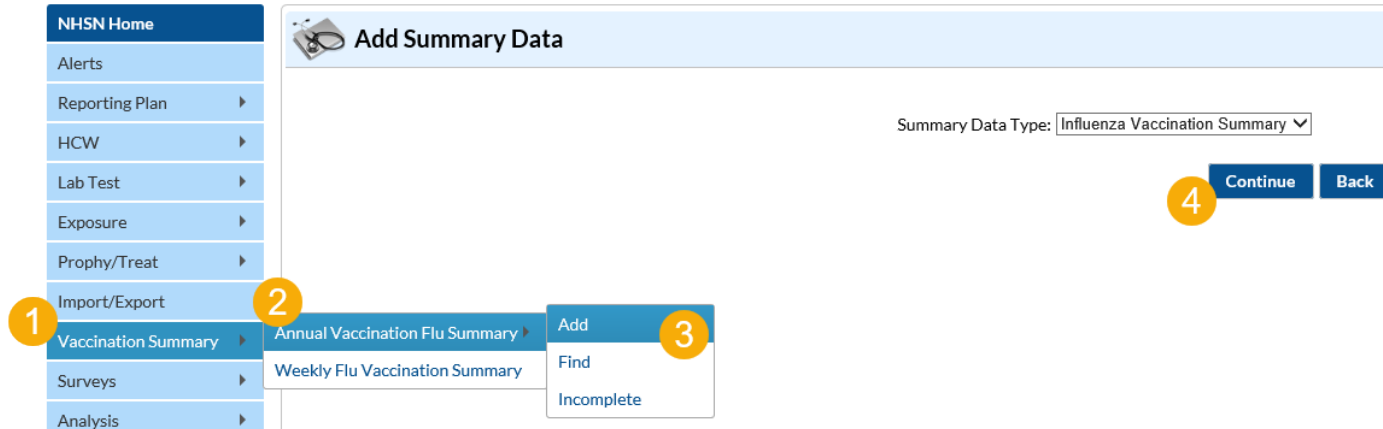
Vaccination type *: Influenza

Influenza subtype *: Seasonal

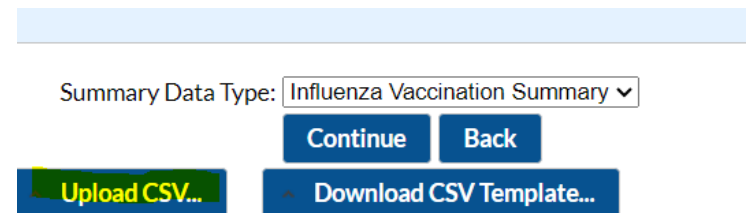
Flu Season *: 2023/2024

Date Last Modified: 05/06/2024

Data Entry Using .CSV File Upload



- Facilities can use this same pathway and click "upload CSV"
- CSV template files and instructions are found on our webpage: [HCP Flu Vaccination | HPS | NHSN | CDC](#)
- Under the headings 'CSV Data Import' and 'Annual Healthcare Personnel Flu Vaccination Data'



Data Analysis Features for HCP Influenza Vaccination Summary

Generating HCP Influenza Vaccination Summary Data

Generate Data Sets (Healthcare Personnel Safety)

Reporting Data Sets

Include data for the following time period:

Beginning: 08/2024 Ending: 1 mm/yyyy **Clear Time Period**

Generate Reporting Data Sets

Last Generated:
May 30, 2024 12:37 PM
to include data beginning 01/2024 and ending 05/2024

- Go to “Analysis” and select “Generate Data Sets”
- Select time period for analysis
- Select “OK” when webpage message appears on the screen

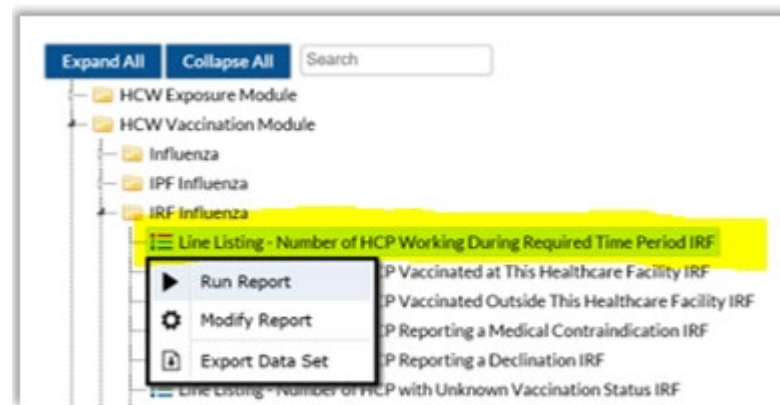
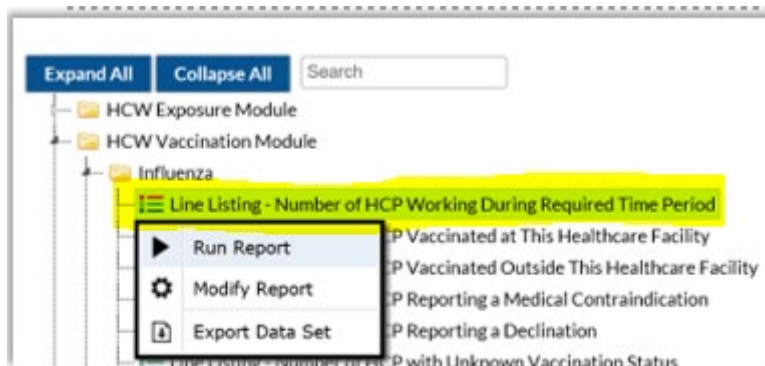
Warning

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

OK **Cancel**

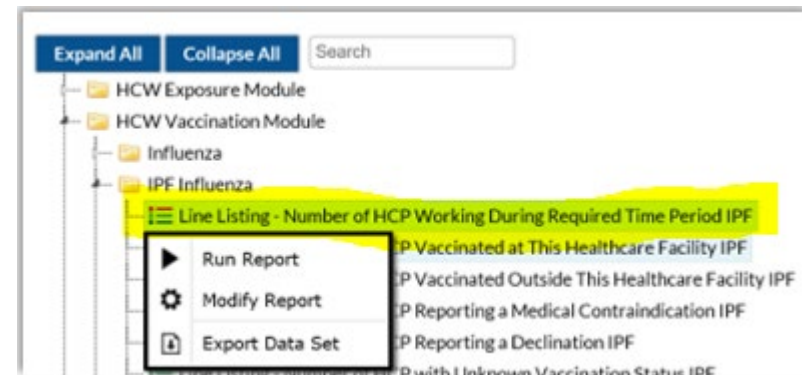
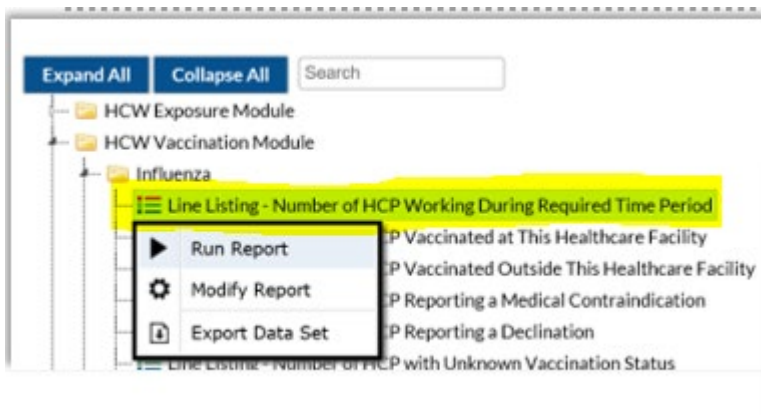
HCP Influenza Vaccination Summary Data Analysis: Output Options for Inpatient Rehab Facilities (IRFs)

- 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 q

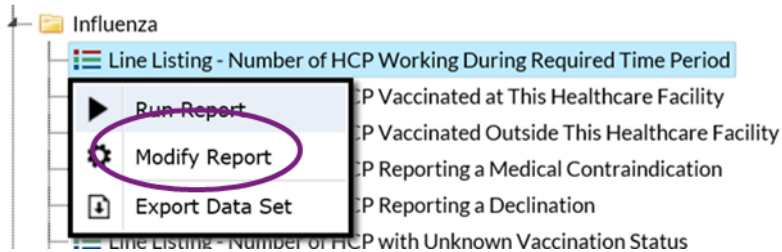


HCP Influenza Vaccination Summary Data Analysis: Output Options for Inpatient Psychiatric Facilities (IPFs)

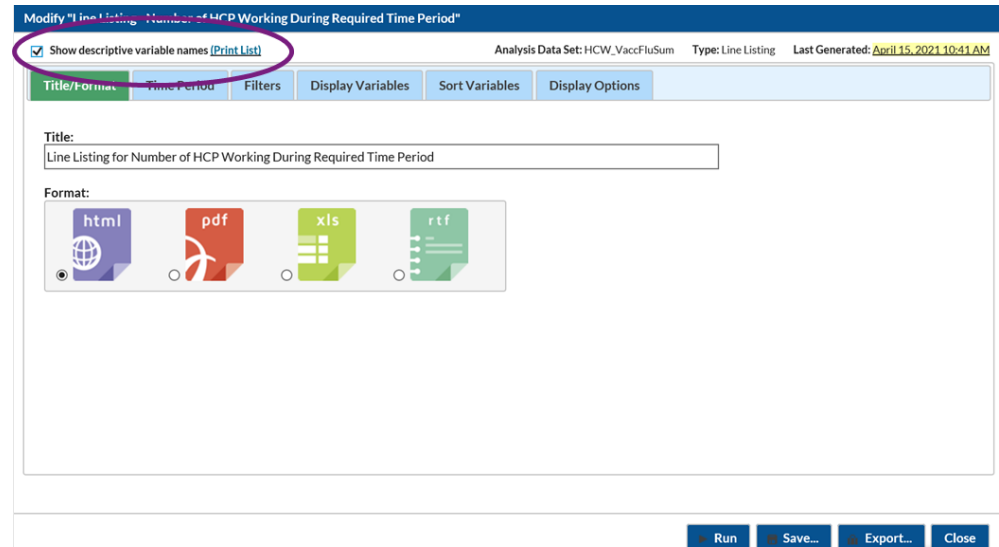
- Go to “Analysis” and “Reports”
- Free-standing IPFs should click on the “HCW Vaccination Module” and “Influenza”
- IPF units within other facilities should click on “HCW Vaccination Module,” “Influenza,” and “IPF Influenza”
- Click on “Run Report” to view the default output



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>



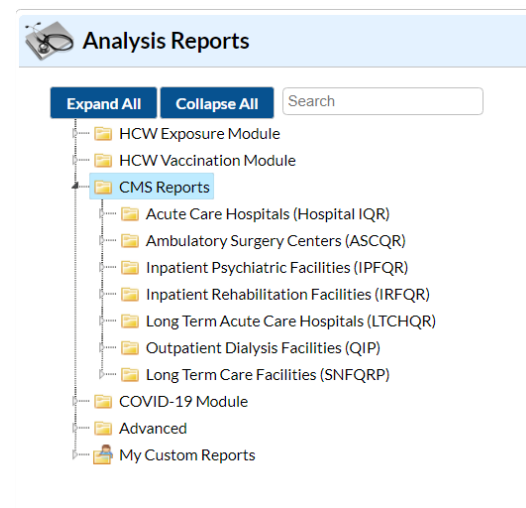
Submission of Healthcare Personnel (HCP) Influenza Vaccination Summary Data in NHSN

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.



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

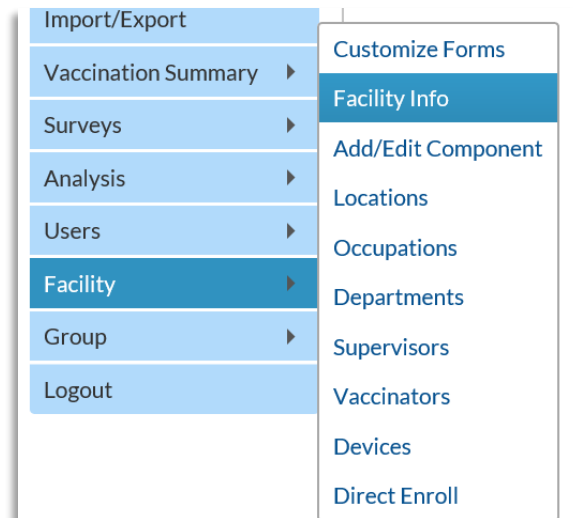
As of: August 16, 2024 at 7:21 PM

Date Range: All HCW_VACCFLUSUMCMS_ACUTE

orgID	summary Season	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pct
		FLU	Employee	Employees	Influenza	0	0	0	100	100	100%	100	97%
		FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	100	100	100%	100	97%
		FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	50	50	100%	50	94%
		FLU	All	All Healthcare Workers	Influenza	0	0	0	250	250	100%	250	99%

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-ServiceNow for assistance
- Please refer to the facility-specific slide set for your facility type for more details on how a facility can verify data



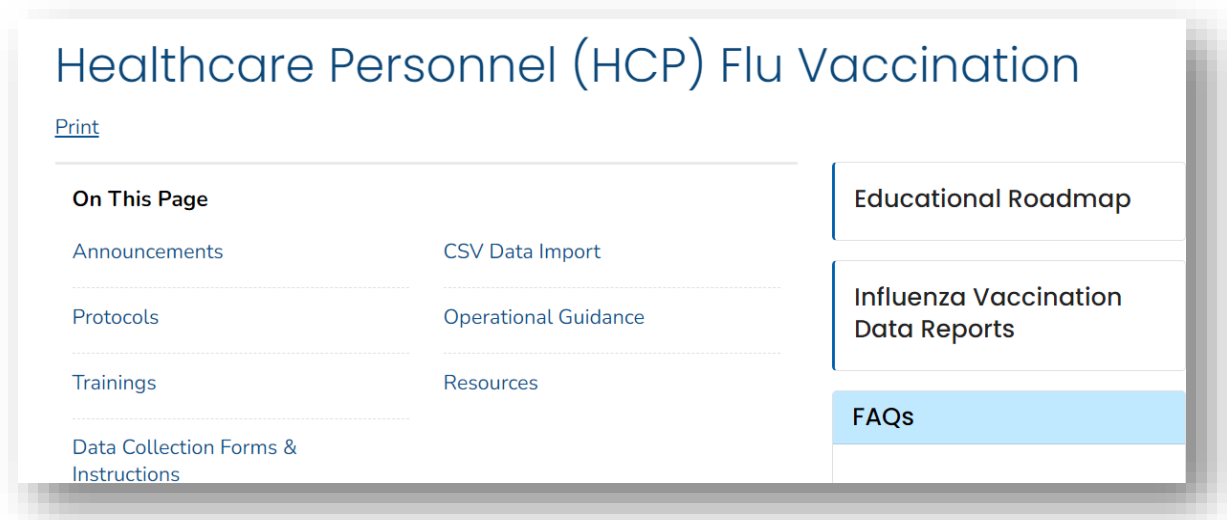
Resources

Resource: The NHSN Website

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

Refer to materials under the “Annual Flu Summary” headings

- Data collection forms
- Tables of Instructions
- Training slides



Updates on Timestamps in NHSN

- As of February 26, 2024, timestamps for data submission and modification in the NHSN application were updated to display Coordinated Universal Time (UTC)
- UTC is the international time standard. It has been implemented as part of ongoing NHSN system upgrades and modernization efforts
- The new UTC timestamp will have no impact on data submission deadlines. Local time remains in place for data submission deadlines. No action is needed from NHSN users.
- Please refer to the following guidance document for more information UTC timestamps: [UTC Guidance Document \(cdc.gov\)](https://www.cdc.gov/nhsn/data/2024/02/26/UTC-Guidance-Document)

Questions or Need Help?

Please use **NHSN-ServiceNow** to submit questions to the NHSN Help Desk. The new portal can be accessed [here](#) and should be used in place of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

