

Long-Term Care Facilities: Reporting Influenza Vaccination Data for Healthcare Personnel

Division of Healthcare Quality Promotion

July 2024

Objectives

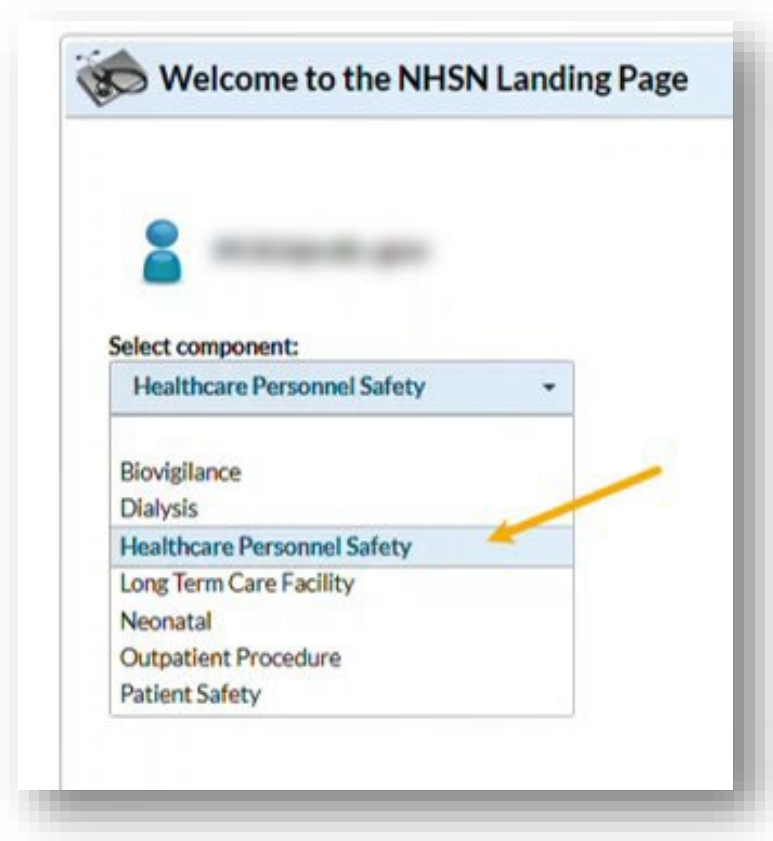
- Review how to get started in the Healthcare Personnel Safety (HPS) Component
- Describe reporting requirements for the Healthcare Personnel (HCP) Influenza Vaccination Summary
- Review entering data for the HCP Influenza Vaccination Summary
- Outline data analysis features

Key Points: Reporting requirement

- The Influenza Vaccination Coverage among HCP measure was finalized in the [FY 2023 SNF PPS Final Rule](#)
 - Published in the Federal Register on August 3, 2022
- CMS-certified skilled nursing facilities (SNFs) are required to report annual HCP influenza vaccination summary data through the NHSN **Healthcare Personnel Safety (HPS) Component** for the 2024-2025 influenza season
 - For questions related to SNF Quality Reporting Program (QRP) requirements, please contact CMS at: SNFQualityQuestions@cms.hhs.gov

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 influenza vaccination summary data.
- Only the NHSN Facility Administrator (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 are required to submit **once**, covering the entire influenza season BUT may choose to report more frequently
- The deadline to report the annual HCP influenza vaccination summary data through the NHSN **HPS Component** is **May 15, 2025**

Key Roles

Key Roles in NHSN

- **NHSN Facility Administrator**
 - The person enrolling the facility in NHSN
 - Manages users and user rights
 - Manages locations and patients
 - Can add, edit & delete facility data
 - Authority to nominate groups (data sharing arrangements)
 - Each facility should have at least two NHSN users with NHSN Facility Administrator rights
 - Notes:
 - The NHSN Facility Administrator does not have to be the Office Administrator within the physical facility.
 - Only the Facility Administrator can reassign their role to another user

Key Roles in NHSN (cont.)

- **NHSN User**
 - NHSN Users can:
 - View data
 - Enter data
 - Perform data analysis
 - User Rights are determined by Facility Administrator
 - Users may be given Administrative Rights that allow them to:
 - Add locations
 - Add other users – One person may hold multiple roles

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 e-mail!
 - After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process

How to Enroll your Facility in NHSN

Enrollment

- Read and agree to the NHSN Rules of Behavior:
<https://nhsn.cdc.gov/RegistrationForm>
- You will then be redirected to electronically register your facility with NHSN.
- Receive invitation to SAMS from “SAMS No-Reply (CDC)”.

Enrollment (cont.)

- Log in to the SAMS application using assigned username (i.e., your current email address) and temporary password from the invite email
- Accept the SAMS Rules of Behavior
- Complete the SAMS Registration Form

Enrollment (cont.)

- Validate identity using 1 of 2 methods
 - **Option 1 (Preferred) – Experian:** Using a secure interface, you will provide Experian your Social Security Number (SSN) and Date of Birth (DOB).
 - This information is sent directly to Experian and is NOT stored or saved by SAMS/CDC. Experian will attempt to validate your information and may ask you a series of questions based on your credit history. There is no impact on your credit score or credit worthiness. This is the fastest and most secure method to complete the SAMS identity proofing process.

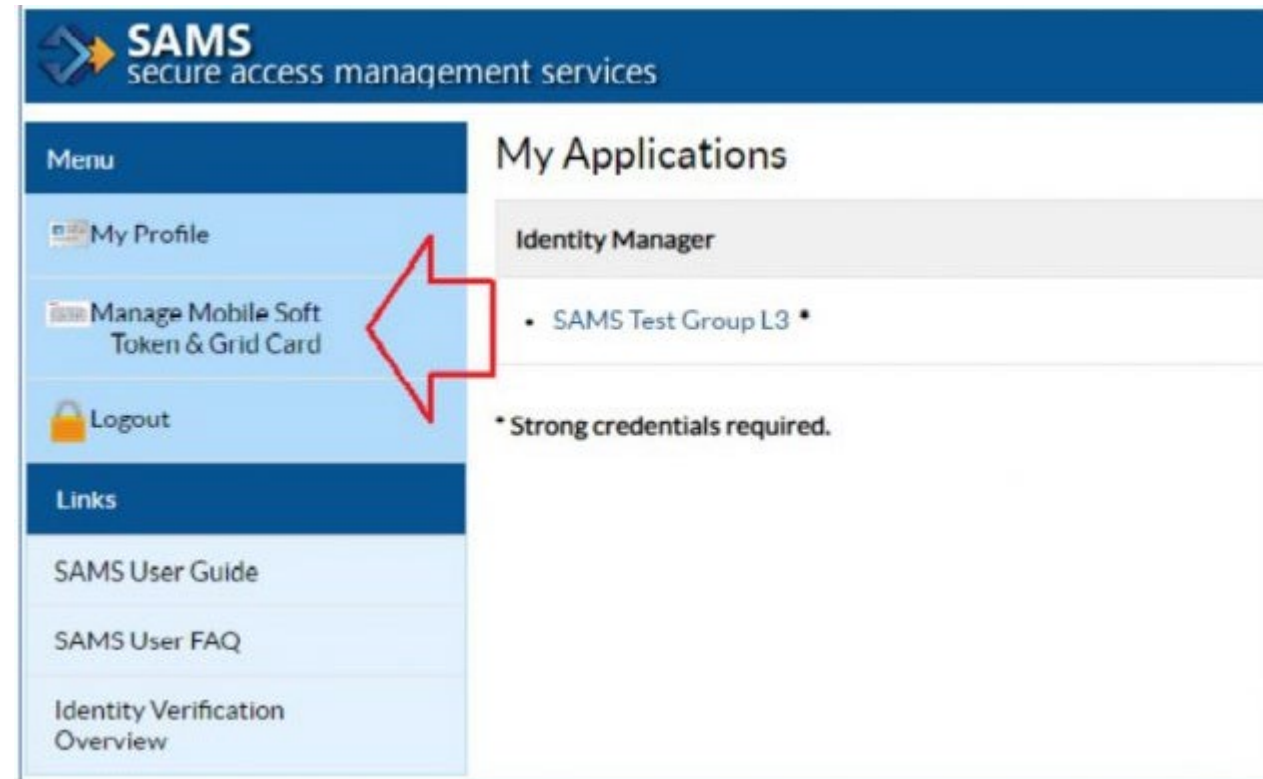
Enrollment (cont.)

- **Option 2 - Document Review:**
 - You will be required to complete a form included at the bottom of the identity verification instructions email. This form, along with appropriate identification, will need to be reviewed by a notary or other trusted third party and copies submitted to SAMS via secure upload or by mail. Once received by SAMS, it will be reviewed and validated.

Reporting Requirements for the HCP Influenza Vaccination Summary

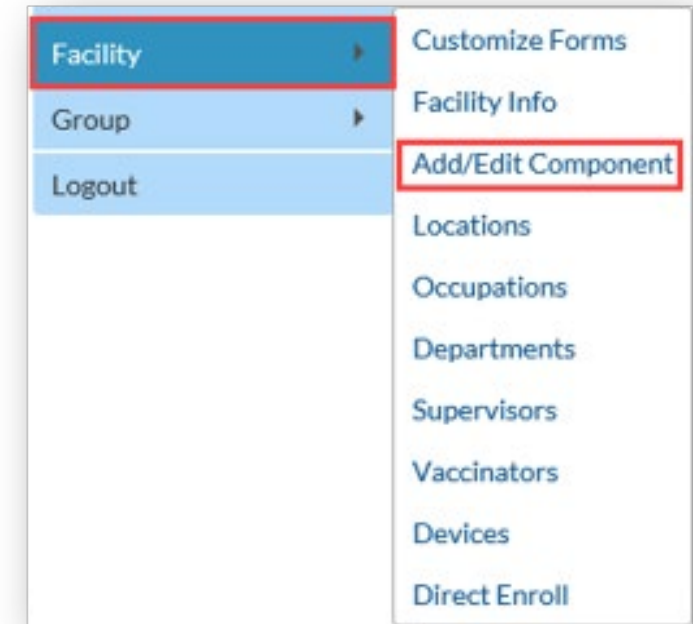
Enrollment (cont.)

- Access NHSN using SAMS credentials
 - SAMS supports two type of tokens:
 - a soft token that requires the installation of an Entrust Authenticator application on your phone, tablet, or computer
 - a hard token which is a physical Entrust grid card mailed to your home address.
- SAMS will email you instructions explaining how to setup your second factor credential after account activation.
- NOTE: You can manage the initial setup using the 'Mobile Soft Token & Grid Card' option on the SAMS Portal.



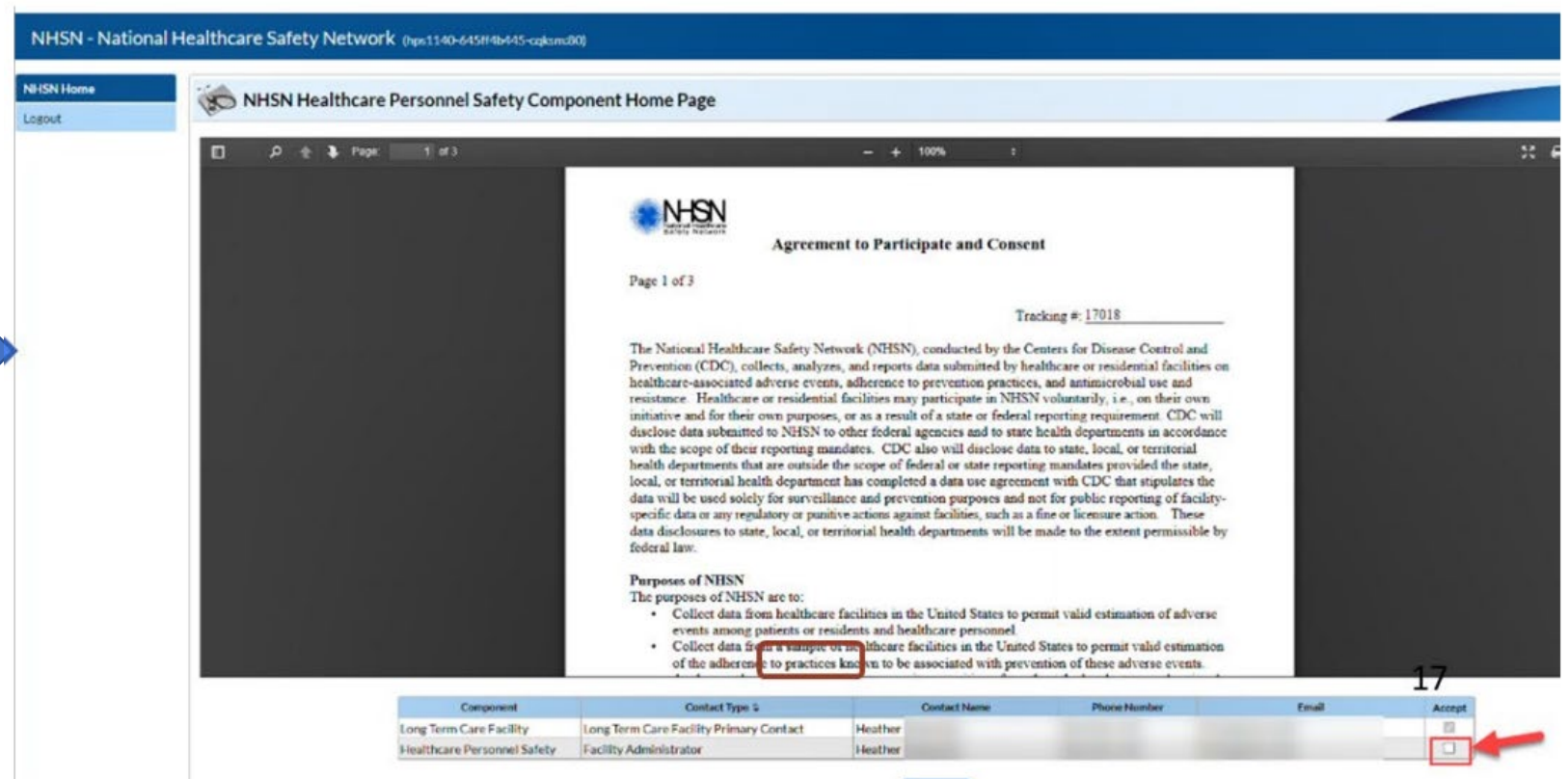
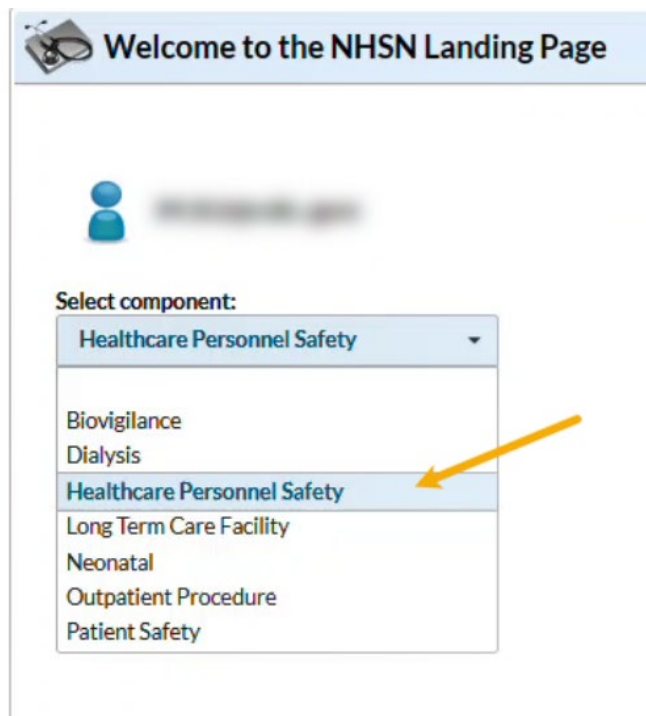
Activating the HPS Component

- Activating the HPS component is only necessary for facilities currently enrolled in another component
- Only a NHSN Facility Administrator can activate a new component
- Ensure that the contact information for the NHSN Facility Administrator and HPS Component Primary Contact are updated



Activating the HPS Component (cont.)

- After adding the HPS component, your NHSN 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



Healthcare Personnel 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
 - Working any part of a day counts as working one day

 Add Influenza Vaccination Summary

Mandatory fields marked with *

[Print Form](#)

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

Facility ID *:

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *:

Date Last Modified:

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)				

Influenza Vaccination Summary Form Questions

- 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
- Influenza vaccinations received at this healthcare facility or elsewhere
- Medical contraindications
- Declinations
- Unknown status

HCP categories
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)

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/>
- Level 3 SAMS access is needed to enter data into the HPS Component
- For assistance with SAMS, contact the SAMS Help Desk at 1-877-681-2901 or samshelp@cdc.gov

External Partners

SAMS Credentials



SAMS Username

SAMS Password

Login

[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

SAMS Multi-factor Login



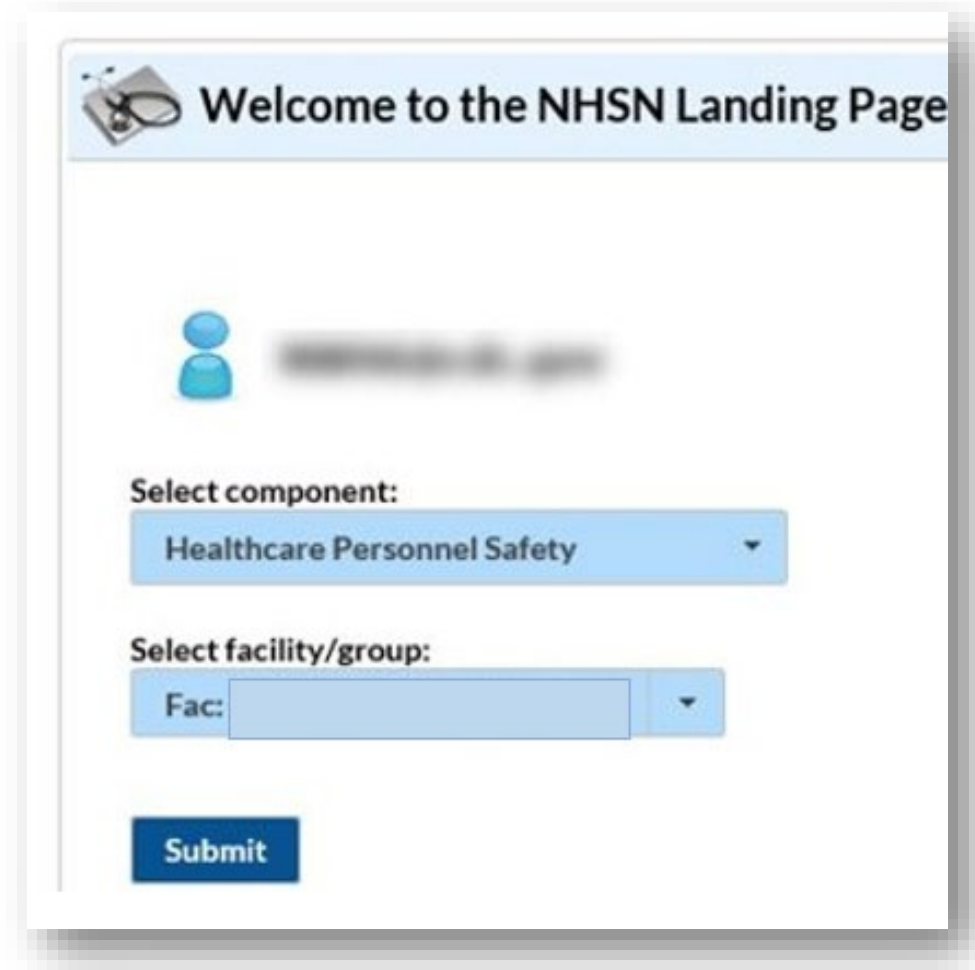
OR

Sign on with a SAMS Grid Card or Mobile Soft Token

Login

For External Partners who have been issued a SAMS Multi-factor token(s).

NHSN Landing Page



A screenshot of the NHSN Landing Page. The page has a light blue header bar with a stethoscope icon and the text "Welcome to the NHSN Landing Page". Below the header, there is a blue user icon and a blurred name. The main content area contains two dropdown menus. The first is labeled "Select component:" and has "Healthcare Personnel Safety" selected. The second is labeled "Select facility/group:" and has "Fac:" followed by a dropdown arrow. At the bottom left, there is a blue "Submit" button.

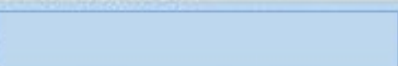
Welcome to the NHSN Landing Page

Select component:

Healthcare Personnel Safety ▼

Select facility/group:

Fac:  ▼

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

25

HCP Influenza Vaccination Summary Form

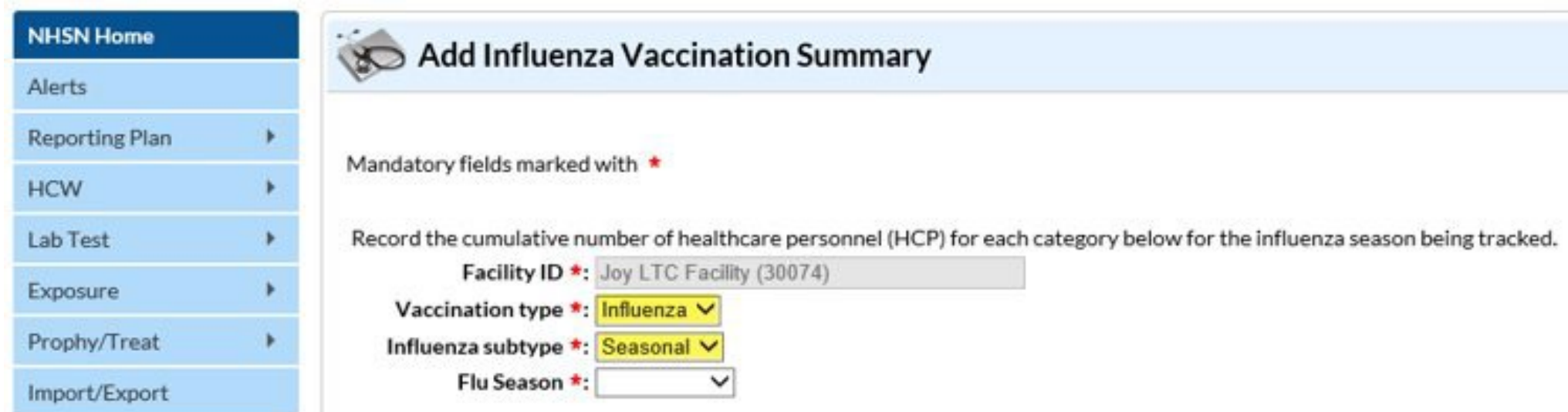
- Collects summary influenza vaccination counts among HCP
- HCP influenza summary reporting in NHSN consists of a single data entry screen per influenza season
- Each time a user enters updated data for a particular influenza season:
 - All previously entered data for that season will be overwritten
 - A new modified date will be auto-filled by the system

HCP Influenza Vaccination Summary Data

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

HCP Influenza Vaccination Summary Data (cont.)

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype. Leave these as is.
- Select appropriate flu season in drop-down box (e.g., 2024-2025)



NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophyl/Treat ▶
- Import/Export

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 *: Joy LTC Facility (30074)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: ▼

Saving HCP Influenza Vaccination Data

- After entering Influenza vaccination information, click “Save”

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	10	0	0	0
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	10	0	0	0
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	0	0	0	0
4. Number of HCP who have a medical contraindication to the influenza vaccine	0	0	0	0
5. Number of HCP who declined to receive the influenza vaccine	0	0	0	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	0

Custom Fields

Comments

By saving these data in NHSN, facilities are agreeing to the following:

- 1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- 2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

Save

Back

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
- Please be aware that editing data after the initial entry will overwrite past data submissions
- The “Date Last Modified” shows when the data were last entered and saved

 A record for the selected summary data element already exists.

Mandatory fields marked with *

[Print Form](#)

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

Facility ID *

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2022/2023

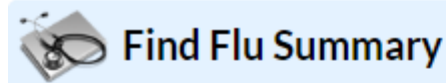
Locations *: Hospital

Date Last Modified: 04/01/2024

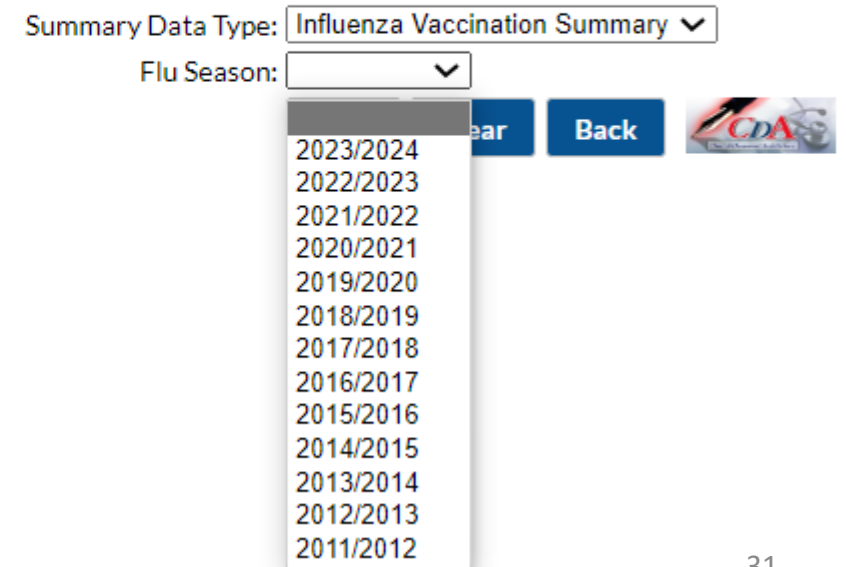
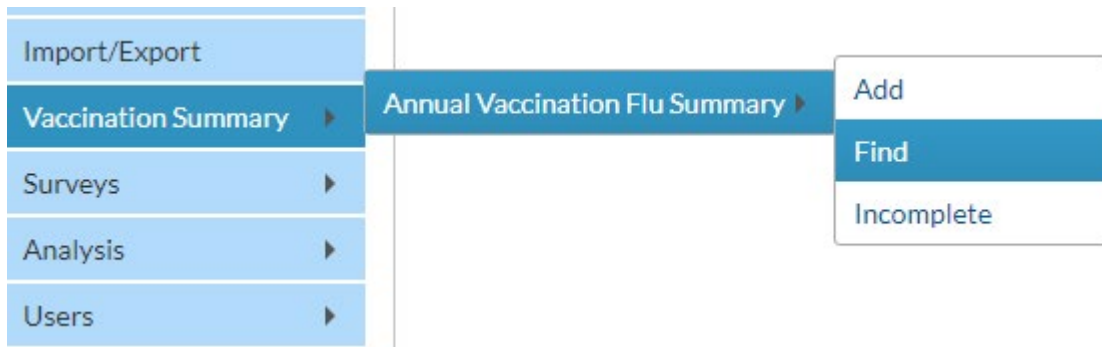
HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *	Adult students/trainees & volunteers *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	10	0	0	0

Editing HCP Influenza Vaccination Data (cont.)

- Select "Vaccination Summary", then "Annual Vaccination Flu Summary", then "Find"
- Select the flu season that you would like to edit, as seen in the second screen shot



Enter search criteria



Editing HCP Influenza Vaccination Data (cont.)

- Click “Edit” to modify existing data

Date Last Modified: 03/08/2024

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	20	6	6	0
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	10	2	6	0
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	7	1	0	0
4. Number of HCP who have a medical contraindication to the influenza vaccine	1	1	0	0
5. Number of HCP who declined to receive the influenza vaccine	1	1	0	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	1	1	0	0

Custom Fields

Comments

By saving these data in NHSN, facilities are agreeing to the following:

- 1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).
- 2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

Edit

Export

Delete

Back

Confirming Data Entry

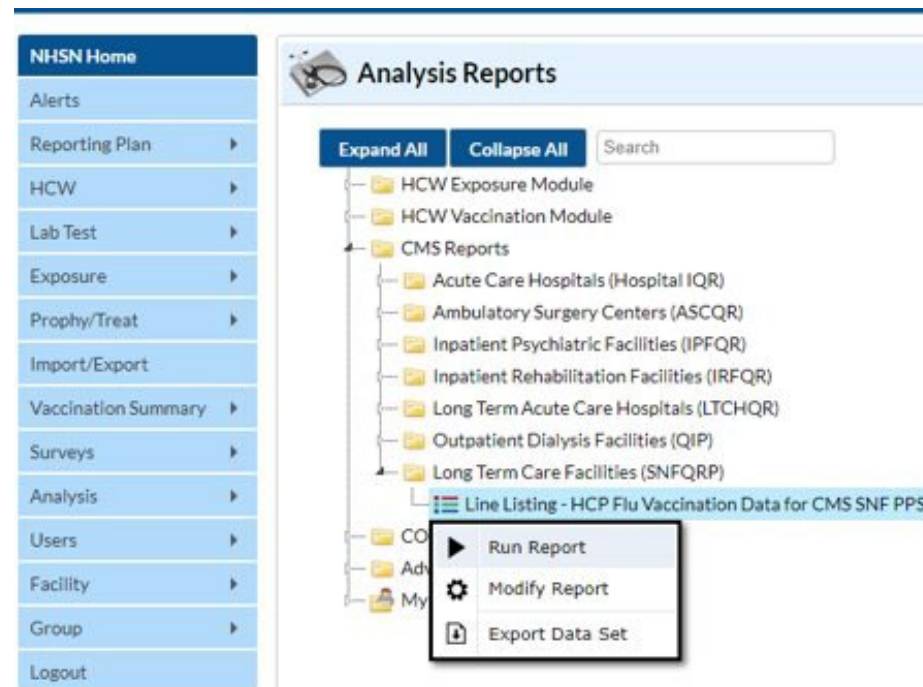
Confirm Data Submission

- 1. Generate datasets
 - Click analysis > Generate datasets > Generate reporting datasets

The screenshot displays the NHSN Home interface. On the left is a vertical sidebar with the following menu items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis (highlighted in green), Users, Facility, Group, and Logout. The main content area is titled 'Generate Data Sets (Healthcare Personnel Safety)'. Below this title is a section labeled 'Reporting Data Sets'. It features a gear icon and the text 'Include data for the following time period:'. There are two date pickers: 'Beginning' (set to 01/2020) and 'Ending' (set to mm/yyyy). A 'Clear Time Period' button is located to the right of the date pickers. Below the date pickers is a blue button labeled 'Generate Reporting Data Sets'. To the right of this button is a yellow box containing the text: 'Last Generated: May 11, 2023 9:56 AM to include data beginning 01/2020'.

Confirm Data Submission (Cont.)

- 2. Run report
 - Click analysis > Reports > CMS Reports > Long Term Care Facilities (SNFQRP) > Line Listing – HCP Flu Vaccination Data for CMS SNF PPS > Run Report



Confirm Data Submission (cont.)

- 3. View report

National Healthcare Safety Network

Line Listing - HCP Flu Vaccination Data for CMS SNF PPS

As of: May 11, 2023 at 9:59 AM

Date Range: All HCW_VACCFLUSUMCMS_SNF

orgID	summarySeason	personnelType	personnelTypeDesc	vaccType	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
30074	2019/2020	Employee	Employees	FLU	Influenza	0	25	0	0	25	0.0%	0	.. 11%
30074	2019/2020	LIP	Licensed Independent Practitioners	FLU	Influenza	0	0	0	0	0	.	0	.. 100%
30074	2019/2020	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	0	0	0	0	0	.	0	.. 100%
30074	2019/2020	All	All Healthcare Workers	FLU	Influenza	0	25	0	0	25	0.0%	0	.. 11%
30074	2020/2021	Employee	Employees	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	LIP	Licensed Independent Practitioners	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	1	1	1	1	8	25%	2	4.4%, 61%
30074	2020/2021	All	All Healthcare Workers	FLU	Influenza	3	3	3	3	24	25%	6	11%, 45%
30074	2021/2022	Employee	Employees	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	LIP	Licensed Independent Practitioners	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	50	50	50	50	250	40%	100	34%, 46%
30074	2021/2022	All	All Healthcare Workers	FLU	Influenza	150	150	150	150	750	40%	300	37%, 44%
30074	2022/2023	Employee	Employees	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	LIP	Licensed Independent Practitioners	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	studVol	Adult Students/Trainees and Volunteers	FLU	Influenza	6	4	5	5	25	40%	10	22%, 60%
30074	2022/2023	All	All Healthcare Workers	FLU	Influenza	18	12	15	15	75	40%	30	29%, 61%

Sorted by orgID summarySeason

Data contained in this report were last generated on May 11, 2023 at 9:55 AM to include data beginning January 2020.

Resources

The NHSN Website

- Visit: [HCP Flu Vaccination | HPS | NHSN | CDC](#) for training materials:
 - Protocol
 - Data collection forms
 - Frequently asked questions (FAQs)
 - Training slides
- The Annual HCP Flu Vaccination Data reporting materials are located under the “Annual” headings on the webpage

The screenshot displays the NHSN (National Healthcare Safety Network) website. The header is blue with the CDC logo and the text "National Healthcare Safety Network (NHSN)". A search bar is located in the top right corner. The main content area is titled "Healthcare Personnel (HCP) Flu Vaccination" and includes a "Print" link. On the left, there is a sidebar with a "NHSN Home" link and a list of components: NHSN Login, About NHSN, Enroll Facility Here, CMS Requirements, Change NHSN Facility Admin, Resources by Facility, Patient Safety Component, Long-term Care Facility Component, Dialysis Component, Biovigilance Component, and Healthcare Personnel Safety Component (HPS). The HPS component is expanded, showing a list of links: HCP Flu Vaccination, HCP Exposure, HCP COVID-19 Vaccination, COVID-19 Vaccination Data FAQs, Weekly Influenza Vaccination Data Reporting FAQs, and HCP Influenza Vaccination Summary Reporting FAQs. The main content area features a "On This Page" section with links to Announcements, CSV Data Import, Protocols, Operational Guidance, Trainings, and Resources. Below this is an "Announcements" section with a reminder to log into NHSN and make sure your facility has an active Facility Administrator. To the right, there are three boxes: "Educational Roadmap", "Influenza Vaccination Data Reports", and "FAQs". The "FAQs" box contains links to "Annual Influenza Vaccination Summary Reporting FAQs" and "Weekly Influenza Vaccination Data Reporting FAQs". The "Supporting Materials" box contains links to "Weekly HCP Influenza Vaccination Data Reporting Guidance – October 2020" and "Tips for Submitting HCP Flu Vaccination Summary Data by Facility Type". At the bottom, there is a "Blast E-mails" section with a "None" option and an "Upcoming Webinars" section.

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

Dialysis Component

Biovigilance Component

Healthcare Personnel Safety Component (HPS)

HCP Flu Vaccination

HCP Exposure

HCP COVID-19 Vaccination

COVID-19 Vaccination Data FAQs

Weekly Influenza Vaccination Data Reporting FAQs

HCP Influenza Vaccination Summary Reporting FAQs

Healthcare Personnel (HCP) Flu Vaccination

Print

On This Page

Announcements

CSV Data Import

Protocols

Operational Guidance

Trainings

Resources

Data Collection Forms & Instructions

Announcements

This is a friendly reminder to log into NHSN and make sure your facility has an active Facility Administrator. This is required for enrolling in the Healthcare Personnel Safety component and reporting annual flu data which is due on May 15, 2024. Please note that only the Facility Administrator can enroll a facility in one or more components in NHSN, reassign the role of Facility Administrator, and manage/negotiate locations that are used across components. Please refer to the following document for more information:

- [REMINDER: Review Facility Administrator in NHSN](#) [PDF – 115 KB]

Blast E-mails

None

Upcoming Webinars

Office Hours: Reporting Annual Healthcare Personnel Influenza

Educational Roadmap

Influenza Vaccination Data Reports

FAQs

[Annual Influenza Vaccination Summary Reporting FAQs](#)

[Weekly Influenza Vaccination Data Reporting FAQs](#)

Supporting Materials

[Weekly HCP Influenza Vaccination Data Reporting Guidance – October 2020](#) [PDF – 200 KB]

[Tips for Submitting HCP Flu Vaccination Summary Data by Facility Type](#)

[Verification of HCP Flu Vaccination Summary Data in NHSN – November 2018](#) [PDF – 300 KB]

More on page below

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. ServiceNow will help the NHSN team respond to your questions faster.
- Users will be authenticated using CDC's Secure Access Management Services (SAMS), the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.

For more information, please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636) / TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: 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.