

December 2022

Weekly Influenza Vaccination Reporting

How to Report Monthly Influenza Vaccination Data for Dialysis Facilities

The purpose of this document is to assist dialysis facilities with reporting monthly influenza vaccination data for healthcare personnel (HCP) through CDC's NHSN. Guidance included in this document instructs users how to use the "Weekly Influenza Reporting Module" to report monthly summaries of vaccination coverage in a dialysis facility. **To meet the End-Stage Renal Disease (ESRD) Network reporting requirement per contractual obligation, dialysis facilities must report cumulative influenza vaccination data for each calendar month in the last full week for that month for the 2022-2023 influenza season.** A week is designated as belonging to the month of the week-end date. For example, submitting data for the week of December 26 through January 1 is considered submitting data for a week in January.

Facilities are required to report cumulative data for the last reporting week of each calendar month from October 2022 through March 2023; to meet this requirement, facilities should report vaccination data for the following weeks:

- 10/24/22 – 10/30/22
- 11/21/22 – 11/27/22
- 12/19/22 – 12/25/22
- 1/23/23 – 1/29/23
- 2/20/23 – 2/26/23
- 3/20/23 – 3/26/23

This will help facilities monitor influenza vaccination coverage during the influenza season and improve protection of HCP and patients against influenza. Please note that facilities may report more frequently, such as each week, to consistently track influenza vaccination data for the purpose of public health surveillance. For more information on the ESRD reporting requirements, please contact any ESRD Network.

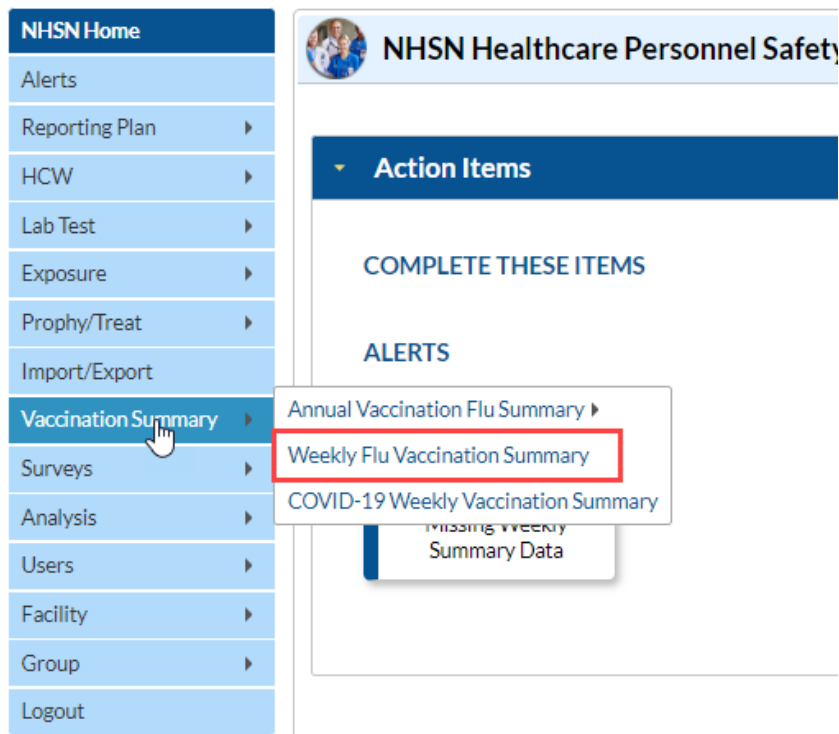
Entering Weekly Influenza Vaccination Data for HCP

Follow the instructions below to report data into the Weekly Influenza Vaccination Module.

1. Access the Healthcare Personnel Safety (HPS) Component homepage in NHSN.
2. Click on 'Vaccination Summary' on the left-hand navigation bar.
3. Click on the 'Weekly Vaccination Summary' option on the left-hand navigation bar.

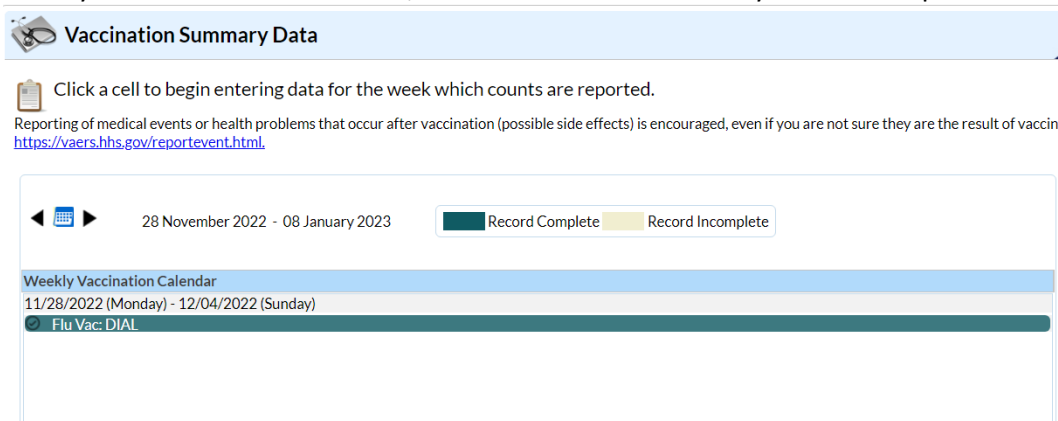
December 2022

Weekly Influenza Vaccination Reporting



The screenshot shows the NHSN interface. On the left is a navigation menu with options: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary (highlighted with a red box and a mouse cursor), Surveys, Analysis, Users, Facility, Group, and Logout. On the right, the user profile is 'NHSN Healthcare Personnel Safety'. Below that is an 'Action Items' section with 'COMPLETE THESE ITEMS' and 'ALERTS'. A dropdown menu is open under 'Vaccination Summary', showing options: Annual Vaccination Flu Summary, Weekly Flu Vaccination Summary (highlighted with a red box), COVID-19 Weekly Vaccination Summary, and Missing Weekly Summary Data.

4. To report weekly influenza vaccination data, click on the week for which you wish to report data.



The screenshot shows the 'Vaccination Summary Data' reporting screen. At the top, it says 'Vaccination Summary Data'. Below that is a instruction: 'Click a cell to begin entering data for the week which counts are reported.' A note states: 'Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not sure they are the result of vaccination. <https://vaers.hhs.gov/reportevent.html>'.

The main area shows a date range: '28 November 2022 - 08 January 2023'. There are two legend boxes: 'Record Complete' (dark green) and 'Record Incomplete' (yellow). Below this is a 'Weekly Vaccination Calendar' for '11/28/2022 (Monday) - 12/04/2022 (Sunday)'. A row is visible for 'Flu Vac: DIAL' with a green circle next to it, indicating a completed record.

5. Enter data and be sure to click 'Save' at the bottom of the data entry screen. Entries will appear green once they are completed and yellow if the entry is incomplete.

December 2022

Weekly Influenza Vaccination Reporting

6. Please note that facilities may receive a notification on their screen if data are not entered correctly. Soft alerts represent possible data entry errors and do not prohibit the user from saving their data, while hard alerts represent violation of the data reporting protocol and will prevent the user from saving their data.

Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facilities				
Facility ID # *: <input type="text" value="83110"/>	Location ^: FLUDIAL - Dialysis			
Vaccination type *: Influenza	Influenza subtype *: SEASONAL - Seasonal		Influenza Season *: 2022/2023	
Week of Data Collection: 12/05/2022 - 12/11/2022 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
1. Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Cumulative number of HCP in question #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of HCP in question #1 that have a medical contraindication to the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Number of HCP in question #1 that declined to receive the influenza vaccine this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Number of HCP in question #1 with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Resources

- Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: [HCP Flu Vaccination | HPS | NHSN | CDC](#).
- Please send any questions via e-mail to: nhsn@cdc.gov with 'Weekly Flu Summary' in the subject line.

