



# Reporting Weekly Influenza Vaccination Data for Dialysis Facilities

Division of Healthcare Quality Promotion  
NHSN Vaccination Team

September 2024

# Objectives

- Discuss the value of reporting weekly influenza vaccination data
- Describe how facilities can track weekly influenza vaccination of healthcare personnel (HCP)
- Review data reporting in detail, along with how to upload data using .CSV documents

# Reporting Requirements

- As of January 2022, CMS and ESRD have mandated that dialysis facilities should report cumulative healthcare personnel influenza vaccination data for the last reporting week of each calendar month for the 2024-2025 influenza season.
  - The reporting week is defined as Monday-Sunday
  - A week is designated as belonging to the month of the week-end date.
    - Example: Submitting data for the week of February 26 through March 3 is considered submitting data for a week in March.
- The deadline for entering all months of data is April 27, 2025.

# Reporting Requirements (Cont.)

- To meet reporting requirements, facilities should report vaccination data for the following weeks:

Staff Reporting Week
9/23/2024 - 9/29/2024
10/21/2024 - 10/27/2024
11/18/2024 - 11/24/2024
12/23/2024 - 12/29/2024
1/20/2025 - 1/26/2025
2/17/2025 - 2/23/2025
3/24/2025 - 3/30/2025
4/21/2025 - 4/27/2025

- For more information on the ESRD reporting requirements, please contact your ESRD network

## Note on Reporting

- Every individual, free-standing facility should enroll and report separately in NHSN with a unique NHSN-assigned OrgID. This applies even if physically separate facilities share a single CCN.

# Updates on Timestamps in the NHSN

- As of February 26, 2024, time stamps 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 \(cdc.gov\)](#)

# Data Elements

# HCP Categories

Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facilities				
Location ^: FLUDIAL - Dialysis				
Influenza subtype *: SEASONAL - Seasonal Influenza Season *: 2024-2025				
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

- 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
- Includes the number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
- Include workers on sick leave, maternity leave, and vacation
  - Include both full-time and part-time persons



## 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 were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection

# Influenza Vaccination Summary Form Questions

1. Includes number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
2. Cumulative number of HCP in question 1 that received an influenza vaccination at this facility since influenza vaccine became available this season
3. Cumulative number of HCP in question 1 that provided a written report or documentation of influenza vaccination outside this healthcare facility
4. Medical contraindications
5. Declinations
6. Unknown status

Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facility	
Facility ID #: [REDACTED]	Location *: FLUDIAL - Dialysis
Vaccination type *: Influenza	Influenza subtype *: SEASONAL - Seasonal Influenza Season *: 2023/2024
Week of Data Collection: [REDACTED]	Date Last Modified: [REDACTED]
	Employee HCP
	* Employees (staff on facility payroll)
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"/>
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"/>
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"/>
4. Number of HCP in question #1 that have a medical contraindication to the influenza vaccine	<input type="text"/>
5. Number of HCP in question #1 that declined to receive the influenza vaccine this season	<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"/>

## 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 they 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)**

## Weekly Reporting for HCP: Additional Notes

- **A healthcare worker (HCW) may be eligible to work in two or more facilities for at least 1 day during the week of data collection**
  - Each facility should include the HCW in their question 1 on the data collection form
- **The HCP categories are mutually exclusive. Each HCW should be counted only once in a question 1**

## Tables of Instructions

- Tables of instructions provide detailed definitions of the denominator and numerator categories
- Review instructions before collecting and entering data
  - Access instructions at: [57.211 Instructions for Completion of the Weekly Healthcare Personnel Influenza Vaccination Summary Form for Non-Long-Term Care Facilities \(cdc.gov\)](#)

**How do I get started in NHSN?**

# NHSN Landing Page

- Select the HCP Safety Component



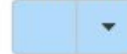
Welcome to the NHSN Landing Page



Select component:

Healthcare Personnel Safety ▼

Select facility/group:



Submit

# HPS Component Home Page

- Select 'Vaccination Summary' and 'Weekly Vaccination Summary' on the left-hand navigation bar

The screenshot displays the HPS Component Home Page interface. On the left is a vertical navigation bar with the following items: HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary (highlighted in dark blue), Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled 'Action Items' and contains a section 'COMPLETE THESE ITEMS' with three cards: 'Survey Required 2021/2022' (with a dropdown menu open showing 'Annual Vaccination Flu Summary', 'Weekly Flu Vaccination Summary' (highlighted), and 'COVID-19 Weekly Vaccination Summary'), 'Survey Required 2022', and 'Confer Rights Not Accepted'. Below this is an 'ALERTS' section with two cards: '1 Missing Summary Data' and '28 Missing Weekly Summary Data'.

# Entering Weekly Vaccination Data

- Select 'Vaccination Summary' and 'Weekly Vaccination Summary' on the left-hand navigation bar

**Edit Vaccination Data**

**Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facilities**

Facility ID #:  Location: FLUDIAL - Dialysis

Vaccination type: Influenza Influenza subtype: SEASONAL - Seasonal Influenza Season: 2024-2025

Week of Data Collection:  -  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" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

## Editing Weekly Vaccination Data

9/23/2024 (Monday) -9/29/2024 (Sunday)

Flu Vac: DIAL



## Editing Weekly Vaccination Data (cont.)

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" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Number of HCP in question #1 that have a medical contraindication to the influenza vaccine	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Number of HCP in question #1 that declined to receive the influenza vaccine this season	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Number of HCP in question #1 with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Vaccine Availability</b>				
*7. Has your facility received its supply of influenza vaccine for the current influenza season?	<input type="text" value="Y - Yes"/>			
*8. Is your facility currently experiencing a shortage of influenza vaccine for the current influenza season?	<input type="text" value="Y - Yes"/>			
<b>Custom Fields</b>				
<b>Comments</b>				
<input type="text"/>				

Save

Cancel

# Uploading Data Via .CSV File

# What is .CSV File Upload?

- Facilities enrolled in the Healthcare Personnel Safety (HPS) Component can report healthcare personnel (HCP) flu vaccination data
- There are two ways that facilities can submit data- by manual entry into the NHSN application and by .CSV import
  - For NHSN vaccination reporting, facilities can input their data into a .CSV file and then bulk upload it into the application.
    - Facilities can also confer rights to groups to import vaccination data on their behalf using CSV upload
    - Data must be entered in a specific format

# Steps for Entering Data Via .CSV File

- **Step 1: Download Template**
- The .CSV template for the Weekly Flu Vaccination Module can be found at the NHSN Weekly Flu Vaccination webpage: [HCP Flu Vaccination | HPS | NHSN | CDC](#)
- **Step 2: Enter Data**
- Using the provided .CSV template for healthcare personnel data, populate each variable with the appropriate data

## CSV Data Import

### Weekly Healthcare Personnel Flu Vaccination Data

[Uploading Group Flu .CSV Data Files \(10.1.1\)](#) [PDF - 1 MB] - February 2022

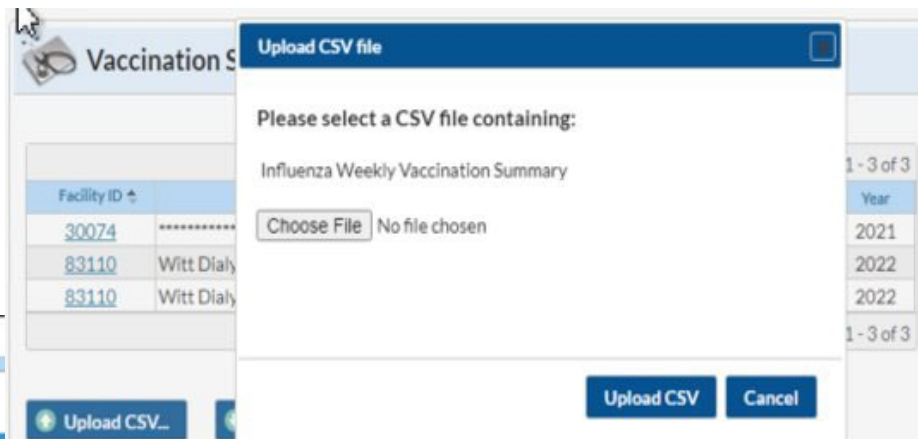
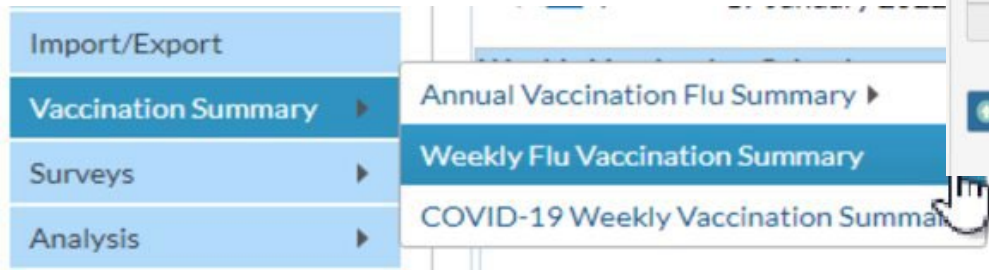
[CSV File Template \(10.1.1\)](#) [CSV - 2 KB] - February 2022

[Example CSV File \(10.1.1\)](#) [CSV - 3 KB] - February 2022

# Steps for Entering Data Via .CSV File (Cont.)

- **Step 3: Upload CSV**

- To upload the completed .CSV file in NHSN, select “Vaccination Summary” from the menu bar.
- Select “Weekly Flu Vaccination Summary”.
- A list of facilities by month will be displayed.
- Click on the “Upload CSV” button.



# Steps for Entering Data Via .CSV File (Cont.)

- **Step 4: View Data**

- A message that indicates the upload was successful will be generated.
- The vaccination module will automatically populate the uploaded data.
- Users can then select a facility for which data were added to view the record.



# Steps for Entering Data Via .CSV File (Cont.)

- For more guidance and complete information on the variables included in the .CSV template please see the vaccination reporting website under the heading for "Weekly Reporting", [HCP Flu Vaccination | HPS | NHSN | CDC](#)

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## CSV Data Import

### Weekly Healthcare Personnel Flu Vaccination Data

[Uploading Group Flu .CSV Data Files \(10.1.1\)](#) [PDF – 1 MB] – April 2022

[CSV File Template \(10.1.1\)](#) [CSV – 567 B] – February 2022

[Example CSV File \(10.1.1\)](#) [CSV – 705 B] – February 2022

### Annual Healthcare Personnel Flu Vaccination Data

**New!** [Uploading Annual Healthcare Personnel Influenza Vaccination .CSV Data Files](#) [PDF – 844 KB] – April 2024

**New!** [CSV File Template \(10.1.1\)](#) [CSV – 2 KB] – December 2022

**New!** [Example CSV File \(10.1.1\)](#) [CSV – 3 KB] – December 2022

# Resources



# Resource: The NHSN Website

- Visit [HCP Flu Vaccination | HPS | NHSN | CDC](#) for training materials.

## Data Collection Forms & Instructions

All Data Collection Forms are Print-only

### Weekly Reporting

[Weekly HCP Influenza Vaccination Summary Form for non-LTCFs \(57,211\) – November 2020](#)  [PDF – 150 KB]

- [Customizable form](#)  [DOCX – 50 KB]
- [Table of Instructions](#)  [PDF – 200 KB]

# Questions or Need Help?

- Please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. Locate the portal website here: [nhsn csp - NHSN Customer Service \(cdc.gov\)](https://nhsn.csp - NHSN Customer Service (cdc.gov)). ServiceNow should be used instead of [nhsn@cdc.gov](mailto:nhsn@cdc.gov), [nhsntrain@cdc.gov](mailto:nhsntrain@cdc.gov), and [nhsndua@cdc.gov](mailto:nhsndua@cdc.gov).
- 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](mailto: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](mailto:cdcinfo@cdc.gov) Web: [www.cdc.gov](http://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.