Healthcare Personnel Vaccination Module

Annual Influenza Vaccination Summary

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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: What to report

- Report **annual HCP influenza vaccination summary data** through the **NHSN Healthcare Personnel Safety (HPS) Component** for the 2023-2024 influenza season
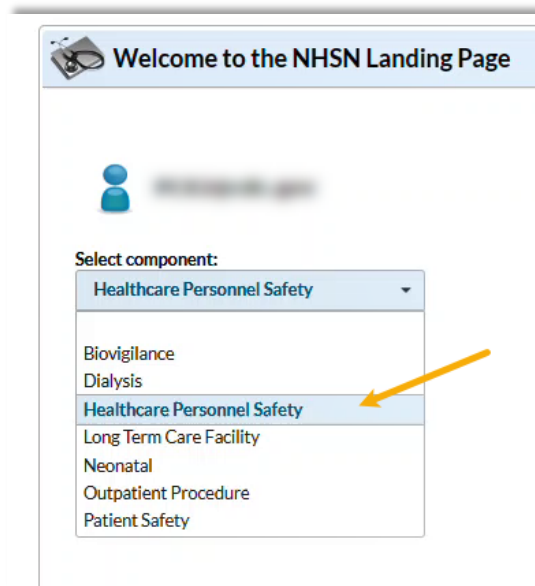
Key Points: Where to report

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual influenza vaccination summary data.

  - Please do NOT de-activate any other components, such as the LTC component

- Please note that 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 2023-2024 influenza season is from October 1, 2023, through March 31, 2024

- 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, 2024**

Getting Started in the HPS Component

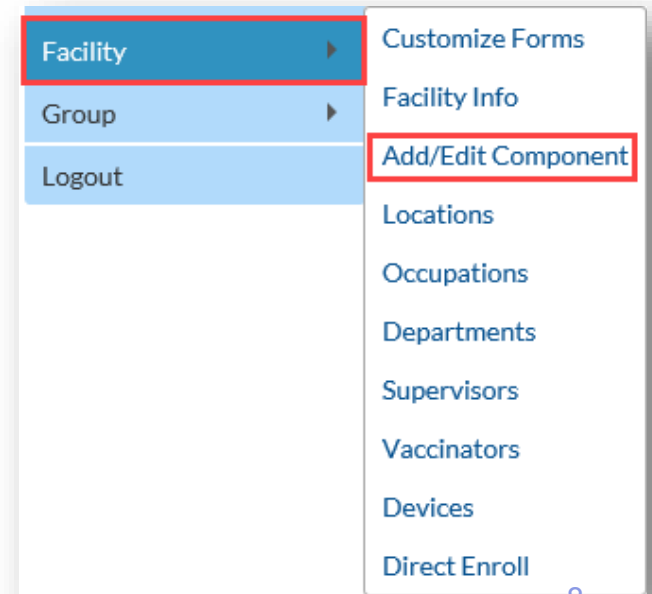# How to see if your facility already activated the HPS Component

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

Facility ▶	Customize Forms
Group ▶	Facility Info
Logout	Add/Edit Component
	Locations
	Occupations
	Departments
	Supervisors
	Vaccinators
	Devices
	Direct Enroll

Activating the HPS Component

- 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.

- Select "OK"

Activating the HPS Component

Enter the contact information on the next page for your HPS primary contact.

Note: this can be an existing NHSN user.

Activating the HPS Component

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.

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

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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: http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.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

a. 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 at this healthcare facility

b. Influenza vaccinations received outside this healthcare facility

c. Medical contraindications

d. Declinations

e. Unknown status

HCP categories	Employee HCP	
	Employees (staff on facility payroll) *	Licensed independ practitioners: Physic advanced practice nu & physician assistan
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

- 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

HPS Component Home Page

HCP Influenza Vaccination Summary Data

- Click "Vaccination Summary" then "Annual Vaccination Flu Summary"
- Select "Add"
- Click "Continue"

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., 2023-2024)

- Select the appropriate location for reporting facility data or IRF or IPF unit(s) data

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., 2023-2024)

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

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

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: <u>HCP Flu Vaccination | HPS | NHSN | CDC</u>

- Look under the 'CSV Data Import' heading and under the 'Annual Healthcare Personnel Flu Vaccination Data' sub-heading on the webpage

Data Analysis Features for HCP Influenza Vaccination Summary

Generating HCP Influenza Vaccination Summary Data

- Go to "Analysis" and select "Generate Data Sets"

- Select time period for analysis

- Select "OK" when webpage message appears on the screen

HCP Influenza Vaccination Summary Data Analysis: Output Options for 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
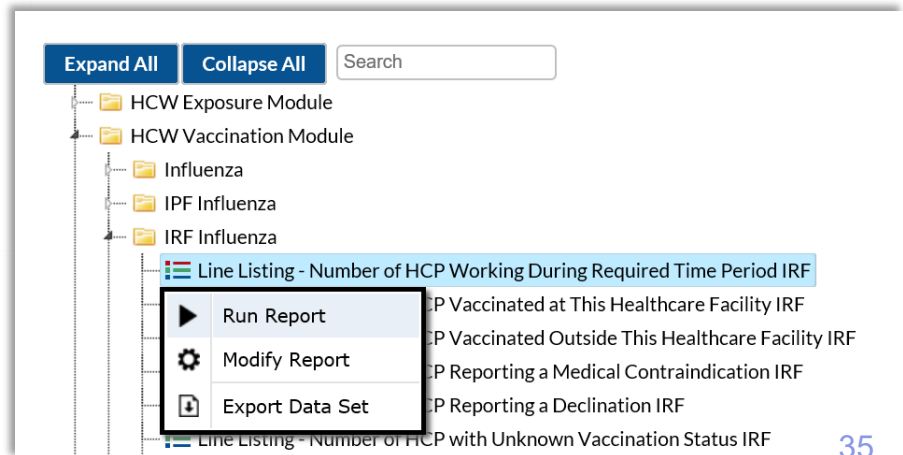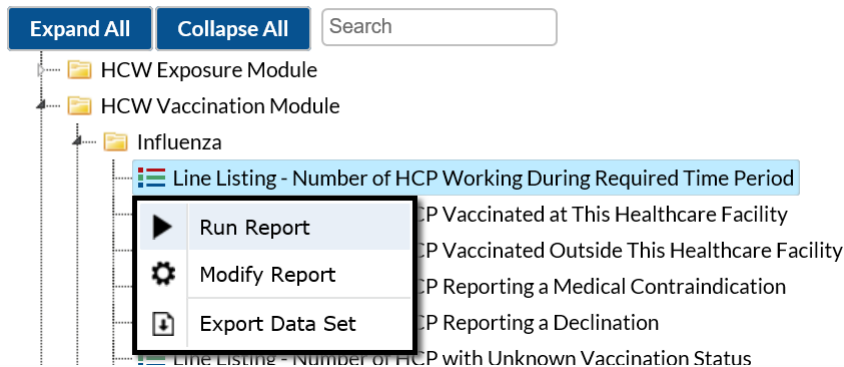
HCP Influenza Vaccination Summary Data Analysis: Output Options for IPFs

- Go to "Analysis" and "Reports"

- <u>Free-standing IPFs</u> should click on the "HCW Vaccination Module" and "Influenza"

- <u>IPF units within other facilities</u> should click on "HCW Vaccination Module," "Influenza," and "IPF Influenza"

- Click on "Run Report" to view the default output
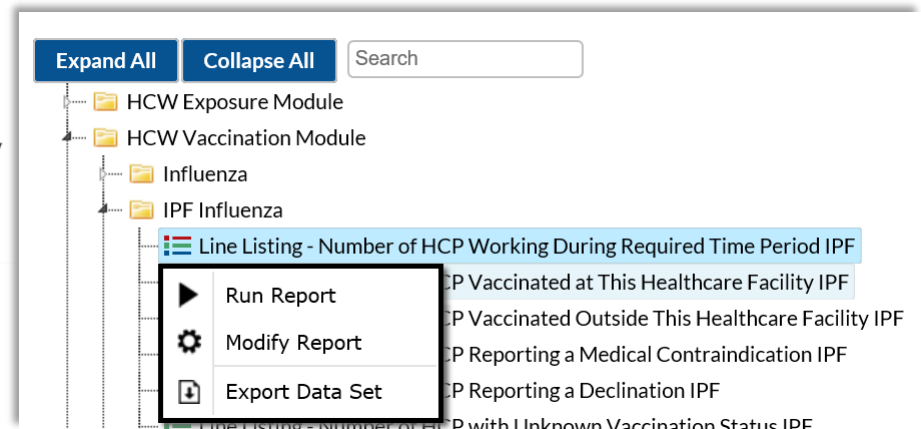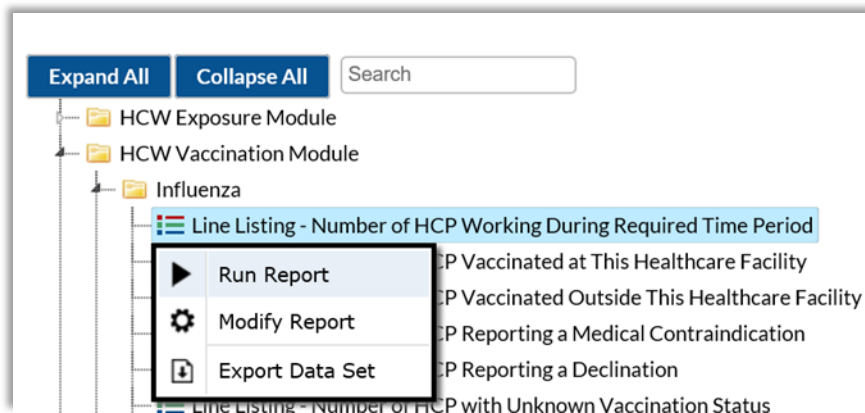
Modifying HCP Influenza Vaccination Summary Data Output
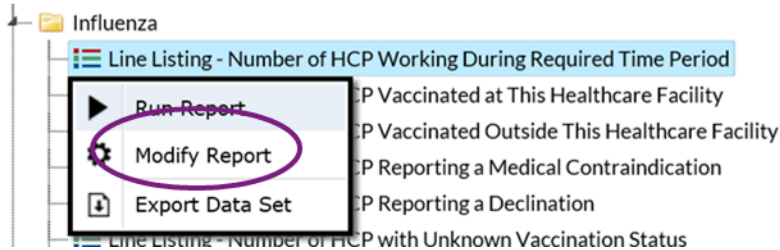
- To modify the default analysis output, click "Modify Report" on the report you wish to modify

- Can export dataset and change output title and format

- Can use variable labels when viewing output
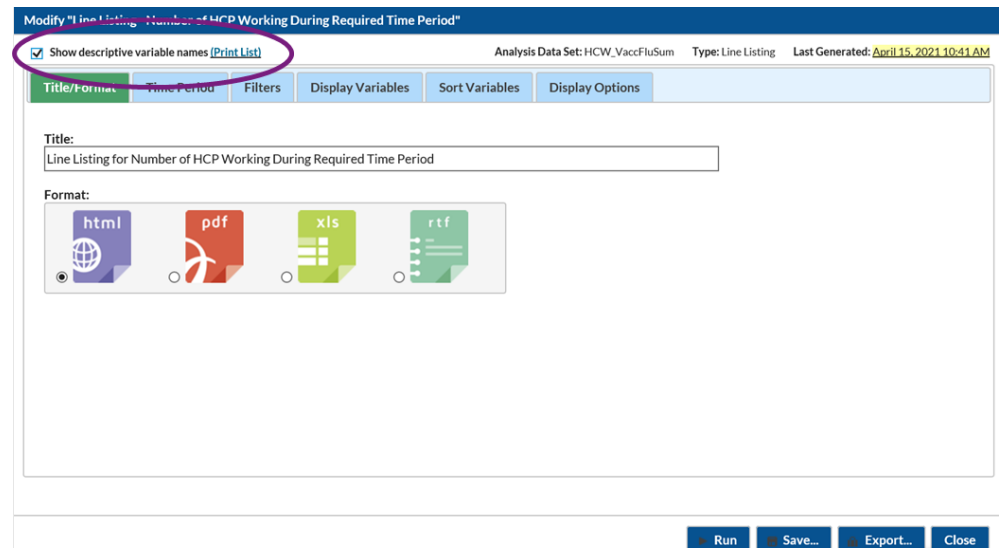
Confirming Data Entry

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.

Analysis Reports

Expand All | Collapse All | Search
- HCW Exposure Module
- HCW Vaccination Module
- CMS Reports
  - Acute Care Hospitals (Hospital IQR)
  - Ambulatory Surgery Centers (ASCQR)
  - Inpatient Psychiatric Facilities (IPFQR)
  - Inpatient Rehabilitation Facilities (IRFQR)
  - Long Term Acute Care Hospitals (LTCHQR)
  - Outpatient Dialysis Facilities (QIP)
  - Long Term Care Facilities (SNFQRP)
- COVID-19 Module
- Advanced
- My Custom Reports

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

As of: September 9, 2016 at 11:21 AM
Date Range: All HCW_VACCFLUSUMCMS

orgID	summarySeason	personnelTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
		Employees	10	10	10	10	50	40%	20	27%, 54%
		Licensed Independent Practitioners	10	10	10	10	50	40%	20	27%, 54%
		Adult Students/Trainees and Volunteers	10	10	10	10	50	40%	20	27%, 54%
		All Healthcare Workers	30	30	30	30	150	40%	60	32%, 48%

Data Verification in NHSN (cont.)

- Ensure that the correct facility CMS Certification Number (CCN) <u>and</u> 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 <u>NHSN@cdc.gov</u> for assistance

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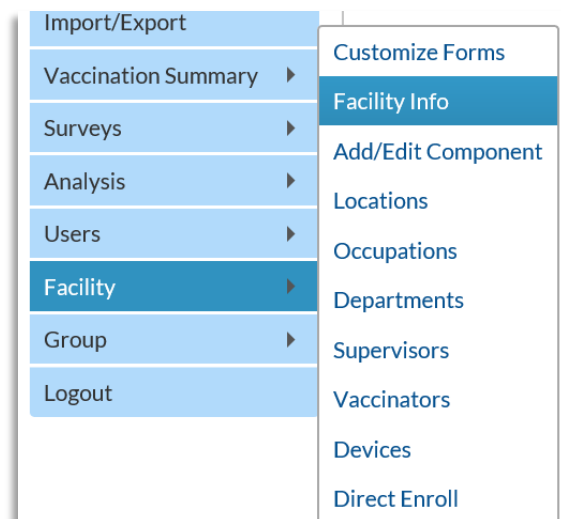
Resources

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

For any questions or concerns, contact the

NHSN HelpDesk

Please use **NHSN-ServiceNow** to submit questions to the NHSN HelpDesk.

The new portal can be accessed at **https://servicedesk.cdc.gov/nhsncsp**. 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