

Reference #: 2017-14-ASC

From: Quality Reporting Notification
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To: ASCQR Initiative Discussions
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You've received your SAMS Grid Card...now what?

The countdown has begun; there are only six days remaining until the 2016/2017 influenza season deadline! In order to successfully submit data for the 2016/2017 influenza season, you must first create a Monthly Reporting Plan.

To create a Reporting Plan, complete the following steps:

1. Access the SAMS.CDC.GOV website, then login using the SAMS Grid Card option
2. Select **NHSN Reporting**
3. Click the second tab on the left, labeled **Reporting Plan** and then select **Add**
4. Enter a month and year for the current flu season (e.g., **March 2017**)
5. Click Ok on the popup window stating that no data have been entered yet
6. Check the box for **Influenza Vaccination Summary** and select **Save**
 - Once saved, the **HCW Plan Created Successfully** notification will appear at the top of the page

Once the Reporting Plan has been successfully added, navigate to the **Flu Summary** tab on the left and select **Add**. Then select **2016/2017** in the **Flu Season** dropdown menu. You are now ready to enter data!

Be sure to print and retain a copy of your completed submission; you can use the **Print Form** button on the top right of your screen.

As a final check, contact Outreach and Education Support 24 hours after data entry to verify we received your data. Our number is 866.800.8756.

If you'd like to schedule a personalized data entry appointment with our quality reporting experts, please click on this [link](#).