

**Hospital Inpatient Quality Reporting (IQR) Program
NATIONAL HEALTHCARE SAFETY NETWORK (NHSN) CHECKLIST
Influenza Vaccination Coverage Among Healthcare Personnel (HCP) Measure Data – Fiscal Year (FY) 2023
NHSN Enrollment and Data Submission Information**

Due	Steps	✓
	STEP 1: Enroll in NHSN	
At least 6 weeks prior to the data submission deadline 05/17/2021	<p><u>Hospitals Not Enrolled in NHSN</u> Complete NHSN Enrollment and Setup Processes for Acute Care Hospitals (ACHs)</p> <p>1. To report data for the Hospital IQR Program, ACHs must complete the NHSN enrollment and setup processes.</p> <p>a. Visit http://www.cdc.gov/nhsn/enrollment/index.html for information on enrollment and https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf for training and enrollment procedures.</p> <p>2. Once enrolled, the NHSN Facility Administrator completes the NHSN setup process:</p> <p>a. After logging in to NHSN, go to “Facility” > “Add/Edit Component.”</p> <p>b. Activate the Healthcare Personnel Safety (HPS) Component by checking the box next to “Healthcare Personnel Safety.”</p> <p>c. Add Users and Assign Rights. (It is highly recommended that each hospital has at least 2 NHSN users who have rights to add and analyze data.)</p> <p>(Hospitals previously enrolled in NHSN should navigate to the Facility Information page in NHSN to confirm that the HPS Component is activated and users assigned for their facility.)</p>	<input type="checkbox"/>
	STEP 2: Report Data to NHSN	
On or before 05/17/2021	<p>1. Log in to Secure Access Management Services (SAMS) to access NHSN reporting at https://sams.cdc.gov.</p> <p>a. Enter SAMS user name and password.</p> <p>b. Enter SAMS grid card numbers.</p>	<input type="checkbox"/>
	<p>2. From the NHSN landing page, select the “Healthcare Personnel Safety” component and facility ID from the drop-down menu. Select “Submit.”</p>	<input type="checkbox"/>
	<p>3. Complete the Monthly Reporting Plan form:</p> <p>a. From the left-hand navigation menu, select “Reporting Plan” > “Add.”</p> <p>b. Select appropriate month and year from drop-down menus (e.g., January 2021). Note: If you see a pop-up box stating: “No data found for January 2021,” simply click “OK” and proceed to the next step.</p> <p>i. Once 1 month is selected, the plan is automatically updated for all other months of the influenza season.</p> <p>c. Under “Healthcare Personnel Vaccination Module,” check box next to “Influenza Vaccination Summary for the Hospital.”</p> <p>d. Click “Save.”</p>	<input type="checkbox"/>
	<p>4. Complete the HCP Influenza Vaccination Summary form:</p> <p>a. Click “Flu Summary” > “Add” > “Continue.”</p> <p>b. Summary Report for ACHs:</p> <p>i. Select appropriate flu season in drop-down box (e.g., 2020/2021).</p> <p>ii. Select “Hospital” for location.</p>	<input type="checkbox"/>
	<p>5. Complete HCP data entry:</p> <p>NOTE: Hospital counts should be entered on 1 single influenza vaccination summary data form. This includes all inpatient and outpatient units/departments of the acute care facility sharing the exact same (100% identical) CMS Certification Number (CCN) as the acute care facility, regardless of distance from the facility. This excludes all inpatient and outpatient units/departments of the acute care facility with a different CCN, even if different by only 1 letter or number, from the acute care facility:</p> <p>a. Enter data in all columns where asterisks indicate required data.</p> <p>b. Use the “Comments” box to enter any additional information. Information in the “Comments” box will not be shared with CMS.</p> <p>c. Click “Save” to save the record.</p> <p>d. Complete the optional Seasonal Survey on Influenza Vaccination Programs for HCP, if desired.</p>	<input type="checkbox"/>
	<p>6. Edit HCP Influenza Vaccination Summary data (if necessary):</p> <p>a. Click “Edit” to modify existing data.</p> <p>i. Each time a user enters data for the current influenza season, all previously entered data for that season will be overwritten.</p> <p>ii. The “Date Last Modified” shows when the data were last entered and saved.</p> <p>b. Click “Save” to save the updated data.</p> <p>A message confirming data were saved should appear at the top of the screen.</p>	<input type="checkbox"/>

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NHSN Data Verification Information**

Due	Steps	✓
	STEP 3: Perform Data Verification	
On or before 05/17/2021	<p>1. Verify that the data have been saved correctly by running a Line Listing – HCP Flu Vaccination Data for CMS IPPS and OPPS Report using the instructions below:</p> <ol style="list-style-type: none"> a. From the NHSN website landing page, locate the HPS Component in the Component drop-down menu. b. Select “Analysis.” c. Select “Generate Data Sets.” d. <u>Select the beginning and ending dates for the influenza season you would like to review. For example, to view data for the 2020-2021 influenza season, a facility can select October 2020 for a beginning date and December 2020 for an ending date.</u> e. Select “Generate Reporting Data Sets.” If you generated datasets previously, click the “OK” button on the pop-up window that is displayed to create new datasets with your facility’s most recent data. f. Select “Analysis.” g. Select “Reports.” h. Select the “CMS Reports” folder. i. Select the “Acute Care Hospitals (Hospital IQR and Hospital OQR)” subfolder. j. Select the “Line Listing-HCP Flu Vaccination Data for CMS IPPS and OPPS” report. k. Select “Run Report.” The report will generate in a separate HTML window. <p><u>Important Report Information</u></p> <ul style="list-style-type: none"> ➤ If a separate HTML window does not appear, you will need to verify that your pop-up blocker is set to allow pop-ups from the Centers for Disease Control and Prevention (CDC) website. ➤ If “Other Contract Personnel” data were entered, these data will not be displayed in the Line Listing and will not be shared with CMS. The same applies to the numerator category of “unknown vaccination status.” <p>The CDC provides additional, detailed guidance: https://www.cdc.gov/nhsn/pdfs/cms/vaccination/hcp-flu-tips-ach-508.pdf</p> <p>NOTE: Upon completing verification, it is recommended that you retain screenshots or printouts for your records.</p>	<input type="checkbox"/>
	STEP 4: Run the Provider Participation Report in the Hospital Quality Reporting (HQR) Secure Portal	
On or before 05/17/2021	<ol style="list-style-type: none"> 1. Log in to the <i>HQR Secure Portal</i>. 2. The <i>HQR Secure Portal</i> launch page will open. 3. From the Dashboard, on the left-hand side of the screen select Program Reporting. 4. Under Program Reporting click on Reporting Requirements. 5. On the Reporting Requirements page select IQR in the Program dropdown and the applicable quarter in the Period dropdown. Then click on Export CSV. 	
	STEP 5: Perform ACH CCN and CCN Effective Date Verification in NHSN	
On or before 05/17/2021	<ol style="list-style-type: none"> 1. Verify that: <ol style="list-style-type: none"> a. The facility is enrolled as the proper facility type in NHSN. b. The correct facility CCN and CCN effective date have been entered in to NHSN. <ol style="list-style-type: none"> i. Your facility’s CCN effective date is the date of receipt of the CCN from CMS. If the CCN is incorrect, CMS will not receive the data submitted to NHSN. <p>NOTE: Upon completing verification, it is recommended that you retain screenshots or printouts for your records.</p>	<input type="checkbox"/>
<u>Notes</u>		
<ul style="list-style-type: none"> • While navigating through NHSN, use the NHSN buttons and not the web browser buttons. • Data submitted correctly in NHSN will be automatically transmitted from CDC to CMS; no action is required on the part of a reporting facility following completion of the steps above. • Educational Webinars: Educational webinar materials pertaining to the HCP influenza vaccination measure are available on the CDC website at www.cdc.gov/nhsn/acute-care-hospital/hcp-vaccination/index.html. • NHSN Help Desk: For questions about NHSN enrollment, HCP influenza vaccination data submission, or the data verification process, contact NHSN@cdc.gov. We recommend including the ACH name and ACH-specific CCN, as well as “ACH NHSN Enrollment,” “ACH HCP Data Submission,” or “ACH HCP Data Verification” in the email subject line, as appropriate. • SAMS Help Desk: For assistance with SAMS, contact the help desk toll-free at (877) 681-2901 or via email at samshelp@cdc.gov. 		