

Hospital Inpatient Quality Reporting (IQR) Program
National Healthcare Safety Network (NHSN) Data Verification Checklist
Influenza Vaccination Coverage Among Healthcare Personnel (HCP) Measure Data – Fiscal Year (FY) 2022

Due	Steps	✓
	STEP 3: Perform Data Verification	
On or before 05/16/2022	<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"> From the NHSN website landing page, locate the HPS Component in the Component drop-down menu. <u>Click on the Submit button.</u> From the left-hand navigation menu, select Analysis. Select: Yes, Generate Data Sets. <u>Select the beginning and ending dates for the influenza season you would like to review. For example, to view data for the 2021-2022 influenza season, a facility can select October 2021 for a beginning date and December 2021 for an ending date.</u> 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. Select Analysis. Select Reports. Select the CMS Reports folder. Select the Acute Care Hospitals (Hospital IQR and Hospital OQR) subfolder. Select the Line Listing-HCP Flu Vaccination Data for CMS IPPS and OPPS report. 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 you enter Other Contract Personnel data, these data will not display in the Line Listing and will not be shared with CMS. This also applies to the numerator category of “unknown vaccination status.” CDC provides additional, detailed guidance: https://www.cdc.gov/nhsn/pdfs/cms/vaccination/hcp-flu-tips-ach-508.pdf <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 05/16/2022	<ol style="list-style-type: none"> Log in to the <i>HQR Secure Portal</i>. The <i>HQR Secure Portal</i> launch page will open. From the Dashboard, on the left-hand side of the screen select Program Reporting. Under Program Reporting click on Reporting Requirements. 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 05/16/2022	<ol style="list-style-type: none"> Verify: <ol style="list-style-type: none"> The facility is enrolled as the proper facility type in NHSN. The correct facility CCN and CCN effective date have been entered in to NHSN. <ol style="list-style-type: none"> 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"/>
Notes		
<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. 		