Hospital Inpatient Quality Reporting (IQR) Program				
National Healthcare Safety Network (NHSN) Enrollment and Data Submission Checklist				
Influenza Vaccination Coverage Among Healthcare Personnel (HCP) Measure Data – Fiscal Year (FY) 2024				
Due	Steps	✓		
	STEP 1: Enroll in NHSN.			
At least 6 weeks prior to the	Hospitals Not Enrolled in NHSN Complete NHSN Enrollment and Setup Processes for Acute Care Hospitals (ACHs). 1. To report data for the Hospital IQR Program, ACHs must complete the NHSN enrollment and setup processes.	Ш		
data submission	a. Visit http://www.cdc.gov/nhsn/enrollment/index.html for enrollment information and https://www.cdc.gov/nhsn/enrollment/index.html for enrollment information and https://www.cdc.gov/nhsn/enrollment/index.html for enrollment information and https://www.cdc.gov			
deadline 05/16/2022	 Once enrolled, the NHSN Facility Administrator completes the NHSN setup process: a. After logging in to NHSN, go to Facility and then Add/Edit Component. b. Activate the Healthcare Personnel Safety (HPS) Component by checking the box next to Healthcare Personnel Safety. c. Add Users and Assign Rights. (It is highly recommended that each hospital has at least two NHSN users who have rights to add and analyze data.) (Hospitals previously enrolled in NHSN should navigate to the NHSN's Facility Information page to confirm that the HPS Component is activated, and users are assigned for their facility.) 			
	STEP 2: Report Data to NHSN			
On or before 05/16/2022	Log in to Secure Access Management Services (SAMS) to access NHSN reporting at https://sams.cdc.gov. Enter SAMS username and password.			
	2. From the NHSN landing page, select the Healthcare Personnel Safety component and facility ID from the drop-down menu. Select Submit.			
	 3. Complete the Monthly Reporting Plan form: a. From the left-hand navigation menu, select Reporting Plan and then Add. b. Use drop-down menus to select the appropriate month and year (e.g., January 2022). (Click OK if a pop-up box states: "No data found for January 2022.") Proceed to the next step. c. Select Edit and proceed to the next step. i. Once a month is selected, the plan is a utomatically updated for all other months of the influenza season. d. Under Healthcare Personnel Vaccination Module, check box next to Influenza Vaccination Summary for the Hospital. e. Click Save. 			
	 4. Complete the HCP Influenza Vaccination Summary fom: a. From the left-hand navigation menu, select Vaccination Summary. b. Click Annual Vaccination Flu Summary. Then, click Add and Continue. c. Influenza Vaccination Summary Report for ACHs: i. Ensure the Facility ID accurately reflects the CMS Certification Number (CCN) for the reported facility ii. Select the appropriate flu season in the drop-down box (e.g., 2021/2022). iii. Select Hospital for location. 			
	 5. Complete HCP data entry: Note: Hospital counts should be entered on one 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) 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 one letter or number from the acute care facility: a. Enter data in all columns where asterisks indicate required data. b. Use the Comments box to enter any additional information. Information in the Comments box will not be shared with CMS. c. Click Save to save the record. d. Complete the optional Seasonal Survey on Influenza Vaccination Programs for HCP, if desired. 6. Edit HCP Influenza Vaccination Summary data (if necessary): a. Click Edit to modify existing data. i. Each time a user enters data for the current influenza season, all previously entered data for that 			
	sea son will be overwritten. ii. The Date Last Modified shows when the data were last entered and saved. b. Click Save to save the updated data. A message confirming data were saved should appear at the top of the screen.			

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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	✓
ı	STEP 3: Perform Data Verification	
On or before 05/16/2022	1. Verify that the data have been sa ved correctly by running a Line Listing – HCP Flu Vaccination Data for CMS IPPS and OPPS Report using the instructions below: a. From the NHSN website landing page, locate the HPS Component in the Component drop-down menu. b. Click on the Submit button. c. From the left-hand navigation menu, select Analysis. d. Select: Yes, Generate Data Sets. e. 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. f. 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. g. Select Analysis. h. Select Reports. i. Select the CMS Reports folder. j. Select the CMS Reports folder. k. Select the Line Listing-HCP Flu Vaccination Data for CMS IPPS and OPPS report. l. Select Run Report. The report will generate in a separate HTML window. Important Report Information 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 Disea se 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 Note: Upon completing verification, it is recommended that you retain screenshots or printouts for your records.	
	STEP 4: Run the Provider Participation Report in the Hospital Quality Reporting (HQR) Secure Portal	
On or before 05/16/2022	 Log in to the HQR Secure Portal. The HQR Secure Portal 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	 Verify: 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. 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. NOTE: Upon completing verification, it is recommended that you retain screenshots or printouts for your records. 	
<u>Notes</u>		

Notes

- 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 a vailable on the CDC website at www.cdc.gov/nhsn/acute-care-hospital/hcp-vaccination/index.html.
- NHSN Help Desk: For questions a bout 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 a ppropriate.
- SAMS Help Desk: For a ssistance with SAMS, contact the help desk toll-free at (877) 681-2901 or via email at samshelp @cdc.gov

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