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 October 1, 2022–March 1, 2023 (FY 2025)		
Due	**Steps**	**✔**
	STEP 1: Enroll in NHSN.	
At least 6 weeks prior to the data submission deadline **05/15/2023**	**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 <u>must</u>** complete the NHSN enrollment and setup processes. a. Visit http://www.cdc.gov/nhsn/enrollment/index.html for enrollment information and https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf for training and enrollment procedures.	☐

	2. 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 **05/15/2023**	1. Log in to Secure Access Management Services (SAMS) to access NHSN reporting at https://sams.cdc.gov.
	   a. Enter SAMS username and password.
	   b. Enter SAMS grid card numbers.
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	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 HCP Influenza Vaccination Summary form:
	   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., 2022/2023).
	      iii. Select Hospital for location.
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	4. 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.
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	5. 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 season 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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Due	**Steps**	**✓**
	STEP 3: Perform Data Verification	

On or before 05/15/2023	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:
	   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. To view data for the 2022-2023 influenza season, a facility can select October 2022 for a beginning date and December 2022 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 Acute Care Hospitals (Hospital IQR and Hospital OQR) subfolder.
	   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 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
	Note: Upon completing verification, it is recommended that you retain screenshots or printouts for your records.
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	STEP 4: Run the Provider Participation Report in the Hospital Quality Reporting (HQR) Secure Portal	
On or before 05/15/2023	1. Log in to the *HQR Secure Portal*. 2. The *HQR Secure Portal* 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 05/15/2023	1. 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.
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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 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