

**Hospital Inpatient Quality Reporting (IQR) Program  
NATIONAL HEALTHCARE SAFETY NETWORK (NHSN) CHECKLIST  
Influenza Vaccination Coverage Among Healthcare Personnel (HCP) Measure Data – Fiscal Year (FY) 2021  
NHSN Enrollment and Data Submission Information**

Due	Steps	✓
	<b><u>STEP 1: Enroll in NHSN</u></b>	
At least six weeks prior to the data submission deadline (05/15/2019)	<p><b><u>Hospitals Not Enrolled in NHSN</u></b>  <b>Complete NHSN Enrollment and Setup Processes for Acute Care Hospitals (ACHs)</b></p> <p>1. To report HCP measure data for the Hospital IQR Program, <b>ACHs <u>must</u></b> complete the NHSN enrollment and setup processes.</p> <p>a. Visit <a href="http://www.cdc.gov/nhsn/enrollment/index.html">http://www.cdc.gov/nhsn/enrollment/index.html</a> for more information regarding the enrollment process and <a href="https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf">https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn-facility-enrollment-training.pdf</a> for training and enrollment procedures.</p>	<input type="checkbox"/>
	<p>2. Once access to NHSN is obtained, the Facility Administrator completes the NHSN setup process:</p> <p>a. After logging in to NHSN, go to “Facility” &gt; “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 two NHSN users at each facility who have rights to add and analyze data.)</p>	<input type="checkbox"/>
	<b><u>STEP 2: Report Influenza Vaccination Coverage Among HCP Measure Data to NHSN</u></b>	
On or before 05/15/2019	<p>1. Log in to Secure Access Management Services (SAMS) to access NHSN reporting at <a href="https://sams.cdc.gov">https://sams.cdc.gov</a>. (For SAMS assistance, contact the Help Desk toll-free at (877) 681-2901 or via email at <a href="mailto:samshelp@cdc.gov">samshelp@cdc.gov</a>.)</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 ACH Monthly Reporting Plan form:</p> <p>a. From the left-hand navigation menu, select “Reporting Plan” &gt; “Add.”</p> <p>b. Select appropriate month and year from drop-down menus (e.g., January 2019).</p> <p>i. Once one month is selected, the plan is automatically updated for the entire influenza season.</p> <p>c. Under “Healthcare Personnel Vaccination Module,” check appropriate 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” &gt; “Add” &gt; “Continue.”</p> <p>b. Summary Report for ACHs:</p> <p>i. Select appropriate flu season in drop-down box (e.g., 2018/2019).</p> <p>ii. Select “Hospital” for locations.</p>	<input type="checkbox"/>
	<p>5. Complete HCP data entry.</p> <p><b>NOTE:</b> 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) 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 one letter or number, from the acute care facility:</p> <p>a. Enter HCP 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 Seasonal Survey on Influenza Vaccination Programs for HCP, if desired. (Participation is optional.)</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. 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	✓
<b><u>STEP 3: Perform Data Verification in NHSN</u></b>		
On or before <b>05/15/2019</b>	<p>1. Verify that the data have been saved correctly by running a <b>Line Listing – HCP Flu Vaccination Data for CMS IPPS and OPPS Report</b> using the instructions below:</p> <ol style="list-style-type: none"> <li>a. From the NHSN website landing page, locate the HPS Component in the Component drop-down menu.</li> <li>b. Select “Analysis.”</li> <li>c. Select “Generate Data Sets.”</li> <li>d. Select “Generate New.” If you have 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.</li> <li>e. Select “Analysis.”</li> <li>f. Select “Reports.”</li> <li>g. Select the “CMS Reports” folder.</li> <li>h. Select the “Acute Care Hospitals (Hospital IQR and Hospital OQR)” subfolder.</li> <li>i. Select the “Line Listing-HCP Flu Vaccination Data for CMS IPPS and OPPS” report.</li> <li>j. Select “Run Report.” The report will generate in a separate HTML window.</li> </ol> <p><b><u>Important Report Information</u></b></p> <ul style="list-style-type: none"> <li>➤ If a separate HTML window does <b>not</b> 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.</li> <li>➤ If “Other Contract Personnel” data were submitted, these data will not be displayed in the Line Listing and will not be sent to CMS. The same parameters apply to the numerator category of “unknown vaccination status.”</li> </ul> <p>The CDC provides additional, detailed guidance at <a href="https://www.cdc.gov/nhsn/pdfs/cms/vaccination/cms-ipps-ach-hcpfluvacc-linelist.pdf">https://www.cdc.gov/nhsn/pdfs/cms/vaccination/cms-ipps-ach-hcpfluvacc-linelist.pdf</a>.</p>	<input type="checkbox"/>
<b><u>STEP 4: Run CMS Reports in QualityNet</u></b>		
On or before <b>05/15/2019</b>	<ol style="list-style-type: none"> <li>1. Log in to the QualityNet Secure Portal.</li> <li>2. Select Run Reports from the My Reports drop-down menu.</li> <li>3. Select IQR from the Report Program drop-down. Then, select Hospital Reporting-Annual Payment Update Reports from the Report Category drop-down.</li> <li>4. Click View Reports. Then, select Hospital Reporting-Provider Participation Report.</li> <li>5. Select CY 2019 from Calendar Year. The yearly summary for the 2018–2019 flu season (October 1, 2018–March 31, 2019) will be displayed on the Provider Participation Report (PPR) for Q1 2019. Select Q1 2019 from Discharge Quarter. Click Run Report. “Yes” should display for Healthcare Personnel Influenza Vaccination.</li> </ol> <p><b>NOTE:</b> Once the CDC has submitted HCP data to CMS, there is a delay before data appear on the PPR.</p>	<input type="checkbox"/>
<b><u>STEP 5: Perform ACH CCN and CCN Effective Date Verification in NHSN</u></b>		
On or before <b>05/15/2019</b>	<ol style="list-style-type: none"> <li>1. Verify that:             <ol style="list-style-type: none"> <li>a. The facility is properly enrolled in NHSN.</li> <li>b. The correct facility type is chosen on the “Facility Info” page.</li> <li>c. The correct facility CCN <b>and</b> CCN effective date have been entered in to NHSN.                 <ol style="list-style-type: none"> <li>i. Your facility’s CCN effective date is the date of receipt of the CCN from CMS. If the CCN is incorrect, CMS will <b>not</b> receive the data submitted to NHSN.</li> </ol> </li> </ol> </li> </ol> <p><b>NOTE:</b> Upon completing verifications, it is recommended that you retain screenshots or printouts for your records.</p>	<input type="checkbox"/>

**NOTES**

- While navigating through NHSN, use the NHSN buttons and not the web browser buttons.
- Data submitted correctly in NHSN will be transmitted from CDC to CMS.

**RESOURCES**

**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](http://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](mailto: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](mailto:samshelp@cdc.gov).