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- Computer speakers or headphones are necessary to listen to streaming audio.
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- This event is being recorded.



Troubleshooting Audio

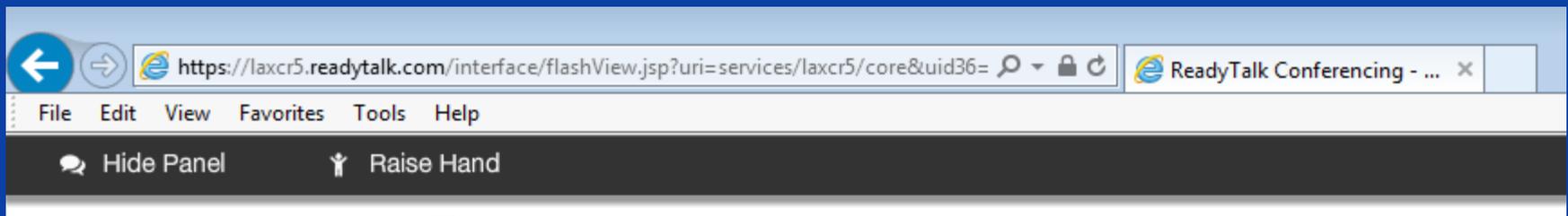
Audio from computer speakers breaking up?

Audio suddenly stop?

- Click Refresh icon
- or
- Click F5



F5 Key
Top row of Keyboard

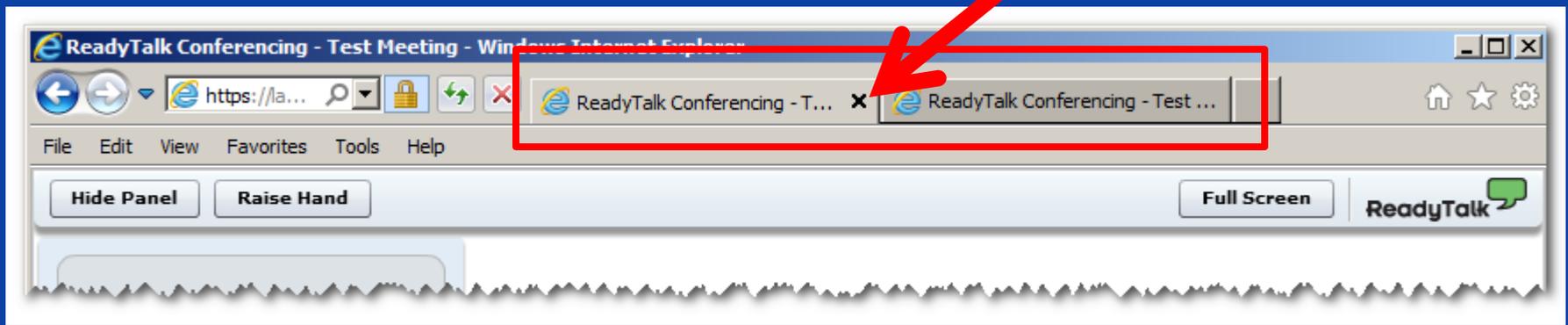


Location of Buttons

Refresh

Troubleshooting Echo

- Hear a bad echo on the call?
- Echo is caused by multiple browsers/tabs open to a single event – multiple audio feeds.
- Close all but one browser/tab, and the echo will clear up.



Example of two browsers/tabs open in same event

Submitting Questions

Type questions in the “Chat with Presenter” section, located in the bottom-left corner of your screen.



A screenshot of a web interface for a CMS event. The interface has a blue background. At the top center is the CMS logo (Centers for Medicare & Medicaid Services). Below the logo is a large blue box with the text "Welcome to Today's Event". Below that is another blue box with the text "Thank you for joining us today! Our event will start shortly." On the left side, there is a vertical white chat box. At the bottom of the chat box, there is a text input field labeled "Type questions here." and a "Send" button. The chat box is titled "Chat with Presenter". At the top of the chat box, there are buttons for "Hide Chat" and "Return Home". At the top right of the main interface, there are buttons for "Full Screen" and "Logout".

Announcements

Upcoming Ambulatory Surgical Center Quality Reporting (ASCQR) educational webinars:

- November 30, 2016: CY 2017 OPPS/ASC Final Rule, presented by CMS
- December 15, 2016: Annual Specifications Manual Update
- Notifications of these webinars will be sent via ListServe.



Healthcare Personnel Safety Component

Healthcare Personnel Vaccination Module Influenza Vaccination Summary

Ambulatory Surgery Centers

October 26, 2016

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion
Centers for Disease Control and Prevention

Objectives

- ❑ **Provide an overview of the National Healthcare Safety Network (NHSN) and the Healthcare Personnel (HCP) Vaccination Module**
- ❑ **Review how to get started in the Healthcare Personnel Safety (HPS) Component**
- ❑ **Describe reporting requirements for the HCP Vaccination Module**
- ❑ **Review entering data for the HCP Vaccination Module**
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary
- ❑ **Review data verification in NHSN**

Overview of NHSN

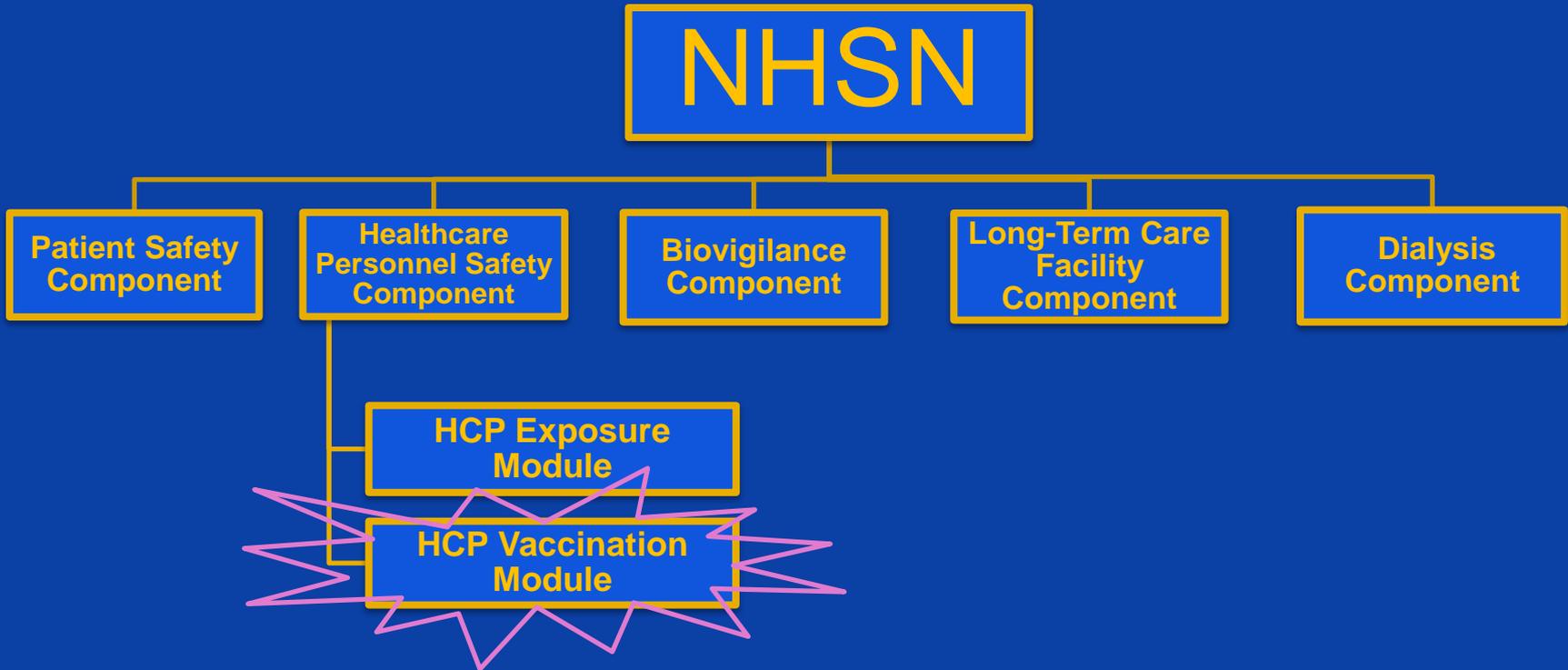
Purposes of NHSN

- **NHSN is a secure, Internet-based surveillance system managed by the CDC's Division of Healthcare Quality Promotion (DHQP) that is used to:**
 - Collect data from a sample of healthcare facilities to permit valid estimations of the:
 - Magnitude of adverse events
 - Adherence to practices to prevent adverse events
 - Analyze and report collected data to permit recognition of trends
 - Provide facilities with data that can be used for inter-facility comparisons and local quality improvement activities

Purposes of NHSN (cont.)

- ❑ Enable healthcare facilities to report healthcare-associated infections (HAI) and prevention practice adherence data via NHSN to the U.S. Centers for Medicare & Medicaid Services (CMS) in fulfillment of CMS' quality measurement reporting requirements for those data
- ❑ A comprehensive list of purposes can be found on the Website: <http://www.cdc.gov/nhsn/>

NHSN Structure



Healthcare Personnel Safety Component

- **The HPS Component consists of two modules:**
 - **Healthcare Personnel (HCP) Exposure Module**
 - Blood/Body Fluid Exposure Only
 - Blood/Body Fluid Exposure with Exposure Management
 - Influenza Exposure Management

 - **HCP Vaccination Module**
 - Influenza Vaccination Summary

- **The Influenza Vaccination Summary within the HCP Vaccination Module is designed to assist staff in healthcare facilities to monitor influenza vaccination percentages among HCP**

Overview of the HCP Influenza Vaccination Summary

HCP Influenza Vaccination Summary

- ❑ **The HCP Vaccination Module allows NHSN users to report HCP influenza vaccination summary data**
- ❑ **HCP influenza vaccination summary data are designed to ensure that reported HCP influenza vaccination coverage is:**
 - Consistent over time within a single healthcare facility
 - Comparable across facilities
- ❑ **Improvements in tracking and reporting HCP vaccination status may allow for identification and targeting of unvaccinated HCP**

HCP Influenza Vaccination Summary

- ❑ Data are collected on denominator and numerator categories
 - Denominator categories:
 - HCP must be physically present in the facility for at least 1 working day between October 1 through March 31
 - Includes both full-time and part-time HCP
 - Employee HCP: Staff on facility payroll
 - Non-employee HCP: Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
 - Non-employee HCP: Adult students/trainees and volunteers
 - Numerator categories:
 - Influenza vaccinations, medical contraindications, declinations, and unknown status
- ❑ Facilities are required to report all numerator categories for the three denominator categories

Getting Started in the HPS Component

Key Roles in NHSN

□ Facility Administrator

- The person enrolling the facility in NHSN
- Only person who can activate additional components for a facility
- Has add/edit/delete rights to facility data, users, and users' access
- Has authority to nominate/join groups for data sharing
- Only person who can re-assign the role of Facility Administrator to another user
- There is only one Facility Administrator per facility

□ Users

- Rights are determined by Facility Administrator: view data, data entry, and data analysis
- May be given administrative rights

Getting Started in the HPS Component

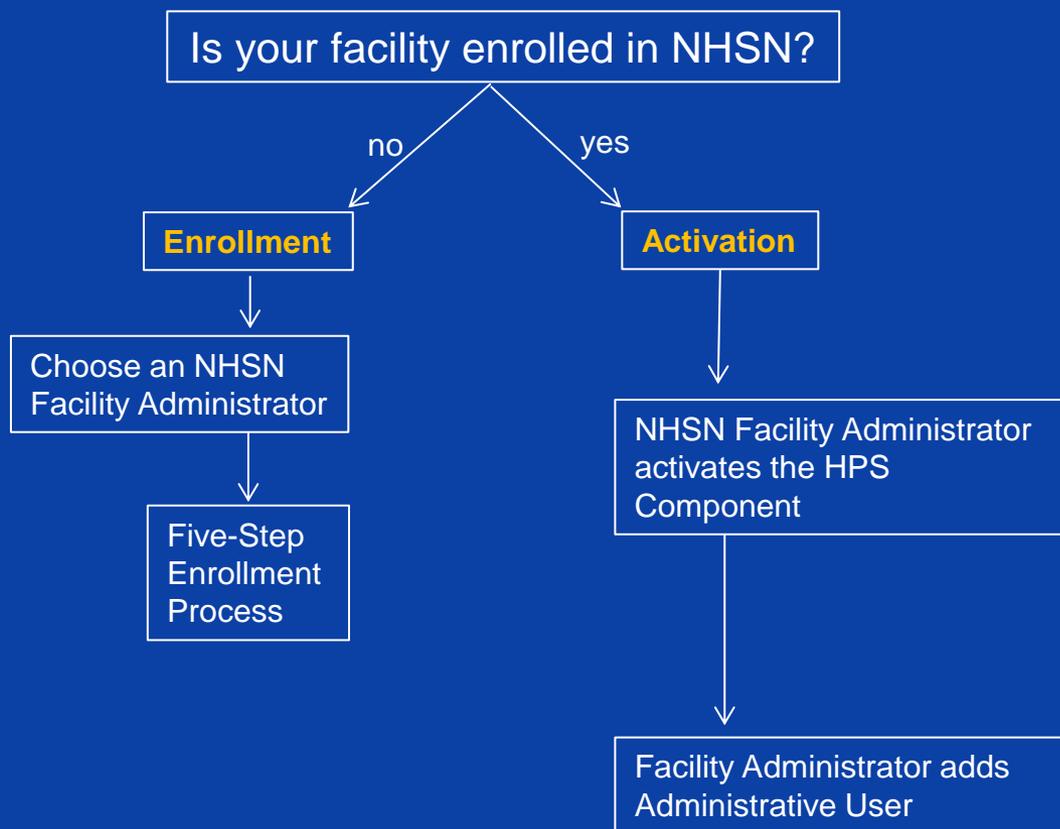
❑ Enrolling in NHSN

- Facilities that are currently not participating in NHSN and wish to participate must enroll their facility in NHSN
 - Please visit www.cdc.gov/nhsn/ambulatory-surgery/enroll.html for more information regarding the enrollment process
- During the enrollment process, facilities may choose to participate in any of the NHSN components

❑ Activating the HPS Component

- The HPS Component is the only component necessary for reporting HCP influenza vaccination data
- Facilities that are already enrolled in NHSN and wish to participate in the HPS Component must activate the component within NHSN

Getting Started in the HPS Component (cont.)



- ❑ **Are you unsure of your facility's status with NHSN?**
 - E-mail nhsn@cdc.gov



Enrollment for Ambulatory Surgery Centers

- ❑ ASCs must complete a 5-step enrollment process (if not already enrolled)
- ❑ Enrollment usually takes at least 4-6 weeks
- ❑ Information about the process can be found at:

www.cdc.gov/nhsn/ambulatory-surgery/enroll.html

5-Step Enrollment for Ambulatory Surgery Centers



Note: The following instructions are for ambulatory surgical centers (ASCs) that must enroll in the Surgical Center Quality Reporting (ASCQR) Program requirements. Participating CMS-licensed ASCs must report influenza vaccination summary data via NHSN beginning with the 2014-2015 influenza season. Detailed instructions for this reporting are available at NHSN [ASC Surveillance for Healthcare Personnel Vaccination](#).

If your facility is already enrolled in NHSN, e.g. because your state requires your facility to report vaccination data, your NHSN Facility Administrator may simply activate the Healthcare Personnel Safety Component.

Step 1: Training and Preparation



Print and follow [detailed checklist June 2015](#)  to ensure successful completion of the [HCP Influenza Vaccination Summary: Ambulatory Surgery Centers](#) training.

Activating the HPS Component

- ❑ Activating the HPS component is only necessary for facilities currently enrolled in another component
- ❑ Only a Facility Administrator can activate a new component
- ❑ Ensure that the contact information for the Facility Administrator and HPS Component Primary Contact are updated
- ❑ Refer to comprehensive training slides for more information:

www.cdc.gov/nhsn/ambulatory-surgery/vaccination/index.html



Adding a NHSN User

- ❑ Recommend at least 2 NHSN users
- ❑ To add: click “Users > Add”
- ❑ Complete required fields

NHSN - National Healthcare Safety Network

Logged into Testing Facility (ID 10036) as AMY.
Facility Testing Facility (ID 10036) is following the HPS component.

Add User

[HELP](#)

Mandatory fields marked with *

User ID*: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name*:

Middle Name:

Last Name*:

Title:

User Active: ▼

User Type: ▼

Phone Number*:

Fax Number:

E-mail Address*:

NHSN Home
Alerts
Reporting Plan
HCW
Lab Test
Exposure
Prophy/Treat
Flu Summary
Analysis
Surveys
Users
 Add 
 Find
Facility
Group
Log Out

User Rights

- ❑ After saving the new user information, the “Edit User Rights” screen will appear
- ❑ Please be sure to confer the proper rights to users
- ❑ CDC recommends that at least two users at each facility have rights to add and analyze data

Edit User Rights

User ID: **AMY (ID 34148)**

Fac: Testing Facility

Facility List:

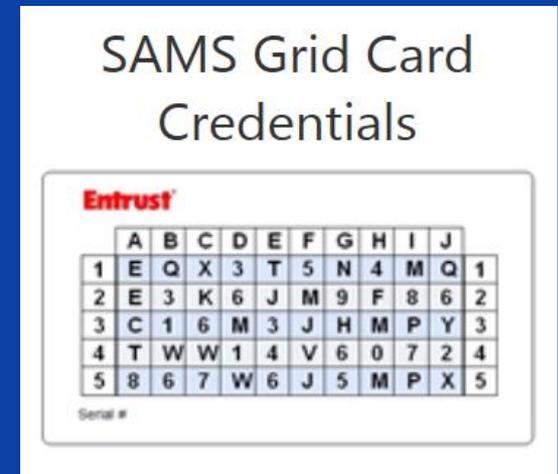
Rights	Patient Safety	Healthcare Personnel Safety
Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

Advanced

Effective Rights Save Back

New Users to NHSN

- ❑ Receive a “Welcome to NHSN” e-mail
- ❑ Receive e-mails to register and create a SAMS account
 - Follow instructions carefully
- ❑ Complete and submit identity verification documents to SAMS
 - Don't delay beginning the process
- ❑ Access NHSN using SAMS credentials



New Users to NHSN (cont.)

- ❑ **New user onboarding takes at least 2-3 weeks**
 - New users should begin this process well in advance of the reporting deadline
- ❑ **Log into NHSN at least once per year to maintain active SAMS credentials**
- ❑ **A user with a SAMS card can enter data for multiple facilities as long as they are a registered user at each facility**
- ❑ **Information about the SAMS process can be found at:**
<http://www.cdc.gov/nhsn/sams/about-sams.html>

Change in NHSN Facility Administrator

- ❑ **NHSN Facility Administrator should transfer role to another user prior to leaving the facility!**

- ❑ **NHSN can add an individual as the new NHSN Facility Administrator if the previous NHSN Facility Administrator has left the facility**
 - Do not re-enroll the facility in NHSN

- ❑ **Fax a letter to NHSN at: 404-929-0131**
 - The letter should be from a facility official requesting that you be added as a user since the Facility Administrator has left

- ❑ **After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process**

Reporting Requirements for the HCP Influenza Vaccination Summary

HCP Influenza Vaccination Summary Protocol

- The protocol is a facility's guide to collecting and reporting Influenza Vaccination Summary data for the HCP Vaccination Module:

www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/HPS-flu-vaccine-protocol.pdf

- It outlines reporting requirements and specifications
 - Data collection forms
 - Denominator categories and notes
 - Numerator categories and notes
 - Data sources
 - Methodology
 - Calculations for data analyses in NHSN
 - Table of instructions
 - Key terms

Denominator Categories

- ❑ Employee HCP: Staff on facility payroll
- ❑ Non-Employee HCP: Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
- ❑ Non-Employee HCP: Adult students/trainees and volunteers
- ❑ HCP must be physically present in the facility for at least 1 working day between October 1 through March 31

National Healthcare Safety Network					
Healthcare Personnel Influenza Vaccination Summary					
Page 1 of 2 *required for saving					
Record the number of healthcare personnel (HCP) for each category below for the influenza season being tracked.					
*Facility ID#:					
*Vaccination type: Influenza	*Influenza subtype ^a : <input type="checkbox"/> Seasonal	*Influenza Season ^b :		Date Last Modified: ___/___/___	
		Employee HCP	Non-Employee HCP		
		*Employees (staff on facility payroll)	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	*Adult students/trainees & volunteers	Other Contract Personnel

Denominator Categories: Employee HCP

- **Employees (staff on facility payroll) [Required]**
 - Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact

Denominator Categories: Non-Employee HCP: Licensed Independent Practitioners

□ Licensed Independent Practitioners [Required]

- Defined as physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.

Denominator Categories: Non-Employee HCP: Adult Students/Trainees and Volunteers

- **Adult students/trainees and volunteers [Required]**
 - Defined as adult students/trainees and volunteers: medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact

Denominator Categories: Non-Employee HCP: Other Contract Personnel

□ Other contract personnel [Optional]

- Defined as persons providing care, treatment, or services at the facility through a contract
- There are several types of personnel who provide direct care and non-direct services. Examples include:
 - Dialysis technicians
 - Occupational therapists
 - Admitting staff
 - Pharmacists
- Refer to Appendix A of the HCP Influenza Vaccination Summary Protocol for suggested list of contract personnel

www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf

Numerator Categories

- ❑ The numerator includes HCP who received an influenza vaccination during the time from when the vaccine became available (e.g., August or September) through March 31 of the following year
- ❑ Influenza vaccinations
 - Received at this healthcare facility or elsewhere
- ❑ Medical contraindications
- ❑ Declinations
- ❑ Unknown status

	Employee HCP	
	*Employees (staff on facility payroll)	*Licensed independent practitioners Physicians, advanced practice nurses, physician assistants
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31		
2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season		
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season		
4. Number of HCP who have a medical contraindication to the influenza vaccine		
5. Number of HCP who declined to receive the influenza vaccine		
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)		

Numerator Categories

- ❑ HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
- ❑ HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
 - Acceptable forms of documentation include:
 - A signed statement or form, or an electronic form or e-mail from a healthcare worker (HCW) indicating when and where he/she received the influenza vaccine
 - A note, receipt, vaccination card, etc. from the outside vaccinating entity stating that the HCW received the influenza vaccine at that location
 - Verbal statements are not acceptable

Numerator Categories

- **HCP who have a medical contraindication to the influenza vaccine**
 - For this module, for inactivated influenza vaccine (IIV3 or IIV4), accepted contraindications include:
 - (1) severe allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or to a vaccine component, including egg protein; or
 - (2) history of Guillain-Barré Syndrome within 6 weeks after a previous influenza vaccination.
 - HCP who have a medical contraindication to live attenuated influenza vaccine (LAIV4) other than the medical contraindications listed above, should be offered IIV by their facility, if available
 - Documentation is not required for reporting a medical contraindication (verbal statements are acceptable)

Numerator Categories

- **HCP who declined to receive the influenza vaccine**
 - Documentation is not required for reporting declinations (verbal statements are acceptable)

- **HCP with unknown vaccination status (or criteria not met for above-mentioned categories)**

Notes on Reporting Requirements

- ❑ Facilities are only required to report data once at the conclusion of reporting period (October 1 through March 31)
- ❑ HCP who are physically present in the facility for at least 1 working day between October 1 through March 31 are included in the denominator
- ❑ HCP in the denominator population who received an influenza vaccination during the time from when the vaccine became available through March 31 of the following year are counted as vaccinated

Notes on Reporting Requirements

- ❑ The denominator categories are mutually exclusive. The numerator data are to be reported separately for each of the denominator categories.
- ❑ The numerator data are mutually exclusive. The sum of the numerator categories should be equal to the denominator for each HCP group.

Entering Data for the HCP Influenza Vaccination Summary

Required and Optional Reporting Forms

- **After enrolling in NHSN, activating the HPS Component, and adding users:**
 - Complete Required Forms
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary Form

 - Complete Optional Form
 - Seasonal Survey on Influenza Vaccination Programs for HCP

Log into SAMS

- ❑ You can access the activity home page by clicking <https://nhsn2.cdc.gov/nhsn/>
- ❑ Enter your SAMS user name and password
- ❑ Enter SAMS grid card numbers

Login Options

Choose one of the two login options.

SAMS Grid Card Credentials



	A	B	C	D	E	F	G	H	I	J	
1	E	Q	X	3	T	S	N	4	M	Q	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	W	1	4	V	6	0	7	2	4
5	8	6	7	W	6	J	5	M	P	X	5

SAMS Username:

SAMS Password:

Login

Forgot SAMS Password?

For users who have been issued a SAMS Grid Card.

OR

HHS PIV Card



Insert your PIV card in your smart card reader before you try to login.

Login

For users who are CDC staff and have been issued a PIV card.

- ❑ For assistance with SAMS, contact the SAMS Help Desk at 1-877-681-2901 or samshelp@cdc.gov

NHSN Landing Page



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Welcome to the NHSN Landing Page

Select a component and facility,
then click Submit to go to the Home Page.

Select component:

Healthcare Personnel Safety

Select facility/group from dropdown list:

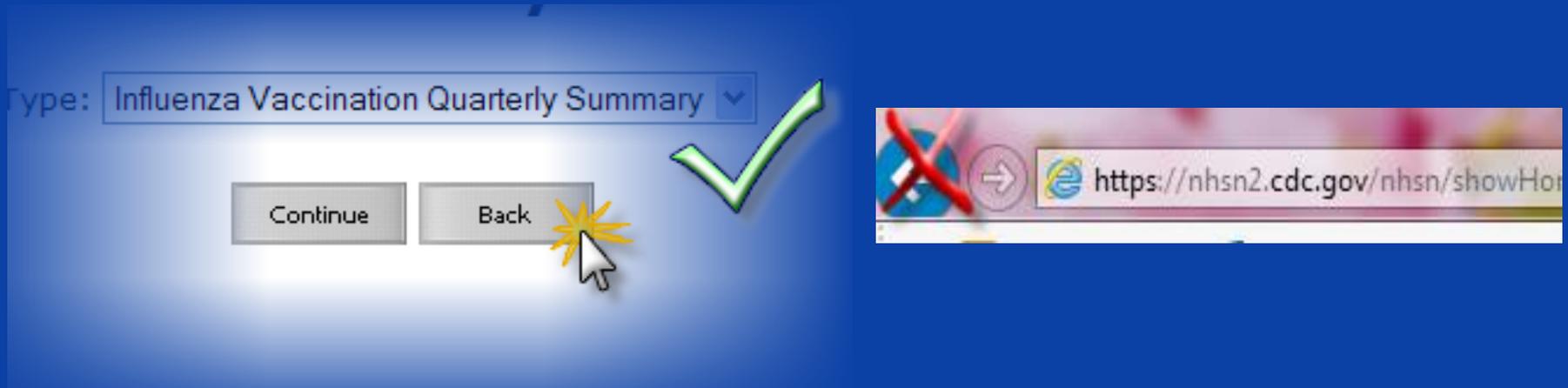
Fac: Testing Facility (ID 10036)

Submit



Navigating NHSN

- ❑ Use NHSN buttons to navigate (do not use Web browser buttons)



- ❑ View facility name, user, and component in use at the top of the screen

A screenshot of the NHSN header and user information. The header features the CDC logo on the left and the text 'Department of Health and Human Services' and 'Centers for Disease Control and Prevention' on the right. Below the header is a blue bar with the text 'NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)'. At the bottom left, there is a 'NHSN Home Reporting Plan' link. On the right, a white box contains the text: 'Logged into Pleasant Valley Surgical Center (ID 12345) as CVX9. Facility Pleasant Valley Surgical Center (ID 12345) is following the HPS component.' A red checkmark is drawn over the user information text.

HPS Component Home Page



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8081)

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

NHSN Home

Reporting Plan

HCW

Lab Test

Exposure

Prophy/Treat

Flu Summary

- [Add](#)
- [Find](#)
- [Incomplete](#)

Analysis

Surveys

Users

Facility

Group

Log Out

Logged into Pleasant Valley Surgical Center (ID 12345) as CVX9.
Facility Pleasant Valley Surgical Center (ID 12345) is following the HPS component.

NHSN Healthcare Personnel Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

NHSN maintenance may occur nightly between 12am and 6am Eastern time.



[Get Adobe Acrobat Reader for PDF files](#)

HCP Safety Monthly Reporting Plan Form

- ❑ Collects data on which modules and months the facility plans to participate
- ❑ Users should select “Influenza Vaccination Summary”
 - The plan is automatically updated with this information for the entire NHSN-defined influenza season (July 1 to June 30)
 - The user will not need to add any reporting plans after the initial monthly plan has been added for that influenza season

The screenshot shows the NHSN logo (National Healthcare Safety Network) in the top left. The title is "Healthcare Personnel Safety Monthly Reporting Plan". Below the title, it says "Page 1 of 1" and "*required for saving". There are two input fields: "Facility ID#: _____" and "*Month/Year: _____". Below these are three sections, each with a checkbox and a description:

- No NHSN Healthcare Personnel Safety Modules followed this month
- Healthcare Personnel Exposure Modules**
 - Blood/Body Fluid Exposure Only
 - Blood/Body Fluid Exposure with Exposure Management
 - Influenza Exposure Management
- Healthcare Personnel Vaccination Module**
 - Influenza Vaccination Summary

Monthly Plan View for ASCs

- ❑ Click “Reporting Plan” then “Add”
- ❑ Select correct month and year from dropdown menus (e.g., October 2016)
- ❑ Check box next to “Influenza Vaccination Summary”
- ❑ Click “Save”

The screenshot shows the NHSN Reporting Plan interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan (with sub-items Add, Find, Incomplete), HCW, Lab Test, Exposure, Propy/Treat, Flu Summary, Analysis, Surveys, Users, Facility, Group, Health Monitor, and Log Out. The main content area is titled 'Add Monthly Reporting Plan'. It includes a note that mandatory fields are marked with an asterisk. The form contains the following fields and options: Facility ID (AMB-SURG Test Facility (ID 33736)), Month (October), Year (2016), and a checkbox for 'No NHSN Healthcare Personnel Safety Modules Followed this Month'. Below this is a section for 'Healthcare Personnel Exposure Modules' with three checkboxes: 'Blood/Body Fluid Exposure Only', 'Blood/Body Fluid Exposure with Exposure Management', and 'Influenza Exposure Management'. The 'Healthcare Personnel Vaccination Module' section has a checked checkbox for 'Influenza Vaccination Summary'. At the bottom right, there are 'Save' and 'Back' buttons, with a mouse cursor clicking on the 'Save' button.

NHSN Home

Alerts

Reporting Plan

- ▶ Add
- ▶ Find
- ▶ Incomplete

HCW

Lab Test

Exposure

Propy/Treat

Flu Summary

Analysis

Surveys

Users

Facility

Group

Health Monitor

Log Out

Add Monthly Reporting Plan

Mandatory fields marked with *

*Facility ID: AMB-SURG Test Facility (ID 33736)

*Month:

*Year:

No NHSN Healthcare Personnel Safety Modules Followed this Month

Healthcare Personnel Exposure Modules

- Blood/Body Fluid Exposure Only
- Blood/Body Fluid Exposure with Exposure Management
- Influenza Exposure Management

Healthcare Personnel Vaccination Module

- Influenza Vaccination Summary

Monthly Plan View for ASCs (cont.)

- Adding 1 plan automatically adds a plan for each month of the influenza season

Monthly Reporting Plan List

Month	Year	Facility ID
July	2016	33736
August	2016	33736
September	2016	33736
October	2016	33736
November	2016	33736
December	2016	33736
January	2017	33736
February	2017	33736
March	2017	33736
April	2017	33736
May	2017	33736
June	2017	33736

Page 1 of 1 | 100 | View 1 - 36 of 36

Page 1 of 1 | 100 | View 1 - 36 of 36

Add Back

HCP Influenza Vaccination Summary Form

- ❑ Collects summary influenza vaccination counts among HCP
- ❑ HCP influenza summary reporting in NHSN consists of a single data entry screen per influenza season
- ❑ Each time a user enters updated data for a particular influenza season:
 - All previously entered data for that season will be overwritten
 - A new modified date will be auto-filled by the system

HCP Influenza Vaccination Summary Form

□ NHSN data entry screen mirrors the HCP Influenza Vaccination Summary Form

- Denominator (Question 1)
- Numerator (Questions 2-6)

	*Employees (staff on facility payroll)	*Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants	*Adult students/ trainees & volunteers	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31				
2. Number of HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season				
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season				
4. Number of HCP who have a medical contraindication to the influenza vaccine				
5. Number of HCP who declined to receive the influenza vaccine				
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)				

Table of Instructions

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Vaccination Type	<i>Required.</i> Influenza is the default and only current choice.
Influenza Subtype	<i>Required.</i> Seasonal is the default and only current choice.
Influenza Season	<i>Required.</i> Select the influenza season years for which data were collected (e.g., 2012/2013).
Date Last Modified	The Date Last Modified will be auto-entered and will indicate the date that these data were last changed by a user.
Employee HCP (staff on facility payroll)	<i>Required.</i> Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact.
Non-Employee HCP: Licensed independent	<i>Required.</i> Defined as physicians (MD, DO); advanced practice nurses; and physician

□ The Table of Instructions outlines the instructions and definitions for each data field in the NHSN module

□ The Instructions for the HCP Influenza Vaccination Summary Form are located in the HCP Influenza Vaccination Summary Protocol: <http://www.cdc.gov/nhsn/forms/57-214-HCP-Influenza-Vaccination-Summary-Form-TOI-.pdf>

HCP Influenza Vaccination Summary Data

The screenshot shows the NHSN web application interface. At the top left is the CDC logo. To its right, the text reads "Department of Health and Human Services" and "Centers for Disease Control and Prevention". Below this is a navigation bar with "NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8081)" and links for "NHSN Home", "My Info", "Contact us", "Help", and "Log Out".

On the left side, there is a vertical menu with the following items: "NHSN Home", "Reporting Plan", "HCW", "Lab Test", "Exposure", "Prophy/Treat", "Flu Summary", "Add", "Find", "Incomplete", "Analysis", and "Surveys". The "Flu Summary" and "Add" items are highlighted with a red box.

The main content area displays the text "Logged into Pleasant Valley Surgical Center (ID 12345) as CVX9. Facility Pleasant Valley Surgical Center (ID 12345) is following the HPS component." Below this is the heading "Add Summary Data".

Under the heading, there is a label "Summary Data Type:" followed by a dropdown menu showing "Influenza Vaccination Summary". Below the dropdown are two buttons: "Continue" and "Back". The "Continue" button is circled in red.

HCP Influenza Vaccination Summary Data

- ❑ “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- ❑ Select appropriate flu season in dropdown box (e.g., 2016-2017)

 **NHSN Home**

Alerts

Reporting Plan

HCW

Lab Test

Exposure

Prophy/Treat

Flu Summary

- ▣ Add
- ▣ Find
- ▣ Incomplete

Analysis

Surveys

Users

Facility

Group

Log Out

Logged into Pleasant Valley Surgical Center (ID 12345) as CVX9.
Facility Pleasant Valley Surgical Center (ID 12345) is following the HPS component.

Add Influenza Vaccination Summary

Mandatory fields marked with *

Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

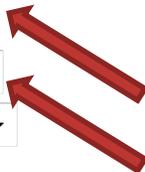
Facility ID*: 12345 (Pleasant Valley Surgical Center)

Vaccination type*: Influenza ▾

Influenza subtype*: Seasonal ▾

Flu Season*: ▾

Date Last Modified:



Data Entry Screen

- ❑ The asterisks indicate required columns that must be completed
- ❑ Use the “Comments” box to enter any additional information
- ❑ Click “Save” to save the record
- ❑ Data must be entered by the May 15 reporting deadline to meet CMS program requirements!

HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll)*	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants*	Adult students/trainees & volunteers*	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Number of HCP who declined to receive the influenza vaccine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Custom Fields [HELP](#)

Comments

Editing HCP Influenza Vaccination Data

View Influenza Vaccination Summary

 A record for the selected summary data element already exists.

Mandatory fields marked with *

Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.

Facility ID*:12345 (Pleasant Valley Surgical Center)

Vaccination type*: Influenza

Influenza subtype*: Seasonal

Flu Season*: 2013/2014

Date Last Modified: 07/03/2013

HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll)*	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants*	Adult students/trainees & volunteers*	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	50	10	25	5
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	35	5	20	2

For each update of the data after the initial entry, a message will indicate that a record of the summary data already exists

The “Date Last Modified” shows when the data were last entered

Editing HCP Influenza Vaccination Data (cont.)

- Click “Edit” to modify existing data

HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll)*	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants*	Adult students/trainees & volunteers*	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	50 <input type="text"/>	10 <input type="text"/>	25 <input type="text"/>	5 <input type="text"/>
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	35 <input type="text"/>	5 <input type="text"/>	20 <input type="text"/>	2 <input type="text"/>
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	10 <input type="text"/>	0 <input type="text"/>	5 <input type="text"/>	3 <input type="text"/>
4. Number of HCP who have a medical contraindication to the influenza vaccine	5 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
5. Number of HCP who declined to receive the influenza vaccine	0 <input type="text"/>	5 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>

Custom Fields [HELP](#)
TEST FIELD:

Comments

Saving HCP Influenza Vaccination Data

- ❑ Click “Save” to save the updated data

HCP categories	Employees (staff on facility payroll)*	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants*	Adult students/trainees & volunteers*	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	50	15	25	5
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	25	10	15	2
3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	20	0	10	3
4. Number of HCP who have a medical contraindication to the influenza vaccine	5	0	0	0
5. Number of HCP who declined to receive the influenza vaccine	0	5	0	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	0

Custom Fields [HELP](#)

TEST FIELD:

Comments

Saving HCP Influenza Vaccination Data (cont.)

- ❑ A message confirming that data were saved should appear at the top of the screen

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8081) | NHSN Home | My Info | Contact us | Help | Log Out

Logged into Pleasant Valley Surgical Center (ID 12345) as CVX9.
Facility Pleasant Valley Surgical Center (ID 12345) is following the HPS component.

View Influenza Vaccination Summary

✔ Save of Summary Data successful.

Mandatory fields marked with *

Record the cumulative number of healthcare personnel (HCP) for each category by for the influenza season being tracked.

Facility ID*: 12345 (Pleasant Valley Surgical Center)
Vaccination type*: Influenza
Influenza subtype*: Seasonal
Flu Season*: 2012/2013

Date Last Modified: 08/21/2012

[Print PDF Form](#)

	Employee HCP	Non-Employee HCP

Data Verification in NHSN

Data Verification in NHSN

- Run a CMS Line Listing Report using instructions located here:

www.cdc.gov/nhsn/pdfs/cms/vaccination/asc-cms_ipps_hcpfluvacc_line_list-8-2014.pdf

Healthcare Personnel Safety Component
Analysis Output Options

Expand All Collapse All

- HCW Exposure Module
- HCW Vaccination Module
- CMS Reports
 - Acute Care Hospitals (Hospital IQR and Hospital OQR)
 - Ambulatory Surgery Centers (ASCQR)
 - CDC Defined Output
 - Line Listing - HCP Flu Vaccination Data for CMS ...more

Run Modify

National Healthcare Safety Network Line Listing for HCP Flu Vaccination Data for CMS ASC PPS

As of: September 9, 2016 at 11:21 AM

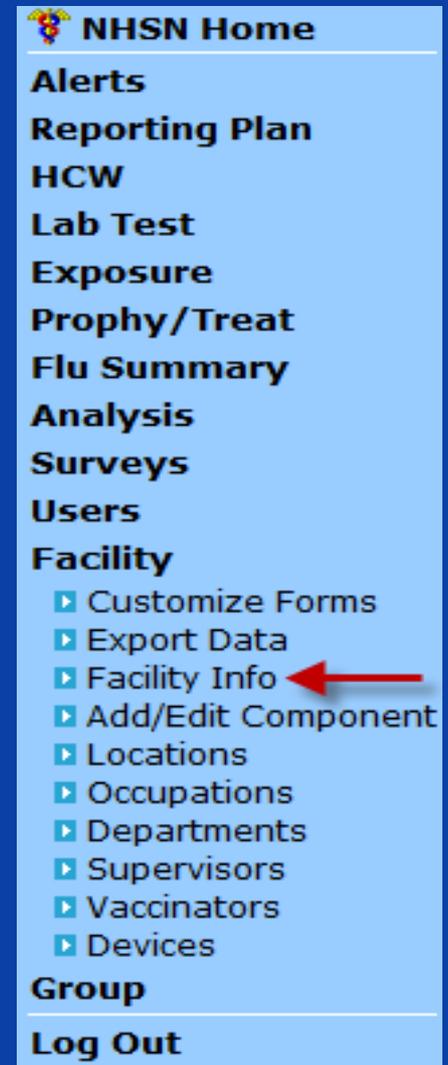
Date Range: All HCW_VACCFLUSUMCMS_ASCQR

orgID	summarySeason	personnelTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
13940	2014/2015	Employees	10	10	10	10	50	40%	20	27%, 54%
13940	2014/2015	Licensed Independent Practitioners	10	10	10	10	50	40%	20	27%, 54%
13940	2014/2015	Adult Students/Trainees and Volunteers	10	10	10	10	50	40%	20	27%, 54%
13940	2014/2015	All Healthcare Workers	30	30	30	30	150	40%	60	32%, 48%

Data Verification in NHSN (cont.)

- ❑ Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN
 - Your CCN effective date = date your facility first received its CCN from CMS

- ❑ Ensure that your facility is enrolled as an “AMB-SURG” facility on the “Facility Information” page of NHSN
 - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance



Data Verification in NHSN (cont.)

- ❑ Use the NHSN Status Listing Tool at:
www.qualityreportingcenter.com/asc/nhsn-listing/
 - Enter the 10-digit facility CCN to determine if data were entered successfully
 - The tool will indicate “yes” if the facility is enrolled in NHSN and submitted data for the current reporting period
 - Check the “date last updated” listed on the website if your data are not appearing

Use the Lookup Tool

Please enter your facility's CMS Certification Number (CCN) into the form below:

Note: Data last updated August 2, 2016

CCN:

Enter

- NHSN Enrolled: **Yes**
- Flu Data Submitted: **Yes**

- ❑ Facilities should always maintain printed copies or screenshots of their data entry for their records

The NHSN Website

Surveillance for Healthcare Personnel Vaccination

The Advisory Committee on Immunization Practices (ACIP) recommends that all healthcare personnel (HCP) and persons in training for healthcare professions should be vaccinated annually against influenza.[1] Persons who are infected with influenza virus, including those with subclinical infection, can transmit influenza virus to persons at higher risk for complications from influenza. Vaccination of HCP has been associated with reduced work absenteeism and with fewer deaths among nursing home patients and elderly hospitalized patients. Although annual vaccination is recommended for all HCP and is a high priority for reducing morbidity associated with influenza in healthcare settings, national survey data have demonstrated that vaccination coverage levels are only approximately 60% [2]. This is well below the Healthy People 2020 goal of 90% for HCP influenza vaccination [3].

On this Page

- [Training](#)
- [Protocols](#)
- [Data Collection Forms](#)
- [CMS Supporting Materials](#)
- [Supporting Material](#)
- [FAQs](#)

Visit: www.cdc.gov/nhsn/ambulatory-surgery/hcp-vaccination/index.html for training materials:

- ❑ Protocol (with Tables of Instructions)
- ❑ Forms
- ❑ Frequently asked questions (FAQs)
- ❑ Training slides and recorded trainings

Questions or Need Help?



E-mail user support at: nhsn@cdc.gov

Please include “HPS Flu Summary-ASC” in
the subject line of the e-mail

Continuing Education Approval

This program has been approved for 1.0 continuing education (CE) unit for the following professional boards:

- Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling
- Florida Board of Nursing Home Administrators
- Florida Council of Dietetics
- Florida Board of Pharmacy
- Board of Registered Nursing (Provider #16578)
 - It is your responsibility to submit this form to your accrediting body for credit.

CE Credit Process

- Complete the ReadyTalk[®] survey that will pop up after the webinar, or wait for the survey that will be sent to all registrants within the next 48 hours.
- After completion of the survey, click “Done” at the bottom of the screen.
- Another page will open that asks you to register in HSAG’s Learning Management Center.
 - This is separate from registering for the webinar. If you have not registered at the Learning Management Center, you will **not** receive your certificate.
 - Please use your **personal** email so you can receive your certificate.
 - Healthcare facilities have firewalls that block our certificates.

CE Certificate Problems?

- If you do not immediately receive a response to the email you used to register in the Learning Management Center, a firewall is blocking the survey link.
- Please go back to the New User link and register your personal email account.
- If you continue to have problems, please contact Deb Price at dprice@hsag.com.

CE Credit Process: Survey

No

Please provide any additional comments

10. What is your overall level of satisfaction with this presentation?

Very satisfied

Somewhat satisfied

Neutral

Somewhat dissatisfied

Very dissatisfied

If you answered "very dissatisfied", please explain

11. What topics would be of interest to you for future presentations?

12. If you have questions or concerns, please feel free to leave your name and phone number or email address and we will contact you.

Powered by [SurveyMonkey](#)
Check out our [sample surveys](#) and create your own now!

CE Credit Process

Thank you for completing our survey!

Please click on one of the links below to obtain your certificate for your state licensure.

You must be registered with the learning management site.

New User Link:

<https://lmc.hshapps.com/register/default.aspx?ID=da0a12bc-db39-408f-b429-d6f6b9ccb1ae>

Existing User Link:

<https://lmc.hshapps.com/test/adduser.aspx?ID=da0a12bc-db39-408f-b429-d6f6b9ccb1ae>

Note: If you click the 'Done' button below, you will not have the opportunity to receive your certificate without participating in a longer survey.

Done

CE Credit Process: New User

The screenshot shows a web page for the HSAG Learning Management Center. At the top left is the HSAG logo with the text "HEALTH SERVICES ADVISORY GROUP". At the top right, there is a security notice: "this is a secure site please provide credentials to continue" next to a small green padlock icon. Below this is the text "Learning Management Center". The main heading of the page is "Learning Center Registration: OQR: 2015 Specifications Manual Update - 1-21-2015". Below the heading are four input fields: "First Name:" and "Last Name:" on the top row, and "Email:" and "Phone:" on the bottom row. The "Phone:" field has a small icon of a telephone handset. Below the input fields is a "Register" button. The entire form is contained within a white rectangular area with a blue border.

HSAG HEALTH SERVICES ADVISORY GROUP

this is a secure site
please provide credentials to continue

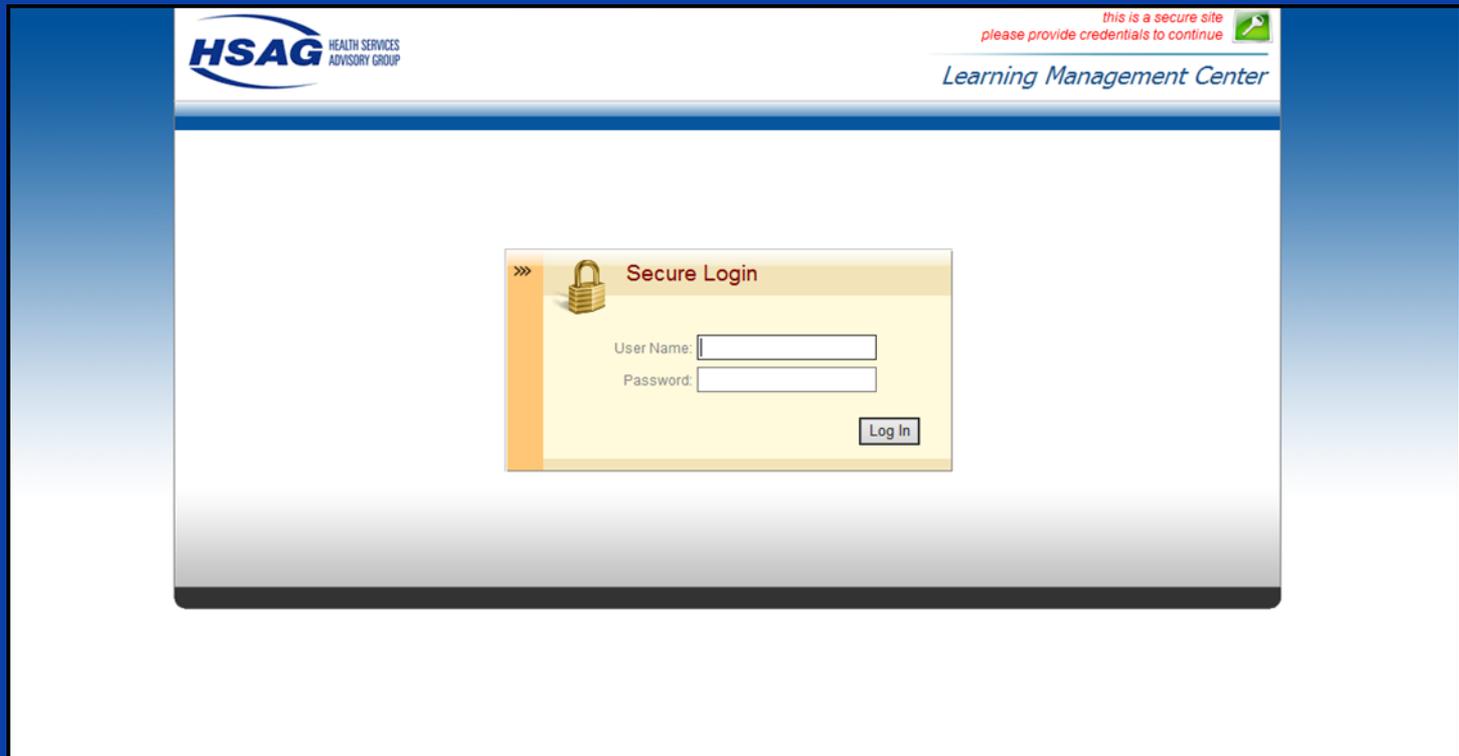
Learning Management Center

Learning Center Registration: OQR: 2015 Specifications Manual Update - 1-21-2015

First Name: Last Name:

Email: Phone:

CE Credit Process: Existing User



The screenshot displays the login interface for the HSAG Learning Management Center. At the top left is the HSAG logo with the text "HEALTH SERVICES ADVISORY GROUP". At the top right, a red warning message reads "this is a secure site please provide credentials to continue" next to a small green icon. Below this is the text "Learning Management Center". The central focus is a "Secure Login" box with a yellow background and a lock icon. It contains two input fields: "User Name:" and "Password:". A "Log In" button is positioned at the bottom right of the login box.

Thank You for Participating!

Please contact the Support Contractor if you have any questions:

- Submit questions online through the QualityNet Question & Answer Tool at www.qualitynet.org

Or

- Call the Support Contractor at 866.800.8756.