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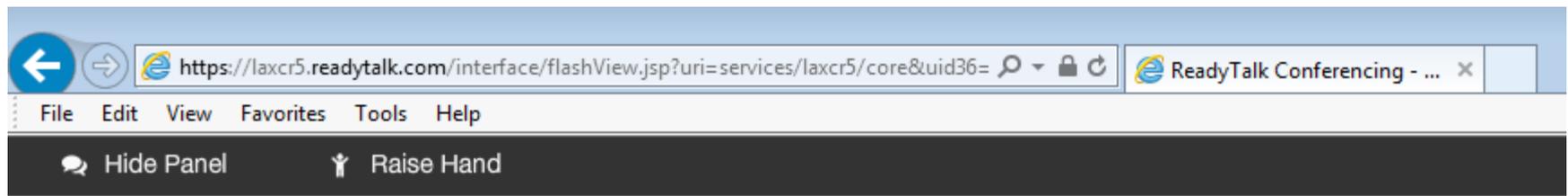
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Troubleshooting Audio

Audio from computer speakers breaking up? Audio suddenly stop?

- **Click <u>Refresh</u> icon – or- Click F5**

F5

F5 Key
Top row of Keyboard

https://laxcr5.readytalk.com/interface/flashView.jsp?uri=services/laxcr5/core&uid36=

ReadyTalk Conferencing - ...

File   Edit   View   Favorites   Tools   Help
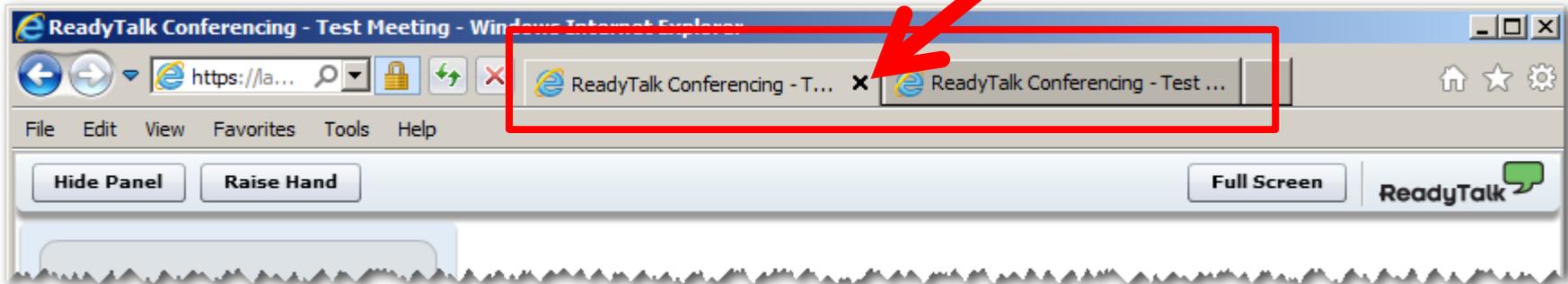
Hide Panel   Raise Hand

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.

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

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January 26, 2017

Purpose

During this presentation participants will receive:

- A brief description of the Influenza Vaccination Coverage Among Healthcare Personnel (HCP) measure as a requirement of the IPFQR Program

- Step-by-step instructions on how to complete the National Healthcare Safety Network (NHSN) enrollment and the Influenza Vaccination Coverage Among HCP measure data-submission processes

- Information on how facilities can verify data submission in the NHSN

Learning Objectives

By the end of the presentation, attendees will be able to:

- Identify resources to complete NHSN enrollment and the Influenza Vaccination Coverage Among HCP measure data submission

- Verify the status of their facility's measure data submission

Acronyms

APU	Annual Payment Update
CAH	Critical Access Hospital
CMS	Centers for Medicare & Medicaid Services
CCN	CMS Certification Number
FAQs	Frequently Asked Questions
FR	Final Rule
FY	Fiscal Year
HCP	Healthcare Personnel
HPS	Healthcare Personnel Safety
IPF	Inpatient Psychiatric Facility
NHSN	National Healthcare Safety Network
PPS	Prospective Payment System
Q	Quarter
SAMS	Secure Access Management Services
TBD	To Be Determined

Overview of the Influenza Vaccination Among HCP Measure Requirement in the IPFQR Program

Overview of the Influenza Vaccination Coverage Among HCP Measure

The Influenza Vaccination Coverage Among HCP measure was finalized in the FY 2015 IPF PPS Final Rule, published August 6, 2014.

- "The IPF reporting of HCP influenza vaccination summary data to NHSN will begin for the 2015–2016 influenza season, from October 1, 2015, to March 31, 2016, with a reporting deadline of May 15, 2016. Although the collection period for this measure extends into the first quarter of the following calendar year, this measure data will be included with other measures that will be required for FY 2017 payment determination." (79 FR 45969)

- A full description of the measure is found on pages 45968 – 45970 of the FY 2015 IPF PPS Final Rule.

Overview of the Influenza Vaccination Coverage Among HCP Measure

The HCP measure is designed to:

- Ensure that reporting of influenza vaccination coverage among HCP data is consistent over time within a single healthcare facility and comparable across facilities

- Allow staff members in healthcare facilities to use the HCP Influenza Vaccination Summary to monitor influenza vaccination percentages among HCP

The HCP measure is relevant to IPFs because:

- In the FY 2015 IPF PPS Final Rule, CMS finalized the inclusion of the HCP measure into the IPFQR Program

- IPFs are required to meet this and all other requirements of the IPFQR Program starting in the FY 2017 payment determination year, or else be subject to a 2 percent reduction to annual payment update

Overview of the Influenza Vaccination Coverage Among HCP Measure

Data are collected on denominator and numerator categories.

- Denominator categories:
  - HCP must be **physically** present in the facility for at least one working day between October 1 and March 31
  - Includes both full-time and part-time HCP
    - Employee HCP: staff on facility payroll
    - Nonemployee HCP: licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
    - Nonemployee HCP: adult students/trainees and volunteers

- Numerator categories:

  Influenza vaccination, medical contraindication, declination, and unknown status

  NOTE: Facilities are **required** to report vaccination status (numerator) data for all three denominator categories

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

NHSN Enrollment Instructions

Key Roles in NHSN

Facility Administrator (**only** one per facility)

- Enrolls the facility in NHSN
- Activates additional components for a facility
- Retains add/edit/delete rights to facility data, users, and user access
- Holds authority to nominate/join groups for data sharing
- Has sole responsibility to reassign the role of Facility Administrator to another user

User

- Rights are determined by the Facility Administrator and include access to view data, enter data, and analyze data
- Administrative rights may be given, as well

Getting Started in the HPS Component

Enrolling in NHSN

- Facilities that are not participating in NHSN and wish to participate must **enroll** their facility in NHSN
    - o Newly enrolled facilities are advised to enter a CCN effective date of January 1, 2017 or earlier to ensure that any data submitted is sent to CMS
    - o Please visit http://www.cdc.gov/nhsn/enrollment/index.html for more information regarding the enrollment process
    - o Enrollment usually takes at least 4 – 6 weeks

Adding an IPF location

- IPF units located within acute care/critical access facilities must be added as a unit within the already enrolled acute care/critical access hospital
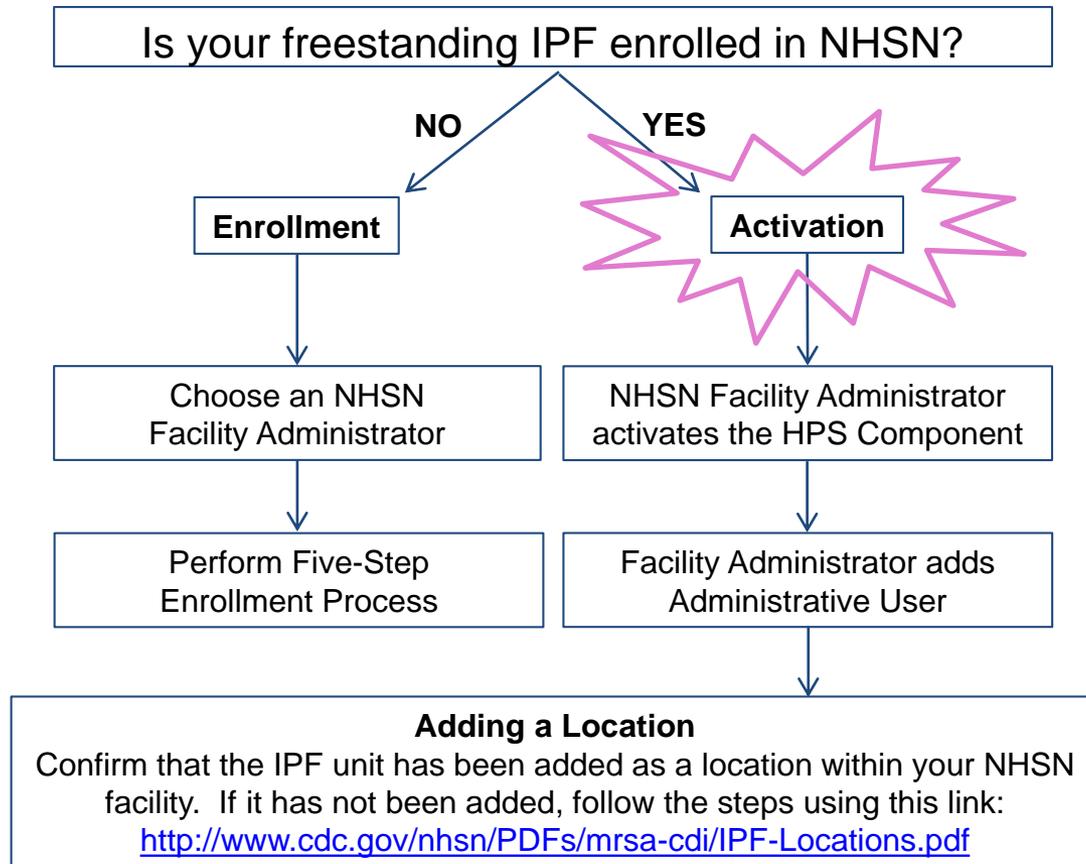
Activating the HPS Component

- 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 for Freestanding IPFs

Is your freestanding IPF enrolled in NHSN?

NO

YES

Enrollment

Activation

Choose an NHSN Facility Administrator

NHSN Facility Administrator activates the HPS Component

Perform Five-Step Enrollment Process

Facility Administrator adds Administrative User

Are you unsure of your facility's status with NHSN? Email nhsn@cdc.gov
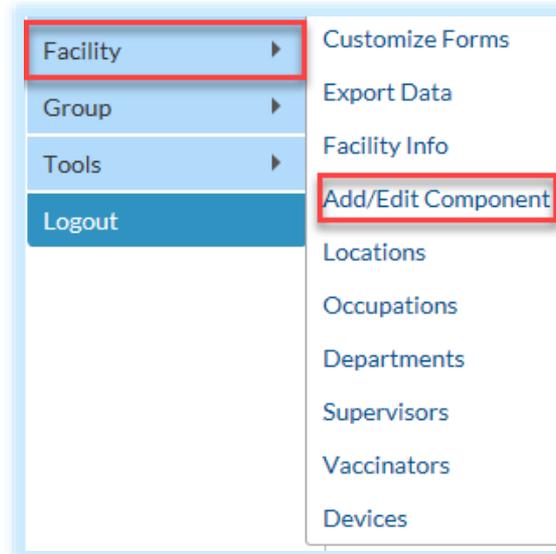
Getting Started in the HPS Component for IPF Units

Is your freestanding IPF enrolled in NHSN?

NO → **Enrollment**

YES → **Activation**

Enrollment:
- Choose an NHSN Facility Administrator
- Perform Five-Step Enrollment Process

Activation:
- NHSN Facility Administrator activates the HPS Component
- Facility Administrator adds Administrative User

Adding a Location
Confirm that the IPF unit has been added as a location within your NHSN facility. If it has not been added, follow the steps using this link:
http://www.cdc.gov/nhsn/PDFs/mrsa-cdi/IPF-Locations.pdf

Are you unsure of your facility's status with NHSN? Email nhsn@cdc.gov.

Getting Started in the HPS Component for IPF Units

Once an IPF unit has been mapped, the fields for the IPF unit location should be completed.

Field	Value
Your Code *:	PSYCH
Your Label *:	PSYCH UNIT
CDC Location Description *:	Behavioral Health/Psych Ward
Is this location a CMS IPF unit within a hospital? *:	Y - Yes
If Yes, specify the IPF CCN (will have an M or S in the 3rd position) *: Edit IPF CCN	44M444 Effective Date of IPF CCN: 08/12/2015 2015Q3
Status *:	Active
Bed Size *:	10 A bed size greater than zero is required for most inpatient locations.

Find   **Add**   **Export Location List**   **Clear**

Activating the HPS Component for Existing NHSN Facilities

Only a Facility Administrator can activate
a new component.

- Log into the SAMS at
  https://nhsn2.cdc.gov/nhsn/
  - o Click **NHSN Reporting**
  - o On the landing page, select your component and facility; then click **Submit**
- From the home page, click **Facility**, then **Add/Edit Component** and check the box next to Healthcare Personnel Safety.
- Add HPS Component Primary Contact by entering the name, phone, email, and address for person to be contacted if CDC/NHSN has updates or questions about the HPS Component.

Facility	▶	Customize Forms
Group	▶	Export Data
Tools	▶	Facility Info
Logout		Add/Edit Component
		Locations
		Occupations
		Departments
		Supervisors
		Vaccinators
		Devices

Components Followed

Follow/Followed	Component	Activated	Deactivated
☐	Biovigilance		
☐	Dialysis		
☑	Healthcare Personnel Safety	08/07/2012	
☐	Long Term Care Facility		

Activating the HPS Component for Existing NHSN Facilities

The Facility Administrator performs the following:

- Add HPS Component Primary Contact as a user within the NHSN facility
  - Click **Users** on the navigation bar, then click **Add**
  - Complete **Add User** screen mandatory fields
    - User ID – created by the facility
    - First Name
    - Last Name
    - Email Address – must be an active/correct address for the user

- Ensure contact information for the Facility Administrator and HPS Component Primary Contact are updated

- Add other users or new HPS Component Primary Contact

- Ensure that at least one HPS Component user has administrative rights

Adding an NHSN User

Recommend at least two NHSN users.

- To add, click **Users**, then **Add**
- Complete required fields

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.

New Users to NHSN

- Receive a "Welcome to NHSN" email
- Receive emails to register and create a SAMS account
  - o Follow instructions carefully
- Complete and submit identity-verification documents to SAMS
  - o Begin the process as soon as possible
- Access NHSN using SAMS credentials

SAMS Grid Card Credentials

Entrust

	A	B	C	D	E	F	G	H	I	J	
1	E	Q	X	3	T	5	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

Serial #

New Users to NHSN

- New user onboarding takes at least 2 – 3 weeks; begin the 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** reenroll 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.

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

HCP Measure Reporting Requirements

Denominator Reporting Requirement: Inclusions

Required

- Employees (staff on facility payroll)
- Licensed independent practitioners
- Adult students/trainees and volunteers

Optional

Other contract personnel

Numerator Reporting Requirement: Inclusions

Numerator reporting requirement inclusions for the HCP measure consist of HCP who:

- Received an influenza vaccination at the reporting healthcare facility since the influenza vaccine became available this season

- Provided a written report or documentation of receiving an influenza vaccination outside the reporting healthcare facility since the influenza vaccine became available this season

- Had a medical contraindication to the influenza vaccine

- Declined to receive the influenza vaccine

- Had an unknown vaccination status (or criteria not met for above-mentioned categories)

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

HCP Measure Data Submission Instructions

Required and Optional Reporting Forms

After enrolling in NHSN and/or activating the HPS Component and adding users:

- Complete required forms
  - HCP Safety Monthly Reporting Plan
  - HCP Influenza Vaccination Summary

- Complete optional form

  Seasonal Survey on Influenza Vaccination Programs for HCP

Log into SAMS

Access the activity home page at https://nhsn2.cdc.gov/nhsn/.

- Enter SAMS user name and password
- Enter SAMS grid card numbers

Login Options

Choose one of the two login options.

SAMS Grid Card Credentials

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 toll-free at (877) 681-2901 or samshelp@cdc.gov.

NHSN Landing Page

Navigating NHSN

Use NHSN buttons to navigate (avoid using the Web browser buttons)
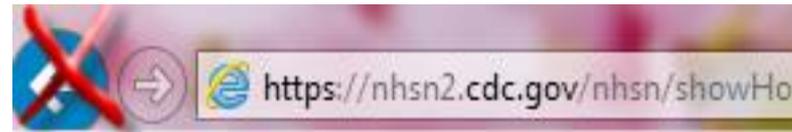
View facility name,
user, and component
in use at the top right
of the screen

HPS Component Home Page

HCP Safety Monthly Reporting Plan Form

- Collects data on which modules and months the facility plans to participate

- Users select **Influenza Vaccination Summary**

  - The plan is automatically updated with this information for the entire NHSN-defined influenza season (July 1 – June 30)

  - The user will not need to add any reporting plans after the initial monthly plan has been added for that influenza season

Healthcare Personnel Safety Monthly Reporting Plan

Page 1 of 1
*required for saving

Facility ID#: _____   *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 IPF Units

- Click **Reporting Plan**, then **Add**
- Select appropriate month and year from drop-down menus, e.g., October 2016
- Check appropriate box next to "Influenza Vaccination Summary for Inpatient Psychiatric Facility Unit(s)"
- Click **Save**

Monthly Plan View for Freestanding IPFs

- Click **Reporting Plan**, then **Add**
- Select appropriate month and year from drop-down menus, e.g., October 2016
- Check appropriate box next to "Influenza Vaccination Summary"
- Click **Save**

Monthly Plan View for IPFs

Adding one plan automatically adds a plan for each month of the influenza season.

HCP Influenza Vaccination Summary Form

- The 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 is overwritten
  - A new, modified date is 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

The table of instructions outlines the instructions and definitions for each data field in the NHSN module
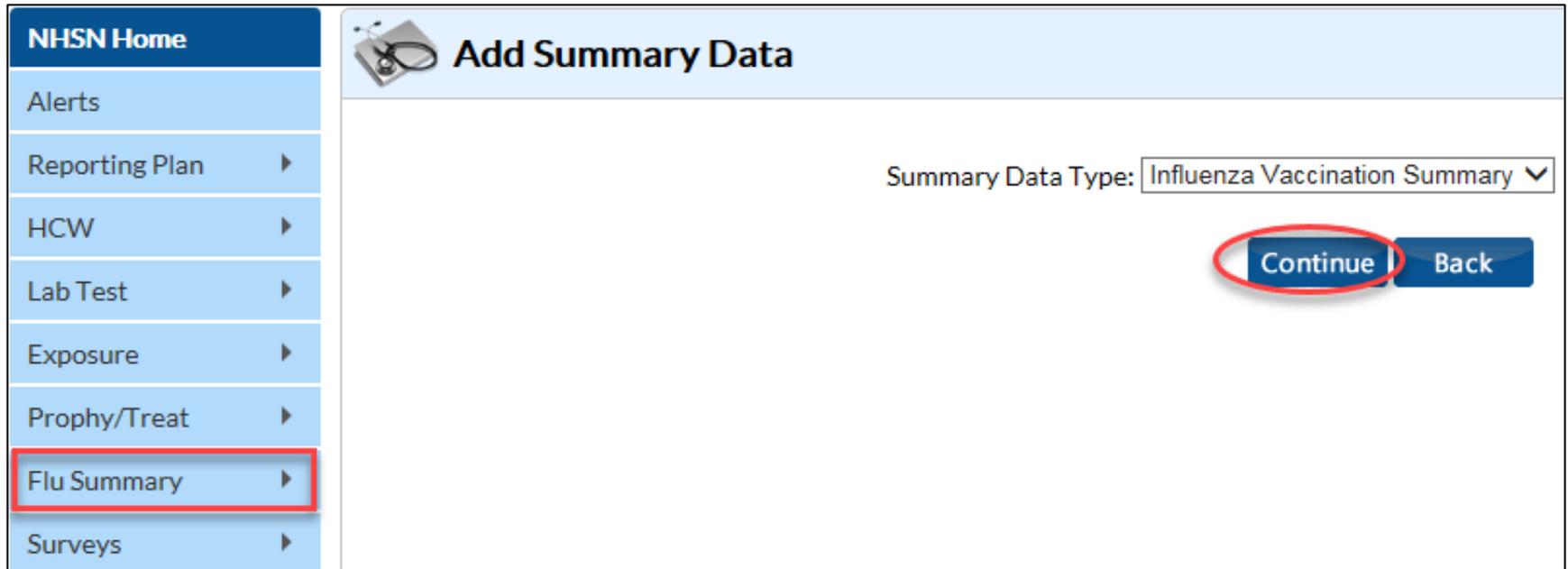
Data Fields	Instructions for Completion
Facility ID #	*Required.* The NHSN-assigned facility ID will be auto-entered.
Vaccination Type	*Required.* Influenza is the default and only current choice.
Influenza Subtype	*Required.* Seasonal is the default and only current choice.
Influenza Season	*Required.* 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)	*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.
Non-Employee HCP: Licensed independent	*Required.* Defined as physicians (MD, DO); advanced practice nurses; and physician

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

- Click **Flu Summary**, then **Add**
- "Influenza Vaccination Summary" appears; the only option in the Summary Data Type drop-down menu
- Click **Continue**

Summary Report for Hospitals with IPF Units

- "Influenza" and "Seasonal" are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box, e.g., "2016/2017"
- Select the appropriate location(s) for reporting hospital or IPF unit(s)

Summary Report for Freestanding IPFs

- "Influenza" and "Seasonal" are the default choices for vaccination type and influenza subtype

- Select appropriate flu season in drop-down box, e.g., "2016/2017"

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				
2. Number of HCP who received an influenza vaccine 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)				

Custom Fields

HCP NURSES: _____   HCP PHYSICIANS : _____

Editing HCP Influenza Vaccination Summary Data

- After the initial entry, each update of the data receives the message, "A record of the summary data already exists."
- The "Date Last Modified" shows when the data were last entered.

Editing HCP Influenza Vaccination Summary Data

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	30	10	25	5
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	10	7	10	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	5	2	10	3
4. Number of HCP who have a medical contraindication to the influenza vaccine	5	1	2	0
5. Number of HCP who declined to receive the influenza vaccine	5	0	2	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	5	0	1	0

Custom Fields

HCP NURSES: _____ HCP PHYSICIANS : _____

Comments

[Edit] [Delete] [Back]

Saving HCP Influenza Vaccination Summary Data

Click **Save** to save the updated 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	30	10	25	5
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	10	7	10	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	5	2	10	3
4. Number of HCP who have a medical contraindication to the influenza vaccine	5	1	2	0
5. Number of HCP who declined to receive the influenza vaccine	5	0	2	0
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	5	0	1	0

Custom Fields

HCP NURSES: [   ]   HCP PHYSICIANS : [   ]

Comments

[   ]

Save   Back

Saving HCP Influenza Vaccination Summary Data

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

✅ Successfully added/updated Influenza Vaccination Summary record.

Mandatory fields marked with *****   Print Form

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

Facility ID *: Facility Name (ID Number)
Vaccination type *: Influenza
Influenza subtype *: Seasonal
Flu Season *: 2016/2017

Date Last Modified: 11/21/2016

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	30	22	10	

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data
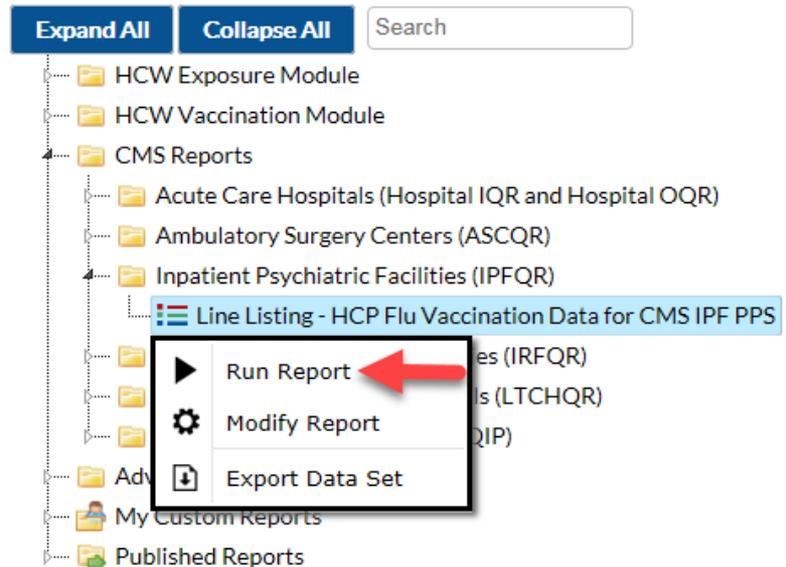
Data Verification in NHSN

Data Verification in NHSN

Run a CMS Line Listing Report using instructions located here:

http://www.cdc.gov/nhsn/pdfs/cms/cms-ipfqr-hcpfluvacc-linelist-ipf.pdf

National Healthcare Safety Network
**Line Listing for HCP Flu Vaccination Data for CMS IPF PPS**
As of: November 21, 2016 at 2:27 PM
Date Range: All HCW_VACCFLUSUMCMS_IPFQR

| orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCl
10312	2016/2017	FLU	Employee	Employees	Influenza	5	5	5	10	30	50%	15	33%, 67%
10312	2016/2017	FLU	LIP	Licensed Independent Practitioners	Influenza	0	1	2	7	10	90%	9	60%, 99%
10312	2016/2017	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	2	2	10	10	25	80%	20	61%, 92%
10312	2016/2017	FLU	All	All Healthcare Workers	Influenza	7	8	17	27	65	68%	44	56%, 78%

Data Verification in NHSN for Freestanding IPFs

- Ensure that the correct facility CCN **and** CCN effective date have been entered into the "Facility Info" page of NHSN. Your facility's CCN effective date equals date facility first received its CCN from CMS.

- Ensure that facility is enrolled as a "HOSP-PSYCH" facility on the "Facility Info" page of NHSN. If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance.
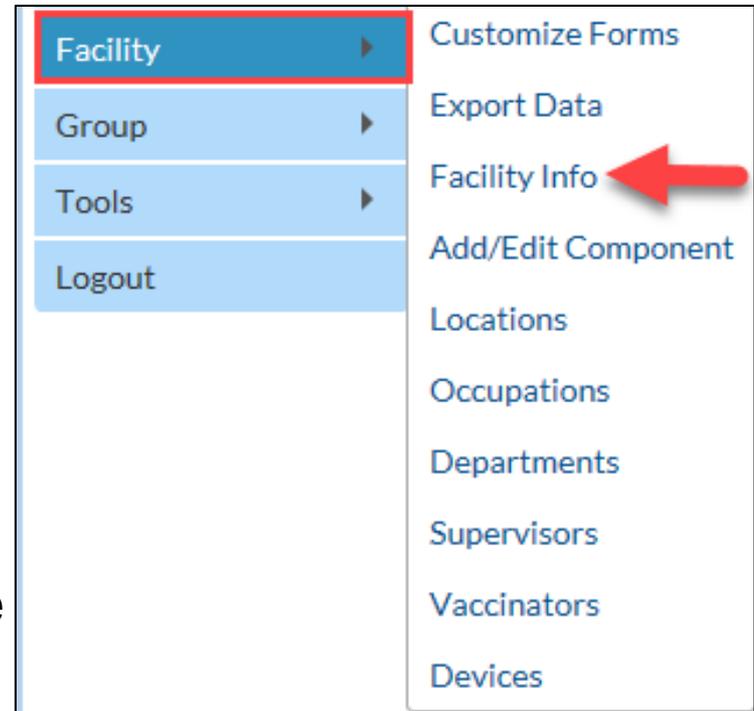
Data Verification in NHSN for IPF Units

- Ensure that the correct facility CCN **and** CCN effective date are entered into the "Facility Info" page of NHSN for your acute-care or Critical Access Hospital. Your CCN effective date equals date your facility first received its CCN from CMS.

- Ensure that your facility is enrolled properly as an acute care facility; for example, "HOSP-GEN," "CAH," "HOSP-SURG," "HOSP-WOM," on the "Facility Info" page of NHSN. If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance.
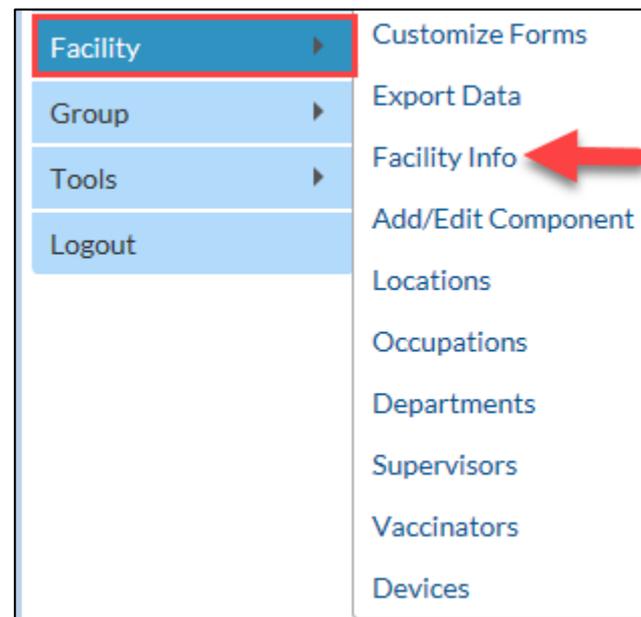
Data Verification in NHSN for IPF Units

- Ensure that "Yes" is selected for the question: Is this location a CMS IPF unit within a hospital?

- Ensure that the correct CCN **and** CCN effective date have been entered for **each** CMS IPF unit in NHSN for your facility. CCN effective date equals date facility first received its CCN from CMS.

Your Code *:	PSYCH
Your Label *:	PSYCH UNIT
CDC Location Description *:	Behavioral Health/Psych Ward
Is this location a CMS IPF unit within a hospital? *:	Y - Yes
If Yes, specify the IPF CCN (will have an M or S in the 3rd position) *: Edit IPF CCN	44M444 Effective Date of IPF CCN: 08/12/2015 2015Q3
Status *:	Active
Bed Size *:	10 A bed size greater than zero is required for most inpatient locations.

Find   Add   Export Location List   Clear

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

Frequently Asked Questions (FAQs)

FAQ #1

When trying to enter data in NHSN, why do I receive an error message stating that a "plan does not exist with Influenza Vaccination Summary for Flu Season entered?"

You are receiving this message because you have not added a monthly reporting plan. Note that a monthly reporting plan must be added in order to report the Influenza Vaccination Summary data. To add this plan, click on "Reporting Plan" and then on "Add" on the NHSN navigation bar after logging in to the Healthcare Personnel Safety Component. Next, select a month and year from the dropdown menus; you can select any month and year during the current influenza season. Then, check the box next to "Influenza Vaccination Summary" under the "Healthcare Personnel Vaccination Module" and click on Save. You can then proceed to enter your influenza vaccination summary data.

FAQ #2

Why are free-standing IPFs required to enroll in NHSN, while IPF units having different CCNs of the acute care or critical access facilities usually do not need to do so?

IPF units do not need to enroll nor activate the HPS Component unless their affiliated acute care or critical access facility is not already enrolled in NHSN or the IPF unit is not physically located within the walls of the affiliated acute care or critical access facility. IPF units located within hospitals can simply be mapped as locations of the already enrolled acute care or critical access facility. Once the IPF unit is added as a location of the facility, the IPF unit-specific CCN can be associated with the facility, so all HCP influenza vaccination data entered into NHSN for the IPF can be sent to CMS appropriately. More information about how to map an IPF unit and add an IPF unit-specific CCN can be found at http://www.cdc.gov/nhsn/PDFs/mrsa-cdi/IPF-Locations.pdf.

FAQ #3

I submitted the HCP influenza vaccination measure data; however, I continue to receive emails and/or phone calls from the VIQR SC stating that the data has not been submitted. What can I do to have my IPF removed from the outreach list?

This is typically due to incorrect or incomplete enrollment of an IPF (e.g., incorrect CCN, IPF unit not mapped correctly to the main hospital, etc.). Complete the steps outlined in slides 50-54 of this presentation pertaining to data verification in NHSN. If you find after completing these steps that the facility is not enrolled correctly please contact NHSN@cdc.gov for assistance.

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

Helpful Resources

CDC NHSN Resources

IPF NHSN Enrollment/Location Mapping

- Detailed checklist for IPFs
  http://www.cdc.gov/nhsn/pdfs/gen-support/ipf-enrollment-checklist.pdf

- NHSN enrollment for freestanding IPFs
  http://www.cdc.gov/nhsn/ipfs/enroll.html

- IPFs within Acute Care and Critical Access Hospitals
  - Ensure the main hospital has completed the NHSN enrollment
    http://www.cdc.gov/nhsn/acute-care-hospital/enroll.html
  - Complete NHSN location mapping for IPFs within hospitals
    http://www.cdc.gov/nhsn/pdfs/mrsa-cdi/ipf-locations.pdf

CDC NHSN Resources

Influenza Vaccination Coverage Among HCP Measure Data Submission

- Training slides for IPFs
  http://www.cdc.gov/nhsn/pdfs/training/vaccination/hcp-flu-vax-summary-reporting-ipf-training.pdf

- Training, protocols, data-collection forms, CMS supporting materials, FAQs
  http://www.cdc.gov/nhsn/ipfs/vaccination/index.html

NHSN User Support

- Email nhsn@cdc.gov for additional information; include "IPF NHSN Enrollment" or "IPF HCP Measure Data Submission" in the subject line.

- Be sure to include the name and CCN of the facility in the body of the email.

CMS Resources

- IPFQR Program webinars held April 16, 2015 and February 18, 2016
  - *QualityNet*: Inpatient Psychiatric Facilities>IPF Webinars, Calls – 2015 and IPF Webinars, Calls – 2016
  - *Quality Reporting Center*: Inpatient>IPFQR Program>Archived Events

- Webinar materials include:
  - Presentation slides
  - Event recording
  - Presentation transcript
  - Questions and answers transcript

Helpful Resources
IPFQR Program General Resources

Q & A Tool	Email Support	Website	Phone Support
https://cms-IP.custhelp.com	IPFQualityReporting@hcqis.org	www.QualityReportingCenter.com	(866)800-8765
Monthly Web Conferences	**ListServes**	**Hospital Contact Change Form**	**Secure Fax**
www.QualityReportingCenter.com	www.QualityNet.org	Hospital Contact Change Form	(877)789-4443

Helpful Resources
Save the Dates

Upcoming IPFQR Program educational webinars:

February 2017

IPFQR Program Manual and Paper Tools

March 2017

The Lifecycle of a Measure in the IPFQR Program

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 a separate registration from ReadyTalk®.
  - Please use your PERSONAL email so you can receive your certificate.
  - Healthcare facilities have firewalls up that block our certificates.

CE Certificate Problems?

- If you do not <u>immediately</u> receive a response to the email that you signed up with in the Learning Management Center, you have a firewall up that is blocking the link that is sent out.

- Please go back to the **New User** link and register your personal email account.

  - Personal emails do not have firewalls.

CE Credit Process: Survey

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

CE Credit Process: Existing User