



Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

Questions & Answers

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Question 1: If we set up our facility last year in the National Healthcare Safety Network (NHSN), do we have to do anything this year besides enter the data?

If your facility completed NHSN enrollment last year, it will not need to re-enroll this year; however, we recommend that the Facility Administrator log in to ensure that the appropriate access levels are in place for anyone who is responsible for entering the Influenza Vaccination Among Healthcare Personnel (HCP) measure data for the IPF.

Question 2: What do we do if we have lost our Secure Access Management (SAMS) card?

Please contact the NHSN team at nhsn@cdc.gov for assistance and be sure to include "IPF SAMS Card" in the subject line as well as the facility name and CMS Certification Number (CCN) in the body of the email.

Question 3: Would an added user need to go through the CDC verification process and receive a SAMS card, or is this process just for the administrator?

Yes, the user needs to register through SAMS. They must be given rights by a Facility Administrator to access the NHSN facility.

Question 4: We count all flu shots since we started giving them this flu season, but when do we stop counting?

The data collection period for the 2016-2017 influenza season is October 1, 2016, through March 31, 2017; therefore, you should discontinue counting after March 31, 2017.

Question 5: What are residents or interns considered? Students, trainees, or physicians?

Residents and interns are considered to be non-employee adult student/trainee and volunteers.



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Question 6: Temporary employees & student externs would also need to complete the form for the flu vaccination, correct?

Yes, employees and students who physically work in the facility for one day or more from October 1 through March 31 should be included in the facility's healthcare personnel influenza vaccination summary data.

Question 7: Employee is defined as FT/PT employee. Do we include Per Diem or seasonal employees who worked during the specified timeframe?

Working any part of one day is considered as working one day. Therefore, if a healthcare worker performs work duties for any part of one day at the facility between October 1 through March 31 and meets NHSN protocol definitions, then you would include this individual.

Question 8: We are an Acute Care and received our DPU in July of 2016. We are currently reporting to NHSN for Acute. We have staff who work on both units. Should we register a separate NHSN for Acute/IPF?

Please send an email to NHSN@cdc.gov with the details for your facility, and we will provide you with guidance.

Question 9: We registered to report IPFQR last year; when do we start reporting IPFQR and NHSN?

Please send an email to IPFQualityReporting@hcqis.org and include the name and CCN of your facility. A member of the Education and Outreach Support Contractor team will respond to your inquiry regarding when your facility should begin submitting data to the NHSN for the IPFQR Program.

Question 10: I am very new to this process. Can you please tell me how often does the data need to be entered into NHSN? For example, do facilities have to submit on a monthly basis, or can the data be entered once at the end of the season?

Facilities are required to only enter data once during the influenza season, prior to the data submission deadline (May 15, 2017). Monthly data reporting is recommended, but not required.



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Question 11: What is the deadline this year for reporting?

The deadline for submitting HCP influenza data to the CDC is May 15, 2017.

Question 12: Slide 37 Adding Monthly Reporting plan. Can you explain again about the month/year? For example, if submitting a summary for the whole season vs. each month, do you only add the month you plan to report in to your monthly plan?

You can select any month and year within the current flu season. For example, for the 2016–2017 flu season, you can select "October 2016." Regardless of whether a facility is entering data into NHSN on a monthly basis or entering data once for the entire influenza season, a monthly reporting plan only needs to be entered into NHSN once for an influenza season. Unlike the other NHSN components and modules, when "Influenza Vaccination Summary" is selected on one reporting plan, the information is automatically updated on all reporting plans for the entire influenza season as defined by NHSN (which is July 1 to June 30). Therefore, adding other reporting plans after the initial plan has been added for that influenza season is not necessary.

Question 13: From what month to what month is data submitted?

The reporting period for the measure denominator is October 1 through March 31. Final data must be submitted through NHSN by May 15, 2017.

Question 14: If the final data must be submitted by May 15, 2017, does that mean I can add May/2017 on the monthly plan?

That is correct.



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Question 15: **Are medical contraindication and declination mutually exclusive?
Staff with medical contraindication will decline.**

Yes, medical contraindications and declinations are both mutually exclusive. Those who state that they have medical contraindications will be marked as having a medical contraindication. However, a healthcare worker who does not specify a reason and declines vaccination would be marked as a declination.

Question 16: **So, minimally freestanding IPF needs to submit a monthly plan and then enter data for at least one month during the season. Is the Data Entry Screen within the monthly plan or at summary?**

You will need to complete a monthly reporting plan, and this will allow for you to enter your data. However, you are not required to submit data each month to fulfill CMS requirements. Please note that the final data that are entered for the 2016-2017 influenza season should reflect data for HCP who met NHSN protocol definitions and worked in your facility for one day or more from October 1 through March 31.

Question 17: **If you choose to report monthly and the data has not changed since the last time that you updated, do you just not edit in that month?**

Correct. You only need to enter your monthly reporting plan once during the flu season; however, you must update your HCP influenza vaccination data accordingly. In other words, you only need to update your data whenever there is a change in the numbers.

Question 18: **Is the monthly plan different than the Summary field? Where do we enter total data for the season?**

Yes, you must complete your monthly reporting plan before entering your HCP influenza vaccination summary data (or “summary fields”) in NHSN. After completing the monthly reporting plan, you will be able to enter your HCP influenza vaccination summary data in the summary fields of the HCP Influenza Vaccination Module.



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Question 19: Are the numerators mutually exclusive categories?

Yes, the numerator data are mutually exclusive. The sum of the numerator categories should be equal to the denominator for each HCP group.

Question 20: What type of facility [should I select] if we have [a] Psych unit with [in an] Acute [care] hospital?

Please send an email to NHSN@cdc.gov, and we will provide you with guidance about your specific situation.

Question 21: What if I forgot my code in NHSN?

Please send an email to NHSN@cdc.gov with the details for your facility, and we will provide you with guidance.

Question 22: Am I understanding that if we are not an IPF, we don't have to report this information?

If your facility is not eligible to participate in the IPFQR Program, then it is not required to report the Influenza Vaccination Coverage Among Healthcare Personnel measure data to CMS for the IPFQR Program. If your facility is eligible for another CMS quality reporting program (such as hospital inpatient quality reporting, outpatient quality reporting, or ambulatory surgical center quality reporting), then you should send an email to NHSN@cdc.gov with the details for your facility for additional guidance.

Question 23: So, I work in a general hospital. We have an IPF, Renal, and IRF. Do I have to do four reports?

Separate reporting is required for all CMS quality reporting programs that submit Influenza Vaccination Coverage Among Healthcare Personnel measure data to the CDC. If your facility is eligible for another CMS quality reporting program, then you should send an email to NHSN@cdc.gov with the details for your facility for additional guidance.