



## **Healthcare Personnel Safety Component**

### **Healthcare Personnel Vaccination Module Influenza Vaccination Summary**

### **Long-term Acute Care Facilities**

**October 2019**

# Objectives

- ❑ Review using the Healthcare Personnel Safety (HPS) Component
- ❑ Describe reporting requirements for the Healthcare Personnel (HCP) Vaccination Module
- ❑ Outline data entry
- ❑ Review data verification

# Using the HPS Component

# Adding a NHSN User

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

**NHSN Home**

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶**
  - Add
  - Find
- Facility ▶
- Group ▶
- Tools ▶
- Logout

**Add User**

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:

Gender:  Y - Yes ▼

Phone Number:  ▼

Phone Number \*:  Extension:

Fax Number:

E-mail Address \*:

Enter New Password for user \*:

Re-enter New Password for user \*:

# 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


The screenshot displays the 'Edit User Rights' interface. On the left is a sidebar with navigation links: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Flu Summary, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The main content area shows 'User ID: RUM16 (ID 9800)' and 'Facility List: Fac: Amy's LTAC'. Below this is a table of rights for three categories: Patient Safety, Healthcare Personnel Safety (circled in red), and an unlabeled category. The table lists various rights with checkboxes for each category. At the bottom right, there are buttons for 'Effective Rights', 'Save', 'Back', and 'Advanced'.

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"/>	<input type="checkbox"/>

# 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

## SAMS Grid Card Credentials



	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 (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**

## 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](http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf)

## 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 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
- ❑ Although LTACs are no longer required to report patient influenza vaccination data to CMS, the HCP influenza vaccination summary reporting is still required.

# **Entering Data for the HCP Influenza Vaccination Summary**


# 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



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](mailto:samshelp@cdc.gov)

# NHSN Landing Page

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8001)



Welcome to the NHSN Landing Page



**NIN7 (ID 9629)**

Select component:

Healthcare Personnel Safety

Select facility/group:

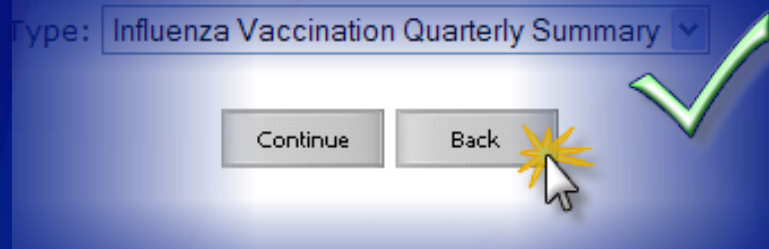
Fac: Pleasant Valley Hospital (ID 10312)

Submit

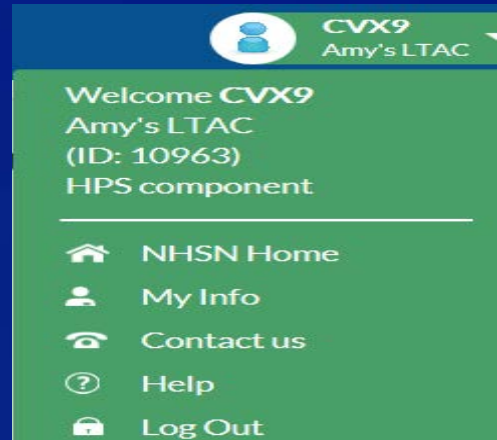


# Navigating NHSN

- ❑ 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




# HPS Component Home Page

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8001) NIN7  
Pleasant Valley Hospital

**NHSN Home**

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Tools ▶
- Logout

 **NHSN Healthcare Personnel Safety Component Home Page**

**COMPLETE THESE ITEMS**

Confer Rights

**Not Accepted**

**ALERTS**

**3**

Report No Events

**4**

Missing Flu Summaries

# Monthly Plan View

- ❑ Click “Reporting Plan” then “Add”
- ❑ Select correct month and year from dropdown menus (e.g., October 2019)
- ❑ Check box next to “Influenza Vaccination Summary”
- ❑ Click “Save”

**NHSN Home**

- Alerts
- Reporting Plan
- HCW
- Lab Test
- Exposure
- Prophy/Treat
- Flu Summary
- Surveys
- Analysis
- Users
- Facility
- Group

## Add Monthly Reporting Plan

Mandatory fields marked with \*

\*Facility ID: Amy's LTAC (ID 10963)

\*Month:

\*Year:

HSN 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

# HCP Influenza Vaccination Summary Data




- ❑ Click “Flu Summary” then “Add”
- ❑ “Influenza Vaccination Summary Data” appears as the only option
- ❑ Click “Continue”

The screenshot displays the NHSN 'Add Summary Data' interface. On the left, a navigation menu lists various options: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Flu Summary (highlighted with a red box), and Surveys. The main content area is titled 'Add Summary Data' and features a dropdown menu for 'Summary Data Type' set to 'Influenza Vaccination Summary'. Below the dropdown, there are two buttons: 'Continue' (circled in red) and 'Back'.



# HCP Influenza Vaccination Summary Data

- ❑ “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- ❑ Select appropriate flu season in drop-down box (e.g., 2019-2020)

<b>NHSN Home</b>	 <b>Add Influenza Vaccination Summary</b>
Alerts	Mandatory fields marked with *
Reporting Plan ▶	Record the cumulative number of healthcare personnel (HCP) for each category below for the influenza season being tracked.
HCW ▶	<b>Facility ID *</b> : Pleasant Valley Hospital (10312)
Lab Test ▶	<b>Vaccination type *</b> : Influenza ▼ 
Exposure ▶	<b>Influenza subtype *</b> : Seasonal ▼ 
Prophy/Treat ▶	<b>Flu Season *</b> : ▼
Flu Summary ▶	

# 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 \***: Amy's LTAC (10963)

**Vaccination type \***: Influenza

**Influenza subtype \***: Seasonal

**Flu Season \***: 2016/2017

**Date Last Modified**: 11/25/2016

	Employee HCP	Licensed independent practitioners: Physicians, advanced practice nurses & physician assistants *
HCP categories	Employees (staff on facility payroll) *	
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	40	30

- 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

Date Last Modified: 11/25/2016

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	40	30	20	
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	30	15	15	
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	10	5	
4. Number of HCP who have a medical contraindication to the influenza vaccine	1	0	0	
5. Number of HCP who declined to receive the influenza vaccine	4	5	0	
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	

Custom Fields

Comments

[Edit](#) [Delete](#) [Back](#)

# Saving HCP Influenza Vaccination Data

- ❑ Click “Save” to save the updated data

Date Last Modified: 11/25/2016

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	50	30	20	
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	40 <input type="text"/>	15	15	
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	10	5	
4. Number of HCP who have a medical contraindication to the influenza vaccine	1	0	0	
5. Number of HCP who declined to receive the influenza vaccine	4	5	0	
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	0	0	0	

Custom Fields

Comments

# Saving HCP Influenza Vaccination Data (cont.)

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

✔ Successfully updated Influenza Vaccination Summary record. A record for the selected summary data element already exists.

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 \***: Amy's LTAC (10963)

**Vaccination type \***: Influenza

**Influenza subtype \***: Seasonal

**Flu Season \***: 2016/2017

**Date Last Modified:** 11/25/2016

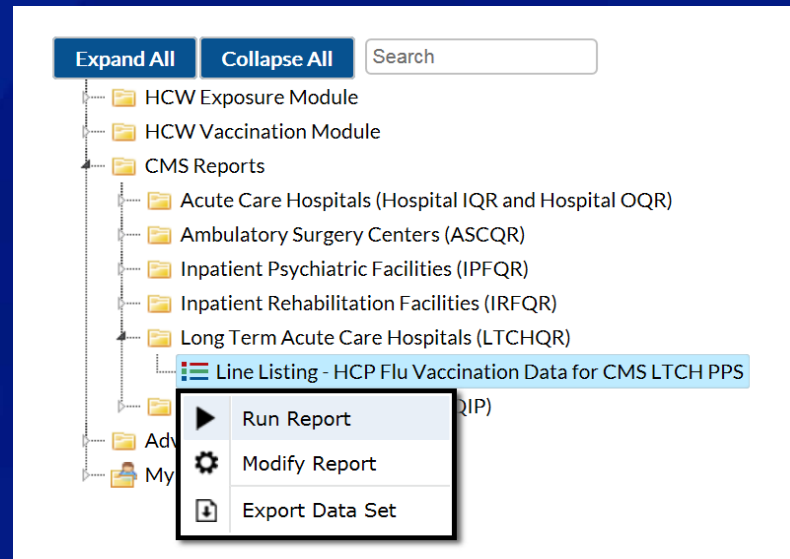
HCP categories	Employee HCP	Non-Employee HCP		
	Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants *	Adult students/trainees & volunteers *	Other Contract Personnel
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	50	30	20	
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	40	15	15	

# 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/ltac/ltac-cms\\_ipps\\_hcpfluvacc\\_line\\_list8-2014.pdf](http://www.cdc.gov/nhsn/pdfs/cms/ltac/ltac-cms_ipps_hcpfluvacc_line_list8-2014.pdf)



## National Healthcare Safety Network

### Line Listing for HCP Flu Vaccination Data for CMS LTCH PPS

As of: November 25, 2016 at 5:17 PM

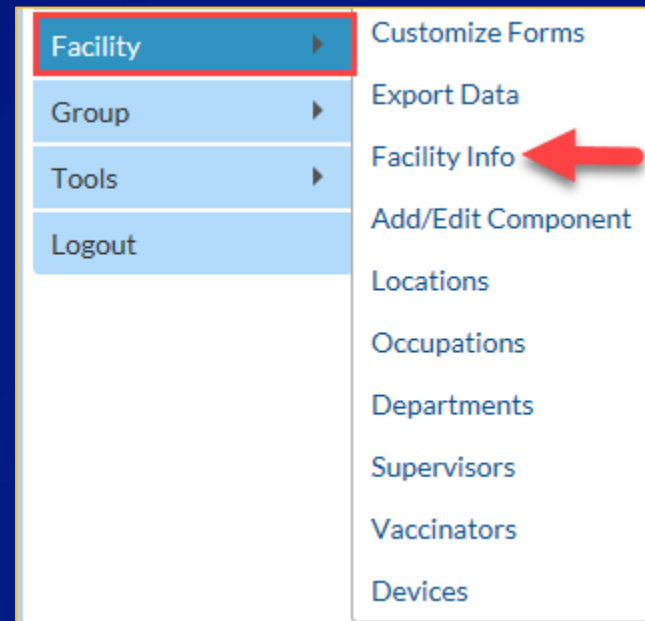
Date Range: All HCW\_VACCFLUSUMCMS\_LTCHQR

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
10963	2016/2017	FLU	Employee	Employees	Influenza	4	1	5	40	50	90%	45	79%, 96%
10963	2016/2017	FLU	LIP	Licensed Independent Practitioners	Influenza	5	0	10	15	30	83%	25	67%, 94%
10963	2016/2017	FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	5	15	20	100%	20	86%, 100%
10963	2016/2017	FLU	All	All Healthcare Workers	Influenza	9	1	20	70	100	90%	90	83%, 95%



## 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 “HOSP-LTAC” facility on the “Facility Information” page of NHSN
  - If your facility is not correctly enrolled, please contact [NHSN@cdc.gov](mailto:NHSN@cdc.gov) for assistance



# 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:

<http://www.cdc.gov/nhsn/ltach/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](mailto:nhsn@cdc.gov)

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