

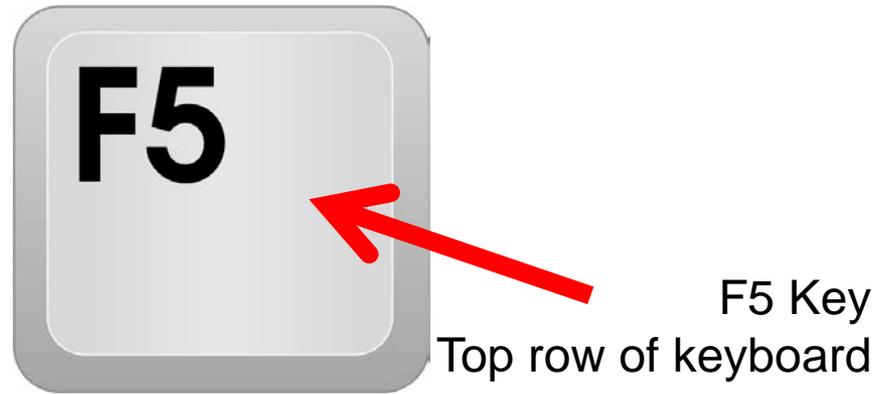
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Troubleshooting Audio

Audio from computer speakers breaking up?
Audio suddenly stop?
Click the Refresh icon
– or –
Click F5

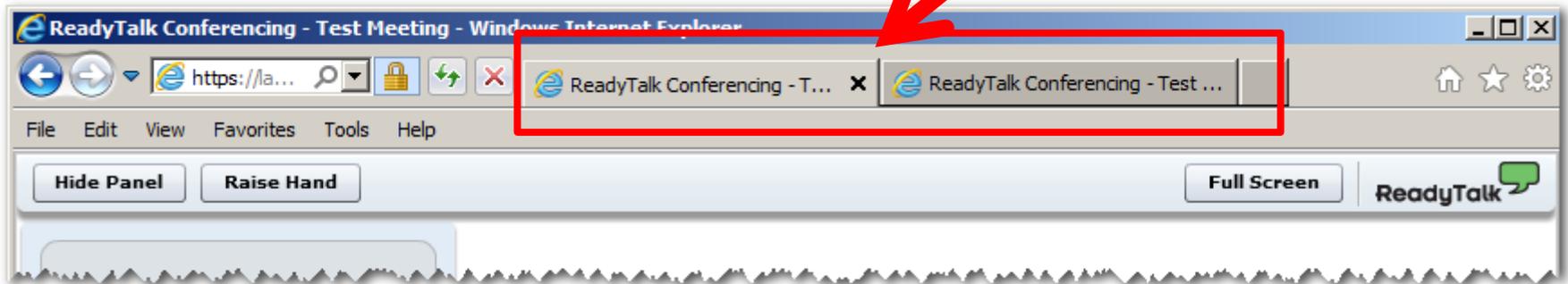


Location of Buttons

Refresh

Troubleshooting Echo

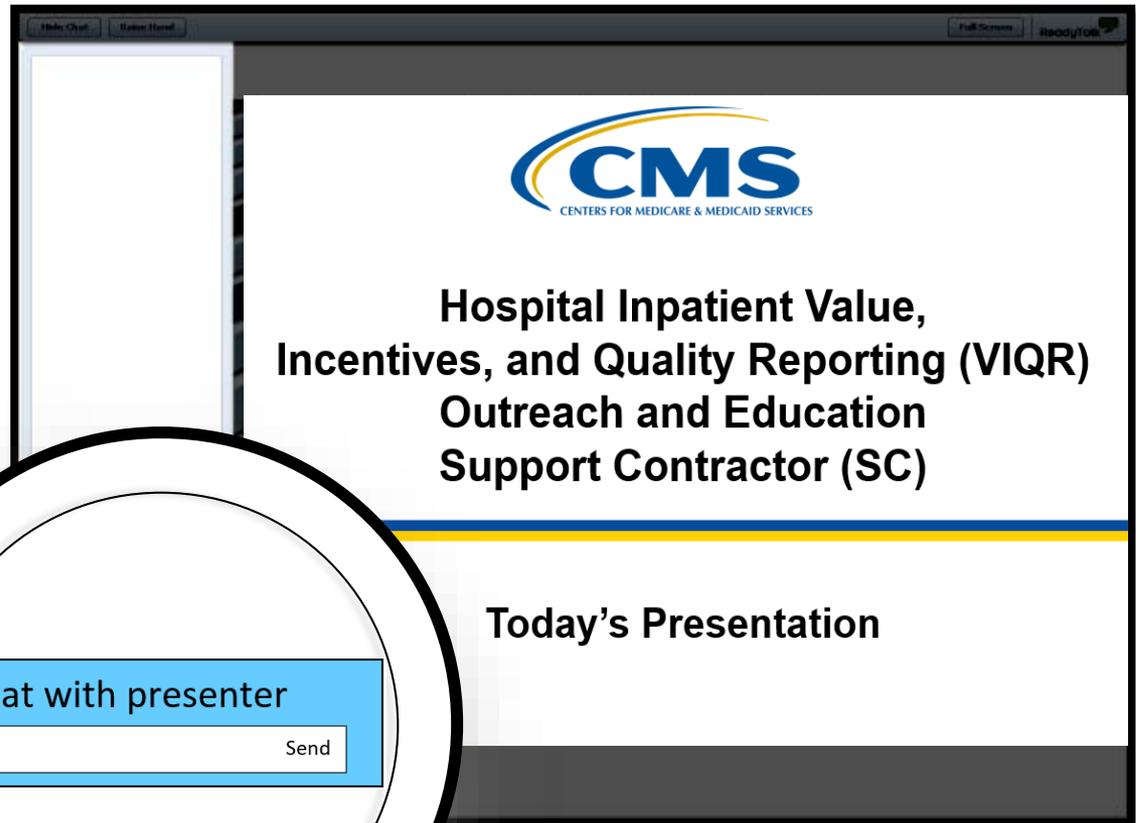
- Hear a bad echo on the call?
- Echo is caused by multiple browsers/tabs open to a single event (multiple audio feeds).
- Close all but one browser/tab and the echo will clear.



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.





Reporting Healthcare Personnel Influenza Vaccination Data — Refresher for 2018

Speakers

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Public Health Analysts, Centers for Disease Control and Prevention (CDC)

Moderator

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Value, Incentives, and Quality Reporting (VIQR) Outreach and Education Support Contractor (SC)

January 25, 2018

Introduction

During the January 26, 2017 webinar titled [Collecting and Entering Healthcare Personnel Influenza Vaccination Data](#), attendees received the following:

- A 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 following:
 - National Healthcare Safety Network (NHSN) enrollment
 - Influenza Vaccination Coverage Among HCP measure data submission and verification

Purpose

During this presentation participants will receive the following:

- A reminder of the NHSN re-consent process
- An overview of reporting requirements for the HCP Influenza Vaccination Summary measure as a requirement of the IPFQR Program
- Information on how facilities can enter HCP Influenza Vaccination Summary measure data and verify data submission in NHSN

Learning Objectives

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

- Ensure proper NHSN enrollment.
- List the reporting requirements for the HCP Influenza Vaccination Summary measure.
- Identify the steps facilities should follow to successfully report data through NHSN.
- Verify the status of their facility's measure data submission.

Acronyms

CCN	CMS Certification Number
CDC	Centers for Disease Control and Prevention
CE	continuing education
CMS	Centers for Medicare & Medicaid Services
FAQ	frequently asked question
FUH	Follow-Up After Hospitalization for Mental Illness
FY	fiscal year
HCP	healthcare personnel
HPS	Healthcare Personnel Safety
IPF	inpatient psychiatric facility
IPFQR	Inpatient Psychiatric Facility Quality Reporting
IPPS	inpatient prospective payment system
NHSN	National Healthcare Safety Network
PPS	prospective payment system
SAMS	Secure Access Management Services
SC	support contractor
VIQR	Value, Incentives, and Quality Reporting

Keys to Success

Top four keys to ensure successful submission by the May 15, 2018 deadline:

1. IPF contact information is current.
 - Update any changes to the Healthcare Personnel Safety Component Primary Contact in NHSN.
 - Complete and return the [Hospital Contact Change Form](#).
2. The IPF has an IPFQR Program Notice Of Participating status of “Participating.”
3. The IPF has an active Facility Administrator account in NHSN.
4. Data is submitted and verified well in advance of the May 15, 2018 deadline.

Updates to Reporting HCP Influenza Vaccination Data in 2018

- NHSN re-consent process
- Updated SAMS log in web page
- Data verification checklist

Reporting Healthcare Personnel Influenza Vaccination Data —
Refresher for 2018

NHSN Re-Consent Process

NHSN Re-Consent Process

All facilities currently participating in NHSN will be required to re-consent electronically through the NHSN application.

- Newly enrolling facilities will electronically submit their consent form as well.
- The re-consent is due to an update to NHSN purposes.
 - This now includes the extension of data access for surveillance and prevention purposes to local health departments via data use agreements as this is currently an option for state health departments.

NHSN Re-Consent Process

- The January 30, 2018 release of the NHSN 8.8.1 application will introduce an updated NHSN Agreement to Participate and Consent.
 - This will be for NHSN facility users who enrolled in NHSN prior to December 2, 2017.
- Once the consent form is available on January 30, an alert will appear on all NHSN component home pages.
 - Primary contacts and Facility Administrators will receive an e-mail notification.
 - Primary contacts or Facility Administrators should agree to this updated consent form for each component by **April 14, 2018**, or risk losing access to NHSN.
- Additional information, including [FAQs](#) and the updated [NHSN purposes](#), are available on CDC's NHSN website: <https://www.cdc.gov/nhsn/about-nhsn/index.html>.
 - If you have any questions, please send an e-mail to NHSN@cdc.gov with the subject line “NHSN Re-Consent.”

Reporting Healthcare Personnel Influenza Vaccination Data —
Refresher for 2018

Adding NHSN User and Administrator Roles

Adding an NHSN User

Facilities should have at least two NHSN users.

- To add a user, click “Users” and “Add.”
- Complete required fields.
- Click “Save.”

The screenshot shows the NHSN 'Add User' form. On the left is a navigation menu with 'Users' highlighted. The main form area contains the following fields:

- User ID * (text input, note: Up to 32 letters and/or numbers, no spaces or special characters)
- Prefix (text input)
- First Name * (text input)
- Middle Name (text input)
- Last Name * (text input)
- Title (text input)
- User Active: Y - Yes (dropdown menu)
- User Type (dropdown menu)
- Phone Number * (text input)
- Extension (text input)
- Fax Number (text input)
- E-mail Address * (text input)
- Enter New Password for user * (text input)
- Re-enter New Password for user * (text input)
- Address, line 1 (text input)
- Address, line 2 (text input)
- Address, line 3 (text input)
- City (text input)
- State (dropdown menu)
- County (dropdown menu)
- Zip Code (text input)
- Zip Code Ext. (text input)
- Home Phone Number (text input)
- Home Extension (text input)
- Beeper (text input)

At the bottom of the form are 'Save' and 'Back' buttons. The 'Save' button is circled in red.

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.

NHSN Home

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

Edit User Rights

User ID: **EMPLHLTH (ID 972)**

Facility List:

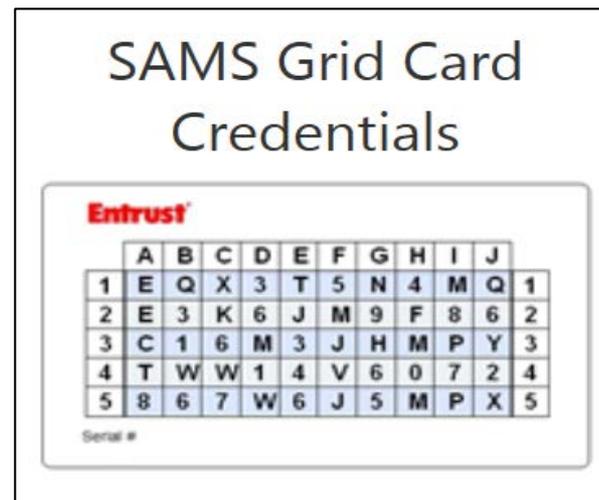
Rights	Patient Safety	Healthcare Personnel Safety
Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>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

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



New Users to NHSN

- Onboarding of new users takes at least 2–3 weeks; begin the process well in advance of the May 15 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

An NHSN Facility Administrator should transfer the 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 C-level executive and include a request that you are assigned as the new NHSN Facility Administrator since the previous Facility Administrator left the facility.
- After being assigned as the new NHSN Facility Administrator, begin the new NHSN user-onboarding process.

Reporting Healthcare Personnel Influenza Vaccination Data —
Refresher for 2018

Influenza Vaccination Among 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

The 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 were not met for above-mentioned categories).

Reporting Healthcare Personnel Influenza Vaccination Data —
Refresher for 2018

Data Submission Instructions

Required and Optional Reporting Forms

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

- Complete these required forms:
 - HCP Safety Monthly Reporting Plan
 - HCP Influenza Vaccination Summary
- Complete this 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.

Choose a login option

External Partners

SAMS Grid Card



SAMS Username

SAMS Password

Login

[Forgot SAMS Password?](#)

For External Partners who have been issued a SAMS Grid Card.

HHS Staff

PIV Login



Click the Login button to sign on with a HHS PIV Card.

Login

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)

AMS One Time Password



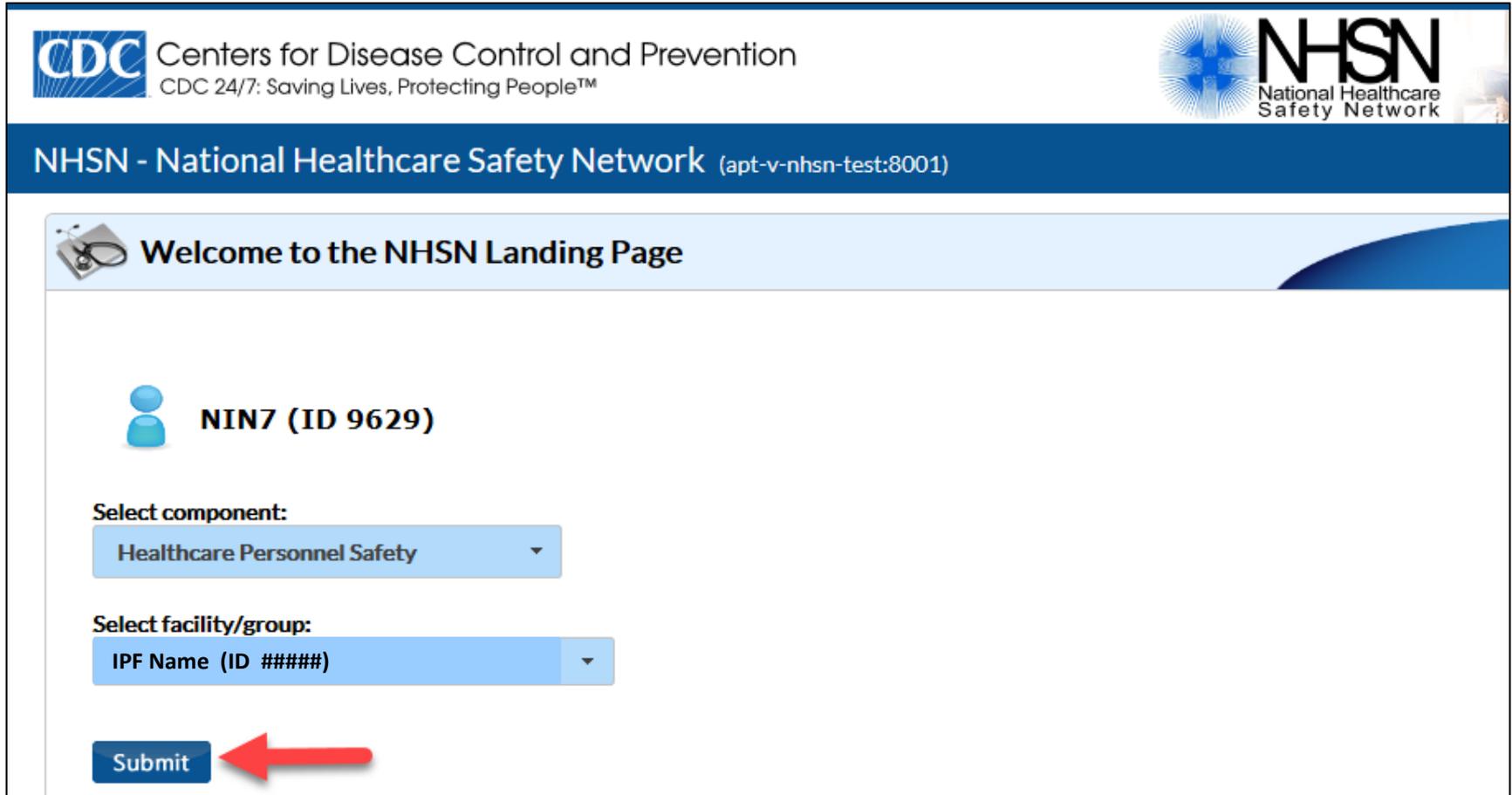
How to use OTP

Login

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

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

NHSN Landing Page



The screenshot shows the NHSN Landing Page interface. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo with the text "National Healthcare Safety Network". Below the logos is a blue header bar with the text "NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8001)". The main content area has a light blue background with a "Welcome to the NHSN Landing Page" message and a stethoscope icon. Below this is a user profile section with a blue person icon and the text "NIN7 (ID 9629)". There are two dropdown menus: "Select component:" with "Healthcare Personnel Safety" selected, and "Select facility/group:" with "IPF Name (ID #####)" selected. At the bottom left is a blue "Submit" button with a red arrow pointing to it.

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

NHSN
National Healthcare Safety Network

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:
IPF Name (ID #####)

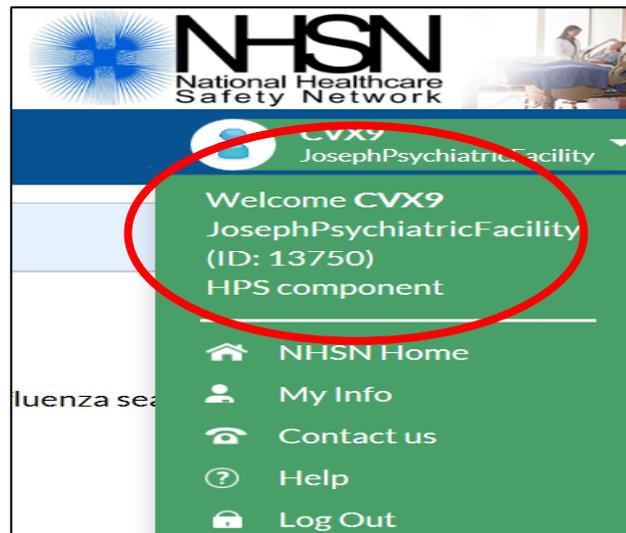
Submit 

Navigating NHSN

Use NHSN buttons to navigate. Avoid using web browser buttons.



View user ID, facility name, facility ID, and component in use at the top right 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

HCP Safety Monthly Reporting Plan Form

- The 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., January 2018).
- Check appropriate box next to “Influenza Vaccination Summary for Inpatient Psychiatric Facility Unit(s).”
- Click “Save.”

NHSN Home

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

Add Monthly Reporting Plan

Mandatory fields marked with *

*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 for the Hospital
- Influenza Vaccination Summary for Inpatient Rehabilitation Facility Unit(s)
- Influenza Vaccination Summary for Inpatient Psychiatric Facility Unit(s)

Monthly Plan View for Freestanding IPFs

- Click “Reporting Plan,” then “Add.”
- Select appropriate month and year from drop-down menus (e.g., January 2018).
- Check appropriate 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: JosephPsychiatricFacility (ID 13750)

* Month: January

* Year: 2018

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

Save **Back**

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

The 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.

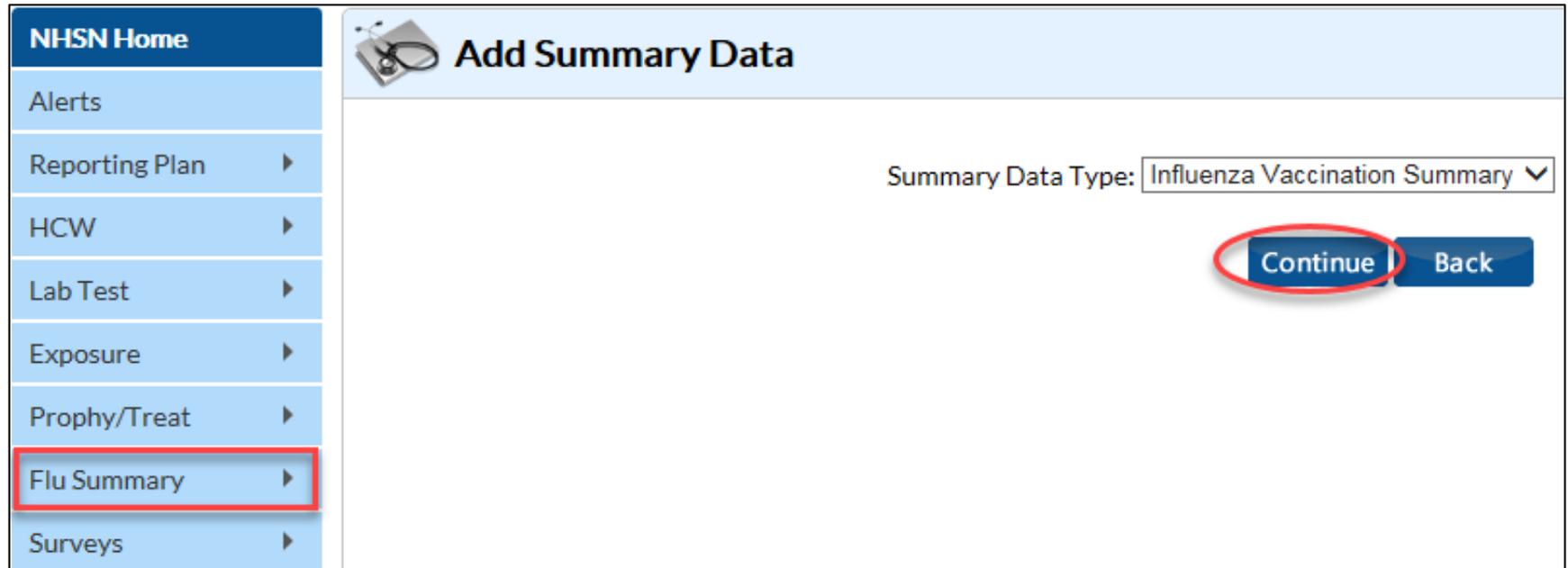
Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Vaccination Type	<i>Required.</i> Influenza is the default and only current choice.
Influenza Subtype	<i>Required.</i> Seasonal is the default and only current choice.
Influenza 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 *Instructions for Completion of Healthcare Personnel Influenza Vaccination Summary Form* is 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. It is the only option in the Summary Data Type drop-down menu.
- Click “Continue.”



The screenshot displays the NHSN Home interface. On the left is a navigation menu with the following items: 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 "Summary Data Type" dropdown menu set to "Influenza Vaccination Summary". Below the dropdown are two buttons: "Continue" (circled in red) and "Back".

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., 2017/2018).
- Select the appropriate location(s) for reporting hospital or IPF unit(s).

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶

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 *: Facility Name (ID Number)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: 2017/2018 ▼ ←

Locations *: 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., 2017/2018).

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶**

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 *: Facility Name (ID Number)

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: 2017/2018 ▼

Data Entry Screen

- The asterisks indicate 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				
HCP NURSES: <input type="text"/> HCP PHYSICIANS: <input type="text"/>				

Saving HCP Influenza Vaccination Summary Data

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

 **Successfully updated Influenza Vaccination Summary record.**

Mandatory fields marked with *

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

Facility ID *: JosephPsychiatricFacility (13750)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2017/2018

Date Last Modified: 12/13/2017

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 *
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	30	22	10

Editing HCP Influenza Vaccination Summary Data

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

 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 *: Boston Vet Center (10238)
Vaccination type *: Influenza
Influenza subtype *: Seasonal
Flu Season *: 2017/2018
Locations *: IPF Units(s)

Date Last Modified: 12/13/2017

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 *

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

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

Custom Fields
 HCP NURSES: HCP PHYSICIANS:

Comments

Saving HCP Influenza Vaccination Summary Data

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

 **Successfully updated Influenza Vaccination Summary record.**

Mandatory fields marked with *

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

Facility ID *: JosephPsychiatricFacility (13750)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

Flu Season *: 2017/2018

Date Last Modified: 12/13/2017

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 *
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	30	22	10

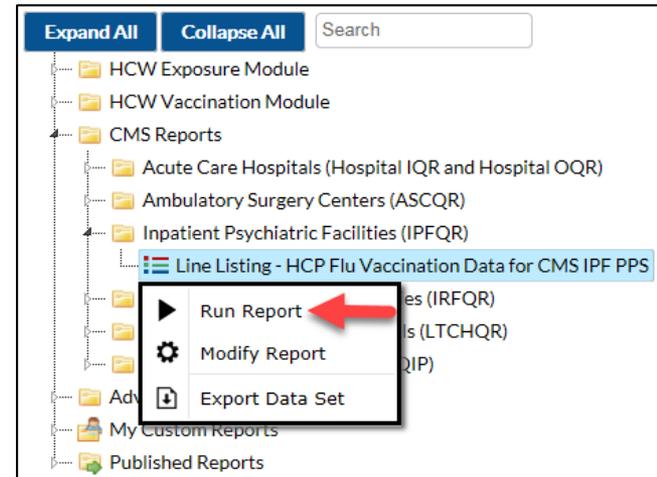
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Data Verification in NHSN

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	pctVaccCI
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 Information” page of NHSN.
 - Your facility’s CCN effective date equals the date the facility first received its CCN from CMS.
- Ensure that the 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.

Surveys	▶	Export Data
Analysis	▶	Facility Info 
Users	▶	Add/Edit Component
Facility	▶	Locations
Group	▶	Occupations
Tools	▶	Departments
Logout		Supervisors

Data Verification in NHSN for IPF Units

- Ensure that the correct facility CCN and CCN effective date are entered into the “Facility Information” page of NHSN for your acute-care or Critical Access Hospital.
 - Your CCN effective date equals the date your facility first received its CCN from CMS.
- Ensure that your facility is enrolled properly as an acute care facility (“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.

Surveys	▶	Export Data
Analysis	▶	Facility Info 
Users	▶	Add/Edit Component
Facility	▶	Locations
Group	▶	Occupations
Tools	▶	Departments
Logout		Supervisors

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 the date the facility first received its CCN from CMS.

The screenshot shows a data entry form for IPF units in NHSN. The form includes the following fields and options:

- 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](#)
- Effective Date of IPF CCN: 08/12/2015 2015Q3
- Status *: Active
- Bed Size *: 10 (Note: A bed size greater than zero is required for most inpatient locations.)

At the bottom of the form are four buttons: Find, Add, Export Location List, and Clear.

Checklist for 2017–2018

- ✓ **Keep SAMS credentials active.**
 - Facilities should log into NHSN using their SAMS card every few months to keep their credentials active.
 - NHSN users will also be prompted to change their SAMS password every 60 days.

- ✓ **Ensure that at least two staff members can enter data into NHSN.**
 - To combat NHSN access issues due to staff turnover, vacation, or extended leave, each facility should have at least two individuals who can add, edit, delete, and analyze the HCP influenza vaccination summary data in NHSN.

Checklist for 2017–2018

- ✓ **Create a new monthly reporting plan.**
 - When creating a new monthly reporting plan for the 2017–2018 influenza season, you may select “January 2018” for your plan.
 - Once your monthly reporting plan is complete, you will be able to enter data for the 2017–2018 season.
- ✓ **Select the appropriate influenza season when entering data.**
 - For the 2017–2018 influenza season, you must select “2017/2018” in the flu season drop-down box.
- ✓ **Ensure that your CCN, CCN effective date, and facility type are entered into NHSN.**
 - Specific guidance on adding/updating the facility CCN and CCN effective date within NHSN can be found here:
www.cdc.gov/nhsn/pdfs/cms/changing-ccn-within-nhsn.pdf.
 - You should also enter your correct facility type on the “Facility Information” page for your facility in NHSN.

Reporting Healthcare Personnel Influenza Vaccination Data —
Refresher for 2018

Helpful Resources

CDC NHSN Resources

IPF NHSN Enrollment and Location Mapping

- NHSN Facility Enrollment & Set-Up Checklist for Inpatient Psychiatric Facilities:

<http://www.cdc.gov/nhsn/pdfs/gen-support/ipf-enrollment-checklist.pdf>

- 5-Step Enrollment for Inpatient Psychiatric Facilities (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 hospital:

<http://www.cdc.gov/nhsn/pdfs/mrsa-cdi/ipf-locations.pdf>

CDC NHSN Resources

IPF Influenza Vaccination Coverage Among HCP Measure Data Submission and Verification

Access training materials, such as protocols, data-collection forms, and FAQs: <http://www.cdc.gov/nhsn/ipfs/vaccination/index.html>

- Training Slides:
<http://www.cdc.gov/nhsn/pdfs/training/vaccination/hcp-flu-vax-summary-reporting-ipf-training.pdf>
- Data Verification Document:
<https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/verification-hcp-flu-data.pdf>

CDC NHSN Resources

NHSN User Support

- E-mail nhsn@cdc.gov for additional information; include “IPF NHSN Enrollment” or “IPF HCP Measure Data Submission” in the subject line.
- Include the name and IPF-specific CCN of the facility in the body of the email.
 - An IPF unit located in an acute care facility will have an “S” in the third position of its CCN.
 - An IPF unit located in a critical access facility will have an “M” in the third position of its CCN.
 - A free-standing IPF will have a “4” in the third position of its CCN.

CMS Influenza Vaccination Coverage Among HCP Measure Resources

- The January 26, 2017 webinar, titled *Collecting and Entering Healthcare Personnel Influenza Vaccination Data*, can be found in two locations:
 - *QualityNet*
Inpatient Psychiatric Facilities → [IPF Webinars, Calls – 2017](#)
 - *Quality Reporting Center*
Inpatient → IPFQR Program → [Archived Events](#)
- Webinar materials include the following:
 - Presentation slides
 - Event recording
 - Presentation transcript
 - Questions-and-answers transcript

Helpful Resources Links

The current IPFQR Program Manual and various optional paper tools, can be found at two locations:

- [QualityNet](#)

Inpatient Psychiatric Facilities → Resources

<https://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier2&cid=1228772864255>

- [Quality Reporting Center](#)

Inpatient → IPFQR Program → Resources and Tools

<https://www.qualityreportingcenter.com/inpatient/ipf/tools/>

Helpful Resources Links

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 Date

Upcoming IPFQR Program Educational Webinars	
February 2018	A Closer Look at the Measure Development Lifecycle and CMS' Meaningful Measures Initiative
March 2018	Improving Behavioral Health Outcomes Through Measurement-Based Care
April 2018	FUH Measure Best Practices
May 2018	FY 2019 IPF PPS Proposed Rule
June 2018	Keys to Successful FY 2019 Data Submission

Continuing Education Approval

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

- National
 - Board of Registered Nursing (Provider #16578)
- Florida
 - Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling
 - Board of Nursing Home Administrators
 - Board of Dietetics and Nutrition Practice Council
 - Board of Pharmacy

Please Note: To verify CE approval for any other state, license, or certification, please check with your licensing and certification board.

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 to receive your certificate.
 - Healthcare facilities have firewalls up that block our certificates.

CE Certificate Problems?

- If you do not immediately receive a response to the email that you used to sign up to the Learning Management Center, you have a firewall 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

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.

Done

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>

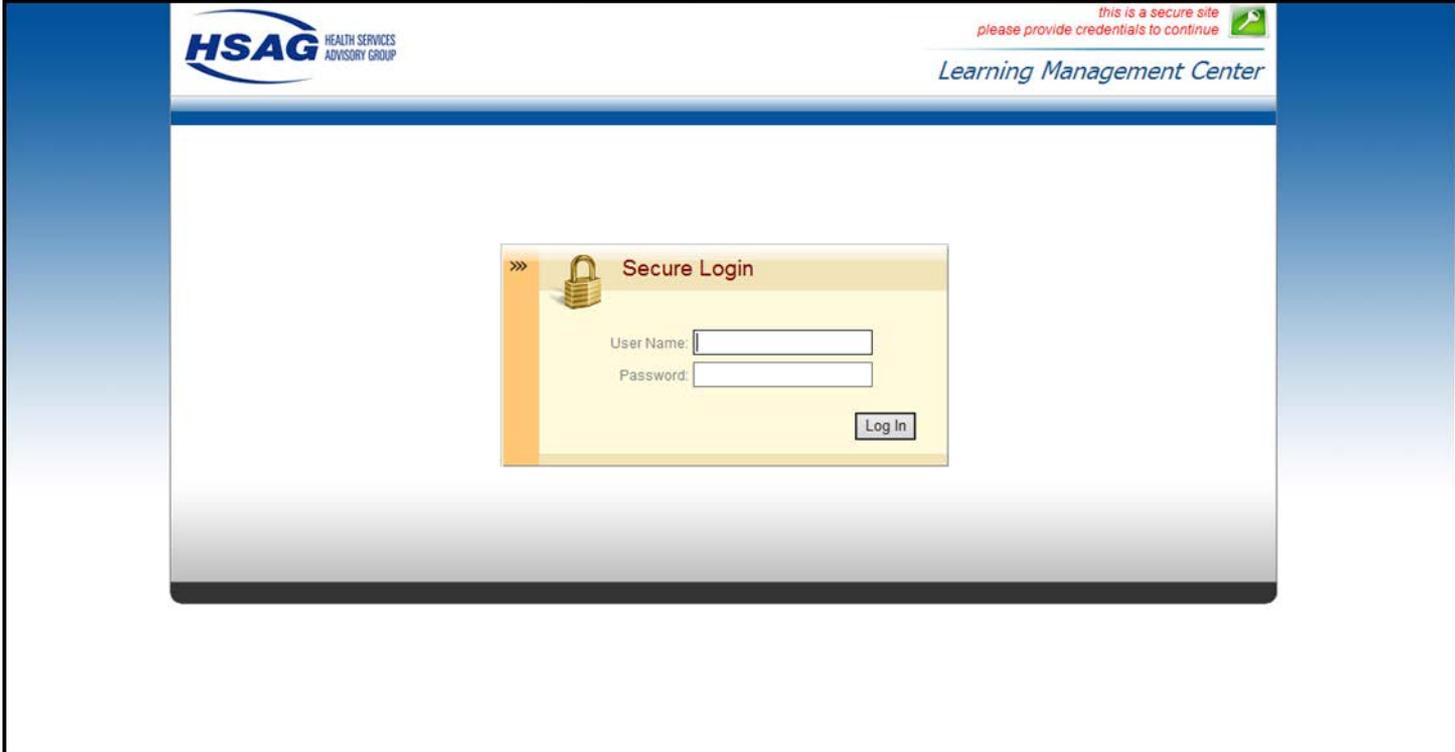
Note: If you click the 'Done' button below, you will not have the opportunity to receive your certificate without participating in a longer survey.

Done

CE Credit Process: New User

The screenshot shows a web browser window displaying the registration page for a CE credit course. The page header includes the HSAG logo (Health Services Advisory Group) on the left and a security notice on the right: "this is a secure site please provide credentials to continue" with a lock icon. Below the header, the text "Learning Management Center" is visible. The main heading of the page is "Learning Center Registration: OQR: 2015 Specifications Manual Update - 1-21-2015". The registration form contains four input fields: "First Name:", "Last Name:", "Email:", and "Phone:". The "Phone:" field has a small icon of a telephone handset. Below the input fields is a "Register" button. The entire form is set against a light blue gradient background.

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 (Health Services Advisory Group). At the top right, a security notice reads "this is a secure site please provide credentials to continue" with a lock icon. Below this is the text "Learning Management Center". The central focus is a "Secure Login" box containing a padlock icon, a "User Name:" field, a "Password:" field, and a "Log In" button.

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