



Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

IPFQR Program: Collecting and Entering Healthcare Personnel Influenza Vaccination Data

Presentation Transcript

Moderator:

Evette Robinson, MPH

Project Lead

Inpatient Psychiatric Facility Quality Reporting (IPFQR) Program
Hospital Inpatient Value, Incentives, and Quality Reporting (VIQR)
Outreach and Education Support Contractor (SC)

Speakers:

Elizabeth Kalayil, MPH

Parneet Ghuman, MPH

Public Health Analysts

Centers for Disease Control and Prevention (CDC)

Evette Robinson, MPH

Project Lead

IPFQR Program

VIQR Outreach and Education SC

January 26, 2017

2 p.m. ET

DISCLAIMER: This transcript was current at the time of publication and/or upload onto the *Quality Reporting Center* and *QualityNet* websites. Medicare policy changes frequently. Any links to Medicare online source documents are for reference use only. In the case that Medicare policy, requirements, or guidance related to this transcript change following the date of posting, this transcript will not necessarily reflect those changes; given that it will remain as an archived copy, it will not be updated.

This transcript was prepared as a service to the public and is not intended to grant rights or impose obligations. Any references or links to statutes, regulations, and/or other policy materials included in the presentation are provided as summary information. No material contained therein is intended to take the place of either written laws or regulations. In the event of any conflict between the information provided by the transcript and any information included in any Medicare rules and/or regulations, the rules and regulations shall govern. The specific statutes, regulations, and other interpretive materials should be reviewed independently for a full and accurate statement of their contents.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

Evette Robinson: Hello, everyone, and welcome to today's IPFQR Program webinar. My name is Evette Robinson, and I am the project lead with the VIQR support contractor for the Inpatient Psychiatric Facility Quality Reporting Program. Before we proceed with today's webinar, I would like to remind attendees that the slides for the presentation were posted to the Quality Reporting Center website prior to the event. If you did not receive the slides beforehand, please go to www.qualityreportingcenter.com, and on the right side of the homepage under Upcoming Events, click on the link for today's event. Next, scroll to the bottom of the page, and there you will find the presentation slides available for download. For today's webinar entitled *Collecting and Entering Healthcare Personnel Influenza Vaccination Data*, I am joined by Elizabeth Kalayil and Parneet Ghuman from the CDC. Elizabeth Kalayil is a public health analyst with Carter Consulting Incorporated and is based in the Immunization Services Division at the CDC. She provides training and technical assistance to healthcare facilities on reporting healthcare personnel influenza vaccination. Elizabeth earned a Master of Public Health degree in international health from Emory University. Parneet Ghuman is a public health analyst with CACI International and works in the Division of Healthcare Quality Promotion at the CDC. She provides subject matter expertise to healthcare facilities on influenza vaccination reporting for the healthcare personnel safety component in the National Healthcare Safety Network, or NHSN. Parneet obtained her Masters of Public Health degree with a concentration in global health from Emory University. And now, I will turn today's presentation over to our first speaker, Elizabeth Kalayil.

Elizabeth Kalayil: Thank you, Evette. The purpose of today's webinar is to provide those in attendance with a brief description of the Healthcare Personnel measure as a requirement in the IPFQR Program, as well as step-by-step instructions on how to complete the NHSN enrollment and Healthcare Personnel measure data submission processes. We will also review how facilities can verify their data submission in NHSN.

At the conclusion of the program, attendees will be able to identify resources to complete NHSN enrollment and enter Healthcare Personnel

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

measure data and to verify the status of their facility's measure data submission.

This is a list of the acronyms that will be referenced in the presentation.

In the next couple of slides, we will provide an overview of the Healthcare Personnel measure and its relevance to the IPFQR Program.

The Healthcare Personnel measure was finalized in the Fiscal Year 2015 IPF PPS Final Rule. The text quoted here was from that original rule. IPFs should continue to report the healthcare personnel influenza vaccination summary data for the 2016–2017 influenza season.

This measure is designed to ensure that reporting of influenza vaccination coverage among healthcare personnel data is both consistent over time within a single healthcare facility and comparable across facilities. The Influenza Vaccination Summary measure can be used by staff members in healthcare facilities to monitor influenza vaccination percentages among healthcare personnel. The Healthcare Personnel measure is relevant to IPFs because CMS finalized the inclusion of the Healthcare Personnel measure into the IPFQR Program. IPFs are required to meet this and all other requirements for the IPFQR Program starting in Fiscal Year 2017 payment determination year, or else be subject to a two percent reduction to annual payment updates.

Data are collected on denominator and numerator categories. For the denominator categories, healthcare personnel must be physically present in the facility for at least one working day between October 1 through March 31. This includes both full-time and part-time healthcare personnel. The three categories include: employee healthcare personnel, who are staff on facility payroll; non-employee healthcare personnel, who are licensed independent practitioners, and this consists of physicians, advanced practice nurses and physician assistants; and non-employee healthcare personnel consisting of adult students, trainees and volunteers. The numerator categories consist of influenza vaccinations, medical contraindications, declinations, and unknown vaccination status. Facilities

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

are required to report vaccination status or numerator data for all three denominator categories.

In the next several slides, we will review step-by-step instructions that an IPF must follow in order to successfully enroll with NHSN.

So, first, we will go over some key roles in NHSN. The facility administrator is the person who enrolled the facility in NHSN and is the only person who can activate additional components for a facility. The facility administrator also has add, edit and delete rights to facility data users and user's access; has the authority to nominate or join groups for data sharing, and is the only person who can reassign the role of facility administrator to another user. There can only be one facility administrator per facility. Beyond the NHSN facility administrator, facilities can add individual users. These users can have the ability to view, enter and analyze data. But, these rights are determined by the facility administrator. Users may also be given administrative rights. NHSN highly recommends that facilities add at least one additional user to the NHSN facility beyond the NHSN facility administrator. We will discuss how to add additional users later on in the presentation.

For facilities to participate in the healthcare personnel safety component, they must either enroll in NHSN or add the IPF unit and the location within the affiliated NHSN acute care or critical access hospital and activate the component. Enrollment in NHSN is required for facilities that are currently not participating in NHSN for any other type of reporting and wish to participate in healthcare personnel influenza vaccination reporting. Please follow the link on this slide for more information on enrollment. During the enrollment process, facilities may choose to participate in any of the NHSN components. Many facilities will already be enrolled in NHSN due to other reporting requirement. Please be aware that the process of enrolling a new, standalone facility can take a minimum of four to six weeks. So, facilities are encouraged to enroll well in advance of the reporting deadline.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

If you are an IPF unit, you will need to make sure that your IPF unit has been added as a location within the affiliated and NHSN acute care or critical access hospital. The healthcare personnel influenza vaccination data will be reported as a unit within the affiliated acute care or critical access facility. Please note that the only component in NHSN necessary for reporting healthcare personnel influenza vaccination data is the healthcare personnel component. If a facility is already enrolled in NHSN and wishes to participate in the healthcare personnel safety component, the facility must activate the component within NHSN. For IPF units residing within an acute care or critical access hospital, the healthcare personnel safety component will likely already be activated if your affiliated acute care or critical access hospital has been reporting healthcare personnel influenza vaccination data for the CMS Acute Care Facility Reporting Program.

If your freestanding IPF is not enrolled in NHSN, you must designate an individual to be your NHSN facility administrator and then complete the five-step enrollment process. If your facility is already enrolled in NHSN, you must get in contact with your NHSN facility administrator and ask him or her to activate the component. If your IPF completed the submission of the healthcare personnel influenza vaccination summary data for the 2015–2016 influenza season, your IPF is most likely already enrolled in NHSN and has already activated the healthcare personnel safety component. Therefore, no additional enrollment or activation steps are needed. If you are unsure of your facility's status within NHSN, please email nhsn@cdc.gov for more information.

For those that are IPF units within an affiliated acute care or critical access hospital, it is very likely that your acute care or critical access hospital is already enrolled and has activated the healthcare personnel safety component for reporting acute care or critical access specific data. Again, if your IPF unit completed the submission of the healthcare personnel influenza vaccination summary data for the 2015–2016 influenza season, your IPF is mostly likely already enrolled in NHSN and has already activated the healthcare personnel safety component. Therefore, no

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

additional enrollment or activation steps are needed. Please confirm with the NHSN facility administrator that your IPF unit has been added as a location within your NHSN facility. If a location has not yet been added, please take the necessary steps to add the location using the guidance provided in the link on the slide. This involves entering the IPF-specific CCN into NHSN. Again, if you are unsure of your facility's status within NHSN, please email nhsn@cdc.gov for more information.

This slide shows an example of an IPF unit location in NHSN. Once location has been mapped, all fields with an asterisk next to them should be completed. This should be completed for each IPF unit for which you are reporting healthcare personnel influenza vaccination summary data.

Only a facility administrator can activate a new component. To activate the healthcare personnel safety component, the facility administrator logs in to SAMS. Please note that only the NHSN facility administrator can activate a new component. Next, click on NHSN Reporting from the SAMS login page. Once you reach the landing page, you will need to select your component and facility from the dropdown boxes. Next, click on Submit to proceed. From the home page, the facility administrator will select Add/Edit Component under the Facility tab. Next, the facility administrator will check the Healthcare Personnel Safety Component box. The facility administrator can then add the name, phone, email and address for this person, so that he or she can be reached if CDC or NHSN has updates or questions about the component.

The facility administrator can then add that primary contact as a user within the NHSN facility. To do so, the facility administrator should click on Users on the navigation bar and then click Add. Next, the facility administrator should complete the mandatory fields for the Add User screen. This consists of the user ID, first name, last name and email address. It is important to keep the contact information from both the facility administrator and the primary contact updated, especially when there is staff turnover, so that the correct individuals can be reached if CDC or NHSN has updates or questions about the healthcare personnel safety component data. Other users can be added by the facility

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

administrator for the new healthcare personnel safety component primary contact. The facility administrator should also make sure that at least one healthcare personnel safety component user has administrative rights. And, in general, this should be the healthcare personnel safety component primary contact. Users with administrative rights will be able to add additional healthcare personnel safety component users and share data using the group function for the healthcare personnel safety component.

As previously stated, NHSN recommends that there should be at least two people with access to your NHSN facility at all times. Any current user with administrative rights, which includes the NHSN facility administrator, can add a new user through the NHSN facility. To add another user to your NHSN facility, click Users and then Add on the left-hand navigation bar. On the Add User screen, complete all fields that are marked with the asterisk. The user ID can be any combination of letters and numbers, for example, the user's first initial and last name or the user's internal employee ID number. Next, please enter the user's first name, last name, phone number and email address, then click on Save.

The Edit User Rights screen will appear after you save the new user information. Select the appropriate level of rights to give to a new user. This step must be completed for new users to have access to any system features within the HPS component. To combat NHSN access issues due to staff turnover, vacation or extended leave, we recommend that each facility has at least two individuals who can add, edit and delete the healthcare personnel influenza vaccination summary data in NHSN. If you are unsure about the level of user rights to assign to a new user, please contact the NHSN help desk for assistance.

Once the new user information has been saved, that user will receive an automatic "Welcome to NHSN" email with the instructions to begin the process of becoming an NHSN user. After agreeing to the NHSN rules of behavior, the new user will receive an automated email to register with SAMS. SAMS stands for Secure Access Management Services and provides secure online access to CDC applications such as NHSN. All NHSN users are required to complete the same SAMS identity verification

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

process prior to gaining access to NHSN. After registering with SAMS, the new user receives instructions to create a SAMS account and complete an identity verification process. During this process, be sure to follow the instructions carefully to prevent any delay in processing your documentation. You will receive confirmation from SAMS once these documents are approved and the SAMS grid card will be delivered to your home address. You will then be able to access your NHSN facility using your SAMS credentials. Please keep in mind that the new user has 30 days to begin the SAMS registration process and 60 days to return the identify-proofing documentation. If those deadlines are not met, the user will need to reach to the NHSN help desk to be re-invited to SAMS and start the process from the beginning.

Please note that it will take at least two to three weeks for a new user to begin to access NHSN. CDC recommends that new users begin the onboarding process well in advance of their reporting deadline. Users should be sure to log in to NHSN using their SAMS card at least one time each year, so that the card will remain active. Please note that if your account is inactive and you try to enter your data, then this may delay your reporting. Because the SAMS card is user-specific and not facility-specific, an individual user with access to multiple NHSN facilities through the same email address could enter data into multiple NHSN facilities using the same single SAMS card. Additionally, an individual can keep their SAMS card and simply change the email address on the SAMS account if they should begin working at a new facility. More information about the SAMS process can be found using the link listed on this slide.

NHSN highly recommends that if there is a change in the NHSN facility administrator, he or she should transfer that role to another user in NHSN prior to leaving the facility. This saves a significant amount of time for the newly-designated facility administrator and prevents a gap in access to your NHSN facility. Also, for any staff changes, IPFs should also contact the VIQR support contractor whenever these occur to ensure that there is timely outreach at IPFQualityReporting@hcqis.org. If the previously-

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

designated NHSN facility administrator has left your facility prior to reassigning the role to another person, you will need to reach out to the NHSN Help Desk to have that role manually reassigned to the new NHSN facility administrator. To complete this process, a letter must be faxed to the NHSN help desk using the number listed on the slide. The letter should be from an official at your facility requesting that you be assigned to the new NHSN facility administrator, since the previous administrator is no longer with your facility. In addition to the name and email address of the new facility administrator, the letter should include the name and email address of the old facility administrator, as well as the facility name and five-digit NHSN ID number if known. Please do not re-enroll this facility in NHSN. After the NHSN Help Desk receives the fax and completes the re-assignment, the newly-designated facility administrator will receive the “Welcome to NHSN” email to start the new NHSN user onboarding process. If the newly-assigned facility administrator was already an NHSN user with a SAMS grid card, no further action is required.

The next several slides will provide a brief overview of the data that IPFs are expected to report for the Healthcare Personnel measure data submission.

The denominator includes three required categories and one optional category of personnel. Facilities are required to include employees (staff on facility payroll), licensed independent practitioners, and adult students/trainees and volunteers. Payroll employees are defined as all persons receiving a direct paycheck from the healthcare facility, regardless of clinical responsibility or any patient contact. Facilities have the option to include other contact personnel in the denominator for this measure. Please note that all healthcare personnel included in the denominator must physically work in the IPF for one day or more from October 1 through March 31.

The numerator reporting requirement inclusions for this measure are healthcare personnel who received an influenza vaccination at the healthcare facility since the influenza vaccine became available this

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

season. In addition, it includes healthcare personnel who provided a report or documentation of influenza vaccination outside the healthcare facility since the influenza vaccine became available this season. Also included are healthcare personnel who have a medical contraindication to the vaccine, healthcare personnel who declined to receive the influenza vaccine, and healthcare personnel with unknown vaccination status or criteria not met for the above-mentioned categories.

In the next several slides, we will review step-by-step instructions that an IPF must follow in order to successfully submit the Healthcare Personnel measure data to CDC. I will now turn this over to my colleague, Parneet Ghuman.

Parneet Ghuman: Thank you, Elizabeth. After a facility has enrolled in NHSN and/or has activated the HPS component and added users, staff members at each facility must complete two required forms: the Healthcare Personnel Safety Monthly Reporting Plan form and the Healthcare Personnel Influenza Vaccination Summary form. The seasonal survey on influenza vaccination programs is not required. However, facilities are encouraged to complete the short survey as the information will be very helpful for CDC. The survey aims to gather information on influenza vaccination programs for healthcare personnel by collecting data on types of personnel groups that are included in a facility's annual influenza vaccination campaign, methods a facility is using to deliver influenza vaccines to its healthcare personnel, strategies a facility uses to promote or enhance healthcare personnel influenza vaccination, etc.

Now, we will go over how to navigate through NHSN. Facilities must use SAMS to access the NHSN activity homepage by clicking on the link listed on the slide. You will then need to enter your SAMS user name and password followed by your SAMS grid card numbers. If you have questions or need assistance using SAMS, please contact the SAMS Help Desk toll free by phone or by email using the information listed here.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

This slide shows the NHSN landing page. Select the appropriate component, which is healthcare personnel safety, and facility from the dropdown boxes. Next, click the Submit button to proceed.

While you are navigating through NHSN, you should use the NHSN buttons and not the Web browser buttons. You can always see which facility user and component are in use at the top of the screen.

This slide shows the Healthcare Personnel Safety Component homepage. You will see that there is navigation bar on the left-hand side of the webpage, which you will use to access different parts of the module.

The monthly reporting plan collects data on the modules and months the facility planned to participate. Influenza Vaccination Summary should be selected for the plan and information is automatically updated for the entire influenza season, which NHSN defines as July 1 to June 30. After the initial monthly reporting plan has been added for that influenza season, the user will not need to add any other reporting plans. Please note that the monthly reporting plan must be completed once during the influenza season, before any influenza vaccination summary data can be entered.

Please note that only acute care and critical access hospitals who have a CMS IPF unit mapped within their NHSN will see a different NHSN screen when adding a monthly reporting plan. Acute care and critical access hospitals with IPF units will also need to select the correct month and year from the dropdown menus. Each hospital or unit should check the appropriate box for influenza vaccination summary under the Healthcare Personnel Vaccination module. For example, to report data on inpatient and outpatient units for the acute care hospital, you would check Influenza Vaccination Summary for the hospital. To report data for an inpatient psychiatric unit that is part of the acute care or critical access hospital, you would check Influenza Vaccination Summary for Inpatient Psychiatric Facility Units. Please note that to report both hospital units and IPFs, both boxes on the reporting plan should be checked.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

This slide shows what freestanding IPFs will see on their screen in NHSN when adding a monthly reporting plan. To add a monthly reporting plan, click Reporting Plan and then Add on the navigation bar. Select the correct month and year from the dropdown menus. If you are reporting data for the 2016–2017 influenza season, you can select October 2016, for example, for your monthly reporting plan. It is very important to correctly submit your monthly reporting plan. And, this includes identifying the correct influenza season. Please note that reporting plans that identify the wrong influenza season will not allow your data to be submitted in fulfillment of CMS requirements. The user should check the box next to Influenza Vaccination Summary under the Healthcare Personnel Vaccination module. After making the appropriate selections, the user must click Save.

As described earlier, after adding a reporting plan for one month of the given influenza season, NHSN automatically adds the remaining 11 months of reporting plans for that flu season. After adding a reporting plan for any month within 2016–2017 influenza season, you should see reporting plans for July 2016 through July 2017 populated within your NHSN facility.

Each facility will use the Healthcare Personnel Influenza Vaccination Summary form to collect summary data. The NHSN module contains a single data entry screen to input summary data for each influenza season. When a user enters data, all previously-entered data for that season will be overwritten. A modify date will be auto-filled by the system. Therefore, if a facility would like to keep track of its monthly numbers, it should maintain its own record of this, as it will not be able to review monthly reporting members in NHSN. CDC encourages that healthcare personnel influenza vaccination summary counts be updated on a monthly basis. However, as mentioned earlier, entering a single influenza vaccination summary report at the conclusion of the measure reporting period will meet the minimum data requirements for NHSN participation.

The user will see that the NHSN data entry screen is set up similar to the layout of the Healthcare Personnel Influenza Vaccination Summary form.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

Question one on the form pertains to the denominator while questions two through six pertain to the numerator.

The table of instructions for the influenza vaccination summary provides instructions and complete definitions for each data field for the numerator and denominator categories in the module. This document is located within the influenza vaccination summary protocol. This slide highlights the employee category. The user can see the definition of an employee in the right-hand column.

To enter summary data, go to Add under Flu Summary on the navigation bar. Click Continue to proceed as influenza vaccination summary data appears as the default option on the dropdown menu. Please remember that you will not be able to add summary data until you have first added your monthly reporting plan.

Acute care or critical access hospitals with IPF units will see a slightly different screen when adding healthcare personnel influenza vaccination data. The user must complete all fields marked with an asterisk on this page. Influenza and Seasonal are the default choices for vaccination type and influenza subtype. The user would then select the appropriate flu season in the dropdown box. For example, if you are reporting data for the 2016–2017 influenza season, you must select 2016–2017 in the dropdown box. This is very important since data submitted under the incorrect influenza season will not be shared with CMS and will not fulfill the reporting requirements. Facilities can always contact NHSN if they are – if they are unsure of which influenza season is currently being reported. The user should check the appropriate location from the dropdown box. For example, to report data on inpatient and outpatient units for the hospital, you would select Hospital. To report data for an inpatient psychiatric unit that is part of the acute care or critical access hospital, you would check IPF units.

As with the monthly reporting plan, please note that this screenshot is what other facilities such as freestanding IPFs will see on their screen in NHSN when adding influenza vaccination summary data. You must

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

complete all fields marked with an asterisk on this page. Influenza and Seasonal are the default choices for vaccination type and influenza subtype. The user would then select the appropriate flu season in the dropdown box. For example, if you are reporting data for the 2016–2017 influenza season, you must select 2016–2017 in the dropdown box. Again, this is very important since data submitted under the incorrect influenza season will not be shared with CMS and will not fulfill the reporting requirements. Facilities can always contact NHSN if they are unsure of which influenza season is currently being reported.

This slide shows what the data entry screen looks like in the NHSN module. The asterisks on the screen indicate the columns that must be completed. Users can use the Tab key on a computer keyboard to move across columns. Users should enter Zero in a field if no healthcare personnel at the facility fall into that category. The Comments box can be used to enter additional information, which are usually side notes or reminders. However, the information cannot be analyzed within NHSN. Once the data have been entered, click the gray Save button to save the record. Please note that the summary record must be entered into NHSN prior to the May 15 reporting deadline in order to have your data shared with CMS to meet the IPFQR Program requirements. Any data that are entered after the May 15 reporting deadline will not meet the submission requirements for the 2016–2017 influenza season for the IPFQR Program.

For each update of the influenza vaccination summary data, after the initial entry, you will see a message at the top of the screen indicating that a record of the summary data already exists. The Date Last Modified shows when data were last entered and saved.

Click Edit at the bottom of the screen for modifying existing data.

Once complete, be sure to save the updated data by clicking the Save button at the bottom of the screen.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

You should see a message confirming that your data have been saved. This will appear at the top of your screen. The date last modified will also be automatically updated by NHSN.

We will now briefly review the steps facilities can take to verify that their data have been entered correctly and will be submitted to CMS.

After the data have been entered into NHSN, users can verify that their data have been saved correctly by running a report within the NHSN Analysis feature. This report can be found in the CMS Reports folder under the Inpatient Psychiatric Facility subfolder. By clicking the gray Run button next to this report, the facility can review the healthcare personnel influenza vaccination data by influenza season stratified by healthcare personnel categories, which includes employees, license independent practitioners, adult student/trainees and volunteers, and all three categories combined. This report shows the exact information that will be submitted to CMS for your facility. Remember that by default, the results will appear in a separate HTML window. If a second window does not appear when you click the Run button, please make sure to check your popup blocker and allow popups from .cdc.gov. Please refer to the link on the slide for the step-by-step guidance for running and interpreting this report.

In addition to running the CMS line listing described in the previous slide, freestanding IPFs can confirm two other pieces of information within NHSN to ensure their data will be shared with CMS appropriately. Both of these pieces of information can be confirmed on the Facility Information screen within NHSN. To get to the Facility Information screen, click on Facility, then Facility Info on the left-hand navigation bar. First, verify that the correct facility CMS certification number, CCN, and CCN effective date have been entered correctly. Your CCN effective date should be the date your facility first received its CCN from CMS. If you cannot obtain that date, but it was prior to January 1, 2017, please use January 1, 2017, as the CCN effective date. You also need to ensure that your facility is enrolled with NHSN as the correct facility type. All freestanding IPFs should be enrolled as facility type HOSP-PSYCH. If

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance. This is very important as only data from facilities enrolled as HOSP-PSYCH will be shared with CMS. As long as your data appear in the CMS line listing for the current reporting period, your CCN and CCN effective data are correct, and your facility is involved correctly, no further action is required on your part, and your data will be shared with CMS following the reporting deadline.

First, verify that the correct acute care or critical access facility CMS certification number, CCN, and CCN effective date have been entered correctly. Your CCN effective date should be the date your facility first received its CCN from CMS. If you cannot obtain that date, but it was prior to January 1, 2017, please use January 1, 2017 as the CCN effective date. You also need to ensure that your facility is enrolled in NHSN as a correct facility type for acute care facilities, for example, HOSP-GEN, CAH, HOSP-SURG, or HOSP-WOM. If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance.

In addition, please review the specific details of the IPF unit of the acute care or critical access facility by going to the Locations tab under Facility on the left-hand navigation bar in NHSN. Ensure that Yes is selected for the question “Is this location a CMS IPF unit within a hospital?” Also, please ensure that the correct CCN and CCN effective date are entered for each IPF unit. As long as your data appear in the CMS line listing for the current reporting period, you CCN and CCN effective date are correct for both your IPF unit and acute care facility type and your facility is enrolled in NHSN correctly, no further action is required on your part, and your data will be shared with CMS following the reporting deadline. Please note that NHSN does not provide a confirmation email to facilities once they have submitted their data.

In the next few slides, Elizabeth and I will go over frequently-asked questions about flu vaccination reporting in NHSN followed by a review of several helpful resources.

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

First question: 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”?

Elizabeth Kalayil: You are receiving this message because you have not added a monthly reporting plan. Please 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, please select the 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, then, click on Save. You can then proceed to enter your influenza vaccination summary data.

Parneet Ghuman: Question two: Why are freestanding 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?

Elizabeth Kalayil: IPF units do not need to enroll nor activate the healthcare personnel safety 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’s specific CCN can be associated with the facility, so all healthcare personnel influenza vaccination data entered into NHSN for the IPF can be sent to CMS appropriately. More specific information on 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> as listed on this slide.

Parneet Ghuman: Question three: 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?

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

Elizabeth Kalayil: This is typically due to incorrect or incomplete enrollment of an IPF, for example, an incorrect CCN or an IPF unit that is not mapped correctly to the main hospital. Please complete the steps outlined in slides 50 through 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.

Parneet Ghuman: I will now turn the presentation over to our moderator, Evette.

Evette Robinson: Thank you, Parneet. In the next several slides, we will review helpful resources pertaining to today's webinar.

This slide includes links to various CDC NHSN resources. The links on this slide are active, and you may click on them to download the PDFs, as well as go directly to the webpages.

This slide is a continuation of the previous slide and contains additional links to various resources. If you have any questions about the NHSN enrollment process, your facility's enrollment status, the measure data submission process, or anything else that was covered in today's webinar, please send an email to user support at NHSN@cdc.gov for additional information. Be sure to include "IPF NHSN enrollment" or "IPF HCP Measure Data Submission" in the subject line. Also, be sure to include the name and CCN of the facility in the body of the email.

This slide includes links to the materials from prior webinars concerning this topic, which occurred in April of 2015 and in February of 2016. You can access the slides, recording, Q&A transcript and the presentation transcripts from these events by clicking on the links on this slide.

This slide includes active links that you can click on to send us your questions about the IPFQR Program. We encourage you to use the Q&A tool and in particular because it provides the best means by which we can track questions and answers and also delivers our responses to your email inbox. This is also a great way for you to let us know what types of questions and topics you would like for us to address in future webinars. We also recommend that you sign up for the IPFQR Program ListServes,

Inpatient Psychiatric Facility Quality Reporting Program

Support Contractor

if you have not already done so, so that you can receive communications that we send out to the IPFQR community pertaining to webinars, program updates or changes, and other announcements. You can sign up to be added to the ListServe on the *QualityNet* ListServe registration page.

Future webinars will be posted on the events calendar found on the Quality Reporting Center website. The events calendar can be accessed from the QualityReportingCenter.com homepage under Upcoming Events. And, of course, we encourage you again to sign up for the IPFQR Program ListServes so that you may receive notifications of upcoming events and other program-related topics delivered directly to your email inbox. As you can see on this slide, we plan to describe updates – recent updates to the program manual and paper tools in great detail in the upcoming February webinar. We plan to host a webinar in March in which we will address the life cycle of a measure in the IPFQR Program from beginning to end. At this time, I will turn the presentation over to Deb Price, who will discuss the CE credit process for this webinar.

Deb Price:

Thank you. Due to time constraints, I will be going through these slides rather quickly. Today's webinar has been approved for one continuing education credit by the boards listed on this slide.

Complete the survey that pops up after the slide.

The process is instantaneous and automatic. Therefore, if you don't get an immediate response, a firewall must be blocking our links.

This is what your survey will look like as soon as the slides are done.

This is what will pop up as soon as the survey is complete with the two links.

If you are a new user or have had any problems in the past getting your credit, use the New User link.

And, if you have not had any problems, use the Existing User link. And, now, I'd like to thank everyone for joining us today. We hope you have learned something. Enjoy the rest of your day. Goodbye.

END