

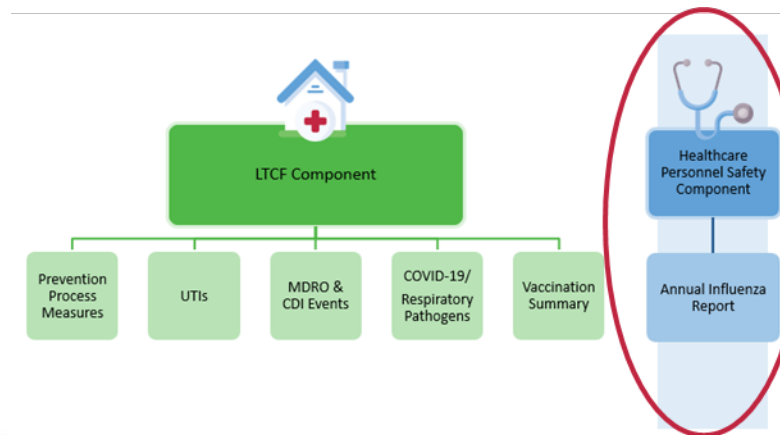


National Healthcare Safety Network (NHSN) Annual Influenza Reporting

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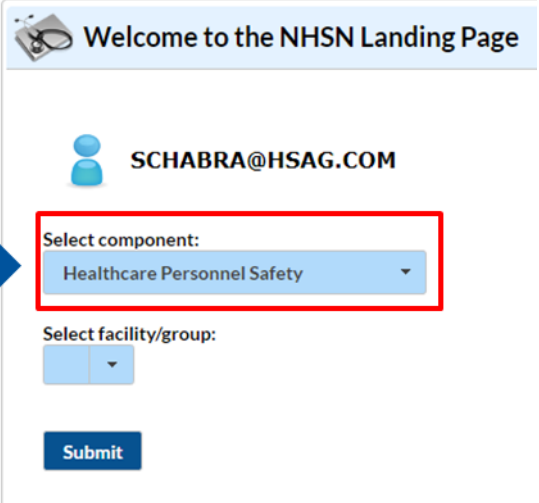
Annual Influenza (Flu) Reporting Requirement

- The Centers for Medicare & Medicaid Services (CMS)-certified skilled nursing facilities (SNFs) are required to report annual healthcare personnel (HCP) flu vaccination summary data through the NHSN Healthcare Personnel Safety (HPS) Component.
- Data are used for a mandatory Quality Reporting Program (QRP) submission.
- Failure to report annual HCP flu vaccines will result in up to a 2% reduction in your Annual Payment Update (APU) from CMS.
- CMS only requires a single influenza vaccination summary report at the conclusion of the measure reporting period (Oct. 1–Mar. 31).
- **Data must be entered by May 15 every year.**



Annual Flu Report

- The NHSN Annual Flu report must be completed in the **HPS Component**.
- The HPS component only needs to be added once by your NHSN administrator, but reporting must be done every year.
 - *If your NHSN administrator has not added this component yet and you don't know who the administrator is, please put your facility name in the chat.*



Welcome to the NHSN Landing Page

SCHABRA@HSAG.COM

Select component:
Healthcare Personnel Safety

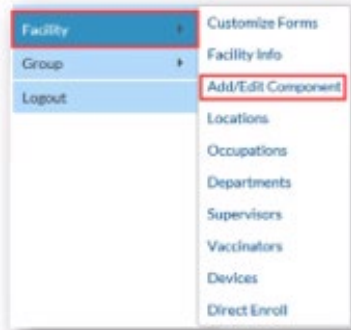
Select facility/group:

Submit

A blue arrow points from the text to the 'Select component' dropdown menu, which is highlighted with a red border.

How to Add the HPS Component

1



Components Followed

2

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety	09/30/2022		Y	View Agreement
<input checked="" type="checkbox"/>	Long Term Care Facility	05/08/2020		Y	View Agreement
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

3

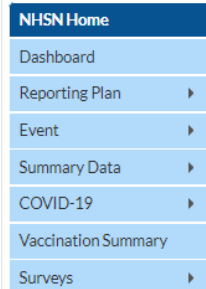
Contact Information

	Contact Type
Edit	Facility Administrator
Edit	Long Term Care Facility Primary Contact
Edit	Healthcare Personnel Primary Contact

The box next to “Healthcare Personnel Safety” must be checked after updating the contact.
If not, check it again and then click on update.

How to Add the HPS Component (Cont.)

4



5

NHSN Landing Page

A screenshot of the NHSN Landing Page. At the top, it says 'Welcome to the NHSN Landing Page'. Below that is a user profile icon and name. There are two dropdown menus: 'Select component:' with 'Healthcare Personnel Safety' selected, and 'Select facility/group:' with 'Fac: Joy LTC Facility (ID 30074)' selected. At the bottom is a 'Submit' button with a red arrow pointing to it from the right.

6

Accept the Terms of Use Agreement.
Tip: Scroll down and to the right to check the box to accept.

Common Scenario: Access to the HPS Component

Your NHSN administrator has added the HPS component, but you don't have access to it.

- The administrator will need to update your rights.
- *If you don't know who the administrator is, please put your facility name in the chat.*



Updating User Rights to Include the HPS Component

The screenshot shows the NHSN 'Find User' interface. On the left is a navigation menu with 'Users' circled in red and labeled '1'. A dropdown menu is open under 'Users', with 'Find' circled in red and labeled '2'. The main content area has a red text overlay 'Do Not Type Anything' and a 'Find' button circled in red and labeled '3'. To the right of the interface, the text 'Click on the user's name' is displayed next to a circled number '4'.

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

NHSN - National Healthcare Safety Network

NHSN Home
Dashboard
Reporting Plan
Event
Summary Data
COVID-19
Vaccination Summary
Surveys
Analysis
Users
Group
Logout

Find User

- Enter search criteria and click Find

User Information

Do Not Type Anything

User ID:
First Name:
Middle Name:
Last Name:
Phone Number:
E-mail Address:

Find Clear Back

Click on the user's name

1 2 3 4

Updating User Rights to Include the HPS Component (cont.)

5

Edit Effective Rights Back

6


Save Deactivate **Edit Rights** Effective Rights Back


7

Rights	Healthcare Personnel Safety	Long Term Care Facility
Administrator	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff/Visitor - Add, Edit, Delete		<input checked="" type="checkbox"/>
Staff/Visitor - View		<input checked="" type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

Effective Rights **Save** Back


8


 **Edit User Rights**

 Users rights saved successfully.



Completing the Annual Flu Report

 Welcome to the NHSN Landing Page

 **SCHABRA@HSAG.COM**

Select component:
Healthcare Personnel Safety ▾

Select facility/group:
 ▾

NHSN Reporting: Flu Vaccine—HCP

NHSN Home

- Alerts
- Reporting Plan
- HCW
- Lab Test
- Exposure
- Prophy/Treat
- Import/Export
- Vaccination Summary**
- Surveys
- Analysis

1 Vaccination Summary

- Annual Vaccination Flu Summary
- Weekly Flu Vaccination Summary

2 Annual Vaccination Flu Summary

- Add
- Find
- Incomplete

3 Add

Summary Data Type: Influenza Vaccination Summary

4 Continue Back

NHSN Home

- Alerts
- Reporting Plan
- HCW
- Lab Test
- Exposure
- Prophy/Treat
- Import/Export

5 Vaccination 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 #: Joy LTC Facility (30074)

Vaccination type #: Influenza

Influenza subtype #: Seasonal

Flu Season #:

Annual HCW Flu Report

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

Facility ID *:

Vaccination type *:

Influenza subtype *:

Flu Season *:

Date Last Modified:

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"/>

**NHSN Tip:
Answers**

2+3+4+5+6 = 1



Demonstration



Thank you!

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Disclaimer

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