



Healthcare Personnel Vaccination Module Annual Influenza Vaccination Summary

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NHSN Vaccination Team

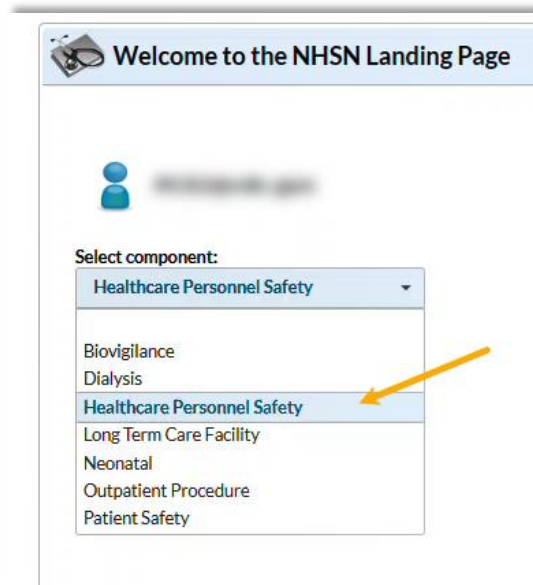
March 2024

Objectives

- Review how to get started in the Healthcare Personnel Safety (HPS) Component
- Describe reporting requirements for the healthcare personnel (HCP) Influenza Vaccination Summary
- Review entering data for the HCP Influenza Vaccination Summary
- Outline data analysis features

Key Points: What to report

- Report annual HCP influenza vaccination summary data through the **NHSN Healthcare Personnel Safety (HPS) Component** for the 2023-2024 influenza season



Key Points: Where to report

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual influenza vaccination summary data.
 - Please do NOT de-activate any other components, such as the LTC component
- Please note that your Facility Administrator (FA) must have SAMS Level 3 reporting access to activate the HPS component.
 - Only the NHSN FA can activate a new component.

Surveys	▶	Customize Forms
Analysis	▶	Facility Info
Users	▶	Add/Edit Component
Facility	▶	Locations
Group	▶	Occupations
Logout		Departments
		Supervisors
		Vaccinators
		Devices
		Direct Enroll

Key Points: When to report

- The reporting period for the 2023-2024 influenza season is from October 1, 2023 through March 31, 2024
- Facilities that are required to report data by CMS must submit one report covering the entire influenza season
- The deadline to report the annual HCP influenza vaccination summary data through the NHSN **HPS Component** is **May 15, 2024**



Getting Started in the HPS Component

How to see if your facility already activated the HPS Component

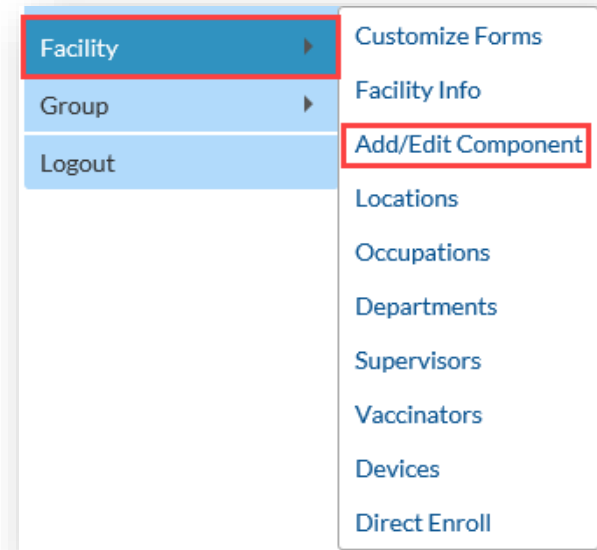
- Navigate to Facility > Add/Edit Component

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety	08/09/2012		Y	View Agreement
<input checked="" type="checkbox"/>	Long Term Care Facility	08/09/2012		Y	View Agreement
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Activating the HPS Component

- Activating the HPS component is necessary for facilities that are not currently enrolled in this component
- Only a NHSN Facility Administrator can activate a new component
- Facility Administrators will log in to the HPS component and navigate to Facility > Add/Edit Component



Activating the HPS Component

- Scroll to “Components followed” and check the box next to Healthcare Personnel Safety.
- An alert will pop-up indicating you must first define the primary contact for this component.

ZIP Code *: 29405
Phone *: 184-350-1747
Fax:

Facility: Y
Facility type *: LTC-SKILLNURS - Skilled Nursing Facility

Was this facility operational in the year prior to NHSN enrollment (i.e., last year)? *: Yes No

Will this facility report COVID data separately for one (or more) facility-within-facility using the Before making a selection, please review the facility-within-facility guidance

Facility-within-facility Description: Facility-within-facility refers to units/ floors/ wings of a hos these units/ floors/ wings are housed. These units/ floors/ wings have the same CCN and the sa facility scenarios for COVID-19 hospital data.

IHS Facility: Yes No
Status: A - Active

Warning

You must define the Primary Contact for this component before you can start following it. Go to the Contact Data section of the page to enter the Primary Contact information. Note: You will be required to complete a survey for the most recently completed calendar year if Healthcare Personnel Exposure reporting is selected on your monthly plan. Please print the survey from the Print Survey Form link next to the component.

OK

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety				
<input checked="" type="checkbox"/>	Long Term Care Facility	05/08/2023		Y	View Agreement
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Activating the HPS Component

- Select “OK” and enter the contact information on the next page for your HPS primary contact.
- Note this can be an existing NHSN user.

*: Yes No

Edit Record

Use Existing NHSN User Create new NHSN User

Existing NHSN User Email

Username *

Password *

Verify Password *

Contact Type **HCP - Healthcare Personnel Primary Contact**

First Name *

Last Name *

Middle Name

Phone * Ext:

Email *

Title

Click to copy mailing address from the facility

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

Zip Code * Zip Code Ext:

Fax

Pager Number

Activating the HPS Component

- After submitting and updating this information, your FA must return to the NHSN homepage and log into the HPS component to accept the agreement to participate and consent. Make sure to scroll all the way to the **bottom** of the page and click the Accept checkbox.

Select component:

Healthcare Personnel Safety

Biovigilance

Dialysis

Healthcare Personnel Safety

Long Term Care Facility

Medication Safety (pilot facilities only)

Neonatal

Outpatient Procedure

Patient Safety

NHSN - National Healthcare Safety Network (Page 1140-645F4b445-cqkcm00)

NHSN Healthcare Personnel Safety Component Home Page

Page 1 of 3

Tracking #: 17018

The National Healthcare Safety Network (NHSN), conducted by the Centers for Disease Control and Prevention (CDC), collects, analyzes, and reports data submitted by healthcare or residential facilities on healthcare-associated adverse events, adherence to prevention practices, and antimicrobial use and resistance. Healthcare or residential facilities may participate in NHSN voluntarily, i.e., on their own initiative and for their own purposes, or as a result of a state or federal reporting requirement. CDC will disclose data submitted to NHSN to other federal agencies and to state health departments in accordance with the scope of their reporting mandates. CDC also will disclose data to state, local, or territorial health departments that are outside the scope of federal or state reporting mandates provided the state, local, or territorial health department has completed a data use agreement with CDC that stipulates the data will be used solely for surveillance and prevention purposes and not for public reporting of facility-specific data or any regulatory or punitive actions against facilities, such as a fine or licensure action. These data disclosures to state, local, or territorial health departments will be made to the extent permissible by federal law.

Purposes of NHSN
The purposes of NHSN are to:

- Collect data from healthcare facilities in the United States to permit valid estimation of adverse events among patients or residents and healthcare personnel.
- Collect data from a sample of healthcare facilities in the United States to permit valid estimation of the adherence to practices known to be associated with prevention of these adverse events.

Component	Contact Type S	Contact Name	Phone Number	Email	Accept
Long Term Care Facility	Long Term Care Facility Primary Contact	Heather			<input type="checkbox"/>
Healthcare Personnel Safety	Facility Administrator	Heather			<input type="checkbox"/>

Reporting Requirements for the HCP Influenza Vaccination Summary

HCP Categories

- Employee HCP: Staff on facility payroll
- Non-Employee HCP: Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
- Non-Employee HCP: Adult students/trainees and volunteers
- HCP must be physically present in the facility for at least 1 working day between October 1 through March 31

Healthcare Personnel Influenza Vaccination Summary					
Page 1 of 2 <small>*required for saving, ^conditionally required for saving</small>					
Record the number of healthcare personnel (HCP) for each category below for the influenza season being tracked.					
*Facility ID#:			^Location:		
*Vaccination type: Influenza	*Influenza subtype ^a : <input type="checkbox"/> Seasonal	*Influenza Season ^b :	Date Last Modified: __/__/__		
		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

HCP Categories: Employee HCP

- Employees (staff on facility payroll) [Required]
 - Defined as all persons that receive a direct paycheck from the healthcare facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient contact

HCP Categories: Non-Employee HCP: Licensed Independent Practitioners

- Licensed Independent Practitioners [Required]
 - Defined as physicians (MD, DO); advanced practice nurses; and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact. Post-residency fellows are also included in this category.

HCP Categories: Non-Employee HCP: Adult Students/Trainees and Volunteers

- Adult students/trainees and volunteers [Required]
 - Defined as adult students/trainees and volunteers: medical, nursing, or other health professional students, interns, medical residents, or volunteers aged 18 or older that are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact

HCP Categories: Non-Employee HCP: Other Contract Personnel

- Other contract personnel [Optional]
 - Defined as persons providing care, treatment, or services at the facility through a contract
 - There are several types of personnel who provide direct care and non-direct services. Examples include:
 - Dialysis technicians
 - Occupational therapists
 - Admitting staff
 - Pharmacists
 - Refer to Appendix A of the HCP Influenza Vaccination Summary Protocol for suggested list of contract personnel:
<http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf>

HCP Categories: Non-Employee HCP: Other Contract Personnel (cont.)

- Include vendors in data reporting for other contract personnel
 - Vendors providing care, treatment, or services should be included in the other contract personnel category if they physically work in the facility for at least one day during the reporting period (October 1 through March 31)

Influenza Vaccination Summary Form Questions

- a. Includes HCP who received an influenza vaccination during the time from when the vaccine became available (e.g., August or September) through March 31 of the following year at this healthcare facility
- b. Influenza vaccinations received outside this healthcare facility
- c. Medical contraindications
- d. Declinations
- e. Unknown status

	HCP categories		Employee HCP	
			Employees (staff on facility payroll) *	Licensed independent practitioners: Physicians, advanced practice nurses & physician assistants
	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"/>
a.	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"/>
b.	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"/>
c.	4. Number of HCP who have a medical contraindication to the influenza vaccine		<input type="text"/>	<input type="text"/>
d.	5. Number of HCP who declined to receive the influenza vaccine		<input type="text"/>	<input type="text"/>
e.	6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)		<input type="text"/>	<input type="text"/>

Influenza Vaccination Summary Form Questions (cont.)

- **Question #2** - HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
- **Question #3** - HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
 - Acceptable forms of documentation include:
 - A signed statement or form, or an electronic form or e-mail from a healthcare worker (HCW) indicating when and where he/she received the influenza vaccine
 - A note, receipt, vaccination card, etc. from the outside vaccinating entity stating that the HCW received the influenza vaccine at that location
 - Verbal statements are not acceptable

Influenza Vaccination Summary Form Questions (cont.)

- **Question #4** - HCP who have a medical contraindication to the influenza vaccine
 - For this module, for inactivated influenza vaccine (IIV), accepted contraindications include:
 - (1) severe allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or to a vaccine component, including egg protein; or
 - (2) history of Guillain-Barré Syndrome within 6 weeks after a previous influenza vaccination.
 - HCP who have a medical contraindication to live attenuated influenza vaccine (LAIV) other than the medical contraindications listed above, should be offered IIV by their facility, if available
 - Documentation is not required for reporting a medical contraindication (verbal statements are acceptable)

Influenza Vaccination Summary Form Questions (cont.)

- **Question #5** - HCP who declined to receive the influenza vaccine
 - Documentation is not required for reporting declinations (verbal statements are acceptable)
- **Question #6** - HCP with unknown vaccination status (or criteria not met for above-mentioned categories)

Entering Data for the HCP Influenza Vaccination Summary

Log into SAMS

- You can access the activity home page by clicking <https://nhsn2.cdc.gov/nhsn/>
- Enter your SAMS username and password
- Enter SAMS grid card numbers

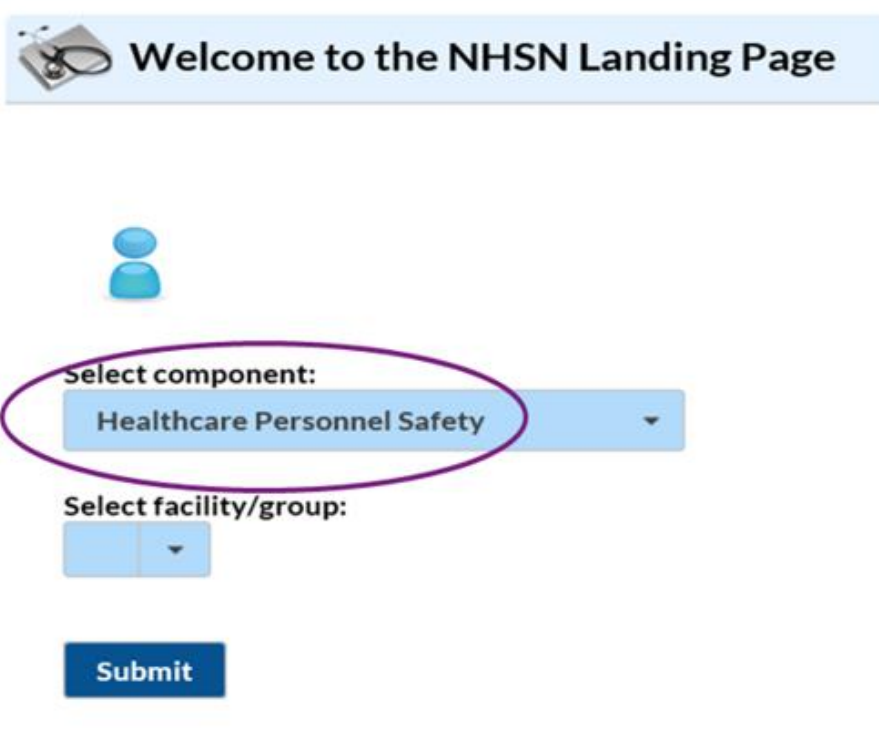
Choose a login option

The screenshot displays the SAMS login interface, divided into two main sections: 'External Partners' and 'HHS Staff'. The 'External Partners' section, highlighted with a red border, is titled 'SAMS Multi-factor Login' and features a grid card icon and a smartphone icon. It includes input fields for 'SAMS Username' and 'SAMS Password', a 'Login' button, and a link for 'Forgot SAMS Password?'. The 'HHS Staff' section is split into two options: 'PIV Login' and 'AMS One Time Password'. The 'PIV Login' option includes a PIV card icon, a 'Login' button, and text indicating it is for HHS staff including CDC, NIH, and FDA. The 'AMS One Time Password' option includes a smartphone icon displaying an OTP, a 'Login' button, and text indicating it is for HHS staff including CDC, NIH, and FDA. An 'OR' separator is placed between the two HHS Staff options.


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

NHSN Landing Page

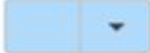
- Select the HCP Safety Component



Welcome to the NHSN Landing Page



Select component:
Healthcare Personnel Safety

Select facility/group:


Submit

HPS Component Home Page

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Import/Export ▶
- Vaccination Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

 **NHSN Healthcare Personnel Safety Component Home Page**

Action Items

COMPLETE THESE ITEMS

Confer Rights
Not Accepted

ALERTS

2 Incomplete Treatment Dates	1 Missing Summary Data	18 Missing Weekly Summary Data	33 Report No Events
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HCP Influenza Vaccination Summary Data

- Click “Vaccination Summary” then “Annual Vaccination Flu Summary”
- Select “Add”
- Click “Continue”

The screenshot displays the NHSN Home navigation menu on the left and the 'Add Summary Data' page on the right. The navigation menu includes: Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' menu item is highlighted with a yellow circle '1'. A sub-menu is open, showing 'Annual Vaccination Flu Summary' and 'Weekly Flu Vaccination Summary'. 'Annual Vaccination Flu Summary' is highlighted with a yellow circle '2'. A secondary sub-menu is open for 'Annual Vaccination Flu Summary', showing 'Add', 'Find', and 'Incomplete'. 'Add' is highlighted with a yellow circle '3'. The main content area of the 'Add Summary Data' page shows 'Summary Data Type: Influenza Vaccination Summary' with a dropdown arrow. Below this, there are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with a yellow circle '4'.

Summary Report for Facilities with IRF or 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., 2023-2024)
- Select the appropriate location for reporting facility data or IRF or IPF unit(s) data

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 *: DHQP Memorial Hospital (ID 10000) ▾

Vaccination type *: Influenza ▾

Influenza subtype *: Seasonal ▾

Flu Season *: 2023/2024 ▾


Locations *: ▾

Date Last Modified: Hospital
IRF Unit(s)
IPF Unit(s)

HCP categories

Summary Report for All Other Facilities

- “Influenza” and “Seasonal” are the default choices for vaccination type and influenza subtype
- Select appropriate flu season in drop-down box (e.g., 2023-2024)

 **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 *: Witt Dialysis Test Facility (ID 83110) ▼

Vaccination type *: Influenza ▼

Influenza subtype *: Seasonal ▼

Flu Season *: 2023/2024 ▼

Date Last Modified:

HCP categories


Data Entry Screen


- The asterisks indicate required columns that must be completed
- Use the “Comments” box to enter any additional information
- Click “Save” to save the record

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				
Comments				
<input type="text"/>				

Editing HCP Influenza Vaccination Data

- For each update of the data after the initial entry, a message will indicate that a record of the summary data already exists
- The “Date Last Modified” shows when the data were last entered

 **View Influenza Vaccination Summary**

 A record for the selected summary data element already exists.

Mandatory fields marked with *

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

Facility ID *: Riverside Memorial (ID 27186)

Vaccination type *: Influenza

Influenza subtype *: Seasonal

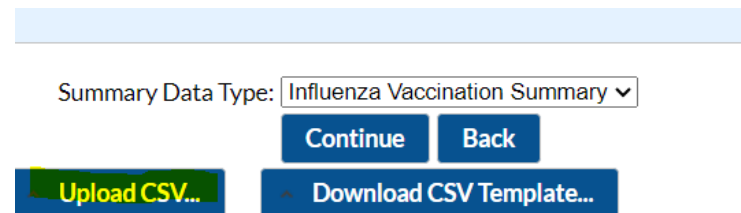
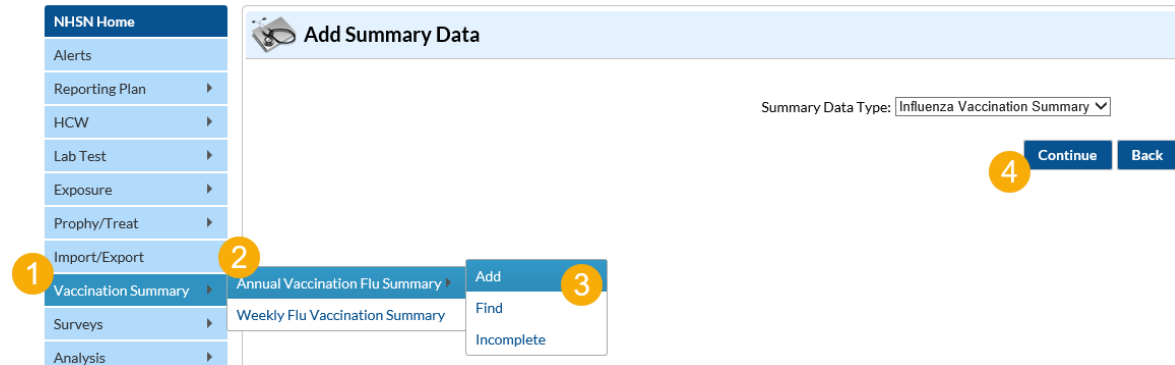
Flu Season *: 2023/2024

Locations *: Hospital

Date Last Modified: 02/16/2024


Data Entry Using .CSV File Upload

- Facilities can use this same pathway and click "upload CSV"
- CSV template files and instructions are found on our webpage: [HCP Flu Vaccination](#) | [HPS](#) | [NHSN](#) | [CDC](#)
- Look under the 'CSV Data Import' heading and under the 'Annual Healthcare Personnel Flu Vaccination Data' sub-heading on the webpage






Data Analysis Features for HCP Influenza Vaccination Summary


Generating HCP Influenza Vaccination Summary Data


 **Generate Data Sets (Healthcare Personnel Safety)**

Reporting Data Sets

 Include data for the following time period:

Beginning	Ending	
03/2023	 1	mm/yyyy  1







Last Generated:
March 17, 2023 11:53 AM
to include data beginning 03/2023

Warning

The current data sets will be updated. Are you sure you want to continue?

- Go to “Analysis” and select “Generate Data Sets”
- Select time period for analysis
- Select “OK” when webpage message appears on the screen

HCP Influenza Vaccination Summary Data Analysis: Output Options for IRFs

- Go to “Analysis” and “Reports”
- Free-standing IRFs should click on the “HCW Vaccination Module,” and “Influenza”
- IRF units within other facilities should click on “HCW Vaccination Module,” “Influenza,” and “IRF Influenza”
- Click on “Run Report” to view the default output

This screenshot shows the software's navigation tree. At the top, there are buttons for 'Expand All' and 'Collapse All', and a search box. The tree structure is as follows:

- HCW Exposure Module
- HCW Vaccination Module
 - Influenza
 - Line Listing - Number of HCP Working During Required Time Period (highlighted)

A context menu is open over the highlighted item, showing three options: 'Run Report', 'Modify Report', and 'Export Data Set'.

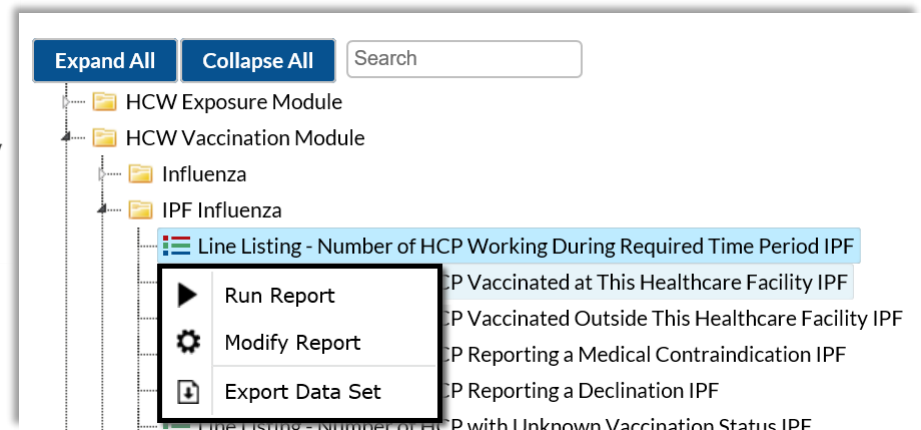
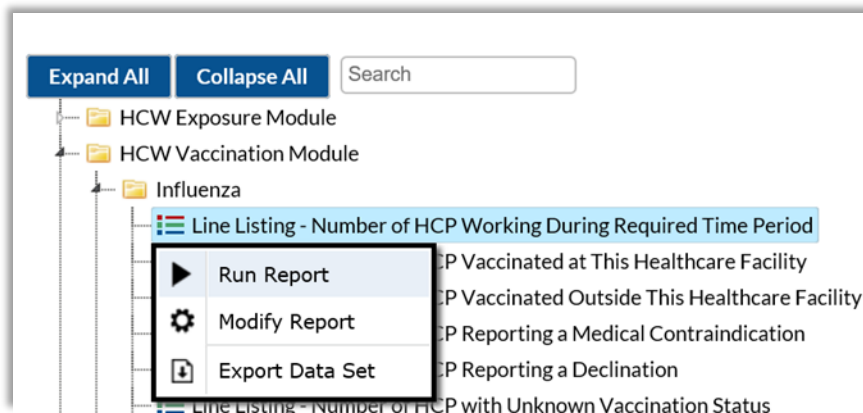
This screenshot shows the software's navigation tree for IRF units. At the top, there are buttons for 'Expand All' and 'Collapse All', and a search box. The tree structure is as follows:

- HCW Exposure Module
- HCW Vaccination Module
 - Influenza
 - IPF Influenza
 - IRF Influenza
 - Line Listing - Number of HCP Working During Required Time Period IRF (highlighted)

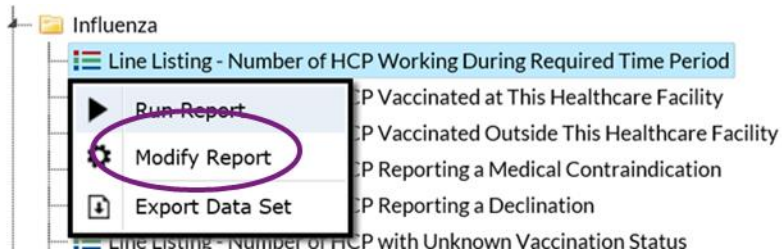
A context menu is open over the highlighted item, showing three options: 'Run Report', 'Modify Report', and 'Export Data Set'.

HCP Influenza Vaccination Summary Data Analysis: Output Options for IPFs

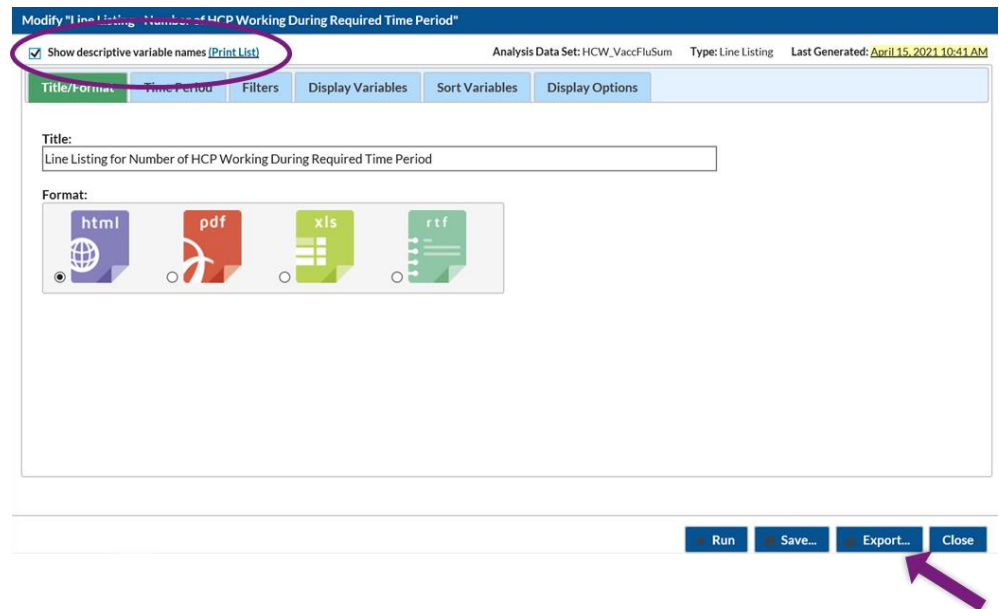
- Go to “Analysis” and “Reports”
- Free-standing IPFs should click on the “HCW Vaccination Module” and “Influenza”
- IPF units within other facilities should click on “HCW Vaccination Module,” “Influenza,” and “IPF Influenza”
- Click on “Run Report” to view the default output



Modifying HCP Influenza Vaccination Summary Data Output



- To modify the default analysis output, click “Modify Report” on the report you wish to modify
- Can export dataset and change output title and format
- Can use variable labels when viewing output



Confirming Data Entry

Data Verification in NHSN

- Run a CMS Line Listing Report using instructions located here: <https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/verification-hcp-flu-data.pdf>



Submission of Healthcare Personnel (HCP) Influenza Vaccination Summary Data in NHSN

Several facilities have contacted NHSN to request assistance with verifying their facility's HCP influenza vaccination summary data. While data verification is important for all facilities, those required to submit data to CMS should be particularly mindful: <https://www.cdc.gov/nhsn/pdfs/cms/cms-reporting-requirements.pdf>. We have outlined some guidance to help facilities check their HCP vaccination data.

Data Submission and Verification in NHSN

A facility should enter and save their HCP influenza vaccination summary data into NHSN. Please note that NHSN does not provide a confirmation e-mail to facilities once they have submitted their data.

CDC assists with routinely verifying HCP influenza vaccination summary data during the first year of data reporting for a CMS program as a courtesy to facilities. After the first year, facilities should follow the steps below to verify data. Facilities should also maintain printed copies or screenshots of their data entry for their records.

🔍 **Analysis Reports**

Expand All
Collapse All

- 📁 HCW Exposure Module
- 📁 HCW Vaccination Module
- 📁 CMS Reports
 - 📁 Acute Care Hospitals (Hospital IQR)
 - 📁 Ambulatory Surgery Centers (ASCQR)
 - 📁 Inpatient Psychiatric Facilities (IPFQR)
 - 📁 Inpatient Rehabilitation Facilities (IRFQR)
 - 📁 Long Term Acute Care Hospitals (LTCHQR)
 - 📁 Outpatient Dialysis Facilities (QIP)
 - 📁 Long Term Care Facilities (SNFQR)
- 📁 COVID-19 Module
- 📁 Advanced
- 📁 My Custom Reports

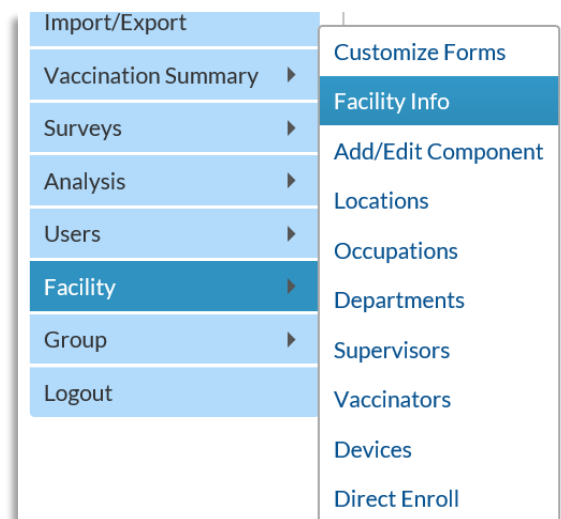
National Healthcare Safety Network Line Listing for HCP Flu Vaccination Data for CMS

As of: September 9, 2016 at 11:21 AM
Date Range: All HCW_VACCFLUSUMCMS

orgID	summarySeason	personnelTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pctVaccCI
		Employees	10	10	10	10	50	40%	20	27%, 54%
		Licensed Independent Practitioners	10	10	10	10	50	40%	20	27%, 54%
		Adult Students/Trainees and Volunteers	10	10	10	10	50	40%	20	27%, 54%
		All Healthcare Workers	30	30	30	30	150	40%	60	32%, 48%

Data Verification in NHSN (cont.)

- Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the “Facility Information” page of NHSN
 - Your CCN effective date = date your facility first received its CCN from CMS
- Ensure that your facility is enrolled as the correct facility type on the “Facility Information” page of NHSN
 - If your facility is not correctly enrolled, please contact NHSN@cdc.gov for assistance
- Please refer to the facility-specific slide set for your facility type for more details on how a facility can verify data



Resources

Resource: The NHSN Website

Visit <https://www.cdc.gov/nhsn/hps/vaccination/index.html>

Refer to materials under the “Annual Flu Summary” headings

- Data collection forms
- Tables of Instructions
- Training slides

The screenshot shows a webpage titled "Healthcare Personnel (HCP) Flu Vaccination". At the top left, there is a "Print" link and a date "Updated January 15, 2024". Below this is a section titled "On This Page" with a grid of links: "Announcements", "Protocols", "Trainings", "Data Collection Forms & Instructions", "CSV Data Import", "Operational Guidance", and "Resources". On the right side, there is a vertical menu with three items: "Educational Roadmap", "Influenza Vaccination Data Reports", and "FAQs", which is highlighted with a teal background. A mouse cursor is visible over the "Data Collection Forms & Instructions" link.

For any questions or concerns, contact the NHSN HelpDesk

Please use **NHSN-ServiceNow** to submit questions to the NHSN HelpDesk.

The new portal can be accessed at **<https://servicedesk.cdc.gov/nhsncsp>**.

Users will be authenticated using CDC's Secure Access Management Services (SAMS) the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov

For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

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