Influenza Reporting – The Good and The Ugly

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The Good

- The information given last week around the data needed for reporting is the same

- The reporting can still be done weekly, monthly or one time as long as your reports are submitted by May 15, 2023

  - Highly encourage you to report your influenza numbers at least on a monthly basis for easier tracking

- Data is cumulative and any new data entered will replace any old data

- Data should include all HCP that worked in the facility for 1 workday (regardless of number of hours) during the influenza season

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The Ugly

- The place for reporting is different within NHSN

- There is no influenza tab any longer under the vaccination summary tab

- The process is somewhat cumbersome – but doable

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The Good

- We are going to walk you through the process step by step.

- NHSN slide deck and resources are available as handouts for your review if needed.

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Process for Reporting Influenza Data

- Each facility MUST activate the Healthcare Personnel Safety Component in NHSN

- Only the NHSN Facility Administrator listed in NHSN has the ability to add this component

- To see who your facilities NHSN Facility Administrator is you must log into NHSN –

  - Go to Facility Tab

  - Facility Info – scroll to bottom and under contact information look and see who is listed as the Facility Administrator
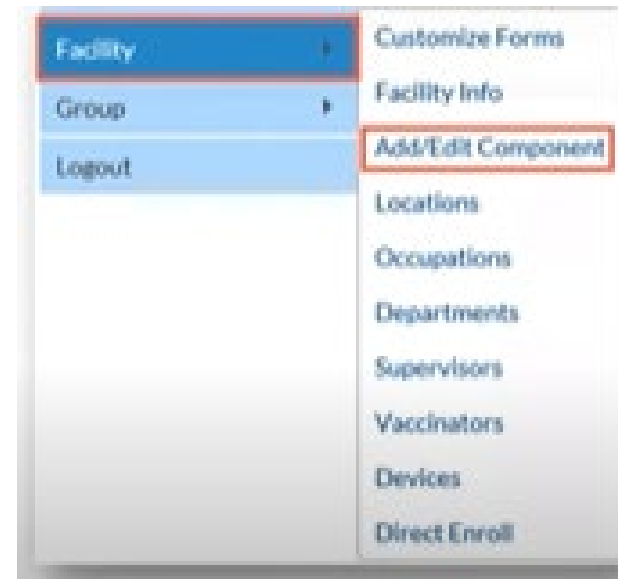
Contact Information

	Contact Type	Contact Name
Edit	Long Term Care Facility Primary Contact	McCallum, Mac
Edit	Facility Administrator	hostettler, teresa
Edit	Healthcare Personnel Primary Contact	dawson, kara

Reassigning The Facility Administrator

- OPTION 1 (preferred option)-The preference is for the outgoing NHSN facility administrator to re-assign the role to a current or new NHSN user in the NHSN application before he/she is deactivated as a facility user (or is no longer working

- OPTION 2: If the role of NHSN facility administrator cannot be re-assigned by the outgoing NHSN facility administrator, the facility must request NHSN to manually re-assign the role. This request can be made by completing the

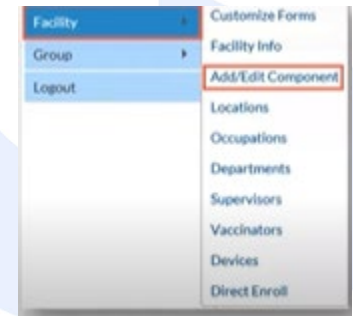[NHSN Facility Administrator Change Request Form](#) (CDC 57.104)

NOTE:

The person signing the written request cannot be the same person being named as the new NHSN facility administrator

This request could take up to 5 days to process and complete

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Adding Components

- The NHSN facility administrator can add/edit components within NHSN

- Each facility must add the Healthcare Personnel Component by

  - Clicking Facility Tab

  - Select Add/Edit Components

- Check the Healthcare Personnel Safety Component box and Update on bottom of screen – it will prompt you to assign a Healthcare Personnel Primary Contact – I suggest you make sure it is someone within your facility that has NHSN access already to avoid delays

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
☐	Biovigilance				
☐	Dialysis				
☑	Healthcare Personnel Safety	01/25/2023		Y	View Agreement
☑	Long Term Care Facility	05/12/2020		Y	View Agreement
☐	Neonatal				
☐	Outpatient Procedure				
☐	Patient Safety				

Adding Components (cont.)

- Once Healthcare Personnel Primary Contact is added you must again go to the Components Followed section and again click the Healthcare Personnel Safety Component box and make sure to click Update on the bottom of the screen

Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
☐	Biovigilance				
☐	Dialysis				
☑	Healthcare Personnel Safety	01/25/2023		Y	View Agreement
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☐	Outpatient Procedure				
☐	Patient Safety				

Contact Information
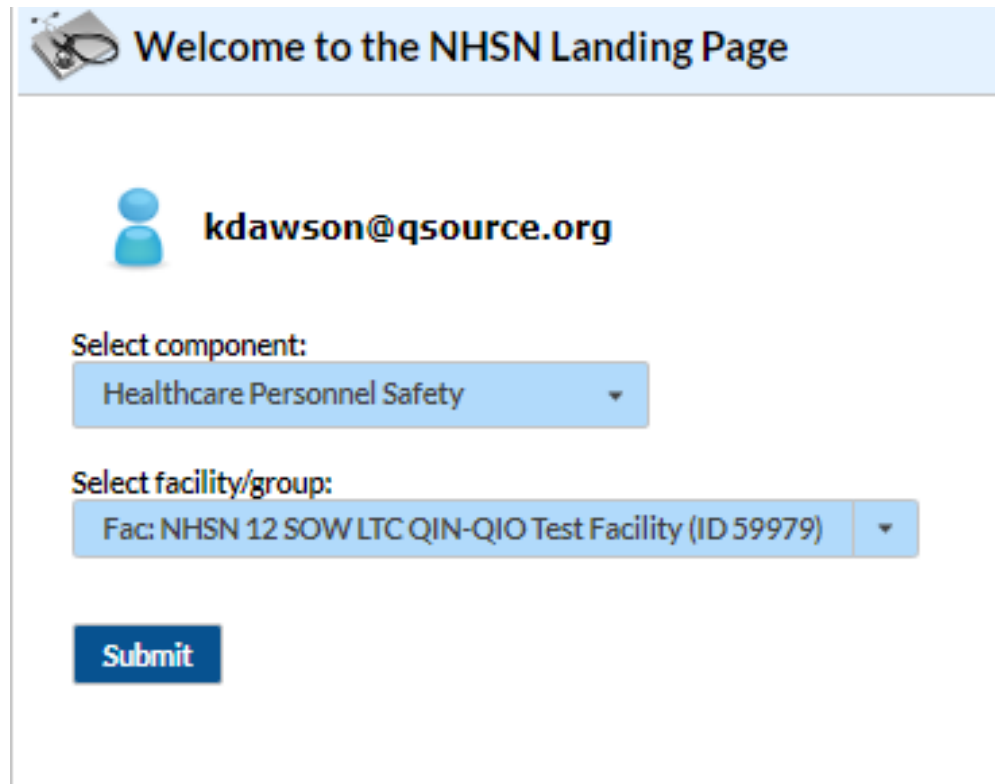
	Contact Type	Contact Name	Phone No.+ext	Email	Action
Edit	Facility Administrator	hostettler, teresa	812-381-1581	THOSTETTLER@QSOURCE.ORG	Reassign
Edit	Long Term Care Facility Primary Contact	hostettler, teresa	812-381-1581	THOSTETTLER@QSOURCE.ORG	Reassign
Edit	Healthcare Personnel Primary Contact	dawson, kara	317-646-0328	KDAWSON@QSOURCE.ORG	Reassign

Update   Back

Consent

- The NHSN Facility Administrator or the Healthcare Personnel Primary Contact must then log back into NHSN and follow these steps –
    - On the landing page select Healthcare Personnel Safety
    - Then click Submit
    - When you log in for the first time after activating this component it will require you to sign the consent.
    - Once consent is signed you will have access to the necessary tabs to submit data

Submitting Influenza Data

Entering Data

- All fields with a red * are required fields

- You will pick the flu season

- Enter all data

- You may put any comments in the comment section if needed

- Click the save button at the bottom of the screen to save data submission.

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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 *: [Plainfield Health Care Center (ID 64719) ▼]
Vaccination type *: [Influenza ▼]
Influenza subtype *: [Seasonal ▼]
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	[ ]	[ ]	[ ]	[ ]
2. Number of HCP who received an influenza vaccine 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)	[ ]	[ ]	[ ]	[ ]

Custom Fields

Comments

[   ]

By saving these data in NHSN, facilities are agreeing to the following:
1). The data reported are consistent with definitions outlined in NHSN survelliance protocols (including tables of instructions and frequently asked questions).
2). The data will be sent to the Centers for Medicare and Mediacaid Services (CMS) to fullfill CMS quality reporting requirements (when applicable).

[Save] [Back]

Reminders

- Any new data submitted will replace all older data

  - If you want to save each submission for your records make copies

- Recommended to submit data monthly – DATA IS CUMULATIVE! But must have a submission reflective of the entire influenza season (October 1, 2022, to March 31, 2023) by May 15, 2023

- If you need help to navigate through this process, please reach out to us

- DO NOT WAIT TO START THIS PROCESS - DO IT NOW.

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Thank You

Questions?