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.

Step 1: Ensure that your facility is enrolled in NHSN as the correct facility type.
You can view this information on the "Facility Information" page for your facility in NHSN. For example, if your facility is an Ambulatory Surgery Center, it should only be enrolled in NHSN as "AMB-SURG – Outpatient Surgery Facility." If you have questions about your NHSN facility type, please contact NHSN@cdc.gov for assistance.

Step 2: Ensure that the correct facility CMS Certification Number (CCN) and CCN effective date have been entered into the "Facility Information" page of 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.

Step 3: Run a CMS Line Listing Report to ensure that data have been correctly entered into NHSN.
Directions on how to run these reports are located by facility type under the "CMS Reporting" heading at this link: www.cdc.gov/nhsn/cms/index.html. This line listing shows which data for your facility will be shared with CMS.

As long as your facility is enrolled as the correct facility type, your CCN and CCN effective date are correct, and your data appear in the CMS Line Listing for the current reporting period, no further action is required on your part. Your data will be shared with CMS in accordance with the reporting deadline established by CMS for your facility type.

Data Verification in Quality Net

Acute Care Hospitals and PPS-Exempt Cancer Hospitals may also check Quality Net to verify that their data have been received by CMS. Please note that the Quality Net reports are only updated periodically. Therefore, we kindly ask that you refrain from contacting the NHSN Helpdesk until after you have verified that you entered your HCP influenza vaccination summary data prior to the date listed on the Quality Net report. If you confirmed your data within NHSN using the steps listed above but your data are not appearing on Quality Net, then you will need to take the following actions outlined in the right-hand box.

There may be other data reporting systems outside of Quality Net, such as CASPER, that facilities use to verify data. As with Quality Net, CDC does not oversee these systems, and facilities should contact the organization that administers these systems if they have questions about how their data are appearing on these reports.

Step 1: Run a Quality Net Report for the first quarter of the reporting year. Since the HCP influenza vaccination summary reporting crosses two quarters, we classify the data as part of quarter one in the second year of the influenza season. For example, if you are reporting data for the 2017-2018 influenza season, you will need to run a Quality Net report for Q1 2018.

Step 2: Check the Quality Net website to determine if there are any known issues in the Quality Net system that may be preventing your data from appearing as completed. To do so, click on the following link: www.qualitynet.org and then click on your facility type under "Known Issues – Hospital Reporting" box on the left-hand side of the webpage.

Step 3: If you are still unable to confirm submission of data using the Quality Net reports after completing these two steps, please reach out to Quality Net about this as CDC does not oversee these particular reports.

CMS and Other Reporting Requirements

Some facilities are required to report HCP influenza vaccination summary data not only to NHSN, but to other entities, such as their state or city. Below are a few points to consider:

- Facilities must submit data through NHSN to meet CMS reporting requirements. For non-CMS reporting requirements, facilities will need to determine if reporting through NHSN is sufficient to meet these requirements, or if data must be transmitted via another mechanism.

- Facilities should determine if the data required by other mandates are the same as the data required by CMS. For example, facilities may be required to collect data on additional HCP categories for non-CMS reporting requirements.

- CDC recommends that facilities check with their local quality improvement organization to make sure they are meeting all of their data reporting requirements and submitting these data appropriately.

A facility that only submits their HCP influenza vaccination summary data through a state portal to meet state reporting requirements will not be meeting CMS reporting requirements, since CMS mandates that data be submitted through NHSN.

Submission of data to NHSN may fulfill state requirements in some states, while in other states, the facility will need to report their data separately using two different systems to meet the different reporting requirements.

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion

CDC

We greatly appreciate your help with data verification, since responding to these requests delays our ability to rapidly resolve issues for facilities that are encountering difficulties collecting or entering their data. If you have any questions, please contact: nhsn@cdc.gov and specify "HPS Flu Summary" along with your facility type in the subject line of the e-mail.