



## Healthcare Personnel Vaccination Module Annual Influenza Vaccination Summary

Acute Care Facilities

Division of Healthcare Quality Promotion

NHSN Vaccination Team

October 2024

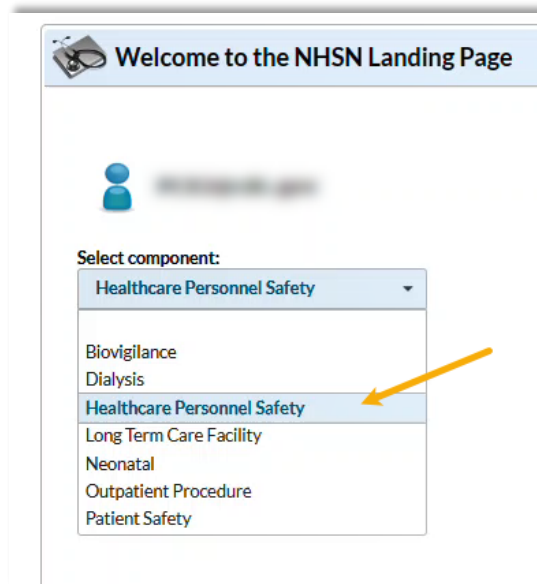
# Objectives

By the end of this session, you will:

- Be able to access the Healthcare Personnel Safety (HPS) Component
- Become familiar with Influenza Vaccination Summary reporting requirements
- Know how to enter data for the HCP Influenza Vaccination Summary
- Understand the updates on timestamps
- Access the analysis report for the HCP Influenza Vaccination Summary

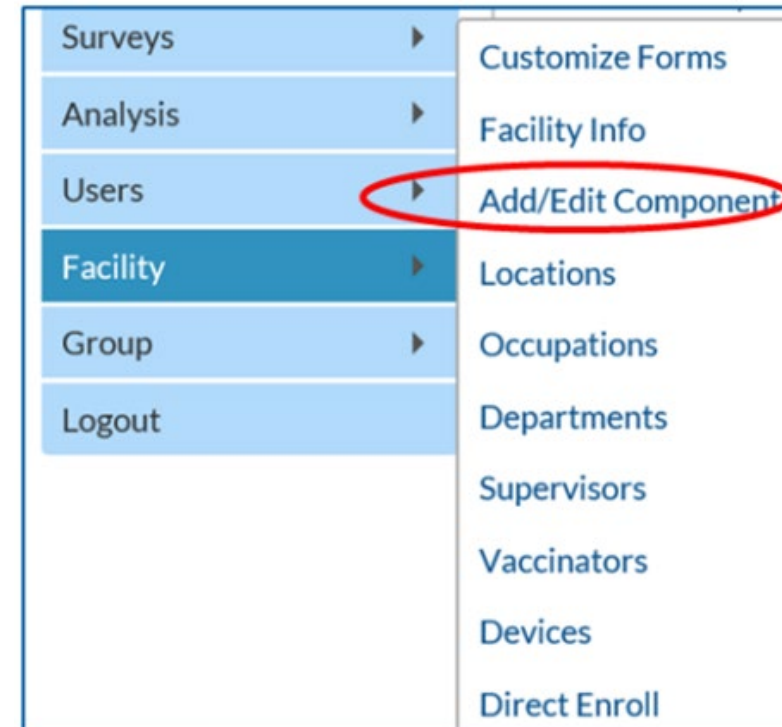
# Key Points: What to report

- Report annual HCP influenza vaccination summary data through the NHSN Healthcare Personnel Safety (HPS) Component for the 2024-2025 influenza season



# Key Points: Where to report

- Facilities must activate the Healthcare Personnel Safety (HPS) Component in NHSN to report annual HCP Influenza vaccination summary data.
  - Do NOT de-activate any other components (e.g., the Long-term Care Facility Component)
- 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.



# Key Points: When to report

- The reporting period for the 2024-2025 influenza season is from October 1, 2024 through March 31, 2025
- 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, 2025



# Updates on Timestamps in NHSN

- As of February 26, 2024, timestamps for data submission and modification in the NHSN application were updated to display Coordinated Universal Time (UTC)
- UTC is the international time standard. It has been implemented as part of ongoing NHSN system upgrades and modernization efforts
- The new UTC timestamp will have no impact on data submission deadlines. Local time remains in place for data submission deadlines. No action is needed from NHSN users.
- Please refer to the following guidance document for more information UTC timestamps: [UTC Guidance Document \(cdc.gov\)](#)

# Getting Started in the HPS Component

# How to see if your facility already activated the HPS Component

- **Navigate to Facility > Add/Edit Component**

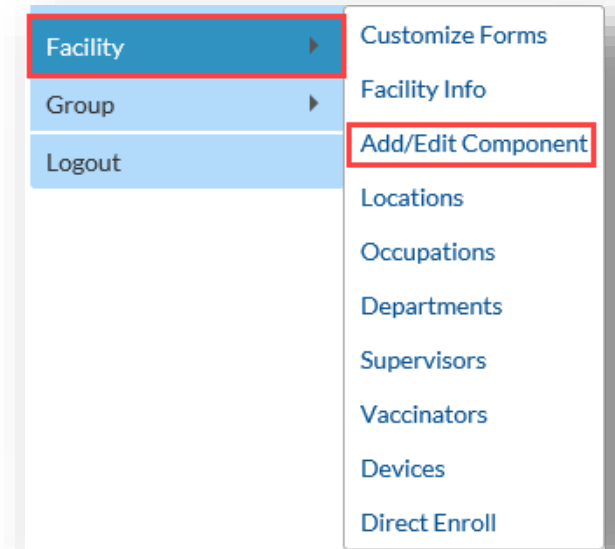
Components Followed

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	<a href="#">View Agreement</a>
<input checked="" type="checkbox"/>	Long Term Care Facility	08/09/2012		Y	<a href="#">View Agreement</a>
<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 (cont.)

- 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.

Zi, 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	<a href="#">View Agreement</a>
<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 (cont.)

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

The screenshot shows a web-based form titled "Edit Record" with a window title bar containing "Yes" and "No" buttons. The form has two radio buttons at the top: "Use Existing NHSN User" (selected) and "Create new NHSN User". Below this is a text input field for "Existing NHSN User Email". The form contains several required fields marked with a red asterisk: "Username", "Password", "Verify Password", "First Name", "Last Name", "Middle Name", "Phone", "Email", "Title", "Address Line 1", "City", "State", "Zip Code", "Fax", and "Pager Number". The "Contact Type" dropdown is set to "HCP - Healthcare Personnel Primary Contact". There is a "Click to copy mailing address from the facility" button with a document icon. At the bottom right, there are "Submit" and "Cancel" buttons. The form also includes a "Phone Ext:" field, an "Email Ext:" field, and a "Zip Code Ext:" field.

# Activating the HPS Component (cont.)

- 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.

The screenshot displays the NHSN Healthcare Personnel Safety Component Home Page. The page title is "NHSN Healthcare Personnel Safety Component Home Page". The main content area shows the "Agreement to Participate and Consent" form, which includes the NHSN logo, the title "Agreement to Participate and Consent", and the text "Page 1 of 3". The tracking number is 17018. The agreement text states that the National Healthcare Safety Network (NHSN) is conducted by the Centers for Disease Control and Prevention (CDC) and reports data submitted by healthcare or residential facilities on healthcare-associated adverse events, adherence to prevention practices, and antimicrobial use and resistance. It also mentions that 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.

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.

At the bottom of the page, there is a table with the following columns: Component, Contact Type, Contact Name, Phone Number, Email, and Accept. The table contains two rows of data:

Component	Contact Type	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"/>

A red arrow points to the "Accept" checkbox for the "Healthcare Personnel Safety" component.

# **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

\*required for saving, ^conditionally required for saving

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 <sup>a</sup> : <input type="checkbox"/> Seasonal	*Influenza Season <sup>b</sup> :	Date Last Modified: __/__/__		
		<b>Employee HCP</b>	<b>Non-Employee HCP</b>		
		*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: [Combined Protocol for HCP January 2024 \(cdc.gov\)](https://www.cdc.gov/influenza/hcp/vaccination/combined-protocol-for-hcp-january-2024)

## 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

HCP categories	Employee HCP
	Employees (staff on facility payroll) *
1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31	<input type="text"/>
<b>a.</b> 2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	<input type="text"/>
<b>b.</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"/>
<b>c.</b> 4. Number of HCP who have a medical contraindication to the influenza vaccine	<input type="text"/>
<b>d.</b> 5. Number of HCP who declined to receive the influenza vaccine	<input type="text"/>
<b>e.</b> 6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	<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 with three main sections:

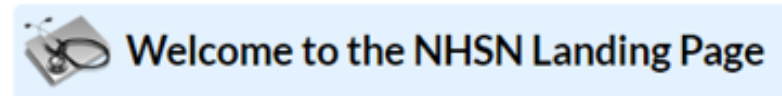
- External Partners (SAMS Multi-factor Login):** This section is highlighted with a red border. It features an illustration of a grid card and a smartphone. Below the illustration are input fields for "SAMS Username" and "SAMS Password", followed by a blue "Login" button. A link for "Forgot SAMS Password?" is located at the bottom.
- HHS Staff (PIV Login):** This section includes an illustration of a PIV card. Below it is the text "Click the Login button to sign on with a HHS PIV Card." and a blue "Login" button. A note at the bottom states: "For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)".
- HHS Staff (AMS One Time Password):** This section includes an illustration of a smartphone displaying "AMS OTP" and the number "8031". Below it is the text "How to use OTP" and a blue "Login" button. A note at the bottom states: "For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.".

The two HHS Staff sections are separated by a vertical line with a blue circle containing the word "OR" in the center.

- For assistance with SAMS, contact the SAMS Help Desk at: 1-877-681-2901 or [samshelp@cdc.gov](mailto:samshelp@cdc.gov)

# NHSN Landing Page

- Select the HCP Safety Component



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 interface for adding summary data. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, and Analysis. The 'Vaccination Summary' item is highlighted with a yellow circle containing the number '1'. A sub-menu is open for 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' and 'Weekly Flu Vaccination Summary'. The 'Annual Vaccination Flu Summary' item is highlighted with a yellow circle containing the number '2'. A sub-menu is open for 'Annual Vaccination Flu Summary', showing 'Add', 'Find', and 'Incomplete'. The 'Add' item is highlighted with a yellow circle containing the number '3'. The main content area is titled 'Add Summary Data' and contains a dropdown menu for 'Summary Data Type' set to 'Influenza Vaccination Summary'. Below the dropdown are two buttons: 'Continue' and 'Back'. The 'Continue' button is highlighted with a yellow circle containing the number '4'.

# 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., 2024-2025)

**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 \*:

Vaccination type \*: Influenza

Influenza subtype \*: Seasonal

Flu Season \*:  

Date Last Modified:

	HCP categories
2024/2025	
2023/2024	
2022/2023	

# 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

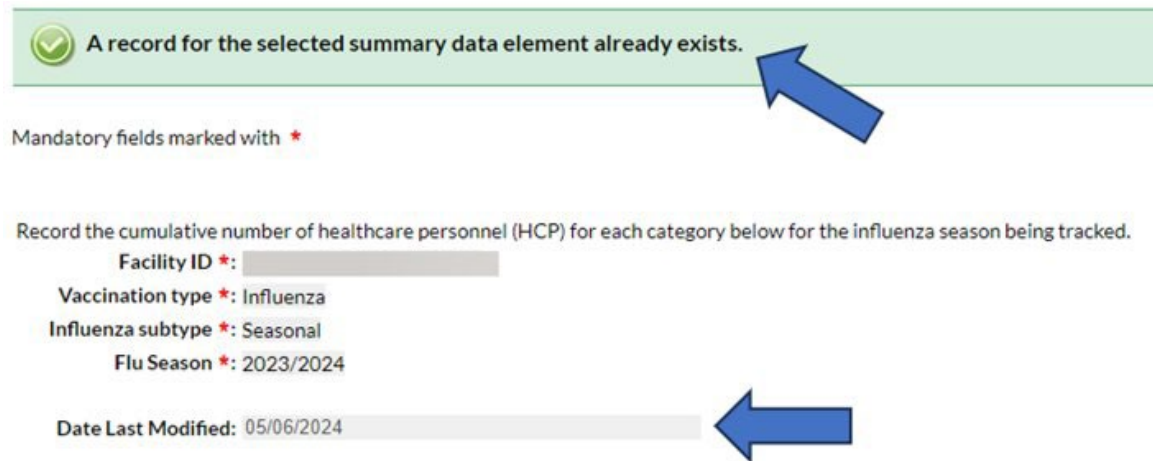
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Comments

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v

# 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
- Click the “Edit” button at the bottom of the screen to modify existing data
- After making edits, save the updated data by clicking the “Save” button at the bottom of the screen



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 \*:

Vaccination type \* : Influenza

Influenza subtype \* : Seasonal

Flu Season \* : 2023/2024

Date Last Modified: 05/06/2024

The screenshot shows a green message bar at the top with a checkmark icon and the text "A record for the selected summary data element already exists." Below this is a form with several fields. The "Date Last Modified" field is highlighted with a blue arrow pointing to the right. The "Date Last Modified" field contains the value "05/06/2024".

# 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](#)
  - Under the headings 'CSV Data Import' and 'Annual Healthcare Personnel Flu Vaccination Data'

The screenshot shows the 'Add Summary Data' page in the NHSN system. On the left is a navigation menu with 'Vaccination Summary' selected. A dropdown menu is open under 'Vaccination Summary', showing 'Annual Vaccination Flu Summary' and 'Weekly Flu Vaccination Summary'. The 'Annual Vaccination Flu Summary' option is highlighted, and a sub-menu is open with 'Add', 'Find', and 'Incomplete' options. The 'Add' option is highlighted. In the main content area, there is a 'Summary Data Type:' dropdown menu with 'Influenza Vaccination Summary' selected. Below this are 'Continue' and 'Back' buttons. A yellow circle with the number '4' is placed over the 'Continue' button.

This close-up shows the 'Summary Data Type:' dropdown menu with 'Influenza Vaccination Summary' selected. Below the dropdown are 'Continue' and 'Back' buttons. Below these are two buttons: 'Upload CSV...' and 'Download CSV Template...'. The 'Upload CSV...' button is highlighted with a green background.



# **Data Analysis Features for HCP Influenza Vaccination Summary**

# Generating HCP Influenza Vaccination Summary Data

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

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

**Reporting Data Sets**

 Include data for the following time period:

Beginning: 08/2024 1 Ending: mm/yyyy 1 [Clear Time Period](#)

**Generate Reporting Data Sets**

**Last Generated:**  
May 30, 2024 12:37 PM  
to include data beginning 01/2024 and ending 05/2024

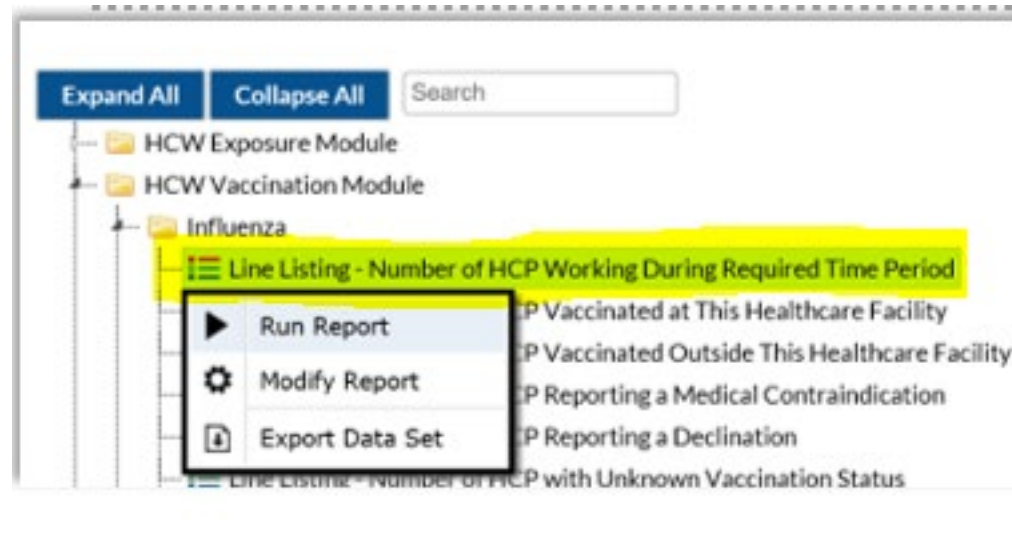
**Warning**

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

**OK** **Cancel**

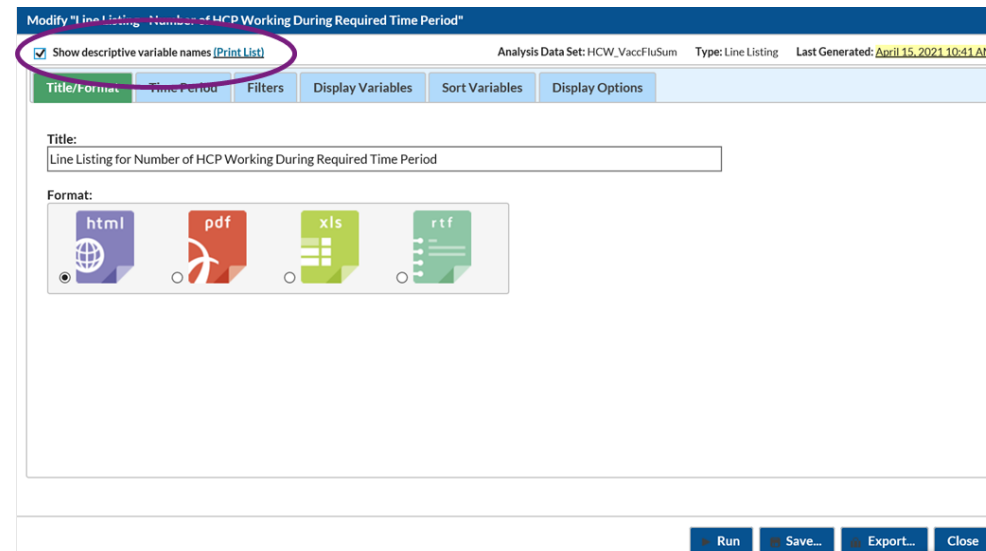
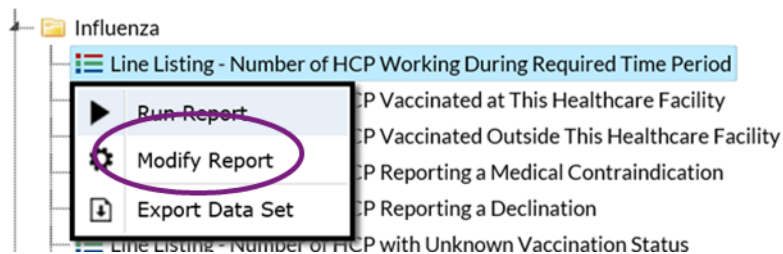
## HCP Influenza Vaccination Summary Data Analysis: Output Options

- Go to “Analysis” and “Reports”
- Click on “HCW Vaccination Module,” “Influenza,” and then "Line Listing- Number of HCP Working During Required Time Period"
- 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>



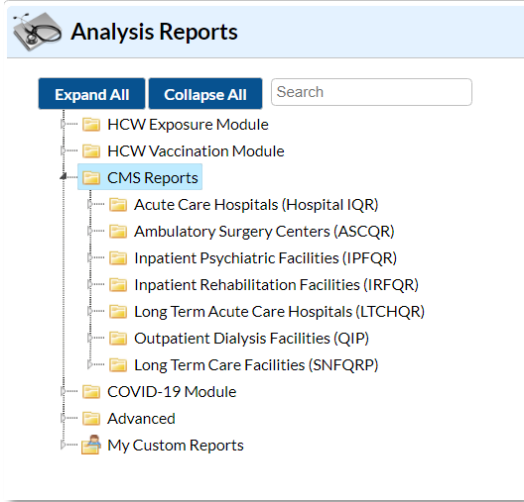
### Submission of Healthcare Personnel (HCP) Influenza Vaccination Summary Data in NHSN

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.



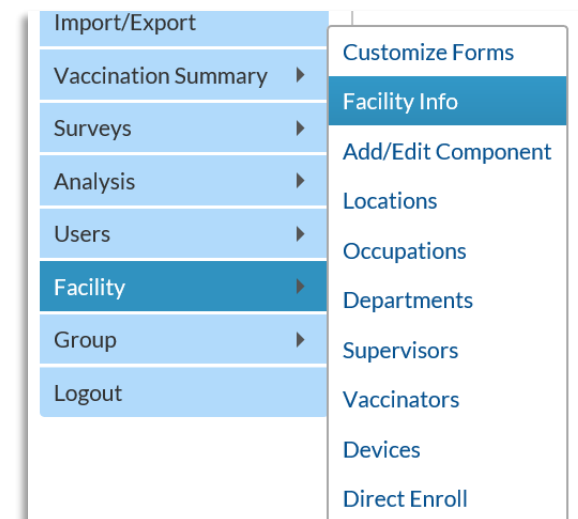
### National Healthcare Safety Network Line Listing for HCP Flu Vaccination Data for CMS IPPS

As of: August 16, 2024 at 7:21 PM  
Date Range: All HCW\_VACCFLUSUMCMS\_ACUTE

orgID	summarySeason	vaccType	personnelType	personnelTypeDesc	vaccTypeDesc	declinations	contraindications	vaccEW	vaccHere	working	pctVacc	totVacc	pct
		FLU	Employee	Employees	Influenza	0	0	0	100	100	100%	100	97%
		FLU	LIP	Licensed Independent Practitioners	Influenza	0	0	0	100	100	100%	100	97%
		FLU	studVol	Adult Students/Trainees and Volunteers	Influenza	0	0	0	50	50	100%	50	94%
		FLU	All	All Healthcare Workers	Influenza	0	0	0	250	250	100%	250	99%

## 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-ServiceNow for assistance

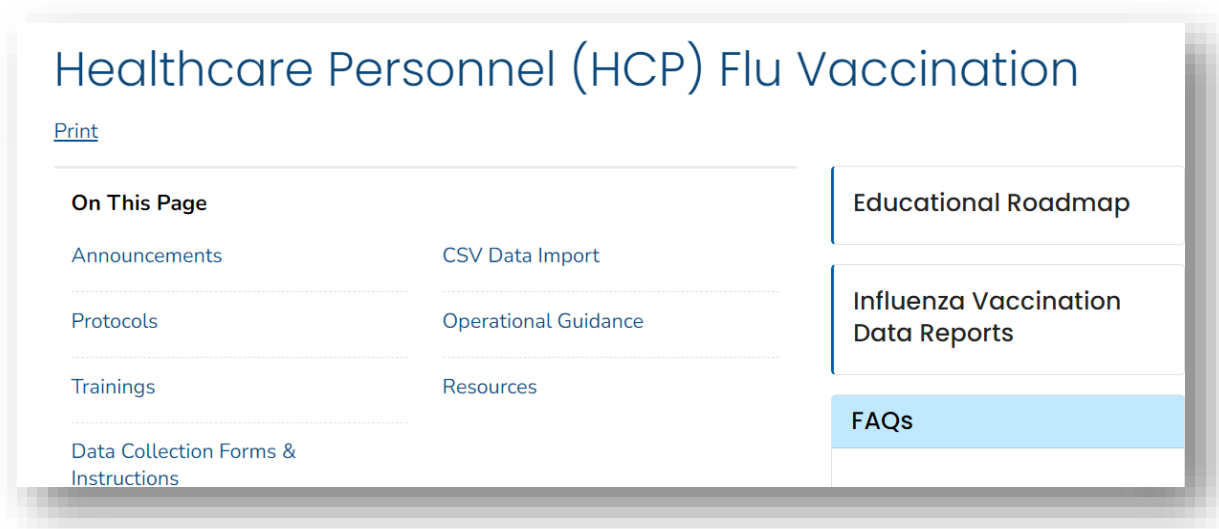


**Resources**



# 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". Below the title is a "Print" link. The page is organized into a grid of links. On the left, under the heading "On This Page", there are links for "Announcements", "Protocols", "Trainings", and "Data Collection Forms & Instructions". In the middle, there are links for "CSV Data Import", "Operational Guidance", and "Resources". On the right, there are links for "Educational Roadmap", "Influenza Vaccination Data Reports", and "FAQs". The "FAQs" link is highlighted with a blue background.

On This Page	
<a href="#">Announcements</a>	<a href="#">CSV Data Import</a>
<a href="#">Protocols</a>	<a href="#">Operational Guidance</a>
<a href="#">Trainings</a>	<a href="#">Resources</a>
<a href="#">Data Collection Forms &amp; Instructions</a>	

- [Educational Roadmap](#)
- [Influenza Vaccination Data Reports](#)
- [FAQs](#)

# Questions or Need Help?

Please use **NHSN-ServiceNow** to submit questions to the NHSN Help Desk. The new portal can be accessed [here](#) and should be used in place of [nhsn@cdc.gov](mailto:nhsn@cdc.gov), [nhsntrain@cdc.gov](mailto:nhsntrain@cdc.gov), and [nhsndua@cdc.gov](mailto:nhsndua@cdc.gov).

If you do not have a SAMS login, or are unable to access ServiceNow, you can still e-mail the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov).

For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

