Quality ADVISORY ™

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HOSPITALS MUST SUBMIT HEALTHCARE PERSONNEL FLU VACCINATION DATA BY WEDNESDAY, MAY 15

AT A GLANCE

The Issue:
Wednesday, May 15, is the last day to submit the health care personnel (HCP) influenza vaccination summary data into the National Health Safety Network (NHSN) system in order to meet the Centers for Medicare & Medicaid Services (CMS) Inpatient Quality Reporting (IQR) program requirements. Hospitals must fulfill *all* IQR data submission requirements and deadlines in order to earn a full annual payment update each fiscal year (FY). **Failure to submit complete and timely data for the HCP influenza vaccination measure may result in a hospital not receiving a full annual payment update in FY 2015.**

Background:
Hospitals must report influenza vaccination summary data for healthcare personnel physically working in the hospital for at least 30 working days between Oct. 1, 2012, and March 31, 2013, regardless of clinical responsibility or patient contact. The CMS IQR reporting requirement covering the October 2012 – March 2013 flu season, and affecting FY 2015 payment, requires acute care hospitals to report HCP influenza vaccination summary data from Jan. 1 to March 31 by May 15. Hospitals that do not meet all IQR requirements, including those for the HCP influenza vaccination measure, will receive a 2.0 percentage point reduction to their Medicare annual marketbasket update.

The attached materials provided by CMS and the Centers for Disease Control and Prevention (CDC) offer step-by-step directions on how to submit HCP Influenza Vaccination data.

Hospitals and health systems will find additional resources for reporting options, including Training, Protocols, Data Collection Forms, CMS Supporting Materials, and Frequently Asked Questions (FAQs) about the Healthcare Personnel Safety Component, on the NHSN website at:
http://www.cdc.gov/nhsn/acute-care-hospital/hcp-vaccination/index.html.

What You Can Do:
To facilitate timely, accurate and complete reporting of the HCP influenza vaccination measure, please:

- ✓ Share this advisory with your infection control staff responsible for NHSN reporting, quality and clinical leaders responsible for IQR reporting, and human resources staff that may be tracking personnel influenza vaccination status.
- ✓ Use the instructions in the attached documents to help ensure the completeness of your data submission.
- ✓ Retain records of your data submission (e.g., screenshots, reports, etc.) in case they are needed for future validation.

Further Questions:
Contact Akin Demehin, AHA senior associate director of policy, at (202) 626-2365 or ademehin@aha.org; Jayne Hart Chambers, FAH senior vice president of quality, at (202) 624-1522 or jchambers@fah.org; Scott Wetzel, AAMC policy and regulatory specialist at (202) 828-0495 or swetzel@aamc.org; or Jane Hooker, NAPH associate vice president of quality and innovation, at (202) 585-0134 or jhooker@naph.org.

Influenza Vaccination Summary
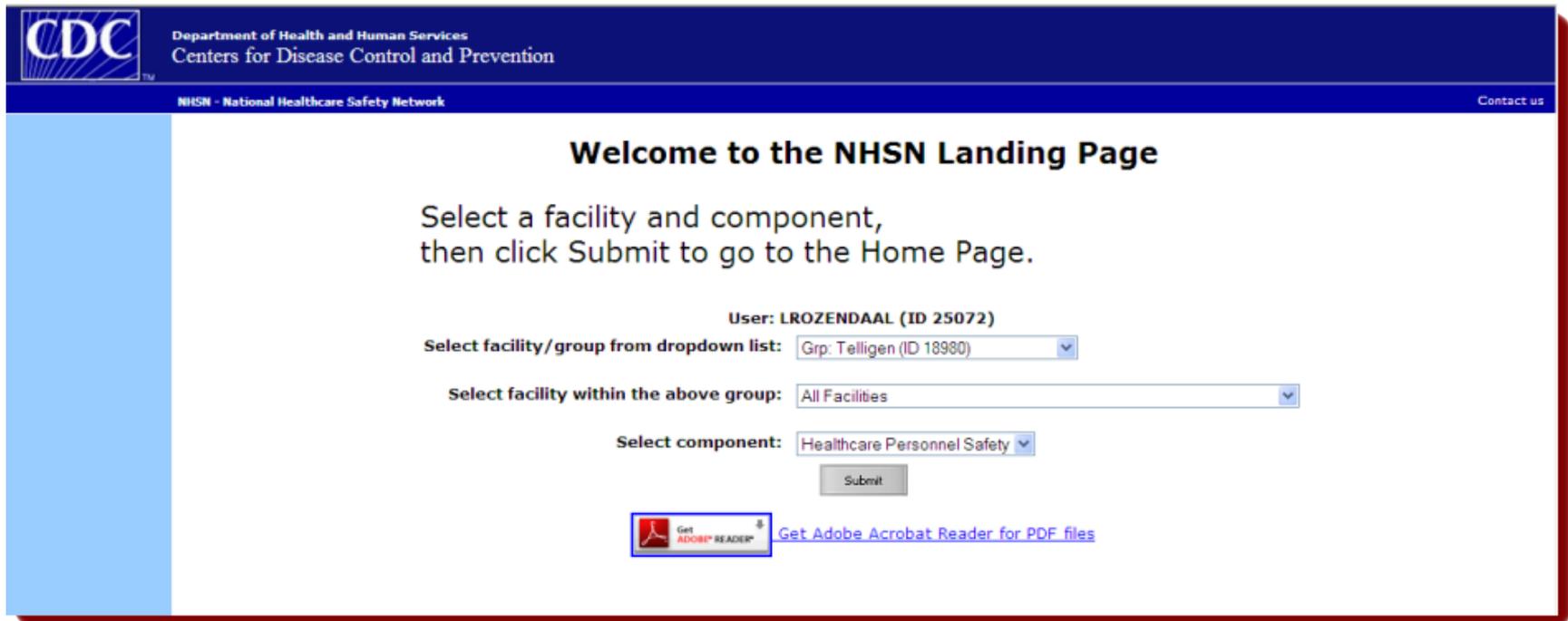
Influenza Vaccination Summary

Presenter

Kelly Falke

March 27, 2013

Welcome to NHSN

Select "Healthcare Personal Safety" from the "Select component" drop-down.

HCP Influenza Vaccination Reporting Plan

Find Flu Summary

- Select the "Find" link from the Flu Summary header in the left-navigation pane.

- Select "Influenza Vaccination Summary (VACCSUMANN)" from the Summary Data Type drop-down.

Influenza Vaccination Summary

HCP influenza summary reporting in NHSN consists of a single data entry screen per influenza season.

CDC Guidance: Activating the Healthcare Personnel (HCP) Module in National Health Safety Network (NHSN)

HCP Influenza Summary reporting in NHSN consists of a single data entry screen per influenza season. In order to enter data for the HCP Influenza Vaccination, facilities must <u>first</u> activate the **Healthcare Personnel Safety Component** (HPS) in the NHSN system.

Step 1: Activating the HPS Component

Facilities that are <u>already enrolled</u> in NHSN and wish to participate in the **HPS Component** must first **activate** the HPS Component within NHSN.

Only the NHSN Facility Administrator can activate a new component. The Facility Administrator will <u>add</u> Administrative Users. Users with administrative rights will be able to add additional Healthcare Personnel Safety (HPS) Component users and share data using the Group function for the HPS Component.

- Facility Administrator logs into the Secure Data Network (SDN): https://sdn.cdc.gov.
- Under "**My Applications**" select "**NHSN Reporting**".
- Log into any active component.
- From the Home Page, select "**Facility**" then "**Add/Edit Component**".
  - Check the box next to "**Healthcare Personnel Safety**"
- Facility Administrator adds HPS Component Primary Contact:
  - Select "**Users**" on the navigation bar; select "**Add"**. Complete <u>all</u> screen mandatory fields: User name, phone, e-mail, and address for person to be contacted if CDC/NHSN has updates or questions about the HPS Component.
- Other users may be added by the Facility Administrator or new HPS Component Primary Contact. Select "**Save**".
- After saving the new user information, the "**Edit User Rights**" screen will appear. Confer proper rights to users: Administrator, All Rights, Analyze Data, Add, Edit, Delete, View Data, or Customize Rights. Select "**Save**".
- Once the HPS Component and added users is activated, your facility is required to complete two forms: **HCP Safety Monthly Reporting Plan** form and **HCP Influenza Vaccination Summary** form.

Step 2: Entering Data

- Log into the SDN: https://sdn.cdc.gov.
- Enter your challenge phrase and select "**Submit**".
  - If <u>unable</u> to access SDN's Public Health Partners Website, contact SDN at 1-800-532-9929.
- This is the SDN homepage. Under "**My Applications**" in upper left corner of the page, you will see a link to the National Healthcare Safety Network labeled "**NHSN Reporting**".
- Select on the "**NHSN Reporting"** link to go to the **NHSN Landing** or **Home** page.
- Select <u>your</u> facility/group from drop-down list.
- Select component (Healthcare Personnel Safety). Select "**Submit**".
- Use NHSN buttons to navigate. Do <u>NOT</u> use Web browser buttons.
- Verify your facility name, user, and component in use at the top of the screen.

- Select "**Reporting Plan**" on left side navigation toolbar. Select "**Add**".
- Select the correct month and year from the drop-down menus.
- Check box next to "**Influenza Vaccination Summary**" under the Healthcare Personnel Vaccination Module. Select "**Save**".

Step 3: Entering HCP Influenza Vaccination Summary Data

- On left side navigation toolbar select "**Flu Summary**". Select "**Find**".
- Select "**Influenza Vaccination Summary (VACCSUMANN)**" from the "Summary Data Type" on the dropdown menu. Select "**Continue**".
- Select appropriate flu season in drop-down box (e.g. 2012-2013).
- The "**View Influenza Vaccination Summary**" screen appears.
- The asterisks (*) indicate required columns that must be completed.
- Once all data has been entered select "**Save**". A message confirming that data were saved should appear at the top of the screen.

Helpful Tips for Healthcare Personnel (HCP) Influenza Vaccination Reporting for the Centers for Medicare and Medicaid Services' Hospital Inpatient Quality Reporting Program

<u>**The following steps should be completed prior to the CMS Reporting Program deadline:**</u>

☐ **Verify Your Facility's CMS Certification Number (CCN)**

An accurate CCN is required for those facilities participating in the CMS Reporting Program, as this is the ID that will be used to submit HCP influenza vaccination data to CMS on your behalf. To update the CCN, use the **Facility > Facility Info** option within NHSN. At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the **"Update"** button at the bottom of screen. *Please be sure to double- and triple-check this number!*

☐ **Activate the Healthcare Personnel Safety Component**

HCP Influenza Vaccination reporting is done through NHSN's Healthcare Personnel Safety (HPS) Component. The HPS Component must be activated by the NHSN Facility Administrator before the facility can report any data. Instructions for activating the HPS Component can be found in the HCP Influenza Vaccination training slideset at http://www2.cdc.gov/vaccines/ed/nhsn/downloads/HCP%20InfluenzaReporting.09.28.12.pdf.

☐ **Create a Monthly Reporting Plan in the HPS Component**

HCP influenza vaccination data from NHSN will only be sent to CMS for those hospitals participating in the CMS Reporting Program who have included HCP influenza vaccination summary in their HPS Component monthly reporting plan. Unlike the other NHSN components and modules, when "Influenza Vaccination Summary" is selected on one reporting plan, the information is automatically updated on all reporting plans for the entire influenza season as defined by NHSN (which is July 1 to June 30).

☐ **Enter HCP influenza vaccination summary data for the entire influenza season**

The HCP influenza vaccination summary data form must be completed (Flu Summary->Add) for each influenza season. There is only a single form for each influenza season, and the form must be completed by each season's reporting deadline. Each time a user enters updated data for an influenza season, all previously entered data for that season are overwritten.

☐ **Use NHSN Analysis Tools to check for accuracy and completion**

The NHSN Analysis Output Option, "Line Listing – HCP Flu Vaccination Data for CMS IPPS" was created to allow facilities to review the HCP influenza vaccination data that would be submitted to CMS on their behalf. For more information about this output option, please see **Using the "Line Listing – HCP Flu Vaccination Data for CMS IPPS" Output Option** on the NHSN website at http://www.cdc.gov/nhsn/cms/index.html.

<u>**Additional Resources:**</u>

Operational Guidance for Acute Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's NHSN for the Purpose of Fulfilling CMS's Hospital Inpatient Quality Reporting (IQR) Requirements for the 2012-13 Influenza Season: http://www.cdc.gov/nhsn/PDFs/HPS-manual/Operational-Guidance-HPS-Flu-Vaccination-Sum-Acute-Care.pdf

NHSN HPS Component Manual: http://www.cdc.gov/nhsn/PDFs/HPS-manual/HPS_Manual-exp-plus-flu-portfolio.pdf

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

Using the "Line Listing – HCP Flu Vaccination Data for CMS IPPS" Output Option

The NHSN Analysis Output Option, "Line Listing – HCP Flu Vaccination Data for CMS IPPS" was created to allow facilities to review those data that would be submitted to CMS on their behalf. It's important to keep in mind the following as you begin to use this report:

    a. These data will only be submitted for those facilities that are participating in the CMS IPPS Hospital IQR Program, as indicated by their CCN recorded in NHSN.

    b. This report will only include **in-plan healthcare personnel (HCP) influenza vaccination data beginning with the 2012/13 influenza season**. Earlier seasons for which you may have reported HCP influenza vaccination data will **not** be included in this output.

    c. This output option represents a line listing for each hospital, **not** each CCN. If your hospital shares a CCN, this line listing will only represent the data that your hospital has contributed to the overall vaccination data for all hospitals that share the CCN. You may wish to use the Group feature in NHSN to view HCP influenza vaccination data for the hospitals that share a CCN. More information about the Group function can be found at http://www.cdc.gov/nhsn/group-users/index.html.

    d. The data in this report will represent data current as of the last time you generated datasets. Note that data in the Provider Participation Report are not updated simultaneously with your data in NHSN. **Data for the 2012/13 influenza season are frozen as of the final submission deadline date (May 15, 2013)**; any changes made to these data in NHSN after the final submission deadline will not be reflected in later months on the Provider Participation Report. If you have specific questions about the data appearing on your APU dashboard, please contact your QIO or the QIOSC at hrpqiosc@iaqio.sdps.org.

    e. The information in this document should be used in conjunction with the document, "Helpful Tips for Healthcare Personnel Influenza Vaccination Reporting for the Centers for Medicare and Medicaid Services' Hospital Inpatient Quality Reporting Program," available at http://www.cdc.gov/nhsn/cms/index.html.