



Annual Reporting of Flu Vaccination Data Data Submittal Instructions

November 4, 2013

All Colorado licensed health care facilities are required to report flu vaccinations annually by March 31. Facilities can submit the data through either the:

- Colorado Health Facilities Web Portal (State Portal), or
- National Healthcare Safety Network (NHSN).

Data only need to be submitted into one of these systems and reported once a year.

Submitting Flu Vaccination Data

Using the State Portal. See Appendix A for data entry instructions. Note that the State Portal does not transmit data to the federal Centers for Medicare and Medicaid Services (CMS), so this system is not appropriate for submitting vaccination data to CMS under the Inpatient Quality Reporting Program.

Using NHSN. See Appendix B for data entry instructions. Using NHSN to report flu vaccination data is suggested only for facilities that already use it to report healthcare associated infections (HAIs). For these facilities, the infection preventionist is a good resource for using NHSN.

Information for acute care hospitals. Acute care hospitals are required to submit vaccination data to CDPHE as well as to CMS under the Inpatient Quality Reporting Program. It is important to note that there are several differences between the state and the federal reporting parameters:

- The CMS requirement applies to employees and volunteers who worked for 1 or more days during October 1 through March 31 of the year. In contrast, the CDPHE requirement applies to employees who worked 30 or more days during October 1 through December 31 and does not apply to volunteers.
- Data for CMS must be entered by May 31, while for CDPHE the deadline is March 31.

More Information

Technical assistance regarding the type of data that needs to be reported	- Tamara Hoxworth, program manager, CDPHE, Health and Safety Data Services at tamara.hoxworth@state.co.us and 303-692-2930 or Carolyn Elliott, Patient Safety Specialist, at carolyn.elliott@state.co.us and 303-692-2923
State Portal Error Messages	- cdphe.hfemportal.support@state.co.us
NHSN Help Desk	- nhsn@cdc.gov

APPENDIX A

Using the State Portal

Below, please see:

- instructions for reporting flu vaccination data through the State Portal
- the most common error message

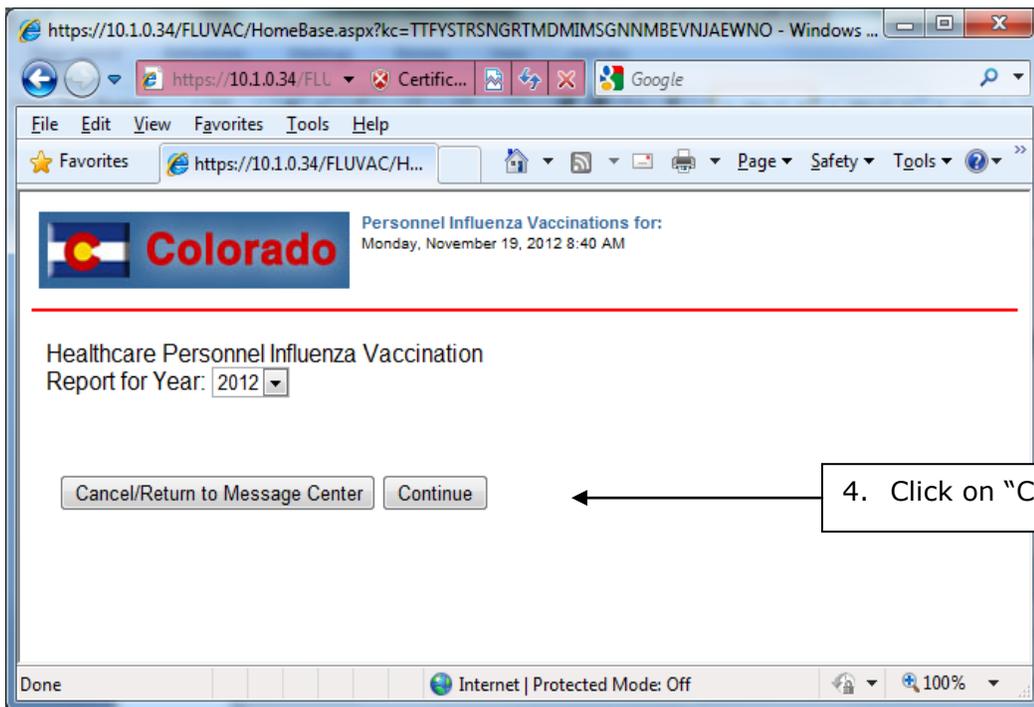
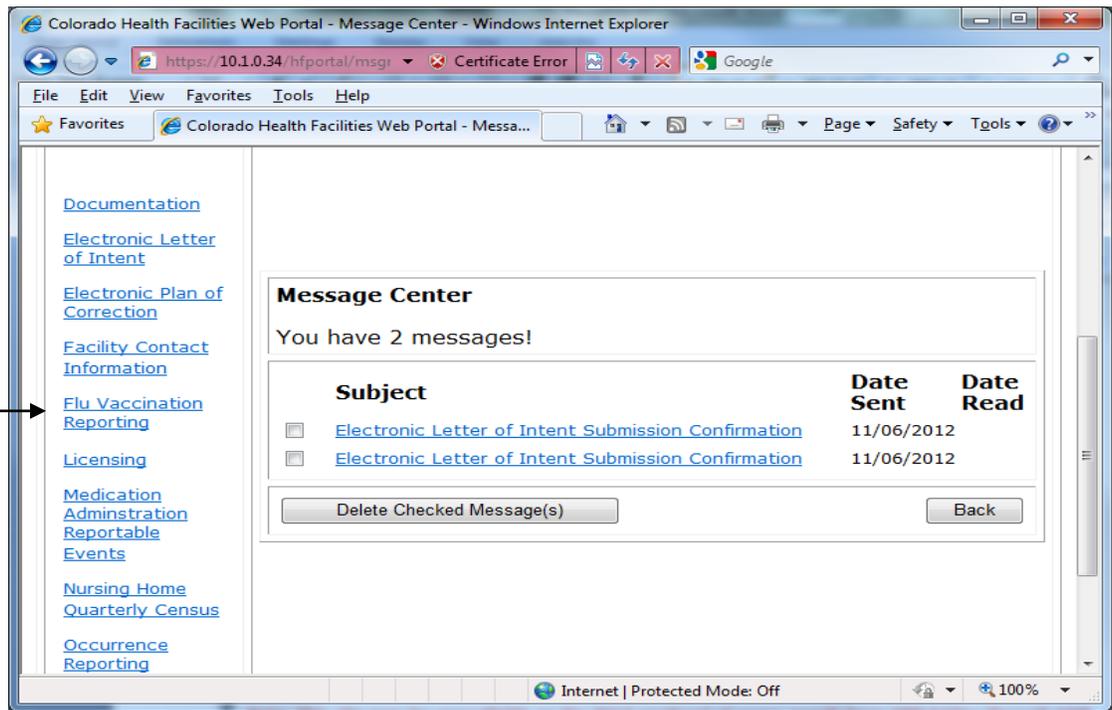
Instructions for Reporting Flu Vaccination Data

1. Access the state portal by going to: cohfportal-egov.com.



If your Internet Explorer is Version 10 or higher, you may have to switch to compatibility mode to view the website.

2. Enter your username and password



Most errors occur at this step.

5. Enter data in whole numbers or zeros. No fields can be left blank.

6. After entering data, click on "Save." You should see a message at the top of the screen that reads *****Your Influenza Vaccination report has been updated*****

7. Click on "Cancel/Return to Message Center"

	Employees	Licensed Independent practitioners: MD/DO, NP, PA	Adult students & trainees	Row Totals
1. Number of HCP who have worked at this healthcare facility for at least 30 days per 31.	1	1	1	3
2. Number of HCP who have received an influenza vaccination at this healthcare facility since the start of the season.	1	1	1	3
3. Number of HCP who have a written report or documentation of influenza vaccination at this healthcare facility since influenza vaccine became available this season.	1	1	1	3
4. Number of HCP who have a medical contraindication to the influenza vaccine.	1	1	1	3
5. Number of HCP who do not wish to receive the influenza vaccine.	1	1	1	3
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	2	2	2	6
Rows 2-6 Totals	6	6	6	18

Question 1 (Denominator) Notes:
 Include all HCP who have worked at the facility for at least 30 working days during the reporting period, regardless of clinical responsibility or patient contact. This includes HCP who joined after October 1 or left before December 31, who were on extended leave during part of the reporting period. Working for any number of hours a day counts as one working day. Include both full-time and part-time persons. If an HCW works in two or more facilities, each facility should include the HCW in their denominator. Count HCP as individuals rather than full-time equivalents. Licensed practitioners who receive a direct paycheck from the reporting facility, or who are owners of the reporting facility, should be counted as employees. The HCP categories are mutually exclusive. Each HCP should be counted only once in the denominator (question 1).

8. Click on "Sign Out"

Colorado Health Facilities Message Center
 TRAINING FACILITY 105
 TEST FACILITY - NURSING HOME
 Monday, November 19, 2012 8:47 AM

Warning do not use the browser's back button. Use the links below on the left or the buttons below on this screen to avoid losing your work.

Message Center
 My Account Setup
 User Account Setup

Documentation
 Electronic Letter of Intent
 Electronic Plan of Correction
 Facility Contact Information
 Flu Vaccination Reporting
 Licensing
 Medication Administration
 Reportable Events
 Nursing Home Quarterly Census
 Occurrence Reporting
 Technical Support

Sign Out

Message Center
 You have 2 messages!

Subject	Date Sent	Date Read
<input type="checkbox"/> Electronic Letter of Intent Submission Confirmation	11/06/2012	
<input type="checkbox"/> Electronic Letter of Intent Submission Confirmation	11/06/2012	

Delete Checked Message(s) Back

Most Common Error Message

Information reporting - Problem Report
TRAINING FACILITY 105
Thursday, October 24, 2013 3:24 PM

"Warning do not use the browser's back button. Use the buttons below on this screen to avoid losing your work."

A problem has been encountered. Your request cannot be completed.

Problem Description: An error has occurred:
Unknown error

Please contact cdphe.hfemspportalsupport@state.co.us with your Facility Name, Username, Application ID, and a brief description of what happened to receive assistance.

If clicking on this e-mail address gives you an error message, cut and paste the address into your e-mail application.

The error message will appear here. The most effective troubleshooting will occur if you provide a screen shot of the error message

APPENDIX B

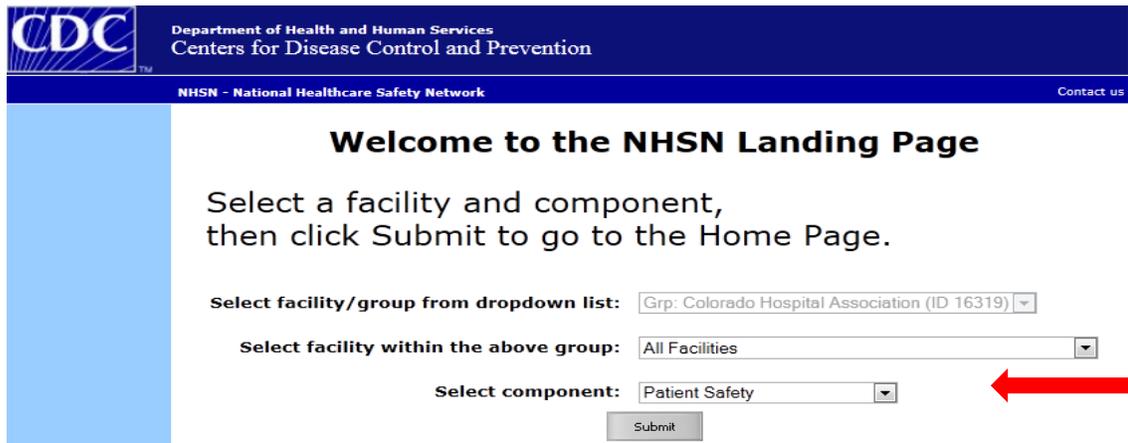
Using NHSN

To report healthcare personnel flu vaccination data through NHSN to the Colorado Department of Public Health and Environment (CDPHE), you will need to complete the following steps:

- Step 1: Add the Healthcare Personnel Safety Component
- Step 2: Join the Influenza Vaccination Reporting Group and confer rights to CDPHE
- Step 3: Add one monthly reporting plan
- Step 4: Enter your Influenza Summary Data yearly by March 31st of year each

Step 1: Add the Healthcare Personnel Safety Component

- 1) On the NHSN Landing page, check to see if you can access the Healthcare Personnel Safety Component. If you can, you will be able to select that component at the "Select Components" box. It will be there along with the Patient Safety component. If it is not there, then your NHSN facility administrator (FA) will need to add Healthcare Personnel Safety component as follows:



The screenshot shows the NHSN Landing Page with the following elements:

- Header: CDC logo, Department of Health and Human Services, Centers for Disease Control and Prevention, NHSN - National Healthcare Safety Network, Contact us
- Section: Welcome to the NHSN Landing Page
- Text: Select a facility and component, then click Submit to go to the Home Page.
- Form fields:
 - Select facility/group from dropdown list: Grp: Colorado Hospital Association (ID 16319)
 - Select facility within the above group: All Facilities
 - Select component: Patient Safety
- Submit button
- A red arrow points to the dropdown arrow of the 'Select component' field.

- At the NHSN Patient Safety Component Home Page, select Facility (on the left-side blue navigation bar) and select Add/Edit component. This will take you to the Edit Facility Information page.

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into NHSN Test Medical Clinic (ID 10864) as TAMARA.
Facility NHSN Test Medical Clinic (ID 10864) is following the PS component.

Edit Facility Information

[Facility Information](#) [Components](#) [Contact Information](#)

Mandatory fields marked with *

[Print PDF Form](#)

Facility Information [HELP](#)

Facility ID: AHA ID:
 CMS Certification Number (CCN):
 VA Station Code:
 Object Identifier:

Facility name:
 Address, line 1*:
 Address, line 2:

- Scroll down this screen to the Components Followed section, and check the box for Healthcare Personnel Safety. Then provide the requested Contact information (we recommend that the HPS contact be the same person as the Patient Safety Component contact).

Facility:

Facility type*:

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

Status: (Test)

Components Followed

Component	Activated	Deactivated
Biovigilance		
<input checked="" type="checkbox"/> Healthcare Personnel Safety	09/02/2009	
Long Term Care Facility		
<input checked="" type="checkbox"/> Patient Safety	12/15/2006	

Contact Information

Contact:

User ID: CATHY

First Name*: Cathy

Middle Name:

Last Name*: Reibmann

Title:

Phone*: 404-639-0596 Ext:

E-mail*: CSR9@CDC.GOV

4) Make sure to click the Update button at the bottom of the screen.

Contact Information [HELP](#)

Contact: FADMIN - Facility Administrator

User ID: CATHY

First Name*: Cathy

Middle Name:

Last Name*: Rebmann Phone*: 404-639-0596 Ext:

Title: E-mail*: CSR9@CDC.GOV

Click to copy mailing address from the facility given above

Address, line 1*: Testing Blvd

Address, line 2:

Address, line 3:

City*: Around the Bend

State*: GA - Georgia

Zip Code*: 30333 Zip Code Ext:

Fax:

Pager Number:

Step 2: Join Influenza Reporting Group & Confer Rights to CDPHE

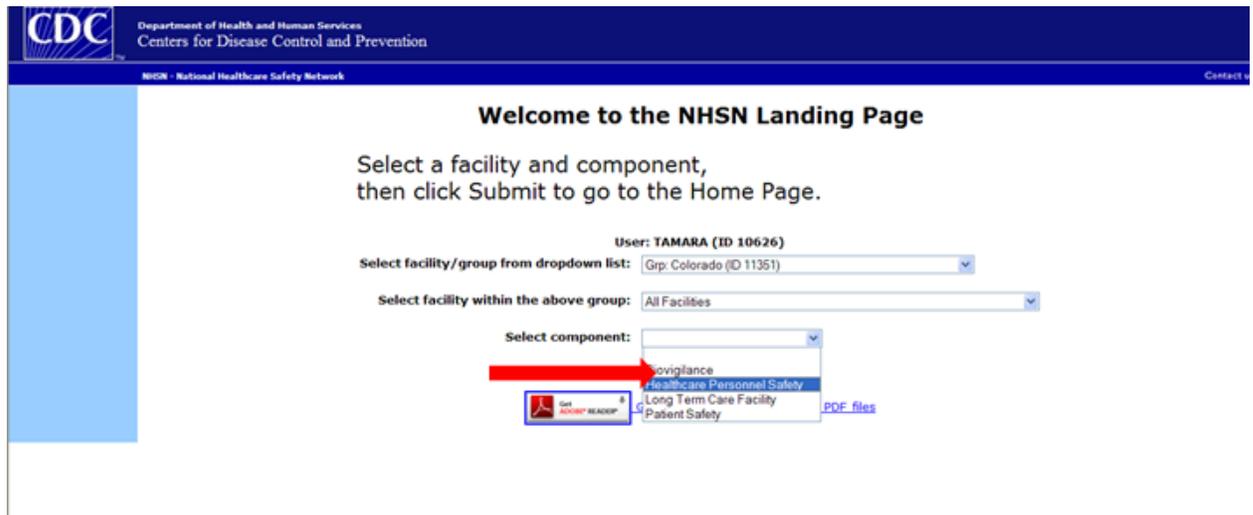
1) Return to landing page by clicking the NHSN home button (top left of screen)

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

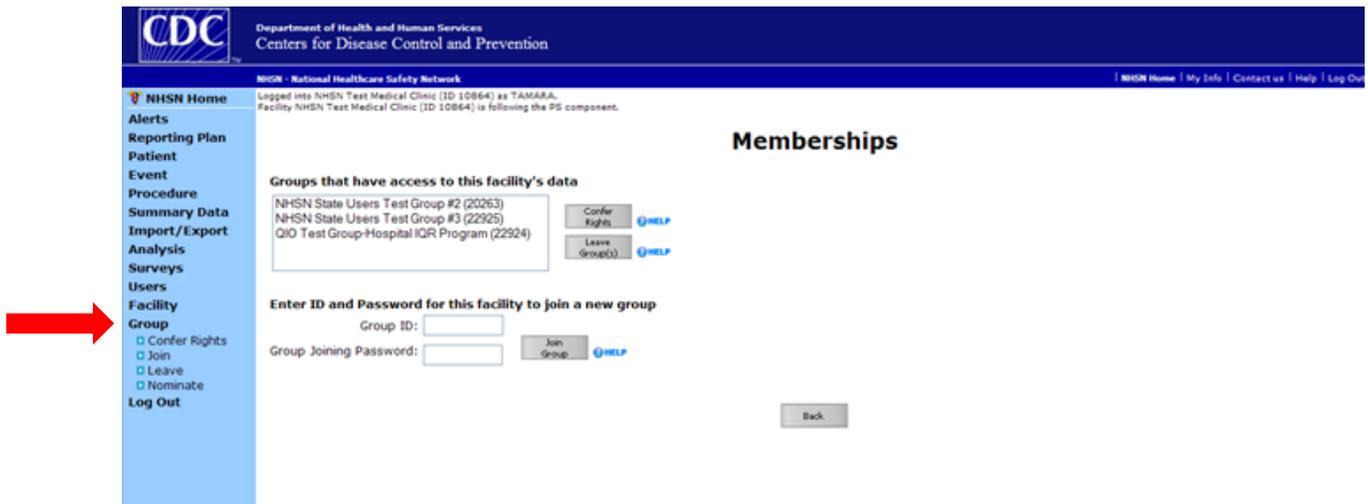
NHSN - National Healthcare Safety Network [Contact us](#)

- NHSN Home**
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
- Analysis
- Surveys
- Users
- Facility
- Group
 - Confer Rights
 - Join
 - Leave
 - Nominate
- Log Out

- 2) On the landing page, at the select components box, highlight **Healthcare Personnel Safety Module**



- 3) At the Healthcare Personnel Safety Component home page, click on the Group option on the menu on the left hand side. Select Join. The Memberships screen will appear.



- 4) Enter the following information:
 - Group ID=27648
 - Group Joining Password=27648
 - Click Join Group

CO Flu Vaccination Reporting Group ID=

Click Join

CO Flu Vaccination Reporting Group Password= 27648

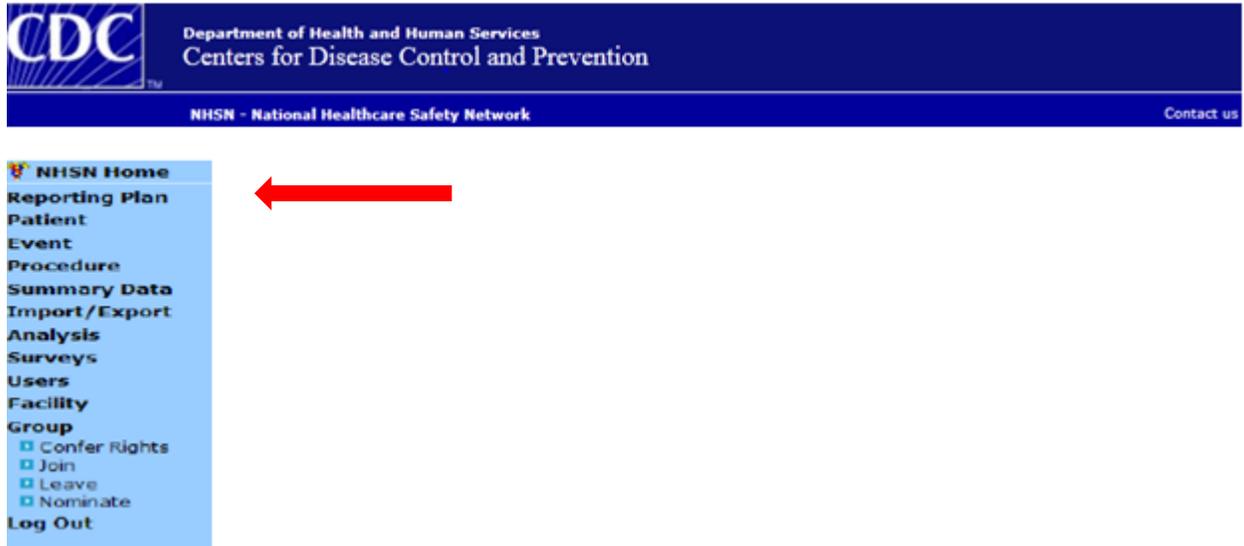
- 5) You will be taken to the Confer Rights screen. Scroll to the bottom of this screen and click Accept. Please click no other buttons but Accept! **Note your screen will say "Confer Rights," not "Define Rights."**

General	View Options
HCW	<input type="radio"/> With Identifiers <input type="radio"/> Without Identifiers
Healthcare Safety Monthly Surveillance Plan	<input checked="" type="checkbox"/>
Annual (HPSFACSURVEY)	<input checked="" type="checkbox"/>
Seasonal Flu Survey	<input type="checkbox"/>
HPS Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

- 6) Please note – You can only confer rights to Influenza data within the Healthcare Personnel Safety Module, when you confer rights make sure you are NOT in the Patient Safety module.

Step 3: Add a Reporting Plan

- 1) You only need to add a reporting plan for one month during the reporting period. We recommend you add a plan for the month you are entering your influenza data.
- 2) Select Reporting Plan and Add.



- 3) Enter the month and year you are entering your influenza data.
- 4) Under the Healthcare Personnel Vaccination Module section, check the box for Influenza Vaccination Summary and make sure to click the "SAVE" button at the bottom of the screen.



Step 4: Enter Influenza Summary Data into NHSN

1) In the Healthcare Personnel Safety Component, Select Flu Summary and Add. See screen below.

Reporting Plan

HCW

Lab Test

Exposure

Prophyl/Treat

Summary

Add

Find

Incomplete

Analysis

Surveys

Users

Facility

Group

Log Out

Add Influenza Vaccination Summary

[Print PDF Form](#)

Mandatory fields marked with *

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

Facility ID*: 10864 (NHSN Test Medical Clinic)

Vaccination type*: Influenza

Influenza subtype*: Seasonal

Flu Season*: 2013/2014

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 30 days 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](#) HELP

2) For Influenza subtype, select Seasonal or for Flu Season, select 2013/2014.

3) Enter employee flu data into the matrix cells. Note that for each column, the numbers you enter into cells in rows 2 through 6 must sum to the number entered in row 1.

4) Please click the "SAVE" button on the bottom of the page.

