

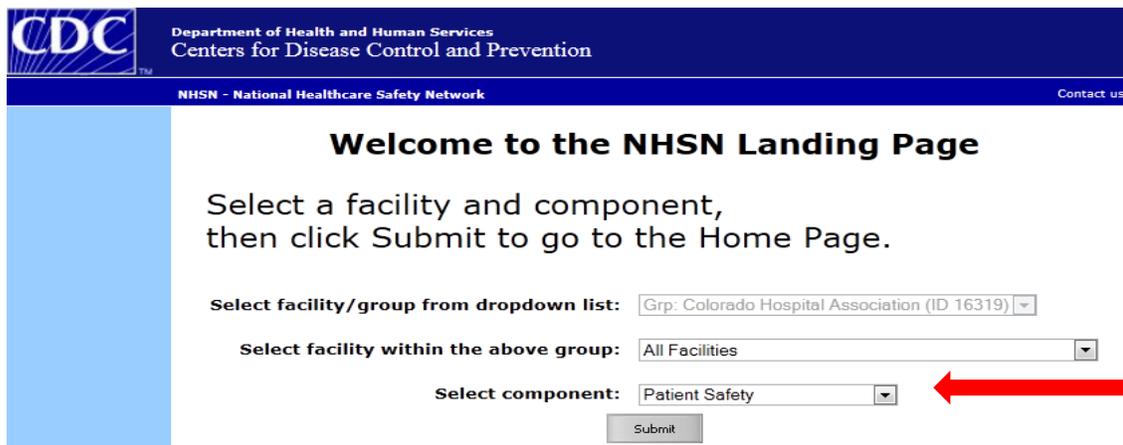
Reporting Flu Vaccination Data through NHSN

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:

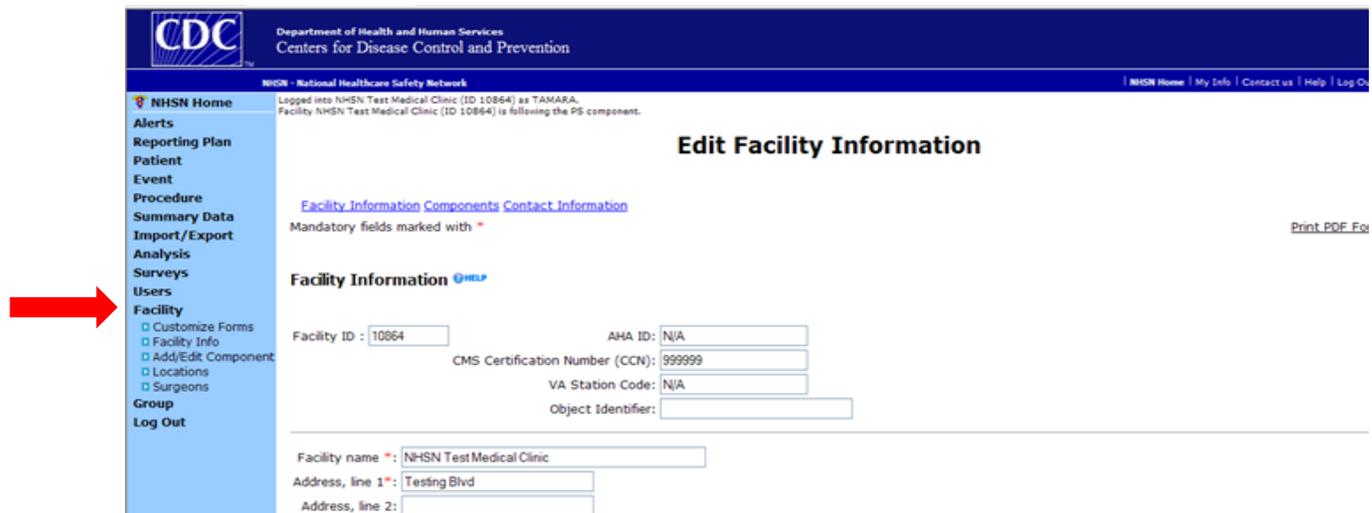
- Step 1: Add the Healthcare Personnel Safety Component
- Step 2: Join the Influenza Vaccination Reporting Group and confer rights to CDPHE
- Step 3: Add one monthly reporting plan
- Step 4: Enter your Influenza Summary Data yearly by March 31st of year each

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 FA will need to add Healthcare Personnel Safety component as follows:



- 2) 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.



- 3) 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: Y

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 [HELP](#)

Contact:

User ID: CATHY

First Name*: Cathy

Middle Name:

Last Name*: Rebmann

Phone*: 404-639-0596

Ext:

Title:

E-mail*: CSR9@CDC.GOV

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

Contact Information [HELP](#)

Contact:

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*:

Address, line 2:

Address, line 3:

City*:

State*:

Zip Code*:

Zip Code Ext:

Fax:

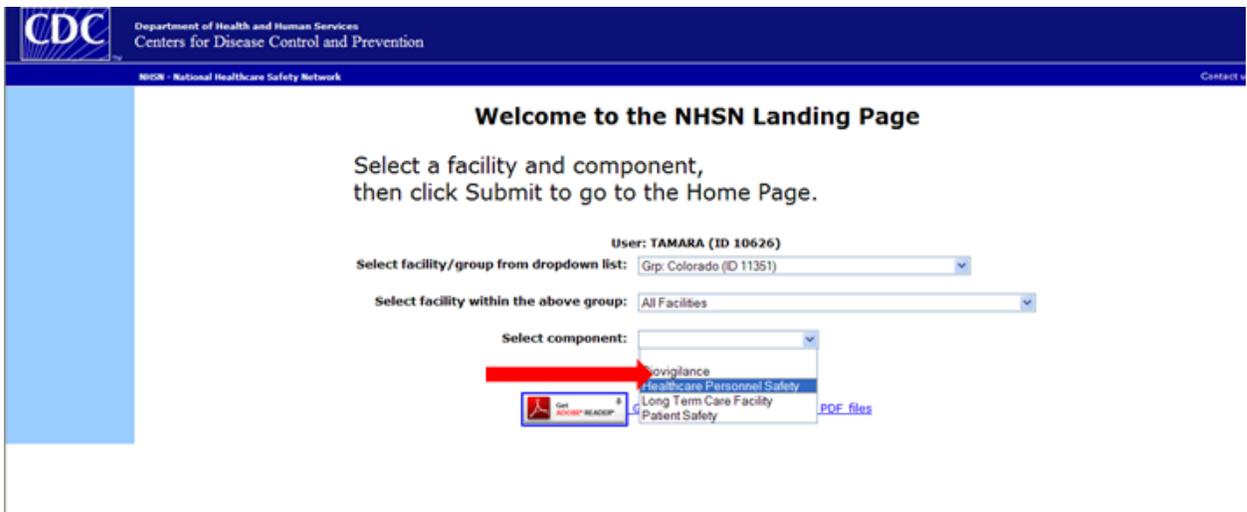
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Step 2: Join Influenza Reporting Group & Confer Rights to CDPHE

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



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



Reporting Influenza Immunization Data into NHSN

- 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.

The screenshot shows the NHSN interface. On the left, a vertical menu has 'Group' selected, indicated by a red arrow. The main area is titled 'Memberships'. It lists groups with access to the facility's data: 'NHSN State Users Test Group #2 (20263)', 'NHSN State Users Test Group #3 (22925)', and 'QIO Test Group-Hospital IQR Program (22924)'. Each group has 'Confer Rights' and 'Leave Group(s)' buttons. Below this, there is a section 'Enter ID and Password for this facility to join a new group' with input fields for 'Group ID' and 'Group Joining Password', and a 'Join Group' button. A 'Back' button is at the bottom.

- 4) Enter the following information:

- Group ID=**27648**
- Group Joining Password=**27648**
- Click **Join Group**

This screenshot is annotated with red arrows and text boxes. A red arrow points from the 'Group' menu item in the left sidebar. Another red arrow points from the 'Join Group' button in the main content area. A third red arrow points from the 'Group ID' input field. A fourth red arrow points from the 'Group Joining Password' input field. Text boxes provide the following instructions: 'CO Flu Vaccination Reporting Group ID= 27648' (pointing to the 'Join Group' button), 'Click Join Group' (pointing to the 'Join Group' button), and 'CO Flu Vaccination Reporting Group Password= 27648' (pointing to the 'Group Joining Password' field).

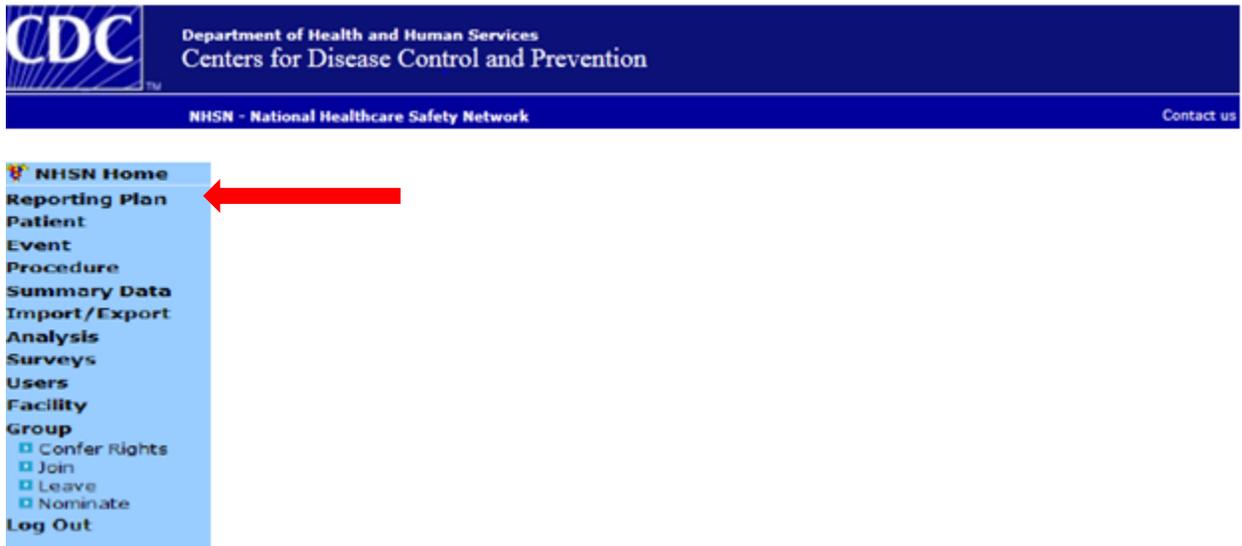
- 5) You will be taken to the Confer Rights screen. Scroll to the bottom of this screen and click Accept. Please click no other buttons but Accept! **Note your screen will say “Confer Rights,” not “Define Rights.”**



- 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.

- 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.

View Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: State Users of NHSN Memorial (15634)
 Month*: February
 Year*: 2013

Healthcare Personnel Exposure Modules
 Blood/Body Fluid Exposure Only
 Blood/Body Fluid Exposure with Exposure Management
 Influenza Exposure Management

Healthcare Personnel Vaccination Module
 Influenza Vaccination Summary

Previous Next Back

Step 4: Enter Influenza Summary Data into NHSN

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

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*: 10864 (NHSN Test Medical Clinic)
 Vaccination type*: Influenza
 Influenza subtype*: Seasonal
 Flu Season*: [dropdown]

Date Last Modified: [text box]

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]	[input]	[input]	[input]
2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season	[input]	[input]	[input]	[input]
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]	[input]	[input]	[input]
4. Number of HCP who have a medical contraindication to the influenza vaccine	[input]	[input]	[input]	[input]
5. Number of HCP who declined to receive the influenza vaccine	[input]	[input]	[input]	[input]
6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above)	[input]	[input]	[input]	[input]

Custom Fields [HELP](#)

- For Influenza subtype, select Seasonal or for Flu Season, select 2012/2013.

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- 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.
- 5) Give yourself a pat on the back for completing your first Influenza Immunization data reporting session!

Thank you for submitting your data and don't hesitate to call CDPHE's Tamara Hoxworth at 303.692.2930 or Carolyn Elliott at 303.692.2923 with questions.

