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).

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

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

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