



Reporting Weekly Influenza Vaccination Data for Dialysis Facilities

Division of Healthcare Quality Promotion

Fall 2023

Objectives

- Discuss the value of reporting weekly influenza vaccination data
- Describe how facilities can track weekly influenza vaccination of healthcare personnel (HCP)
- Review data reporting in detail, along with how to upload data using .CSV documents

Reporting Requirements

As of January 2022, CMS and ESRD have mandated that dialysis facilities should report cumulative healthcare personnel influenza vaccination data for the last reporting week of each calendar month for the 2023-2024 influenza season.

- The reporting week is defined as Monday-Sunday
- A week is designated as belonging to the month of the week-end date.
 - Example: Submitting data for the week of February 26 through March 3 is considered submitting data for a week in March.

**The deadline for entering all months of data is
April 28, 2024.**

Reporting Requirements (Cont.)

To meet reporting requirements, facilities should report vaccination data for the following weeks:

- 9/18/23 – 9/24/23
- 10/23/23 – 10/29/23
- 11/20/23 – 11/26/23
- 12/25/23 – 12/31/23
- 1/22/24 – 1/28/24
- 2/19/24 – 2/25/24
- 3/25/24 – 3/31/24
- 4/22/24 – 4-28/24

For more information on the ESRD reporting requirements, please contact your ESRD network.

Note on Reporting

Every individual, free-standing facility should enroll and report separately in NHSN with a unique NHSN-assigned OrgID. This applies even if physically separate facilities share a single CCN.

How can I use these data?

Putting Data into Action

Facilities can use data to obtain a better picture of influenza vaccination at their facility

- Monitor vaccination trends over time
 - Example: Review how quickly cumulative vaccination coverage rates increase each week for HCP groups
- Identify HCP groups with lower vaccination rates
 - Example: A facility may find that vaccination rates are lower among non-employees than among employees
- Pinpoint barriers to influenza vaccination
 - Example: A facility may discover that non-employees have a lower influenza vaccination rate because they are not covered by facility vaccination policies and programs for employees

Putting Data into Action (cont.)

Facilities can use the data from the HCP Vaccination Module to inform decision-making

- Refine facility strategy and outreach to unvaccinated groups
 - Example: Update vaccination programs to include non-employee HCP
 - Example: Increase the number of days vaccine is offered to HCP onsite
- Improve vaccination tracking
 - Example: Implement automated tracking systems

Data Elements

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
- Includes the number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
- Include workers on sick leave, maternity leave, and vacation
 - Include both full-time and part-time persons

Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facilities				
Location ▲: FLUDIAL - Dialysis				
Influenza subtype ▲: SEASONAL - Seasonal Influenza Season ▲: 2023/2024				
Date Last Modified: <input type="text"/>				
	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

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:
<http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/12-Appendix-A.pdf>

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 were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection

Influenza Vaccination Summary Form Categories

1. **Category #1** - Includes number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
2. Cumulative number of HCP in question 1 that received an influenza vaccination at this facility since influenza vaccine became available this season
3. Cumulative number of HCP in question 1 that provided a written report or documentation of influenza vaccination outside this healthcare facility
4. Medical contraindications
5. Declinations
6. Unknown status

Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facility

Facility ID # *: Location ^: FLUDIAL - Dialysis
Vaccination type *: influenza Influenza subtype *: SEASONAL - Seasonal Influenza Season *: 2023/2024
Week of Data Collection: - Date Last Modified:

	Employee HCP
	* Employees (staff on facility payroll)
1. Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text"/>
2. Cumulative number of HCP in question #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season	<input type="text"/>
3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text"/>
4. Number of HCP in question #1 that have a medical contraindication to the influenza vaccine	<input type="text"/>
5. Number of HCP in question #1 that declined to receive the influenza vaccine this season	<input type="text"/>
6. Number of HCP in question #1 with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text"/>

Influenza Vaccination Summary Form Categories cont.

- **Category #2** - HCP who received an influenza vaccination at this healthcare facility since influenza vaccine became available this season
- **Category #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 Category cont.

- **Category #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 Category cont.

- **Category #5** - HCP who declined to receive the influenza vaccine?
 - Documentation is not required for reporting declinations (verbal statements are acceptable)
- **Category #6** - HCP with unknown vaccination status (or criteria not met for above-mentioned categories)

Weekly Reporting for HCP: Additional Notes

- A healthcare worker (HCW) may be eligible to work in two or more facilities for at least 1 day during the week of data collection
 - Each facility should include the HCW in their question 1 on the data collection form
- The HCP categories are mutually exclusive. Each HCW should be counted only once in a question 1

Vaccine Availability

- Receipt of influenza vaccine supply for current influenza season
- Experiencing a shortage of influenza vaccine for current influenza season

Tables of Instructions

- Tables of instructions provide detailed definitions of the denominator and numerator categories
- Review instructions before collecting and entering data
- Access instructions at:

[57.211 Instructions for Completion of the Weekly Healthcare Personnel Influenza Vaccination Summary Form for Non-Long-Term Care Facilities \(cdc.gov\)](#)

Instructions for Completion of the Weekly Healthcare Personnel Influenza Vaccination Cumulative Summary Form for Non-Long-Term Care Facilities (CDC 57.211, Rev 2)

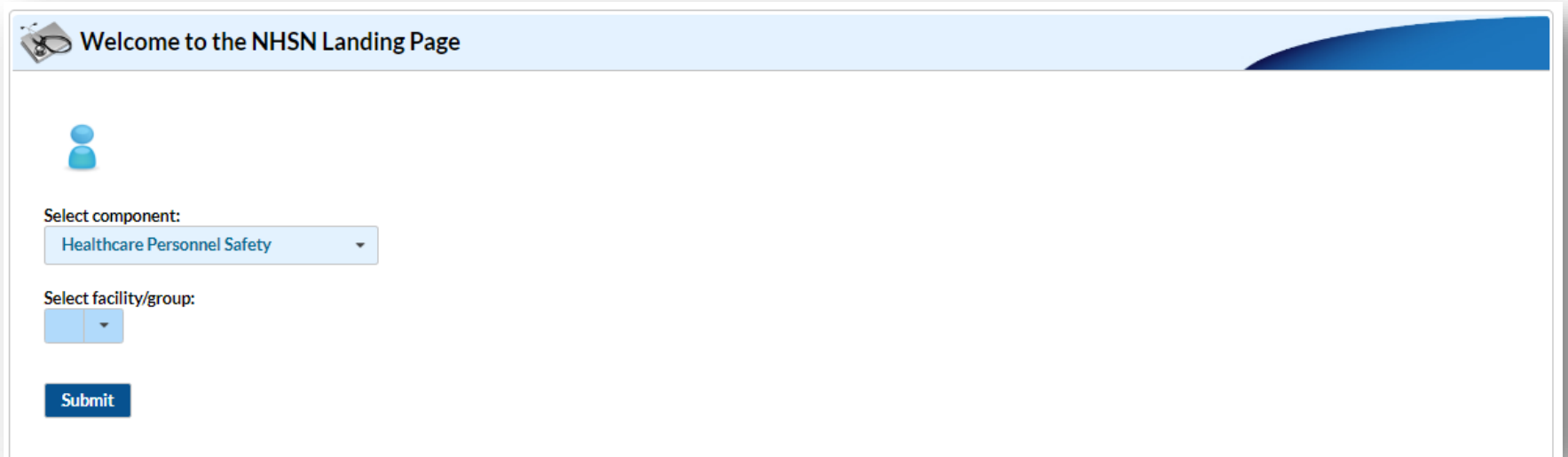
This form is used to collect information on weekly influenza vaccination counts among healthcare personnel (HCP) working at non-long-term care facilities.

Data Fields	Instructions for Completion
Facility ID #	<i>Required.</i> The NHSN-assigned facility ID will be auto-entered.
Location	<i>Conditionally Required.</i> Facilities with CMS inpatient rehabilitation facility (IRF) units and/or inpatient psychiatric facility (IPF) units must specify if they are reporting data for their facility or their CMS IRF unit(s) and/or CMS IPF unit(s).
Vaccination Type	<i>Required.</i> Influenza is the default and only current choice.
Influenza Subtype	<i>Required.</i> Seasonal is the default and only current choice.
Influenza Season	<i>Required.</i> Select the influenza season years for which data were collected (for example, 2020/2021).
Week of Data Collection	<i>Required.</i> Enter the day, month, and year of the beginning and end dates for the week data are being collected. Weeks begin on a Monday and end on a Sunday.
Date Last Modified	The Date Last Modified will be auto-entered and indicate the date that these data were last changed by a user.


How do I get started in NHSN?

NHSN Landing Page

Select the HCP Safety Component



Welcome to the NHSN Landing Page



Select component:
Healthcare Personnel Safety ▼

Select facility/group:

▼

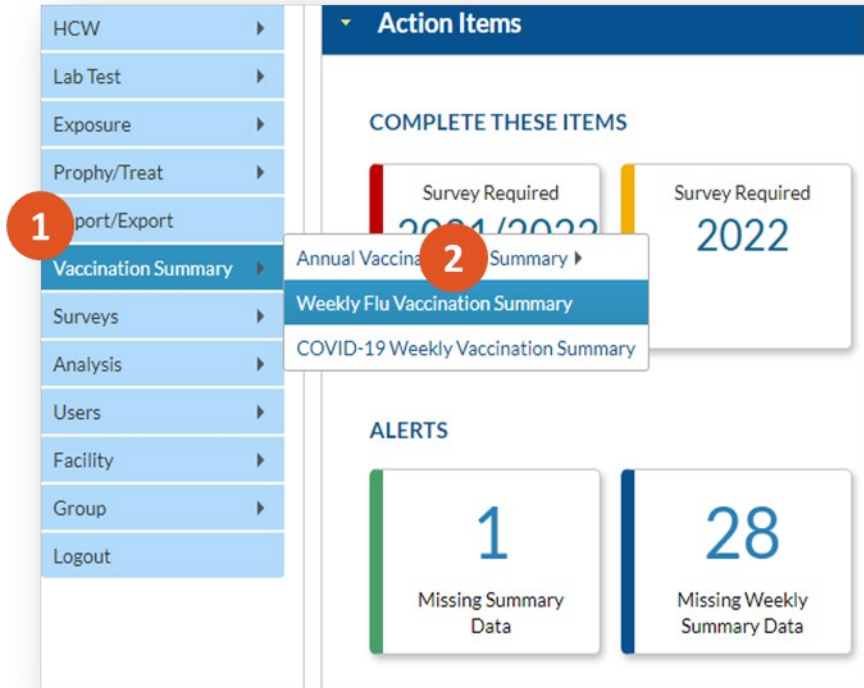
HPS Component Home Page

Step 1:

On the left-hand navigation bar, click 'Vaccination Summary'

Step 2:

On sub-menu, select 'Weekly Vaccination Summary'



Entering Weekly Vaccination Data (cont.)

Edit Vaccination Data

Healthcare Personnel Influenza Vaccination Summary for Non-Long-Term Care Facilities

Facility ID # *: Location ^: FLUDIAL - Dialysis

Vaccination type *: Influenza Influenza subtype *: SEASONAL - Seasonal Influenza Season *:

Week of Data Collection: - Date Last Modified:

	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 that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Cumulative number of HCP in question #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Editing Weekly Vaccination Data

10/9/2023 (Monday) – 10/15/2023 (Sunday)

Flu Vac: DIAL

Editing Weekly Vaccination Data (cont.)

3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Number of HCP in question #1 that have a medical contraindication to the influenza vaccine	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Number of HCP in question #1 that declined to receive the influenza vaccine this season	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Number of HCP in question #1 with unknown vaccination status (or criteria not met for questions 2-5 above)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Vaccine Availability				
*7. Has your facility received its supply of influenza vaccine for the current influenza season?	<input type="text" value="Y - Yes"/>			
*8. Is your facility currently experiencing a shortage of influenza vaccine for the current influenza season?	<input type="text" value="Y - Yes"/>			
Custom Fields				
Comments				
<input type="text"/>				
				<input type="button" value="Save"/>
				<input type="button" value="Cancel"/>

Uploading Data Via .CSV

What is .CSV Upload?

Facilities enrolled in the National Healthcare Safety Network (NHSN), Healthcare Personnel Safety (HPS) Component can report healthcare personnel (HCP) flu vaccination data through the HPS Component.

There are two ways that facilities can submit data:

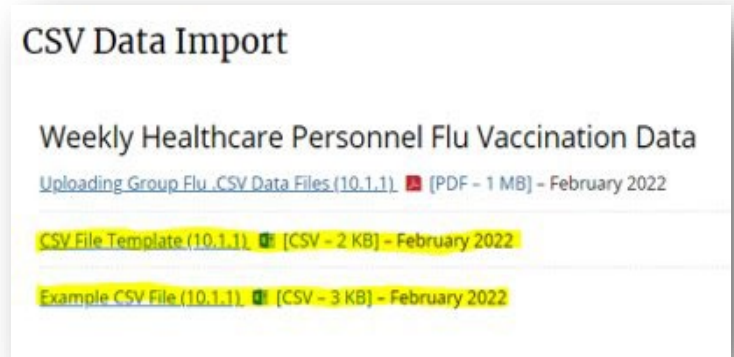
- Manual entry into the NHSN application
- .CSV import
 - For NHSN vaccination reporting, facility users can input their data into a .CSV file and then bulk upload it into the application.
 - Facilities can also confer rights to groups to import vaccination data on their behalf using CSV upload
 - Data must be entered in a specific format

Steps for Entering Data Via .CSV File

Step 1: Download Template

The .CSV template for the Weekly Flu Vaccination Module is located on the NHSN Weekly Flu Vaccination webpage:

[HCP Flu Vaccination](#) | [HPS](#) | [NHSN](#) | [CDC](#)




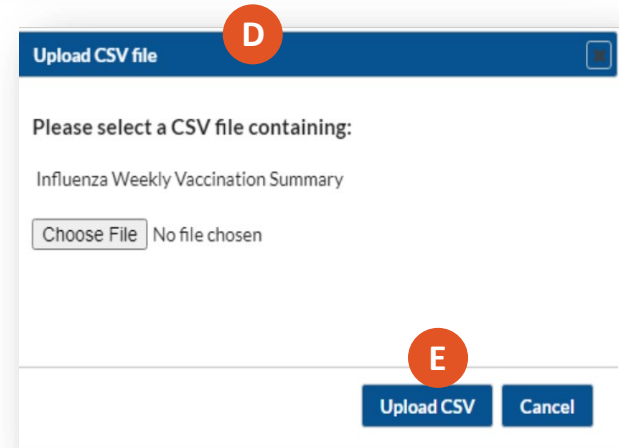
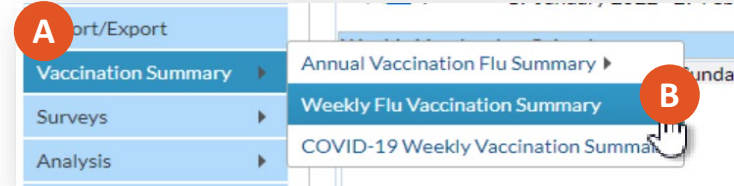
Step 2: Enter Data

Using the provided .CSV template for healthcare personnel data, populate each variable with the appropriate data

Steps for Entering Data Via .CSV File (Cont.)

Step 3: Upload CSV

- A. Click “Vaccination Summary” from the menu bar.
- B. Select “Weekly Flu Vaccination Summary”, to display a list of facilities by month
- C. Click on the  button, to display the Upload CSV file pop-up.
- D. On the Upload CSV file pop-up Click Choose File button
- E. Once file is uploaded, click Upload CSV button



Steps for Entering Data Via .CSV File (Cont.)

Step 4: View Data

- A. Message that indicates the upload was successful will be generated.
- B. Vaccination module will automatically populate the uploaded data.
- C. Select a facility for which data was added to view the record.



Steps for Entering Data Via .CSV File (Cont.)

For more guidance and complete information on the variables included in the .CSV template please see the vaccination reporting website under the heading for "Weekly Reporting", [HCP Flu Vaccination | HPS | NHSN | CDC](#)

Reporting cumulative vaccination data

Cumulative versus Incident Vaccination Data

- Cumulative vaccination data are the total number of individuals in the facility who have ever received the flu vaccine for this flu season since it became available
- Incident vaccination data are the number of new individuals who received flu vaccine in a specific week

Reporting Cumulative Data for HCP

-	Employees Jan. 8-14	Employees Jan. 15-21	Employees Jan. 22-28
1. Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	100	-	-
2. Cumulative number of HCP in question #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season	50	-	-
3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	10	-	-

Reporting Cumulative Data for HCP (cont.)

-	Employees Jan. 8-14	Employees Jan. 15-21	Employees Jan. 22-28
1. Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	100	100	-
2. Cumulative number of HCP in question #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season	50	60	-
3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	10	10	-

Reporting Cumulative Data for HCP (cont.)

-	Employees Jan. 8-14	Employees Jan. 15-21	Employees Jan. 22-28
1. Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection	100	100	100
2. Cumulative number of HCP in question #1 that received an influenza vaccination at this healthcare facility since influenza vaccine became available this season	50	60	70
3. Cumulative number of HCP in question #1 that provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season	10	10	10

Resources

Resource: The NHSN Website

For Training Materials visit:

<https://www.cdc.gov/nhsn/hps/vaccination/index.html>

The screenshot shows the NHSN website interface for Healthcare Personnel (HCP) Flu Vaccination. The page title is "Healthcare Personnel (HCP) Flu Vaccination" and it is dated "Updated August 30, 2023". The left sidebar contains a navigation menu with categories like "NHSN Home", "NHSN Login", "About NHSN", "Enroll Facility Here", "CMS Requirements", "Change NHSN Facility Admin", "Resources by Facility", "Patient Safety Component", "Long-term Care Facility Component", "Dialysis Component", "Biovigilance Component", "Healthcare Personnel Safety Component (HPS)", "HCP Flu Vaccination", "HCP Exposure", "HCP COVID-19 Vaccination", "COVID-19 Vaccination Data FAQs", "Weekly Influenza Vaccination Data Reporting FAQs", "HCP Influenza Vaccination Summary Reporting FAQs", "Neonatal Component", "Outpatient Procedure Component", "NHSNCoLab", and "NHSN Reports". The main content area is divided into several sections: "On This Page" with links for "Announcements", "Protocols", "Trainings", "Resources", "Data Collection Forms & Instructions", "CSV Data Import", and "Operational Guidance"; "Educational Roadmap"; "Influenza Vaccination Data Reports"; "FAQs" with links for "Annual Influenza Vaccination Summary Reporting FAQs" and "Weekly Influenza Vaccination Data Reporting FAQs"; "Supporting Materials" with links for "Weekly HCP Influenza Vaccination Data Reporting Guidance - October 2020", "Tips for Submitting HCP Flu Vaccination Summary Data by Facility Type", and "Verification of HCP Influenza Vaccination Summary Data - NHSN - November 2020"; "Announcements" with a "None" status; "Blast E-mails" with a "None" status; "Upcoming Webinars" with a "None" status; "Protocols" with a link for "HCP Vaccination Module: Influenza Vaccination Summary Protocol - October 2022"; and "Supporting Chapters" with a link for "CDC Location Labels and Location Descriptions - January 2021". A "Top of Page" link is located at the bottom right of the main content area.

The screenshot shows the "Trainings" section of the NHSN website. It features a "Weekly Flu Summary" section with a "New!" announcement for "Reporting Weekly Influenza Vaccination Data for Dialysis - December 2022" (PDF - 1 MB) and a link to "Reporting Weekly Influenza Vaccination Data - November 2020" (PDF - 1 MB). Below this is an "Annual Flu Summary" section with a link for "Comprehensive Training - September 2023" (PDF - 2 MB). The "Healthcare Personnel Vaccination Module: Influenza Vaccination Summary Reporting for IRF Units in LTACHs and IPFs - March 2021" section includes a "YouTube Link (Video - 31 min)" and a "Slideset" (PDF - 2 MB). The "Facility-Specific Training Slides" section notes that these presentations contain the most up-to-date information for each facility type and lists links for "Acute Care Facilities - October 2022" (PDF - 2 MB), "Ambulatory Surgery Centers - February 2017" (PDF - 2 MB), and "Dialysis Facilities - February 2017" (PDF - 2 MB).

Questions or Need Help?

E-mail user support at: nhsn@cdc.gov

Please include **‘Weekly Flu Summary’** in the subject line of the e-mail

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 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.

