

How to Report Weekly Influenza Vaccination Data for Dialysis Facilities

The purpose of this document is to assist dialysis facilities with reporting weekly influenza vaccination data for healthcare personnel (HCP) through CDC's NHSN. The guidance provided in this document instructs facilities how to use the "Weekly Influenza Reporting Module" to report monthly summaries of vaccination coverage in a dialysis facility. **To meet the End-Stage Renal Disease (ESRD) Network reporting requirement per contractual obligation, dialysis facilities must report cumulative influenza vaccination data for each calendar month in the last full week for that month during the recommended influenza vaccination time period for the 2024-2025 influenza season.** A week is designated as belonging to the month of the week-end date. For example, submitting data for the week of January 29, 2024 through February 4, 2025 is considered as submitting data for a week in February (and not January).

Facilities are required to report cumulative data for the last reporting week of each calendar month from September 2024 through April 2025. To meet this requirement, facilities should report vaccination data for the following weeks:

- 9/23/24 – 9/29/24
- 10/21/24– 10/27/24
- 11/18/24 – 11/24/24
- 12/23/24 – 12/29/24
- 1/20/25 – 1/26/25
- 2/17/25 – 2/23/25
- 3/24/25 – 3/30/25
- 4/21/25 – 4/27/25

This will help facilities monitor influenza vaccination coverage during the influenza season and improve HCP and patient protection against influenza. Please note that facilities may report more frequently, such as each week, to consistently track influenza vaccination data for the purpose of public health surveillance. For more information on the ESRD reporting requirements, please contact any ESRD Network.

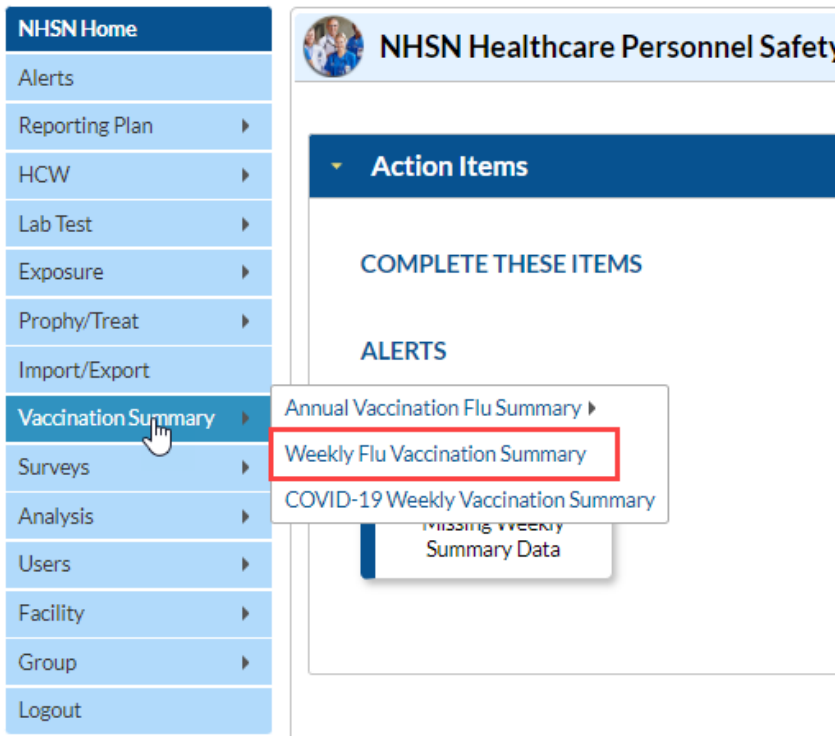
Entering Weekly Influenza Vaccination Data for HCP

Follow the instructions below to report data into the Weekly Influenza Vaccination Module.

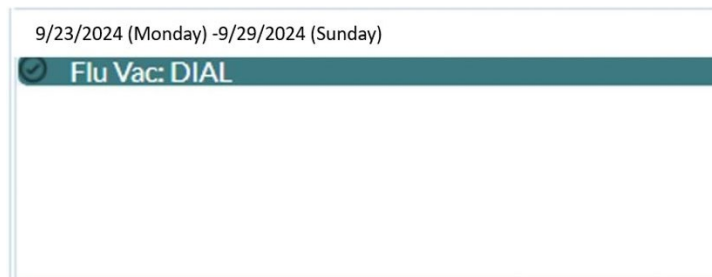
1. Access the Healthcare Personnel Safety (HPS) Component homepage in NHSN.
2. Click on 'Vaccination Summary' on the left-hand navigation bar.
3. Click on the 'Weekly Flu Vaccination Summary' option on the left-hand navigation bar.

September 2024

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4. To report weekly influenza vaccination data, click on the week for which you wish to report data.



5. Enter data and be sure to click 'Save' at the bottom of the data entry screen. Entries will appear green once they are completed. (Entries appear yellow if they are incomplete.)

6. Please note that facilities may receive a notification on their screen if data are not entered correctly. Soft alerts represent possible data entry errors and do not prohibit the user from saving their data. Hard alerts represent violations of the data reporting protocol and will prevent the user from saving their data.

September 2024

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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: 2024-2025
 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	10	0	0	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	0	0	0	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	10	0	0	0

Resources

- Training materials, such as the data collection form, table of instructions for completion of the form, and presentation slides are available at: [HCP Flu Vaccination | HPS | NHSN | CDC](#) under the heading of “Weekly Flu”.
- Please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. Locate the portal website here: [nhsn_csp - NHSN Customer Service \(cdc.gov\)](#). ServiceNow should be used instead of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov.

September 2024