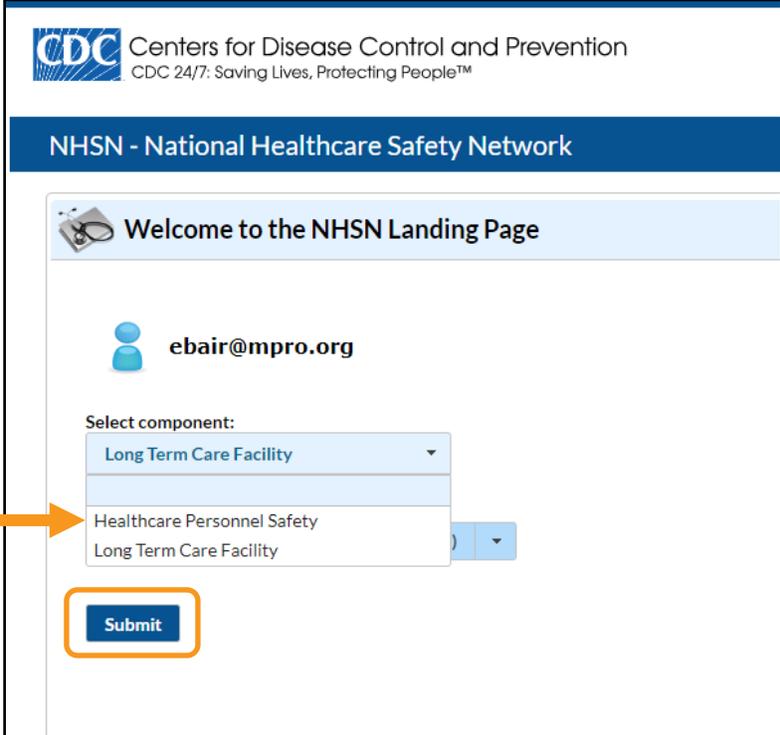


# Guide to Annual Health Care Personnel (HCP) Influenza Reporting in the National Healthcare Safety Network (NHSN)

Log into NHSN.

Select the **Healthcare Personnel Safety Component**.

- If you do not see the Healthcare Personnel Safety component, skip to the Activate the Healthcare Personnel Safety Component section.



The screenshot shows the NHSN landing page for user ebair@mpro.org. The 'Select component:' dropdown menu is open, showing 'Long Term Care Facility' as the current selection and 'Healthcare Personnel Safety' as the selected option. An orange arrow points to the dropdown menu. Below the dropdown is a blue 'Submit' button, which is highlighted with an orange box.

Click **Submit**.

Once on the Healthcare Personnel Safety Component home page, hover over **Vaccination Summary**, hover over **Annual Vaccination Flu Summary** and select **Add**.

The screenshot shows the NHSN Healthcare Personnel Safety Component interface. On the left is a navigation menu with items like Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary (highlighted with an orange arrow), Surveys, Analysis, Users, and Facility. The main content area features a header with a profile picture and the text 'NHSN Healthcare Personnel Safety Comp'. Below this is an 'Action Items' section with a dropdown arrow. Underneath, it says 'COMPLETE THESE ITEMS' and shows a card for 'Facility Geolocation' with a large 'Confirm' button. A dropdown menu is open over the 'Confirm' button, listing 'Add', 'Find', and 'Incomplete', with 'Add' circled in orange. Below this is an 'ALERTS' section.

On the next page, select **Continue**.

The screenshot shows the 'Add Summary Data' page. At the top left is a magnifying glass icon and the text 'Add Summary Data'. Below this is a 'Summary Data Type:' label followed by a dropdown menu currently set to 'Influenza Vaccination Summary'. Underneath the dropdown are two buttons: 'Continue' and 'Back'. At the bottom of the page are two buttons: 'Upload CSV...' and 'Download CSV Template...'.

On the **Add Influenza Vaccination Summary** page, ensure the Facility ID is correct, the Vaccination type reads **Influenza** and the Influenza subtype reads **Seasonal** and then select the flu season you are reporting.

**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 \*: Superior Health Test Facility (ID 94268) ▼

Vaccination type \*: Influenza ▼

Influenza subtype \*: Seasonal ▼

Flu Season \*: 2023/2024 ▼

Enter in your HCP influenza data in the table.

**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 \*: Superior Health Test Facility (ID 94268) ▼

Vaccination type \*: Influenza ▼

Influenza subtype \*: Seasonal ▼

Flu Season \*: 2023/2024 ▼

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 1 day 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

Comments

By saving these data in NHSN, facilities are agreeing to the following:  
 1). The data reported are consistent with definitions outlined in NHSN surveillance protocols (including tables of instructions and frequently asked questions).  
 2). The data will be sent to the Centers for Medicare and Medicaid Services (CMS) to fulfill CMS quality reporting requirements (when applicable).

[Save](#) [Back](#)

\*Note: all of the numbers listed in questions 2 - 6 must add up to the number entered in question 1.

Click **Save**.

You can return to this form to edit it at any time.

## Activate the Healthcare Personnel Safety Component

If you were **not** able to open the Healthcare Personnel Safety component on the main page. Here are some steps you can take to activate it.

From the Long-Term Care Facility Component.

Identify your facility administrator by hovering over **Facility** and clicking on **Facility Info**.

The screenshot shows the NHSN Long Term Care Facility Component interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19/Respiratory Pathogens, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. An orange arrow points to the 'Facility' item. A dropdown menu is open for 'Facility', containing the following options: Customize Forms, Facility Info (highlighted with an orange box), Add/Edit Component, Locations, and Direct Enroll. The main content area on the right shows the 'NHSN Long Term Care' header, a 'Long Term Care' dropdown, an 'Action Items' section, and a 'COMPLETE THE' section with a 'Facility Geolocation Confirmation' card. Below that is an 'ALERTS' section.

On the Facility Info page, you will find two important pieces of information.

1. The name of your Facility Administrator. This is the person who can activate the Healthcare Personnel Safety component in NHSN. The Healthcare Personnel Safety component is where you will add the HCP Annual Influenza report.
2. The status of your Healthcare Personnel Safety component. If there is a blue check mark in the box next to Healthcare Personnel Safety, it should be activated.

**Components Followed**

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety	10/19/2023		Y	<a href="#">View Agreement</a>
<input checked="" type="checkbox"/>	Long Term Care Facility	10/19/2023		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

**Contact Information**

	Contact Type	Contact Name	Phone No.+ext	Email	Action
<a href="#">Edit</a>	Facility Administrator	Bair, Elena	248-465-1466	EBAIR@MPRO.ORG	<a href="#">Reassign</a>
<a href="#">Edit</a>	Healthcare Personnel Primary Contact	Bair, Elena	248-465-1466	EBAIR@MPRO.ORG	<a href="#">Reassign</a>
<a href="#">Edit</a>	Microbiology Laboratory Director/Supervisor	Bair, Elena	248-465-1466	EBAIR@MPRO.ORG	<a href="#">Reassign</a>
<a href="#">Edit</a>	Long Term Care Facility Primary Contact	Bair, Elena	248-465-1466	EBAIR@MPRO.ORG	<a href="#">Reassign</a>

If it is activated, go back to the main page of NHSN and see if you can toggle the **Select Component to Healthcare Personnel Safety**, as shown on the first page of this document. Once selected, you can start at the beginning of this guide to process HCP Influenza Reporting.

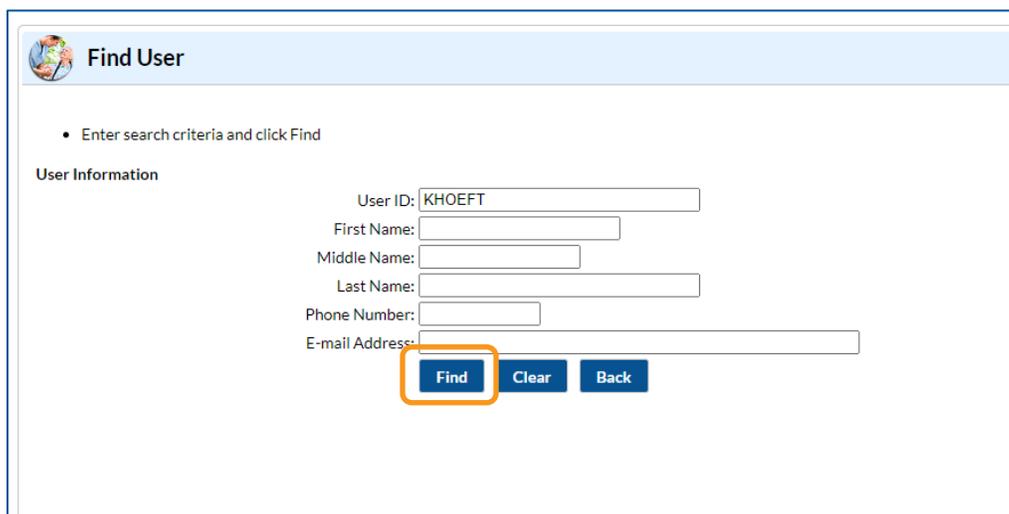
If the Healthcare Personnel Safety component does not have a blue checkmark by it, it is not activated.

Reach out to the person listed as the **Facility Administrator** and ask them to login and activate the component by clicking on the box next to Healthcare Personnel Safety.

In order to give users access, the Facility Administrator should hover over **Users** and click **Find**.

The screenshot displays the NHSN Long Term Care Facility Administrator interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19/Respiratory Pathogens, Vaccination Summary, Import/Export, Surveys, Analysis, **Users**, Facility, Group, and Logout. The 'Users' item is highlighted in dark blue, and a dropdown menu is open over it, showing 'Add' and 'Find' options. The 'Find' option is highlighted with an orange border. The main content area features a header with a profile picture and the text 'NHSN Long Term Care Facility'. Below the header is a 'Long Term Care Dashboard' section and an 'Action Items' section. Under 'Action Items', there is a card titled 'COMPLETE THESE ITEMS' with a red progress bar and a 'Confirm' button for 'Facility Geolocation'. At the bottom of the main content area, there is a notice about 'Assurance of Confidentiality' and a link to 'Get Adobe Acrobat Reader'.

On the next page, search for the person who does not have access to the Healthcare Personnel Safety component and click **Find**.



The screenshot shows a web form titled "Find User" with a globe icon. Below the title is a bullet point: "Enter search criteria and click Find". Under the heading "User Information", there are several input fields: "User ID:" with the text "KHOEFT" entered, "First Name:", "Middle Name:", "Last Name:", "Phone Number:", and "E-mail Address:". At the bottom of the form are three buttons: "Find", "Clear", and "Back". The "Find" button is highlighted with an orange border.

The person's profile will display. Click **Edit**.



## View User

Mandatory fields marked with \*

User ID \* : TTEST Up to 32 letters and/or numbers, no spaces or special characters

---

Prefix :

First Name \* : Test

Middle Name :

Last Name \* : Test

Title :

User Active : Y - Yes

User Type :

Phone Number \* : 248-465-1466

Fax Number :

E-mail Address \* : TEST@MPRO.ORG

Address, line 1 :

Address, line 2 :

Address, line 3 :

City :

State :

County :

Zip Code :

Home Phone Number :

Beeper :

User Group/Facility: Superior Health Test Facility (94268)

User Roles: ADMIN(HCW) ALLRIGHTS(HCW) ENTER(LTCF) VIEW(LTCF)

[Edit](#) [Effective Rights](#) [Back](#)

Click **Edit Rights**.



## Edit User

Mandatory fields marked with \*

User ID \*: TTEST Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name \*: Test

Middle Name:

Last Name \*: Test

Title:

User Active: Y - Yes

User Type:

Phone Number \*: 248-465-1466

Fax Number:

E-mail Address \*: TEST@MPRO.ORG

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

Save

Deactivate

Edit Rights

Effective Rights

Back

In the Healthcare Personnel Safety column, select **Administrator** and **All Rights** for the Healthcare Personnel Safety component.

User ID: TTEST (ID 817887)  
Facility List: Fac: Superior Health Test Facility

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care Facility	Dialysis	Outpatient Procedure	Neonatal
Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Visitor - Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Visitor - View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Rights Save Back Advanced

Click **Save**.

The reporter should now have access to the Healthcare Personnel Safety component and can start at the beginning of this guide to process HCP Influenza Reporting.

If you still have trouble accessing the reporting, please reach out to the Superior Health Quality Alliance Immunizations Team, [immunizations@superiorhealthqa.org](mailto:immunizations@superiorhealthqa.org), for assistance.