<u>NHSN CHECKLIST FOR HCP REPORTING TO CMS HOSPITAL, IRF and LTCH QUALITY REPORTING PROGRAMS</u>

September 2021

❑ CCN: _____   ❑ Month/Year: _____

STEP 1a: Create Monthly Reporting Plans for Healthcare Personnel (HCP) Influenza Vaccination

HCP Vaccination Module (October 1 through March 31)
❑ Influenza Vaccination Summary for the Hospital
❑ Influenza Vaccination Summary for Inpatient Rehabilitation Facility Unit(s), if applicable
❑ Influenza Vaccination Summary for Inpatient Psychiatric Facility Unit(s), * if applicable

STEP 1b: Create Monthly Reporting Plans for Healthcare Personnel (HCP) COVID-19 Vaccination

Weekly COVID-19 Vaccination Module
❑ COVID-19 Vaccination Summary for the Hospital
❑ COVID-19 Vaccination Summary for Inpatient Rehabilitation Facility Unit(s), if applicable
❑ COVID-19 Vaccination Summary for Inpatient Psychiatric Facility Unit(s), * if applicable

STEP 2a: Enter Influenza Vaccination Summary

❑ "Influenza Vaccination Summary" form (Healthcare Personnel Safety Component)
  ❑ <u>ONE summary record per influenza season</u>†
    ❑ Number of HCP who worked at this healthcare facility for at least 1 day from October 1 through March 31
    ❑ Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season
    ❑ Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season
    ❑ Number of HCP who have a medical contraindication to the influenza vaccine
    ❑ Number of HCP who declined to receive the influenza vaccine
    ❑ Number of HCP with unknown vaccination status

STEP 2b: Enter COVID-19 Vaccination Summary

❑ "Healthcare Personnel COVID-19 Vaccination Cumulative Summary" form (Healthcare Personnel Safety Component)
  ❑ Number of HCP that were eligible to have worked at this healthcare facility for at least 1 day during the week of data collection
  ❑ Cumulative number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere since December 2020
  ❑ Cumulative number of HCP in Question #1 with other conditions
  ❑ Cumulative number of HCP in question #2 eligible to receive an additional dose or booster of COVID-19 vaccine
  ❑ Cumulative number of HCP in question #4 who have received an additional dose or booster of COVID-19 vaccine at this facility or elsewhere since August 2021
  ❑ Describe the availability of COVID-19 vaccine(s) for your facility's HCP

STEP 3: Resolve Alerts

❑ COVID-19 Vaccination Summary Data
❑ Missing Summary Data
❑ Missing Weekly Summary Data
❑ Missing Flu Survey
❑ Incomplete Survey Data

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* Beginning with the 2018-2019 influenza season, submission of separate IPF data is no longer required by CMS

† For both Employee HCP and Non-employee HCP

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STEP 4: Generate Datasets
- ❑ Generate new data sets <u>before</u> verifying data in CMS reports (**STEP 5**)

STEP 5: Print/Save Copies of Vaccination Line Listing Reports after entering final data ahead of CMS Reporting deadline
- ❑ "Line Listing – HCP Flu Vaccination data for CMS IPPS" Output Option (hospitals)
- ❑ "Line Listing – HCP Flu Vaccination Data for CMS IRF PPS" Output Option (IRFs)
- ❑ "Line Listing – HCP Flu Vaccination Data for CMS LTCH PPS" (LTCHs)
- ❑ "Line Listing – All COVID-19 Vaccination Cumulative Summary Data

STEP 6: Verify Facility Information
- ❑ Ensure that the correct CCN and CCN effective date have been entered into the "Facility Information" page of NHSN. Specific guidance on adding/updating the facility CCN and CCN effective date within NHSN can be found here: www.cdc.gov/nhsn/pdfs/cms/changing-ccn-within-nhsn.pdf.
- ❑ Ensure that your facility is enrolled in NHSN as the correct facility type. You can view this information on the "Facility Information" page for your facility in NHSN.

CMS Deadline for Healthcare Personnel Influenza Vaccination Summary Data:
Quarter 4 & Quarter 1 of the following year (October 1 – March 31): **May 15th**
For additional guidance on ensuring your data are accurately sent to CMS for Quality Reporting purposes, please visit our website and navigate to the appropriate section(s) for your facility type: http://www.cdc.gov/nhsn/cms/index.html. If you have any questions, please contact the NHSN Helpdesk: NHSN@cdc.gov. The NHSN Helpdesk is staffed Monday through Friday, 7am ET – 5pm ET, excluding Federal Holidays.

CMS Deadline for COVID-19 Vaccination Summary Data:
1 week of data for each month of the quarter. Quarter 4 (October – December) through Quarter 1 (January – March)

Annual Influenza Vaccination Resources:
Reporting Protocol
- NHSN Healthcare Personnel Safety Component Manual: http://www.cdc.gov/nhsn/PDFs/HPS-manual/HPS_Manual-exp-plus-flu-portfolio.pdf.

Acute Care Facilities
- Operational Guidance for Acute Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Hospital Inpatient Quality Reporting (IQR) Program Requirements: http://www.cdc.gov/nhsn/PDFs/HCP/Operational-Guidance-ACH-HCP-Flu.pdf.
- Training Slides for Acute Care Facilities Reporting HCP Influenza Vaccination Data: https://www.cdc.gov/nhsn/pdfs/training/hcp/hcp-flu-vaccination-summary-reporting-ac-training-slides.pdf.

Inpatient Rehabilitation Facilities
- Operational Guidance for Inpatient Rehabilitation Facilities to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Inpatient Rehabilitation Facility Quality Reporting Program (IRF QRP) Requirements: https://www.cdc.gov/nhsn/pdfs/cms/irfs/Operational-Guidance-IRF-HCP-Flu.pdf
- Training Slides for Inpatient Rehabilitation Facilities Reporting HCP Influenza Vaccination Data: https://www.cdc.gov/nhsn/pdfs/training/vaccination/hcp-flu-vaccination-summary-reporting-irf-training-slides.pdf.

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Long-term Acute Care Facilities
- Operational Guidance for Long Term Care Hospitals to Report Healthcare Personnel (HCP) Influenza Vaccination Data to CDC's National Healthcare Safety Network (NHSN) for the Purpose of Fulfilling CMS's Long Term Care Hospital Quality Reporting (LTCHQR) Program Requirements: https://www.cdc.gov/nhsn/pdfs/cms/Operational-Guidance-LTCH-HCP-Flu.pdf
- Training Slides for Long-term Acute Care Facilities Reporting HCP Influenza Vaccination Data: https://www.cdc.gov/nhsn/pdfs/training/vaccination/hcp-flu-vaccination-summary-reporting-ltac-training-slides.pdf.

COVID-19 Vaccination Resources:
COVID-19 Vaccination Reporting for non-Long Term Care Facilities: https://www.cdc.gov/nhsn/hps/weekly-covid-vac/index.html

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