

## Healthcare Personnel Influenza Vaccination Summary Reporting for Critical Access Hospitals

Beginning September 1, 2015, critical access hospitals are required to report healthcare personnel (HCP) influenza vaccination summary data through the National Healthcare Safety Network (NHSN). Submitting HCP influenza vaccination summary data is required for the Health Resources and Services Administration's (HRSA) Medicare Beneficiary Quality Improvement Program (MBQIP).

NHSN guidance and definitions for reporting HCP influenza vaccination summary data can be found in the NHSN Influenza Vaccination Summary Protocol <http://www.cdc.gov/nhsn/acutecare-hospital/hcp-vaccination/index.html#pro>. Critical Access hospitals should follow the same data reporting requirements as acute care hospitals, as outlined below.

### Data Collection

Critical access hospitals must report influenza vaccination data for HCP physically working in the inpatient and outpatient hospital units for at least 1 working day between October 1 through March 31, regardless of clinical responsibility or patient contact. This includes all influenza vaccinations administered during the influenza season at the facility or elsewhere, influenza vaccine declinations, and determinations of a medical contraindication to influenza vaccination. Data should be reported separately for employees, licensed independent practitioners, and adult students/trainees and volunteers. Reporting summary vaccination data for other contract personnel is optional at this time.

This reporting includes outpatient departments that are (1) affiliated with the specific critical access hospital (such as sharing medical privileges or patients), regardless of distance from the critical access hospital, and (2) share the same CMS Certification Number (CCN) as the critical access hospital, with the exception of outpatient renal dialysis facilities. This excludes any separate outpatient satellite physician clinics and any patient care units that have separate CCNs, even those that differ only by a letter in the third position of the CCN.

- x Critical access hospital inpatient and outpatient HCP counts should be combined and submitted on a single summary NHSN report form (i.e., one form with combined inpatient and outpatient critical access hospital HCP summary counts), rather than two separate forms.
- x HCP assigned to patient care units within the critical access hospital that have separate CCNs (even those that differ only by a letter in the third position of the CCN) should not be reported in the critical access hospital totals unless they have also worked for at least 1 day between October 1 through March

31 in any of the critical access hospital inpatient units or outpatient departments covered by the reporting requirements. Patient care units in NHSN that have separate CMS CCNs include but may not be limited to inpatient rehabilitation facilities (IRF), inpatient psychiatric facilities (IPF), skilled nursing facilities (SNF), long term acute care facilities (LTAC/LTCH), and ambulatory surgery centers (ASC).

#### Data Entry

In order to report HCP influenza vaccination summary data, the NHSN HPS Component must be activated. Within the HPS Component, monthly reporting plans must be created or updated to include HCP influenza vaccination summary reporting for the critical access hospital. Once the "Influenza Vaccination Summary" box is checked on a single monthly reporting plan, the system will auto-check that same box on every monthly reporting plan throughout the entire NHSN defined influenza season (defined as the 12 months from July 1 to June 30). Therefore, a facility is only required to enter a single monthly reporting plan for a given influenza season. All data fields required for both numerator and denominator data collection must be submitted to NHSN. Data must be reported to NHSN by means of manual data entry into the NHSN application.

CDC/NHSN strongly encourages that HCP influenza vaccination summary counts be updated on a monthly basis and encourages healthcare facilities to update new counts within 30 days of the end of each month (e.g., all October data should be added by November 30) so it has the greatest impact on influenza vaccination activities. HCP influenza vaccination summary reporting in NHSN consists of a single data entry screen per influenza season, so each time a user enters updated data for a particular influenza season, all previously entered data for that season will be overwritten and a new modified date will be auto