



## National Healthcare Safety Network (NHSN) Influenza Reporting

### Skilled Nursing Facility (SNF) Quality Reporting Program (QRP)

“...requires that the provider submit a minimum of one report to the NHSN by the data submission deadline of May 15 for each influenza season following the close of the data collection period each year to meet our requirements.”

Detailed information is available on the [Federal Register](#) website.

- If QRP questions arise, please contact [SNFQualityQuestions@cms.hhs.gov](mailto:SNFQualityQuestions@cms.hhs.gov)
- Report influenza vaccinations for staff only

To add the influenza (flu) reporting component to NHSN, you must have Level 3 Secure Access Management Services (SAMS) access, meaning you log in with either a grid card or the Entrust app on your phone.

The NHSN Administrator for your facility must add the new component. To check who is listed as the NHSN Administrator, follow the steps outlined below:

#### Facility > Facility Info

NHSN - National Healthcare Safety Network

NHSN Home

Alerts

Dashboard

Reporting Plan

Resident

Summary Data

COVID-19

Vaccination Summary

Import/Export

Surveys

Analysis

Users

Facility

Group

Logout

NHSN Long Term Care

Long Term Care Dashboard

Action Items

You have no action items.

Assurance of Confidentiality: The voluntary guarantee that it will be held in strict confidence by the institution in accordance with Sections 304, 305, and 306 of the Privacy Rule.

Get Adobe Acrobat

Customize Forms

Facility Info

Add/Edit Component

Locations

Direct Enroll

If you do not have the **Facility** tab, you are not the designated NHSN Administrator. Therefore, you will need to request other users (even at corporate/regional level) to log in and verify who is the named Administrator. If your facility has [conferred rights to Telligen](#), we will also be able to identify your NHSN Administrator.



On the **Facility Info** page, scroll down to the bottom to verify the named Facility Administrator in the **Contact Information** rows:

<input type="checkbox"/>	Long Term Care Facility	02/01/2023			<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	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	<a href="#">Reassign</a>
<a href="#">Edit</a>	Long Term Care Facility Primary Contact	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	<a href="#">Reassign</a>

If the listed Facility Administrator is no longer at your facility, please contact [Telligen](#) for assistance updating the named contact. This process may require a few business days to complete.

The Administrator must add the **Healthcare Personnel Safety** component:

#### Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input type="checkbox"/>	Healthcare Personnel Safety				
<input checked="" type="checkbox"/>	Long Term Care Facility	02/01/2023		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	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	<a href="#">Reassign</a>
<a href="#">Edit</a>	Long Term Care Facility Primary Contact	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	<a href="#">Reassign</a>



After selecting the **Healthcare Personnel Safety** checkbox, a pop-up window appears stating a primary user must be designated for the new component, as shown below:

**Components Followed**

Follow/ Followed	Component
<input type="checkbox"/>	Biovigilance
<input type="checkbox"/>	Dialysis
<input checked="" type="checkbox"/>	Healthcare Personnel Safety
<input checked="" type="checkbox"/>	Long Term Care Facility
<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
Edit	Facility Administrator	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	Reassign
Edit	Long Term Care Facility Primary Contact	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	Reassign
Edit	HCP - Healthcare Personnel Primary Contact				

**Warning**

You must define the Primary Contact for this component before you can start following it. Go to the Contact Data section of the page to enter the Primary Contact information. Note: You will be required to complete a survey for the most recently completed calendar year if Healthcare Personnel Exposure reporting is selected on your monthly plan. Please print the survey from the Print Survey Form link next to the component.

**View Agreement**

[View Agreement](#)

**OK**

After clicking **OK**, a new pop-up window will appear:

Facility: Y  
Facility type \*: LTC-ASSIST - Assisted Living Residence

Was this facility operational in the year prior to NHSN enrollment (i.e., last year)? \*: ☐ Yes ☒ No

Will this facility report COVID data separately (i.e., for more facilities within facility using the same OrgID and CCN)?

Before making a selection, please click on the link below.

Facility-within-facility Description: Reporting COVID-19 hospitalizations and deaths for facilities within facility using the same OrgID and CCN?

IHS Facility: ☐ Contact Type: ☐ Status: A -

**Components Followed**

Follow/ Followed	Component
<input type="checkbox"/>	Biovigilance
<input type="checkbox"/>	Dialysis
<input checked="" type="checkbox"/>	Healthcare Personnel Safety
<input checked="" type="checkbox"/>	Long Term Care Facility
<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
Edit	Facility Administrator	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	Reassign
Edit	Long Term Care Facility Primary Contact	Ives, Kristen	123-444-5657	KIVES@TELLIGEN.COM	Reassign
Edit	HCP - Healthcare Personnel Primary Contact				

**Edit Record**

☐ Use Existing NHSN User ☒ Create new NHSN User

Existing NHSN User Email

Username \*

HCP - Healthcare Personnel Primary Contact

First Name \*

Last Name \*

Middle Name

Phone \*

Ext:

Email \*

Title

Click to copy mailing address from the facility

Address Line 1 \*

Address Line 2

Address Line 3

City \*

State \*

Zip Code \*

Zip Code Ext:

Fax

Pager Number

**Submit** **Cancel**

**Update** **Back**



At the top of the pop-up window there is an option for **Use Existing NHSN User**. After selecting, you can enter the existing NHSN user's email address. This contact can be the NHSN Administrator or a different user. Once you fill in the email address, the rest of the form will populate. Click **Submit**.

After completing that step, you will need to press the **Update** button at the bottom of the screen to save the changes.

Using the left-hand navigation, click the top tab **NHSN Home**.

The screenshot shows the NHSN - National Healthcare Safety Network interface. At the top, the CDC logo and text 'Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™' are visible. Below this is a blue header bar with 'NHSN - National Healthcare Safety Network'. On the left, a navigation menu lists various options: NHSN Home (highlighted with an orange arrow), Alerts, Dashboard, Reporting Plan, Resident, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area on the right shows 'NHSN Long Term Care' and 'Long Term Care Dashboard'. Below this, there is a section for 'Action Items' which states 'You have no action items.' and a section for 'Assurance of Confidentiality'.

The screenshot shows the NHSN Landing Page. At the top, the CDC logo and text 'Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™' are visible. Below this is a blue header bar with 'NHSN - National Healthcare Safety Network'. The main content area shows a welcome message 'Welcome to the NHSN Landing Page' and a user profile for 'kives@telligen.com'. Below the profile, there are two dropdown menus: 'Select component:' and 'Select facility/group:'. The 'Select component:' dropdown is currently set to 'Long Term Care Facility' and is highlighted with an orange arrow. The 'Select facility/group:' dropdown is set to 'Fac: LTC Kristen (ID 91971)'. Below the dropdowns is a 'Submit' button.

From the **NHSN Landing Page**, use the **Select component** dropdown to choose **Healthcare Personnel Safety**. Enter your facility and click **Submit**.



When initially entering the Healthcare Personnel Safety (HPS) component, you are asked to accept the agreement notification appearing on the screen. This is a one-time task.

Once you are in the HPS component, you need to provide other users access. Please note current Long Term Care Facilities (LTCF) component users will NOT automatically have access to the HPS component.

To grant access use the following steps:

- Go into your user list (in either component)
- Select the user
- Click **Edit**
- Then click **Edit Rights**

In addition to the four LTCF check boxes, select the **Administrator** and **All Rights** boxes under HPS. Then click **Save**.

To report staff flu vaccinations:

After completing the above steps, the flu reporting form will open. Please refer to the [NHSN Healthcare Personnel \(HCP\) Flu Vaccination](#) resource page for facility-specific trainings and the Table of Instructions (TOI) for Annual Reporting. Note that the Other Contract Personnel column is not required.

Flu data can be entered when convenient. However, after March 31 (conclusion of flu season) ensure the most accurate data is entered. The deadline for data entry is May 15.