**HCP Influenza Summary Tasks and Tips**

To submit your annual healthcare personnel (HCP) Influenza Summary data. There are four tasks for each year:

Entry of a reporting plan, completion of the annual influenza survey and entry of your annual HCP summary data, generation of data sets and running of reports.

**Task 1: Create a Monthly Reporting Plan**

1. Sign into NHSN and select the ***Healthcare Personnel Safety Component***
2. Select ***Reporting Plan*** on the left tool bar and click ***Add***
3. Select October of the flu season you wish to report and the year
4. Check the box for annual HCP influenza Summary
5. Click ***Save.*** You have now told the system what you intend to submit and will get alerts if the data is not entered.

**Task 2: Completing the Influenza Annual Survey**

1. Click ***Survey*** on the left tool bar
2. Select ***Influenza*** and ***Add***.
3. Complete the questions to tell NHSN how you conducted your annual influenza vaccination campaign and ***Save***.

**Task 3: Enter HCP Influenza Vaccination Summary Data**

1. Click on ***Vaccination Summary*** and ***Annual Vaccination Flu Summary*** on the left tool bar.
2. Add your summary data and click ***Save***.

**Task 4: Generate Data Sets**

After you have completed your flu season data entry, it is strongly recommended that you generate data sets and run reports to verify that your data is present and entered timely.

1. Select ***Analysis*** on the left tool bar and ***Generate Data Sets***. You do not need to indicate a time frame but can select 10/yyyy through 03/yyyy of the applicable flu season.
2. Select OK when you get the warning message that the current sets will be updated.
3. Once data sets have been generated, go to ***Analysis*** and ***Reports***.
4. Select **Summary Counts** for All HCP Influenza seasons and ***Run Report***. You can then print and/or save a copy of this report.

**Tips:**

* Training with screen shots for how to enter data into the HCP component can be found at <https://www.cdc.gov/nhsn/pdfs/training/hcp/hcp-flu-vaccination-summary-reporting-ac-training-slides.pdf>
* Generation of data sets is crucial in order to show that you entered your data timely as required by the FLEX/MBQIP/SHIP program. When you generate data sets and run reports they are date stamped at that point in time showing the data has been entered. If your data doesn’t show up in the reports, something did not work.
* All reports can be exported for inclusion into your annual internal infection prevention/employee health reports. Use them! Run various reports to see which you like best.
* Enter your reporting plan and survey in October and your summary data in April. Don’t wait until May to enter your data!!!
* Any summary data entered on a monthly basis will be overwritten by data entered later. You can enter data monthly but must manually total the numbers, NHSN will not do that for you.