

# How to Activate the NHSN Healthcare Personnel Safety (HPS) Component in Outpatient Dialysis Facilities

## Why activate the NHSN HPS Component?

In November 2014, Centers for Medicare and Medicaid Services (CMS) published a new End-Stage Renal Disease (ESRD) Quality Incentive Program (QIP) rule for Payment Year 2018. Beginning with the October 2015/March 2016 influenza season, Outpatient Dialysis Facilities must report Healthcare Personnel Influenza Vaccination summary data to NHSN. These data must be reported by May 15, 2016. For more information, visit NHSN Surveillance for Dialysis Healthcare Personnel Vaccination at <http://www.cdc.gov/nhsn/dialysis/hcw-flu-vacc/index.html> or contact the NHSN Helpdesk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov).



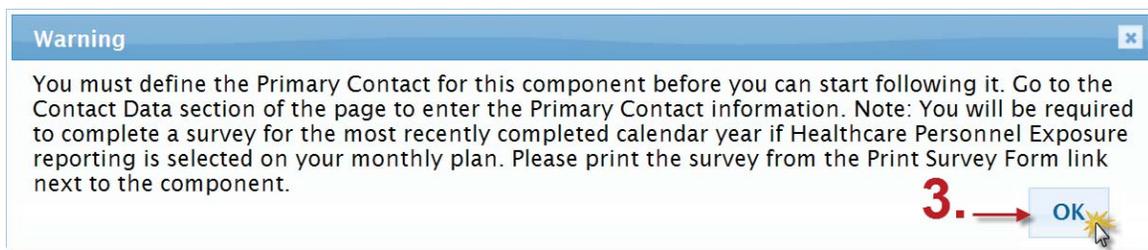
1. Only the NHSN Facility Administrator (FA) can activate or deactivate a component. On the navigation bar, click on "Facility" and select "Add/Edit Component."

2. The "Edit Facility Information" screen opens to the "Components Followed" section of the page. In the "Follow/Followed" column, check the box next to "Healthcare Personnel Safety."

A screenshot of the 'Components Followed' table. The table has four columns: 'Follow/ Followed', 'Component', 'Activated', and 'Deactivated'. The 'Follow/ Followed' column contains checkboxes. The 'Component' column lists: Biovigilance, Dialysis, Healthcare Personnel Safety, Long Term Care Facility, and Patient Safety. The 'Activated' column shows the date '11/01/2011' for the 'Dialysis' component. A red arrow labeled '2.' points to the checkbox for 'Healthcare Personnel Safety', which is checked.

Follow/ Followed	Component	Activated	Deactivated
<input type="checkbox"/>	Biovigilance		
<input checked="" type="checkbox"/>	Dialysis	11/01/2011	
<input checked="" type="checkbox"/>	Healthcare Personnel Safety		
<input type="checkbox"/>	Long Term Care Facility		
<input type="checkbox"/>	Patient Safety		

3. Acknowledge the warning message:



4. Enter a primary contact for the new component:

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- Required fields are marked with \*

### 5. Click the "Submit" button.

- The primary contact will receive a confirmation email from NHSN.
- If this person is not already a facility user, add them as a user separately.

The screenshot shows a web form titled "Edit Record" with the following fields and values:

User ID	
Contact Type	HCP - Healthcare Personnel Primary Contact
First Name*	Suzie
Last Name*	Queue
Pager Number	

At the bottom of the form, there are two buttons: "Submit" and "Cancel". A red arrow labeled "4." points to the "First Name" field, and another red arrow labeled "5." points to the "Submit" button.

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6. At the bottom of the "Edit Facility Information" screen, click the "Update" button.

**Components Followed**

Follow/ Followed	Component	Activated	Deactivated
<input type="checkbox"/>	Biovigilance		
<input checked="" type="checkbox"/>	Dialysis	11/01/2011	
<input checked="" type="checkbox"/>	Healthcare Personnel Safety	12/15/2014	
<input type="checkbox"/>	Long Term Care Facility		
<input type="checkbox"/>	Patient Safety		

**Contact Information** HELP

	Contact Type	Contact Name	Phone No.-ext	Email	Action
<input type="button" value="Edit"/>	Facility Administrator	Queue, Suzie	555-555-5555	s.queue@dialysisfacility.com	<input type="button" value="Reassign"/>
<input type="button" value="Edit"/>	Dialysis Primary Contact	Queue, Suzie	555-555-5555	s.queue@dialysisfacility.com	<input type="button" value="Reassign"/>
<input type="button" value="Edit"/>	Microbiology Laboratory Director/Supervisor	Queue, Suzie	555-555-5555	s.queue@dialysisfacility.com	<input type="button" value="Reassign"/>
<input type="button" value="Edit"/>	Healthcare Personnel Primary Contact	Queue, Suzie	555-555-5555	s.queue@dialysisfacility.com	<input type="button" value="Reassign"/>

6. →

7. Verify a  **This organization has been successfully updated.** confirmation message similar to the following displays at the top of the screen:

8. On the NHSN Landing Page, the FA will now have the option to choose from two components:

- Dialysis
- Healthcare Personnel Safety

Select the Healthcare Personnel Safety component, choose a facility, and click "Submit."

**CDC** Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network Contact us

**Welcome to the NHSN Landing Page**

Select a component and facility,  
then click Submit to go to the Home Page.

Select component:   
8. →

Select facility/group from dropdown list:

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9. Upon login to the Healthcare Personnel Safety Component, the FA should add new users and/or provide existing users with rights to use the component, as needed. Ensure new users complete required NHSN training before participating in surveillance activities.

