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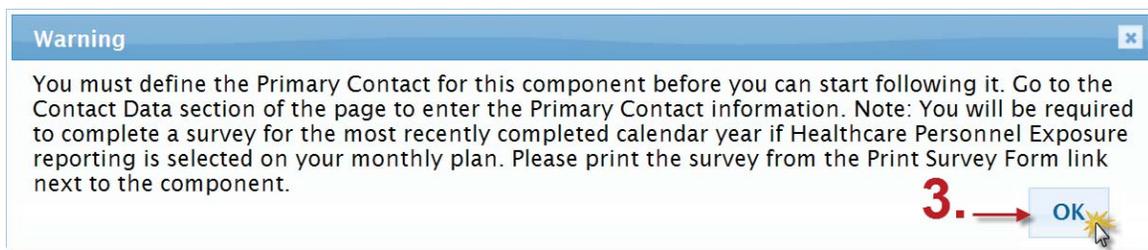
1. Only the NHSN Facility Administrator (FA) can activate or deactivate a component. On the navigation bar, click on "Facility" and select "Add/Edit Component."

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."

Components Followed

Follow/ Followed	Component	Activated	Deactivated
☐	Biovigilance		
☑	Dialysis	11/01/2011	
	Healthcare Personnel Safety		
☐	Long Term Care Facility		
☐	Patient Safety		

3. Acknowledge the warning message:

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.

3. → OK

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.

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

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."

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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.