

## How to Activate the Healthcare Personnel Safety Component (HPS)

The following steps must be completed to allow reporting of data to Healthcare Personnel (HCP) Vaccine Module

- The Facility Administrator, or whoever has administrative rights within NHSN, must perform the 2 steps below. Please refer to slides 14-17 in the CDC presentation for detailed instructions. (<https://www.cdc.gov/nhsn/Training/healthcare-personnel-safety/index.html>)
  - Activate the Healthcare Personnel Safety (HPS) Component. If you belong to a large dialysis provider, this step may have already been completed by your organization, if not please contact your organization for further directions.
  - Edit User Rights - slide 18
    - Add new users and set up their 'rights' to view/edit data OR
    - Edit existing users rights to view/edit data
- Once the Healthcare Personnel Safety (HPS) Component has been added, you may begin reporting to and analyzing data in the Healthcare Personnel (HCP) Vaccination Module.
  - Reporting, Entering, Editing and Saving data in NHSN
    - Reporting Requirements for the Healthcare Personnel (HCP) influenza Vaccination Summary - Slides 21-33
    - Entering Data for the HCP Influenza Vaccination Summary - Slides 36-49
    - Editing and Saving HCP Influenza Vaccination Summary Data – slides 53- 56
  - Data Analysis/Generating Reports – slides 58-61