The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Bureau of Health Care Safety and Quality

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**MEMORANDUM**

TO: Adult Day Health Program Administrators

FROM: Elizabeth Daake Kelley, MBA, MPH

Director, Bureau of Health Care Safety and Quality

DATE: December 20, 2022

RE: Guidance Regarding Seasonal Influenza Vaccination of Healthcare Personnel at Massachusetts Adult Day Health Programs for the 2022-2023 Influenza Season

The purpose of this memorandum is to remind Massachusetts Adult Day Health Programs of the process to report mandatory healthcare personnel (HCP) influenza data and to provide guidance for facilities to fulfill the Massachusetts Department of Public Health (DPH) requirement for submission of annual HCP influenza data to the Department by **May 15, 2023**.

This memorandum shall supersede all circular letters and memorandums for prior influenza seasons related to the reporting of seasonal influenza vaccination of healthcare personnel at Adult Day Health Programs.

**Background**

As a condition of licensure, under 105 CMR 158.030(L), DPH regulations require all licensed healthcare facilities to:

* Offer, free-of-charge, annual influenza vaccine to all personnel;
* Document receipt of influenza vaccine administered within and outside the facility or document the declination of immunization; and
* Report information to DPH, documenting compliance with the vaccination requirement, in accordance with these reporting and data collection guidelines.
  + Facilities may not report unknown vaccine status.

DPH has established an overall minimum performance goal for all licensed facility HCP vaccination rates. Statewide, DPH expects that 90% or greater influenza vaccination coverage rate will be reached for all HCP. This performance goal is intended to advance patient and HCP health and safety by ensuring optimal HCP influenza vaccination coverage and is in alignment with the National Healthy People 2020 target of 90% influenza coverage of HCP.[[1]](#footnote-1) Additionally, the Advisory Committee on Immunization Practices (ACIP) recommends that HCP receive an annual influenza vaccination to reduce influenza related morbidity and mortality among HCP and their patients as well as reduce absenteeism among HCP.[[2]](#footnote-2)

To protect the lives and welfare of patients, employees, and communities, as well as to improve quality and reduce healthcare costs, DPH encourages all healthcare facilities to implement an evidence-based influenza vaccination initiative to achieve the established goal of vaccinating at least 90% of eligible HCP. A key component of successful immunization programs includes senior leadership commitment and accountability for outcomes. Please see the Resources and Reference List aimed at assisting healthcare facilities to develop influenza campaigns and identify best practices for increasing HCP vaccination rates.

DPH will continue to reinforce the reporting requirement and statewide performance goal during trainings, and on-site visits in licensed healthcare facilities. Facility specific data is published annually and available to the public on the DPH website.

**Reporting for the 2022 - 2023 Influenza Season**

* Consistent with reporting requirements outlined in 2020, DPH requires all Massachusetts Adult Day Health Programs to report HCP influenza data through the Virtual Gateway’s Health Care Facility Reporting System (HCFRS).
* Only reports submitted through HCFRS will be accepted.
* Each licensed Adult Day Health Program and Clinic is required to report the following:
  + Number of healthcare facility employees who worked in the healthcare facility for at least 1 day between October 1, 2022 and March 31, 2023
  + Number of healthcare facility employees who received an influenza vaccine at the healthcare facility since the influenza vaccine became available this season
  + Number of healthcare facility employees who provided a written report or documentation of influenza vaccination outside the healthcare facility since influenza vaccine became available this season
  + Number of healthcare facility employees who have a medical contraindication to the influenza vaccine
  + Number of healthcare facility personnel who report a religious exemption to the influenza vaccine.
  + Number of healthcare facility personnel who otherwise declined the influenza vaccine (unvaccinated at time of reporting).

**To assist facilities in documenting, monitoring and tracking HCP influenza data throughout the flu season, DPH has developed a Facility Flu Tracking Tool available at the following link:** [**https://www.mass.gov/info-details/flu-vaccination-reporting-requirements-for-health-care-personnel**](https://www.mass.gov/info-details/flu-vaccination-reporting-requirements-for-health-care-personnel)

Please see Data Submission Instructions for detailed instructions on how to successfully complete and submit HCP Influenza Vaccination data for the 2022-2023 season.

**The deadline for data submission is May 15, 2023, at 5:00 pm. To access the online survey, please log into the Virtual Gateway’s Health Care Facility Reporting System (HCFRS) and create a new case. Once the case is open, under the incident type select “HCP** **influenza reporting” and complete the fields in the module.** **HCFRS can be accessed at** [**https://sso.hhs.state.ma.us/vgportal/login**](https://sso.hhs.state.ma.us/vgportal/login)**.**

To facilitate timely, accurate and complete reporting of the HCP influenza vaccination measure, please ensure that this memorandum is forwarded to all persons in your healthcare facility responsible for infection prevention, employee health, and quality management reporting including but not limited to: Infection Preventionists, Occupational Health Professionals, Nursing and Medical Directors, Directors of Quality Improvement, and Directors of Human Resources.

Annual vaccination is the most important measure to prevent seasonal influenza infection.[[3]](#footnote-3) Protecting healthcare personnel and preventing the transmission of influenza to patients and communities is a shared responsibility. DPH is dedicated to working with you to ensure that patients and personnel are protected. Thank you for your ongoing participation in this important initiative. Please submit questions concerning the reporting and data submission requirements to the Bureau of Health Care Safety and Quality at [dhcq.fludata@state.ma.us](mailto:dhcq.fludata@state.ma.us).

1. <https://www.healthypeople.gov/node/4668/data_details> [↑](#footnote-ref-1)
2. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html> [↑](#footnote-ref-2)
3. <http://www.cdc.gov/flu/professionals/infectioncontrol/healthcaresettings.htm> [↑](#footnote-ref-3)