

**Updates to  
*Long-Term Care Facility Influenza and Pneumococcal Reporting*  
Webinar**

Please note the following updates and clarifications to the *Long-Term Care Facility Influenza and Pneumococcal Reporting* webinar originally presented on April 3, 2012. This webinar was hosted by the New York State Department of Health's Bureau of Immunization.

1. Completing reports for multiple facilities:

- At several points during the webinar (slides 9, 12, and 26) it was stated that data for more than one facility cannot be combined into a single survey. While this is true of most facilities, there is one exception to this rule: **a small number of facilities operate multiple sites** (e.g., a nursing home and an adult day health care program) **under a single Permanent Facility Identifier (PFI)**. If multiple sites share a single PFI, they are collectively considered a single facility for reporting purposes. These sites **should complete a single combined survey** for all sites operating under that PFI.
  - If there is **only one facility listed under “Reporting Org”** when you log into the Influenza/Pneumococcal Immunization survey but there is more than one site at your facility, then it is possible that they may operate under a single PFI. However, it is also possible that you do not have data reporting roles assigned to each of your sites. **Check with your supervisor or HCS Coordinator before combining data into a single survey.**
- **Facilities operating under separate PFIs** are considered separate facilities for reporting purposes even if they are operated under the same name, and **must complete separate surveys** for each facility.
  - If there is **more than one facility listed under “Reporting Org”** when you log in to the Influenza/Pneumococcal Immunization survey, then you must complete separate surveys for each one and cannot combine data into a single survey. **Facilities that fail to complete separate reports for each PFI will be considered “incomplete” even if they combine data into a single report.**

2. Contact phone numbers:

- Current phone numbers for questions regarding the Influenza/Pneumococcal Immunization survey are listed at  
[http://www.health.ny.gov/prevention/immunization/ltc\\_act/contact.htm](http://www.health.ny.gov/prevention/immunization/ltc_act/contact.htm)