



## Department of Health

ANDREW M. CUOMO  
Governor

HOWARD A. ZUCKER, M.D., J.D.  
Commissioner

SALLY DRESLIN, M.S., R.N.  
Executive Deputy Commissioner

January 30, 2018

Dear Administrator:

The purpose of this letter is to inform you that the Healthcare Personnel Influenza Vaccination Report will open on **Monday, February 5, 2018** and must be electronically submitted to the New York State Department of Health (NYSDOH) **by May 1, 2018**. All facilities covered under New York Codes, Rules and Regulations, Title 10, Section 2.59 (10 NYCRR Section 2.59) are **required** to document the number and percentage of personnel vaccinated against influenza for the current season and to complete this report upon request of the NYSDOH.

This year's report covers healthcare personnel (HCP) employed by or affiliated with your facility or agency from October 1, 2017 through March 31, 2018. Your facility or agency should enter available data in February and then **resubmit as often as is necessary** as new HCP join your facility or agency and/or submit documentation of vaccination. The report may be accessed on the Health Electronic Response Data System (HERDS) at <https://commerce.health.state.ny.us/>. See the attached instruction card for detailed guidance on how to access, complete, and submit the report on HERDS.

A pre-recorded webinar training session for the Healthcare Personnel Influenza Vaccination Report is available online at [www.health.ny.gov/FluMaskReg](http://www.health.ny.gov/FluMaskReg) under the heading "Training". Please ensure that the person completing the report at your facility views the pre-recorded webinar and reviews all instructions and Frequently Asked Questions (FAQs) available at the above website before completing the report. Please see the enclosures for copies of the instructions, an FAQ document on the report, and a Centers for Disease Control and Prevention (CDC) guidance document on methods and strategies that can be used to collect HCP influenza vaccination data. The CDC document is also available at: <http://www.cdc.gov/nhsn/PDFs/HPS/General-Strategies-HCP-Groups.pdf>.

Questions about the report should be directed to the NYSDOH Bureau of Immunization at either (518) 473-4437 or [immunize@health.ny.gov](mailto:immunize@health.ny.gov). Technical questions about the report or on the use of HERDS should be directed to the Health Emergency Preparedness Program at (518) 408-5163 or [hseppny@health.ny.gov](mailto:hseppny@health.ny.gov). Questions about 10 NYCRR Section 2.59 should be directed to [flumaskreg@health.ny.gov](mailto:flumaskreg@health.ny.gov). Further information regarding 10 NYCRR Section 2.59 is also available on the NYSDOH website at [www.health.ny.gov/FluMaskReg](http://www.health.ny.gov/FluMaskReg).

Sincerely,

Elizabeth Rausch-Phung, M.D., M.P.H.  
Director, Bureau of Immunization

Enclosures