



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office Of Epidemiology and Prevention Services
Immunization Services Division

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Samantha Mullins, MSN, APRN, FNP-C
Office Director

May, 2026

Dear Healthcare Provider:

Included with this letter is information about the Influenza-like Illness Surveillance Network (ILINet) Sentinel Provider Program. Sentinel providers are healthcare providers who report the number of patient visits for influenza-like illness (ILI) on a weekly basis to the U.S. Centers for Disease Control and Prevention (CDC) system, ILINet. Healthcare providers of any specialty are eligible to participate but it is preferred that providers who see patients for respiratory illness throughout the year enroll. Typically, between 50 and 60 healthcare providers from West Virginia participate in this national program. Participating providers are eligible for several benefits, including free doses of adult influenza vaccine (provided by the West Virginia Immunization Services Division) and free specimen collection kits with covered shipping (for free respiratory testing at the state public health laboratory).

Healthcare providers interested in participating should complete the enrollment form provided in this packet by August 30, 2026. Hospital emergency departments (EDs) and healthcare providers with more than 500 patient visits per week should enroll by July 2026, to ensure the onboarding process is completed before the first reporting period.

Included with this letter you will find the FAQ for Potential Participants and the Enrollment Form. Completed forms may be emailed to sentinelflu@wv.gov.

If you have any questions about the ILINet Sentinel Provider Program, please feel free to contact the Respiratory Disease Epidemiologist at sentinelflu@wv.gov.

Sincerely,

Respiratory Disease Epidemiologist II/Influenza Surveillance Coordinator
West Virginia Department of Health
Office of Epidemiology and Prevention Services
Immunization Services Division
sentinelflu@wv.gov
304-558-5358

ILINet Sentinel Provider Enrollment Form

2026-2027 Influenza Season

West Virginia Office of Epidemiology and Prevention Services

Immunization Services Division

Phone: (304) 558-2188

Instructions: Please complete all questions on the form. Once complete, return the form by email to sentinelflu@wv.gov. You will receive a confirmation email with more information once your enrollment has been completed in ILINet.

Practice Information

Practice Name: _____

Mailing Address: _____

City, State: _____

Zip: _____

County: _____

Phone Number: _____

Practice Type: _____

Point of Contact Information

Provider Name,
Credentials: _____

Email: _____

Primary Point of Contact: _____

Preferred Contact: ☐ Email ☐ Phone

Email: _____

Phone Number: _____

Alternate Point of Contact: _____

Preferred Contact: ☐ Email ☐ Phone

Email: _____

Phone Number: _____

Influenza Vaccine Information

Are you interested in receiving free adult influenza vaccine?

(The adult influenza vaccines are capped at 100 doses).

Note: You must still complete the order form and send to the vaccine manager at OEPSimmunize@wv.gov

☐ Yes

☐ No

How many doses are you requesting? _____

Are you a Vaccines for Children (VFC) provider?

☐ Yes

☐ No

Additional Information

Have you participated in West Virginia's Influenza-like Illness Surveillance Network before?

☐ Yes

☐ No

How many patients are seen in the practice on a weekly basis?

☐ Less than 500 patients per week

☐ 500 or more patients per week

Have you contacted the local health department to inform them of your participation?

☐ Yes

☐ No



Bureau for Public Health Immunization Services Division
500 Summers Street 2nd Floor Charleston, WV 25301

West Virginia ILINet Sentinel Provider Vaccine Request Form

Facility Name:

Facility Address:

Primary Contact
Name:

Phone Number:

Email Address:

Health Department
for Pick Up:

Number of Vaccine
Doses Requested:

In collaboration with the West Virginia Department of Health, Bureau for Public Health (BPH), and the CDC, West Virginia ILINet sentinel providers conduct vital surveillance for influenza-like illness. To facilitate the vaccination process, these providers must first complete the required form, after which the Vaccine Program Manager will place the official order.

Once the vaccines are delivered to the Local Health Departments (LHDs), the LHD is responsible for notifying the providers that the supplies are ready for pickup; however, it is the sentinel provider's responsibility to notify the LHD of their program enrollment to ensure a seamless handoff. The sentinel providers will complete the form and email it to the Vaccine Program at OEPSimmunize@wv.gov

Signature:

Date:

Influenza-like Illness Surveillance Network (ILINet) FAQs

The West Virginia Sentinel Provider Program 2026-2027

Q: What is an ILI sentinel provider?

- Unlike that of many other diseases, influenza surveillance is not focused on determining and quantifying cases with clear cut definitions. Instead, a variety of different surveillance indicators are collected by state and national influenza surveillance programs to determine the timing and relative severity of each influenza season.
- **ILINet sentinel providers are healthcare providers who report how many visits they have weekly for influenza-like illness (ILI) into the U.S. Centers for Disease Control and Prevention (CDC) system called ILINet.** Nationwide, more than 2,000 providers participate as ILINet sentinel providers every year. In recent years, 50-60 sentinel providers have participated in West Virginia annually.

Q: Who is eligible to be an ILINet sentinel provider?

- ILINet sentinel providers can be healthcare providers of any specialty, but **it is preferred they are providers who would likely see patients for respiratory illnesses throughout the year.**
- **Laboratories of any kind are not eligible.** As required by the West Virginia Reportable Disease Rule, they must report certain influenza laboratory results via Electronic Laboratory Reporting. If your facility has a laboratory with questions about this process, please contact the respiratory disease epidemiologist at sentinelflu@wv.gov.
- **Large providers (including EDs) (see at least 500 patients per week on average) and electronic providers (use electronic health records to query influenza-like-illness) are only allowed to be enrolled in the summer. Data validations are required for any providers that fall under these two categories above.** This allows the Centers for Disease Control and Prevention (CDC) to assess their trends and be sure that there is enough data for a provider specific baseline.

Q: What are the responsibilities of an ILINet sentinel provider?

- The ILINET sentinel provider must complete a new enrollment form for the 2026-2027 flu season, even if they were enrolled in the previous season.
- The ILINET sentinel provider will need to notify their local health department of their enrollment.
- **Report facility data of individuals experiencing ILI by age group each week by Tuesdays at 12 pm. Reporting can be done three ways:**
 - a. Manually entering the data into the ILINET system
 - b. Emergency Departments can have their data pulled from syndromic surveillance
 - i. If you choose to use syndromic surveillance (ESSENCE) pulls, please contact the influenza coordinator at sentinelflu@wv.gov to start the data validation process.

- ii. If you have participated in the ILINET sentinel provider the previous influenza season, data validation is not required again.
- c. Facilities can choose to use West Virginia Health Information Network (electronic health records) to query ILI data which they can report.
 - i. If you choose to use querying through the West Virginia Health Information Network, please contact the influenza coordinator at sentinelflu@wv.gov to start the data validation process.
- **Collect respiratory specimens from patients with ILI and submit 2 specimens per week to the state public health laboratory (West Virginia Office of Laboratory Services) for influenza testing and characterization. There is no pre-testing required. These specimens can be shipped using the free test kits and shipping labels acquired by OLS.**
- Communicate with the local health department and/or the influenza surveillance program about important matters (e.g., technical issues, changes in the point of contact, specimen submission issues, etc).

Q: What incentives are there for being a sentinel provider?

- **Free** specimen collection kits and shipping materials to submit respiratory specimens to OLS, as supply and funding are available. Testing kits should be ordered before the start of influenza season to ensure that sentinel providers have the materials they need.
- ILINet sentinel providers can request **free doses of adult influenza vaccine** distributed by the Immunization Service Division (ISD) within Office of Epidemiology and Prevention Service (OEPS). The vaccines are capped at 100 doses per facility.

Q: How does a sentinel provider order the adult influenza vaccines?

- The sentinel providers will **complete the order form in this packet** and email it to the Vaccine Program Manager (VPM), at OEPSimmunize@wv.gov.
- The VPM will place the order for the sentinel providers in the Vaccine Ordering Management System (VOMS).
- The vaccines will be delivered to the LHDs.
- The LHD must notify sentinel providers when the vaccines are available for pickup.
- The orders should be placed before the start of flu season.

Q: How does a sentinel provider order free test kits and shipping supplies from OLS?

- Complete the free test kit ordering form which can be found in this packet as well as online at [Test Kit Ordering Form OLS](#)
- Please email the completed order forms via fax to 304-558-2006 or by email to dhholssupplyorder@wv.gov.
- It is suggested for sentinel providers to order supplies before the start of the influenza season.

Q: How does a sentinel provider send specimens to OLS?

- Complete the test request form which can be found in this packet as well as online at [Test Request Form OLS](#)
- Send the test request form with the specimen to OLS.
- Use the free shipping and packaging supplies ordered from OLS to send the specimen.
- Notify the influenza coordinator of the FedEx shipping number and the date when the specimen was shipped so OLS can be notified and prioritize the specimen.

Q: How does a healthcare provider officially become a sentinel provider?

- Healthcare providers need to enroll as sentinel providers every year regardless of whether they participated last year or in previous years.
- There are two ways to enroll: filling out the paper form in this packet and emailing it to sentinelflu@wv.gov or completing the electronic enrollment form.

- Providers are encouraged to complete the **electronic enrollment form**, however, if your facility server blocks the e-form a paper enrollment form is available. The electronic enrollment form can be found at [Sentinel Provider Electronic Enrollment Form](#) under “Sentinel Provider Program.”
- Once a provider has completed the enrollment form, the influenza surveillance program will distribute communications and other materials to them, including a sentinel provider survey pre and post flu season.
- The CDC Influenza Division does not have a specific Data Use Agreement for this effort, citing that it falls under “appropriate public health use” of ESSENCE data.

Q: What are the benefits of becoming a sentinel provider?

- **Local and national flu insights:** Providers receive regular reports and email updates showing influenza activity in their specific region and across the country. This helps with clinical decision-making.
- **Recognition:** Actively participating sites receive a certificate of appreciation from the Centers for Disease Control and Prevention (CDC).
- **Monitoring vaccine effectiveness:** Tracking influenza cases helps determine how well the current vaccine is protecting the population.
- **Tracking disease activity:** The data you collect is essential for monitoring the spread of influenza and other respiratory illnesses at the local, state, and national levels.
- **Guiding vaccine development:** Surveillance data helps public health officials determine which influenza strains are circulating. This informs decisions on which strains to include in the next season's influenza vaccine.

Q: Are there opportunities to learn more about this program or influenza surveillance in general?

- The West Virginia Influenza Surveillance Program holds an annual webinar annually. Details will be released mid-summer.
- Thank you for considering participation in this program. If you have further questions, please contact the influenza surveillance coordinator at sentinelflu@wv.gov.



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West Virginia Influenza-like Illness Surveillance Network (ILINet) Reporting Instructions

What is an ILINet sentinel provider?

A West Virginia ILINet sentinel provider conducts surveillance for influenza-like illness (ILI) in collaboration with the West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH) and the U.S. Centers for Disease Control and Prevention (CDC). ILINet sentinel providers report weekly to the CDC surveillance system ILINet. In combination with other influenza surveillance data, sentinel provider reports provide both a national and statewide picture of ILI and influenza activity. ILINet consists of more than 50 healthcare providers across West Virginia and approximately 2,600 providers in all 50 states, Puerto Rico, the District of Columbia, and the U.S. Virgin Islands.

What data is collected by ILINet sentinel providers?

Each week, ILINet sentinel providers collect the total number of patients seen for any reason and the number of patient visits for influenza-like illness (ILI) by age group (0-4 years, 5-24 years, 25-49 years, 50-64 years, ≥65 years).

Who should be counted as a patient with influenza-like illness (ILI) in the weekly ILINet report?

- **ILI Definition:**
 1. **Fever ($\geq 100^{\circ}\text{F}$, oral or equivalent); AND**
 2. **Cough AND/OR sore throat**
- **Reports of feeling feverish do not meet the ILI definition.** Ideally, a patient's temperature should be measured during the patient visit. A recent temperature reading taken before the patient visit (e.g., at home) can also be reported to staff during the visit. If it is too difficult to tally patients by whether their temperature was measured and how, please contact the Influenza Surveillance Coordinator to discuss.
- **Testing considerations:**
 - There is no requirement for a positive influenza test when counting ILI – patient must simply meet the above definition.
 - If ILI patient specimens are sent out to another facility for diagnostic testing, it is not expected that weekly ILINet reports be revised to reflect the test results.

Who should be counted as a “patient seen for any reason” in the weekly ILINet report?

ILINet sentinel providers should count all patients seen in their weekly report, including those seen for any reason such as wellness visits, visits for immunizations, visits for allergies, etc. With the significant shift in healthcare-seeking behaviors seen in 2020, the CDC also encourages the inclusion of patients seen through telehealth visits.

When does a West Virginia ILINet sentinel provider report?

Providers should access the ILINet by **12 pm on each Tuesday** to report the previous week's data.

Who receives the reports that a West Virginia ILINet sentinel provider submits?

The data reported to ILINet goes directly to the CDC Influenza Division, and it is reported in national and regional aggregates in the weekly CDC FluView report (<https://www.cdc.gov/flu/weekly/index.htm>).

How does a provider report to the ILINet?

PLEASE NOTE: Submission of reports to ILINet by fax is no longer available.

1. Access the ILINet reporting system at: <https://wwwn.cdc.gov/ILINet/>
2. Enter your ID and password and click Log In. If you have forgotten your log-in information, please contact the Influenza Surveillance Coordinator at sentinelflu@wv.gov.
3. Proceed to the tab called **Weekly Data Entry**. In the text box called **Provider ID Code**, type in the ID that you had just entered to log in.

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U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)

Weekly Data Entry | Download ILINet Data | Other Links | Logout

Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code: 54206 Week Ending Date: [dropdown]

Age 0-4: [input]
Age 5-24: [input]
Age 25-49: [input]
Age 50-64: [input]
Age Over 64: [input]

Total Patients Seen for ANY REASON: [input]

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, unchecked=no)

Submit Reset

4. Select the correct week in the drop down box called **Week Ending Date**. Look at the date **MM/DD/YYYY** to confirm you are selecting the correct week. Ideally, you will be entering data for the previous week. You can always report late data for previous weeks, as long as you have the correct week in the drop down box.

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[Weekly Data Entry](#) [Download ILINet Data](#) [Other Links](#) [Logout](#)

Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code: Week Ending Date:

Age 0-4:

Age 5-24:

Age 25-49:

Age 50-64:

Age Over 64:

Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, uncheck=no)

- Enter the number of patient visits for influenza-like illness (ILI) your office had for the week by the specified age groups (0-4 years, 5-24 years, 25-49 years, 50-64 years, ≥65 years).

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U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)

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Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code: Week Ending Date:

Age 0-4:

Age 5-24:

Age 25-49:

Age 50-64:

Age Over 64:

Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, uncheck=no)

- Enter the number of total patients your office had seen for the week in the box called **Total Patients Seen for ANY REASON**.


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U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)
Logout

Weekly Data Entry
Download ILINet Data
Other Links

Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code:
Week Ending Date:

Age 0-4:
Age 5-24:
Age 25-49:
Age 50-64:
Age Over 64:
Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, uncheck=no)

Submit
Reset

- The numbers reported for a week can be changed if necessary (e.g., clerical error, wrong week selected). Choose the week for which reported numbers needed edited, enter patient counts as before, and then click the checkbox above the Submit and Reset buttons.


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U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)
Logout

Weekly Data Entry
Download ILINet Data
Other Links

Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code:
Week Ending Date:

Age 0-4:
Age 5-24:
Age 25-49:
Age 50-64:
Age Over 64:
Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, uncheck=no)

Submit
Reset

- OPTIONAL BUT ENCOURAGED:** A sentinel provider can also report their total patient visits by age group by clicking on the link **“Would you like to report total patient visits by age group?”** before starting on your weekly report. The link will take you to a new page (see below).


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U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)
Logout

Weekly Data Entry
Download ILINet Data
Other Links

Weekly Data Entry For ILINet Internet Reporting System

→ [Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code: 54206
Week Ending Date: 201933 (08/17/2019)

Age 0-4: 1
Age 5-24: 1
Age 25-49: 2
Age 50-64: 2
Age Over 64: 3
Total Patients Seen for ANY REASON: 300

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, unchecked=no)

Submit
Reset

Fill out number of visits for ILI by age group in the left column and the number of visits for any reason by age group in the right column. Click the **Submit** button when everything has been selected or typed in. The data will not be submitted to the CDC and the State if this button is not clicked.

U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)
Logout

Weekly Data Entry
Download ILINet Data
Certificates
Provider Enrollment
Geographic Spread
Laboratory Surveillance Data
Approval for State Level ILI and Laboratory Data Display

Hospital Situational Awareness
Report Card
CBSA ILI Analysis
Other Links

Weekly Data Entry With The Total Number Of Patients Seen By Age Group

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID: 54023 Week Ending Date:

Number of Patients With ILI:

Number of Patients Seen for Any Reason:

Age 0-4:
Age 5-24:
Age 25-49:
Age 50-64:
Age Over 64:
Unknown:
Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date? ☐ (checked=yes, unchecked=no)

Submit
Reset

What should I do if I have a question about or encounter an issue with ILINet?

Please call 304-558-5358 and ask for the Influenza Surveillance Coordinator. BPH staff will direct you appropriately. If you receive no answer once you are directed, please leave a voicemail or email the Influenza Surveillance Coordinator at sentinelflu@wv.gov and they will get back to you as soon as possible.

BPH greatly appreciates the hard work of ILINet sentinel providers.