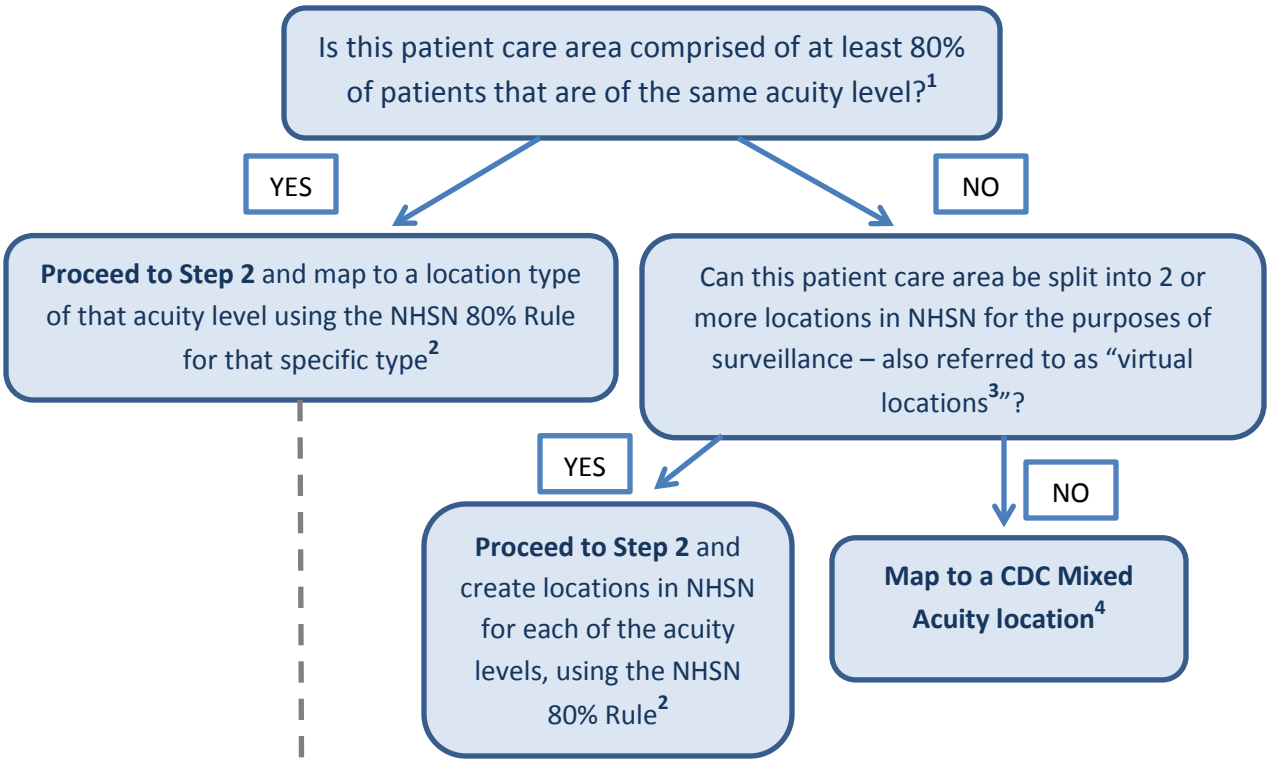
Instructions for Mapping Patient Care Locations in NHSN

NHSN requires that facilities map each patient care area in their facility to one or more locations as defined by NHSN in order to report surveillance data collected from these areas. This document functions as a decision-making tool when determining the appropriate CDC location for NHSN surveillance, as defined in the NHSN Manual. This process should be followed when adding any new unit to NHSN for surveillance and should be repeated for any unit when there has been a significant change in patient mix (e.g., merging of units, taking on a new service).

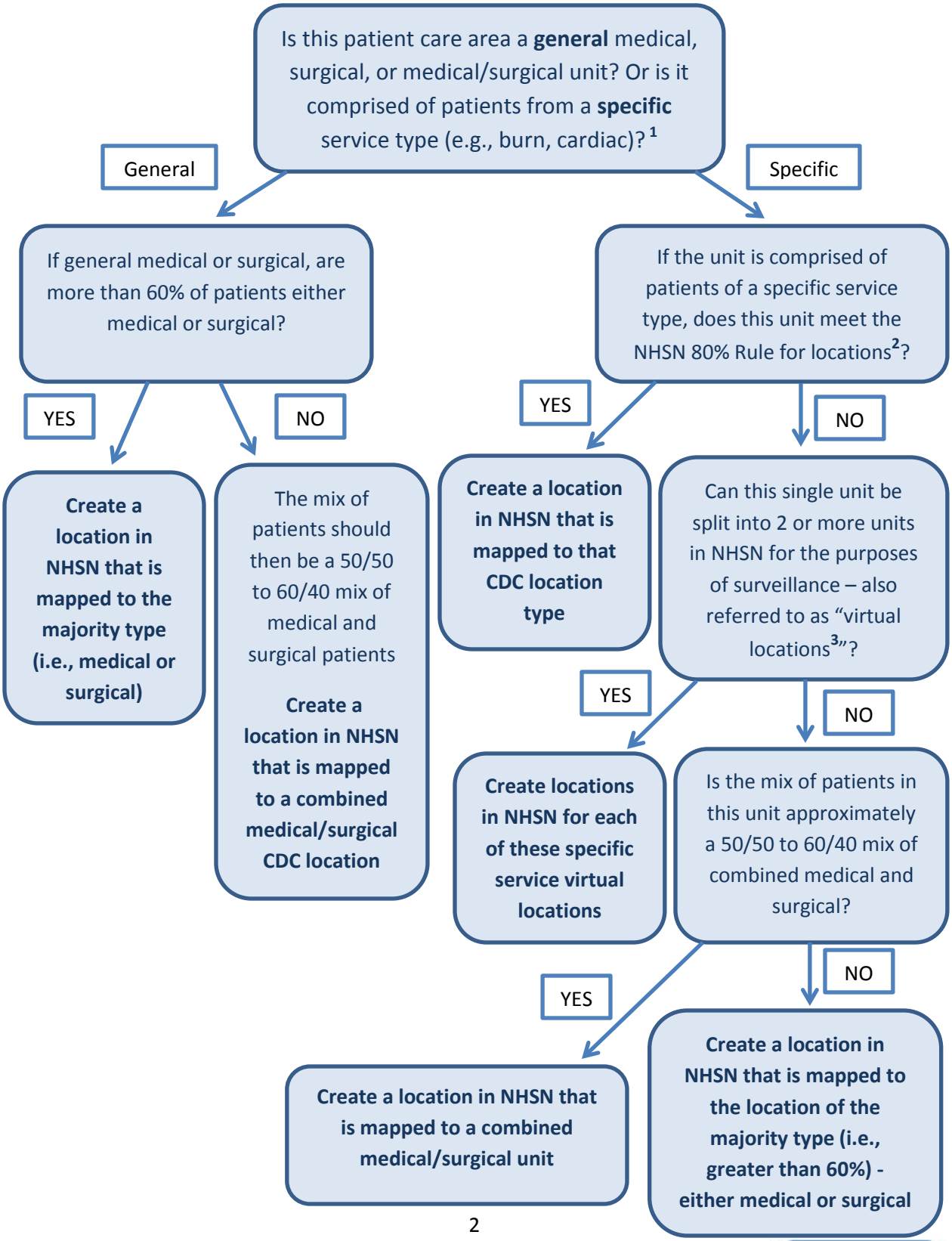
Step 1: Define the acuity level for the location



List of Acuity Levels:

- Adult Critical Care Units
- Pediatric Critical Care Units
- Neonatal Critical Care Units
- Inpatient Specialty Care Areas (SCA)
- Adult Wards
- Pediatric Wards
- Neonatal Wards
- Step Down Units
- Mixed Acuity Units
- Operating Rooms
- Long Term Care
- Long Term Acute Care
- Rehabilitation
- Outpatient (ACUTE) Locations
- Clinic (Nonacute) Settings

Step 2: Define the type of service for the location



Please see the CDC Location descriptions for definitions of each CDC Location used for NHSN surveillance: http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf

1. Patient mix: When determining the appropriate CDC Location mapping for a unit, facilities should review the patient mix in that unit for the last full calendar year. If a full year is not available, facilities should review patient mix based on the data they have available for that unit.

2. NHSN 80% Rule: Each patient care area in a facility that is monitored in NHSN is "mapped" to one or more CDC Locations. The specific CDC Location code is determined by the type of patients cared for in that area according to the 80% Rule. That is, if 80% of patients are of a certain type (e.g., pediatric patients with orthopedic problems) then that area is designated as that type of location (in this case, an Inpatient Pediatric Orthopedic Ward).

3. Virtual locations: Virtual locations are created in NHSN when a facility is unable to meet the 80% rule for location designation in a single physical unit but would like to report their NHSN surveillance data for each of the major, specific patient types in that unit. The use of virtual locations is recommended only for those physical units that are geographically split by patient service or those in which beds are designated by service. For example, a facility has an ICU – called 5 West – that is comprised of approximately 50% neurology patients and 50% neurosurgery patients. Additionally, the neurology patients are housed in beds 1 thru 10 and the neurosurgery patients are housed in beds 11 thru 20. Rather than map as a medical/surgical critical care unit, the facility decides to create 2 new locations in NHSN:

5WEST_N: Neurologic Critical Care (10 beds)
5WEST_NS: Neurosurgical Critical Care (10 beds)

This facility will collect and enter data for 5WEST_N and 5WEST_NS separately. The facility will also be able to obtain rates and standardized infection ratios (SIRs) for each location separately. Note that the data collected and reported for each virtual location will be limited to the designated 10 beds assigned (i.e., overflow from 5WEST_N into 5WEST_NS will be counted with **5WEST_NS**). For those facilities that use an electronic source for collecting their data, we recommend that you discuss compatibility of virtual locations in NHSN with your facility's EHR contact prior to reporting data for these locations.

4. Mixed Acuity Unit: This location is intended for those units comprised of patients with varying levels of acuity. Because of the varying range of risk in mixed acuity units, CDC does not have plans to publish national pooled mean rates for this location type. Therefore, if your facility chooses to use this location designation for reporting, you will not be able to compare your mixed acuity unit rates to an NHSN pooled mean, nor will these data be included in any SIR analyses.

NOTE: Mapping a location in NHSN to the CDC "Mixed Acuity" designation may have implications on data that your facility reports for the CMS Hospital Inpatient Quality Reporting Program and/or your state's reporting mandate(s). Although a Mixed Acuity location may have ICU beds and ICU patients, it is not considered an ICU location type for the purposes of NHSN reporting and therefore, would not be included in any ICU-specific reporting requirements. For information about how this location designation may impact your facility's compliance with CMS HAI reporting measures, please contact your Quality Improvement Organization (QIO). For information about how this location designation may impact your facility's compliance with your state mandate (if applicable), please contact your state HAI coordinator: http://www.cdc.gov/HAI/state-based/index.html .

Examples

Example 1: An ICU that is 85% Burn patients, 15% Trauma

CDC Location: Burn Critical Care (IN:ACUTE:CC:B)

Why? Meets 80% rule for critical care acuity level and 80% rule for specific service (burn)

Example 2: An ICU that is 55% medical and 45% Surgical

CDC Location: Medical/Surgical Critical Care (IN:ACUTE:CC:MS)

Why? Meets 80% rule for critical care acuity level and does not meet the 60% rule for designation as either medical or surgical service level alone, therefore, use combined medical/surgical designation

Example 3: An ICU that is 40% Neurosurgical, 40% Surgical, and 20% Medical

Option 1 - Single CDC Location: Surgical Critical Care

Why? Meets 80% rule for critical care acuity level and does not meet the 80% rule for a specific service level alone, but when surgical patients are combined, that total does equal 80%.

Option 2 - Multiple CDC Virtual Locations: Neurosurgical Critical Care and Surgical Critical Care, with the medical patients reported with the Surgical Critical Care location since the general surgical designation is the least specific of the two

Why? By splitting this unit into 2 virtual locations, each meets the 80% rule for critical care acuity level and one meets the 80% rule for designation as Neurosurgical Critical Care, while the other meets the 60% rule as general surgical service (when combining surgical and medical patients).

Example 4: A unit that is comprised of 60% Medical ICU and 40% Step-Down patients

Option 1 - Single CDC Location: Mixed Acuity Unit

Why? This location is not comprised of at least 80% of the patients of the same acuity level and therefore meets the single location definition of a mixed acuity unit. Note that this location is not considered an ICU location type for the

purposes of NHSN reporting and therefore, would not be included in any ICU-specific reporting requirements.

Option 2 - Multiple CDC Virtual Locations: Medical Critical Care and Step-Down Unit

Why? By splitting this unit into 2 virtual locations, each meets the 80% rule for the appropriate acuity level and each meets the 80% rule for type of service.

Example 5: A pediatric ward that is comprised of 70% neurosurgical patients and 30% orthopedic patients

Option 1 - Single CDC Location: Pediatric Surgical Ward

Why? Meets 80% rule for ward-level acuity and does not meet the 80% rule for a specific service level alone, but meets the 60% rule for general surgical service.

Option 2 - Multiple CDC Virtual Locations: Pediatric Neurosurgical Ward and Pediatric Orthopedic Ward

Why? By splitting this unit into 2 virtual locations, each meets the 80% rule for the appropriate acuity level and each meets the 80% rule for type of service.

Appendix: Creation and Management of Locations in NHSN

Create New Locations:

If there are any operational locations in your hospital that are not already set-up in NHSN, you will need to create these locations for the purposes of NHSN surveillance and reporting.

Locations can be set up by following these steps:

1. Go to Facility > Locations.
2. On the Locations screen, enter a location code ("Your Code") and location label ("Your Label").
3. Select a CDC Location Description from the drop-down menu. NOTE: When selecting a CDC Location Description, your location must meet the 80% Rule in order to be assigned as that CDC Location Description.
4. Make sure the Status is set to "Active" and then enter the number of beds that are set up and staffed in that location.
5. Once all information for this new location is entered, click 'Add'.

Manage Existing Locations:

Facilities should make sure that the only locations with an "active" status in NHSN are those that are operational units within the facility. The number of beds indicated for each location should also be checked for accuracy and, if necessary, updated to reflect the current number of beds set up and staffed.

Location information can be updated by following these steps:

1. Go to Facility > Locations.
2. On the Locations screen, click 'Find'.
3. Review the information that appears in the Location Table at the bottom of the screen. Review the Status of each location, as well as Bed size.
4. If a location's information needs to be updated, click the location code under the "Your Code" column; the location's information will autofill in the fields above the Location Table.
5. Make any modifications to the Status and/or Bed size, then click 'Save'.

Inaccurate CDC Location Description

If you believe that the CDC Location Description assigned to your existing location is incorrect, there are additional steps you will need to follow, depending on the scenario:

Scenario 1: The patient population in this unit has changed such that the current CDC Location Description, using the 80% rule, is inaccurate.

Solution: Because the patient population has changed, a new location should be created in NHSN and should be mapped to a CDC Location Description that most accurately reflects the type of patients receiving care in that location, using the 80% rule. The old location should be put into "Inactive" status. Note that data that have been reported from inactive locations can continue to be analyzed within NHSN, however these locations will not be linked to new, active locations.

Scenario 2: The CDC Location Description initially assigned has been inaccurate for much, if not all, of the reporting to NHSN, based on the updated location guidance for 2013.

Solution: Users cannot change the CDC Location Description on existing locations within NHSN. Facilities should ensure that the locations set up in NHSN are accurate for 2013 reporting per the updated guidance. If a new CDC Location Description is needed, users must create a new location in NHSN and inactivate the old location, per the instructions above. Note that data for the old location can still be analyzed, but these data will not be connected to data reported under the new location.

Related Resources

CDC Location Labels and Location Descriptions:
http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf