

Add/Edit Monthly Reporting Plan Guidance Document

Add Monthly Reporting Plan

1. On the NHSN LTC Homepage – select "Reporting Plan" then "Add".

NHSN Home			ung Term Care Facility Component Home Page
Alerts			ong term cure ruency component rome ruge
Reporting Plan	•	Add	-
Resident	•	Find	

2. On the "Add Monthly Reporting Plan" screen – select the *month* and *year* in drop down.

NHSN Home		Add Monthly Reporting Plan
Alerts		
Reporting Plan	•	
Resident	•	Mandatory fields marked with *
Event	•	Facility ID *: Kink IT III III IIII IIII IIIIIIIIIIIIIIII
Summary Data	•	Month *: Select Month
Surveys	•	Year *: and Year
Analysis		in the cong remindance racinty component modules Pollowed this Month

3. Select the Modules you plan to monitor. For the LabID Event Module, you will need to "*Add Row*" if choosing to monitor more than one Organism Type.

HAI Module	un		
Facility-wide Inpatient (FacWIDEIn)			
LabID Event Module			
Locations		Specific Organism Type	Lab ID Event All Specimens
Facility-wide Inpatient (FacWIDEIn)	\		
Add Row Clear All Rows Copy from	n Previous Month		
Prevention Process Measure Module			ACINE - MDR-Acinetobacter CEPHRKLEB - CephR-Klebsiella
Locations	Hand Hygiene	Gown and Gloves Use	CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Kleb
Facility-wide Inpatient (FacWIDEIn)			MRSA/MSSA - MRSA with MSSA
Copy from Previous Month			VRE - VRE

4. Once your selections have been made, click "*Save*" to confirm your options.





Edit Monthly Reporting Plan

*Plans may be edited to add or remove surveillance selections.

1. On the NHSN LTC Homepage – select "*Reporting Plan*" then "*Find*". Select the **Month** and **Year** in the drop down.

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0000		Locations		Specific Organism Type	Lab ID Event All Specimens	
		Facility-wide Inpatient (FacWIDEIn)	CDIF - C. difficile			
		Prevention Process Measure Module				
		Locations	Hand Hygiene	Gown and Gloves Use		
		Facility-wide Inpatient (FacWIDEIn)				
					•	
					Edit Previous	Next Back
					Luit	

2. On the "Edit Monthly Reporting Plan" page – edit your surveillance selections and be sure to click "Save" at the bottom of the page.

* *Important Note*: If event data has already been entered for a selected month, the plan may not be deleted unless the event data is also deleted.

NHSN Home		Edit Monthly Reporting Plan
Alerts		
Reporting Plan	•	
Resident	•	Mandatory fields marked with *
Event	•	Facility ID *: Golden Sure Converses (17970)
Summary Data	•	Month *: November
Surveys	•	Year *: 2017
Analysis		□ No Long Term Care Facility Component Modules Followed this Month
Anarysis		HAI Module Select or un-check
Users	•	Locations UTI Surveillance options from
Facility	•	Tacility-wide Inpatient (FacWIDEIn)
Group	•	
		L-LID Frank Madula
Logout		
Logout		Lab ID Event Module Locations Locations Specific Organism Type Lab ID Event All Specimens Lab ID Event All Specimens Lab ID Event All Specimens
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