

Centers for Disease Control and Prevention

National Center for Emerging and Zoonotic Infectious Diseases



Annual Facility Survey: Frequently Asked Questions (FAQs)

Beth Bouwkamp, MPH

Kathryn Haass, MPH, CPH

Karen M. Jones, PhD, MSPH

Hemjot Kaur, MPH

Marissa McMeen, MPH, MLS (ASCP), CIC, FAPIC

NHSN Annual Training

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Learning Objectives

- Describe the purpose of the Annual Facility Survey
- Review the Annual Facility Survey deadline
- List types of facility data collected on the Annual Facility Survey
- Explain Frequently Asked Questions for the Annual Facility Survey
- Locate NHSN Resources for the Annual Facility Survey

Annual Facility Survey

Overview

Annual Facility Survey Overview

- New Annual Facility Survey must be completed to reflect data from prior calendar year
 - Example
 - For 2023, facilities report data from January 1, 2022 through December 31, 2022.
 - Known as the “survey year”

- **Survey Deadline:** March 1st each year

- Separate surveys by facility type

	Hospital Survey	LTACH Survey	IRF (Rehab) Survey
Facility Types	Acute Care Hospitals* *Includes General acute care, Critical access, Oncology, Orthopedic, Pediatric, Women’s, Women’s and children’s, Military, Psychiatric, Veterans Affairs	Long-term Acute Care (LTAC) Hospital	Free-standing inpatient rehabilitation facilities and CMS-certified inpatient rehabilitation units* *Mini IRF Survey is completed by LTACHs and Hospitals that have a CMS-Certified IRF Unit in addition to the HOSP or LTACH Survey

Annual Facility Survey Overview (cont.)

- Survey sections:
 - Facility characteristics*
 - Lab practices
 - Infection control practices
 - Neonatal and newborn patient care practices (**Hospital survey only**)
 - Antibiotic stewardship practices
 - Sepsis management and practices (**NEW section for Hospital survey only**)
 - Water management and monitoring program

- Survey data is used across CDC to support
 - Decision making
 - Program planning
 - Research

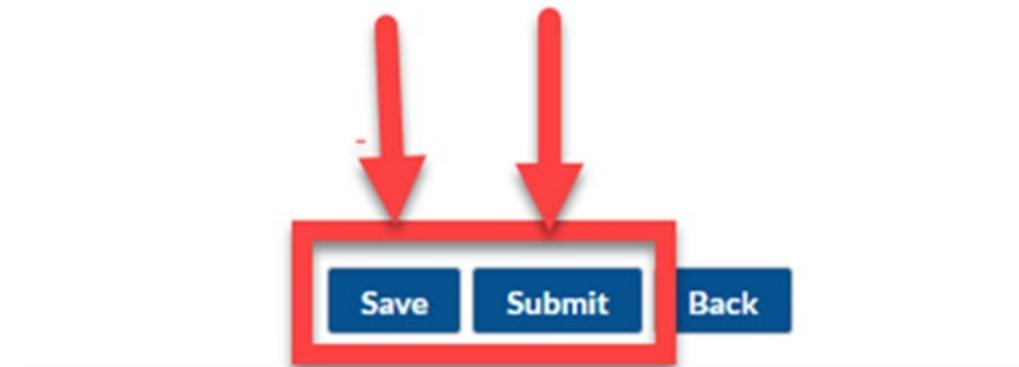
- Survey provides data that are used to calculate standardized metrics for HAIs
 - Risk adjustment models
 - Standardized Infection Ratio (SIR)
 - Standardized Utilization Ratio (SUR)
 - Standardized Antimicrobial Administration Ratio (SAAR)

Question 1

I have saved my survey, but I am getting an alert that it is incomplete.

Q1. I have saved my survey, but I am getting an alert that it is incomplete.

- Verify that all questions have been answered, then hit the “submit” button.
 - “Saving” only saves your data so you can come back to add responses.
 - By hitting the “submit” button, it says that you are finished with your answers for the survey.
- Only acute care hospitals have the option to temporarily save an incomplete survey.
 - Saving an incomplete survey is currently unavailable for the LTAC and IRF Annual Surveys.



Question 2

Which designation of teaching status should I indicate on the annual hospital survey?

Q2. Which designation of teaching status should I indicate on the annual hospital survey?

- **Major:** Facility trains medical students and/or nursing students, and post-graduate medical (MD/DO only) residents/fellows.
- **Graduate:** Facility trains only post-graduate medical (MD/DO only) residents/fellows
- **Undergraduate:** Facility trains current medical students and/or nursing students

Major	Graduate (MD/DO only)	Undergraduate
Residents Fellows Medical Students and/or Nursing Students	Residents Fellows	Medical Students Nursing Students

- Select the highest level that your facility meets.
- **Note:** *There is no minimum number of students that must be present in your facility to meet this designation, and it is not necessary for your facility to be attached/affiliated with a medical school.*

Question 3

My facility just opened last month, and we are currently enrolling in NHSN. Do I need to complete an annual survey?

Q3. My facility just opened last month, and we are currently enrolling in NHSN. Do I need to complete an annual survey?

- All facilities that have recently joined NHSN do have to complete a survey upon enrollment
- Facility indicate their operational status during the prior calendar year during your enrollment process
 - NOT operational in the prior year
 - operational in the prior year

Q3. My facility just opened last month, and we are currently enrolling in NHSN. Do I need to complete an annual survey? (continued)

- If facility was **not** operational in the prior year:
 - Facility will be prompted to complete only selected questions from the annual survey during enrollment
 - Other questions are unable to be answered at the time of enrollment and will be grayed out
 - At the start of the next calendar year following when a facility enrolled in NHSN:
 - Complete the same annual survey
 - Will have to complete all the questions

- For example:
 - If your facility enrolled in NHSN during 2023, but was not operational in 2022, you will complete a shortened version of the 2023 PSC annual survey containing basic facility characteristic questions. In the next calendar year, 2024, you will have to complete the entire 2023 PSC annual survey with information from 2023.

Q3. My facility just opened last month, and we are currently enrolling in NHSN. Do I need to complete an annual survey? (cont.)

- If facility was operational in the prior year:
 - Facility must complete a full annual survey during enrollment if the facility was operational in the prior year
- For example:
 - If your facility enrolled during 2023 and was operational for 2022, then you will complete a full version of the 2022 PSC annual survey; all questions will be required.

Question 4

I enrolled in NHSN 6 months ago, when will get an SIR?

Q4. I enrolled in NHSN 6 months ago, completed reporting, but I cannot get an SIR. What is wrong?

- Facilities not operational in the prior year, will complete brief survey during enrollment (mostly facility characteristics)
- Number of admissions and patient days required for most SIR models, which are not completed during enrollment
- Partial survey alert (see screenshot below)
- Ensure complete reporting according to HAI reporting requirements
- Must resolve Partial Survey Alert and complete additionally required fields (marked with red asterisk and varies by survey type)
- Regenerate datasets and re-run NHSN Analysis Reports

Survey Alerts

Your facility completed a partial survey upon enrollment. Additional survey questions must be answered before an SIR is available. Please complete select questions on the survey prior to your facility's participation in any CMS or other public reporting program, ideally after your facility has been operational for at least 6 months.



Question 5

When are the patient safety component annual surveys due?

Q5. When are the patient safety component annual surveys due?

- Patient Safety annual facility surveys must be submitted by **March 1st of each calendar year**
- Failure to submit the annual survey by this date will prevent the facility from adding or editing monthly reporting plans until the most recent survey is completed

Question 6

I need to make a correction to my saved survey. Am I allowed to edit the survey data after I've already submitted it?

Q6. I need to make a correction to my saved survey. Am I allowed to edit the survey data after I've already submitted it?

- All PSC Annual Surveys can be edited at any time in NHSN
- **Important Reminders:**
 - Selected Survey data is used for risk adjustment calculations that are used in generating SIRs
 - Changes to these selected values may change your SIR
 - Survey data submitted to CMS Inpatient Quality Reporting will not be re-submitted after a deadline has passed even if edited survey data changes your facility's SIR

Question 7

Does NHSN use the most recent PS annual survey for SIR Calculations?

Q7. Does NHSN use the most recent PS annual survey for SIR Calculations?

- Under the 2015 NHSN baseline, SIRs are risk adjusted using the corresponding annual survey from that same year. If the annual survey from that year hasn't been completed, SIRs will be risk adjusted using the previous year's survey.

NHSN Resources

Annual Facility Survey Resources

- NHSN Website for Annual Surveys, Locations & Monthly Reporting Plans
<https://www.cdc.gov/nhsn/psc/locations.html>
- How to Add and Find the PSC Annual Facility Survey Quick Reference Guide
<https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/add-edit-psc-survey-508.pdf>
- FAQs: Annual Facility Survey
<https://www.cdc.gov/nhsn/faqs/faq-annual-survey.html>
- FAQs: Annual Facility Survey Analysis
<https://www.cdc.gov/nhsn/faqs/faq-analysis.html#q15>
- Patient Safety Annual Facility Survey Reports
<https://www.cdc.gov/nhsn/datastat/psc-survey-reports.html>

Questions or Need Help?

**For any questions or concerns,
contact the NHSN Helpdesk at nhsn@cdc.gov**

For more information, please contact Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30333
Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348
E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

