Add/Edit Monthly Reporting Plan Guidance Document

Add Monthly Reporting Plan

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

2. On the "Add Monthly Reporting Plan" screen – select the ***month*** and ***year*** in drop down.
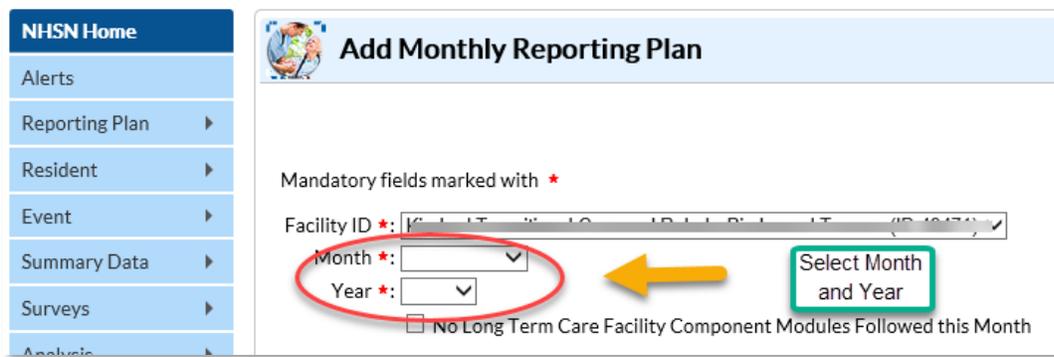
3. Select the Modules you plan to monitor. For the LabID Event Module, you will need to "***Add Row***" if choosing to monitor more than one Organism Type.
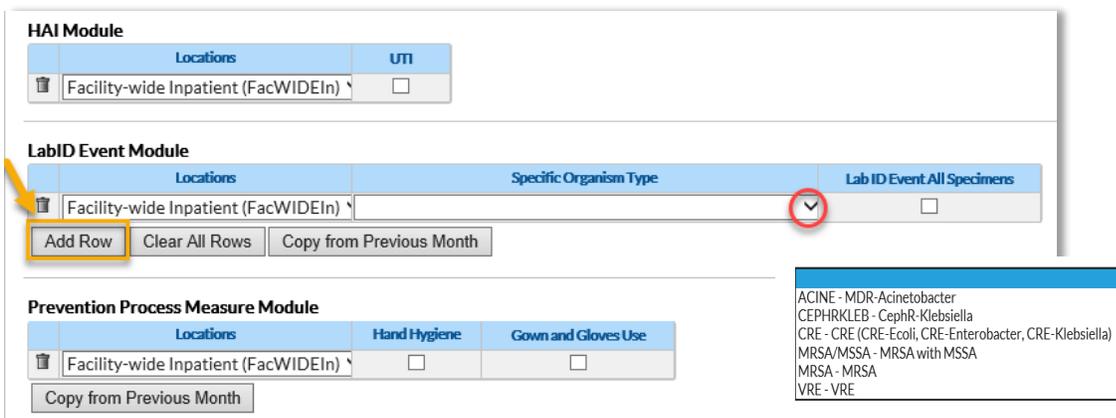
4. Once your selections have been made, click "***Save***" to confirm your options.

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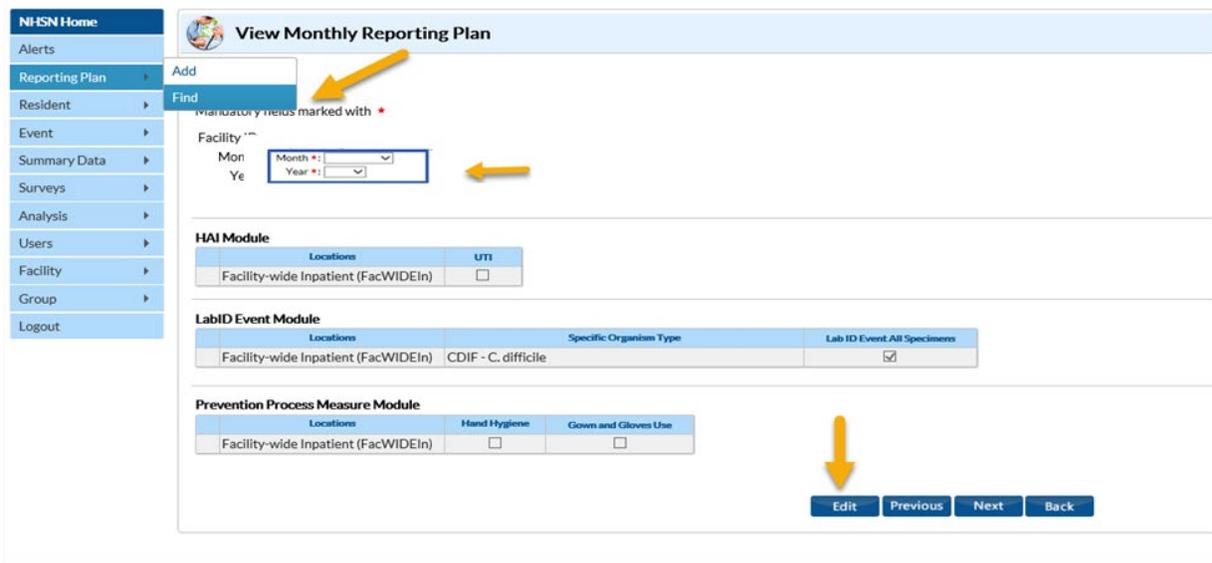
2. On the "Edit Monthly Reporting Plan" page – edit your surveillance selections and be sure to click "Save" at the bottom of the page.

* *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.