

# TAP Facility Assessment Deployment Packet



This packet has been developed for use by partners in prevention as a component of the Centers for Disease Control and Prevention’s (CDC) Targeted Assessment for Prevention (TAP) Strategy. The resources below may be used by partners to guide them in the deployment of TAP Facility Assessments, available for catheter-associated urinary tract infections (CAUTI), central line-associated bloodstream infections (CLABSI), and *Clostridioides difficile* infections (CDI). All TAP Strategy tools and resources are publicly available for use at no cost. Optional technical assistance is also available from CDC upon request.

For more information, visit the [TAP Strategy Website](https://www.cdc.gov/hai/prevent/tap.html) (<https://www.cdc.gov/hai/prevent/tap.html>).

For questions and requests for technical assistance, please email CDC at [HAIPrevention@cdc.gov](mailto:HAIPrevention@cdc.gov).

## Contents

<b>Checklist for TAP Facility Assessment Deployment</b> .....	2
<b>TAP Facility Assessment Deployment Methods</b> .....	3
<b>TAP Facility Assessment Pre-Deployment Worksheet</b> .....	4
<b>Tips for TAP Facility Assessment Collection Success</b> .....	5



## Checklist for TAP Facility Assessment Deployment

The optional checklist below is provided to guide partners as they prepare to deploy TAP Facility Assessments.

Step	Description
<input type="checkbox"/> Determine <i>where</i> to deploy Assessments	Assessments may be deployed across the entire facility or within select units. When making this decision, facilities may consider contextual factors (e.g., unit type, patient population, capacity) and/or relevant data elements (e.g., NHSN data, infection counts, laboratory testing/specimen rejection, antibiotic use).
<input type="checkbox"/> Determine <i>who</i> will be completing Assessments	Facilities are encouraged to collect as many Assessments as possible from a range of respondents. This may include frontline providers (e.g., nurses, nurse assistants, physicians), mid-level staff (e.g., Quality, Infection Prevention, unit/nurse managers), senior leadership, and ancillary staff (e.g., EVS, physical/occupational therapy, pharmacy).
<input type="checkbox"/> Define timeline for collection	It may be helpful to define the start and end dates for Assessment collection, noting that this timeline may be extended as needed. In general, facilities collect Assessments for two weeks, but this can vary based on factors within the facility and units. Finding a time that best suits the facility can help optimize Assessment collection.
<input type="checkbox"/> Select deployment method(s)	Facilities are encouraged to select the deployment method(s) that are best for them. It may be helpful to consider multiple methods based on staff roles and units (e.g., SurveyMonkey may be best for those with access to a computer, paper forms may be best for staff without computer access). CDC can provide each facility with their selected deployment method(s). For more details on each method, please review the <i>TAP Facility Assessment Deployment Methods</i> sheet on the following page.
<input type="checkbox"/> Submit deployment details	If your facility would like CDC to provide tailored Assessments for deployment, please complete the questions in the <i>TAP Facility Assessment Pre-Deployment Worksheet</i> (page 4 of this document) and submit to <a href="mailto:HAIPrevention@cdc.gov">HAIPrevention@cdc.gov</a> .
<input type="checkbox"/> Identify champions/cheerleaders	The greater the number of Assessments collected, the greater the ability to identify gaps. To increase participation, it may be helpful to identify ‘champions’ or ‘cheerleaders’ to encourage completion among staff. Support from leadership on the importance and intent of the Assessments may also improve participation.
<input type="checkbox"/> Consider messaging to notify staff	Notifying senior and unit-level leadership about the Assessments (intent, collection period, staff/units participating, etc.) may help to ensure they are informed and supportive of staff taking the time to complete them. When asking staff to complete Assessments, describe the intent and relevant details (anonymous, ~10 minutes, interested in their awareness and perceptions, facility point of contact information if needed for questions, etc.). Example language is provided on page 5 below.
<input type="checkbox"/> Collect Assessments	Distribute Assessments using the method(s) selected. Work with leadership and champions/cheerleaders to encourage collection. Consider deployment during meetings or trainings to increase participation. Send/message periodic reminders for completion.
<input type="checkbox"/> Submit Assessments for summarization	Details on how to submit completed Assessments to CDC are included in the <i>TAP Facility Assessment Deployment Methods</i> sheet on the following page. CDC is available to summarize Assessments and create customized Feedback Reports for each facility. CDC can also provide the Assessment data and summary tools for individual facilities to perform summarization if preferred.



## TAP Facility Assessment Deployment Methods

Facilities may select one or more methods for deploying TAP Facility Assessments. To facilitate deployment and collection, facilities are encouraged to select the methods that are best for them. It is also recommended that facilities pilot/test any electronic methods prior to distribution avoid technical difficulties. CDC can provide each facility with their selected deployment method(s) and assist with summarization of results. All Assessment and summarization tools are also available for partners to use independently (i.e., full use of the TAP Strategy and accompanying tools does not require submission of assessments to CDC for technical assistance).

Method	Description	Tips	Submitting Assessments*
<b>Paper</b>	<ul style="list-style-type: none"> <li>- Provide paper copies for staff to complete</li> <li>- Best for staff without computer access</li> <li>- Allows staff to complete at their own pace</li> </ul>	<ul style="list-style-type: none"> <li>- Provide paper copies and a 'drop box' at a designated location</li> <li>- Distribute and collect during meetings, trainings, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Send hardcopies to: Hospital Infection Prevention Team MS H16-3 Division of Healthcare Quality Promotion Prevention and Response Branch Centers for Disease Control &amp; Prevention 1600 Clifton Rd NE. Atlanta, GA 30329</li> <li>- Or, email scanned Assessments to <a href="mailto:HAIPrevention@cdc.gov">HAIPrevention@cdc.gov</a></li> </ul>
<b>Survey Monkey</b>	<ul style="list-style-type: none"> <li>- Each facility will receive a unique link to distribute</li> <li>- The link can be emailed to staff, added to an intranet page, opened on a shared computer or tablet, etc.</li> <li>- Or, CDC can provide the finalized template, allowing partners to collect Assessments in their own SurveyMonkey account if preferred (requires subscription, template transfer not available in free SM plan)</li> </ul>	<ul style="list-style-type: none"> <li>- Staff must complete in one sitting. If they close out of link, all completed answers will be received but all others will be blank</li> <li>- The same link can be opened multiple times on the same device or across multiple devices</li> </ul>	<ul style="list-style-type: none"> <li>- Completed Assessments will be automatically submitted to CDC's SurveyMonkey account as staff complete them</li> <li>- Notify CDC when your facility has finished submitting Assessments</li> <li>- You may also email at any time to receive an update on the number of Assessments submitted to date</li> <li>- CDC will provide instructions for partners choosing to use their own SurveyMonkey account</li> </ul>
<b>REDCap</b>	<ul style="list-style-type: none"> <li>- Facilities must have their own REDCap access to use this method</li> <li>- CDC will provide the template / data dictionary to import into REDCap</li> </ul>	<ul style="list-style-type: none"> <li>- Useful for partners familiar with REDCap</li> <li>- Provides an electronic collection method alternative to SurveyMonkey</li> </ul>	<ul style="list-style-type: none"> <li>- Export the responses from REDCap to Excel. When exporting the data report, select "CSV/Microsoft Excel (labels)"</li> <li>- Email the exported spreadsheet to <a href="mailto:HAIPrevention@cdc.gov">HAIPrevention@cdc.gov</a></li> </ul>
<b>PDF Form</b>	<ul style="list-style-type: none"> <li>- Alternative electronic method, recommended only if facility is unable to use either SurveyMonkey or REDCap</li> <li>- Can be emailed to staff or saved on a shared desktop</li> </ul>	<ul style="list-style-type: none"> <li>- Pilot electronic PDFs in each participating unit before distributing, as difficulties with firewalls may arise</li> </ul>	<ul style="list-style-type: none"> <li>- Upon completion, staff are instructed to 'Submit' PDF forms to <a href="mailto:HAIPrevention@cdc.gov">HAIPrevention@cdc.gov</a></li> <li>- If completed forms are saved on a local computer, save in a zip folder and email to CDC</li> </ul>

\*Partners may request CDC's technical assistance to compile and summarize assessments. As such, completion of assessments is voluntary and is done so at the request of partners and their facilities (i.e., CDC is not requesting the completion of these assessments).



## TAP Facility Assessment Pre-Deployment Worksheet

If your program would like CDC to provide tailored Assessments for deployment, please complete this worksheet. When finished, please SAVE this form and return to [HAIPrevention@cdc.gov](mailto:HAIPrevention@cdc.gov). Please reference the current TAP Facility Assessments as needed to answer the questions below, available on the [TAP Strategy Website](https://www.cdc.gov/hai/prevent/tap.html) (<https://www.cdc.gov/hai/prevent/tap.html>).

**Facility Name:** \_\_\_\_\_ **Facility Type:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Point of Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**1. Please select which Assessment(s) you plan to deploy:**

**CAUTI                      CLABSI                      CDI                      Environmental Services (EVS) Staff - CDI**

**2. If you would like to include unit names on the Assessments, please list them here:**

When completing the Assessments, respondents will be asked for the name of the unit in which they primarily work. You may choose for this to be an open text field (default) or provide a list of units from which they can select. Providing a list of units may improve the ability to review results by individual units. Please note, not all facility units need to be listed; an “Other, Please Specify” option will also be included. Consider including primary units or units identified for Assessment deployment.

	Unit Name	Unit Type		Unit Name	Unit Type
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

**3. Please select the deployment method(s) your facility would like to utilize:**

**Paper                      SurveyMonkey                      REDCap                      PDF Form\***  
(\*if electronic method needed and unable to use SurveyMonkey or REDCap)

**4. Optional - Please specify any additional edits or customizations:**

For example, edit the Respondent Role options to best align with facility staffing structure, add questions to the demographics section (e.g., primary shift, years of experience in current role), make minor edits to terminology or remove select questions to improve staff understanding and interpretation.

**Additional Comments or Questions:**

*Please SAVE this document and return to CDC at [HAIPrevention@cdc.gov](mailto:HAIPrevention@cdc.gov)*



## Tips for TAP Facility Assessment Collection Success

Example strategies below have been shared by facilities that have previously deployed TAP Facility Assessments and may help guide successful deployment efforts.

### **Focus on a shared mission for patient safety and HAI prevention**

- ❖ Communicate how important all staff input is for success
- ❖ In addition to reminders, tell staff why you are asking them to complete the Assessments
- ❖ Gain leadership and CEO buy-in
- ❖ Actively engage leaders within each unit
- ❖ Show appreciation to staff for completing Assessments
- ❖ Create a 'thank you' PowerPoint/poster/newsletter for staff, summarizing results and describing how their input will be used

### **Spread the word about Assessments multiple ways. Persistence pays off!**

- ❖ Consider including Assessment link on Intranet site
- ❖ Send both individual staff and facility-wide emails
- ❖ Send reminders to leadership
- ❖ Discuss with leadership at daily safety huddles
- ❖ Give 5-minute session to explain Assessments at staff forum meetings
- ❖ Use different Assessment methods for different groups, multimodal is often best (e.g., offering both paper and SurveyMonkey)
- ❖ Motivate staff with small token of appreciation for completion, such as a treat for the unit with the most assessments or a gift card raffle

### **Example language to include in messaging to staff when distributing Assessments:**

(This is provided as an example and should be tailored prior to distribution based on facility details)

*As part of our quality improvement efforts for the prevention of [CAUTI/CLABSI/CDI], we are asking staff to please complete this Targeted Assessment for Prevention (TAP) Facility Assessment. We value your input and truly appreciate your feedback as we work together to improve patient safety.*

*This Assessment may be completed on paper [consider including information on where to obtain and return Assessments, if applicable] or through the SurveyMonkey link [include SM link, if applicable]. Please note, you will not be able to save your progress in SurveyMonkey, so please complete all questions before closing out of the link.*

*Please only complete this Assessment once. The Assessment will take approximately 10 minutes to complete, all responses are anonymous, and we will be collecting them until [include timeline]. Please contact [consider including information for point of contact] with any questions.*