NHSN Long-Term Care Facility Component

NHSN Set-up

Audience

- **Any person enrolling a Long-term Care Facility in NHSN**
  - Known as the NHSN Facility Administrator
- **NHSN group users who want to understand the Long-term Care Facility set-up process**

Learning Objectives

- Introduce NHSN organization and navigation
- Map Long-term Care Facility Locations
- Create Monthly Reporting Plans
- Add users and assign user rights
- Other set-up options: Joining a group

INTRODUCTION

Set-Up Follows NHSN Enrollment

- Once the NSHN Agreement to Participate and Consent is processed, NHSN sends an email to confirm enrollment is complete and facility is active

From: NHSN (CDC)
Subject: NHSN enrollment approved

To: NHSN Facility Administrator
From: NHSN
Subject: NHSN enrollment approved

Your facility or group has been approved as a new member of NHSN. Welcome!

Facility Name: Test Facility
Facility ID #: xxxxx

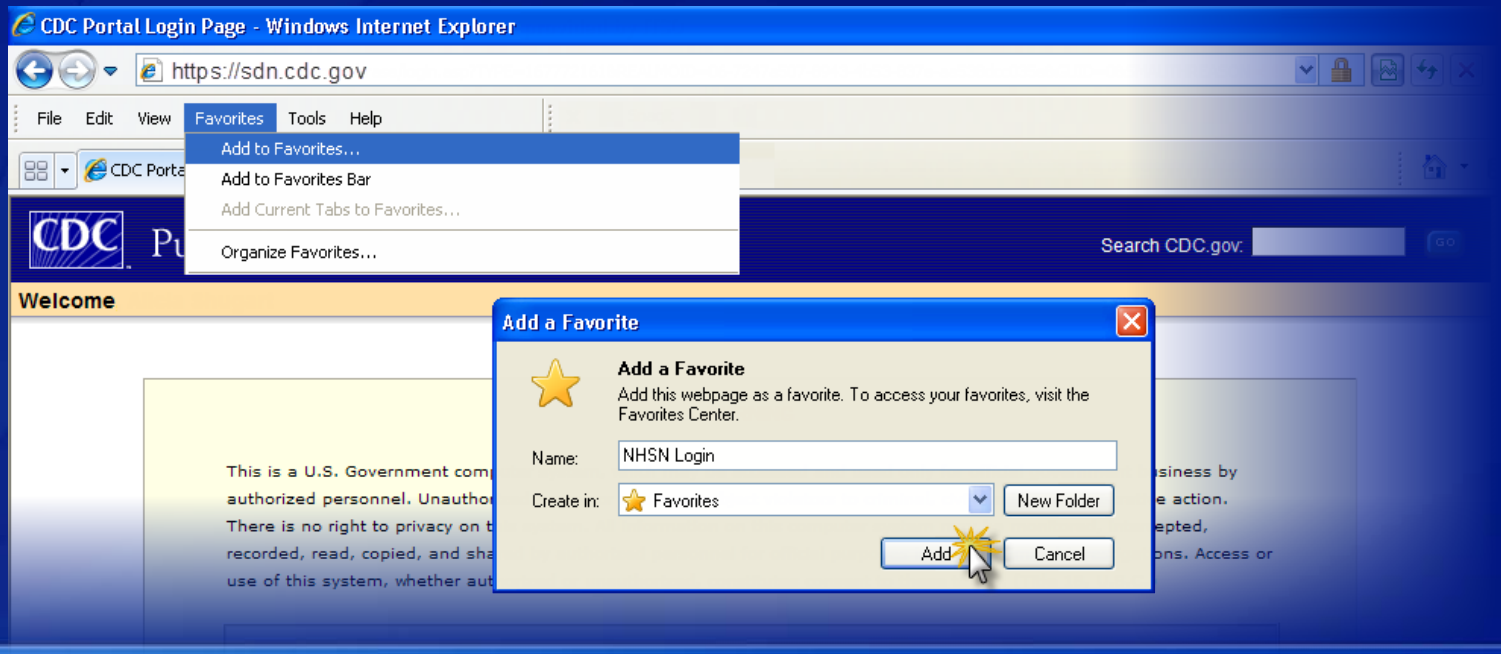
As the Facility Administrator, you will now need to access the NHSN application through the SDN by selecting the NHSN Reporting activity. Once in the NHSN application, your first task should be to add those individuals who need to use the application ("users").

Once you add a user, that person will receive an email prompting her/him to obtain a digital certificate.

If you have any questions about NHSN, please contact us at nhsn@cdc.gov or http://www.cdc.gov/nhsn.

Tip: Add NHSN Websites to Favorites

- **In Internet Explorer, save NHSN websites as favorites to find them quickly each month**
  - Site to log on to NHSN Reporting https://sdn.cdc.gov
  - Long-term Care Facility Component resources http:www.cdc.gov/nhsn/LTC



NHSN Set-Up

- Immediately following facility activation, you can login to SDN's Public Health Partners page to access 'NHSN Reporting' using your challenge phrase (password)

- A three step set-up process is required before data can be reported to NHSN

1. Map Long-term Care Facility Locations
2. Create Monthly Reporting Plans
3. Add Users & Assign Rights

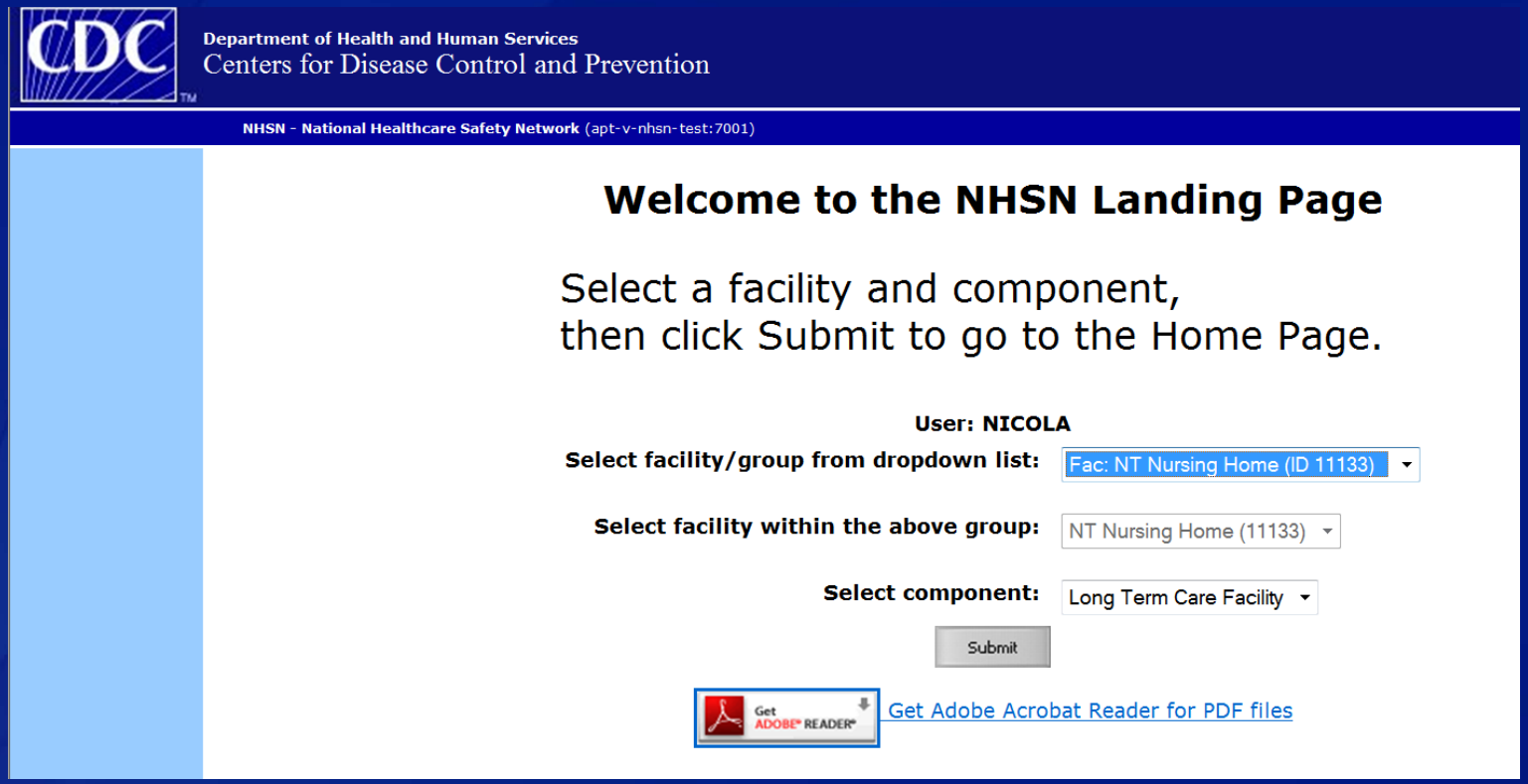
NHSN NAVIGATION

Log in to NHSN

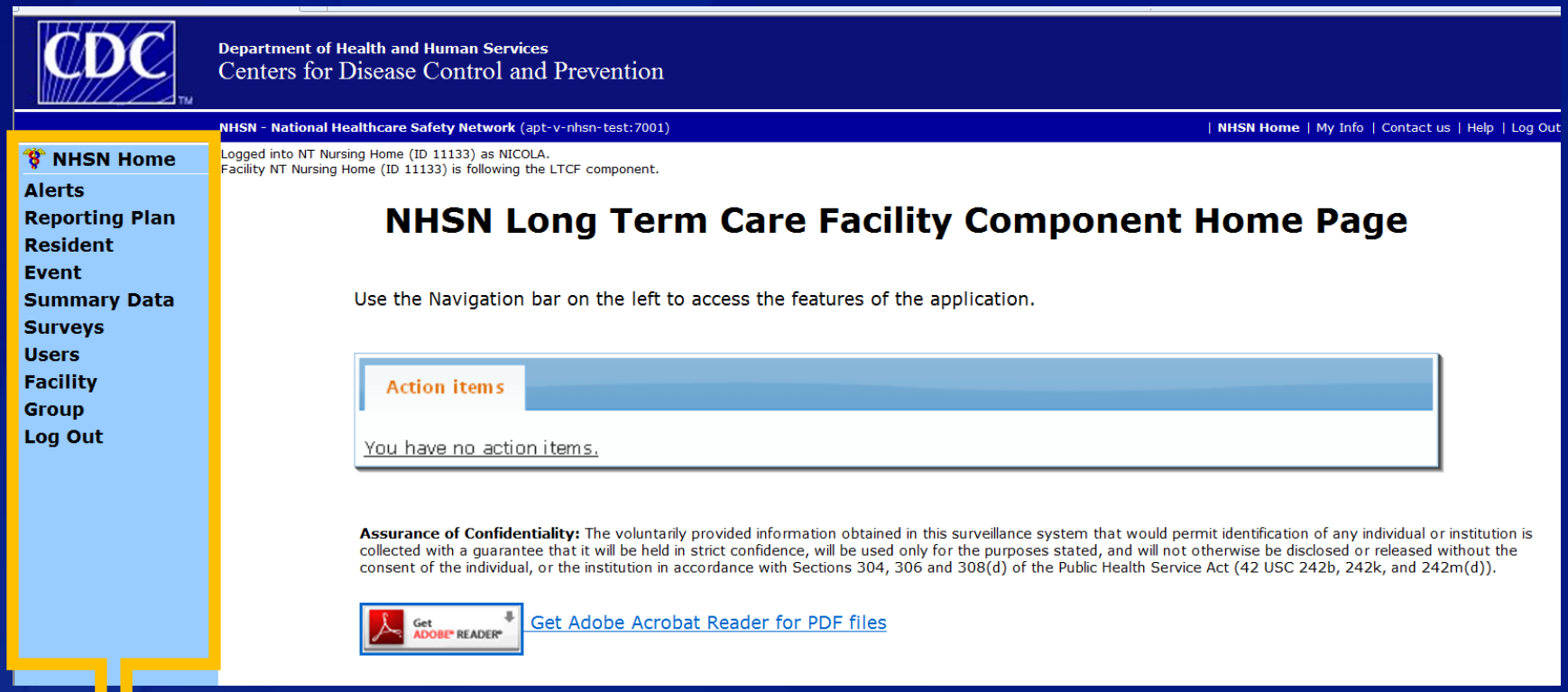
- Go to **https://sdn.cdc.gov**
- **Submit your challenge phrase (password)**
- **Click on 'NHSN Reporting'**
  - If you do not have the NSHN Reporting link, request it through the "Request Additional Activities" link

NHSN Landing Page

- Select your facility and LTCF Component
- Click ‘Submit’



NHSN LTCF Component Home Page

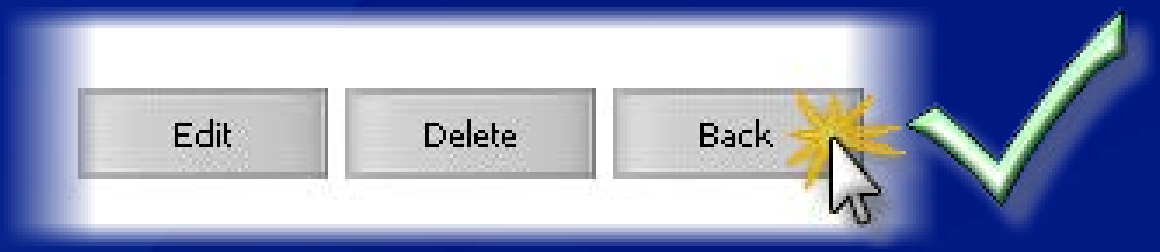


Navigation Bar

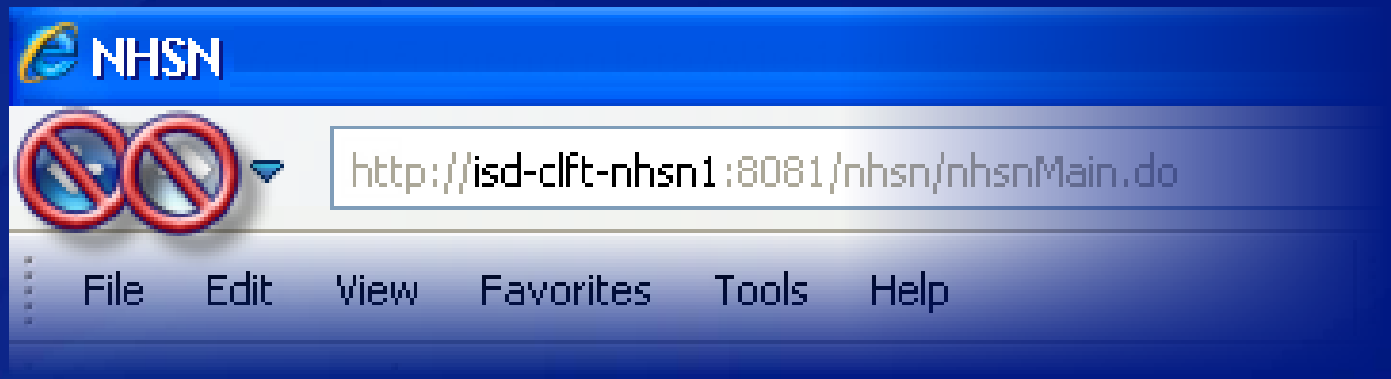
- **User rights determine which navigation bar options are present**

Navigating NHSN

- Use the navigation bar or NHSN buttons to navigate



- Do not use Internet Explorer web browser buttons



1. MAP LONG-TERM CARE FACILITY LOCATIONS

1. Map Long-term Care Facility Locations
2. Create Monthly Reporting Plans
3. Add Users & Assign Rights

Mapping LTCF Locations

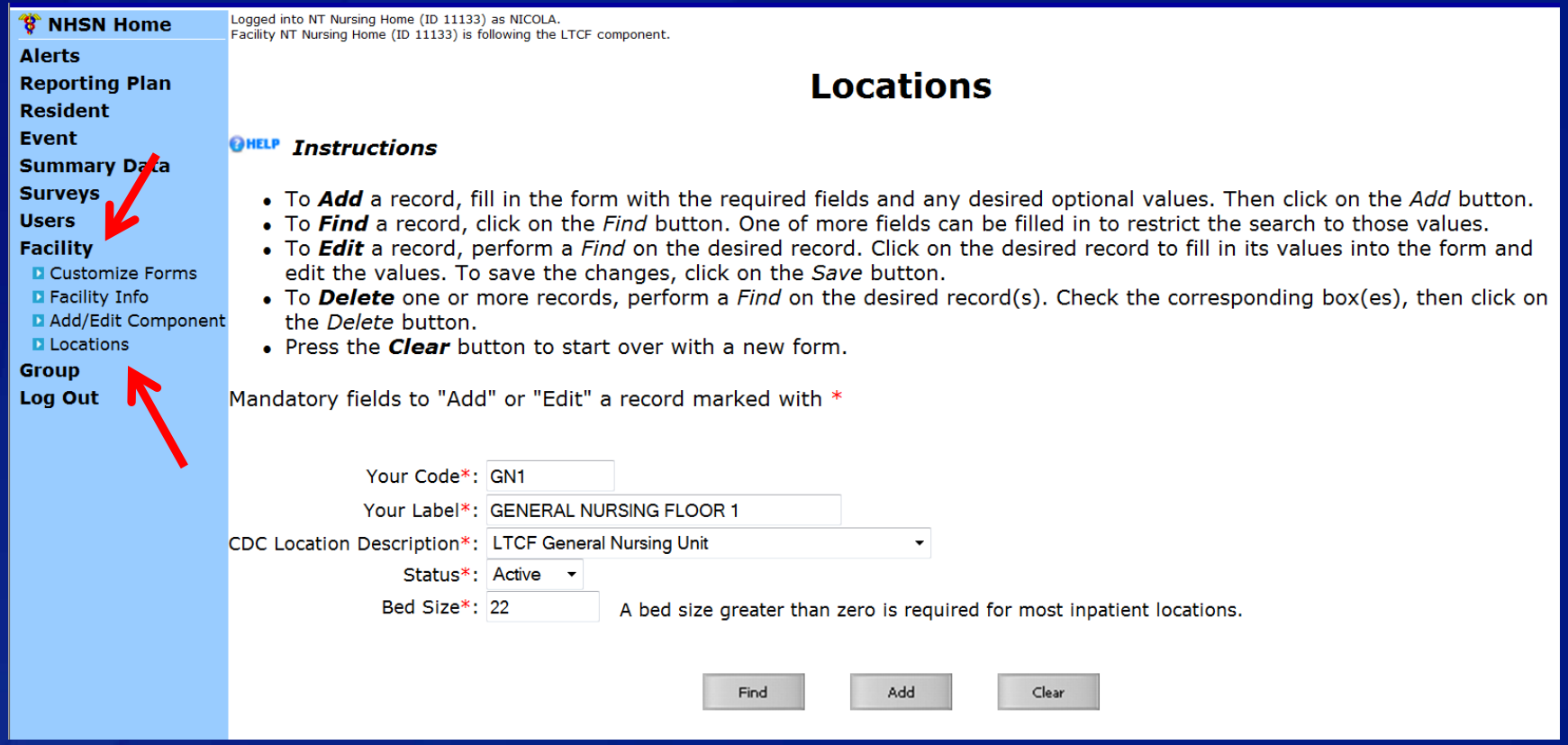
- All resident care locations in your facility need to be mapped to a CDC location description
- When reporting events, locations are used to identify where the resident was in your facility at the time of the event
- For a list of NHSN LTCF location types, codes and definitions see

  http://www.cdc.gov/nhsn/LTC/ltc-setup.html

How to: Add a Location

- **NHSN navigation bar: select 'Facility', then 'Locations'**
- **Choose a Code and Label for the location entered**
  - They can be the same
- **CDC location description: select the description that best represent the location entered**
- **Bed size is the number of beds in that location**
- **Click "Add"**
- **Repeat steps for each location in your LTCF**

Add a Location



2. CREATE MONTHLY REPORTING PLANS

1. Map Long-term Care Facility Locations
2. Create Monthly Reporting Plans
3. Add Users & Assign Rights

Monthly Reporting Plans

- **Indicates what Long-term Care Facility Component surveillance modules your facility intends to do**

Surveillance Module	Events
Healthcare Associated Infection	UTI
LabID	MDRO CDI
Prevention Process Measures	Hand Hygiene Gown & Glove Use

Monthly Reporting Plans

- Monthly Reporting Plans need to be added for every month of the year
- If not doing surveillance for a specific month, indicate ‘No NHSN Modules Followed this Month’ on the Monthly Reporting Plan
- You can submit up to one year of Monthly Reporting Plans in advance

How to: Add Monthly Reporting Plan

- **On the NHSN Navigation Bar**
  - Select ‘Reporting Plan’, then ‘Add’
- **Select month & year of surveillance**
- **Option to choose “No Modules Followed this Month”**
  - Remember NHSN requires ≥ 6 months/year to remain active
- **Complete the reporting plan**
  - Check box for UTI surveillance
  - Select organism(s) from drop-down for Lab ID
  - Check box for Hand Hygiene and/or Gown and Gloves use
- **Scroll to bottom of page and click ‘Save’**

Add a Monthly Reporting Plan

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:7001)

- NHSN Home
- Alerts
- Reporting Plan
  - Add
  - Find
- Resident
- Event
- Summary Data
- Surveys
- Users
- Facility
- Group
- Log Out

Logged into NT Nursing Home (ID 11133) as NICOLA.
Facility NT Nursing Home (ID 11133) is following the LTCF component.

Add Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: NT Nursing Home (ID 11133)

Month*: August

Year*: 2012

☐ No Long Term Care Facility Component Modules Followed this Month

HAI Module HELP

	Locations	UTI
🗑	FACWIDEIN - FacWideIN	☑

LabID Event Module HELP

	Locations	Specific Organism Type	Lab ID Event All Specimens
🗑	FACWIDEIN - FacWideIN	CDIF - C. difficile	☑
🗑	FACWIDEIN - FacWideIN	MRSA - MRSA	☑

Add Row | Clear All Rows | Copy from Previous Month

Prevention Process Measure Module HELP

	Locations	Hand Hygiene	Gown and Gloves Use
🗑	FACWIDEIN - FacWideIN	☑	☐

Copy from Previous Month

3. ADD USERS & ASSIGN RIGHTS

1. Map Long-term Care Facility Locations
2. Create Monthly Reporting Plans
3. Add Users & Assign Rights

Users

- **The NHSN Facility Administrator can add additional users to access NHSN**
  - Adding users is optional
- **The NHSN Facility Administrator assigns rights to each user**
  - Enables users to add, edit or delete NHSN data for your LTCF

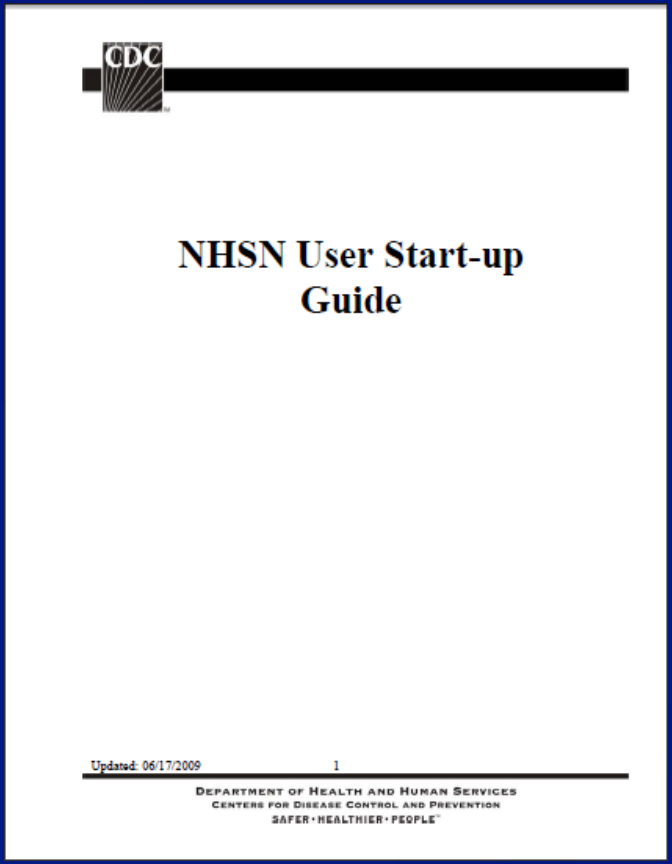
Users

- Once a new user is added, an email is automatically sent to their email address with instructions
- Each user requires their own digital certificate to access NHSN
- Each user must complete required training before using NHSN
- Instructions for new users are available in the NHSN User Start-Up Guide

Reference Materials

- NHSN User Start-up Guide

http://www.cdc.gov/nhsn/enroll.html


CDC

NHSN User Start-up Guide

Updated: 06/17/2009 1

DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION
SAFER · HEALTHIER · PEOPLE™

How to: Add User & Assign Rights

- **From the NHSN navigation bar: select ‘Users’, then select ‘Add’**
- **Enter user information**
  - Create a username
  - The email address entered must be the same one used to request their digital certificate
- **Click “Save” button to create the user**
- **Assign rights by checking boxes under Long Term Care,**
- **Click “Save” button to save the rights assigned**

Add User

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:7001)

- NHSN Home
- Alerts
- Reporting Plan
- Resident
- Event
- Summary Data
- Surveys
- Users
  - Add
  - Find
- Facility
- Group
- Log Out

Logged into NT Nursing Home (ID 11133) as NICOLA.
Facility NT Nursing Home (ID 11133) is following the LTCF component.

Add User

HELP

Mandatory fields marked with *

User ID*: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name*:

Middle Name:

Last Name*:

Title:

User Active: Y - Yes

User Type: ICP - Infection Control Professional

Phone Number:

Fax Number:

E-mail Address*:

User must use same email address for their digital certificate!

Assign and Save User Rights

NHSN Home
Alerts
Reporting Plan
Resident
Event
Summary Data
Surveys
Users
- Add
- Find

Facility
Group
Log Out

Logged into NT Nursing Home (ID 11133) as NICOLA.
Facility NT Nursing Home (ID 11133) is following the LTCF component.

Edit User Rights

User QWERTY (ID 2692) saved successfully. Please add rights for the new user.

HELP

User ID: **QWERTY (ID 2692)**

Facility List: NT Nursing Home (11133)

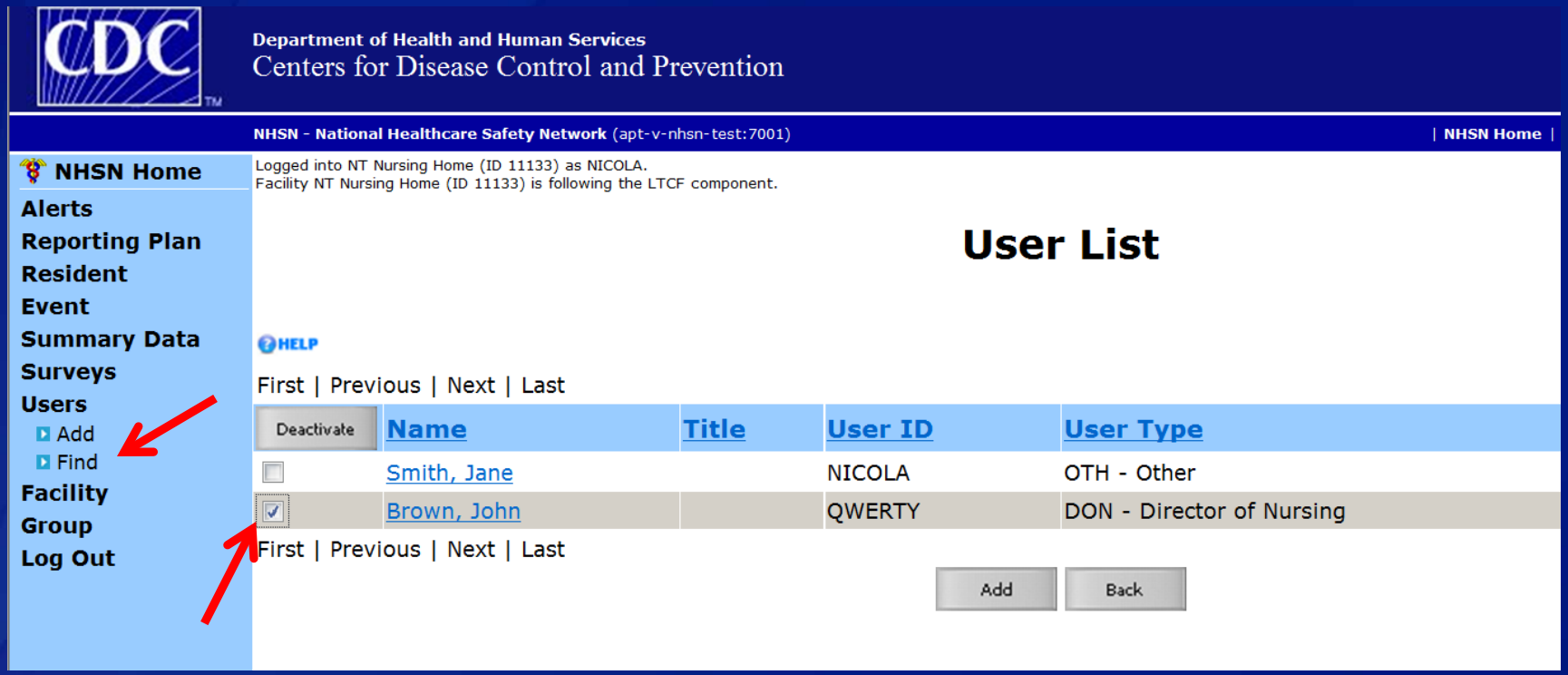
Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care
Administrator	☐	☐	☐	☑
All Rights	☐	☐	☐	☑
Analyze Data	☐	☐	☐	☐
Add, Edit, Delete	☐	☐	☐	☐
View Data	☐	☐	☐	☐
Customize Rights	☐	☐	☐	☐

Advanced

Effective Rights | Save | Back

Deactivate Users

- **If necessary you can deactivate users**
  - e.g., when staff member leaves



Set-up is complete: Next Step

- All set-up steps are complete

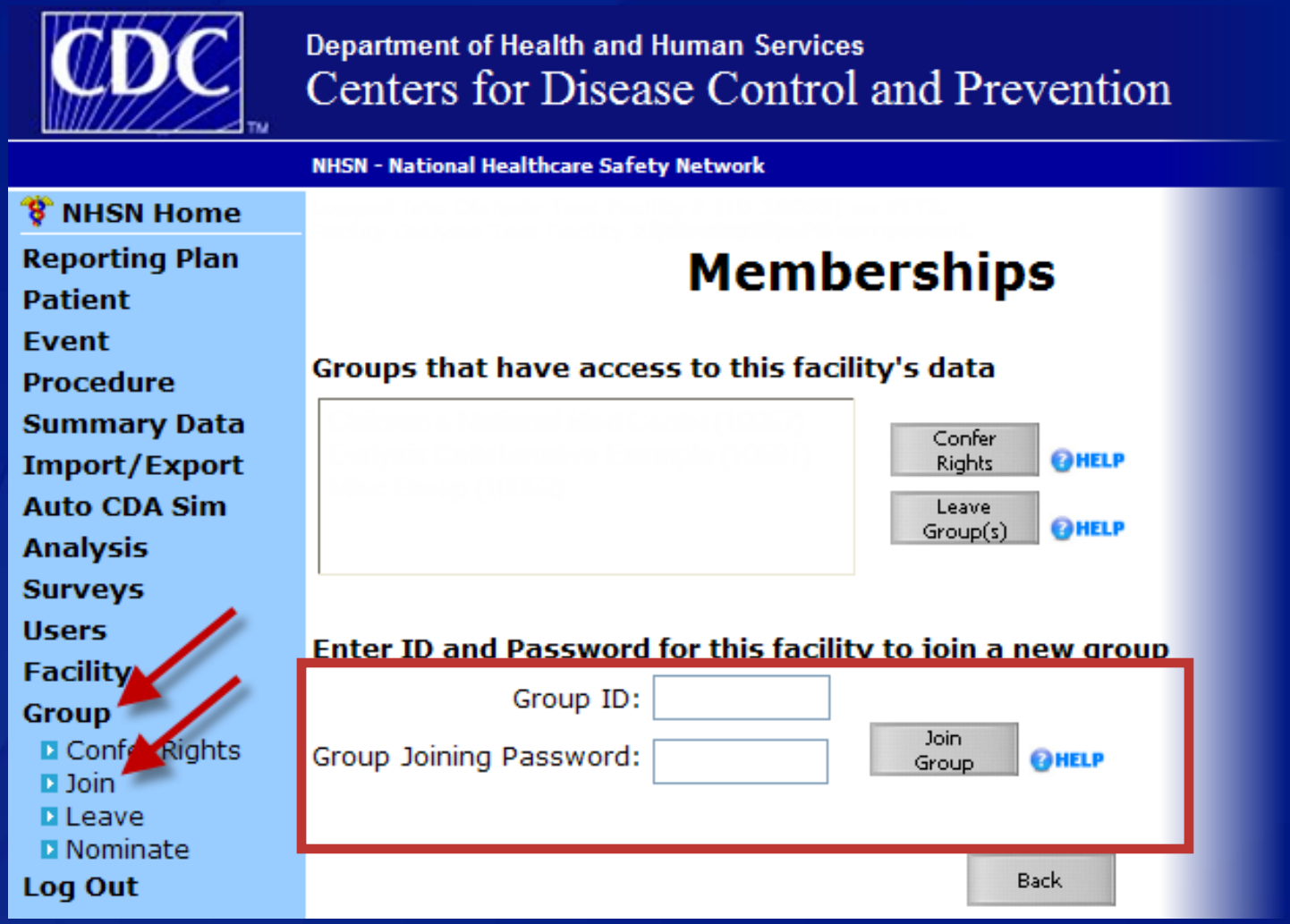
1. Map Long-term Care Facility Locations
2. Create Monthly Reporting Plans
3. Add Users & Assign Rights

- Next step: begin reporting data!

Other Set-up Options: Joining a NHSN Group

- **Any entity can maintain a group in NHSN**
  - Corporate chain, Quality Improvement Organization, etc.
- **NHSN facilities join using a Group ID number and Joining Password provided by the group**
- **After joining, the facility will see the "Confer Rights Screen" which shows which data the group wants the facility to share**
  - The facility must press the "Accept" button on the Confer Rights screen to share data
- **A facility that joins a group does not have access to data from other facilities in the group**

Joining a Group



Joining a Group

Event
Summary Data
Surveys
Users
Facility
Group
- Confer Rights
- Join
- Leave
- Nominate

Log Out

! Please review the data rights that "Region 3 NH QIO" is requesting from your facility:
- Verify locations
- Press "accept" button to confer rights or review current rights before accepting new rights

Long Term Care

General

	View Options
Resident	With All Identifiers
	Without Any Identifiers
	X With Specified Identifiers X Gender X DOB Ethnicity Race
Monthly Reporting Plan	
Long Term Care Annual Facility Survey	
Data Analysis	
Facility Information	

Infections and other Events (Not specific to MDRO/CDI)

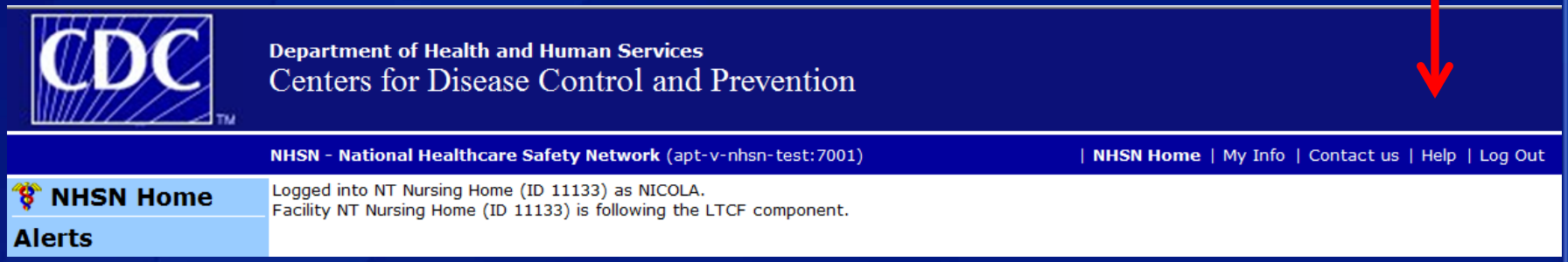
Month Year	Month Year	Event	N/A
1 2012	to 12 2012	UTI - Urinary Tract Infection	

Location type: FACWIDEIN Location: FACWIDEIN Other Location Requirements:

- Scroll to the bottom of the page and click “Accept” to join the group

NHSN Support

- **NHSN Online Help Manual**
  - Help link on the top right corner



- **Email the NHSN Helpdesk at nhsn@cdc.gov**

Important !!

- Email is our only way to communicate with you!
- Please email nhsn@cdc.gov with any changes in your email address

Summary

- Add NHSN websites to “Favorites”
- NHSN Navigation
- Map Long-term Care Facility Locations
- Create Monthly Reporting Plans
- Add Users and assign user rights
- Joining groups

Questions? Problems?

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.