

# CMS certified IPF Locations within Acute Care & Critical Access Hospitals

## Location Mapping

The NHSN application allows users with inpatient psychiatric facility (IPF) units within acute care and critical access hospitals to appropriately designate whether the unit is a separately licensed CMS IPF. This applies only to those units that have an 'M' or 'S' in the 3rd position of their CMS Certification Number (CCN). All IPFs with the last four digits of their CCN between 4000-4499 should be enrolled into NHSN as a separate Psychiatric Hospital. It's important to note that psychiatric units within acute care and critical access hospitals may have a CCN that is different from the acute care or critical access hospital only by the letter in the 3rd position. Therefore, it is essential to double check the CCN with the billing/administrative departments at your facility prior to moving forward with location set-up.

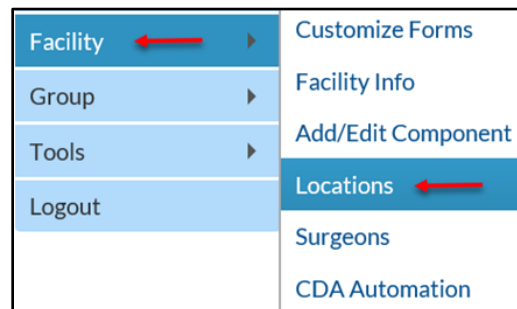
The updated functionality within NHSN will allow users to designate specific psychiatric locations within the hospital as separately licensed CMS units. In addition, users will be able to enter the psychiatric specific CCN, thus allowing the data to be appropriately sent to CMS to satisfy IPF Quality Reporting Program (QRP) requirements. Further, once the IPF CCN has been entered into NHSN, any LabID events entered from these locations will be excluded from the acute care data sent to CMS for the Hospital Inpatient Quality Reporting Program.

The following instructions will demonstrate two different scenarios that could be applicable to your facility: A) users without a psychiatric location currently mapped within their NHSN hospital or B) users with a psychiatric location currently mapped within their NHSN hospital.

### Scenario A: Users without psychiatric locations currently mapped within their NHSN hospital

#### Adding a psychiatric location within NHSN

1. Go to the location manager screen by clicking on **'Facility'** then **'Locations'** on the left-hand navigation bar.



2. Enter the **'Your Code'** and **'Your Label'** values that will help you to identify the new psychiatric location among the other locations already mapped in your NHSN facility. Each **'Your Code'** value must be unique within your NHSN facility. The **'Your Label'** value can be used more than once.
3. In the **CDC Location Description** drop down menu, select the appropriate psychiatric designation ('Behavioral Health/Psych Ward,' 'Adolescent Behavioral Health Ward,' or 'Pediatric Behavioral Health Ward'). (See NHSN Locations and Descriptions Chapter for location definitions: [http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions\\_current.pdf](http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf))
  - a. Upon selecting the appropriate psychiatric designation, the additional questions will appear as shown in the screenshot below.

The screenshot shows a form with the following fields and values:

- Your Code \*: PSYCH
- Your Label \*: CMS PSYCH
- CDC Location Description \*: Behavioral Health/Psych Ward
- Is this location a CMS IPF unit within a hospital? \*: [dropdown]
- Status \*: Active
- Bed Size \*: [input field]

Annotations in the screenshot include red arrows pointing to the 'Your Code' field, the 'Your Label' field, and the 'CDC Location Description' dropdown menu. The numbers 2 and 3 are circled in red next to the arrows pointing to the 'Your Code' and 'CDC Location Description' fields, respectively.

4. If you wish to designate this psychiatric location as a CMS IPF unit you will select 'Yes' in response to 'Is this location a CMS IPF unit within a hospital?' If this is not a CMS IPF unit, select 'No' and go to Step 6.
5. Next, to enter the IPF's CCN, click on the blue **'Edit IPF CCN'** link.
  - a. On the Edit CCN Records pop up, click the grey Add Row button to add a row for the CCN.
  - b. Enter the CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
    - i. It is very important to make sure you are correctly entering your CCN.
    - ii. In order to qualify as a CMS IPF unit within an acute care or critical access hospital, the CCN must have an 'M' or 'S' in the 3rd position.
    - iii. If the CCN does not have an 'M' or 'S' in the 3rd position but instead has the last four digits between 4000-4499, the IPF must be enrolled as a separate facility and NOT as a location within the acute care hospital.
    - iv. **NOTE:** The CCN shown in the screenshot below is for example only. Please obtain your facility specific IPF CCN for entry into this field.
  - c. Click the Save button to save the changes.
  - d. Click the OK button on the Alert pop up.
  - e. Click the Close button to close the Edit CCN Records pop up to return to the Locations page.

**(Steps 4 – 5c are illustrated on the below screenshot)**

Your Code \*: PSYCH

Your Label \*: CMS PSYCH

CDC Location Description \*: Behavioral Health/Psych Ward

Is this location a CMS IPF unit within a hospital? \*: Y - Yes 4

If Yes, specify the IPF CCN (will have an M or S in the 3rd position) \*: 99S999      Effective Date of IPF CCN: 01/01/2015      2015Q1      [Edit IPF CCN](#) 5

**Edit CCN Records**

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	IPF CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	99S999	01/01/2015	2015Q1
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5a</span> <span style="margin-left: 100px;">Add Row</span>			

5b →

**NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your location's CCN Effective Date should be the date when the location first received the CCN from CMS. Your location's data will be shared with CMS from the CCN Effective Date moving forward.**

5c Save Close

6. The new location should be listed with 'Active' status and an accurate bed size. After completing all the fields, click 'Add' to add the location.



## Scenario B: Users with psychiatric locations currently mapped within their NHSN hospital

### Updating an existing psychiatric location

1. Go to the location manager screen by clicking on **'Facility'** then **'Locations'** on the left-hand navigation bar.
2. From the CDC Location Description drop down menu, select **'Behavioral Health/Psych Ward,'** **'Adolescent Behavioral Health Ward,'** or **'Pediatric Behavioral Health Ward'** to find the psychiatric location(s) already mapped within your facility.
3. Leaving all other fields blank, click the grey **'Find'** button.
  - a. Scroll down the screen to see the Location table. You should see the psychiatric unit(s) that you have previously mapped.
4. Click on the underlined blue value in the **'Your Code'** column as shown in the screenshot below.
  - a. This will move the information for this location up to the blank fields above the location table.

**(Steps 2 – 4 are illustrated on the below screenshot)**

Your Code \*:

Your Label \*:

CDC Location Description \*:

Is this location a CMS IPF unit within a hospital? \*:

Status \*:

Bed Size \*:

Behavioral Health/Psych Ward

Active

A bed size greater than zero is required for most inpatient locations.

Find Add Export Location List Clear

Location Table

Display All Print Location List

Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size
<input type="checkbox"/>	Active	<u>NONPSYCH</u>	NON CMS PSYCH	Behavioral Health/Psych Ward	IN:ACUTE:WARD:BHV	1051-2	5
<input type="checkbox"/>	Active	<u>PSYCH</u>	PSYCH UNIT	Behavioral Health/Psych Ward	IN:ACUTE:WARD:BHV	1051-2	10

5. If you wish to recognize this psychiatric location as a CMS IPF unit, then then change the response to **'Is this location a CMS IPF unit within a hospital'** from **'No'** to **'Yes.'**
6. Next, to enter the IPF's CCN, click on the blue **'Edit IPF CCN'** link.
  - a. On the Edit CCN Records pop up, click the grey Add Row button to add a row for the CCN.
  - b. Enter the CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
    - i. It is very important to make sure you are correctly entering your CCN.

- ii. In order to qualify as a CMS IPF unit within an acute care or critical access hospital, the CCN must have an 'M' or 'S' in the 3rd position.
- iii. If the CCN does not have an 'M' or 'S' in the 3rd position but instead has the last four digits between 4000-4499, the IPF must be enrolled as a separate facility and NOT as a location within the acute care hospital.
- iv. **NOTE:** The CCN shown in the screenshot below is for example only. Please obtain your facility specific IPF CCN for entry into this field.
- c. Click the Save button to save the changes.
- d. Click the OK button on the Alert pop up.
- e. Click the Close button to close the Edit CCN Records pop up to return to the Locations page.

**(Step 6 is illustrated on the below screenshot)**

**Edit CCN Records** ✕

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	IPF CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	00M009	01/01/2017	2017Q1
<input type="checkbox"/>	00S009	01/01/2015	2015Q1

Add Row

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your location's CCN Effective Date should be the date when the location first received the CCN from CMS. Your location's data will be shared with CMS from the CCN Effective Date moving forward.

Save Close

- 7. Click the 'Save' button to save the new information for this location.

For any questions, please contact the NHSN Helpdesk: [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

