
NHSN ALERTS

NHSN VERSION 6.5

OCTOBER 2011

BASIC INFORMATION ABOUT NHSN ALERTS

It is the responsibility of each facility to ensure its data have been accurately collected and reported in accordance with the NHSN protocols. To assist you with this effort, various alerts have been created and will be displayed upon log-in to NHSN.

Before you review the details of each alert, it's important to keep in mind the following:

- The alerts will appear upon log-in for each user that has access to your facility within NHSN.
- Each alert described on the following pages has its own tab on the alerts screen. Click on each tab to see any records that meet that alert's criteria.
- These alerts are created for **in-plan** data only.
- The timeframe for alerts will extend from January 2009 thru the present.
- In instances where you are unable to report accurate data, you may choose to remove the event/location/procedure from your monthly reporting plan. **It is important to remember that removing events from your monthly reporting plan could make your facility non-compliant with state or CMS reporting requirements.**
- If at any time you need to revisit the alerts, you can do so by selecting "Incomplete" beneath **Event, Procedure, or Summary Data** on the navigation bar.
- When your facility does not have any records that meet the criteria for a specific alert, you will see the message "No incomplete in-plan records found."

Please note: the examples provided in this document contain screenshots from a fictitious facility with fictitious data.

INCOMPLETE EVENTS

This alert will list in-plan events from any module with required data elements missing.

Incomplete/Missing List

Do not show again next logon

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data						
Incomplete Procedures	Missing Procedures	Missing PA Events							
<p>The following are incomplete "In Plan" events. Existence of incomplete "In Plan" events can lead to deactivation of a facility.</p> <p style="text-align: right;">Print this report</p>									
<p>First Previous Next Last Displaying 1 - 3 of 3</p>									
Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code
Events									
9861161	Johnson	Steve	M	01/15/1980	29421	BSI	01/01/2009		
Died: <input type="text"/> ▼									
65106510	Stevens	Mary	F	06/10/1950	29422	UTI	01/20/2010		
Died: <input type="text"/> ▼									
234326	Miller	Ryan	M	09/20/1960	29424	SSI	06/01/2011	06/15/2011	COLO
Died: <input type="text"/> ▼									
<p>First Previous Next Last Displaying 1 - 3 of 3</p>									
<input type="button" value="Save"/> <input type="button" value="Reset"/>									

Each incomplete event can be resolved by performing one of the following actions:

- a. If you are able to accurately report these data per the NHSN protocols, you should do so by entering the information on the Incomplete Events screen. Once data have been entered for each record, click "Save".
- b. If you are unable to accurately report these missing data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event type from your plan(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.

Following any of the above steps will remove the event from this alert.

MISSING EVENTS

This alert will list months in which events from the device-associated, MDRO/CDI, or vaccination modules were entered in the monthly reporting plan and summary data have been reported to NHSN, but no events have been reported.

Incomplete/Missing List

Do not show again next logon

Incomplete Events
Missing Events
Incomplete Summary Data
Missing Summary Data

Incomplete Procedures
Missing Procedures
Missing PA Events

(In-plan denominators reported for these locations with no associated events)

[Print this report](#)

First | Previous | Next | Last
Displaying 1 - 5 of 5

Location	CDC Location	Month/Year	Alert Type	Event Type/Pathogen	Summary Data Form Type
ICU	IN:ACUTE:CC:M	04/2009	Summary but no events	CAUTI	DA-ICU/Other
ICU	IN:ACUTE:CC:M	05/2009	Summary but no events	CLABSI	DA-ICU/Other
ICU	IN:ACUTE:CC:M	06/2009	Summary but no events	VAP	DA-ICU/Other
BURN	IN:ACUTE:CC:B	09/2010	Summary but no events	CLABSI	DA-ICU/Other
ICU	IN:ACUTE:CC:M	01/2011	Summary but no events	LabID (All) - MRSA	MDRO

First | Previous | Next | Last
Displaying 1 - 5 of 5

Each entry on the list can be resolved by performing one of the following actions:

- a. If your facility performed in-plan surveillance for the given event in the location and events were identified, you can enter these events in NHSN by clicking on Event > Add in the navigation bar.
- b. If your facility performed in-plan surveillance for the given event in the location but did no events were identified, you must report no events. Please see Appendix B for instructions on how to report no events.
- c. If your facility included the event(s) in your monthly reporting plan(s), but surveillance was not done per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.

Following any of the above steps will remove the location and month from this alert.

INCOMPLETE SUMMARY DATA

This alert will list months of summary data for the device-associated, MDRO/CDI, or vaccination modules in which a required field is missing. This usually occurs when a monthly reporting plan is updated to include an additional event(s) for a location after summary data have been entered initially.

Incomplete/Missing List

Do not show again next logon

Incomplete Events
Missing Events
Incomplete Summary Data
Missing Summary Data

Incomplete Procedures
Missing Procedures
Missing PA Events

The following are incomplete "In Plan" summary data records.

Existence of incomplete "In Plan" summary data records can lead to deactivation of a facility.

Print this report

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Summary ID	Summary Data Type	Year	Month	Location Code
2174	ICU	2011	6	ORT
2245	ICU	2011	6	INMEDCC
2204	NICU	2011	5	NICU2/3
2250	MDRO	2011	6	INMEDCC

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Displaying 1 - 4 of 4

Back

Each incomplete summary data record can be resolved by performing one of the following actions:

- a. If you are able to accurately report the appropriate summary data per the NHSN protocols, do so by clicking on the Summary ID link in the first column of the table to return to the month's summary data record. Click the Edit button to unlock the summary data record for editing. Enter the missing data in the required field(s) and click the Save button.
- b. If you are unable to accurately report these missing data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event from your plan(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.

Following any of the above steps will remove the event and month from this alert.

MISSING SUMMARY DATA

This alert will list months in which events from the device-associated, MDRO/CDI, or vaccination modules were entered in the monthly reporting plan, but no summary data have been entered.

Incomplete/Missing List

Do not show again next logon

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data
Incomplete Procedures	Missing Procedures	Missing PA Events	

(In-plan events reported for these locations with no associated summary data) [Print this report](#)

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Module	Location	CDC Location	Month/Year	Alert Type	Event Type
DA	HEME	IN:ACUTE:SCA:HONC	07/2010	Events but no summary form	CLABSI
DA	ICU	IN:ACUTE:CC:M	07/2010	Events but no summary form	CLABSI
DA	HEME	IN:ACUTE:SCA:HONC	08/2010	Events but no summary form	CLABSI
DA	ICU	IN:ACUTE:CC:M	08/2010	Events but no summary form	CLABSI
DA	MED	IN:ACUTE:WARD:M	08/2010	Events but no summary form	CLABSI
DA	HEME	IN:ACUTE:SCA:HONC	09/2010	Events but no summary form	CLABSI
DA	ICU	IN:ACUTE:CC:M	09/2010	Events but no summary form	CLABSI
MDRO	BURN	IN:ACUTE:CC:B	01/2011	Events but no summary form	LabID (All)

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Each missing summary data record can be resolved by performing one of the following actions:

- If you are able to accurately report the appropriate summary data per the NHSN protocols, you should do so by clicking on Summary Data→Add in the navigation bar.
- If you are unable to accurately report the missing summary data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event from your plan(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.

Following any of the above steps will remove the location and month from this alert.

INCOMPLETE PROCEDURES

This alert will list those in-plan procedure records that have been imported with incomplete data.

Incomplete/Missing List

Do not show again next logon

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures					
Missing Procedures	Missing PA Events								
<p>The following are incomplete "In Plan" procedures. Existence of incomplete "In Plan" procedures can lead to deactivation of a facility.</p> <p style="text-align: right;">Print this report</p>									
<p>First Previous Next Last Displaying 1-4 of 4</p>									
Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code
555555			F	08/20/1986	29202	PROC		06/03/2011	CSEC
Height: <input type="text" value="5"/> ' <input type="text" value="5"/> " or <input type="text" value="1.65"/> m Weight: <input type="text" value="186"/> lbs or <input type="text" value="84.36"/> kg Duration of Labor (hrs): <input type="text" value="0"/>									
555556			F	09/27/1986	29203	PROC		06/08/2011	CSEC
Height: <input type="text"/> ' <input type="text"/> " or <input type="text"/> m Weight: <input type="text"/> lbs or <input type="text"/> kg Duration of Labor (hrs): <input type="text" value="0"/>									
555557			F	10/17/1986	29204	PROC		06/09/2011	CSEC
Height: <input type="text"/> ' <input type="text"/> " or <input type="text"/> m Weight: <input type="text"/> lbs or <input type="text"/> kg Duration of Labor (hrs): <input type="text" value="0"/>									
555560			F	03/29/1987	29207	PROC		06/15/2011	CSEC
Height: <input type="text"/> ' <input type="text"/> " or <input type="text"/> m Weight: <input type="text"/> lbs or <input type="text"/> kg Duration of Labor (hrs): <input type="text" value="0"/>									
<p>First Previous Next Last Displaying 1-4 of 4</p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Reset"/> </p>									

Each incomplete procedure can be resolved by performing one of the following actions:

- a. If you are able to accurately report these data per the NHSN protocols, you should do so by entering the information on the Incomplete Procedures screen. Once data have been entered, click "Save".
- b. If you are unable to accurately report these missing data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified procedure category from your plan(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.

Following any of the above steps will remove the procedure category and month from this alert.

MISSING PROCEDURES

This alert will list those months in which NHSN operative procedure categories were listed in your monthly reporting plan and no procedures have been reported to NHSN.

Incomplete/Missing List

Do not show again next logon

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures
Missing Procedures	Missing PA Events			
First Previous Next Last				Print this report Displaying 1 - 10 of 43
Month/Year	Procedures	No Procedures Performed		
01/2009	SPLE - Spleen surgery	<input type="checkbox"/>		
01/2009	THYR - Thyroid and/or parathyroid surgery	<input checked="" type="checkbox"/>		
01/2009	VHYS - Vaginal hysterectomy	<input type="checkbox"/>		
01/2009	VSHN - Ventricular shunt	<input checked="" type="checkbox"/>		
01/2009	XLAP - Exploratory abdominal surgery	<input type="checkbox"/>		
02/2009	AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/>		
02/2009	AMP - Limb amputation	<input type="checkbox"/>		
02/2009	APPY - Appendix surgery	<input checked="" type="checkbox"/>		
02/2009	AVSD - AV shunt for dialysis	<input type="checkbox"/>		
02/2009	BILI - Bile duct, liver or pancreatic surgery	<input checked="" type="checkbox"/>		
First Previous Next Last				Displaying 1 - 10 of 43
<input type="button" value="Save"/> <input type="button" value="Reset"/>				

Each month and procedure category can be resolved by performing one of the following actions:

- a. If your facility did not perform any procedures in that category, you may check the box under "No Procedures Performed". Once you've made the appropriate selections on a page, click "Save". Continue this until you reach the end of the report.
- b. If your facility performed these procedures but you are unable to report them accurately per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified procedure categories from your plan(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.
- c. If your facility performed these procedures and you are able to report these data per the NHSN protocols, you should do so either through a procedure import or through manual data entry.

Following any of the above steps will remove the procedure category and month from this alert.

MISSING PA EVENTS

This alert will list those months in which NHSN operative procedures were reported in-plan and no in-plan procedure-associated events have been reported to NHSN.

Incomplete/Missing List

Do not show again next logon

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	
Missing Procedures	Missing PA Events				
First Previous Next Last				Print this report Displaying 1 - 10 of 73	
Month/Year	Procedures	SSI	Report No Events	Post-procedure PNEU	Report No Events
01/2009	COLO - Colon surgery	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input type="checkbox"/>
01/2009	CRAN - Craniotomy	IN - Inpatient	<input checked="" type="checkbox"/>	IN - Inpatient	<input type="checkbox"/>
01/2009	CSEC - Cesarean section	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input checked="" type="checkbox"/>
01/2009	FUSN - Spinal fusion	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input checked="" type="checkbox"/>
01/2009	GAST - Gastric surgery	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input type="checkbox"/>
01/2009	HYST - Abdominal hysterectomy	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input type="checkbox"/>
01/2009	KPRO - Knee prosthesis	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input type="checkbox"/>
01/2009	SB - Small bowel surgery	BOTH - In and outpatient	<input type="checkbox"/>	IN - Inpatient	<input checked="" type="checkbox"/>
01/2009	THOR - Thoracic surgery	BOTH - In and outpatient	<input checked="" type="checkbox"/>	IN - Inpatient	<input checked="" type="checkbox"/>
02/2009	CBGB/CBGC - Coronary artery bypass graft	IN - Inpatient	<input type="checkbox"/>	IN - Inpatient	<input type="checkbox"/>
First Previous Next Last				Displaying 1 - 10 of 73	
<input type="button" value="Save"/> <input type="button" value="Reset"/>					
<input type="button" value="Back"/>					

Each month and procedure category can be resolved by performing one of the following actions:

- a. If your facility did not identify any SSI and/or PPP in that category, you may check the box under “Report No Events”. Once you’ve made the appropriate selections on a page, click “Save”. Continue this until you reach the end of the report. . NOTE: If you later identify an event attributable to one of these procedures, the event should be reported to NHSN. At that time, the “Report No Event” indicator will no longer apply.
- b. If your facility identified SSI and/or PPP but you are unable to report them accurately per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified procedure categories from your plan(s). Please see Appendix A for instructions on how to edit your monthly reporting plan.
- c. If your facility identified SSI and/or PPP and the required information was collected according to NHSN protocols, these events should be reported to NHSN.

Following any of the above steps will remove the procedure category and month from this alert.

APPENDIX A: HOW TO EDIT A MONTHLY REPORTING PLAN

1. On the navigation bar, go to Reporting Plan > Find.
2. Enter the appropriate Month and Year for the plan you would like to update and click “Find”:

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

NHSN - National Healthcare Safety Network

Logged into DHQP Memorial Hospital (ID 10000) as MAGGIE.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Find Monthly Reporting Plan

• Enter search criteria and click Find
• Fewer criteria will return a broader result set
• More criteria will return a narrower result set

Facility ID:

Month:

Year:

3. At the bottom of the View screen, click “Edit”:

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

NHSN - National Healthcare Safety Network

Logged into DHQP Memorial Hospital (ID 10000) as MAGGIE.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

View Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: DHQP Memorial Hospital (10000)
Month*: January
Year*: 2011

Device-Associated Module [HELP](#)

Locations	CLA	BSI	DE	VAP	CAUTI	CLIP
ACU - ACU	X					
SICU - SURGICAL ICU	X					
NICU23 - LEVEL 2/3 NICU	X					
S4IC - S4IC	X					

Procedure-Associated Module [HELP](#)

Procedures	SSI	Post-procedure PNEU

Multi-Drug Resistant Organism Module [HELP](#)

Locations: _____ Specific Organism Type: _____

Patient Influenza Vaccination Module [HELP](#)

Method A:

Method B:

4. On the Edit screen, make any necessary changes.
 - a. To remove a row from any section of the plan, click the trash can icon to the left of that row.
 - b. To remove an event from a location in the device-associated module section of the plan, uncheck the box for that event.
 - c. To add a new row to the plan, click “Add Row”.
 - d. If you would like to copy the previous month’s plan for any section, click “Copy from Previous Month”.

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

NHSN - National Healthcare Safety Network

Logged into DHQP Memorial Hospital (ID 10000) as MAGGIE.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Edit Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: DHQP Memorial Hospital (ID 10000)
Month*: January
Year*: 2011

No NHSN Patient Safety Modules Followed this Month

Device-Associated Module [HELP](#)

Locations	CLA	BSI	DE	VAP	CAUTI	CLIP
3 MS - MEDSURG ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
BICU3 - BURN ICU 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CMICU - CARDIAC ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CTICU - CARDIOTHORACIC CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
MICU - MEDICAL ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
MSICU - MEDICAL SURGICAL ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
NICU 3 - LEVEL 3 NICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
NICU23 - LEVEL 2/3 NICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
PICU - PEDIATRIC ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
SICU - SURGICAL ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
RICU - RESPIRATORY ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Add Row Clear All Rows Copy from Previous Month

Procedure-Associated Module [HELP](#)

Procedures SSI Post-procedure PNEU

5. Once all changes have been made, scroll to the bottom of the screen and click “Save”. You will then receive a message, confirming that the changes have been saved.

APPENDIX B: HOW TO REPORT NO EVENTS FOR THE DEVICE ASSOCIATED, MDRO/CDI, AND VACCINATION MODULES

1. On the navigation bar, go to Summary Data > Add.
2. Select the type of summary data that you would like to enter from the dropdown box and click Continue.
3. On the summary data screen (below), select the Location and Month that you are entering summary data for. NHSN will place asterisks on fields that are required for completion according to your monthly reporting plan.

The screenshot shows the NHSN interface for reporting summary data. The page title is "Denominators for Intensive Care Unit (ICU)/ Other locations (not NICU or SCA)". The user is logged in as PAULM. at DHQP MEMORIAL HOSPITAL. The form includes the following fields and options:

- Facility ID*:** 10018 (DHQP MEMORIAL HOSPITAL)
- Location Code*:** ORT - ORTHOPEDICS
- Month*:** August
- Year*:** 2011
- Total Patient Days*:** [input field]
- Central Line Days*:** [input field]
- Urinary Catheter Days*:** [input field]
- Ventilator Days*:** [input field]
- Report No Events:**
 - CLABSI:
 - CAUTI:
 - VAP:

Buttons for "Save" and "Back" are located at the bottom of the form. A "Print PDF Form" link is also present.

4. Enter summary data counts in the appropriate fields. If zero is entered for a summary data field, the corresponding Report No Events box is automatically checked, since no events can be reported for a zero denominator.
5. If your facility has not identified a given event for the location for the month, check the Report No Events box for that event. If your facility has identified events for the location for the month, leave the box unchecked.
6. Click the Save button to save your summary data record.

NOTE: If you attempt to save a summary data record for a location that is in your monthly reporting plan with no events reported for the month, but do not check the Report No Events box, NHSN will display a pop-up message indicating that you have done so. Click Cancel to return to the summary data record to check the appropriate box(es). If events were identified for the location but have not been entered, click OK to save the summary data record and then use Event > Add to enter the events.

In the example shown below, the facility has entered a Device-Associated Module summary data record for the ORT location for August 2011. The facility has entered summary data values for patient days, central line days, urinary catheter days, and ventilator days, as required by their plan.

The facility did not identify any CLABSI or VAP events in the ORT location for August 2011, so they have checked the Report No Events box for those events. The facility did identify a CAUTI event, so the Report No Events box for CAUTI is not checked.

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

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081) | NHSN Home | My Info | Contact us | Help | Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as PAULM.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Denominators for Intensive Care Unit (ICU)/ Other locations (not NICU or SCA)

Mandatory fields marked with *

Facility ID*: 10018 (DHQP MEMORIAL HOSPITAL)

Location Code*: ORT - ORTHOPEDICS

Month*: August

Year*: 2011

Report No Events

Total Patient Days*: 200

Central Line Days*: 45

Urinary Catheter Days*: 50

Ventilator Days*: 15

CLABSI:

CAUTI:

VAP:

Custom Fields

Save Back

NOTE: If this facility identified a CLABSI event for the ORT location for August 2011 after they have already entered a summary data record with the Report No Events box checked, they should enter the CLABSI event using Event > Add. NHSN will automatically uncheck the Report No Events box on the summary data screen.