From: NHSN (CDC)

Sent: Wednesday, October 21, 2009 7:57 AM

To: All NHSN Users

Subject: NHSN 6.0 now available

Dear NHSN User,

The newest version of NHSN is now available. Please read the notes below regarding a few important enhancements in this version.

Patient Safety Component:

- 1. The High Risk Inpatient Influenza Vaccination (HRIIV) forms and protocol have been updated to allow reporting of Non-seasonal influenza vaccinations. Corresponding training and materials are available at: http://www.cdc.gov/nhsn/hriiv.html
- 2. If you IMPORT PROCEDURES, note that there have been slight changes in how the import function is accessed within NHSN. Please see the attached document, titled "NHSN Newsletter" for modified instructions.

Healthcare Personnel Safety Component:

- 1. The Healthcare Worker (HCW) Influenza Vaccination form has been updated to include a list of manufacturers for the 2009 H1N1 non-seasonal vaccine. This updated form is available at:
- http://www.cdc.gov/nhsn/forms/57.209_HCWFluVac_BLANK.pdf
- 2. Analysis output options are now available for HCW demographic data and and HCW influenza vaccinations. Each of these will allow you to produce line lists, frequency tables, pie charts and bar charts. Remember to generate datasets prior to accessing these output options.

If you have any questions, please contact us at nhsn@cdc.gov.

Thank you, The NHSN Team

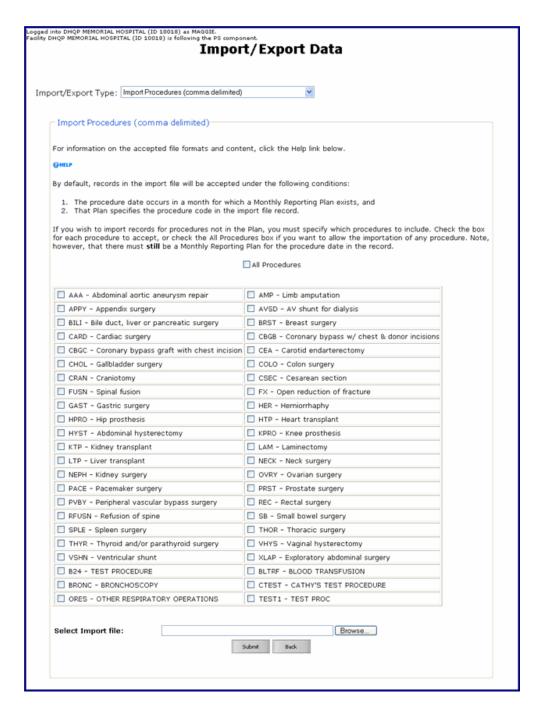
How to Import Procedure Data

These instructions assume that your facility has prepared an import file according to the specifications provided by NHSN.

1. On the navigation bar, click on "Import/Export". Select Import Procedures (comma delimited) as the Import/Export Type:

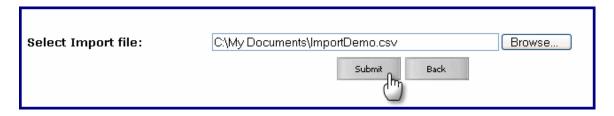


2. The **Import Procedure** section of the screen will appear.



- 3. By default, records in the import file will be accepted under the following conditions:
 - a. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and
 - b. That Plan specifies the procedure code in the import file record. If you wish to import records for procedures not in the Plan, you must specify which procedures to include. Check the box for each procedure to accept, or check "All Procedures" if you want to allow the importation of

- any procedure. NOTE: There must **still** be a Monthly Reporting Plan for the procedure date period in the import file.
- 4. Next, select the import file. Click "Browse" to search for and select the file to import. Once the file has been selected, click "Submit."



- 5. As the file is being submitted, you will see a progress bar. Depending on the size of the file, it may take a few moments for the entire file to be submitted. Once the entire file has been submitted, you will be brought to the **Procedure Import** screen.
- 6. The **Procedure Import** screen may have up to 4 tabs of procedure data: Inserts, Bad Data, Updates, Duplicate Data
 - a. Inserts: This tab includes all procedure records that have passed the quality acceptance checks. These records can be imported without any additional editing.

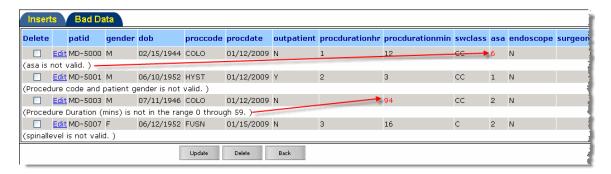


b. Duplicate Data: The tab lists all procedure records in your import file that are considered duplicates. NOTE: You must either select one of the duplicate records, or delete both records from the import file before proceeding. If you select one of the duplicate records, as shown below, click "Transfer selected duplicate records for import."



Import Procedure Data

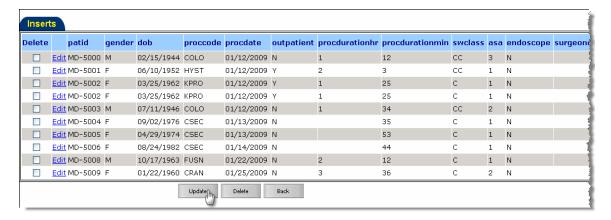
c. Bad Data: This tab lists all procedure records in the import file that cannot be imported for one or more reasons. Beneath each record, details are provided that will assist you in fixing each record. NOTE: Each record in the Bad Data tab must either be fixed (click "Edit") or deleted in order to import your file.



d. Updates: This tab lists all procedure records that already exist in the NHSN database, but have updates in one or more columns. You can either choose to delete the new record, or choose one or more columns to update, as shown below.



7. Once all desired edits and deletions have been made, you should have only the Inserts and/or Updates tab(s).



Click **"Update"**. When all records have been imported, you will see a message confirming the data file has been successfully imported.