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 2011 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 “Alerts” 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 “You have no action items.”
- For 2012 data and forward, in-plan data will be included in rates and SIRs only if the month is considered “complete”, including the resolution of any alerts.

Please note: the examples provided in this document contain screenshots from a fictitious facility with fictitious data.
NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

Action Items

You must complete these items:
- Correct rights not accepted

Alerts
- You have 12 incomplete events
- You have 120 missing events
- You have 22 incomplete summary items
- You have 80 missing summary items
- You have 10 incomplete procedures
- You have 52 missing procedures
- You have 22 missing Procedure-associated events
- You have 2 unusual susceptibility profiles
INCOMPLETE EVENTS

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

### Incomplete/Missing List

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Event #</th>
<th>Event Type</th>
<th>Date Admitted to Facility</th>
<th>Procedure Date</th>
<th>NHSN Procedure Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Doe</td>
<td>John</td>
<td>M</td>
<td>07/01/1990</td>
<td>1234</td>
<td>UTI</td>
<td>07/02/2014</td>
<td>07/03/2014</td>
<td>UTI</td>
</tr>
<tr>
<td>987654321</td>
<td>Smith</td>
<td>Jane</td>
<td>F</td>
<td>08/01/1990</td>
<td>5678</td>
<td>VTE</td>
<td>08/02/2014</td>
<td>08/03/2014</td>
<td>VTE</td>
</tr>
</tbody>
</table>

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. Click the link in the 6th column (titled “Event #”) in order to resolve the incomplete event. Click the “Edit” button to unlock the event data for editing. 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 or MDRO/CDI modules were included in the monthly reporting plan and summary data have been reported to NHSN, but no events have been reported.

IMPORTANT: Until this alert is resolved, the month/location/event type will be excluded from all related rates and SIRs.

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.

   TIP: For device-associated events, the event must be entered with the corresponding device field answered as “Yes”, (or for CAUTI, urinary catheter must be “in place” or “remove”) in order to resolve this alert. If an event is entered with the device field reported as “No”, the event is not device-associated and would not resolve this alert.

b. If your facility performed in-plan surveillance for the given event in the location but no events were identified, you must report no events. You may check the “Report No Events” checkbox on this screen or refer to Appendix B for information on how to address this through the “Summary Data” option.

c. Facilities who include CLIP in their monthly reporting plan will now receive a “Missing Events” alert when no CLIP events are reported for a month. They can use the “Report No Events” checkbox to confirm that they had no insertions for the specified location. Note that CLIP “no events” can only be reported through the option described above.
d. 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 or MDRO/CDI 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, or, when the “Report No Events” box has not been checked.

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 link in the first column of the table (the “Summary ID” column) 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 in-plan months in which no summary data for the device-associated or MDRO/CDI modules have been entered.

Each missing 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, you should do so by clicking on the "Add summary" link, which can be found under the "Alert Type" column.

b. 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**

The following are incomplete “In Plan” procedures.

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Event #</th>
<th>Event Type</th>
<th>Date Admitted to Facility</th>
<th>Procedure Date</th>
<th>NHSN Procedure Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRO_0326_1</td>
<td></td>
<td></td>
<td>M</td>
<td>11/24/1955</td>
<td>06022-49</td>
<td>PROC</td>
<td>08/04/2014</td>
<td>HPRO</td>
<td></td>
</tr>
<tr>
<td>HPRO_0326_2</td>
<td></td>
<td></td>
<td>M</td>
<td>11/24/1955</td>
<td>06022-49</td>
<td>PROC</td>
<td>08/04/2014</td>
<td>HPRO</td>
<td></td>
</tr>
<tr>
<td>HPRO_0326_3</td>
<td></td>
<td></td>
<td>M</td>
<td>11/24/1955</td>
<td>06022-49</td>
<td>PROC</td>
<td>08/04/2014</td>
<td>HPRO</td>
<td></td>
</tr>
<tr>
<td>HPRO_0326_4</td>
<td></td>
<td></td>
<td>M</td>
<td>11/24/1955</td>
<td>06022-49</td>
<td>PROC</td>
<td>08/04/2014</td>
<td>HPRO</td>
<td></td>
</tr>
<tr>
<td>HPRO_0326_5</td>
<td></td>
<td></td>
<td>M</td>
<td>11/24/1955</td>
<td>06022-49</td>
<td>PROC</td>
<td>08/04/2014</td>
<td>HPRO</td>
<td></td>
</tr>
</tbody>
</table>

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. Click the link in the 6th column (titled “Event #”) in order to resolve the incomplete procedure. Next, click “Edit” to unlock the procedure data for editing. All missing but required data fields will be marked with a red asterisk on the procedure modification 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. Note that procedures will be listed by category and setting.

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 and setting for that month/year, 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 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.

c. 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.

Following any of the above steps will remove the procedure category and month from this alert.
MISSING PROCEDURE-ASSOCIATED EVENTS

This alert will list those months in which NHSN operative procedures were reported in-plan and no in-plan procedure-associated events (i.e., SSIs) have been reported to NHSN, for procedures performed during that month/year.

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

a. If your facility did not identify any SSI in that category and setting, 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 the required information was collected according to NHSN protocols, these events should be reported to NHSN.

c. If your facility identified SSI 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.

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

Additional documentation for removing alerts by reporting no events can be found via the NHSN CMS Requirements homepage at http://www.cdc.gov/nhsn/cms/index.html. Event-specific links are provided below for quick reference.

**CLABSI/CAUTI:**

“How to Report Zero CLABSI or CAUTI Events for a Month”


**SSI:**

“How to Report Zero Surgical Procedures or SSI Events for a Month”


**Unusual Susceptibility Profiles Alert:**


*** 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.
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”:

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

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”.

**Edit Monthly Reporting Plan**

Mandatory fields marked with *

<table>
<thead>
<tr>
<th>Facility ID*</th>
<th>DHQP Memorial Annex (ID 10401)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month*</td>
<td>January</td>
</tr>
<tr>
<td>Year*</td>
<td>2014</td>
</tr>
<tr>
<td></td>
<td>No NSHQ Patient Safety Modules Followed this Month</td>
</tr>
</tbody>
</table>

### Device-Associated Module

<table>
<thead>
<tr>
<th>Locations</th>
<th>CLASSI VAE CAUTI CLMP FedVAP (&lt;18 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURN-BURN</td>
<td>✔️</td>
</tr>
<tr>
<td>TELE-TELEMEDY</td>
<td>☐</td>
</tr>
<tr>
<td>HEME-HEMEDIAGNOSIS SCA</td>
<td>☒  ☐</td>
</tr>
<tr>
<td>ICU-MEDICAL ICU</td>
<td>☐</td>
</tr>
<tr>
<td>MED-MEDICAL FLOOR</td>
<td>☐  ☐</td>
</tr>
<tr>
<td>NEURO-NEUROLOGY WARD</td>
<td>☒  ☐</td>
</tr>
<tr>
<td>IN-REHAB</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Procedure-Associated Module

<table>
<thead>
<tr>
<th>Procedures</th>
<th>SSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRO - Hip prosthesis</td>
<td>☒ IN: OUT:</td>
</tr>
<tr>
<td>KPRO - Knee prosthesis</td>
<td>☒ IN: OUT:</td>
</tr>
<tr>
<td>COLO - Colon surgery</td>
<td>☒ IN: OUT:</td>
</tr>
<tr>
<td>HYST - Abdominal hysterectomy</td>
<td>☒ IN: OUT:</td>
</tr>
</tbody>
</table>

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 AND MDRO/CDI MODULES

*You may report no events for both Device-Associated and MDRO/CDI Modules in either the “Alerts” list or through the “Summary Data” option. The method to report no events through the “Summary Data” option is described below.

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.
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 January 2014. 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, PedVAP, or VAE events in the ORT location for January 2014, 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.

**NOTE:** If this facility identified a CLABSI event for the ORT location for January 2014 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 once the event is entered.