

Updates to NHSN for IRF Locations within Acute Care & Critical Access Hospitals

Beginning in April, 2012, NHSN allows users with inpatient rehabilitation units within acute care and critical access hospitals to appropriately designate whether the unit is a separately licensed IRF. This applies only to those units who have an 'R' or 'T' in the 3rd position of their CMS Certification Number (CCN). It's important to note that rehab units within acute care and critical access hospitals will have a different CCN than the acute care or critical access hospital itself. 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 rehab locations within the facility as separately licensed CMS units. In addition, users will be able to enter the rehab specific CCN, thus allowing the data to be appropriately sent to CMS to satisfy IRF PPS reporting requirements. Furthermore, upon indicating that the rehab unit is separately licensed, users will be prompted to fill out a brief section of the rehab specific annual survey in order to properly risk adjust the data.

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

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

Step 1: Adding the rehab location

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 rehab 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 rehab designation ('Inpatient Rehabilitation Ward' or 'Inpatient Pediatric Rehabilitation Ward').
 - a. Upon selecting the appropriate designation, the additional questions will appear as shown in the screenshot.
4. If you wish to designate this rehab location as a CMS IRF unit you will select 'Yes' in response to 'Is this location a CMS IRF unit within a hospital?' If this is not a CMS IRF unit, select 'No' and go to Step 6.
5. Next, to enter the IRF's CCN, click on the blue 'Edit IRF 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 IRF rehab unit within an acute care or critical access facility, the CCN must have a 'R' or 'T' in the 3rd position.
 - iii. If the CCN does not have a 'R' or 'T' in the 3rd position but instead has the last four digits between 3025-3099, the IRF must be enrolled as a separate facility and NOT as a location within the acute care facility.
 - iv. **NOTE:** The CCN shown in the screenshot below is for example only. Please obtain your facility specific IRF 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.

- 6. The new location should be listed with 'Active' status and an accurate bed size. After completing all of the fields, click 'Add' to add the location.
- 7. Upon clicking 'Add', you'll be prompted to complete a brief annual survey that is specific to this rehab unit.
 - a. Click 'Okay' to view and print the survey

- 8. Only answer the questions in the black Facility Details box shown below (no further answers are needed as they were provided on the annual acute care facility survey).
 - a. Be sure to use data from the **full calendar year for this specific rehab location**.
 - b. Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census).

http://isd-clft-nhsn1:8081/nhsn/annualsurvey.do?method=printPdfForm&inputFile=pshospurv...

NHSN
National Healthcare Safety Network

OMB No. 0920-0666
Exp. Date: 01-31-2015
www.cdc.gov/nhsn

Patient Safety Component—Annual Facility Survey for IRF

*required for saving	Tracking #:
*Facility ID:	*Survey Year:
Facility Characteristics	
*Ownership (check one):	
<input type="checkbox"/> For profit <input type="checkbox"/> Not for profit, including church <input type="checkbox"/> Government <input type="checkbox"/> Veterans Affairs	
*Affiliation (check one):	
<input type="checkbox"/> Independent <input type="checkbox"/> Multi-facility organization (specialty network) <input type="checkbox"/> Hospital system <input type="checkbox"/> Managed care organization	
*How would you describe your licensed inpatient rehabilitation facility? (check one)	
<input type="checkbox"/> Free-standing <input type="checkbox"/> Healthcare facility based	
Facility Details (CMS Licensed IRF Locations within hospitals fill out Facility Details section only)	
In the previous calendar year, indicate: <input type="checkbox"/> No CMS licensed IRF unit operational in this survey year	
*Total number of beds:	_____
*Average daily census:	_____
*Number of patient days:	_____
*Average length of stay:	_____
*Indicate the number of admissions with the primary diagnosis for each of the following rehabilitation categories (<i>must sum to the total number of admissions listed below</i>)	
a. Traumatic spinal cord dysfunction:	_____
b. Non-traumatic spinal cord dysfunction:	_____
c. Stroke:	_____
d. Brain dysfunction (non-traumatic or traumatic):	_____
e. Other neurologic conditions (e.g. multiple sclerosis, Parkinson's disease, etc):	_____
f. Orthopedic conditions (incl. fracture, joint replacement, other):	_____
g. All other admissions:	_____
*Total number of admissions:	_____
*Number of admissions on a ventilator:	_____
*Number of pediatric (≤ 18 years old) admissions:	_____
Facility Surveillance Policies	
*Number of trained or certified infection preventionists (IPs) in facility:	_____

Step 2: Adding the rehab-specific survey

- In the left-hand navigation bar, click on 'Surveys' and then 'Add.'
 - From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit.'
 - Select the appropriate survey year.
 - Answer the questions using data for the CMS rehab unit only.
- After entering all of the information click 'Save.'
- You will then receive a confirmation message that the survey has been created successfully.

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 Sievert Memorial (ID 10471) as ISAS.
Facility DHQP Sievert Memorial (ID 10471) is following the PS component.

Add Annual Survey

✔ Patient Safety Annual Survey created successfully.

NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data

Scenario B: Users with a rehab location mapped within their NHSN hospital

Step 1: Updating the existing rehab 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 'Inpatient Rehabilitation Ward' or 'Inpatient Pediatric Rehabilitation Ward' to find the rehab locations 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 rehab unit(s) that you have previously mapped.
4. Click on the underlined blue value in the 'Your Code' column as shown below.
 - a. This will move the information for this location up to the blank fields above the location table.

Your Code*:

Your Label*:

CDC Location Description*: Pediatric Rehabilitation Ward

Is this location a CMS IRF unit within a hospital?*:

Status*: Active

Bed Size*: 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>IRF</u>	IRF UNIT	Pediatric Rehabilitation Ward	IN:ACUTE:WARD:REHAB_PED	1085-0	20

5. If you wish to recognize this rehab location as a CMS IRF unit, then change the response to 'Is this location a CMS IRF unit within a hospital' from 'No' to 'Yes.'
6. Next, to enter the IRF's CCN, click on the blue 'Edit IRF 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 IRF unit within an acute care or critical access hospital, the CCN must have an 'R' or 'T' in the 3rd position.
 - iii. If the CCN does not have an 'R' or 'T' in the 3rd position but instead has the last four digits between 3025-3099, the IRF 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 IRF 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.

Edit CCN Records [X]

-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	IRF_CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	99T999	01/02/2015	2015Q1

Add Row **6a**

6b

Save **6c** Close

7. Click the grey 'Save' button to save the new information for this location.
8. Upon clicking 'Save', you'll be prompted to complete a brief annual survey that is specific to this rehab unit.
 - a. Click 'Okay' to view and print the survey.
 - b. Only answer the questions in the black Facility Details box (no further answers are needed as they were provided on the annual acute care facility survey).
 - i. Be sure to use data from the **full calendar year for this specific rehab location**.
 - ii. Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census).

Step 2: Adding the rehab-specific survey

1. In the left-hand navigation bar, click on 'Surveys' and then 'Add.'
 - a. From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit.'
 - b. Select the appropriate survey year.
 - c. Answer the questions using data for the CMS rehab unit only.

For any questions about these updates please contact the NHSN Helpdesk: nhsn@cdc.gov