CMS certified IRF Locations within Acute Care, Critical Access, and Long-Term Acute Care Hospitals

Location Mapping

Updated January 2021 to include LTACHs

NHSN allows users with inpatient rehabilitation units within a facility to appropriately designate whether the unit is a separately licensed Inpatient Rehabilitation Facility (IRF). This applies only to those units who have an ‘R’, ‘T’, ‘TA’, ‘TB’, ‘TC’, ‘TE’, ‘TF’, ‘TG’, ‘TH’, ‘TJ’ or ‘TK’ in the 3rd position of their CMS Certification Number (CCN). It’s important to note that rehab units will have a different CCN than the 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.

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

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 (Rehabilitation Ward or Pediatric Rehabilitation Ward).
   a. Upon selecting the appropriate designation, the additional questions will appear as shown in the screenshot below.

![Screenshot of CDC Location Description](image)

   - **Your Code**: REHAB
   - **Your Label**: CMS REHAB
   - **CDC Location Description**: Rehabilitation Ward (within Acute Care Hospital)
   - **Is this location a CMS IRF unit within a hospital?**: Yes
   - **Status**: Active
   - **Bed Size**: A bed size greater than zero is required for most inpatient locations.

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.
      iii. If the CCN does not have a ‘R’, ‘T’, ‘TA’, ‘TB’, ‘TC’, ‘TE’, ‘TF’, ‘TG’, ‘TH’, ‘TJ’ or ‘TK’ 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 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 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.

**Step 2: Adding the rehab-specific survey**

1. In the left-hand navigation bar, click on ‘Surveys’ → ‘Add.’
   a. From survey type drop down menu select ‘REHRSRV-PS – Survey for CMS IRF Unit.’
   b. Select the appropriate survey year.
   c. Answer the questions using data for the CMS rehab unit only.
      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).
2. After entering all the information, click ‘Save.’ You will then receive a confirmation message that the survey has been created successfully.
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 ‘Rehabilitation Ward’ or ‘Pediatric Rehabilitation Ward’ to find the rehab locations already mapped within your facility.
3. Leaving all other fields blank, click the blue ‘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. *(Steps 2 – 4 are illustrated on the below screenshot)*

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.
   iii. If the CCN does not have an ‘R’, ‘T’, ‘TA’, ‘TB’, ‘TC’, ‘TE’, ‘TF’, ‘TG’, ‘TH’, ‘TJ’ or ‘TK’ 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 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.

(Step 6 is illustrated on the below screenshot)

7. Click the ‘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.

**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.
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).

*For any questions, please contact the NHSN Helpdesk: nhsn@cdc.gov*