

Inactivate a CDC Location

Location Mapping

September 2021

The following instructions provide guidance on how to inactivate and re-activate a location in NHSN and key reminders about inactive locations.

Overview

If a facility adds a new location to replace an existing location or an existing location is no longer being used for patient care, steps must be taken to ensure that the old location is inactivated, and the new location is added to all applicable Monthly Reporting Plans (MRPs).

Data for inactive locations can still be analyzed in the Analysis Reports (AR), but these data will not be connected to data reported under the new location. To connect data to the new location, facility administrators must edit the older location event and summary records to the newly created locations. **This must be done before the old location is put into “Inactive” status.** Once the new location is active, facilities need to change their MRP to record the change and capture the new location data.

Note: If a unit was inaccurately mapped and reported for, and the facility chooses to edit event and summary records to connect data to the newly created locations, data that has already been sent to CMS for a reporting deadline will not be updated to reflect changes made after the submission deadline.

Reminders about Inactive Locations

- Data from inactive locations will still be sent to CMS if you do not remove them from your MRP.
- Data from inactive locations will still be available to be analyzed in NHSN AR
- After inactivating a location, new data **cannot** be entered (therefore, please be sure to enter all historical data before inactivating a location).
- If a new location was added to replace this inactive location, please add your new location, and remove the old location from your MRP (for all applicable months moving forward) to prevent duplicate data in your records.
- If a MRP needs to be edited or data need to be added for an inactive location, please reactivate the location in the Locations Manager, edit/add data, and then make the location inactive again.

Steps to Inactivate a Location

1. Go to your NHSN Home page.
2. Scroll down to “**Facility**” and select “**Locations**”.



Centers for Disease Control
and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

- Facility -
- Customize Forms
- Facility Info
- Add/Edit Component
- Locations
- Surgeons
- Direct Enroll

3. At the locations page, select “Find”.

Locations

Instructions

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button. Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code *:

Your Label *:

CDC Location Description *:

Status *:

Bed Size: A bed size greater than zero is required for most inpatient locations.

Find Add Export Location List Clear

4. Locate the location to inactivate. In this example, the location is “MEDSURG”.

Location Table

[Display All](#) [Print Location List](#)

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Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size	
<input type="checkbox"/>	Active	24	24 HOURS OBERVATION	24-Hour Observation Area	OUT:ACUTE:WARD	1162-7	1000	
<input type="checkbox"/>	Active	BMT	BONE MARROW TRANSF	Oncology Hematopoietic	SIN:ACUTE:WARD:ONC_H	1231-0	36	
<input type="checkbox"/>	Active	CVSICU	CVSICU	Surgical Cardiothoracic Cr	IN:ACUTE:CC:CT	1032-2	45	
5 <input type="checkbox"/>	Active	MEDSURG	MS	Medical-Surgical Critical C	IN:ACUTE:CC:MS	1029-8	100	
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5. Select the value of “Your Code” for the location that you wish to inactivate. The location fields will populate.



- Change "Status" to "Inactive" from "Active".

Your Code *: MEDSURG
 Your Label *: MS
 CDC Location Description *: Medical-Surgical Critical Care
 6 Status *: Active
 Bed Size *: 100 A bed size greater than zero is required for most inpatient locations.

- Click "Save" to save your changes.

7

Find Save Export Location List Clear

Steps to Re-Activate an Inactive Location

- Go to your NHSN Home page.
- Scroll down to "Facility" and select "Locations".
- At the locations page, select "Inactive" for Status, then click "Find".

Locations

Instructions

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One of more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code *:
 Your Label *:
 CDC Location Description *:
 Status *: Inactive
 Bed Size: A bed size greater than zero is required for most inpatient locations.

Find Add Export Location List Clear

- Locate the location to re-activate.
 In this example, the location is "TEST1234".

Location Table

Display All Print Location List

Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code
<input type="checkbox"/>	Inactive	TEST1234	TESTING REPORTING	Vascular Surgery Ward	IN-ACUTE:WARD:VS	1073-6 12
<input type="checkbox"/>	Inactive	ZWEST	BURN UNIT	Burn Critical Care	IN-ACUTE:CC:B	1026-4 15
<input type="checkbox"/>	Inactive	1098REHAB	CR 1098 REHAB WARD	Rehabilitation Ward (within Acute Car	IN-ACUTE:WARD:REHAB	1070-2 20
<input type="checkbox"/>	Inactive	1152BHV	CR 1152 BEHAVE WARD IPF	Behavioral Health/Psych Ward	IN-ACUTE:WARD:BHV	1051-2 20
<input type="checkbox"/>	Inactive	RLIPE1249	RL IPF	Behavioral Health/Psych Ward	IN-ACUTE:WARD:BHV	1051-2 25
<input type="checkbox"/>	Inactive	5WEST	SSI	Medical-Surgical Ward	IN-ACUTE:WARD:MS	1061-1 30
<input type="checkbox"/>	Inactive	AAOUTPA	SSI	Ambulatory Surgery Center	OUT-ACUTE:OR	1166-8 30
<input type="checkbox"/>	Inactive	FSDC	SSI	Ambulatory Surgery Center	OUT-ACUTE:OR	1166-8 30
<input type="checkbox"/>	Inactive	M.SDC3	SSI	Ambulatory Surgery Center	OUT-ACUTE:OR	1166-8 30
<input type="checkbox"/>	Inactive	M.SDCHW	SSI	Ambulatory Surgery Center	OUT-ACUTE:OR	1166-8 30

- Select the value of "Your Code" for the location that you wish to inactivate.
 The location fields will populate.



6. Change "Status" to "Active" from "Inactive".

Your Code *:

Your Label *:

CDC Location Description *:

6 Status *:

Bed Size *: A bed size greater than zero is required for most inpatient locations.

7. Click "Save" to save your changes.

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