



A user with Administrator Rights selects **Facility**, then **Locations**.

On the **Locations** screen, read the Instructions carefully.

Complete all mandatory fields.

Your Code: Enter a code of your choice that will allow easy identification of the location.

Your Label: Enter a short description of the location.

CDC Location Description: Select the appropriate CDC location from the drop down menu.

Status: Select 'Active' when adding a new location.

Bed Size: Enter the number of licensed beds in the unit.

Click on the **Add** button to save the location.

The screenshot shows the NHSN - National Healthcare Safety Network interface. The top navigation bar includes the CDC logo, Department of Health and Human Services, Centers for Disease Control and Prevention, and links for NHSN Home, My Info, Contact us, Help, and Log. The left sidebar contains a menu with options like Alerts, Reporting Plan, Resident, Event, Summary Data, Analysis, Surveys, Users, Facility (with sub-options for Customize Forms, Facility Info, Add/Edit Component, and Locations), Group, and Log Out. The main content area is titled 'Locations' and features a 'HELP' icon. Below the title, there are 'Instructions' for adding, finding, editing, and deleting records. A section for 'Mandatory fields to "Add" or "Edit" a record marked with *' contains the following form fields: 'Your Code*' (text input with '2W'), 'Your Label*' (text input with '2 WEST DEMENTIA'), 'CDC Location Description*' (dropdown menu with 'LTCF Dementia Unit'), 'Status*' (dropdown menu with 'Active'), and 'Bed Size*' (text input with '25' and a multiplier 'x'). A note states 'A bed size greater than zero is required for most inpatient locations.' At the bottom, there are buttons for 'Find', 'Add', 'Export Location List', and 'Clear'.



After successfully adding a location, it will be available in all active components.

A screenshot of the NHSN (National Healthcare Safety Network) interface. The top header is dark blue with the CDC logo and text: "Department of Health and Human Services Centers for Disease Control and Prevention". Below this is a lighter blue bar with "NHSN - National Healthcare Safety Network". A left-hand navigation menu is visible with items: "NHSN Home", "Alerts", "Reporting Plan", "Resident", and "Event". The main content area is white and displays a green checkmark icon followed by the text: "The location '2 WEST DEMENTIA' has been successfully added." The word "Locations" is displayed in a large, bold, black font in the upper right corner of the main content area.

Important Tips:

- Long-term Care Facilities have designated NHSN locations. The names and descriptions of these locations are in the Master CDC Location and Description document under the Long Term Care Facilities section, found at http://www.cdc.gov/nhsn/pdfs/pscmanual/15locationsdescriptions_current.pdf#page=28
- To map the appropriate CDC location code for a unit, review the resident mix in that unit during the previous year. Choose the location code that best describes the type of resident care/service delivered on that unit
- NHSN “80% Rule”: Sometimes more than one type of resident receives care in a location, for example, both long-stay and skilled resident beds are mixed together. In that situation, select the location code which best reflects the majority of residents usually cared for on that unit. Ideally this code would apply to 80% of residents on the unit. But, if there is not a clear majority, select the code that makes sense for your facility.

Long-Term Care Component website: <http://www.cdc.gov/nhsn/ltc/index.html>

NHSN user support: <mailto:nhsn@cdc.gov>