



Outpatient Procedure Component Monthly Reporting Plan and Annual Facility Survey

Monthly Reporting Plan

The *Outpatient Procedure Component (OPC) Monthly Reporting Plan* form (CDC [57.401](#)) is used by NHSN facilities to inform CDC which OPC modules are used during a given month. This allows CDC to select the data that should be included in the aggregate data analysis used for creating national benchmarks. Data entered into NHSN may represent either “in-plan” or “off-plan” surveillance. Each participating facility must identify and enter a monthly plan to indicate the module(s) used, if any, and the events, locations and/or procedures that will be monitored in-plan. The modules and locations selected for the month represent in-plan surveillance and indicate that the NHSN surveillance protocols will be used in their entirety, for that surveillance.

- Only in-plan data are included in NHSN annual reports or other NHSN publications.
- “Off-plan” surveillance is surveillance that is done because a facility has decided to track a particular event for internal use. A facility makes no commitment to follow the NHSN protocol for “off-plan” events and such data are not included NHSN annual reports or other NHSN publications.

There must be a plan completed for every month that data are entered into NHSN although a facility may choose “No NHSN Outpatient Reporting this month” as an option. The reporting plan should take into account reporting requirements (for example, local or state mandates) when applicable to the facility.

[Instructions for completing the Outpatient Procedure Component Monthly Reporting Plan](#) form can be found in the Table of Instructions.

Ambulatory Surgery Center (ASC) Annual Facility Survey

The *Outpatient Procedure Component (OPC) Annual Facility Survey* (CDC [57.400](#)) is used by CDC to classify facilities for appropriate comparisons in aggregate data analyses and to learn more about common practices among ASCs. Participating facilities must complete the Annual Facility Survey at the time that they enroll or activate the OPC and at the beginning of each calendar year thereafter. Most survey questions are based on facility characteristics and practices during the previous calendar year. For example, if the facility is enrolling in NHSN for the first time in November of 2018, report information for January 2017-December 2017 on the first ASC Annual Facility Survey. In January 2019, complete a new survey with data from January 2018-December 2018.



The NHSN recommends that users collect all survey information using the paper form before attempting to enter data into the web application, as the survey will not save until all of the required questions are answered.

The [*Instructions for Completion of ASC Annual Facility Survey*](#) includes brief instructions for collection and entry of each data element on the form/web-page.