
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.

Table of instructions for completing the Outpatient Procedure Component Monthly Reporting Plan form can be found at [Table of Instructions for Completion of the Outpatient Procedure Component \(OPC\) Monthly Reporting Plan Form \(CDC 57.401\)](#).

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 a facility is completing the 2020 annual survey, they will report information that was recorded during January 2020 through December 2020.

Newly enrolled facilities that indicate that they were non-operational in the previous calendar year will be prompted to complete only a shortened version of the survey containing basic facility characteristic questions. At the start of the next calendar that follows when a facility enrolled into NHSN, they will complete the same survey, but will have to complete all the questions. For example, if the facility is enrolling in NHSN for the first time in March of 2020, they will complete a shortened version of the 2020 survey during enrollment. In January 2021, they will complete the entire 2020 survey with data from when they enrolled (March 2020) through December 2020.

Surveys must be completed by March 1st each year. After March 1st, facilities will be prevented from entering new monthly reporting plans until completion of the applicable survey(s).

The NHSN recommends that users collect all survey information using the paper form before attempting to enter data into the web application, as the application will not save incomplete surveys, meaning all required questions must be answered in order to complete and save the survey.

Instructions for completing the Annual Survey for Ambulatory Surgery Centers can be found at [Table of Instructions for Completion of the Outpatient Procedure Component Annual Ambulatory Surgery Center Survey \(CDC 57.400\)](#).