

## Group User's Guide to the "Line Listing – Participation Alerts" Output Option

Although Groups do not have access to the individual facility Alert screen in the NHSN, Groups can access alerts created for each of their facilities' through the Advanced "Line Listing – Participation Alerts" output option. Groups may wish to review this line list prior to running other output options, as this list will identify those facilities with incomplete data.

### Navigating to the Output Option for Group Alerts Report:

The participation alerts dataset can be located at Analysis → Output Option → Advanced → Facility level data → Line Listing-Participation Alerts. Groups can run reports from this dataset to determine whether any alerts for missing or incomplete data exist for their facilities. Groups have the ability to view different types of alerts for one or all of their facilities, depending on their Group Users' rights, by selecting particular options described on the modification page.

**The Modification Page:** On the top of the 'modify page' of the Participation Alerts line list report, Group users can select the timeframe for the generated alerts and select available variables to view specific information concerning the specific alert. On the bottom of the 'modify page', Group users can modify the list of available variables to include any or all of the available variables. The available variables in the participation alerts dataset are displayed in the 'Select Variables to include Line List' pane displayed below.

The screenshot displays the 'Select Variables to include in Line Listing' dialog box. The main window behind it shows the 'Modify Attributes of the Output' section for the 'ParticipationAlert' dataset. The 'Output Type' is 'Line Listing' and the 'Output Name' and 'Output Title' are both 'Line Listing - Participation Alerts'. The 'Output Format' is set to 'HTML'. The 'Date Variable' is 'planYM' with a 'Beginning' date of '01/2012' and an 'Ending' date of '08/2015'. The 'Selected Variables to include in Line Listing' pane is open, showing two columns: 'Available Variables' and 'Selected Variables'. The 'Available Variables' list includes: countyName, factype, groupName, medAff, medType, numBeds, OID, psnoplan, and state. The 'Selected Variables' list includes: orgID, CCN, module, planYM, location, locCDC, eventTypePath, summaryDataType, proccode, setting, surveyYr, surveyType, groupID, alertMessage, and alertType. Navigation buttons include '>>', '<<', 'All >>', 'All <<', 'Up', and 'Down'. At the bottom of the dialog are 'Save', 'Reset', and 'Close' buttons. The main window also has 'Run', 'Save As', 'Reset', 'Back', and 'Export Output Data Set' buttons at the bottom.

There are nine possible alerts that can be generated for a group on behalf of the facilities including Conferred Rights Not Accepted, Missing Survey Data, Incomplete Events, Missing Events, Incomplete Summary Data, Missing Summary Data, Incomplete Procedures, Missing Procedures and Missing Procedure-associated Events. Each of these alerts can be generated by the plan month or the survey year. It is important to note that if you are group user or facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

The “missing” alerts are generated when facilities list surveillance objectives in their monthly reporting plans for device-associated (DA), procedure-associated (PA) and MDRO/CDI numerator and denominator data, but then do not enter such data for the respective month(s). In these cases, the NHSN application requires confirmation from facility users that the absence of these data is correct. Facility users can provide confirmation by opening the alert and selecting ‘Report No Events,’ ‘No Procedures Performed,’ or entering the summary data record.

**Groups will not be able to address alerts on behalf of their facilities, thus they will have to communicate with their participating facilities about the alerts and reconcile any missing data. Details on how to resolve these alerts can be found in the “NHSN Alerts-Patient Safety Component” document located at the link below.**

**Alert Types**

Conferred Rights Not Accepted: This alert lists information about facilities who have not accepted conferred rights to one or more groups; information will include the organization ID of the facility, the alert message and type. This alert may also list information on newly added locations to which Groups may want access. Below is an example of the results page for the alert generated through the participation alert line list.

| National Healthcare Safety Network      |            |        |        |          |        |               |                 |          |         |          |            |         |                                 |                               |
|---|------------|--------|--------|----------|--------|---------------|-----------------|----------|---------|----------|------------|---------|---------------------------------|-------------------------------|
| Line Listing - Participation Alerts     |            |        |        |          |        |               |                 |          |         |          |            |         |                                 |                               |
| As of: August 31, 2015 at 9:10 AM       |            |        |        |          |        |               |                 |          |         |          |            |         |                                 |                               |
| Date Range: All PARTICIPATIONALERT      |            |        |        |          |        |               |                 |          |         |          |            |         |                                 |                               |
| alertType=Conferred Rights Not Accepted |            |        |        |          |        |               |                 |          |         |          |            |         |                                 |                               |
| orgID                                   | CCN        | module | planYM | location | locCDC | eventTypePath | summaryDataType | procCode | setting | surveyYr | surveyType | groupID | alertMessage                    | alertType                     |
| 10000                                   | 31C0001043 |        |        |          |        |               |                 |          |         |          |            | 21928   | New location(s) have been added | Conferred Rights Not Accepted |
| 15331                                   | 999999     |        |        |          |        |               |                 |          |         |          |            | 21928   | New location(s) have been added | Conferred Rights Not Accepted |
| 19836                                   | 999999     |        |        |          |        |               |                 |          |         |          |            | 21928   | Not Accepted                    | Conferred Rights Not Accepted |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM

Missing Survey Data: This alert lists information about facilities with missing annual survey data. The alert will display information on any of the available variables listed above. In the example below, the alert provides the facility ID, year of missing survey, the type of survey, and the message of the alert. NHSN requires that Annual Surveys are completed by March 1<sup>st</sup> for use in risk adjustment.

| National Healthcare Safety Network  |        |        |                  |               |              |                       |                   |                |         |             |                         |          |            |                     |                     |
|-------------------------------------|--------|--------|------------------|---------------|--------------|-----------------------|-------------------|----------------|---------|-------------|-------------------------|----------|------------|---------------------|---------------------|
| Line Listing - Participation Alerts |        |        |                  |               |              |                       |                   |                |         |             |                         |          |            |                     |                     |
| As of: January 20, 2015             |        |        |                  |               |              |                       |                   |                |         |             |                         |          |            |                     |                     |
| Date Range: All PSALERTS            |        |        |                  |               |              |                       |                   |                |         |             |                         |          |            |                     |                     |
| alertType=Missing Survey Data       |        |        |                  |               |              |                       |                   |                |         |             |                         |          |            |                     |                     |
| Facility ID                         | CCN    | Module | Plan Year/ Month | Location Code | CDC Location | Event Type / Pathogen | Summary Data Type | Procedure Code | Setting | Survey Year | Survey Type             | Group ID | Group Name | Alert Message       | Alert Type          |
| 10281                               | 123456 |        |                  |               |              |                       |                   |                |         | 2014        | Hospital Survey Data    |          |            | Missing Survey Data | Missing Survey Data |
| 10281                               | 123456 |        |                  |               |              |                       |                   |                |         | 2014        | Survey for CMS IRF Unit |          |            | Missing Survey Data | Missing Survey Data |

Sorted by orgID module planYM location event type summary type procedure setting  
Data contained in this report were last generated on December 30, 2014 at 12:42 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Incomplete Events:** The incomplete events alert provides information about a facility's incomplete event without identifying the actual event. Per the example below, the Group users are able to see any or all of the information available in the variable list including the month in which the event occurs, the location, the setting and the type of event.

| Facility Org ID | Module | Plan YM | Location | CDC Location  | eventTypePath | summaryDataType | Procedure Code | Setting   | Facility Survey Year | surveyType | groupID | alertMessage      | Alert Type        |
|-----------------|--------|---------|----------|---------------|---------------|-----------------|----------------|-----------|----------------------|------------|---------|-------------------|-------------------|
| 15331           |        | 2015M02 | ICU/CCU  | IN:ACUTE:CC:C | BSI           |                 |                | Inpatient |                      |            |         | Incomplete Events | Incomplete Events |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Missing Procedures:** The missing procedure alert provides information about a facility's missing procedures without identifying the actual procedures that are missing. Per the example below, the Group users are able to see any or all of the information available in the variable list including the month in which the procedure was conducted, the location and the setting of the procedure.

| Facility Org ID | Module | Plan YM | Location | CDC Location | eventTypePath | summaryDataType | Procedure Code | Setting   | Facility Survey Year | surveyType | groupID | alertMessage       | Alert Type         |
|-----------------|--------|---------|----------|--------------|---------------|-----------------|----------------|-----------|----------------------|------------|---------|--------------------|--------------------|
| 15331           | PA     | 2015M01 |          |              | PROC          |                 | CBGB           | Inpatient |                      |            |         | Missing Procedures | Missing Procedures |
| 15331           | PA     | 2015M01 |          |              | PROC          |                 | CBGC           | Inpatient |                      |            |         | Missing Procedures | Missing Procedures |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Missing Events:** The missing event alert provides information about a facility's missing device-associated or MDRO/CDI events without identifying the actual events that are missing. NOTE: the facility's data for the missing event row will not be included in the corresponding rates or SIRs (if applicable) until the facility either enters an event or checks the "Report No Events" box on the Alert screen.

| Facility Org ID | Module | Plan YM | Location | CDC Location        | eventTypePath      | summaryDataType | Procedure Code | Setting | Facility Survey Year | surveyType | groupID | alertMessage          | Alert Type     |
|-----------------|--------|---------|----------|---------------------|--------------------|-----------------|----------------|---------|----------------------|------------|---------|-----------------------|----------------|
| 10000           | DA     | 2015M03 | ONC MS   | IN:ACUTE:CC:ONC_MS  | CAUTI              | SCA             |                |         |                      |            |         | Summary but no events | Missing Events |
| 10000           | MDRO   | 2015M01 | 24OBS    | OUT:ACUTE:WARD      | LabID (All) - CDIF | MDRO            |                |         |                      |            |         | Summary but no events | Missing Events |
| 15331           | DA     | 2015M01 | 5 EAST   | IN:ACUTE:WARD:REHAB | CAUTI              | ICU             |                |         |                      |            |         | Summary but no events | Missing Events |
| 15331           | DA     | 2015M01 | 5GNORTH  | IN:ACUTE:WARD:MS    | CAUTI              | ICU             |                |         |                      |            |         | Summary but no events | Missing Events |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Incomplete Summary Data:** This alert lists months of summary data for the DA or MDRO/CDI modules in which a required field is missing. This usually occurs when a monthly reporting plan is updated to include an additional event(s) for location after summary data have been entered initially, or, when the 'Report No Event' box has not been checked.

| Facility Org ID | Module | Plan YM | Location | CDC Location        | eventTypePath | summaryDataType | Procedure Code | Setting | Facility Survey Year | surveyType | groupID | alertMessage            | Alert Type              |
|-----------------|--------|---------|----------|---------------------|---------------|-----------------|----------------|---------|----------------------|------------|---------|-------------------------|-------------------------|
| 10000           |        | 2015M01 | 24OBS    | OUT:ACUTE:WARD      |               | MDRO            |                |         |                      |            |         | Incomplete Summary Data | Incomplete Summary Data |
| 15331           |        | 2015M01 | 5 EAST   | IN:ACUTE:WARD:REHAB |               | MDRO            |                |         |                      |            |         | Incomplete Summary Data | Incomplete Summary Data |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Missing Procedure-associated Events:** This alert lists for each facility, the months in which NHSN operative procedures were reported in-plan and no in-plan procedure-associated events, that is surgical site infections (SSI), have been reported. NOTE: the facility's data for the missing procedure-associated event row will not be included in the SSI SIRs until the facility either enters an SSI for that procedure category and procedure month, or checks the "Report No Events" box on the Alert screen.

| Facility Org ID | Module | Plan YM | Location | CDC Location | eventTypePath | summaryDataType | Procedure Code | Setting   | Facility Survey Year | surveyType | groupID | alertMessage                        | Alert Type                          |
|-----------------|--------|---------|----------|--------------|---------------|-----------------|----------------|-----------|----------------------|------------|---------|-------------------------------------|-------------------------------------|
| 10000           | PA     | 2015M03 |          |              | SSI           |                 | COLO           | Inpatient |                      |            |         | Missing Procedure-associated Events | Missing Procedure-associated Events |
| 15331           | PA     | 2015M02 |          |              | SSI           |                 | HPRO           | Inpatient |                      |            |         | Missing Procedure-associated Events | Missing Procedure-associated Events |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Missing Summary Data:** This alert lists the in-plan months in which no summary (i.e., denominator) data for the device-associated or MDRO/CDI modules have been entered.

| National Healthcare Safety Network<br>Line Listing - Participation Alerts<br>As of: August 31, 2015 at 12:08 PM<br>Date Range: PARTICIPATIONALERT planYM 2015M01 to 2015M03<br>Alert Type=Missing Summary Data |        |         |           |                 |               |                 |                |         |                      |            |         |                      |                      |  |
|--|--------|---------|-----------|-----------------|---------------|-----------------|----------------|---------|----------------------|------------|---------|----------------------|----------------------|--|
| Facility Org ID  | Module | Plan YM | Location  | CDC Location    | eventTypePath | summaryDataType | Procedure Code | Setting | Facility Survey Year | surveyType | groupID | alertMessage         | Alert Type           |  |
| 10000  | AUR    | 2015M01 | 4F        | IN:ACUTE:WARD:M | AU Summary    | AU              |                |         | .                    |            |         | Missing Summary Data | Missing Summary Data |  |
| 10000  | DA     | 2015M01 | FICU      | IN:ACUTE:CC:M   |               | ICU             |                |         | .                    |            |         | Missing Summary Data | Missing Summary Data |  |
| 10000  | MDRO   | 2015M02 | EDTEST    | OUT:ACUTE:ED    |               | MDRO            |                |         | .                    |            |         | Missing Summary Data | Missing Summary Data |  |
| 10000  | MDRO   | 2015M02 | FACWIDEIN | ***             |               | MDRO            |                |         | .                    |            |         | Missing Summary Data | Missing Summary Data |  |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

**Incomplete Procedures:** This alert lists the in-plan procedures that have been imported with incomplete procedure data.

| National Healthcare Safety Network<br>Line Listing - Participation Alerts<br>As of: August 26, 2015 at 4:04 PM<br>Date Range: All PARTICIPATIONALERT<br>alertType=Incomplete Procedures |            |        |         |          |        |               |                  |          |            |          |             |          |                      |                      |
|---|------------|--------|---------|----------|--------|---------------|------------------|----------|------------|----------|-------------|----------|----------------------|----------------------|
| orgID   | CCN        | module | planYM  | location | locCDC | eventTypePath | summaryData Type | procCode | setting    | surveyYr | survey Type | group ID | alertMessage         | alertType            |
| 10000   | 31C0001043 | PA     | 2015M07 |          |        | PROC          |                  | COLO     | Inpatient  | .        |             |          | Incomplete Procedure | Incomplete Procedure |
| 15331   | 999999     | PA     | 2014M11 |          |        | PROC          |                  | HPRO     | Inpatient  | .        |             |          | Incomplete Procedure | Incomplete Procedure |
| 15331   | 999999     | PA     | 2015M02 |          |        | PROC          |                  | HYST     | Outpatient | .        |             |          | Incomplete Procedure | Incomplete Procedure |

Sorted by orgID module planYM location locCDC eventTypePath summaryDataType setting surveyYr surveyType groupID  
Data contained in this report were last generated on August 26, 2015 at 3:51 PM.  
If you are a group user or a facility user with limited rights, alerts may indicate limited rights as opposed to missing data.

#### More Information and Resources:

NHSN Alert-Patient Safety Component <http://www.cdc.gov/nhsn/pdfs/gen-support/nhsn-alerts.pdf>

Line List <http://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/linelists.pdf>

<http://www.cdc.gov/nhsn/PDFs/Newsletters/Oct-2013.pdf>