

Session 3:

NHSN Set-up for Long-term Care Facility



QIN-QIO Nursing Home *C. difficile* Reporting and Reduction Project

Presenter: Angela Anttila, PhD, MSN, NP-C, CIC
Presentation Date: 1/26/2016

Review and Updates from Session 2: Enrollment

- ❑ Will I be notified once my proofing documents have been received by SAMS?
 - CDC proofing authority (SAMS) notifies applicant of receipt of documentation. If additional information is needed, CDC proofing authority notifies applicant for clarification.
 - It is recommended that applicants follow-up with SAMS via e-mail or phone call after submitting verification documents to confirm receipt of the documents.

- ❑ Users listed in multiple facilities/multiple SAMS cards
 - Users who are added to multiple facilities should request to be added to each facility using the **same email address** listed on their SAMS user profile to prevent having to keep up with multiple grid cards.

Review and Updates from Session 2: Enrollment

- ❑ How to complete enrollment for additional facilities once you have SAMS access
 - Since the SAMS process is Step 3 of the enrollment process, once you have received your grid card, if you need to enroll additional facilities you would only be required to complete **Steps 4 and 5** of the enrollment process for each additional facility.

- ❑ How do I contact the SAMS Help Desk?
 - Help is available directly from the SAMS Partner Portal Help Desk. You can reach the SAMS Help Desk between the hours of 8:00 AM and 8:00 PM EST Monday through Friday (excepting U.S. Federal holidays) at the following:
 - Toll Free: 877-681-2901
 - Email: samshelp@cdc.gov

Review and Updates from Session 2: Enrollment

- ❑ If the nursing home (NH)/Skilled Nursing Facility (SNF) is located inside of a hospital, how do we add the facility?
 - If the LTCF has a separate 6-digit CCN from the hospital, the facility must be enrolled in NHSN as a **separate NHSN Facility within the Long Term Care Facility Component (see Steps 4 and 5)**.
 - Long-term care facility (LTCF) data should not be included in hospital reporting.
 - Protocols for the LTCF Component are different from those used by hospitals.

Review and Updates from Session 2: Enrollment

□ Steps to submit an email change request in SAMS

- 1. Login to SAMS using your password and grid card (<https://sams.cdc.gov>).
- 2. Click the “My Profile” link in the upper right corner.
- 3. Click the “Change My Email” link the left navigation bar.
- 4. Enter your new email address in the “Change my email to” field.
- 5. Click the “Submit” button.
- 6. Log out of SAMS.

Note: Updating your email address in one system and not the other will prevent you from accessing NHSN. Therefore, it is essential that the same email address is entered in both NHSN and SAMS.

Review and Updates from Session 2: Enrollment

- ❑ **Once a user has been invited to SAMS:**
 - Correspondence will come from Sams-No-Reply (CDC). Please do not delete.
 - Applicants have **30 days** to accept this invite—reminders will be sent on day 15 and 25.
 - If there has been no action taken within that time frame applicant will be removed and will need to be re-invited

- ❑ **When registering with SAMS you must use the address listed on your driver's license/home address. This is where your grid card will be sent. Using a work address will delay your process.**

Review and Updates from Session 2: Enrollment

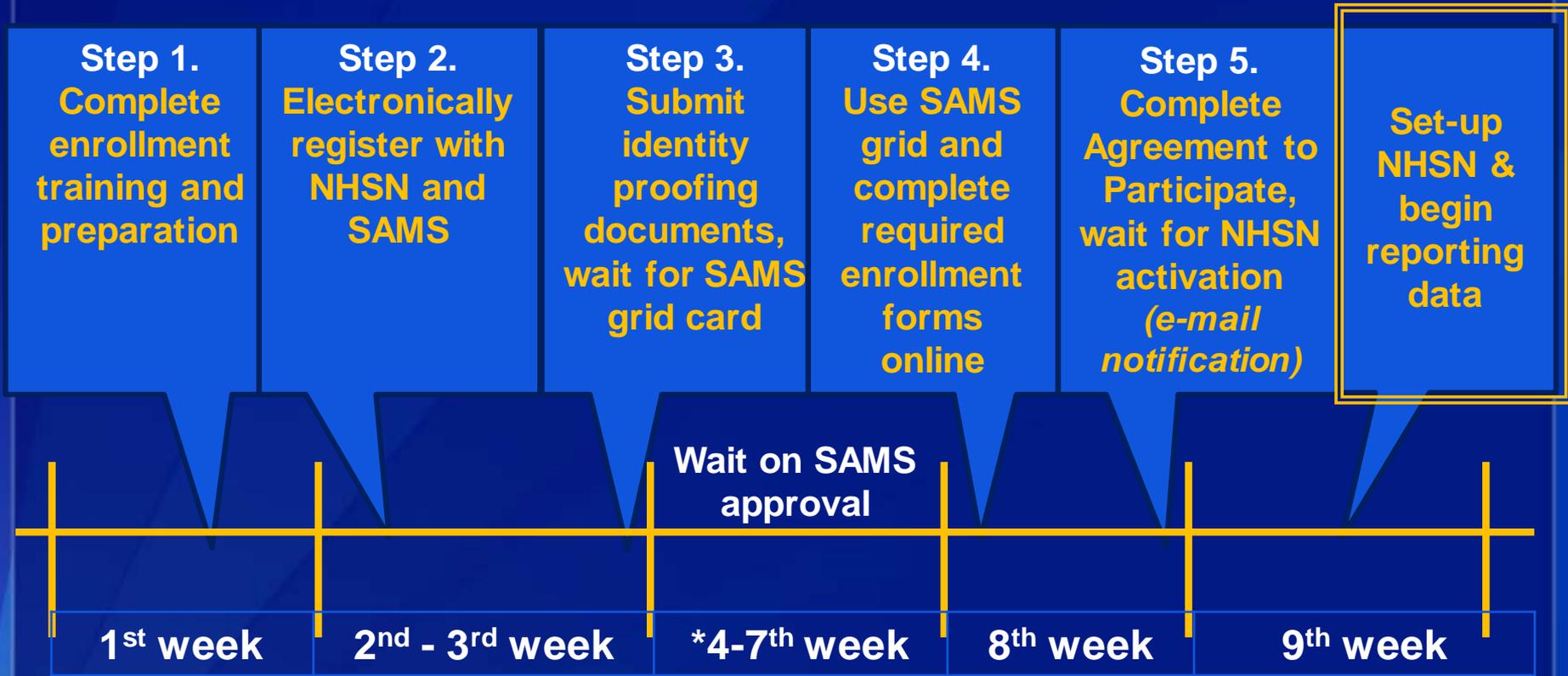
- **Why will I be required to provide proof of my identity?**
 - You will only be asked to provide proof of your identity if you will be given access to non-public information. In these cases, U.S. law requires federal government agencies like CDC to perform an identity check on each person before giving them access. This check helps to protect you and the people represented by the information you see.

Learning Objectives



- ❑ Access the required NHSN set-up training document(s)
- ❑ List the two required steps in the NHSN Set-up process: (1) Mapping locations within the LTCF facility and (2) creating Monthly Reporting Plans
- ❑ Describe the importance of setting of LTCF locations in the NHSN application
- ❑ Describe the importance of NHSN Monthly Reporting Plan
- ❑ List the steps for completing NHSN Monthly Reporting Plan for C. difficile (CDI) Lab ID-Event reporting
- ❑ Describe steps for adding and deleting users in NHSN application

Suggested NHSN Enrollment Timeline



Set-Up Follows NHSN Enrollment

- ❑ Once the NHSN Agreement to Participate and Consent is processed, NHSN sends an email to confirm enrollment is complete and facility is active

From: NHSN (CDC)
Sent: Wednesday, March 17, 2010 4:02 PM
To:
Subject: NHSN enrollment approved

To: NHSN Facility Administrator
From: NHSN
Date: 03/17/2010
Subject: NHSN enrollment approved

Your facility or group has been approved as a new member of NHSN. Welcome!

Facility Name: Alicia's Test Facility
Facility ID #: 00000

As the Facility Administrator, you will now need to access the NHSN application through SAMS by selecting the NHSN Reporting activity. Once in the NHSN application, your first task should be to add those individuals who need to use the application ("users").

Once you add a user, that person will receive an email prompting her/him to register with SAMS.

If you have any questions about NHSN, please contact us at nhsn@cdc.gov or <http://www.cdc.gov/nhsn>.

NHSN Set-Up

- ❑ Set-up training for the NHSN LTCF Component is available at http://www.cdc.gov/nhsn/pdfs/training/ltc/facility-set-up-slides_ltc_v5_final-with-508_3-2015.pdf
- ❑ Set-up NHSN for your facility
 - Mapping NHSN locations (required)
 - Create Monthly Reporting Plans (required)
 - Add users & assign user rights (optional)
- ❑ Set-up is required before data can be reported

Enter the SAMS Portal to access NHSN

- ❑ Immediately following facility activation, you can login to SAMS Partner Portal to access 'NHSN Reporting' using your grid card
- ❑ Go to <https://sams.cdc.gov>
- ❑ Log in using your SAMSgrid card, user name, and password.

SAMS
secure access management services

CDC

Warning: You are accessing a US Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for US Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful purpose, the government may intercept, monitor, record, and seize any communication or data transiting or stored on this information system. Any information so intercepted, monitored, recorded, and seized may be disclosed or used for any lawful Government purpose.

Login Options
Choose one of the three login options.

SAMS Credentials
SAMS Credentials
SAMS Username:
SAMS Password:
Login
Forgot SAMS Password?
For users who login with only a SAMS issued UserID and Password

SAMS Grid Card Credentials
SAMS Grid Card Credentials
OR
Click login below to login with SAMS Grid Card.
Login
For users who have been issued a SAMS Grid Card.

HHS PIV Card
HHS PIV Card
OR
Insert your PIV card in your smart card reader before you try to login.
Login
For users who are CDC staff and have been issued a PIV card.

SAMS Help: For more information and/or assistance, please contact the SAMS Help Desk between the hours of 8:00 AM and 6:00 PM EST Monday through Friday (excluding U.S. Federal holidays) at the following Toll Free: 877-681-2901, Email: samshelp@cdc.gov.

powered by: **miso**



Add NHSN Websites to Favorites

- ❑ In Internet Explorer, save NHSN websites as favorites to find them quickly each month
 - Site to log on to NHSN Reporting: <https://sams.cdc.gov>
 - Long Term Care Component Protocol Resources <http://www.cdc.gov/nhsn/LTC/index.html>
 - Long Term Care Component Training Resources <http://www.cdc.gov/nhsn/Training/LTC/index.html>

Login Options
Choose one of the three login options.

<p>SAMS Credentials</p>  <p>SAMS Username: <input type="text"/></p> <p>SAMS Password: <input type="password"/></p> <p>Login</p> <p>Forgot SAMS Password?</p> <p>For users who login with <u>only</u> a SAMS issued UserID and Password.</p>	<p>OR</p>	<p>Add a Favorite</p> <p>Add this webpage as a favorite. To access your favorites, visit the Favorites Center.</p> <p>Name: <input type="text" value="Secure Access Management Services (SAMS)"/></p> <p>Create in: <input type="text" value="Favorites"/> <input type="button" value="New folder"/></p> <p><input type="button" value="Add"/> <input type="button" value="Cancel"/></p>	<p>OR</p>	<p>HHS PIV Card</p>  <p>Insert your PIV card in your smart card reader before you try to login.</p> <p>Login</p> <p>For users who are CDC staff and have been issued a PIV card.</p>
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Select "NHSN Reporting" to Begin the Set-up Process

Warning: You are accessing a US Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for US Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Links

- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

My Applications

National Healthcare Safety Network System

- NHSN Reporting * 
- NHSN Enrollment *

* Strong credentials required.

NHSN Landing Page

- ❑ On the NHSN Landing page, select the facility you are planning to set-up and the component into which you would like to report. All facilities that you have access to will show up in the drop down menu
 - Remember, LTCFs can report into both the LTCF Component for tracking infections or the Healthcare Personnel Safety Component for tracking staff influenza vaccination

- ❑ Then, click **“Submit”**

The screenshot shows the NHSN Landing Page with the following elements:

- Header:** CDC logo, Department of Health and Human Services, Centers for Disease Control and Prevention. Below this is a navigation bar with "NHSN - National Healthcare Safety Network (apt-v-nhsn-test:7001)".
- Section:** "Welcome to the NHSN Landing Page".
- Instruction:** "Select a facility and component, then click Submit to go to the Home Page."
- User:** "User: NICOLA".
- Form Fields:**
 - "Select facility/group from dropdown list:" with a dropdown menu showing "Fac: NT Nursing Home (ID 11133)". A red arrow points to this field.
 - "Select facility within the above group:" with a dropdown menu showing "NT Nursing Home (11133)".
 - "Select component:" with a dropdown menu showing "Long Term Care Facility". A red arrow points to this field.
 - A "Submit" button is highlighted with a red box.
- Footer:** "Get ADOBE READER" logo and a link "Get Adobe Acrobat Reader for PDF files".

NHSN Set-up

- ❑ Facility set-up is required before data can be reported into the NHSN application

1. Add LTCF Locations (referred to as location mapping)

2. Add Monthly Reporting Plan

3. Add Users

Begin Reporting using NHSN LTCF Protocols

1. ADD LTCF LOCATIONS

1. Add LTCF Locations (referred to as location mapping)

2. Add Monthly Reporting Plan

3. Add Users and Assign User Rights

Begin Reporting using NHSN LTCF Protocols

Step 1. Add the Facility Locations to NHSN *(also referred to as 'mapping' locations)*

- ❑ **Most LTCFs have different physical locations where residents reside and receive care within the building**
 - These locations might be known as units, wards, floors, neighborhoods, pod, etc.
- ❑ **Each resident care location in your facility should be mapped to a CDC location code/description**
 - This provides information about the type of residents or care services in that place
- ❑ **When reporting an infection, the resident care location is used to identify where the resident was in the facility at the time the event occurred**

How to: Add a Location

The screenshot shows the NHSN Home page. The navigation bar on the left contains the following items: Alerts, Reporting Plan, Resident, Event, Summary Data, Analysis, Surveys, Users, Facility, Group, and Log Out. The 'Facility' item is expanded, showing a sub-menu with: Customize Forms, Facility Info, Add/Edit Component, Locations, and Vocabulary. The 'Locations' item is highlighted with a red box. A red arrow points from a callout box to the 'Locations' item. The callout box contains the text: 'In the Navigation Bar, select "Facility", doing so expands your choices and this is where you will see your "locations" tab'. The main content area of the page includes the NHSN logo, the title 'NHSN Home', and a header with 'Services and Prevention'. Below the header, there is a navigation bar with 'NHSN Home | My Info | Contact us | Help | Log Out'. The main content area displays 'Long Term Care Facility Component Home Page' and a message: 'bar on the left to access the features of the application.' There are also some statistics: '4 incomplete events', '14 missing summaries', and '2 incomplete summaries'. At the bottom, there is a privacy notice and a link to 'Get Adobe Acrobat Reader for PDF files'.

In the Navigation Bar, select "Facility", doing so expands your choices and this is where you will see your "locations" tab

Add a Location, *Continued*

- ❑ NHSN Locations: This page is where you Add, Find, Edit, and Delete units within your facility

Alerts
Reporting Plan
Resident
Event
Summary Data
Analysis
Surveys
Users
Facility
 ▣ Customize Forms
 ▣ Facility Info
 ▣ Add/Edit Component
 ▣ Locations
 ▣ Vocabulary
Group
Log Out

Locations

[HELP](#)

Instructions

- To **Add** a record, fill in the form with the required fields and a
- To **Find** a record, click on the *Find* button. One of more field
- To **Edit** a record, perform a *Find* on the desired record. Click
- To **Delete** one or more records, perform a *Find* on the desired
- 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.

Anything with a red asterisks is mandatory

Define Each Location With Your Own Title

Your code and label can be the same name

These are specific to your facility. Choose a "Your Code" and a "Your Label" which best describes how you identify units within your facility.

Primary Data

Analysis

Surveys

Users

Facility

- Customize Forms
- Facility Info
- Add/Edit Component
- Locations
- Voc

Group

Log On

Instructions

- To **Add** a record, fill in the form with the required fields and any
- To **Find** a record, click on the *Find* button. One of more fields ca
- To **Edit** a record, perform a *Find* on the desired record. Click on
- To **Delete** one or more records, perform a *Find* on the desired
- Press the **Clear** button to start over with a new form.

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

Select a CDC Defined Location Description

http://www.cdc.gov/nhsn/pdfs/pscmanual/15locationsdescriptions_current.pdf

Alerts
Reporting Plan
Resident
Event
Summary Data
Analysis
Surveys
Users
Facility
 Customize Forms
 Facility Info
 Add/Edit Component
 Locations
 Vocabulary
Group
Log Out

Locations

HELP

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
- 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 *

The CDC Location Description drop down provides all the possible units specific to Long Term Care Facilities. Here is where you will choose the best description for the unit you are mapping

Your Code*:

Your Label*:

CDC Location Description*:

Status*:

Bed Size:

required for most inpatient locations.

Find Add Location List Clear

LTCF Bariatric Unit
LTCF Dementia Unit
LTCF General Nursing Unit
LTCF Inpatient Hospice Unit
LTCF Psychiatric Unit
LTCF Skilled Nursing/Short Term Rehabilitation Unit
LTCF Ventilator Dependent Unit

Add a Location, *Continued*

- ❑ **Status** will default as active (leave this selection as is)
- ❑ **Bed size** is optional and should include the number of beds on the unit that are set-up and staffed

Alerts
Reporting Plan
Resident
Event
Summary Data
Analysis
Surveys
Users
Facility
 ▣ Customize Forms
 ▣ Facility Info
 ▣ Add/Edit Component
 ▣ Locations

Locations

[? HELP](#)

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
- 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.

Your Code*:

Your Label*:

CDC Location Description*:

Status*: ▼

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

Don't Forget to Click "Add"

Instructions

- To **Add** a record, fill in the form with the required fields and any desired options.
- To **Find** a record, click on the *Find* button. One or more fields can be filled in.
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record.
- To **Delete** one or more records, perform a *Find* on the desired record(s).
- 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*: x A bed size greater than zero is required.

Carefully review the resident population for the unit before clicking "ADD" because once you've selected a CDC location description to go with "Your Code" it cannot be changed

Location Table

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

Page 1 of 1 10 View 1 - 1 of 1

Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size
<input type="checkbox"/>	Active	100 EAST	DEMENTIA UNIT	LTCF Dementia Unit	IN:NONACUTE:LTCF:DEM	1255-9	50

Page 1 of 1 10 View 1 - 1 of 1

Location Mapping: CDC Location Codes and Descriptions

- ❑ **The next two slides show the labels, codes, and descriptions for the CDC LTCF resident location codes**
 - A list of LTCF locations, with descriptions, can be found in the NHSN Locations chapter under the **Long Term Care Facilities section**, beginning on page 28.
 - Here is the link to the document:
http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf
- ❑ **As a reminder, nursing homes/skilled nursing facility units located within a hospital that have a CCN that is different from the hospital must be enrolled as a separate NHSN Facility within the LTCF Component**

Location Mapping: CDC Location Codes and Descriptions

CDC Location Label	NHSN Healthcare Service Location Code	CDC Location Code	Location Description
Inpatient Hospice Unit	1254-2	IN:NONACUTE:LTCF:HSP	A unit or designed area which provides palliative and supportive care services to individuals diagnosed with life limiting (terminal) conditions.
Dementia Unit	1255-9	IN:NONACUTE:LTCF:DEM	A unit or designed area which provides specialized care for individuals diagnosed with dementia or related conditions, including Alzheimer's disease.
Psychiatric Unit	1256-7	IN:NONACUTE:LTCF:REHAB	A unit or designated area which provides specialized care for individuals diagnosed with psychiatric or behavioral disorders.

Location Mapping:

CDC Location Codes and Descriptions, (cont.)

CDC Location Label	NHSN Healthcare Service Location Code	CDC Location Code	Location Description
Skilled Nursing/ Short Term Rehabilitation	1257-5	IN:NONACUTE:LTCF: REHAB	A unit or designated area which primarily provides short term (<90 days), medical, skilled nursing or rehabilitation services to individuals requiring restorative care following recent hospitalization.
General Nursing Unit	1258-3	IN:NONACUTE:LTCF: GEN	A unit or designated area which primarily provides nursing, rehabilitative or custodial services to individuals with varying levels of chronic conditions or disability requiring long term (>90 days) support
Ventilator Dependent Unit	1259-1	IN:NONACUTE:LTCF: VEN	A unit or designated area which provides nursing and respiratory care to individuals who require mechanical ventilation.
Bariatric Unit	1260-9	IN:NONACUTE:LTCF: BAR	A unit or designated area which provides specializing care for individuals who are preparing for or have undergone bariatric surgery.

Additional tips on selecting a CDC location

- ❑ **Resident Mix**: 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

Review: Add Location

1. **NHSN navigation bar: select 'Facility', then 'Locations'**
2. **Choose a Code and Label**
 - You will create these yourself
 - Code and Label can be the same
 - Your Code and Label will help you easily identify the location
3. **CDC location description: select**
4. **Status will default as active (leave as active)**
5. **Bed size is optional and includes the number of beds on the unit that are set up and staffed.**
6. **Click "Add"**

NHSN MONTHLY REPORTING PLAN

2. CREATE MONTHLY REPORTING PLANS

1. Add LTCF Locations (referred to as location mapping)

2. Add Monthly Reporting Plan

3. Add Users and Assign User Rights

Begin Reporting using NHSN LTCF Protocols

What is a Monthly Reporting Plan (MRP)?

- ❑ The Monthly Reporting Plan tells NHSN which modules and events your facility will be tracking for the month
- ❑ You must submit a Monthly Reporting Plan for each month you want to perform surveillance in NHSN
- ❑ You can plan your surveillance and submit Monthly Reporting Plans for up to one year in advance

Monthly Reporting Plan Options

- ❑ For each month, indicate into which surveillance modules and events your facility will report
- ❑ Option to select “*No Long Term Care Facility Component Followed this Month*”

Surveillance Modules

Event Reporting Options

Healthcare Associated Infection (HAI)

Urinary tract infection (UTI)

LabID Event

C. difficile, MRSA, MRSA with MSSA, VRE, MDR-*Acinetobacter*, cephalosporin resistant *Klebsiella*, Carbapenem-resistant Enterobacteriaceae (CRE-*Ecoli*, CRE-*Enterobacter*, CRE-*Klebsiella*)

Prevention Process Measures

Hand Hygiene
Gown & Glove Use

Step 1: Add Reporting Plan



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN Home

NHSN Home

- Alerts
- Reporting Plan
- Resident
- Event
- Summary Data
- Analysis
- Surveys
- Users
- Facility
- Group
- Log Out

Alerts

Reporting Plan

▶ Add

▶ Find

Resident

Event

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

Security Network (apt-v-nhsn-test:8001)

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

... (ID 11101) as YLH9.
... (ID 11101) is following the LTCF component.

Long Term Care Facility Component Home Page

Investigation ... to the left to access the features of the application.

Items

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...ts

...ou have [4](#) incomplete events

...ou have [14](#) missing summaries

...ou have [2](#) incomplete summaries

By Selecting "Reporting Plan" in the Navigation Bar, the bar will expand and display "Add" and "Find"

Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).



[Get Adobe Acrobat Reader for PDF files](#)

Step 1: Add Reporting Plan



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN Home

Fety Network (apt-v-nhsn-test:8001)

| NHSN Home | My Info | Contact us | Help | Log Out

NHSN Home

- Alerts
- Reporting Plan
- Resident
- Event
- Summary Data
- Analysis
- Surveys
- Users
- Facility
- Group
- Log Out

Alerts

Reporting Plan

▶ Add

▶ Find

Resident

Event

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

E JE (ID 11101) as YLH9.
E (ID 11101) is following the LTCF component.

Long Term Care Facility Component Home Page

Items

Just comp
onfer righ
survey is required for [2019](#)

rts

ou have [4](#) incomplete events
ou have [14](#) missing summaries
ou have [2](#) incomplete summaries

To create a NEW "Monthly Reporting Plan", click "Add" in the expanded Navigation Bar.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).



[Get Adobe Acrobat Reader for PDF files](#)

Step 2: Select Month and Year

NHSN Home

Alerts

Reporting Plan

▶ Add

▶ Find

Resident

Event

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

Anything with red asterisk is required

Add Monthly Reporting Plan

Choose the
“Month” and “Year” for
which your facility will be
doing surveillance

Mandatory fields marked with *

Facility ID*: LTC_SKILLNURSE_JE (ID 11101) ▼

Month*: ▼

Year*: ▼

No Long Term Care Facility Component Modules Followed

HAI Module

	Locations	UTI
🗑️	Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>

LabID Event Module

	Locations	Specific Organism Type	Lab ID Event All Specimens
🗑️	Facility-wide Inpatient (FacWIDEIn) ▼	▼	<input type="checkbox"/>

Add Row

Clear All Rows

Copy from Previous Month

Prevention Process Measure Module

	Locations	Hand Hygiene	Gown and Gloves Use
🗑️	Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>	<input type="checkbox"/>

Copy from Previous Month

Step 3: Complete Reporting Plan

- NHSN Home
- Alerts
- Reporting Plan
 - Add
 - Find
- Resident
- Event
- Summary Data
- Surveys
- Users
- Facility
- Group
- Log Out

Logged into Stone and Thompson Quality Care Facility (ID 11131) as NIMALIE.
Facility Stone and Thompson Quality Care Facility (ID 11131) is following the LTCF component.

Add Monthly Reporting Plan

[Print PDF Form](#)

Mandatory fields marked with *

Facility ID*: Stone and Thompson Quality Care Facility (ID 11131) ▼

Month*: March ▼

Year*: 2012 ▼

No Long Term Care Facility Component Modules Followed this Month

HAI Module [HELP](#)

Locations	UTI
FACWIDEIN - FacWideIN ▼	<input type="checkbox"/>

LabID Event Module [HELP](#)

Locations	Specific Organism Type	Lab ID Event All Specimens
FACWIDEIN - FacWideIN ▼	CDIF - C. difficile ▼	<input checked="" type="checkbox"/>

Add Row

Clear All Rows

Copy from Previous Month

Prevention Process Measure Module [HELP](#)

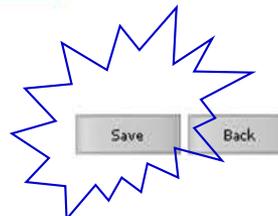
Locations	Hand Hygiene	Gown and Gloves Use
FACWIDEIN - FacWideIN ▼	<input type="checkbox"/>	<input type="checkbox"/>

Copy from Previous Month

Save

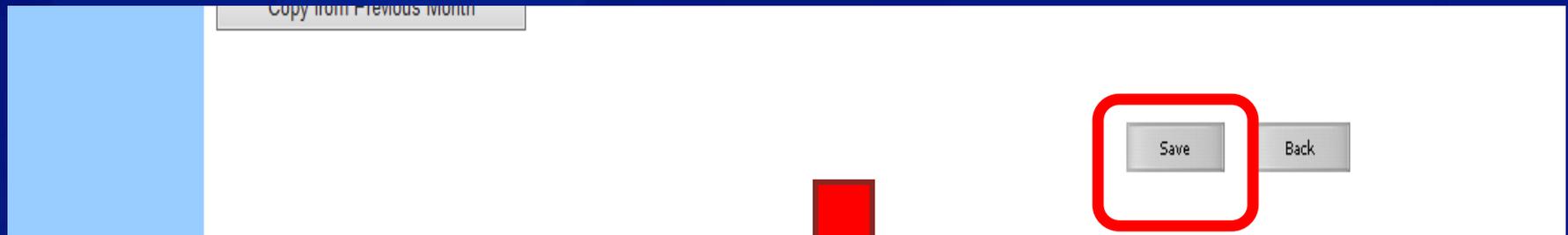
Back

Check here for
CDILabID Event



Step 3: Complete Reporting Plan

❑ Don't forget to **SAVE** your Plan:



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8081)

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

NHSN Home

Logged into Pike Nursing Home (ID 11106) as VTB9.
Facility Pike Nursing Home (ID 11106) is following the LTCF component.

View Monthly Reporting Plan

Alerts

Reporting Plan

- [Add](#)
- [Find](#)

Resident

Event

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

✔ Plan saved successfully.

Mandatory fields marked with *

Facility ID*: Pike Nursing Home (11106)

Month*: February

Year*: 2015

No Long Term Care Facility Component Modules Followed this Month

[Print Form](#)

Module

Example of a Complete Monthly Reporting Plan

□ For December 2015, this facility is agreeing to perform surveillance for the following:

- *C. difficile* LabID Events for all units within the facility

NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact us | Help | Log Out

Logged into Angela LTCF Test Facility (ID 39455) as AANTTILA.
Facility Angela LTCF Test Facility (ID 39455) is following the LTCF component.

View Monthly Reporting Plan

[HELP](#)

Mandatory fields marked with *

Facility ID*: Angela LTCF Test Facility (39455)
Month*: December
Year*: 2015

No Long Term Care Facility Component Modules Followed this Month

[Print Form](#)

HAI Module [HELP](#)

Locations	UTI
Facility-wide Inpatient (FacWIDEIn)	<input type="checkbox"/>

LabID Event Module [HELP](#)

Locations	Specific Organism Type	Lab ID Event All Specimens
Facility-wide Inpatient (FacWIDEIn)	CDIF - C. difficile	<input checked="" type="checkbox"/>



Prevention Process Measure Module [HELP](#)

Locations	Hand Hygiene	Gown and Gloves Use
Facility-wide Inpatient (FacWIDEIn)	<input type="checkbox"/>	<input type="checkbox"/>

Edit Previous Next Back

Monthly Reporting Plan (MRP)

❑ To MODIFY a Plan:

NHSN Home Logged into Angela LTCF Test Facility (ID 39455) as AANTTILA.
Facility Angela LTCF Test Facility (ID 39455) is following the LTCF component.

Find Monthly Reporting Plan

Reporting Plan

- ▶ Add
- ▶ Find

Resident

- Enter search criteria and click Find
- Fewer criteria will return a broader result set
- More criteria will return a narrower result set

Facility ID: Angela LTCF Test Facility (ID 39455) ▼

Month: December ▼

Year: 2015 ▼

Find Clear Back

Edit Previous Next Back

Monthly Reporting Plan (MRP)

□ After selecting EDIT, you are ready to update your plan

NHSN Home

Logged into Angela LTCF Test Facility (ID 39455) as AANTTILA.
Facility Angela LTCF Test Facility (ID 39455) is following the LTCF component.

Edit Monthly Reporting Plan

HELP

Mandatory fields marked with *

Facility ID*: Angela LTCF Test Facility (39455)

Month*: February

Year*: 2016

No Long Term Care Facility Component Modules Followed this Month

HAI Module HELP

Locations	UTI
<input type="checkbox"/> Facility-wide Inpatient (FacWIDEIn) ▼	<input checked="" type="checkbox"/>

LabID Event Module HELP

Locations	Specific Organism Type	Lab
<input type="checkbox"/> Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/> CDIF - C. difficile ▼	

Prevention Process Measure Module HELP

Locations	Hand Hygiene	Gown and Gloves Use
<input type="checkbox"/> Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>	<input type="checkbox"/>

Don't forget
to SAVE your
updates

Save

Back

Monthly Reporting Plan (MRP)

- To COPY the previous month's Plan:

NHSN Home Logged into Angela LTCF Test Facility (ID 39455) as AANTTILA.
Facility Angela LTCF Test Facility (ID 39455) is following the LTCF component.

Add Monthly Reporting Plan

Reporting Plan
Add Find

Mandatory fields marked with *

Facility ID*: Angela LTCF Test Facility (ID 39455) ▼
Month*: February ▼
Year*: 2016 ▼
 No Long Term Care Facility Component Modules Followed this Month

HAI Module [HELP](#)

Locations	UTI
Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>

LabID Event Module [HELP](#)

Locations	Specific Organism Type	Lab ID Event All Specimens
Facility-wide Inpatient (FacWIDEIn) ▼	▼	<input type="checkbox"/>

Add Row Clear All Rows Copy from Previous Month

Prevention Process Measure Module [HELP](#)

Locations	Hand Hygiene	Gown and Gloves Use
Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>	<input type="checkbox"/>

Copy from Previous Month

Save Back

Once you set-up a MRP, you may copy the same selections for future Reporting Plans

Monthly Reporting Plan Options

If facility did NOT perform surveillance for a particular month

 NHSN Home

Alerts

Reporting Plan

[Add](#)

[Find](#)

Resident

Event

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

Add Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: LTC_SKILLNURSE_JE (ID 11101) ▼

Month*: ▼

Year*: ▼



No Long Term Care Facility Component Modules Followed this Month

HAI Module

	Locations	UTI
	Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>

LabID Event Module

	Locations	Specific Organism Type	Lab ID Event All Specimens
	Facility-wide Inpatient (FacWIDEIn) ▼	▼	<input type="checkbox"/>

Add Row

Clear All Rows

Copy from Previous Month

Review: Add A Monthly Reporting Plan (MRP)

- ❑ Step 1: On the NHSN Navigation Bar
 - Select 'Reporting Plan', then 'Add'
- ❑ Step 2: Select month & year of surveillance
- ❑ Step 3 Complete the reporting plan
 - a. Check "*No Long Term Care Facility Component Modules Followed this Month*" if you are not performing surveillance for the month. Otherwise..... Make selections
 - Select C.difficile as the organism type from drop-down for the LabID Event Module
- ❑ Scroll to bottom of page and click 'Save'

NHSN USERS

3. ADD USERS & ASSIGN RIGHTS

1. Add LTCF Locations (referred to as location mapping)

2. Add Monthly Reporting Plan

3. Add Users and Assign User Rights

Begin Reporting using NHSN LTCF Protocols

Users

- ❑ **The NHSN Facility Administrator can add additional users to access NHSN**
 - Adding users is optional
 - It is recommended that you add at least one additional user
- ❑ **The NHSN Facility Administrator assigns rights to each user**
 - Enables users to add, edit or delete NHSN data for your LTCF

NHSN Users

- ❑ Once a new user is added, an email is automatically sent to their email address with instructions
- ❑ Each user must register for access to SAMS and submit identity proofing documentation
- ❑ Each user must agree to the NHSN Rules of Behavior and complete required training before using NHSN

Step 1: Select “Users” in Navigation Bar

The screenshot shows the NHSN Home navigation bar with the following items: Alerts, Reporting Plan, Resident, Event, Summary Data, Surveys, Users (with sub-items Add and Find), Facility, Group, and Log Out. A red box highlights the 'Users' menu, and a red arrow points to the 'Add' option. The background shows the 'Add User' form with fields for Name, Email, Title, Role, and Phone/Fax numbers.

From the NHSN navigation bar:
select ‘Users’, then select ‘Add’

Step 2: Enter User's Information

The screenshot shows the NHSN user creation page. The header includes the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". The page title is "NHSN - National Healthcare Safety Network (apt-v-nhsn-test:7001)". The user is logged in as "NICOLA" from "Facility NT Nursing Home (ID 11133)".

The left sidebar contains navigation links: NHSN Home, Alerts, Reporting Plan, Resident, Event, Summary Data, Surveys, Users (Add, Find), Facility, Group, and Log Out.

The main content area is titled "Mandatory fields marked with *". It contains the following fields:

- User ID*: (Up to 32 letters and/or numbers, no spaces or special characters)
- Prefix:
- First Name*:
- Middle Name:
- Last Name*:
- Title:
- User Active: Y - Yes
- User Type: ICP - Infection Control Professional
- Phone Number:
- Fax Number:
- E-mail Address*:

Red callouts highlight the "User ID*" field and the "Mandatory fields marked with *" label, and another red callout points to the "First Name*", "Last Name*", and "E-mail Address*" fields.

Create a "User ID" for the new "User"

Mandatory fields marked with *

User ID*:

Up to 32 letters and/or numbers, no spaces or special characters

Mandatory fields marked with a red asterisk

Step 2: Enter User's Information

First Name:

Middle Name:

Last Name*:

Title:

User Active:

User Type:

Phone Number*:

Fax Number:

E-mail Address*:

Enter New Password for user*:

Re-enter New Password for user*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

Zip Code Ext.:

Home Extension:



Remember to click the "save" button when you are finished entering all the users information

Step 3: Assign and Save User Rights

NHSN Home | Logged into NT Nursing Home (ID 11133) as NICOLA.
Facility NT Nursing Home (ID 11133) is following the LTCF component.

Edit User Rights

✔ User QWERTY (ID 2692) saved successfully. Please add rights for the new user.

[HELP](#)

User ID: **QWERTY (ID 2692)**

Facility List:

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care	
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Advanced"/>

Deactivate Users

- ❑ If necessary, the NHSN administrator for your facility can deactivate users (e.g., when staff member leaves)



NHSN Home
Alerts
Reporting Plan
Resident
Event
Summary Data
Surveys
Users
Add
Find
Facility
Group
Log Out

Step 1: From the NHSN navigation bar: select 'Users', then select 'Find'

Step 2: On User Information Page: select "Find"

Enter search criteria and click Find

User Information

User ID:

First Name:

Middle Name:

Last Name:

Phone Number:

E-mail Address:

Find Clear Back

Step 3: Select user and click "Deactivate"

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:7001)

Logged into NT Nursing Home (ID 11133) as NICOLA,
Facility NT Nursing Home (ID 11133) is following the LTCF component.

User List

First | Previous | Next | Last

	Name	Title	User ID	User Type
<input type="checkbox"/>	Smith, Jane		NICOLA	OTH - Other
<input checked="" type="checkbox"/>	Brown, John		QWERTY	DON - Director of Nursing

First | Previous | Next | Last

Add Back

Review: Add a User & Assign Rights

- ❑ Step 1: From the NHSN navigation bar: select 'Users', then select 'Add'

- ❑ Step 2: Enter user information
 - Create a username
 - The email address entered must be the same one used to request their SAMS invitation
 - Complete all required fields, marked with an *
 - Click "Save" button to create the user

- ❑ Step 3: Assign rights by checking boxes under Long Term Care

Click "Save" button to save the rights assigned

Set-up is Complete: Begin Reporting

- All set-up steps are complete

1. Map Long-term Care Facility Locations

2. Create Monthly Reporting Plans

3. Add Users & Assign Rights

- Next step: begin reporting data!

Case Studies



Case Scenario 1: DHQP Nursing Home

- Betty Brown, the infection control coordinator at DHQP Nursing Home, recently completed NHSN enrollment for the facility and would like to begin reporting *C. difficile* LabID Events in February 2016. If she has already completed the NHSN Annual Survey, what are the two steps that must be complete prior to reporting *C. difficile* LabID events into the NHSN application?

1. Print the LabID event forms and share them with the doctors



2. Verify that all locations are set-up and complete the NHSN Monthly Reporting Plan for February 2016

3. Call NHSN for advice

Case Scenario 1

Review Locations in NHSN

- Facility**
- Customize Forms
 - Facility Info
 - Add/Edit Component
 - Locations

Group
Log Out

- To **Find** a record, click on the *Find* button. One or more fields can be filled in to restrict the search to the desired record.
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into the form. To make changes, click on the *Save* button.
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box in the table.
- 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.



Location Table

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

Page 1 of 1 10 View 1 - 5 of 5

Delete	Status	Your Code ↑	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size
<input type="checkbox"/>	Active	1 D	DEMENTIA UNIT	LTCF Dementia Unit	IN:NONACUTE:LTCF:DEM	1255-9	25
<input type="checkbox"/>	Active	2 PSY	PSYCHIATRIC	LTCF Psychiatric Unit	IN:NONACUTE:LTCF:PSY	1256-7	30
<input type="checkbox"/>	Active	3 REHAB	SHORT TERM REHAB	LTCF Skilled Nursing/Short Term	IN:NONACUTE:LTCF:REHAB	1257-5	35
<input type="checkbox"/>	Active	4 GEN	GENERAL UNIT	LTCF General Nursing Unit	IN:NONACUTE:LTCF:GEN	1258-3	50
<input type="checkbox"/>	Active	5 HOS	HOSPICE UNIT	LTCF Inpatient Hospice Unit	IN:NONACUTE:LTCF:HSP	1254-2	10

Page 1 of 1 10

Case Scenario 1

Add Monthly Reporting Plan for LTCF

NHSN Home

Logged into Angela LTCF Test Facility (ID 39455) as AANTTILA.
Facility Angela LTCF Test Facility (ID 39455) is following the LTCF component.

Add Monthly Reporting Plan

[? HELP](#)

Alerts

Reporting Plan

[Add](#)

[Find](#)

Resident

Event

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

Mandatory fields marked with *

Facility ID*:

Month*:

Year*:

No Long Term Care Facility Component Modules Followed this Month

HAI Module [? HELP](#)

	Locations	UTI
	Facility-wide Inpatient (FacWIDEIn) <input type="text"/>	<input type="checkbox"/>

LabID Event Module [? HELP](#)

	Locations	Specific Organism Type	Lab ID Event All Specimens
	Facility-wide Inpatient (FacWIDEIn) <input type="text"/>	CDIF - C. difficile <input type="text"/>	<input checked="" type="checkbox"/>

Prevention Process Measure Module [? HELP](#)

	Locations	Hand Hygiene	Gown and Gloves Use
	Facility-wide Inpatient (FacWIDEIn) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Case Scenario 1

If Betty Brown wants to perform *C. difficile* Lab ID Event surveillance and reporting for only the Dementia Unit, which locations must she select when setting up the NHSN monthly reporting plan?

- A. She can select the Dementia Unit if she has mapped the location in the NHSN application
-  B. She must select facility-wide inpatient on the NHSN monthly reporting plan and perform CDI Lab ID Event surveillance for all inpatient units in the LTCF
- C. She must select facility-wide inpatient on the NHSN monthly reporting plan, but can perform CDI surveillance only on the Dementia Unit.

Setting for LabID Event Surveillance

LabID Event surveillance and reporting for LTCFs require facility-wide inpatient (FacWideIN), which means all residents in all locations in the facility must be monitored for *C. difficile* infections

Case Scenario 1

After completing the NHSN monthly reporting plan for February 2016, Betty Brown decides that she wants to add UTI to her reporting plan. Can she update her NHSN monthly reporting plan?

-  A. Yes. She can edit the NHSN monthly reporting plan and add UTI HAI events to the plan.
- B. No. It's too late. She will need to wait until March 2016 to add UTI HAI Event reporting to her plan.
- C. She should call NHSN and let them decide

Monthly Reporting Plan

❑ To MODIFY a Plan:



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

NHSN Home

Logged into DHQP Memorial Hospital (ID 10000) as MAGGIE.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Alerts

Reporting Plan

▸ Add

▸ Find

Patient

Event

Procedure

Summary Data

Import/Export

Analysis

Surveys

Users

Facility

Group

Log Out

Find Monthly Reporting Plan

HELP

- Enter search criteria and click Find
- Fewer criteria will return a broader result set
- More criteria will return a narrower result set

Facility ID:

Month: February

Year: 2016

Find

Clear

Back

Edit

Previous

Next

Back

Case Scenario 1

Example of the Edited Monthly Reporting Plan for February 2016



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#)

- NHSN Home**
- Alerts**
- Reporting Plan**
 - Add
 - Find
- Resident**
- Event**
- Summary Data**
- Analysis**
- Surveys**
- Users**
- Facility**
- Group**
- Log Out**

Logged into Angela LTCF Test Facility (ID 39455) as AANTTILA.
Facility Angela LTCF Test Facility (ID 39455) is following the LTCF component.

Edit Monthly Reporting Plan

[HELP](#)

Mandatory fields marked with *

[Print Form](#)

Facility ID*: Angela LTCF Test Facility (39455)

Month*: February

Year*: 2016

No Long Term Care Facility Component Modules Followed this Month

HAI Module [HELP](#)

Locations	UTI
Facility-wide Inpatient (FacWIDEIn) ▼	<input checked="" type="checkbox"/>

LabID Event Module [HELP](#)

Locations	Specific Organism Type	Lab ID Event All Specimens
Facility-wide Inpatient (FacWIDEIn) ▼	CDIF - C. difficile ▼	<input checked="" type="checkbox"/>

Add Row

Clear All Rows

Copy from Previous Month

Prevention Process Measure Module [HELP](#)

Locations	Hand Hygiene	Gown and Gloves Use
Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>	<input type="checkbox"/>

Copy from Previous Month

Don't forget to **SAVE** edited plan!!

Save

Back

Case Scenario 2

Betty Brown is asking why she has to set-up locations in the NHSN application if the monthly reporting plan says she must include facility-wide when reporting LabID and UTI events?

1. Even though surveillance must be performed in all locations within the facility (*referred to as facility-wide inpatient surveillance*), the resident location at the time of infection must be reported when reporting an event in the NHSN application.
2. She's misunderstanding the monthly reporting plan because she does not have to perform surveillance facility-wide.

Available Resources One Stop Shopping



- ❖ NHSN LTCF website: <http://www.cdc.gov/nhsn/LTC/>
 - ❖ Long-term Care Facility Component
 - Training
 - Protocols
 - Data collection forms
 - Tables of instructions for completing all forms
 - Key terms
- ❖ NHSN Home Page: <http://www.cdc.gov/nhsn/>
- ❖ Questions or Need Help? Contact User Support at nhsn@cdc.gov
- ❖ LTCF Resources: <http://www.cdc.gov/longtermcare/index.html>



Great Job!!!

