CDC

National Healthcare Safety Network

Overview of Healthcare-associated Infection (HAI) Reporting in the Long-term Care Facility Component

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Overview

- How to Access the NHSN Application with Level 3 Security
- NHSN Facility User Rights
  - How to Modify User Rights
- Annual Facility Survey Requirements
- How to Complete the Monthly Reporting Plan for Healthcare Associated Infection (HAI) Module
- How to Add Resident Care Locations
- How to Submit the Monthly Summary Data
- Best Practice for Reporting UTI Events
- Submitting Questions to NHSN

How to Access the NHSN Application with Level 3 Security

Level 3 Access Functionality within NHSN Application

Level 3 Access

Full Access to ALL Modules:

HAI Surveillance Reporting – Events
HAI Summary Data
Influenza Vaccination
COVID-19 Reporting
COVID-19 Weekly Vaccination Summary
Point of Care Testing Reporting Tool

All NHSN Application Functionality:

Annual Facility Survey
Monthly Reporting Plans
Resident Care Locations (Add/Delete/Modify)

How to enter with Level 3 Security Access Display

Step 1: Log into SAMS at <u>http://sams.cdc.gov</u>.

How to enter with Level 3 Security Access – *cont'd*

Step 2: On the SAMS Landing page select, "**NHSN Reporting**" located under the National Healthcare Safety Network System.

⚠️ **IMPORTANT**

Not all facility users will see the link for "NHSN Enrollment" due to their user rights within the facility.

How to enter with Level 3 Security Access – *cont'd*

Once you select "**NHSN Reporting**" in step 2, you will be directed to the Level 3 NHSN Landing Page for your facility.

Level 3 Security Access Facility Home Page – NHSN Facility Administrator vs Facility User w/ All Rights
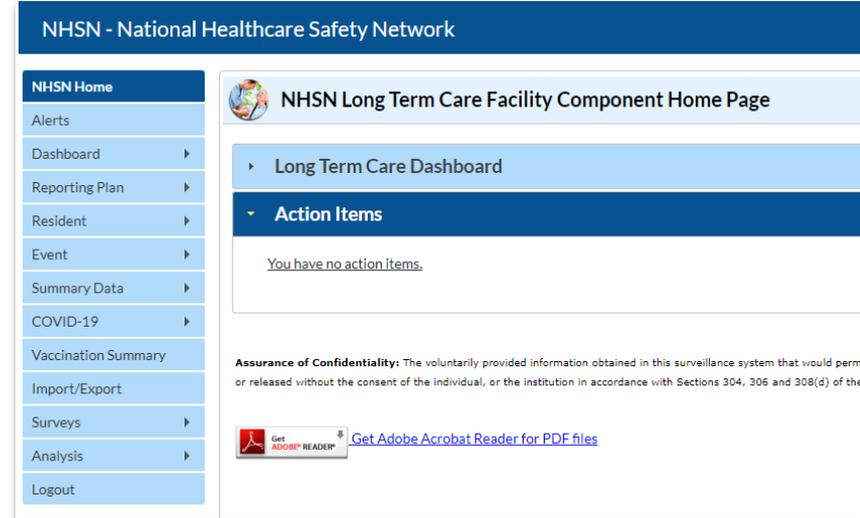
Please note: *The effective rights for the NHSN Facility Administrator and Facility User with All Rights interface will look slightly different as shown below and the functionality of the application* ***WILL NOT*** *be the same.*

NHSN Facility Administrator

NHSN Facility User with All Rights

Facility User Rights

NHSN Facility "User Rights" Classification

	NHSN Facility Administrator+	NHSN User with Administrative Rights	NHSN User**	Non-NHSN User
Primary Roles and Responsibilities of NHSN user roles	Responsible for overseeing or completing enrollment, set-up, data collection and management, and quality checks	Responsible for quality checks and data management. Can also support enrollment, set-up, and data collection as assigned by NHSN Facility Administrator	Surveillance, collect, and enter data into NHSN at the direction of NHSN Facility Administrator	Support NHSN reporting through event and denominator data collection

IMPORTANT

✓ **It's up to individual facilities to determine the most appropriate staff positions to serve in NHSN user roles.**

✓ **Facility "User Rights" are designated by the NHSN Facility Administrator or the NHSN User with Administrative Rights.**

	NHSN Facility Administrator+	NHSN User with Administrative Rights	NHSN User**	Non-NHSN User
The following are examples of staff positions that may be appropriate for different NHSN user roles++	Infection prevention and control officer (IPCO) or IPC consultant, MDS coordinator, DON/ADON	Other facility leaders supporting the IPC program (e.g., nursing home administrator, patient safety officer, risk manager)	Other staff with responsibility for assisting in IPC activities (e.g., unit nurse, nurse managers)	Nursing supervisor, charge nurse, nursing assistant, unit secretary, etc.
Secure Access Management Services (SAMS) required	X	X	X	
May serve as NHSN LTCF primary contact	X	X		
Enroll a facility in the NHSN	X			
Reassign the role of NHSN Facility Administrator	X			
Add a new NHSN Component	X			
Add and deactivate NHSN locations	X	X		

The following are examples of staff positions that may be appropriate for different NHSN user roles++	NHSN Facility Administrator+	NHSN User with Administrative Rights	NHSN User**	Non-NHSN User
	Infection prevention and control officer (IPCO) or IPC consultant, MDS coordinator, DON/ADON	Other facility leaders supporting the IPC program (e.g., nursing home administrator, patient safety officer, risk manager)	Other staff with responsibility for assisting in IPC activities (e.g., unit nurse, nurse managers)	Nursing supervisor, charge nurse, nursing assistant, unit secretary, etc.
Add and delete residents/patients	X	X		
Add, edit, and delete facility data, including NHSN facility contact person	X	X		
Nominate or join NHSN Groups for data sharing	X	X		
Enter and view NHSN data	X	X	X	
Manually collect denominator data, which may include: ▪ number of residents/resident days ▪ number of admissions / resident admissions ▪ device days ▪ number of admission on *C. difficile* treatment ▪ new antibiotic starts for UTI indication ▪ number of urine cultures ordered	X	X	X	X
Manage NHSN user rights; add and deactivate users	X	X		

Key Personnel Roles

NHSN Facility Administrator – the person enrolling the LTCF into NHSN

NOTE: The NHSN Facility Administrator may not necessarily be the Administrator at your facility

The **NHSN** Facility Administrator:

       Manages users and user rights

       Can add, edit & delete facility data (i.e., survey, map locations, etc.)

       Authority to nominate groups (data sharing arrangements)

       An NHSN Facility Administrator will have this role for every component

       May serve multiple roles (NHSN Contact Person and NHSN User)

NOTE: Only the NHSN Facility Administrator can reassign their role to another user – consider training/designating a second person on the administrator tasks.

Other Key Personnel Roles

NHSN User

- Rights are determined by NHSN Facility Administrator
  - View Data
  - Data Entry
  - Data Analysis
- May be given NHSN Administrator rights
  - This gives the new user the right to view, enter, and analyze data, but also to add locations and other users
  - One person may hold multiple roles

IMPORTANT **It is highly recommended to designate administrative rights for users to have full functionality of completing tasks on behalf of the facility.**

Recap

- It's up to individual facilities to determine the most appropriate staff positions to serve in NHSN user roles.

- The NHSN Facility Administrator may not necessarily be the Administrator at your facility.

- Facility "User Rights" are designated by the NHSN Facility Administrator or the NHSN User with Administrative Rights.

- It is highly recommended to designate administrative rights for users to have full functionality of completing tasks on behalf of the facility.

- The NHSN Facility Administrator Reassignment can be handled online: https://www.cdc.gov/nhsn/facadmin/

Modify User Rights

How to View/Modify User Rights

Step 1: On the NHSN Home page blue left navigation panel – select "*Users*" then "**Find**"

IMPORTANT: Only the NHSN FacAdmin or NHSN User with admin rights can make modifications to user rights.

If the NHSN FacAdmin is no longer at the facility/or changed, the NHSN Facility Administrator Reassignment can be handled online: https://www.cdc.gov/nhsn/facadmin/

How to View/Modify User Rights – *cont'd*

Step 2: Enter user information or click "***Find***"

How to View/Modify User Rights – *cont'd*

Step 3: Select the user's name you'd like to view

How to View/Modify User Rights – *cont'd*

Step 4: On the "View User" page, scroll down to the bottom of the screen and select "***Edit***"
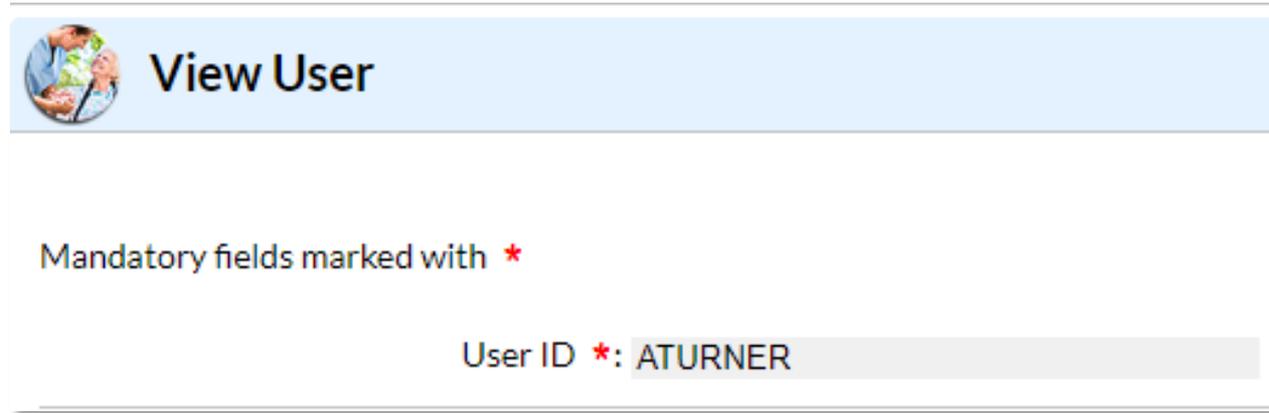
How to View/Modify User Rights – *cont'd*

Step 5: On the "Edit User" page, scroll down to bottom of screen and select "***Edit Rights***"

How to View/Modify User Rights – *cont'd*

Step 6: On the "Edit User Rights" page, designate user rights

Step 7: Click "*Save*"

⚠ **User Rights can be customized by selecting the "Advanced" button on the screen.**

How to View/Modify User Rights – *cont'd*

To customize rights, click the "***Advanced***" button. On the "Custom Rights" page make your selections and click "***Save***"

Advanced

Click to customize rights

Custom Rights

User ID:

Long Term Care

		View	Add,Edit,Delete	All Rights
Individual		View	Add,Edit,Delete	All Rights
Resident	○ With Identifiers ○ Without Identifiers	☐	☐	☐
Staff/Visitor	○ With Identifiers ○ Without Identifiers	☐	☐	☐
Event		View	Add,Edit,Delete	All Rights
All Events		☐	☐	☐
Denominator Data		View	Add,Edit,Delete	All Rights
All Summary Data		☐	☐	☐
COVID-19		View	Add,Edit,Delete	All Rights
Pathway Data Reporting		☐	☐	☐
Point of Care (POC) Reporting		☐	☐	☐
Plan		View	Add,Edit	All Rights
Long Term Care Monthly Reporting Plan		☐	☐	☐
Annual Survey		View	Add,Edit	All Rights
Long Term Care Annual Facility Survey		☐	☐	☐
Analysis				
Long Term Care Data Analysis		☐		

Save   Back

Annual Facility Survey

Annual Facility Survey

- Complete between January 1 and March 1 every year.

- Most survey questions are based on facility characteristics and practices during the *previous* calendar year.

- **Accuracy is important** - Recommend collecting all required information using NHSN paper form.

- Survey must be completed in one session as incomplete surveys cannot be saved.

- Survey must be submitted into the NHSN application and *should not* be sent to NHSN via e-mail.

57.137_LTCF Survey (cdc.gov)
Table of Instructions for LTCF Component Annual Facility Survey (cdc.gov)

Administrator vs. Facility User w/All Rights – Home Page View

NHSN Facility Administrator or User w/ Admin Rights

Facility User w/ All Rights

Add Annual Survey Home Page View

"*Save*" button is located at the bottom of page

Monthly Reporting Plan

Monthly Reporting Plan

- Informs CDC-NHSN which module(s) and events a facility is following during a given month

- A facility must enter a Plan for every month in which surveillance and data submissions will occur

  - A Plan must be in place **before** events can be entered into NHSN
    - ✓ LabID – MDROs/CDI
    - ✓ UTI
    - ✓ Prevention Process Measures (PPM)

- Plans may be entered for up to one year in advance

Access Monthly Reporting Plan – Home Page View

⚠️ **Same access/view for NHSN Facility Administrator/ User w/ Admin Rights or Facility User w/ All Rights**

Step 1: On the NHSN Home page blue left navigation panel – select "*Reporting Plan*" then "**Add**"

Access Monthly Reporting Plan – *cont'd*

⚠ Same access/view for NHSN Facility Administrator/ User w/ Admin Rights or Facility User w/ All Rights

Step 2: On the Add Monthly Reporting Plan page – select the *month* and *year* in drop down.

Step 3: Select the Modules you plan to monitor by placing a check mark in the box. *For LabID Event Module, you will need to "**Add Row**" if choosing to monitor more than one Organism Type.

Step 4: Click "**Save**" to confirm your options

Monthly Reporting Plan

⚠️ *Important Note:* **If your facility is planning to bypass a month of reporting, the facility MUST select the following option on the Monthly Reporting Plan (MRP):**

➡️ ☐ No Long Term Care Facility Component Modules Followed this Month

Resident Care Locations

Adding Resident Care Locations

⚠️ ***Important Note: Only the NHSN Facility Administrator and/or a facility user with administrator rights can add the resident care locations into the application for the facility.***

Step 1: On the NHSN Home page blue left navigation panel – select "***Facility***" then "**Locations**"

Adding Resident Care Locations

Locations

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 of 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 save the changes, click on the *Save* button.
- 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 *****

Your Code *****: [   ]

Your Label *****: [   ]

CDC Location Description *****: [▾]

Status *****: [Active ▾]

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

[Find] [Add] [Export Location List] [Clear]

*Option to Find, Add, or Export Location List from this page

Adding Resident Care Locations

Locations

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 of 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 save the changes, click on the *Save* button.
- 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 *****

Your Code *****: `1 SOUTH`

Your Label *****: `GENERAL`

CDC Location Description *****: `Long Term Care Facility General Nursing Unit`

Status *****: `Active`

Bed Size *****: `29`   A bed size greater than zero is required for most inpatient locations.

[Find] [Add] [Export Location List] [Clear]

> Selections are facility specific. "Your Code" & "Your Label" to best describe how units are identified in your facility.

Adding Resident Care Locations

Locations

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 of 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 save the changes, click on the **Save** button.
- 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 *

Your Code *: `1 SOUTH`

Your Label *: `GENERAL`

CDC Location Description *: `Long Term Care Facility General Nursing Unit`

Status *:

Bed Size *:

Long Term Care Facility Bariatric Unit
Long Term Care Facility Dementia Unit
Long Term Care Facility General Nursing Unit
Long Term Care Facility Inpatient Hospice Unit
Long Term Care Facility Psychiatric Unit
Long Term Care Facility Skilled Nursing-Short Term Rehabilitation Unit
Long Term Care Facility Ventilator Dependent Unit

Select CDC Location Description that best describes the resident population in the unit. For a description of CDC locations for LTCFs, visit the CDC Locations document under Supporting Materials: https://www.cdc.gov/nhsn/pdfs/pscmanual/15locationsdescriptions_current.pdf (beginning on pg 28)

[CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations](#) *(Begin on page 28)*

Adding Resident Care Locations

Adding Resident Care Locations

Locations: Find

Locations: Delete

Monthly Summary Data

Monthly Summary Data Participation Requirements

- Monthly Summary Data is pre-populated in the NHSN application based on facility selections in the Monthly Reporting Plan.

- This data cannot be entered prior to the month ending in NHSN. However, events can be submitted in NHSN at any time (if there is an MRP in place for the given month).

  - *For example: summary data for the month of February cannot be entered until March 1st.*

- There is a checkbox that can be selected to indicate that no event has been reported for the given month.

Monthly Summary Data Participation Requirements

⚠️ *Same access/view for NHSN Facility Administrator/User w/Admin Rights or Facility User w/All Rights*

Step 1: On the NHSN Home page blue left navigation panel – select "*Summary Data*" then "**Add**"

Monthly Summary Data Participation Requirements

Step 2: On the Add Monthly Summary Data page – select the *month* and *year* in from the drop-down options.

Step 3: Enter the monthly counts in the required fields (*).If no events are entered for the month, place a check mark in the box(es) for variables "Report No UTI" or "Report No Events" identified for each organism type your facility monitors.

Step 4: Click "*Save*" to confirm your data

UTI Reporting

Reportable UTI Events

- Submit UTI events **only** for residents meeting the NHSN UTI event criteria.
  - Review the UTI Protocol: https://www.cdc.gov/nhsn/pdfs/ltc/ltcf-uti-protocol-current.pdf

- Only residents with NHSN UTI signs or symptoms presenting **> 2 calendar days after current admission** (*where date of admission is equal to day 1*).

Example: NHSN Classification of reportable LTCF UTI Events				
Admission date June 4th	June 5th	June 6th	June 7th	June 8th
day 1	day 2	day 3	day 4	day 5
Not a LTCF reportable UTI event		LTCF reportable UTI event		

UTI Training: https://www.cdc.gov/nhsn/training/ltc/index.html

Resources

NHSN Resources

- NHSN Set-up (required before beginning reporting)
    - [NHSN LTC Setup Home Page](#)
    - [Facility Set-up 2023](#)

- Map Resident Care Locations
    - [LTC Location Mapping Guidance](#)
    - [CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations](#) *(Begin on Page 28)*

- LTCF Training Page
    - [Long-term Care Facility Component Training](#)

NHSN Resources

- LTCF Annual Facility Survey
  - [LTC Annual Facility Survey](#)

- LTCF Monthly Reporting Plan
  - [Monthly Reporting Plan](#)

- LTCF Monthly Summary Data
  - [MDRO and CDI Monthly Monitoring for LTC](#)

- NHSN Facility Administrator Re-assignment
  - [Change NHSN Facility Administrator](#)

NHSN Resources

- NHSN LTCF Component
  - [Long-term Care Facilities (LTCF) Component | NHSN | CDC](#)

- LTCF Component UTI Module
  - [Urinary Tract Infections (UTI) | LTCF | NHSN | CDC](#)

- LTCF Component LabID Event Module
  - [MDRO & CDI | LTCF | NHSN | CDC](#)

- LTCF Component Prevention Process Measures Module
  - [Prevention Process Measures (PPM) | LTCF | NHSN | CDC](#)

Submitting a Question to NHSN

How to Submit a Question to NHSN

Please submit questions using the new NHSN ServiceNow portal by logging into SAMS: https://sams.cdc.gov.

*If you do not have SAMS access, please send questions to NHSN@cdc.gov.

When submitting a question to NHSN please include the following:

- The topic of concern in the subject line of request
  - *For example:* LTC: Annual Survey Issue with Submission

- Include a screenshot (if possible) showing the screen and/or error of concern.

- Offer as much detail of the issue/concern as possible

Thank you

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov