Facility Set-up:
Preparing your LTCF to report in NHSN

Training Audience

- This training is for:
  - Any person planning to report healthcare associated infections (HAI) from their LTCF into NHSN
    - Often this will be the NHSN Facility Administrator for a facility
  - Any person working with one or more facilities to prepare them to report into NHSN includes:
    - Trainers and consultants working with LTCFs
    - NHSN group users

Learning Objectives

- Explain the purpose for NHSN Facility Set-up
  - Remind users how to navigate within the NHSN website

- Describe the two required steps in the NHSN Set-up process:
  - Mapping locations within your facility using CDC Facility Location descriptions
  - Creating Monthly Reporting Plans

- Describe how to add other staff in your facility as NHSN users

- Introduce the optional feature of "Joining an NHSN group"

Introduction

Set-Up Follows NHSN Enrollment

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

The following facility's component has completed the NHSN Agreement to Participate and Consent Form:

Facility Name: ABC Nursing Facility
Component: Long Term Care Component
Consent Date: 11/02/2022
Facility ID: 12345

NHSN Facility Administrator: John Doe   johndoe@cdc.gov

Component Primary Contact: Jane Doe   janedoe@cdc.gov

The component has been activated and users may now log into NHSN and report data.
If you have questions about NHSN, please contact us at nhsn@cdc.gov. For information on the NHSN, please visit the member's web site at NHSN | CDC.

NHSN Set-Up

- Immediately following facility activation, you can login to SAMS Partner Portal to access 'NHSN Reporting' using your grid card

- Set-up is required before data can be reported

1. Add Locations

2. Add Monthly Reporting Plans

3. Add Users & Assign Rights

What does it mean to set-up my facility in NHSN?

- Once your facility has completed the enrollment process and become an active NHSN facility, there are a few quick steps to complete in order to be able to report infection events into the system
  - First, describe all the units where residents are located throughout the building ("mapping locations").
    - This allows you to see if infections may be clustering in one place within the facility
  - Second, inform NHSN which events you are planning to track by completing the monthly reporting plan
- The NHSN Set-up process walks you through these steps.

NHSN NAVIGATION

Navigating within the NHSN website

- The next few slides show a user how to access NHSN from the SAMS portal and how to navigate within the NHSN website

- If you are a user for more than one facility, then you can select the facility for which you are entering information from the NHSN Landing Page

Enter the SAMS Portal to access NHSN

- By now you may be familiar with accessing NHSN through the SAMS Portal.

- Go to **https://sams.cdc.gov**

- Log in using your SAMS grid card or mobile soft token
  - **Note:** Users who are authenticated with Level-3 SAMS security access and received a SAMS grid card or mobile soft token, will log in through the SAMS Multi-factor Login" to enter the NHSN application

Tip: 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

Select "NHSN Reporting" to Begin the Set-up Process

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"**

NHSN LTCF Component Home Page

Navigation Bar

- The navigation bar options allow you to move from one section to another
  - NHSN users may see different options based on the "rights" or actions they are allowed to perform

Important Note
About the NHSN Website

- Always use the navigation bar or NHSN buttons to move from page to page in NHSN
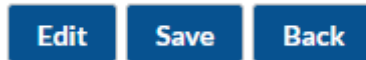
- Do not use Internet web browser buttons
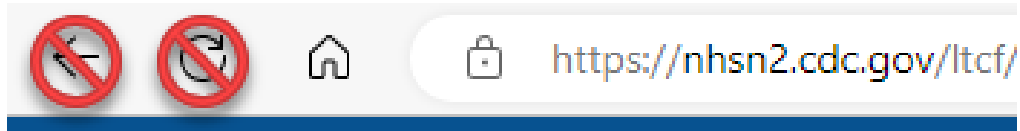
NHSN LOCATIONS

1. Map Long-term Care Facility Locations

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Step 1 – Map the Locations in Your Facility

- 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

Add a Location, *Continued*

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

Define Each Location With Your Own Title

- For each location, NHSN asks you to create your own location code and label, so users in the facility will recognize the care location
  - **Your code**: You will create the code to help you easily identify the location, which is the name that the facility currently uses for this location. For example, "100 East", "200 East" , "West Hall', "South Hall", etc.
  - **Your label**: You will also create the label to help you easily identify the location. This would be any additional information you would like to add about this location. For example, "Controlled access, dementia unit"
  - Your code and label can be the same name

Select a CDC Defined Location Description

- **CDC Location Description** – This drop-down menu provides you with the CDC-defined options for describing this location. Choose the appropriate CDC Location Description that best describes the resident population in the unit. For a description of CDC locations for LTCFs, visit [CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations](#)

Carefully review the resident population for the unit because once you have selected a CDC location description to go with "Your Code" it cannot be changed.

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.

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

Don't Forget to Click "Add"

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: [CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations](#)

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.

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 the location type that best describes the resident population in the unit.**

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. Map Long-term Care Facility Locations

2. Create Monthly Reporting Plans

3. Add Users & Assign Rights

What is a Monthly Reporting Plan?

- 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

  - If you are not performing surveillance for a specific month, then select "No Long-Term Care Facility Component Modules Followed this Month" on the Monthly Reporting Plan

- You can plan your surveillance and submit Monthly Reporting Plans for up to one year in advance

Monthly Reporting Plan Options

1. Choose specific plan(s), which include selections from the following options: HAI Module, LabID Event Module, and/or Prevention Process Measure Module

2. Select "No Long-Term Care Facility Component Modules Followed this Month" if you will not be following any NHSN modules for the month.

Monthly Reporting Plan Options

- For each month, indicate into which surveillance modules and events your facility will report

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-*E.coli, CRE-Enterobacter, CRE-Klebsiella)*
Prevention Process Measures	Hand Hygiene Gown & Glove Use

How Does My Facility Add A Monthly Reporting Plan?

- **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 box for UTI surveillance
  - b. Select organism(s) from drop-down for Lab ID
  - c. Check box for Hand Hygiene and/or Gown and Gloves use
  - d. Scroll to bottom of page and click 'Save'

Step 1: Add Reporting Plan

Step 2: Select Month and Year

Step 3a: Complete Reporting Plan

Step 3b: Complete Reporting Plan

Step 3c: Complete Reporting Plan

NHSN - National Healthcare Safety Network

NHSN Home	**Add Monthly Reporting Plan**
Alerts	
Dashboard ▶	
Reporting Plan ▶	Mandatory fields marked with *
Resident ▶	Facility ID *: Ti's Test Facility (ID 56233) ⌄
Event ▶	Month *: ⌄
Summary Data ▶	Year *: ⌄
COVID-19 ▶	☐ No Long Term Care Facility Component Modules Followed this Month
Vaccination Summary	**HAI Module**
Import/Export	
Surveys ▶	**LabID Event Modu**
Analysis ▶	
Users ▶	Add Row
Facility ▶	**Prevention Process Measure Module**
Group ▶	
Logout	Copy from Previous Month

HAI Module

Locations	UTI
🗑 Facility-wide	☑

LabID Event Modu

		D Event All Specimens
🗑 Facility-wide		☐

Is your facility performing surveillance on "Hand Hygiene" and/or "Gown and Glove Use"? If so, check these boxes

Prevention Process Measure Module

Locations	Hand Hygiene	Gown and Gloves Use
🗑 Facility-wide Inpatient (FacWIDEIn) ⌄	☑	☑

Don't forget to press "Save"

Save   Back

Example of a Complete Monthly Reporting Plan

- For December 2022, this facility is agreeing to perform surveillance for the following:
    - Urinary tract infections (UTI) in all units within the facility
    - LabID Events for *C. difficile* and MRSA for all specimen sources and for all units within the facility
    - Prevention Process Measures for Hand Hygiene and Gown and Glove Use for all units within the facility

Monthly Reporting Plan

- To MODIFY a plan:

Monthly Reporting Plan

- To COPY the previous month's Plan:

Monthly Reporting Plan Options

NHSN USERS

3. Add users & Assign rights

1. Map Long-Term Care Facility Locations

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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

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 complete required training before using NHSN

How Does My Facility 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

Step 1: Select "Users" in Navigation Bar

Step 2: Enter User's Information

Step 2: Enter User's Information

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

Step 3: Assign and Save User Rights

Deactivate Users

Step 1: From the NHSN navigation bar: select "Users", then select "Find"
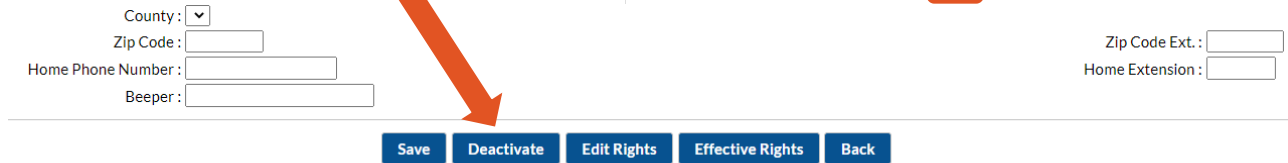
Step 2: On User Information Page: select "Edit"
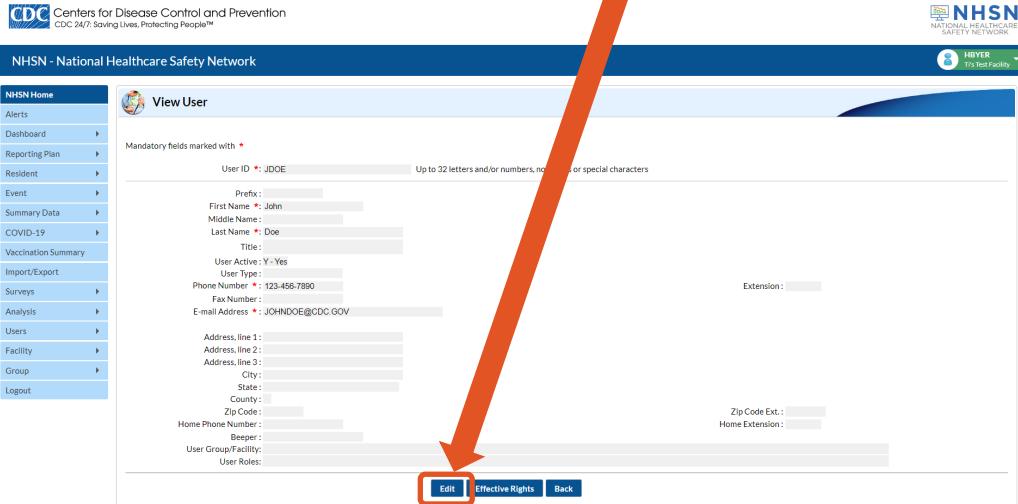
Step 3: Select and click "Deactivate"

Set-up is Complete: Begin Reporting

- All set-up steps are complete

1. Add Locations

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- Next step: begin reporting data!

NHSN Groups

Other Set-up Options: Joining a NHSN Group

- Any entity can maintain a group in NHSN
  - Corporate chain, Quality Improvement Organization, etc.

- NHSN facilities join using a Group ID number and Joining Password provided by the group

- After joining, the facility will see the "Confer Rights Screen" that shows which data the group wants the facility to share
  - The facility must press the "Accept" button on the Confer Rights screen to share data

- *Note: Each facility that joins a group does not have access to data from other facilities in the group*

Why Would My Facility Join a Group?

Becoming part of a group can…

- Allow you to receive NHSN assistance from people at your Quality Innovation Network (QIN), formerly known as QIO, or health department who can help you troubleshoot NHSN data entry questions or errors
- Allow a facility to share data with corporate management and/or infection prevention colleagues
- Allow a facility to share data within an infection prevention or quality collaborative
- Allow a facility to receive consultation from experienced users in other states

Joining a Group

After receiving the invitation from the Group Administrator, enter the Group ID and joining password.

Joining a Group

Once the facility user has reviewed the rights template, he or she must navigate to the bottom of the template and click "ACCEPT"

NHSN Support

- Email is our only way to communicate with you!

- Please email nhsn@cdc.gov with any changes in your email address or if you have questions

Questions? Problems?

Contact the NHSN Helpdesk at
nhsn@cdc.gov

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

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.