



**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](mailto:nhsn@cdc.gov). For information on the NHSN, please visit the member's web site at [NHSN | CDC](https://www.cdc.gov/nhsn).

# 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

## External Partners

### SAMS Credentials



SAMS Username


SAMS Password

Login

[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

### SAMS Multi-factor Login



Sign on with a SAMS Grid Card or Mobile Soft Token

Login

For External Partners who have been issued a SAMS Multi-factor token(s).


OR

# 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>

### External Partners

#### SAMS Credentials



SAMS Username


SAMS Password

**Login**

[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

#### SAMS Multi-factor Login



**OR**

Sign on with a SAMS Grid Card or Mobile Soft Token

**Login**

For External Partners who have been issued a SAMS Multi-factor token(s).

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

**SAMS**  
secure access management services

**Menu**

- My Profile
- Logout

**Links**

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

**My Applications**

**CDC TRAIN**

- CDC TRAIN

**CITI\_Single\_SignOn**

- CDC Single Point Sign On - CITI Courses

**National Healthcare Safety Network System**

- NHSN Reporting \*
- NHSN Enrollment \*

# 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 interface. At the top left is the CDC logo with the text 'Centers for Disease Control and Prevention' and 'CDC 24/7. Saving Lives. Protecting People™'. Below this is a dark blue navigation bar with the text 'NHSN - National Healthcare Safety Network'. Underneath is a light blue header with a magnifying glass icon and the text 'Welcome to the NHSN Landing Page'. The main content area features a user profile icon, followed by two dropdown menus: 'Select component:' with 'Long Term Care Facility' selected, and 'Select facility/group:'. A red arrow points to the 'Select component' dropdown, and another red arrow points to the 'Select facility/group' dropdown. At the bottom left, a red box highlights the 'Submit' button.

# NHSN LTCF Component Home Page

CDC Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

NHSN  
NATIONAL HEALTHCARE  
SAFETY NETWORK

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

NHSN Long Term Care Facility Component Home Page

- ▶ Long Term Care Dashboard
- ▶ Action Items

COMPLETE THESE ITEMS

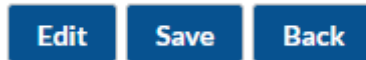
ALERTS

**Navigation  
Bar**

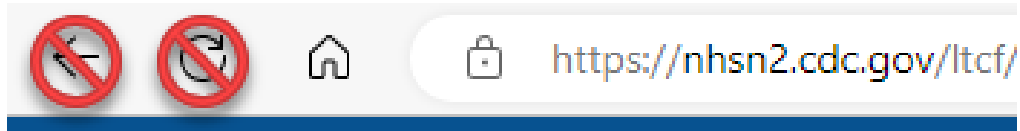
- The navigation bar options allow you to move from one section to another
  - NHSN users may see different options based on the “rights” or actions they are allowed to perform

# 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

**1. Map Long-Term Care Facility Locations**

**2. Create Monthly Reporting Plans**

**3. Add Users & Assign Rights**

# 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

The screenshot displays the NHSN National Healthcare Safety Network interface. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo with the text "NHSN NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a dark blue header bar with "NHSN - National Healthcare Safety Network" on the left and a user profile icon labeled "HBYER" and "Tr's Test Facility" on the right.

The main content area is titled "NHSN Long Term Care Facility Component Home Page". It features a left-hand navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The "Facility" item is currently selected.

The main content area is divided into sections: "Long Term Care Dashboard" and "Action Items". Under "Action Items", there is a section titled "COMPLETE THESE ITEMS" and another titled "ALERTS". A callout box with an orange border and a pointer to the "Locations" menu item contains the text "Click here to Add Facility Location".

The "Locations" menu item is highlighted in blue. Below it, the text "Direct Enroll" is visible. At the bottom of the page, there is a small logo for "Get Adobe Reader" and a link "Get Adobe Acrobat Reader for PDF files".

Quality: 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 to 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)).

# Add a Location, Continued

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

The screenshot displays the NHSN - National Healthcare Safety Network interface. The top navigation bar includes the CDC logo and the NHSN logo. The main header shows 'NHSN - National Healthcare Safety Network' and a user profile for 'HBYER IT's Test Facility'. A left sidebar contains navigation links such as 'NHSN Home', 'Alerts', 'Dashboard', 'Reporting Plan', 'Resident', 'Event', 'Summary Data', 'COVID-19', 'Vaccination Summary', 'Import/Export', 'Surveys', 'Analysis', 'Users', 'Facility', 'Group', and 'Logout'. The main content area is titled 'Locations' and contains the following elements:

- 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 \*** (circled in red)
- Form Fields:**
  - Your Code \*:
  - Your Label \*:
  - CDC Location Description \*:
  - Status \*:
  - Bed Size:  A bed size greater than zero is required for non-patient locations.
- Buttons:** Find, **Add** (circled in red), Export Location List, Clear

A red speech bubble on the right side of the page contains the text: "Anything with a red asterisks is mandatory". A red arrow points from this speech bubble to the 'Add' button.

# 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

**Centers for Disease Control and Prevention**  
CDC 24/7: Saving Lives, Protecting People™

**NHSN**  
NATIONAL HEALTHCARE SAFETY NETWORK

**NHSN - National Healthcare Safety Network**

**NHSN Home**

Alerts

Dashboard ▶

Reporting Plan ▶

Resident ▶

Event ▶

Summary Data ▶

COVID-19 ▶

Vaccination Summary

Import/Export

Surveys ▶

Analysis ▶

Users ▶

Facility ▶

Group ▶

Logout

## 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 record, click on the **Add** 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.

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**

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

# 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](#)

NHSN - National Healthcare Safety Network

The screenshot shows the NHSN Locations form. On the left is a navigation menu with items like Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, and Vaccination Summary. The main content area is titled 'Locations' and includes instructions for adding, finding, editing, and deleting records. Below the instructions are form fields for 'Your Code', 'Your Label', 'Location Description', 'Status', and 'Bed Size'. The 'Location Description' dropdown is open, showing a list of options such as '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', and 'Long Term Care Facility Ventilator Dependent Unit'. There are 'List' and 'Clear' buttons at the bottom right of the form.

**Callout 1 (Left):** 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.

**Callout 2 (Right):** 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.

# 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

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

## 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.
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- 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**

# Don't Forget to Click "Add"

- NHSN Home
- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

## Locations

**Instructions**

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- 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 \*:

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

**Location Table**

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

Page 1 of 1

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

Page 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: [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.

**NHSN Home**

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

### Edit Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: TI's Test Facility (56233)  
Month \*: December  
Year \*: 2022

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)	ACINE - MDR-Acinetobacter	<input checked="" type="checkbox"/>
Facility-wide Inpatient (FacWIDEIn)	CDIF - C. difficile	<input checked="" type="checkbox"/>
Facility-wide Inpatient (FacWIDEIn)	CEPHRKLEB - CephR-Klebsiella	<input checked="" type="checkbox"/>
Facility-wide Inpatient (FacWIDEIn)	CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)	<input checked="" type="checkbox"/>
Facility-wide Inpatient (FacWIDEIn)	MRSA/MSSA - MRSA with MSSA	<input checked="" type="checkbox"/>
Facility-wide Inpatient (FacWIDEIn)	VRE - VRE	<input checked="" 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

Save Back

# 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	<i>C. difficile</i> , MRSA, MRSA with MSSA, VRE, MDR- <i>Acinetobacter</i> , cephalosporin resistant <i>Klebsiella</i> , Carbapenem-resistant Enterobacteriaceae (CRE- <i>E.coli</i> , CRE- <i>Enterobacter</i> , CRE- <i>Klebsiella</i> )
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

- NHSN Home
- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

 NHSN Long Term Care

Add

Find

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

By selecting "Reporting Plan" in the navigation bar, the bar will expand and display "Add" and "Find"

COMPLETE THESE ITEMS

ALERTS

9  
Missing Summary Data

# Step 2: Select Month and Year



Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

## NHSN - National Healthcare Safety Network

### NHSN Home

Alerts

Dashboard ▶

Reporting Plan ▶

Resident ▶

Event ▶

Summary Data ▶

COVID-19 ▶

Vaccination Summary

Import/Export

Surveys ▶

Analysis ▶

Users ▶

Facility ▶

Group ▶

Logout



### Add Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: TI's Test Facility (ID 56233) ▼

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
Facility-wide Inpatient (FacWIDEIn) ▼	

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

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

Save

Back

# Step 3a: Complete Reporting Plan

- NHSN Home
- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

### Add Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: Tr's Test Facility (ID 56233) ▼  
Month \*: ▼  
Year \*: ▼  
 No Long Term Care Facility Component Module

**HAI Module**

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

**LabID Event Module**

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

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

Is your facility doing UTI surveillance? If so, check the box

Must conduct UTI surveillance in all locations in the LTCF

# Step 3b: Complete Reporting Plan

NHSN - National Healthcare Safety Network



## Add Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: TI's Test Facility (ID 56233) ▼

Month \*: ▼

Year \*: ▼

No Long Term Care Facility Component Modules Followed this Month

### HAI Module

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

### LabID Event Module

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

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile**
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA/MSSA - MRSA with MSSA
- MRSA - MRSA
- VRE - VRE

### Prevention Process Measure Module

Locations
Facility-wide Inpatient (FacWIDEIn) ▼

If your facility is performing surveillance on more than one organism click "Add Row"

Is your facility doing LabID Event surveillance? If so, select the "Specific Organism Type" and this box will automatically check

Save

Back

# Step 3c: Complete Reporting Plan

- NHSN Home
- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

## Add Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*:

Month \*:

Year \*:

No Long Term Care Facility Component Modules Followed this Month

---

### HAI Module

Locations	UTI
<input type="text" value="Facility-wide"/>	<input type="checkbox"/>

---

### LabID Event Module

Locations	Event All Specimens
<input type="text" value="Facility-wide"/>	<input type="checkbox"/>

---

### Prevention Process Measure Module

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

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

Don't forget to press "Save"



# 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

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

## Edit Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: TI's Test Facility (56233)  
Month \*: December  
Year \*: 2022

No Long Term Care Facility Component Modules Followed this Month

---

### HAI Module

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

---

### LabID Event Module

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

---

### Prevention Process Measure Module

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

# Monthly Reporting Plan

- To MODIFY a plan:

NHSN - National Healthcare Safety Network

**NHSN Home**

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

**View Monthly Reporting Plan**

marked with \*

Facility ID \*: TI's Test Facility (56233)

Month \*: December

Year \*: 2022

No Long Term Care Facility Component Modules Followed this Month

**HAI Module**

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

**LabID Event Module**

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

**Prevention Process Measure Module**

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

**Edit** **Previous** **Next** **Back**

# Monthly Reporting Plan

- To COPY the previous month's Plan:

NHSN - National Healthcare Safety Network

HBYSER  
T's Test Facility

### Edit Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: T's Test Facility (56233)  
Month \*: December  
Year \*: 2022

No Long Term Care Facility Component Modules Followed this Month

[Print Form](#)

#### HAI Module

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

#### LabID Event Module

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

#### Prevention Process Measure Module

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

Once you set up a Monthly Reporting Plan, you may copy the same selections for the future

# Monthly Reporting Plan Options

- NHSN Home
- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

### Edit Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID \*: TI's Test Facility (56233)  
Month \*: December  
Year \*: 2022

No Long Term Care Facility Component Modules Followed this Month

**HAI Module**

Locations	UTI
Facility-wide Inpatient (FacWIDEIn)	

**LabID Event Module**

Locations	Specific Organism Type
Facility-wide Inpatient	diff
Facility-wide Outpatient	

Hand and Gloves Use

Save  Back

If your facility did not do surveillance for a particular month, check this box

Remember... facilities should report data into  $\geq 6$  months

**NHSN USERS**

## 3. Add users & Assign rights

1. Map Long-Term Care Facility Locations

2. Create Monthly Reporting Plans

3. Add Users & Assign Rights

# 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

The screenshot displays the NHSN Long Term Care Facility Component Home Page. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo with the text "NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a dark blue header bar with "NHSN - National Healthcare Safety Network" on the left and a user profile icon labeled "HBYER" and "T's Test Facility" on the right. The main content area has a light blue header with "NHSN Home" and a list of navigation items: Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The "Users" item is highlighted in a darker blue. A red arrow points from a text box to the "Add" button in the "Users" dropdown menu. The text box contains the instruction: "From the NHSN Navigation bar: select 'Users,' then select 'Add'".

**From the NHSN Navigation bar: select "Users," then select "Add"**

# Step 2: Enter User's Information

- NHSN Home
- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout



## Add User

Mandatory fields marked with \*

User ID \* :  up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name \* :

Middle Name:

Last Name \* :

Title:

User Active:

User Type:

Phone Number \* :

Fax Number:

E-mail Address \* :

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

Extension:

Zip Code Ext.:

Home Extension:

Create a "UserID" for  
the new "User"

Mandatory fields marked  
with a red asterick

# Step 2: Enter User's Information

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

## Add User

Mandatory fields marked with \*

User ID \* :  Up to 32 letters and/or numbers, no spaces or special characters

Prefix :

First Name \* :

Middle Name :

Last Name \* :

Title :

User Active :

User Type :

Phone Number \* :

Fax Number :

E-mail Address \* :

Address, line 1 :

Address, line 2 :

Address, line 3 :

City :

State :

County :

Zip Code :

Home Phone Number :

Beeper :

Extension :

Zip Code Ext. :

Home Extension :

**Save** **Back**

**User must use same email address for their SAMS registration!**

\*Remember to click the “save” button when you are finished entering all the users information\*


# Step 3: Assign and Save User Rights

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout



## Add User Rights

 User JDOE (ID 738047) saved successfully. Please add rights for the new user.

User ID: **JDOE (ID 738047)**

Facility List:

Rights	Long Term Care Facility
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>
Staff/Visitor - Add, Edit, Delete	<input type="checkbox"/>
Staff/Visitor - View	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>

**Advanced**

**Effective Rights** **Save** **Back**

# Deactivate Users

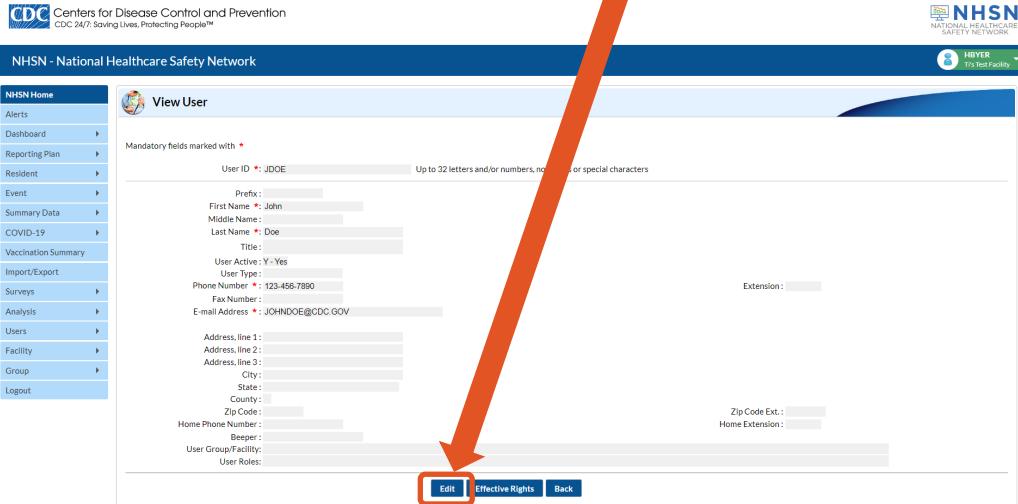
NHSN - National Healthcare Safety Network

- NHSN Home
- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Logout

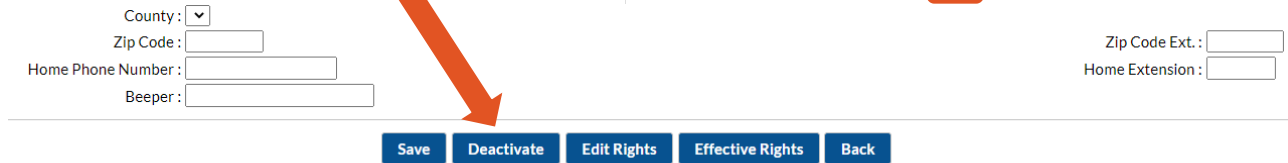
Step 1: From the NHSN navigation bar: select "Users", then select "Find"



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



Step 3: Select and click "Deactivate"



- Save
- Deactivate
- Edit Rights
- Effective Rights
- Back

# Set-up is Complete: Begin Reporting

- All set-up steps are complete

**1. Add Locations**

**2. Add Monthly Reporting Plans**

**3. Add Users & Assign Rights**

- 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.

The screenshot displays the NHSN (National Healthcare Safety Network) interface. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo with the text "NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a dark blue header bar with "NHSN - National Healthcare Safety Network" on the left and a user profile "HBYER" with "TI's Test Facility" on the right. On the left side, there is a vertical navigation menu with items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The "Group" item is highlighted, and a dropdown menu is open, showing options: Confer Rights, Join, Leave, and Nominate. An orange arrow points to the "Join" option. The main content area is titled "Memberships" and contains a section "Groups that have access to this facility's data" with a scrollable list and buttons for "Confer Rights" and "Leave Group(s)". Below this is a section titled "Enter ID and Password for this facility to join a new group" which is highlighted with a red border. It contains two input fields: "Group ID:" and "Group Joining Password:", followed by a "Join Group" button. A "Back" button is located below the input fields.

# 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 - National Healthcare Safety Network NPB9  
Angela LTCF Test Facility

**Confer Rights-Long Term Care**

**! Please review the data rights that "Angela's test group" is requesting from your facility:**  
- Verify locations  
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

**General**

**View Options**

Resident  With All Identifiers  
 Without Any Identifiers  
 With Specified Identifiers  
 Gender  DOB  Ethnicity  Race  
 Medicare #  Name  SSN  Resident ID

Monthly Reporting Plan   
Long Term Care Annual Facility Survey   
Data Analysis   
Facility Information

**Infections and other Events (Does not include MDRO/CDI Module)**  
Includes Applicable Denominators and "No Events" Indicators

Month	Year	Month	Year	Event	N/A
January	2012	To		UTI - Urinary Tract Infection	<input type="checkbox"/>
Location type: FACWIDEIN      Location: FACWIDEIN      Other Location Requirements:					

**MDRO/CDI Events** ▲  
Includes Applicable Denominators and "No Events" Indicators

Month	Year	Month	Year	Location Type	Location	Other Location Requirements	N/A
-------	------	-------	------	---------------	----------	-----------------------------	-----

Accept    Back

# NHSN Support

- Email is our only way to communicate with you!
- Please [email nhsn@cdc.gov](mailto: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](http://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.

