



# National Healthcare Safety Network

## Overview of 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 NSHN Application with Level 3 Security

# Level 1 vs. Level 3 Security Access Facility Home Page

**Please note:** when accessing NHSN through a different level of SAMS credentials, the interface will look slightly different as shown below, and the functionality of the application **WILL NOT** be the same.

## NHSN Level 1 Security Access


NHSN LV1 - National Healthcare Safety Network

- NHSN LV1 Home
- Alerts
- Dashboard
- COVID-19
- Vaccination Summary
- Analysis
- Users
- Facility
- Group
- Logout

NHSN Long Term Care Facility Component Home Page

Action Items

**Assurance of Confidentiality:** The voluntarily provided information obtained in this surveillance system that would permit or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the P

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## NHSN Level 3 Security Access

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

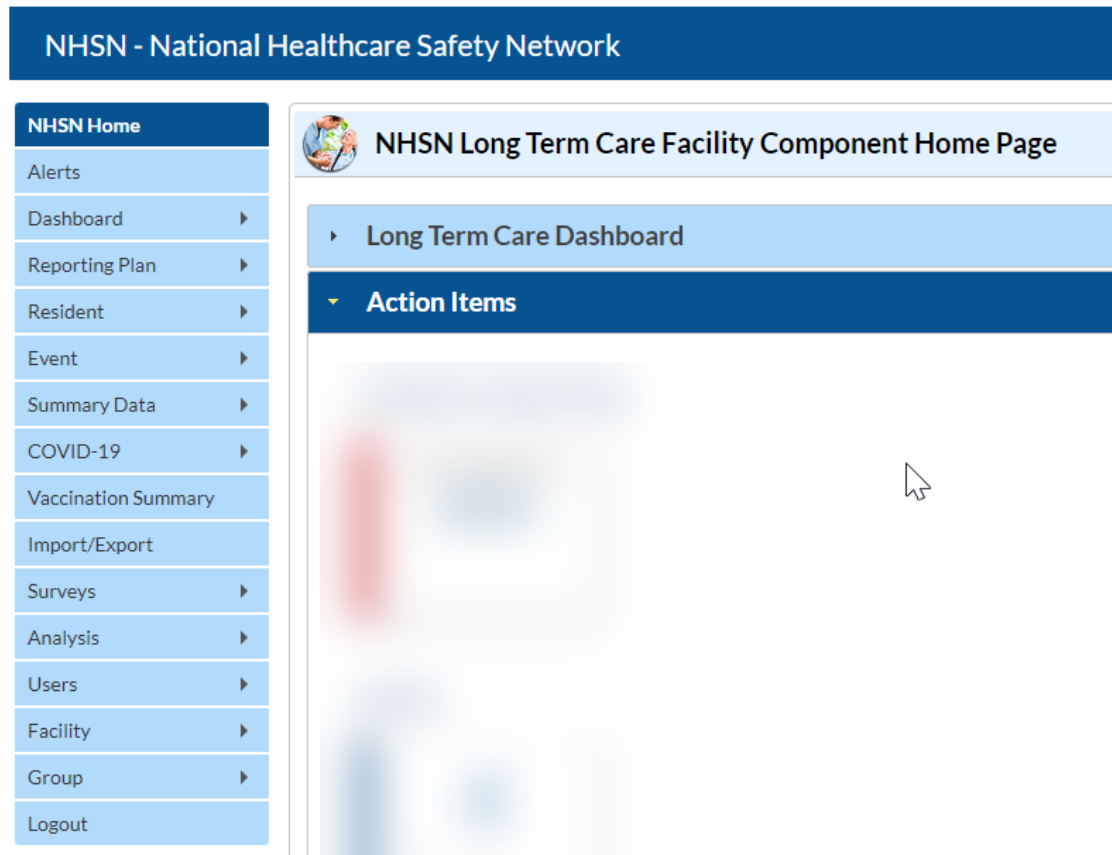
Long Term Care Dashboard

Action Items

# Level 3 Security Access Facility Home Page – NHSN Facility Administrator vs Facility User w/ All Rights

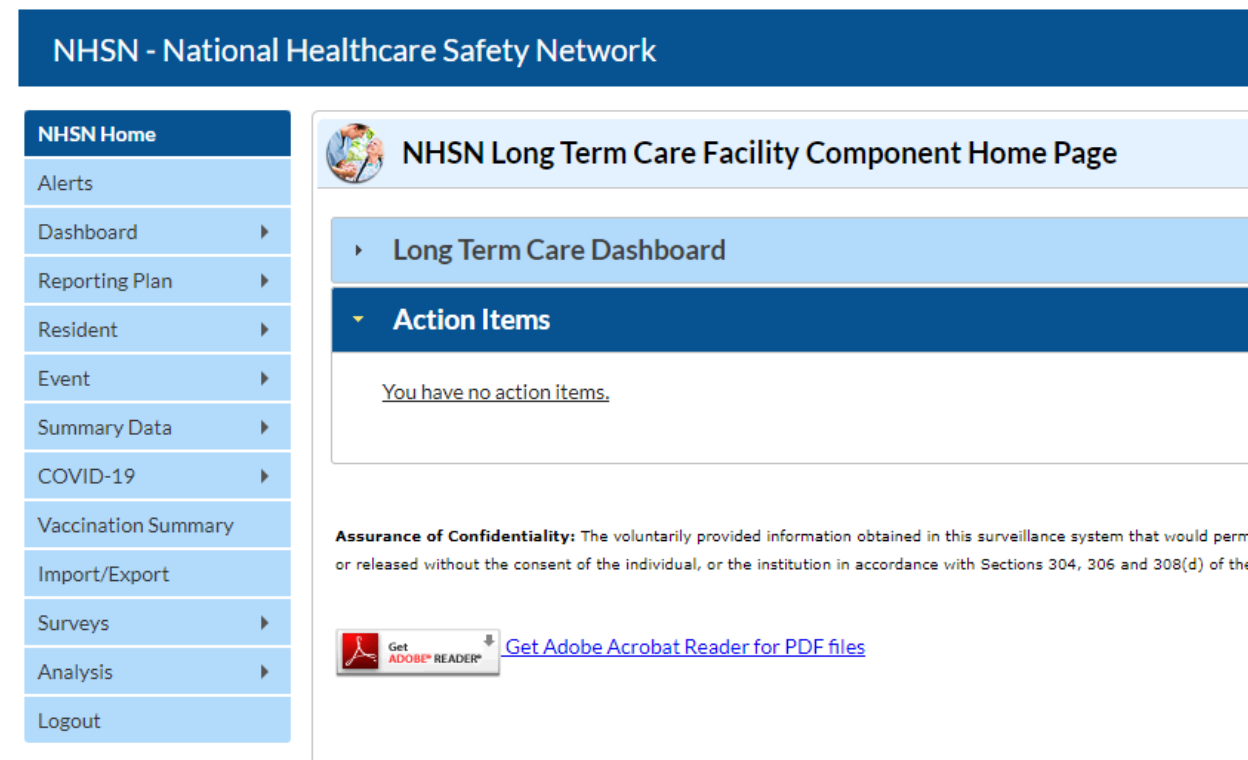
**Please note:** The effective rights for the NHSN Facility Administrator and Facility User with All Rights interface will look slightly different as shown below and the functionality of the application **WILL NOT** be the same.

## NHSN Facility Administrator



The screenshot shows the NHSN Facility Administrator interface. At the top is a dark blue header with the text "NHSN - National Healthcare Safety Network". Below this is a light blue navigation bar with a user profile icon and the text "NHSN Long Term Care Facility Component Home Page". A left-hand navigation menu contains 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 main content area has a dark blue bar with "Long Term Care Dashboard" and "Action Items". The "Action Items" section is currently empty, and a mouse cursor is visible over the main content area.

## NHSN Facility User w/All Rights



The screenshot shows the NHSN Facility User w/All Rights interface. It features the same top header and navigation bar as the administrator view. The left-hand navigation menu is identical. The main content area shows the "Long Term Care Dashboard" and "Action Items" sections. Under "Action Items", the text reads "You have no action items." Below this is a section titled "Assurance of Confidentiality" with a paragraph of text. At the bottom, there is a small Adobe Reader icon and a link that says "Get Adobe Acrobat Reader for PDF files".

# Differences of Level 1 vs. Level 3 Access

## Level 1 Access

Limited Access:  
COVID-19 Reporting  
COVID-19 Weekly Vaccination Summary

**NO** NHSN Application Functionality:  
Annual Facility Survey  
Monthly Reporting Plans  
HAI Surveillance Reporting – Events  
HAI Summary Data  
Resident Care Locations (Add/Delete/Modify)  
Influenza Reporting  
Point of Care Testing Tool

## 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

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

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).

# 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.

**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 Long Term Care Reporting** Level 1 access only
  - NHSN LTC Reporting
  - NHSN LTC Enrollment



**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.

The screenshot displays the NHSN - National Healthcare Safety Network interface. At the top, a dark blue header contains the text "NHSN - National Healthcare Safety Network". Below this, a light blue navigation bar features a globe icon and the title "NHSN Long Term Care Facility Component Home Page". A vertical sidebar on the left lists various menu 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 main content area includes a "Long Term Care Dashboard" link and an "Action Items" section, which is currently expanded to show a blurred content area. A mouse cursor is visible over the blurred content.

# Facility User Rights

# NHSN Facility “User Rights” Classification

	<b>NHSN Facility Administrator+</b>	<b>NHSN User with Administrative Rights</b>	<b>NHSN User**</b>	<b>Non-NHSN User</b>
<b>Primary Roles and Responsibilities of NHSN user roles</b>	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



- ❖ 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
<b>The following are examples of staff positions that may be appropriate for different NHSN user roles++</b>	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		
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: <ul style="list-style-type: none"> <li>▪ number of residents/resident days</li> <li>▪ number of admissions / resident admissions</li> <li>▪ device days</li> <li>▪ number of admission on <i>C. difficile</i> treatment</li> <li>▪ new antibiotic starts for UTI indication</li> <li>▪ number of urine cultures ordered</li> </ul>	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 administrative 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



**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**”



**Only the NHSN Fac Admin 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/>

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Dashboard
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NHSN Long Term Care Facility Component Home Page

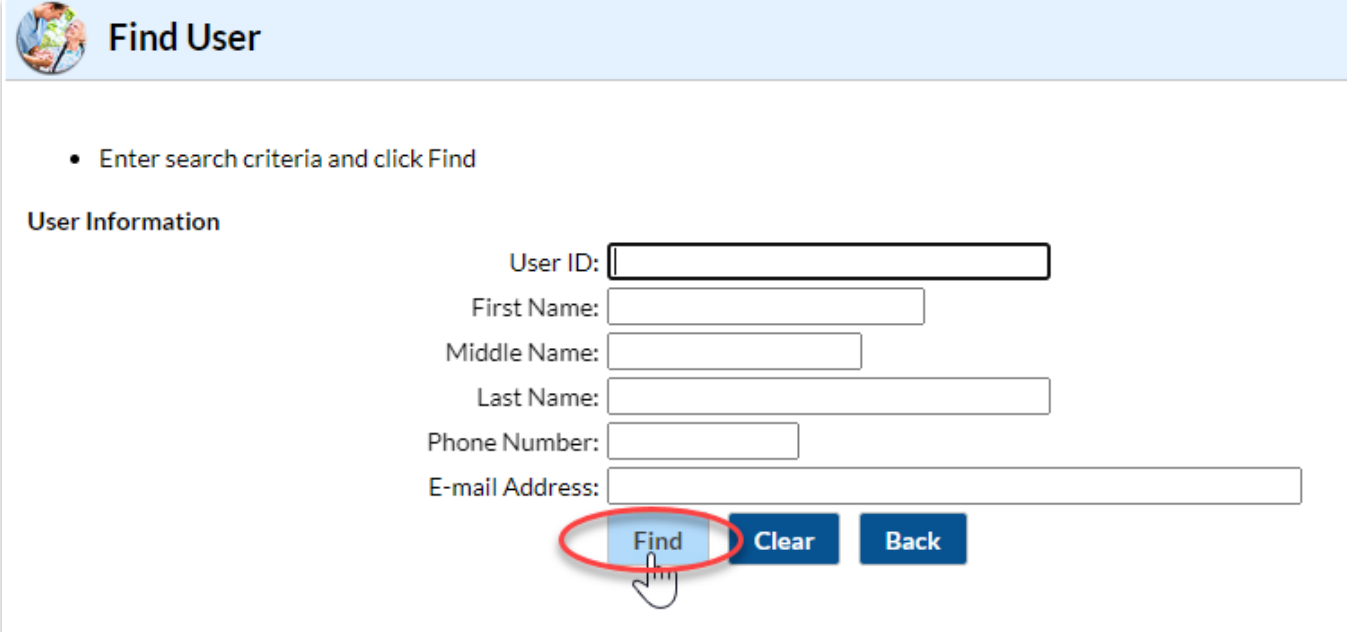
- Long Term Care Dashboard
- Action Items**

Add

Find

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


**Step 2:** Enter user information or click “**Find**”



The screenshot shows a web interface titled "Find User" with a globe icon. Below the title is a list item: "• Enter search criteria and click Find". Underneath is the section "User Information" containing several input fields: "User ID:", "First Name:", "Middle Name:", "Last Name:", "Phone Number:", and "E-mail Address:". At the bottom of the form are three buttons: "Find", "Clear", and "Back". The "Find" button is circled in red, and a hand cursor is pointing at it.

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

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

 **Users List**

Deactivate	Name	Title	User ID	User Type	Active
<input type="checkbox"/>	<a href="#">McCray, Ti</a>		TMCCRAY	OTH - Other	Y
<input type="checkbox"/>	<a href="#">Turner, Andrew</a>		ATURNER		Y

Page 1 of 1 | 10 | View 1 - 2 of 2

There is also an option to **Add** and **Deactivate** users on this screen

**Add** **Back**

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

**Step 4:** On the “View User” page, scroll down to bottom of screen and select “**Edit**”



## View User

Mandatory fields marked with \*

User ID \*: ATURNER

Edit

Effective Rights

Back



Click to edit user

# 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*”



The screenshot shows the 'Edit User' page. At the top, there is a light blue header with a globe icon and the text 'Edit User'. Below the header, a note states 'Mandatory fields marked with \*'. A text input field for 'User ID \*' contains the value 'ATURNER'. At the bottom of the page, there is a horizontal bar with five buttons: 'Save', 'Deactivate', 'Edit Rights', 'Effective Rights', and 'Back'. The 'Edit Rights' button is highlighted in light blue, and a hand cursor is pointing at it. A tooltip box next to the button contains the text 'Click to edit user rights'.

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

**Step 6:** On the “Edit User Rights” page, designate user rights

**Step 7:** Click “*Save*”

Edit User Rights

User ID: ATURNER (ID )

Fac: Test TM3033

Facility List:

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

Effective Rights



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”**



Custom Rights

User ID: [redacted]

Long Term Care

	View	Add,Edit,Delete	All Rights
<b>Individual</b>			
Resident <input type="radio"/> With Identifiers <input type="radio"/> Without Identifiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Visitor <input type="radio"/> With Identifiers <input type="radio"/> Without Identifiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Event</b>			
All Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Denominator Data</b>			
All Summary Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COVID-19</b>			
Pathway Data Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Point of Care (POC) Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan</b>			
Long Term Care Monthly Reporting Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Annual Survey</b>			
Long Term Care Annual Facility Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analysis</b>			
Long Term Care Data Analysis	<input type="checkbox"/>		

**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.

NHSN - National Healthcare Safety Network

NHSN Home

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- Group
- Logout

NHSN Long Term Care Facility Component Home Page

Long Term Care Dashboard

Action Items

COMPLETE THESE ITEMS

Survey Required 2022

NHSN NATIONAL HEALTHCARE SAFETY NETWORK

Form Approved  
OMB No. 0920-0666  
Exp. Date: 1/31/25  
www.cdc.gov/nhsn

Long Term Care Facility Component—Annual Facility Survey

Page 1 of 6

*required for saving	Tracking #:
Facility ID:	*Survey Year:
*National Provider ID:	State Provider #:

**Facility Characteristics**

\*Ownership (check one):

For profit     Not for profit, including church     Government (not VA)     Veterans Affairs

\*Certification (check one):

Dual Medicare/Medicaid     Medicare only     Medicaid only     State only

\*Affiliation (check one):

Multi-facility organization (chain)     Hospital system, attached     Hospital system, free-standing

In the previous calendar year:

\*Average daily census: \_\_\_\_\_

\*Total number of short-stay residents: \_\_\_\_\_    Average length of stay for short-stay residents: \_\_\_\_\_

\*Total number of long-stay residents: \_\_\_\_\_    Average length of stay for long-stay residents: \_\_\_\_\_


\*Total number of new admissions: \_\_\_\_\_

[57.137 LTCF Survey \(cdc.gov\)](https://www.cdc.gov/nhsn/lsc/lscsurvey/)

[Table of Instructions for LTCF Component Annual Facility Survey \(cdc.gov\)](https://www.cdc.gov/nhsn/lsc/lscsurvey/)

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

## NHSN Facility Administrator or User w/ Admin Rights



NHSN - National Healthcare Safety Network

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NHSN Long Term Care Facility Component Home Page

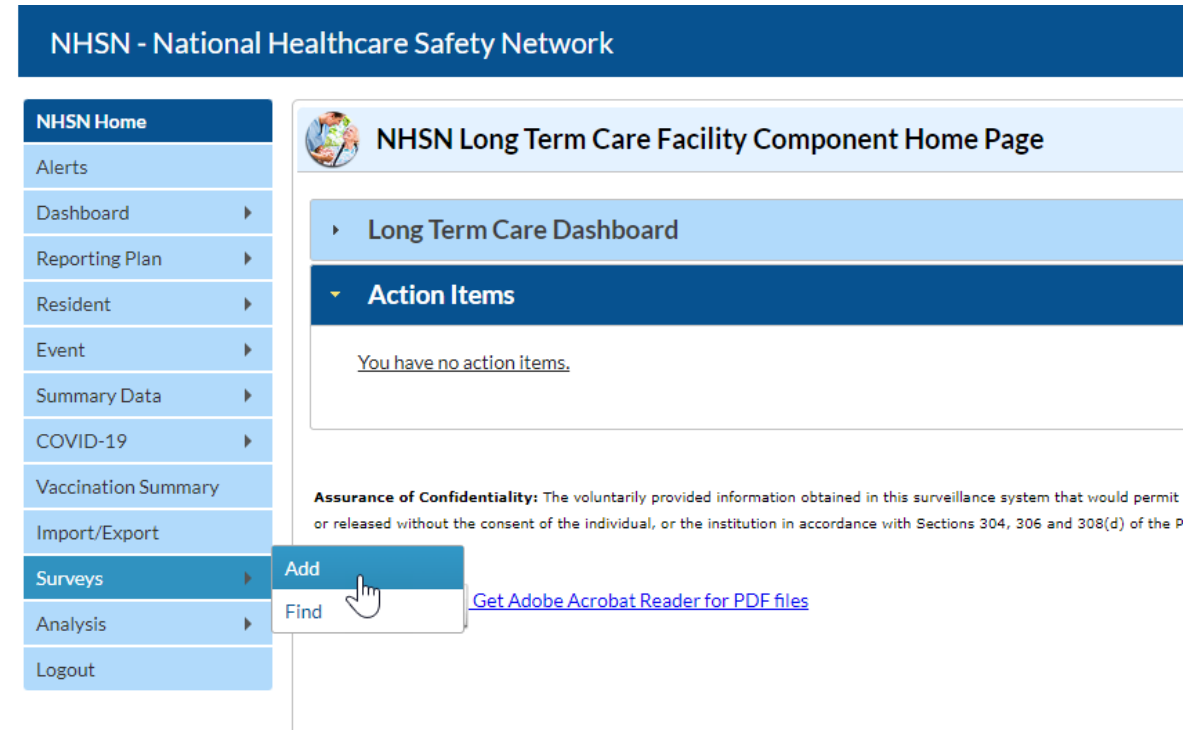
- Long Term Care Dashboard
- Action Items

COMPLETE THESE ITEMS

Survey Required 2022

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit ident or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public

## Facility User w/ All Rights



NHSN - National Healthcare Safety Network

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NHSN Long Term Care Facility Component Home Page


- Long Term Care Dashboard
- Action Items

You have no action items.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the P

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# Add Annual Survey Home Page View

 **Add Annual Survey**

Mandatory fields marked with \*

Facility ID \*:  Survey Year \*:

National Provider ID \*:  State Provider #:

Facility Characteristics

Facility ownership \*:  Certification \*:

Affiliation \*:

In the previous calendar year,

Average daily census \*:

Total number of short-stay residents \*:  Average length of stay for short-stay residents:

Total number of long-stay residents \*:  Average length of stay for long-stay residents:

Total number of new admissions \*:

Total Number of Beds \*:  Number of Pediatric Beds (age <21) \*:

Indicate which of the following primary service types are provided by your facility. On the day of this survey, indicate the number of residents receiving those services (list only one service type per resident, i.e. total should sum to resident census on day of survey completion):

Primary Service Type	Service Provided?	Number of residents
a. Long-term general nursing *	<input type="checkbox"/>	<input type="text"/>
b. Long-term dementia *	<input type="checkbox"/>	<input type="text"/>
c. Skilled nursing/Short-term (subacute) rehabilitation *	<input type="checkbox"/>	<input type="text"/>
d. Long-term psychiatric (non dementia) *	<input type="checkbox"/>	<input type="text"/>
e. Ventilator *	<input type="checkbox"/>	<input type="text"/>
f. Bariatric *	<input type="checkbox"/>	<input type="text"/>
g. Hospice/Palliative *	<input type="checkbox"/>	<input type="text"/>
h. Other *	<input type="checkbox"/>	<input type="text"/>

Total Resident Census on Survey Day: 0

"Save" button is located at the bottom of page

# Monthly Reporting Plan

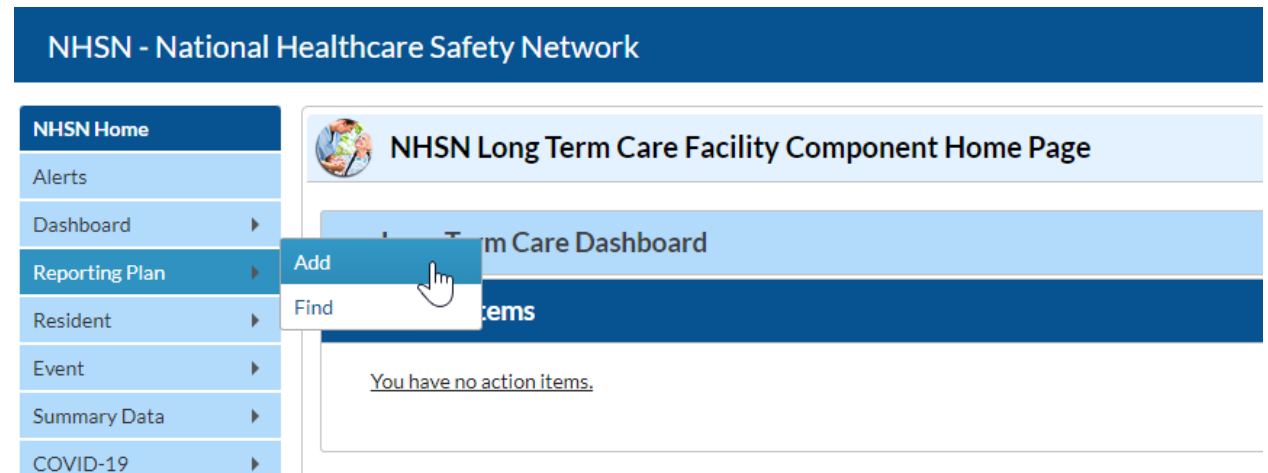
# Monthly Reporting Plan

- 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**”



The screenshot displays the NHSN - National Healthcare Safety Network interface. On the left is a blue navigation panel with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, and COVID-19. The 'Reporting Plan' item is selected, and a sub-menu is open showing 'Add' and 'Find' options. A mouse cursor is pointing at the 'Add' option. The main content area shows the title 'NHSN Long Term Care Facility Component Home Page' and a section for 'Long Term Care Dashboard' with a 'Find Items' button. Below this, a message states 'You have no action items.'

# 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

The screenshot shows the 'Add Monthly Reporting Plan' form. At the top, there is a header 'Add Monthly Reporting Plan'. Below it, a section titled 'Mandatory fields marked with \*' contains three dropdown menus: 'Facility ID \*', 'Month \*', and 'Year \*'. A blue oval highlights the 'Month \*' and 'Year \*' dropdowns, with a green callout box pointing to them that says 'Select the Month and Year'. Below these is a checkbox labeled 'No Long Term Care Facility Component Modules Followed this Month'. The form is divided into three main sections: 'HAI Module', 'LabID Event Module', and 'Prevention Process Measure Module'. Each section has a table with columns for 'Locations', 'Specific Organism Type', and 'Lab ID Event All Specimens'. In the 'HAI Module' table, there is one row for 'Facility-wide Inpatient (FacWIDEIn)' with a checked 'UTI' box. In the 'LabID Event Module' table, there is one row for 'Facility-wide Inpatient (FacWIDEIn)' with a checked 'Lab ID Event All Specimens' box. A red circle highlights the 'Add Row' button below this table, with a green callout box pointing to it that says '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.' Below the 'Prevention Process Measure Module' table is a 'Copy from Previous Month' button. At the bottom right, there are 'Save' and 'Back' buttons. A green callout box points to the 'Save' button with the text 'Click “save” to confirm your options'.

# Monthly Reporting Plans

 ***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**”

The screenshot displays the NHSN Long Term Care Facility Component Home Page. On the left is a blue navigation panel 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 highlighted in a darker blue. A sub-menu is open for 'Facility', showing options: Customize Forms, Facility Info, Add/Edit Component, Locations, and Direct Enroll. The 'Locations' option is highlighted in blue, and a mouse cursor is pointing at it. The main content area on the right shows the page title 'NHSN Long Term Care Facility Component Home Page', a 'Long Term Care Dashboard' link, and an 'Action Items' section with a blurred background.

# 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 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 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 \*:  ▼

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

**\*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.
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- 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.

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 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 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 \*:

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](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 pg. 28)\*

# Adding Resident Care Locations



## Locations



The location 'GENERAL' has been successfully added.

### 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 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 \*:

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

Find

Add

Export Location List

Clear

### Location Table

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

Page 1 of 1								View 1 - 1 of 1	
Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size		
<input type="checkbox"/>	Active	<a href="#">1 SOUTH</a>	GENERAL	Long Term Care Facility General Nursing Unit	IN:NONACUTE:LTCF:GEN	1258-3	29		

Page 1 of 1

# Locations: Find

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility** ▶
  - Customize Forms
  - Facility Info
  - Add/Edit Component
  - Locations**
  - Direct Enroll
- 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 \*:

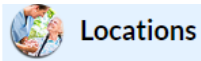
CDC Location Description \*:

Status \*:

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

**Find** **Add** **Export Location List** **Clear**

# Locations: Delete



## 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 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 \*:

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

**Find** **Add** **Export Location List** **Clear**

## Location Table

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

Page 1 of 1									View 1 - 10 of 10
Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size		
<input type="checkbox"/>	Active	<a href="#">1 SOUTH</a>	GENERAL	Long Term Care Facility General Nursing Unit	IN:NONACUTE:LTCF:GEN	1258-3	29		
<input type="checkbox"/>	Active	<a href="#">100 EAST</a>	DEMENTIA UNIT	Long Term Care Facility Dementia Unit	IN:NONACUTE:LTCF:DEM	1255-9	50		
<input type="checkbox"/>	Active	<a href="#">1B</a>	BARIATRIC UNIT	Long Term Care Facility Bariatric Unit	IN:NONACUTE:LTCF:BAR	1260-9	5		
<input type="checkbox"/>	Active	<a href="#">1D</a>	DEMENTIA UNIT	Long Term Care Facility Dementia Unit	IN:NONACUTE:LTCF:DEM	1255-9	25		
<input type="checkbox"/>	Active	<a href="#">2 PSY</a>	PSYCHIATRIC	Long Term Care Facility Psychiatric Unit	IN:NONACUTE:LTCF:PSY	1256-7	30		
<input type="checkbox"/>	Active	<a href="#">2W</a>	2 WEST DEMENTIA	Long Term Care Facility Dementia Unit	IN:NONACUTE:LTCF:DEM	1255-9	25		
<input type="checkbox"/>	Active	<a href="#">3 REHAB</a>	SHORT TERM REHAB	Long Term Care Facility Skilled Nursing-Short Term Reha	IN:NONACUTE:LTCF:REHAB	1257-5	35		
<input type="checkbox"/>	Active	<a href="#">4 GEN</a>	GENERAL UNIT	Long Term Care Facility General Nursing Unit	IN:NONACUTE:LTCF:GEN	1258-3	50		
<input type="checkbox"/>	Active	<a href="#">5 HOS</a>	HOSPICE UNIT	Long Term Care Facility Inpatient Hospice Unit	IN:NONACUTE:LTCF:HSP	1254-2	10		
<input type="checkbox"/>	Active	<a href="#">DEMENTIA</a>	LOCKED UNIT	Long Term Care Facility Dementia Unit	IN:NONACUTE:LTCF:DEM	1255-9	25		



# Monthly Summary Data

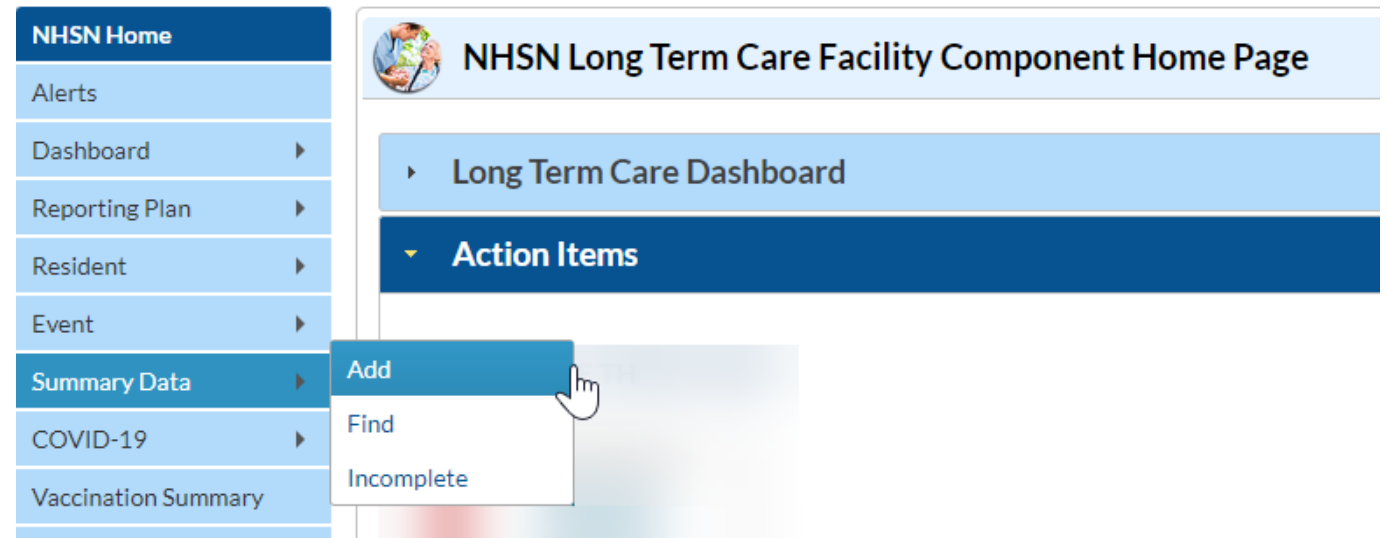
# Monthly Summary Data Participation Requirements

- 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 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

**Add Monthly Summary Data**

Mandatory fields marked with \*

Fields required for record completion marked with \*\*

Facility ID \*:  ) v

Month \*:

Year \*:

**Denominators for Long Term Care Locations**

Location Code	Total Resident Days	Urinary Catheter Days	Report No UTI	New Antibiotic Starts for UTI Indication	Number of Urine Cultures Ordered
<input type="checkbox"/> Facility-wide Inpatient (FacWIDEIn)	<input type="text" value=""/> *	<input type="text" value=""/> *	<input type="checkbox"/>	<input type="text" value=""/> *	<input type="text" value=""/> *

**MDRO & CDI LabID Event Reporting**

Location Code	Resident Admissions: <input type="text" value=""/> *	Resident Days: <input type="text" value=""/> *	Specific Organism Type												
			MRSA	MSSA	VRE	CepHR-Klebsiella	CRE-Ecoli	CRE-Enterobacter	CRE-Klebsiella	C. difficile	MDR-Acinetobacter				
<input type="checkbox"/> Facility-wide Inpatient (FacWIDEIn)	Number of Admissions on C. diff Treatment: <input type="text" value=""/> *	Number of residents started on antibiotic treatment for C.diff: <input type="text" value=""/> *	LabID Event (All specimens)		Report No Events		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Prevention Process Measures**

Location Code	Hand Hygiene		Gown and Gloves	
	Performed	Indicated	Used	Indicated
<input type="checkbox"/> Facility-wide Inpatient (FacWIDEIn)	<input type="text" value=""/> *	<input type="text" value=""/> *	<input type="text" value=""/> *	<input type="text" value=""/> *

# 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 4 <sup>th</sup>	June 5 <sup>th</sup>	June 6 <sup>th</sup>	June 7 <sup>th</sup>	June 8 <sup>th</sup>
day 1	day 2	day 3	day 4	day 5
Not a LTCF reportable UTI event		LTCF reportable UTI event		

# 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 pg. 28)\*
- LTCF Training Page
  - [Long-term Care Facility Component Training](#)



# NHSN Resources

- LTCF Annual Facility Survey
  - [LTC Annual Facility Survey](#)
- LTCF Monthly Reporting Plans
  - [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  
[nhsn@cdc.gov](mailto:nhsn@cdc.gov)

# Submitting a Question to NHSN

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
- Provide the facility name and the NHSN Facility Org ID or CCN#
  - **(Do not include in subject line – add in the body of email)**
- 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**  
**Questions?**

**[nhsn@cdc.gov](mailto:nhsn@cdc.gov)**

**Add the topic of concern in the subject line of request in order to triage your inquiry to the appropriate subject matter expert**

For more information, please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348

E-mail: [NHSN@cdc.gov](mailto:NHSN@cdc.gov)

Web: <http://www.cdc.gov/nhsn>

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.