# 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
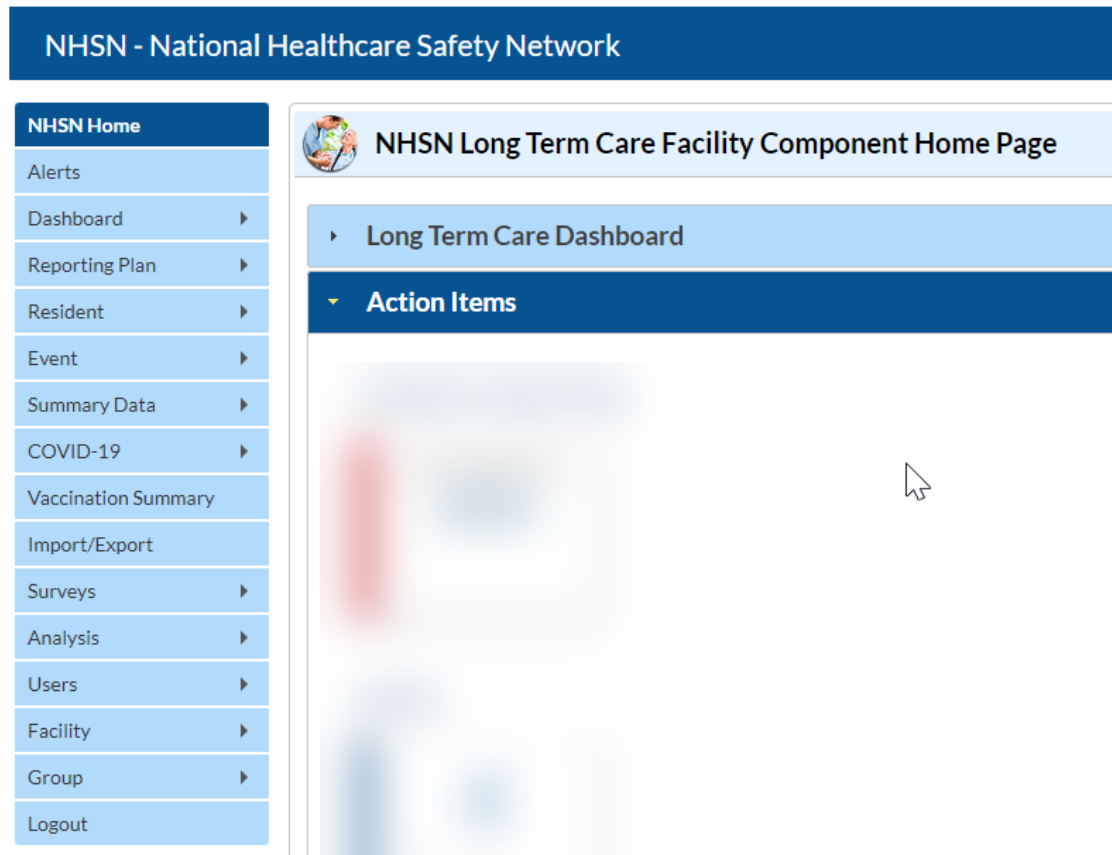
▶ **Long Term Care Dashboard**

▼ **Action Items**

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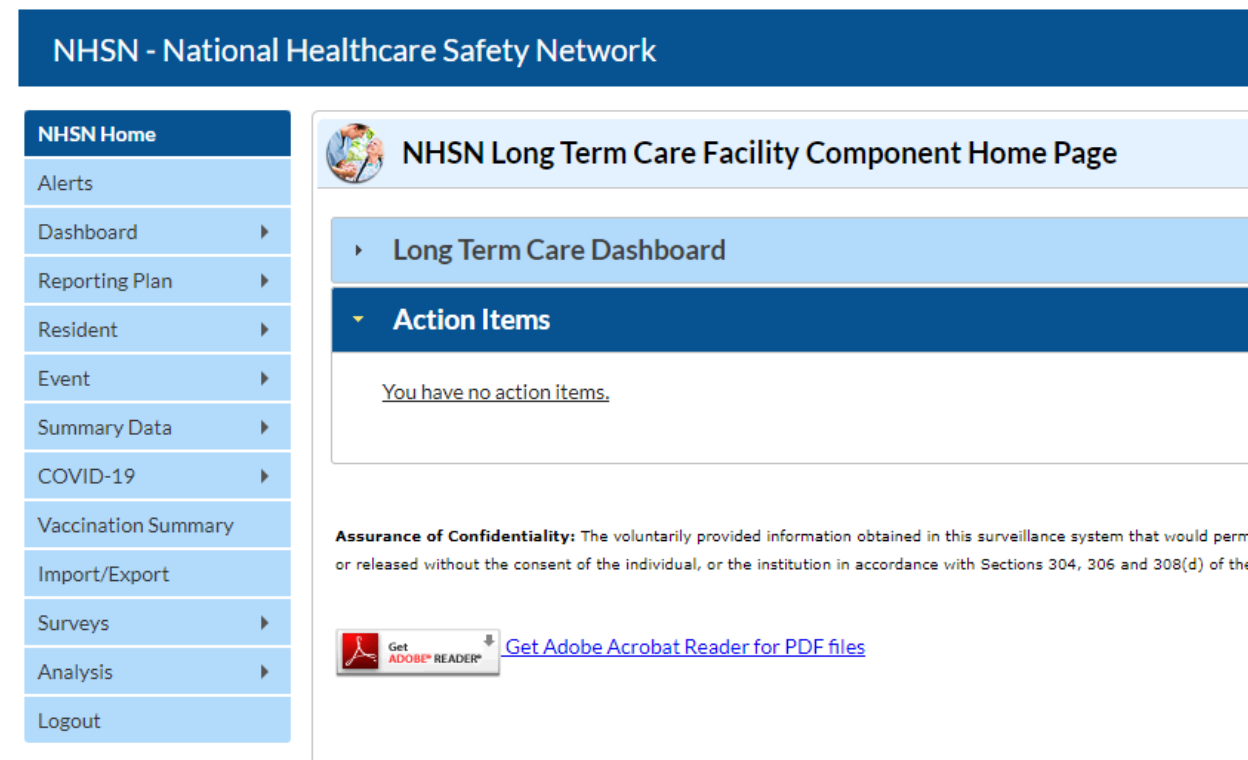
**Please note:** *The effective rights for the NHSN Facility Administrator and Facility User with All Rights interface will look slightly different as shown below and the functionality of the application* **WILL NOT** *be the same.*

### NHSN Facility Administrator



### NHSN Facility User w/All Rights

# 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.



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

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

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

# Facility User Rights

# NHSN Facility "User Rights" Classification

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

**IMPORTANT**

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

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

| | NHSN Facility Administrator+ | NHSN User with Administrative Rights | NHSN User** | Non-NHSN User |
|---|---|---|---|---|
| **The following are examples of staff positions that may be appropriate for different NHSN user roles++** | Infection prevention and control officer (IPCO) or IPC consultant, MDS coordinator, DON/ADON | Other facility leaders supporting the IPC program (e.g., nursing home administrator, patient safety officer, risk manager) | Other staff with responsibility for assisting in IPC activities (e.g., unit nurse, nurse managers) | Nursing supervisor, charge nurse, nursing assistant, unit secretary, etc. |
| Secure Access Management Services (SAMS) required | X | X | X | |
| May serve as NHSN LTCF primary contact | X | X | | |
| Enroll a facility in the NHSN | X | | | |
| Reassign the role of NHSN Facility Administrator | X | | | |
| Add a new NHSN Component | X | | | |
| Add and deactivate NHSN locations | X | X | | |
| 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:<br>▪ number of residents/resident days<br>▪ number of admissions / resident admissions<br>▪ device days<br>▪ number of admission on *C. difficile* treatment<br>▪ new antibiotic starts for UTI indication<br>▪ number of urine cultures ordered | X | X | X | X |
| Manage NHSN user rights; add and deactivate users | X | X | | |

# Key Personnel Roles

- NHSN Facility Administrator- the person enrolling the LTCF into NHSN

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

The **NHSN** Facility Administrator:

- Manages users and user rights
- Can add, edit & delete facility data (i.e., survey, map locations, etc.)
- Authority to nominate groups (data sharing arrangements)
- An NHSN Facility Administrator will have this role for every component
- May serve multiple roles (NHSN Contact Person and NHSN User)

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

# Other Key Personnel Roles

- NHSN User
  - Rights are determined by NHSN Facility Administrator
    - View data
    - Data entry
    - Data analysis
  - May be given NHSN 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

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

# Recap

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

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

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

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

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

# **Modify User Rights**

# How to View/Modify User Rights

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

**IMPORTANT**

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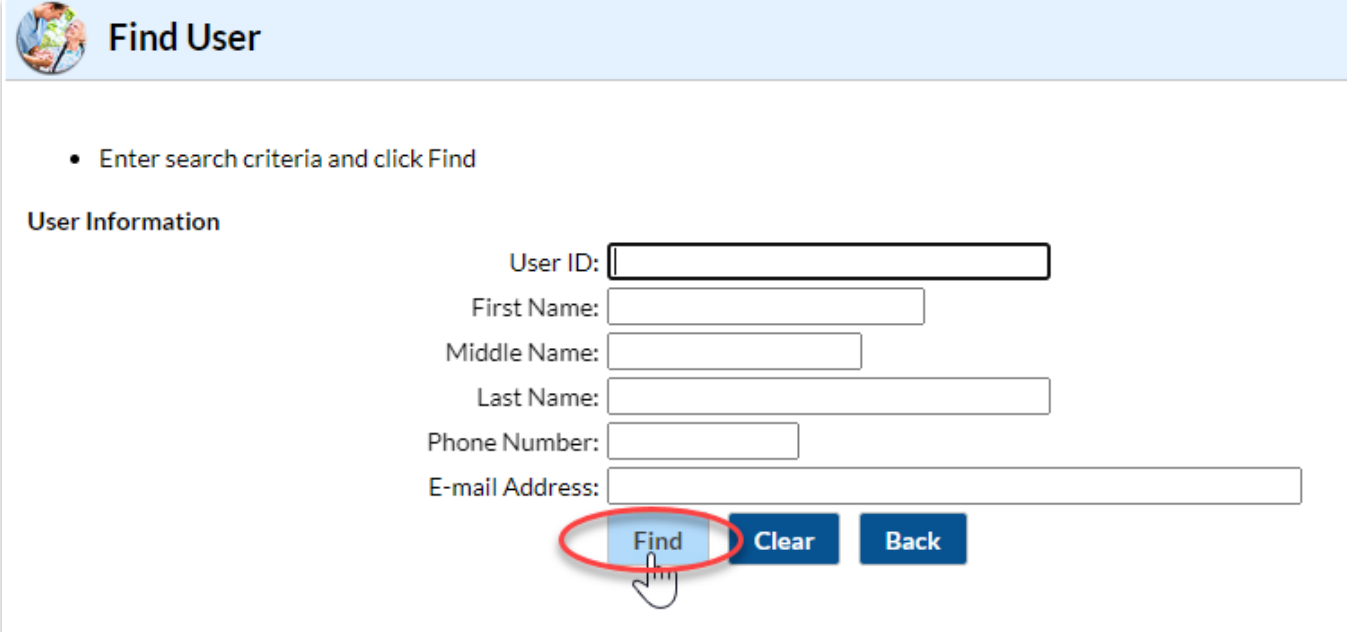
# How to View/Modify User Rights – *cont'd*

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

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

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

# 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***"

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

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

**Step 7**: Click "*Save*"



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

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

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



Advanced

Click to customize rights

## Custom Rights

User ID: _____

**Long Term Care**

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

Save    Back

# Annual Facility Survey

# Annual Facility Survey

- Complete between January 1 and March 1 every year.

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

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

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

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

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

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

**NHSN Facility Administrator or User w/ Admin Rights**

**Facility User w/ All Rights**

# Add Annual Survey Home Page View



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

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# Monthly Reporting Plan
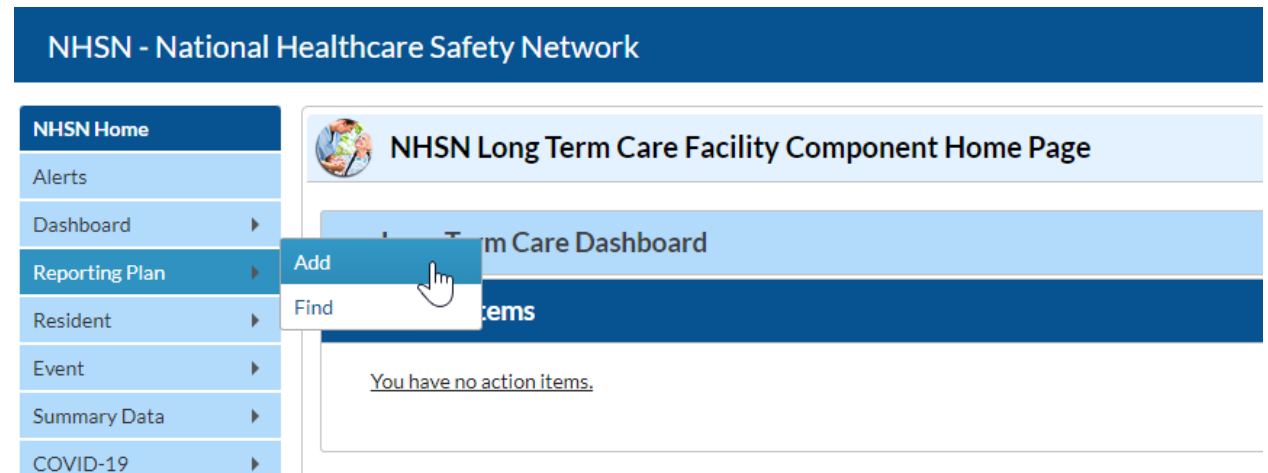
# Monthly Reporting Plan

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

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

  - A Plan must be in place **before** events can be entered into NHSN

    - LabID – MDROs/CDI

    - UTI

    - Prevention Process Measures (PPM)

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

# Access Monthly Reporting Plan – Home Page View

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

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

# Access Monthly Reporting Plan – *cont'd*

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

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

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

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

# Monthly Reporting 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**"

# Adding Resident Care Locations

# Adding Resident Care Locations

## Locations

**Instructions**

- To *Add* a record, fill in the form with the required fields and any desired optional values. Then click on the *Add* button.
- To *Find* a record, click on the *Find* button. One of more fields can be filled in to restrict the search to those values.
- To *Edit* a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the *Save* button.
- To *Delete* one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click on the *Delete* button.
- Press the *Clear* button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with **\***

Your Code **\***: 1 SOUTH

Your Label **\***: GENERAL

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

Status **\***: Active

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

Find    Add    Export Location List    Clear

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

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# Adding Resident Care Locations



CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations  *(Begin on pg. 28)*

# Adding Resident Care Locations

# Locations: Find

# Locations: Delete

# Monthly Summary Data

# Monthly Summary Data Participation Requirements

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

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

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

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

# Monthly Summary Data Participation Requirements

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

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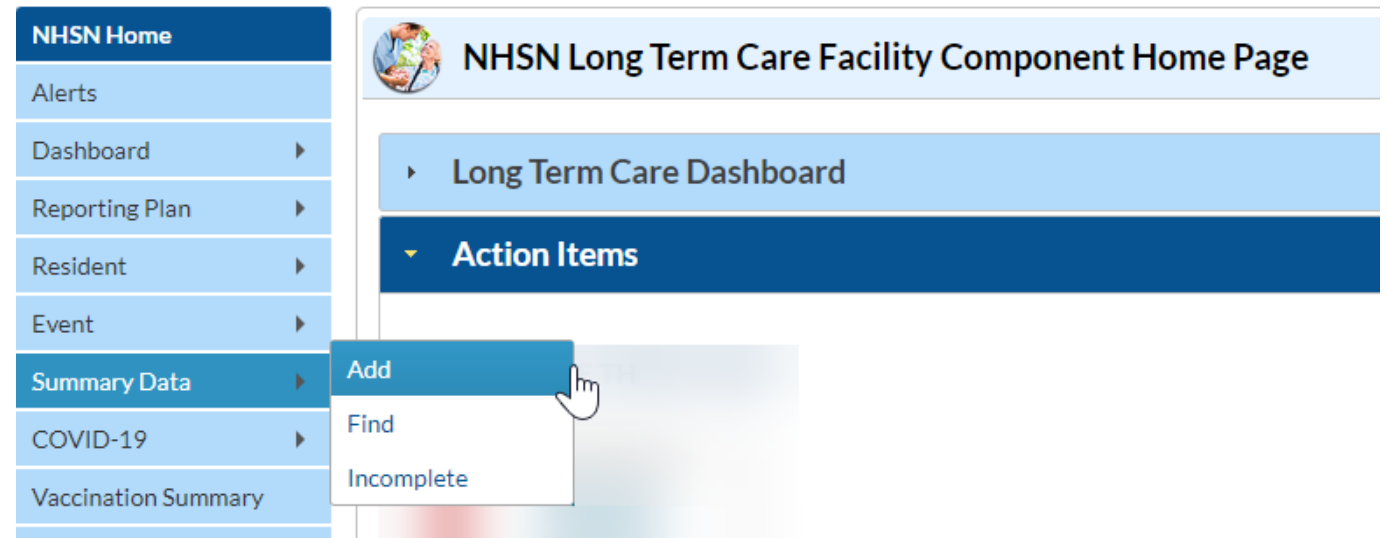
# Monthly Summary Data Requirements

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

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

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

# UTI Reporting

# Reportable UTI Events

- Submit UTI events **<u>only</u>** 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<br><br>June 4th | June 5th | June 6th | June 7th | June 8th |
| day 1 | day 2 | day 3 | day 4 | day 5 |
| **Not a LTCF reportable UTI event** | | **LTCF reportable UTI event** | | |

# 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

# 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

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