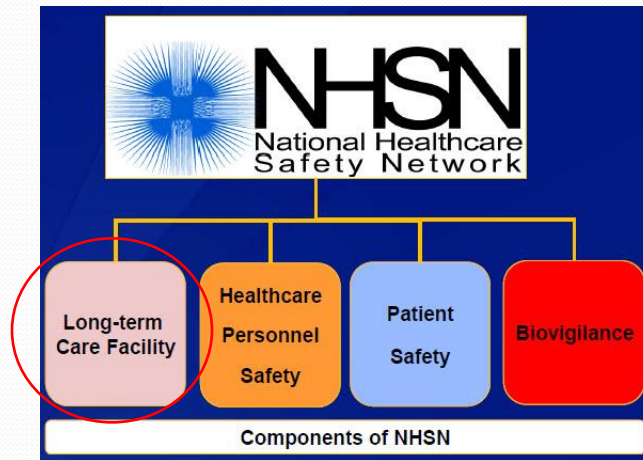


NHSN for Long-term Care Facilities

Part 2 – NHSN Set-up and Data Reporting
MDCH SHARP Unit
May 21, 2014

Review of Part 1

Components within NHSN



Role of NHSN Facility Administrator

Each facility must have a person identified as their **NHSN Facility Administrator**. This person:

- Enrolls the facility with NHSN and completes the NHSN enrollment paperwork
- Actively uses NHSN and receives update emails from CDC
- Keeps NHSN 'Contact List' updated
- Adds users and assigns user rights
- Is responsible for managing facility locations in NHSN

NHSN Facility Enrollment

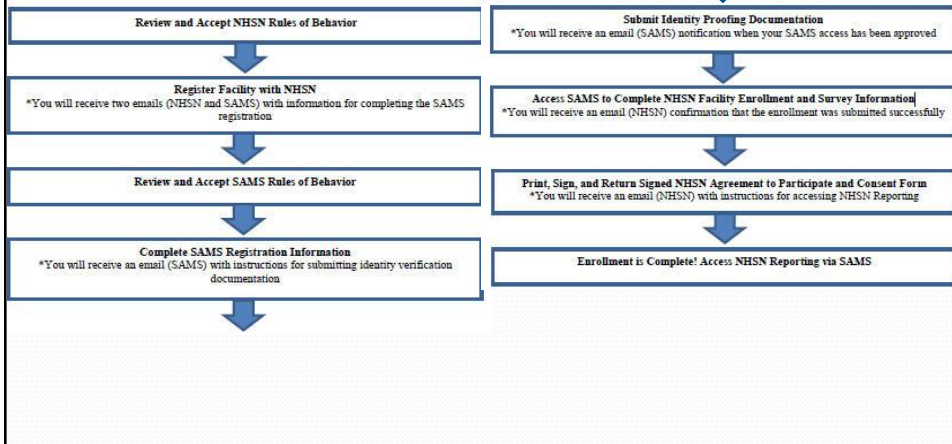
- View the NHSN Facility Administrator Enrollment Guide at:

<http://www.cdc.gov/nhsn/PDFs/FacilityAdminEnrollmentGuideCurrent.pdf>

Steps for Enrolling in NHSN

How Does an NHSN Facility Get Started?

After completing the required training, you're ready to enroll your facility following these steps.



NHSN Enrollment Process

NHSN Facility must:

- Review and accept NHSN Rules of Behavior
- Register facility with NHSN
- Apply for SAMs after being invited by CDC
- Enroll in NHSN. Print, complete and submit online the following forms:
 - Facility Contact Information Form
 - LTC Facility Survey Form
- Print, sign and return Consent Form to NHSN

1. Accept NHSN Rules of Behavior

Step 1. Read the NHSN Rules of Behavior

After the required training has been completed, the first step to NHSN Enrollment is for the person who will serve as the NHSN Facility Administrator to access and read the NHSN Rules of Behavior from <http://nhsn.cdc.gov/RegistrationForm>.

The screenshot shows the 'FacilityGroup Administrator Rules of Behavior' page. At the top, there is a CDC logo and the text 'Department of Health and Human Services, Centers for Disease Control and Prevention'. Below this is a search bar and a 'Print' link. The main heading is 'National Healthcare Safety Network (NHSN)'. Underneath, it says 'FacilityGroup Administrator Rules of Behavior'. The text explains that participants must agree to abide by the rules of behavior for safeguarding the system's security. A 'Print' link is provided. Below this is a scrollable area containing text about NHSN's purpose and a 'Purpose' section. At the bottom of the scrollable area, there are 'Agree' and 'Do Not Agree' buttons.

A copy of the NHSN Rules of Behavior may be printed by clicking the **Print** link at the bottom of the screen.

To indicate agreement with the terms and conditions as stated in the NHSN Rules of Behavior, click **Agree** and you will be guided to the NHSN Registration page. Otherwise, click **Do Not Agree** and discontinue enrollment.

2. Register with NHSN



Registration Form

Please enter the values for the fields listed below and click the **Save** button. If you have a request for additional information on NHSN training please visit the [NHSN Training website](#).

Personal Information

First Name
Last Name
Address
Phone Number

Work Location

Where is your facility located?
 Country (e.g., USA or CA) State (e.g., CA)
 City (e.g., Phoenix AZ) Zip (e.g., 85001)
 County (e.g., Maricopa AZ)

Job Details

Facility Name
 If you're not, how is your facility related to the agency?
 (e.g., contractor, temp)

Save **Cancel**

Enter the correct information and click Save.

3. Register with SAMS

Step 3. Register with SAMS

After CDC receives your completed registration, you will receive an email similar to the following:

Hello,

You have been invited to register with the U.S. CDC's Secure Access Management Service (SAMS). Registration with SAMS will allow you to access selected CDC Extranet applications specifically designed and implemented for the Public Health community. A registration account has already been created for you. A link to the account and a temporary password were provided below. This invitation is valid for 30 days.

Should you have questions with the SAMS registration process, please contact our Help Desk for assistance.

Thank you,
The SAMS Team

SAMS basic registration process includes the following steps:

- 1. Online Registration** - Follow the link below and use the included temporary password to log into SAMS' user registration pages. During registration, you will be asked to supply some basic information about yourself. This information will help CDC Program Administrators provide you with the application access most appropriate for your role in Public Health. You will also choose your personal SAMS password to help keep your account private and secure.
- 2. Identity Verification** - Once you complete your online registration, you will receive an email with instructions for completing Identity Verification. In order to provide individuals with access to sensitive information, U.S. law requires that the identity of potential users is first verified - this step is critical in helping to protect people's private data and in helping to prevent information misuse. Please be assured that CDC and its Programs have made every effort to keep this necessary process as simple and non-intrusive as possible. Also be assured that your registration materials will only be used to help determine your suitability for information access and that those materials will not be shared outside of CDC programs.
- 3. Access Approval** - Once your Identity Verification is complete, CDC Program Administrators will determine the access level most appropriate for your role and will activate your SAMS account. SAMS will send you an account activation email with a link to the SAMS portal page where you can begin using your extranet application.

To register with SAMS, please click the following link or cut and paste it into your browser:
<https://ams.cdc.gov/sds/SAMS/va/index.jsp?task=reg-SAMSRegistration>

When prompted, please enter:

- Your Username
- Temporary Password

and click the Login button.

***Note: In order to access SAMS, your browser must be configured to use TLS 1.0 encryption. If your computer is not configured for TLS, or if you are unsure, please contact your local IT System Administrator for assistance.

SAMS Log-on

- In the *Invitation to Register* email you received, click the link to SAMS, or cut and paste the following link into your browser:
<https://sams.cdc.gov/idm/SAMS/ca/index.jsp?task=SAMSRegistration>

The screen shown below displays:

- On the *Log In* screen, enter the user name and password provided in the email, and click the *Login* button. The *SAMS Rules of Behavior* screen displays.
- Read the *SAMS Rules of Behavior* and click the *Accept* button.

SAMS Registration Page

SAMS Registration Page, cont...

- Click the OK button to acknowledge the message and display the screen below. Notice that no tasks appear in the left-hand portion of the screen. Once you have registered, you cannot perform any tasks in SAMS until you are approved for an activity.

4. Enroll in NHSN

- Once you have registered with SAMS and provided identity verification, you will receive an approval email from CDC.
- Access NHSN at <https://sams.cdc.gov> once you've received your grid card
- Bookmark this page

- Click on the NHSN Enrollment link to go to the NHSN Enrollment page.

Print and Fill out Forms

- On the Enroll Facility Page: Click on 'Access'
 - Print: Facility contact information form, facility survey
 - Complete these forms on paper
 - Log in to SAMS
 - Access NHSN Enrollment
 - Go to the Enroll Facility page
 - Enter data from completed forms and click Submit

5. Print, Sign, and Return Consent

- Once you have successfully completed the enrollment process, you will be sent an email that looks like:

```

From: NHSN
To: NHSN Facility Administrator
Sent:
Subject: NHSN Facility enrollment submitted

The following facility has been submitted for enrollment in the NHSN:
Facility Name:
Tracking Number:
NHSN Facility Administrator:
  
```

- Log into SAMS at <https://sams.cdc.gov>
- Print, sign, and return signed Agreement to Participate and Consent form to CDC
 - Fax the signed form to 404-929-0131 within 60 days

6. Begin Using NHSN

- Once CDC receives the signed consent form from your facility, your facility will be activated and you will receive an email with instructions to access NHSN reporting through SAMS:

```
To: NHSN Facility Administrator  
From: NHSN  
Date:  
Subject: NHSN enrollment approved  
  
Your facility has been approved as a new member of NHSN. Welcome!  
  
Facility Name:  
Facility ID #:
```

SAFER • HEALTHIER • PEOPLE™

Part 2: NHSN Set-up

NHSN Set-up

- A three step set-up process is required before data can be reported to NHSN:
 - Map Long-term Care Facility Locations
 - Create Monthly Reporting Plans
 - Add Users & Assign Rights

NHSN Landing Page

- Select your facility and LTCF Component from the drop-down menus:

The screenshot shows the NHSN landing page interface. At the top, there is a header with the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below this is the NHSN logo and the text "NHSN - National Healthcare Safety Network (opt-v-nhsn-test/7001)".

The main content area is titled "Welcome to the NHSN Landing Page". Below the title, there is a form with the following elements:

- A text input field labeled "Select Facility type and LTCF component" with a "Submit" button next to it.
- A "User:" label with the value "NICOLA".
- A "Select facility/group from dropdown list:" label with a dropdown menu showing "Fac: NT Nursing Home (ID:11133)".
- A "Select facility within the above group:" label with a dropdown menu showing "NT Nursing Home (11133)".
- A "Select component:" label with a dropdown menu showing "Long Term Care Facility".
- A "Submit" button.

At the bottom of the form, there is a small icon for "Get Adobe Reader" and a link to "Get Adobe Acrobat Reader for PDF files".

NHSN LTCF Component Home Page

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (opt-vrshun-test:7001) | NHSN Home | My Info | Contact Us | Help | Log Out

NHSN Home
Alerts
Reporting Plan
Resident
Event
Summary Data
Surveys
Users
Facility
Group
Log Out

NHSN Long Term Care Facility Component Home Page

Use the Navigation bar on the left to access the features of the application.

Action Items
You have no action items.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution 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 without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242c, and 242m(d)).

Get Adobe Acrobat Reader for PDF files

Navigation Bar

User rights determine which navigation bar options are present

Navigating NHSN

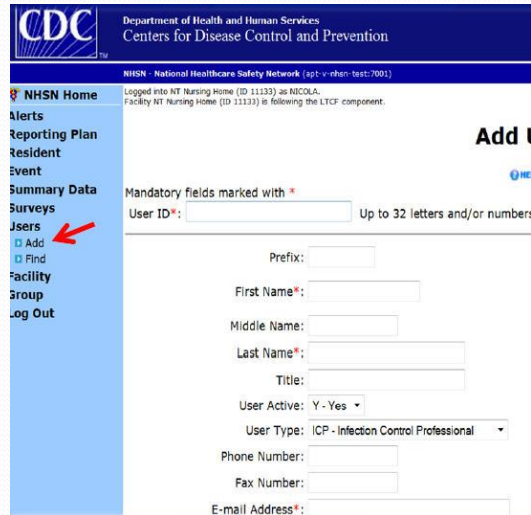
- Use the navigation bar or NHSN buttons to navigate (NOT Internet Explorer web browser buttons)



Add Users and Assign Rights

- The NHSN Facility Administrator can add additional users to access NHSN if needed
- The NHSN Facility Administrator assigns rights to each user within NHSN
 - Ability to add, edit, or delete NHSN data for your facility
- Once a new user is added, they will receive an email with instructions
 - Each user must have their own SAMS account and complete required training

Adding Users



The screenshot shows the NHSN user management interface. The top navigation bar includes the CDC logo and the text 'Department of Health and Human Services Centers for Disease Control and Prevention'. Below this, the NHSN logo and 'National Healthcare Safety Network (nhsn-test-7001)' are displayed. The user is logged in as 'NICOLA' from 'Facility NT Nursing Home (ID 11133)'. A left-hand menu contains various options, with 'Users' highlighted and a red arrow pointing to the 'Add' link. The main content area is titled 'Add User' and contains a form with the following fields:

- User ID*: Up to 32 letters and/or numbers
- Prefix:
- First Name*:
- Middle Name:
- Last Name*:
- Title:
- User Active: Y - Yes
- User Type: ICP - Infection Control Professional (dropdown menu)
- Phone Number:
- Fax Number:
- E-mail Address*:

Mandatory fields are marked with an asterisk (*).

Assign and Save User Rights

NHSN Home | Logged into NT Nursing Home (ID 11133) as NICOLA. Facility NT Nursing Home (ID 11133) is following the LTCF component.

Alerts
Reporting Plan
Resident
Event
Summary Data
Surveys
Users
 Add
 Find
Facility
Group
Log Out

Edit User Rights

User QWERTY (ID 2692) saved successfully. Please add rights for the new user.

[HELP](#)

User ID: **QWERTY (ID 2692)**

Facility List:

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deactivate Users

- If necessary, you can deactivate users

CDC | Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (api: v-nhsn-test:7001) | NHSN Home

NHSN Home | Logged into NT Nursing Home (ID 11133) as NICOLA. Facility NT Nursing Home (ID 11133) is following the LTCF component.

User List

[HELP](#)

First | Previous | Next | Last

Deactivate	Name	Title	User ID	User Type
<input type="checkbox"/>	Smith, Jane		NICOLA	OTH - Other
<input checked="" type="checkbox"/>	Brown, John		QWERTY	DON - Director of Nursing

First | Previous | Next | Last

Summary - How to Add User(s) and Assign Rights

- Navigation Bar: Users – Add
- Enter user information
 - Create username and add their email address (the same one used to create their SAMS account)
- Click “save” to create the user
- Assign rights by checking boxes under Long Term Care
- Click “save” to save the rights assigned

Mapping LTCF Locations

- All resident care locations in your facility need to be mapped to a CDC location description
 - When reporting events, locations are used to identify where the resident was in your facility at the time of event
 - You can view NHSN LTCF location types at:
<http://www.cdc.gov/nhsn/PDFs/LTC/LTCF-Locations-Descriptions.pdf>

LTCF Locations

CDC Location Label	CDC Location Code	Location Description
LOCATIONS		
Long Term Care		
Inpatient Hospice Unit	HOSP	Area where palliative care and supportive care services are provided to individuals diagnosed with life limiting (terminal) conditions.
Long Term Dementia Unit	DEMENT	Area where care is provided to individuals diagnosed with dementia or related conditions, included Alzheimer's syndrome.
Long Psychiatric Unit	PSYCH	Area where care is provided to individuals diagnosed with psychiatric or behavioral-disorder.
Skilled nursing/Short-term rehab (subacute)	SKNUR	Area where primarily short-term restorative care, including medical, skilled nursing, or rehabilitation services are provided to individuals following a recent hospitalization.
Long Term General Nursing Unit	GENNURS	Area where primarily long-term support, including nursing, custodial, or rehabilitation services are provided to individuals with varying levels of chronic conditions or disabilities.
Ventilator Dependent Unit	VENT	Area where nursing and respiratory care is provided to individuals who require mechanical ventilation.
Bariatric Unit	BARAI	Area where care is proved to individuals following recent bariatric surgery.

Add a Location

NHSN Home Logged into NT Nursing Home (ID 11133) as RICOLA.
Facility NT Nursing Home (ID 11133) is following the LTCF component.

Alerts

Reporting Plan

Resident

Event

Summary Data

Surveys

Users

Facility

- Customize Forms
- Facility Info
- Add/Edit Component
- Locations

Group

Log Out

Locations

Instructions Screen shot

- 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*: GN1

Your Label*: GENERAL NURSING FLOOR 1

CDC Location Description*: LTCF General Nursing Unit

Status*: Active

Bed Size*: 22 A bed size greater than zero is required for most inpatient locations.

Summary - Add a Location

- Navigation bar: Facility – Locations
- Choose a code and label for the location entered
- Choose a CDC location description that best represents the location entered
- Bed size = number of beds in that location
- Click “add”

- Repeat steps for each location

Create Monthly Reporting Plan

- A monthly reporting plan indicates what modules your facility intends to report for
 - **Reminder: for the CDI Initiative, you will include CDI Events for the LabID Module.**
- Monthly reporting plans need to be added for every month of the year
 - If you're not doing surveillance for a specific month, indicate “No NHSN Modules Followed this Month”
 - You can submit up to one year of monthly reporting plans in advance

Add Monthly Reporting Plans

Add Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: NT Nursing Home (D 11133)

Month*: August

Year*: 2012

No Long Term Care Facility Component Modules Followed this Month

HAI Module

Locations	UTI
FACWIDEN - FacWideIN	<input checked="" type="checkbox"/>

Lab/D Event Module

Locations	Specific Organism Type	Lab ID Event All Specimens
FACWIDEN - FacWideIN	CDIF - C. difficile	<input checked="" type="checkbox"/>
FACWIDEN - FacWideIN	MRSA - MRSA	<input checked="" type="checkbox"/>

Prevention Process Measure Module

Locations	Hand Hygiene	Gown and Gloves Use
FACWIDEN - FacWideIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary - Add Monthly Reporting Plans

- Navigation Bar: Reporting Plan – Add
 - Select month and year
 - NHSN requires at least 6 months of reporting plans per year to remain an active facility
- Complete (fill out) the reporting plan
- Scroll to the bottom of the page and click “save”

Begin Reporting Data!

LTC Component Modules

- HAI Module:
 - You can monitor Laboratory Identified (LabID) Events
 - *C. difficile* (CDI)
 - Multidrug-resistant Organisms (MDROs) – including MRSA
 - You can monitor urinary tract infection events
 - Both catheter- and non catheter-associated
 - You can monitor prevention process measures
 - Hand hygiene, gown and glove use

Data Reporting

- Make sure you are familiar with the event protocols to ensure accurate reporting
 - CDI Event Protocol for LTCF and other forms can be found at: <http://www.cdc.gov/nhsn/LTC/mdro-cdi/index.html>

CDI Definitions

- **C. difficile positive laboratory assay:** A positive result for a laboratory test detecting presence of either of the following:
 - *C. difficile* toxin A or B (e.g., enzyme immunoassay or EIA test), OR
 - A toxin-producing *C. difficile* organism detected in the stool specimen by culture or other laboratory means (e.g., nucleic acid amplification testing by polymerase-chain reaction, or PCR).
- **Duplicate C. difficile positive assay:** Any *C. difficile* positive laboratory test from the same resident following a previous *C. difficile* positive test within the past 2 weeks

CDI Definitions

- **CDI LabID Event:** All non-duplicate *C. difficile* positive laboratory assays obtained while a resident is receiving care in the LTCF
 - Lab results from outside facilities, before a resident's admission, should not be included in LabID event reporting
 - It is helpful to keep a log of all the positive *C. difficile* tests sent from your facility so you can track duplicate results to ensure they are not incorrectly entered as CDI LabID Events

CDI Definitions

- CDI LabID Events are categorized further by the NHSN system:
 - **Incident CDI LabID Event:** The first LabID Event ever entered or a subsequent LabID Event entered > 8 weeks after the most recent LabID Event reported for an individual resident
 - **Recurrent CDI LabID Event:** Any LabID Event entered > 2 weeks and ≤ 8 weeks after the most recent LabID Event reported for an individual resident

**Remember, duplicate *C. difficile* positive laboratory tests for a resident should NOT be entered as LabID events

LabID Event Form

- Remember this form? Now you will enter the data from it into NHSN!
- One form per event

NHSN
National Healthcare Safety Network

OMB No. 0920-0066
Exp. Date: 01-31-2015
www.cdc.gov/nhsn

Laboratory-identified MDRO or CDI Event for LTCF

Page 1 of 1

Required for billing

Facility ID: _____ Event #: _____

*Resident ID: _____ *Social Security #: _____

Medicare number (or comparable railroad insurance number): _____

Resident Name, Last: _____ First: _____ Middle: _____

*Gender: M F Other: _____ *Date of Birth: ___/___/___

Ethnicity (specify): _____ Race (specify): _____

*Resident type: Short-stay Long-stay

*Date of First Admission to Facility: ___/___/___ *Date of Current Admission to Facility: ___/___/___

Event Details

*Event Type: LabID _____ *Date Specimen Collected: ___/___/___

*Specific Organism Type: (check one)

MRSA MSSA VRE C. difficile

CepHR/Klebsiella CRE-E. coli CRE-Klebsiella MDR-Acinetobacter

*Specimen Body Site/System: _____ *Specimen Source: _____

*Resident Care Location: _____

*Primary Resident Service Type: (check one)

Long-term general nursing Long-term dementia Long-term psychiatric

Skilled nursing/Short-term rehab (subacute) Ventilator Bariatric Hospice/Palliative

*Has resident been transferred from an acute care facility in the past 3 months? Yes No

If Yes, date of last transfer from acute care to your facility: ___/___/___

If Yes, was the resident on antibiotic therapy for this specific organism type at the time of transfer to your facility? Yes No

Custom Fields

Label: _____ / ___/___ Label: _____ / ___/___

Add Monthly Summary Data

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (http://nhsn.cdc.gov)

NHSN Home My Info

Logged into Stone and Thompson Quality Care Facility (ID 11121) as NIMALIS, Facility Stone and Thompson Quality Care Facility (ID 11131) following the LTCF comparison.

Add Monthly Summary Data

Facility ID*: Stone and Thompson Quality Care Facility (ID 11131) ▼

Month*: March ▼

Year*: 2013 ▼

Denominators for Long Term Care Locations [HELP](#)

No long term care locations selected on monthly reporting plan

MDRO & CDI LabID Event Reporting [HELP](#)

Location Code	MISA	VRE	CepHR Klebsiella	CRE Ecob	CRP Klebsiella	C. difficile	MDR Acinetobacter
FACWIDBN - FacWideIn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Resident Admissions: LabID Event (All Specimens)
Resident Days: Report No Events

Prevention Process Measures [HELP](#)

No long term care locations selected on monthly reporting plan

Save Back

Joining the MDCH SHARP Group

- In order for MDCH SHARP to receive your NHSN data, you must first sign our Data Use Agreement (DUA)
- Once this has processed, we will contact you with instructions on joining our NHSN group
 - You will need to receive the Group ID number and joining password
 - After joining, you will “confer rights” to the group
- Once you’ve conferred rights, we will have access to your data entered in NHSN – you won’t be required to do anything extra!

Reminder: NHSN Data Collection

- If you aren’t entering data into NHSN yet, you can start collecting data on paper in preparation for data entry
 - You can work on training in LTCF LabID Events
 - Follow the LabID Event Protocol for LTCF
 - Use the forms provided by CDC to track events, denominators (patient days, etc...), monthly reporting plans, and the facility survey

Thank You!

Any questions, please contact:

Allison Murad, MPH

murada@michigan.gov

517-335-8199

Judy Weber, MPH

weberj4@michigan.gov

517-335-8331