NHSN

Patient Safety Component Data Entry

Data Entry for
Monthly Reporting Plans
Patient Information
Linking Records

Audience

- Those who will enter information into the Patient Safety Component of NHSN

- NHSN group users who want to understand the data entry process

Learning Objectives

By the end of this learning event you will be able to:

- Add and Save a Monthly Reporting plan
- Enter Data into data fields in each type of NHSN record
- Link Procedures to SSI Events

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Click this button to navigate back to the Table of Content slide.

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Click the link of the section you would like to view.

LOG INTO NHSN

Log Into NHSN

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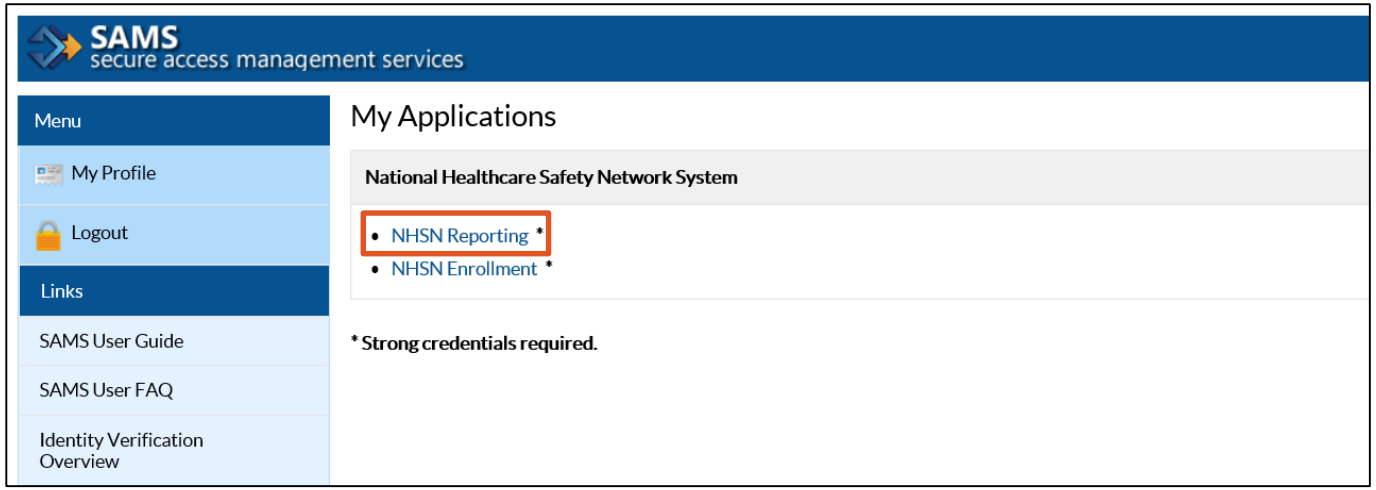
- Go to **https://sams.cdc.gov**
- Use your grid card to log in
- Click on **NHSN Reporting**



NHSN Landing Page

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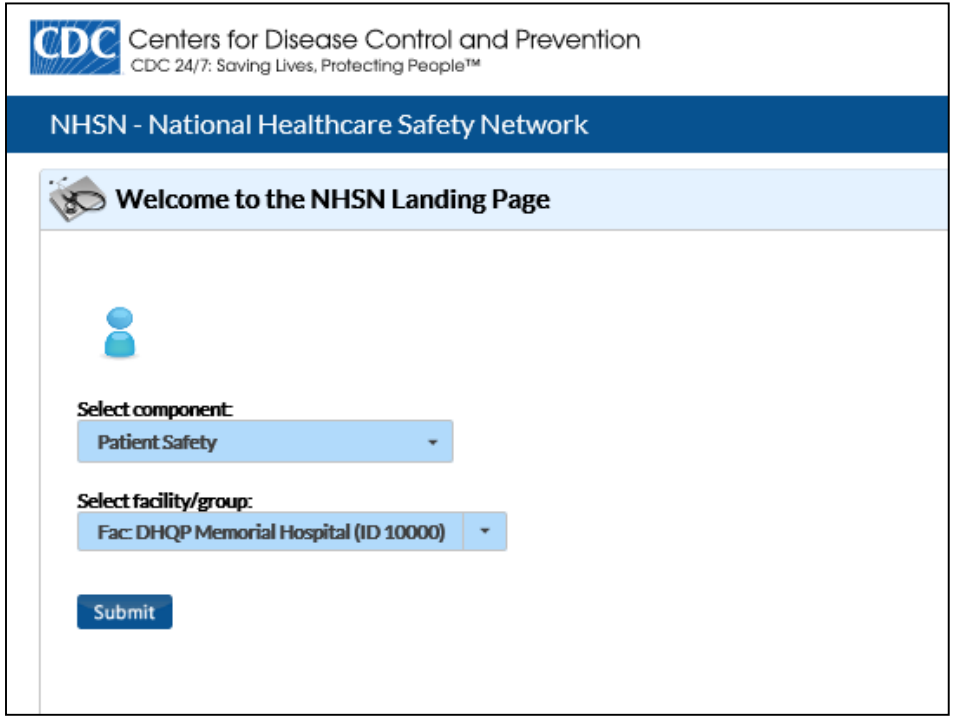
- **Select** your component from the drop-down menu
- **Select** the facility/group
- **Click** Submit



NHSN Patient Safety Home Page

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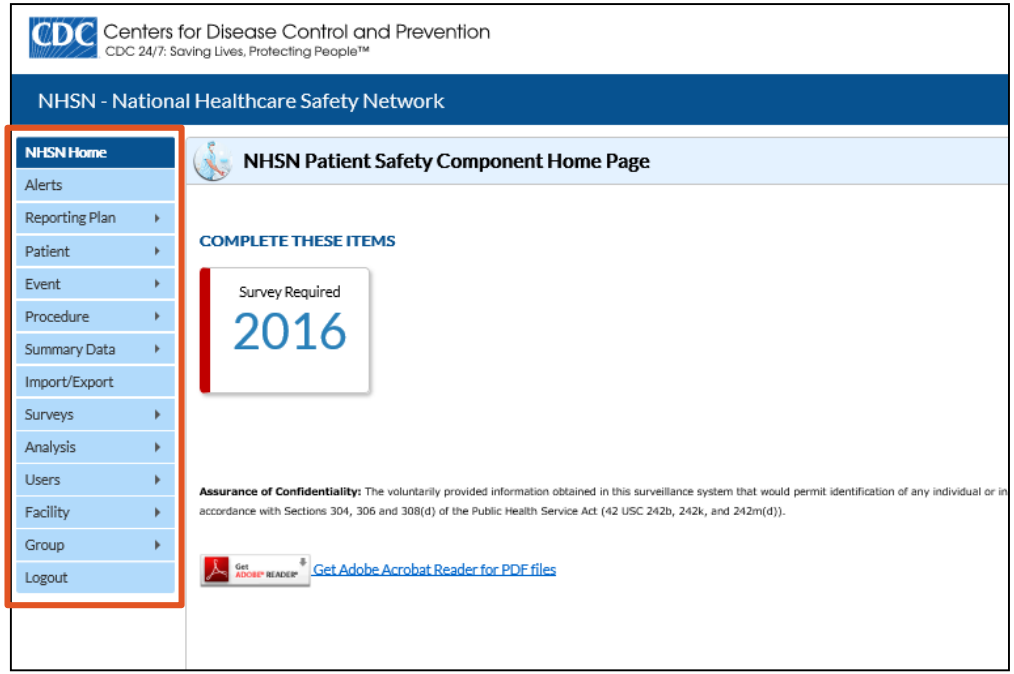
- User rights determine which navigation bar options are available



Reporting Overview

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Before data can be reported to NHSN:

1. Your facility must be enrolled and activated
2. Facility Set-up must be complete. Find required **Facility Set-Up** training here under **Patient Safety Component**: https://www.cdc.gov/nhsn/training/enrollment-setup/index.html

Adding and Saving

MONTHLY REPORTING PLANS

Monthly Reporting Plan

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The Monthly Reporting Plan (MRP)

- Indicates to CDC which Patient Safety Component surveillance modules your facility intends to use

TIP: You will specify which months your facility will be doing surveillance

- Needs to be added for every month of the year

TIP: You can add up to one year of Monthly Reporting plan in advance

- For each event type entered in the MRP, data must be collected and reported according to the NHSN protocols, using NHSN definitions and instructions.

Add Monthly Reporting Plan

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To Add a Monthly Reporting Plan

- **Click** Reporting Plan
- **Click** Add

Add Monthly Reporting Plan

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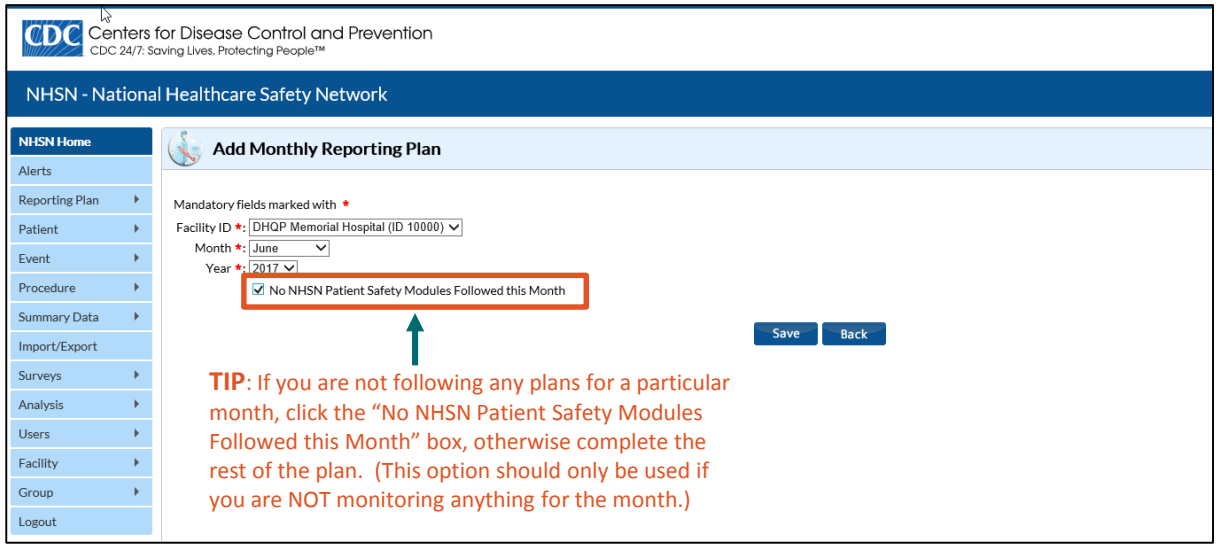
The Monthly Reporting Plan Options

- Specific Plan
- “No Modules Followed” Plan



Add Monthly Reporting Plan

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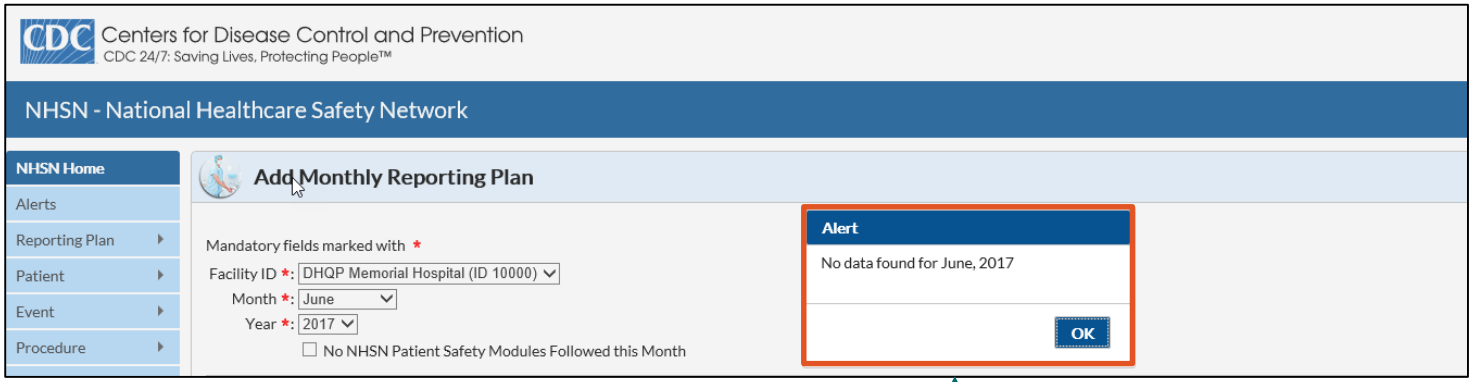
No Data Found

- If a plan has not yet been saved for the month/year you have selected, the message “No data found for the month/year” pop-up alert will appear. **Click** OK.



TIP: Indicates a plan has not been saved for this month/year

Surveillance Plan Options

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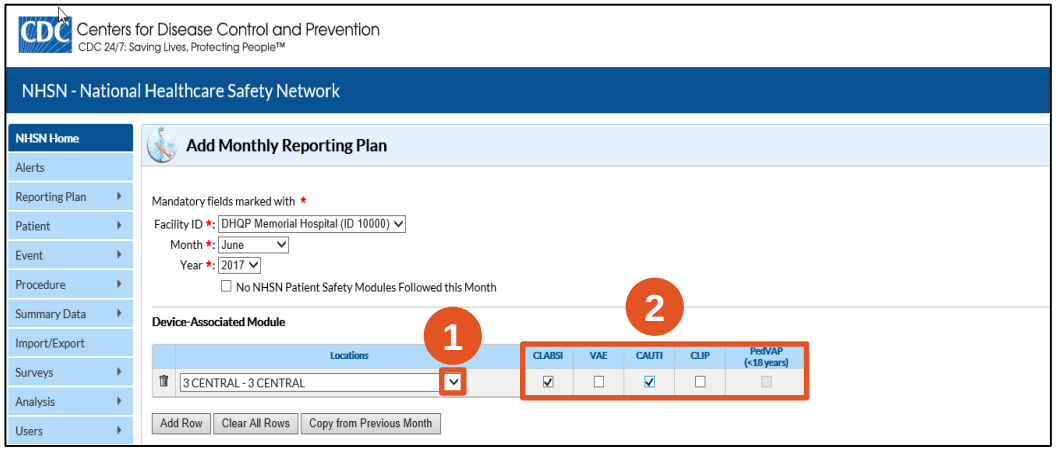
Select a Location

In order to select a location, you will need to first set up the unit/locations. Once you enter your units/locations they will display in the Locations drop-down menu.

For the Device-Associated Module:

1. Choose the mapped location you wish to monitor.
2. Next, select the device you choose to monitor



Surveillance Plan Options

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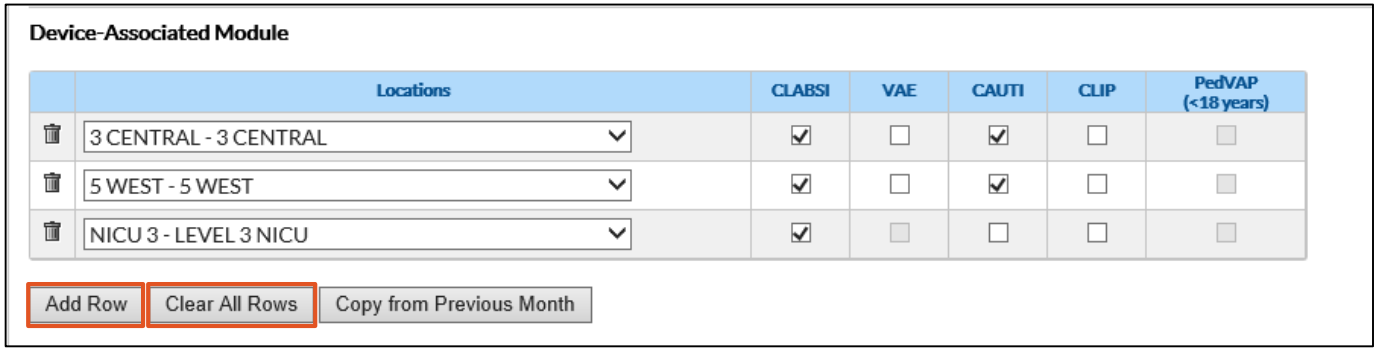
Add Row and Clear All Rows Features

- To add a row, which will allow you to enter more locations into that specific module, **click** the Add Row button
- To delete all rows within that specific module, click Clear All Rows button



Surveillance Plan Options

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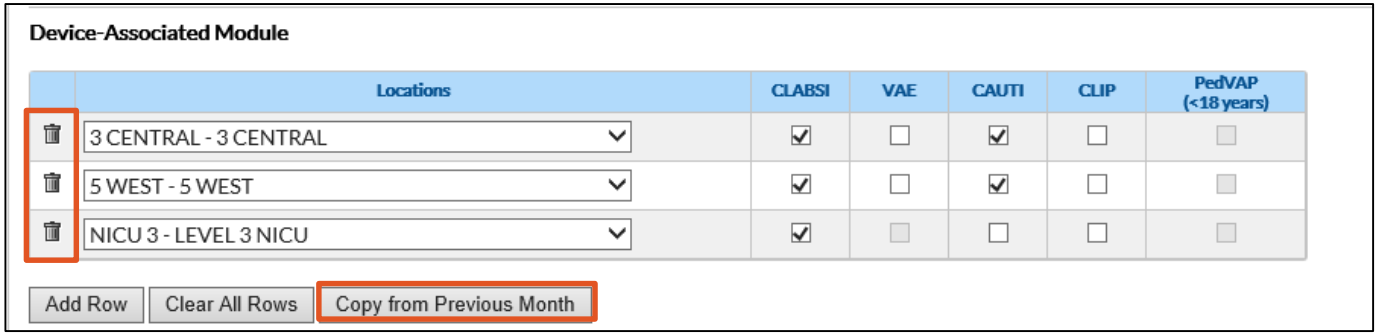
Delete Location and Copy from Previous Month features

- To delete a location, **click** the trash can icon to delete the associated row
- To copy data entered for that module from the previous month into a new month's plan, **click** the Copy from Previous Month button



Surveillance Plan Options: Procedure Associate Module

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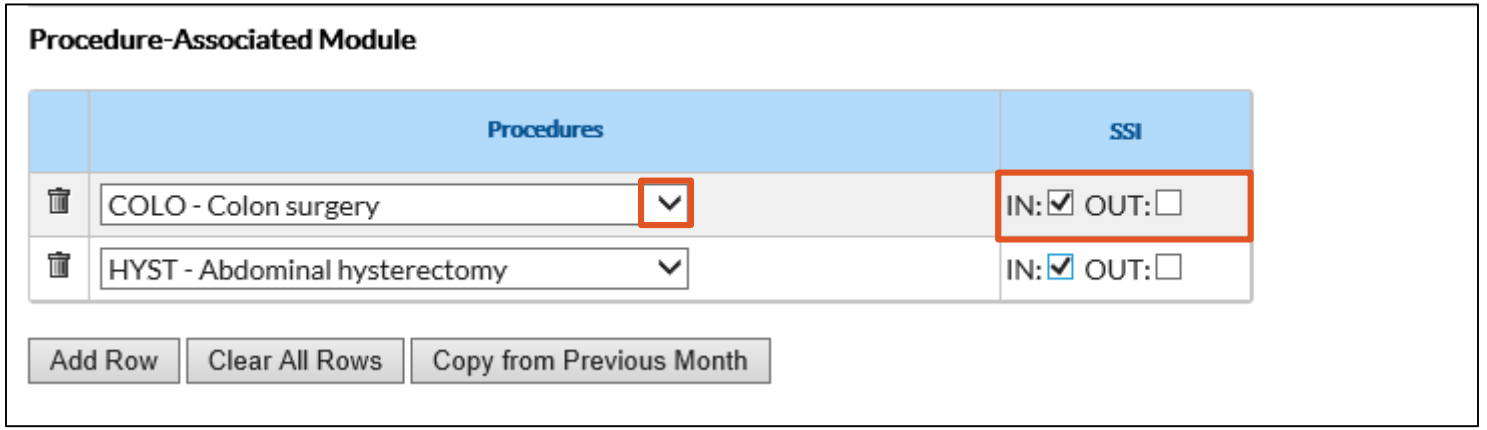
Select the Surgical Procedure and Patient Procedure location

- For the Procedure Associated Module you wish to follow, **choose** the surgical procedure and **click** the Procedures down arrow
- For the patient procedure SSI location, **add** a check mark in the IN box for inpatient procedures, OUT for outpatient procedures, or both.



Creating

Multi-drug Resistant Organisms Surveillance Plan

Surveillance Plan Options: Multi-Drug Resistant Organism (MDRO) Module

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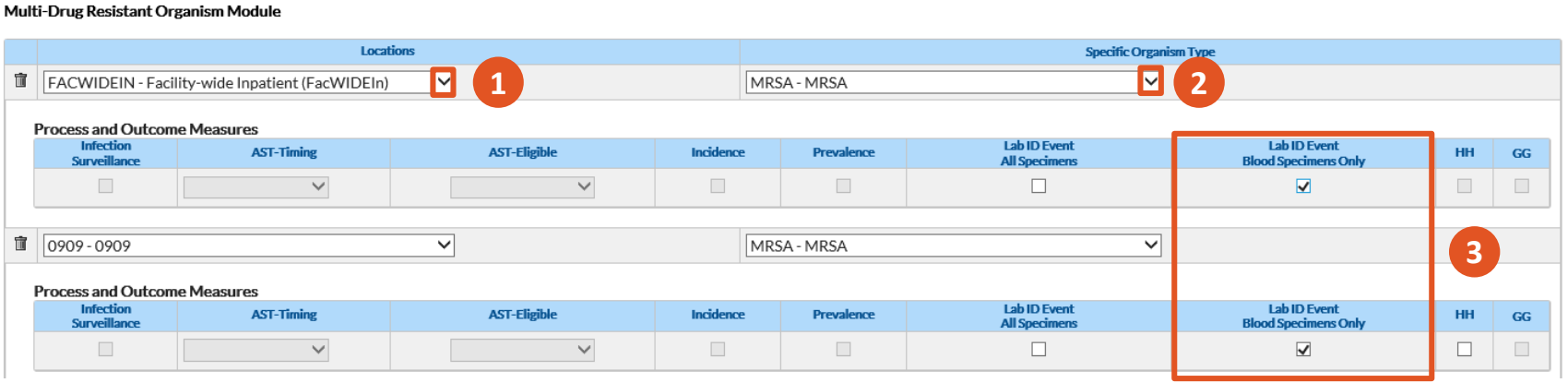
Steps to create MDRO Module

1. **Select** the location to monitor.
2. **Select** the Specific Organism Type.
3. If reporting Lab ID events, **select** the specimen source.



Save Monthly Reporting Plan

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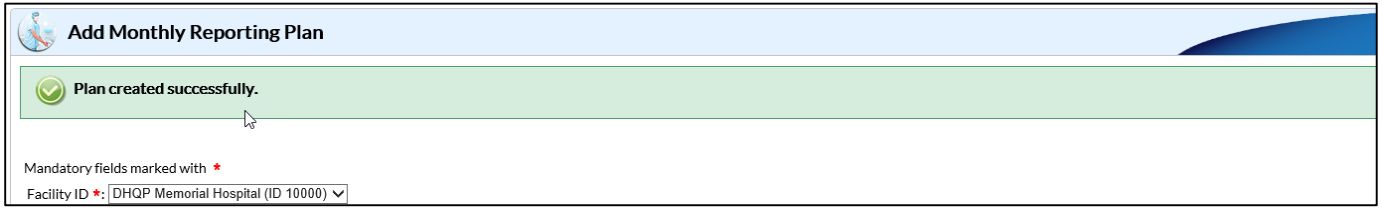
To Save a Monthly Reporting Plan

- **Scroll** to bottom of page
- **Click** Save

A confirmation message displays at the top of the screen when the Monthly Reporting Plan has been saved successfully.



Reporting:

CLABSI, CAUTI, VAE, AND OTHER DEVICE ASSOCIATED DATA

Monthly Device-Associated Reporting

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When monitoring Device-Associated Events, e.g., CLABSI, CAUTI, VAE, etc., facilities must do the following:

- Complete a monthly summary data form (denominator data) for the locations monitored, including checking the “Report No Events” boxes for months in which no events occurred
- Enter all events specified in the reporting plan that occur in the monitored locations
- Clear up all missing and incomplete alerts on the “Alerts” screen

NOTE: Summary data = denominator data

Requirements for Data Fields

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- All fields marked with a red asterisk (*) are required, and must be completed

- Some fields are conditionally required when the requirement depends on one of the following:
  - Response given in another field
  - Events identified in your Monthly Reporting Plan

- Other fields are “optional” because NHSN does not require the data, and the information will not be used.

Monthly Device-Associated Reporting: Reporting Device-Associated Events

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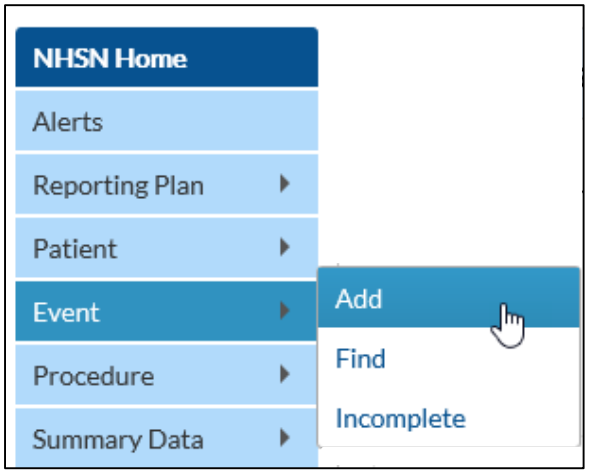
To Enter Device-Associated Events

- **Select** Events
- **Select** Add



Monthly Device-Associated Reporting: Reporting Device-Associated Events

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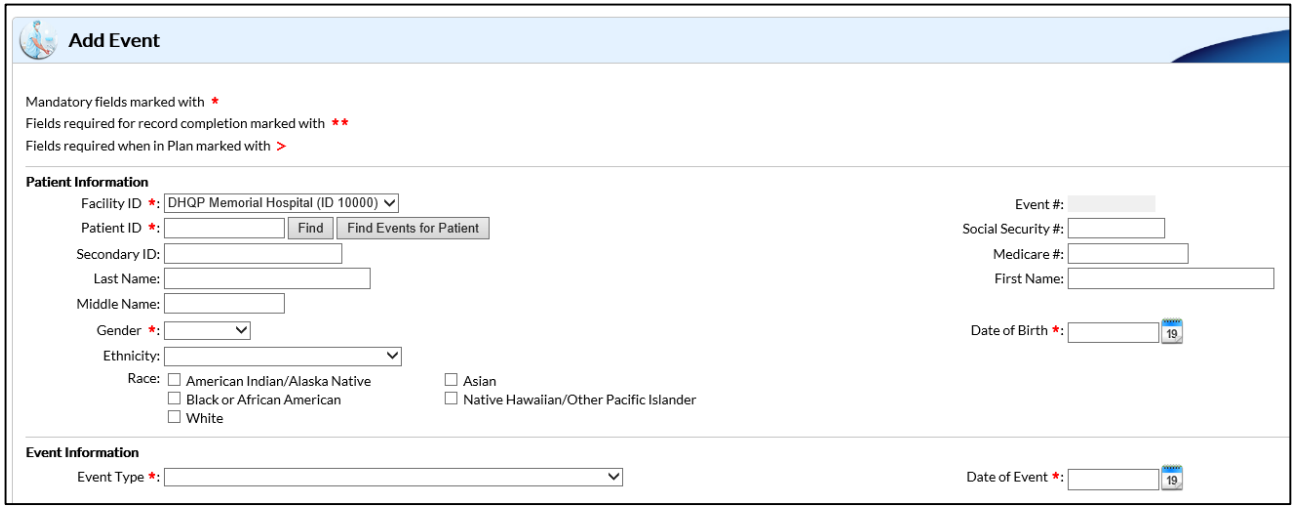
To Enter Device-Associated Events

- **Complete** all required fields, marked with a asterisk (*) in the Patient Information and Event Information sections

NOTE: If this is a Medicare patient, you must complete the Medicare # field



Monthly Device-Associated Reporting: Reporting Device-Associated Events

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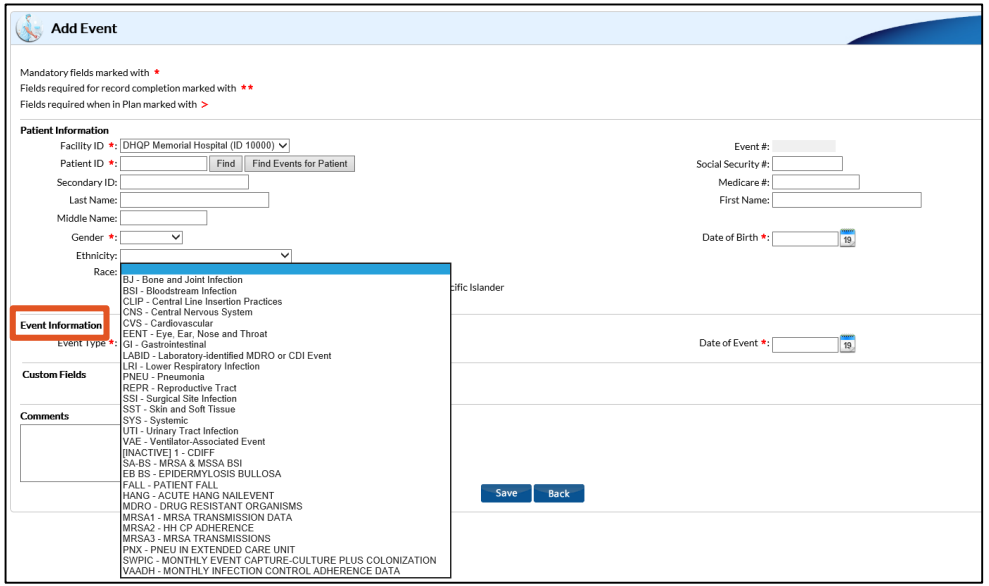
To Enter Device-Associated Events

- From the Event Type drop down menu, **select** the type of device- associated event that you are reporting.
- Once selected, **complete** all required fields in the Risk Factors, Event Details, and Pathogens sections.



Monthly Device-Associated Reporting: Reporting Device-Associated Events

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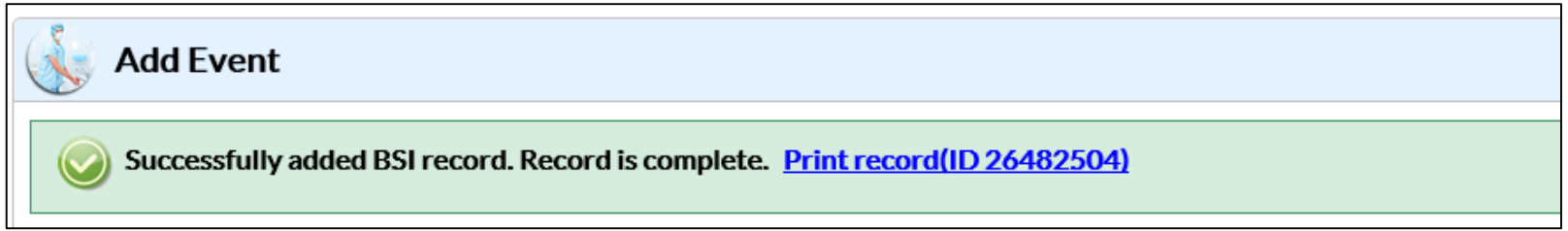
To Save Device-Associated Events

- **Scroll** to bottom of page
- **Click** Save

A confirmation message displays at the top of the screen when the Patient file has been created and saved successfully.



Monthly Device-Associated Reporting: Adding Summary Data to ICU/Other (Non NICU or SCA)

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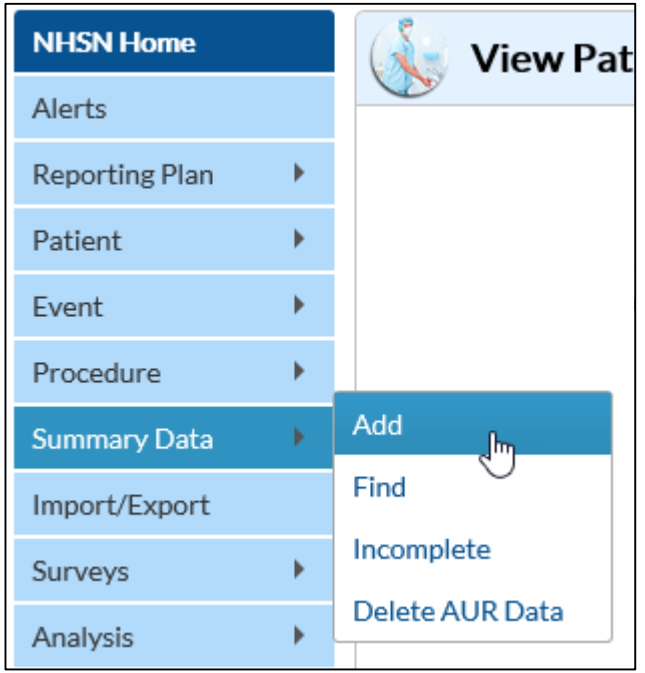
To Add Patient Safety Summary Data

- **Click** Summary Data
- **Click** Add

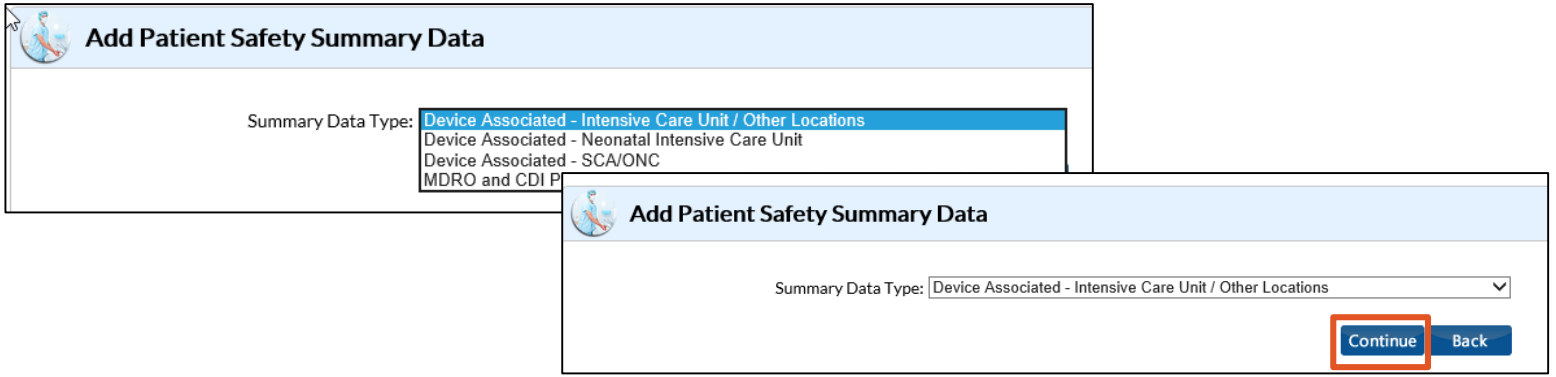


Monthly Device-Associated Reporting: Adding Summary Data to ICU/Other (Non NICU or SCA)

Table of Content

To Add Device-associated Summary Data

- **Select** Device Associated – Intensive Care Unit/Other Locations from the Summary Data Type drop-down menu.
- **Click** Continue button



Monthly Device-Associated Reporting: Adding Summary Data to ICU/Other (Non NICU or SCA)

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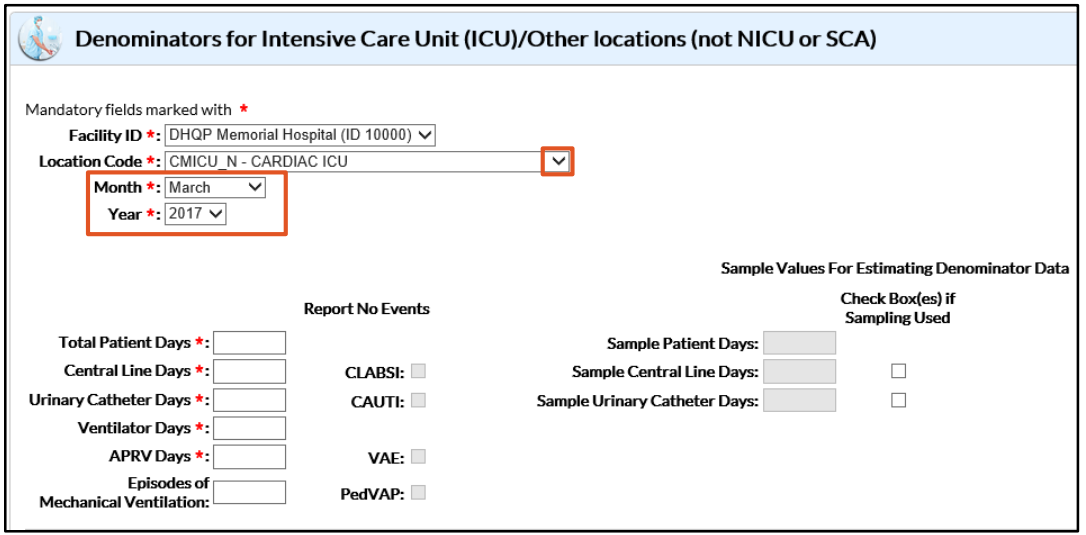
Steps to Add Summary Data for Intensive Care Unit (ICU)/Other locations (not NICU or SCA)

- **Select** location being monitored from the Location Code drop-down menu
- **Select** the Month and Year that you are monitoring for the selected location



Monthly Device-Associated Reporting: Adding Summary Data to ICU/Other (Non NICU or SCA)

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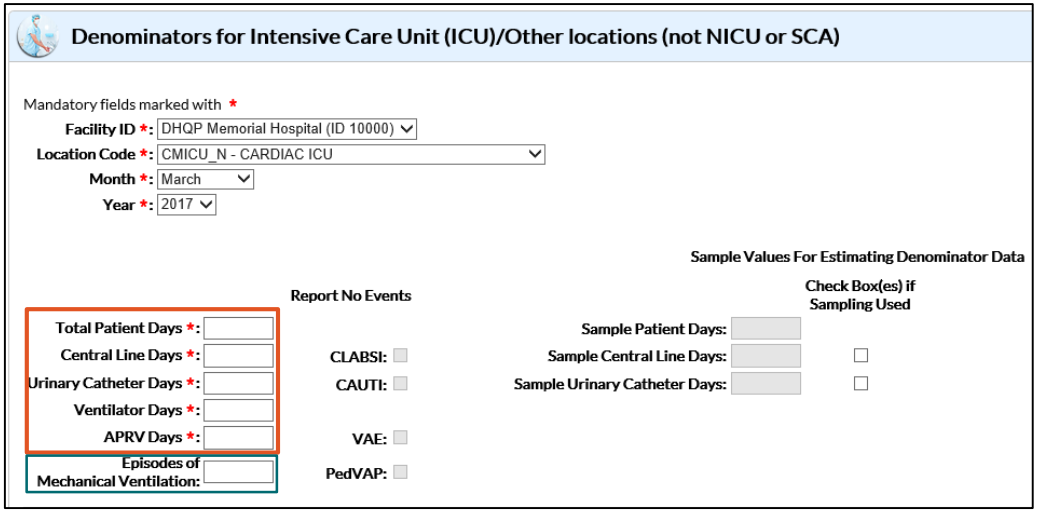
Steps to Add Summary Data for Intensive Care Unit (ICU)/Other locations (not NICU or SCA)

- **Enter** information in required fields
  - Fields without an asterisk are not required, but can be entered.



Monthly Device-Associated Reporting: Adding Summary Data to ICU/Other (Non NICU or SCA)

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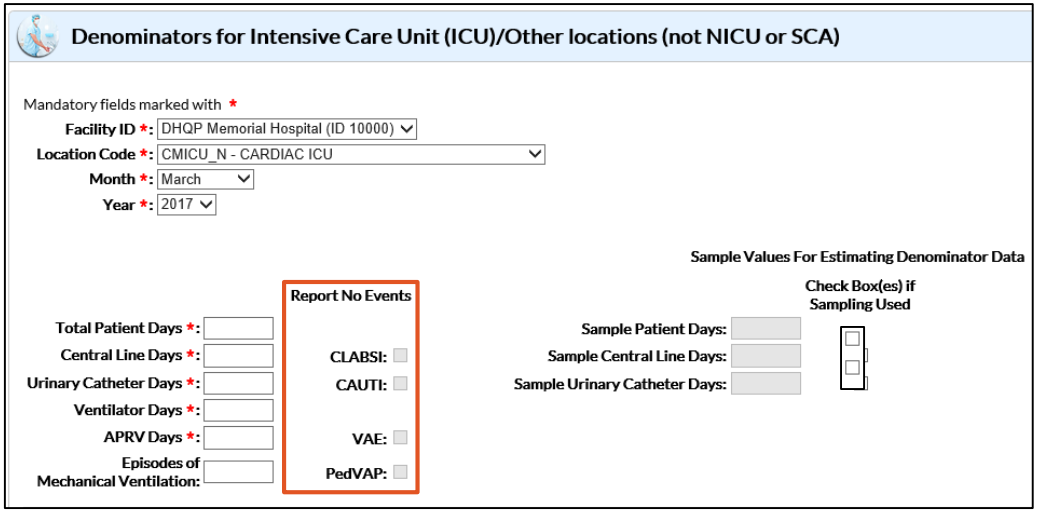
Steps to Add Summary data for Intensive Care Unit (ICU)/Other locations (not NICU or SCA)

- To confirm that no events have been submitted for the month, **Add** a check mark to the appropriate box if open for entry (white).
- If an event is identified for the month, the appropriate box is grayed out and not available for entry.



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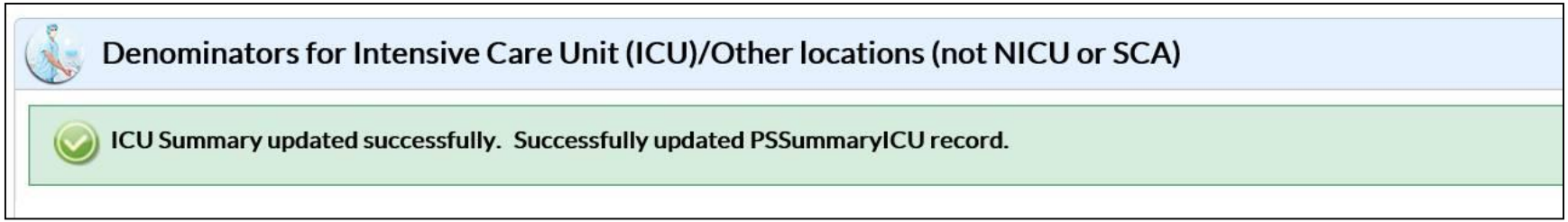
Monthly Device-Associated Reporting: Adding Summary Data to ICU/Other (Non NICU or SCA)

Save Denominators for Intensive Care Unit (ICU)/Other locations (not NICU or SCA)

- **Scroll** to bottom of page
- **Click** Save

A confirmation message displays at the top of the screen when the Patient file has been created and saved successfully.



Monthly Device-Associated Reporting: Adding Summary Data to NICU Locations (Non NICU or SCA)

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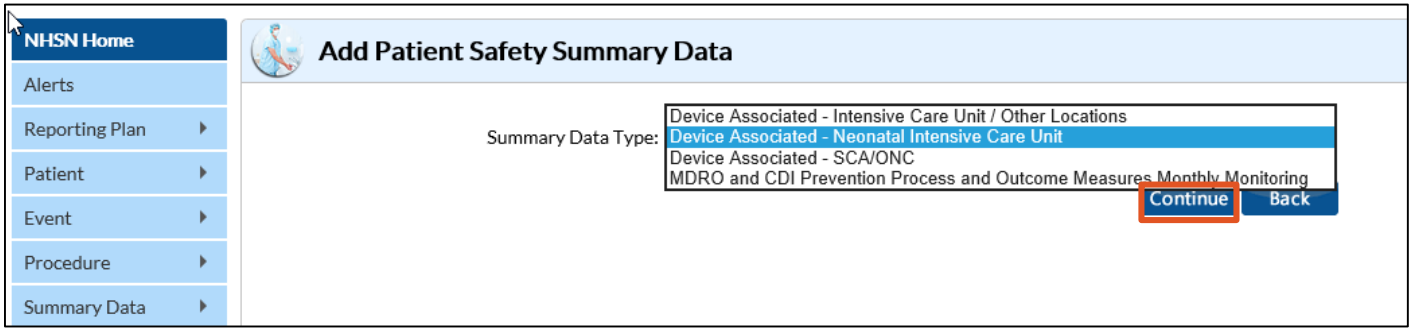
To Add Patient Safety Summary Data

- **Select** Device Associated – Neonatal Intensive Care Unit from the Summary Data Type drop-down menu.
- **Click** Continue button



Monthly Device-Associated Reporting: Adding Summary Data to NICU Locations

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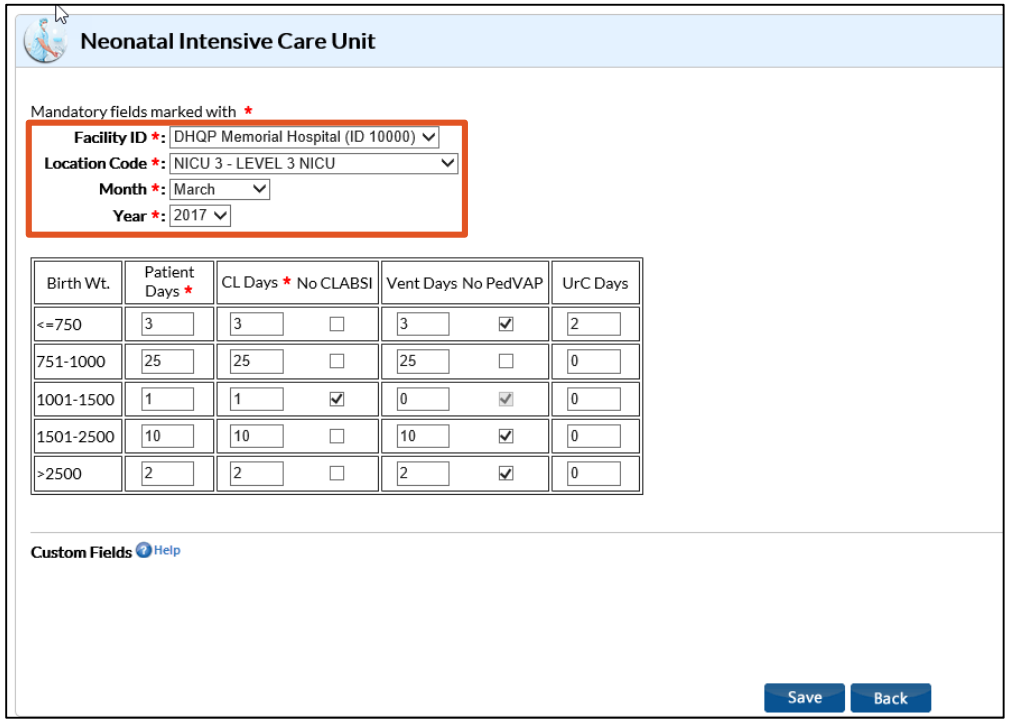
To Add Patient Safety Summary Data

- **Complete** required Fields marked with an asterisk (*)
  - **Location code**
  - **Month**
  - **Year**



Monthly Device-Associated Reporting: Adding Summary Data to NICU Locations

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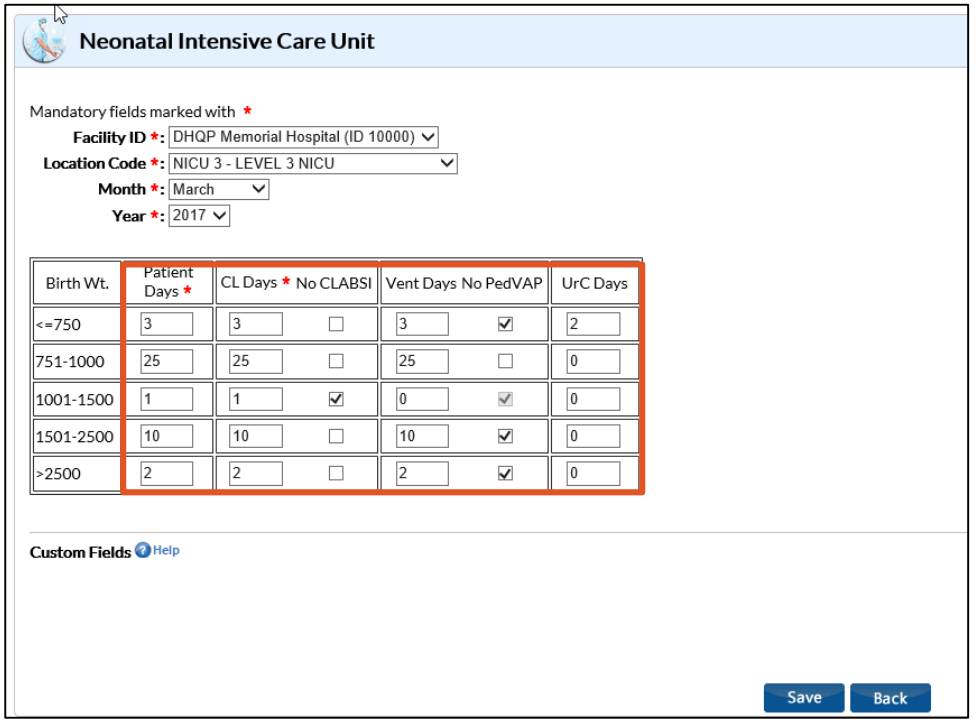
To Add Patient Safety Summary Data

- **Enter** Summary Data into required fields with asterisk (*) and other fields as desired
- **Enter** data for each Birth Weight range
- **Click in each** Report No Events box, for which no such events were identified for the month



Monthly Device-Associated Reporting: Adding Summary Data to SCA/Oncology

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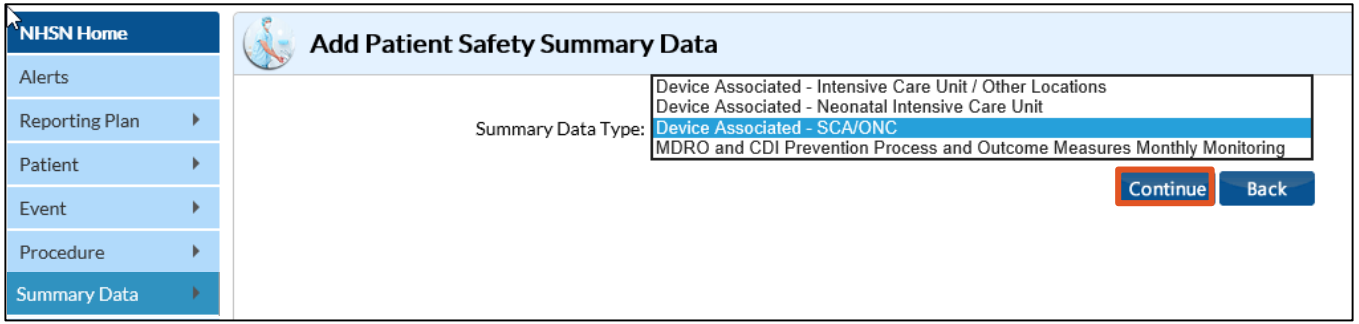
To Add Patient Safety Summary Data for SCA/Oncology

- **Select** Device Associated – SCA/ONC from the Summary Data Type drop-down menu.
- **Click** Continue button



Monthly Device-Associated Reporting: Adding Summary Data to SCA/Oncology

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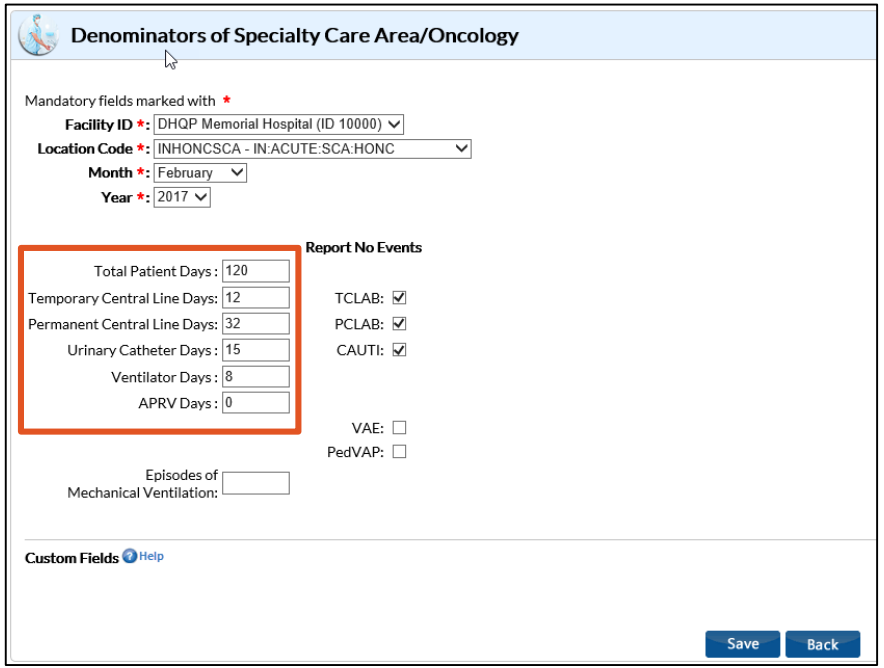
To Add Patient Safety Summary Data for SCA/Oncology

- **Complete** required Fields marked with an asterisk (*) and other fields as desired

- For SCA locations, you must **Enter** the number of permanent central lines separate from the temporary central lines.



NOTE: If a patient has BOTH a temporary and a permanent central line, count the day ONLY as a temporary line day.

Monthly Device-Associated Reporting: Adding Summary Data to SCA/Oncology

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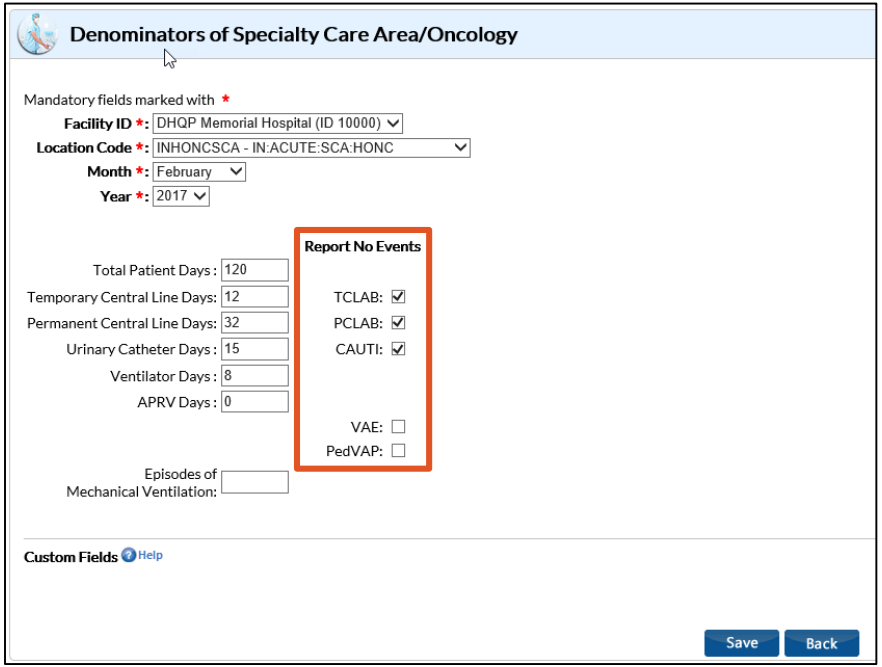
To Add Patient Safety Summary Data for SCA/Oncology, con't.

- In the Report No Event section, **Add** a check mark next to the appropriate box where there are no events to report



NOTE: You must check the 'Report No Events' box separately for temporary central line days, and permanent central line days (i.e., "TCLAB", "PCLAB").

Monthly Device-Associated Reporting: Reporting No Events

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- If your facility has no events to report for a given month, once that month is complete, you must check the “Report No Events” box on the summary data record for that month.
- If you do not check the “Report No Events” box on the summary data record, you will receive a “Missing Events” alert, which will give you an opportunity to complete this task from the alerts screen.
- If you check the “Report No Events” box, but enter an event at a later time, the “Report No Events” box will automatically uncheck itself.

Reporting:

C.DIFFICILE, MRSA, AND OTHER DRUG-RESISTANT INFECTIONS

MDRO and CDI Prevention Monthly Monitoring

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When performing MDRO/CDI reporting in NHSN, e.g., MRSA/CDIFF, etc., facilities must do the following:

- If conducting in-plan surveillance, be sure these events have been added to the reporting plan with the proper locations added
- Complete a monthly summary data form (denominators) for the locations monitored, including checking the “Report No Events” boxes for months that no events occurred
- Enter any events specified in the reporting plan, that occur in the monitored locations
- Clear up all missing and incomplete alerts on the “Alerts” screen

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

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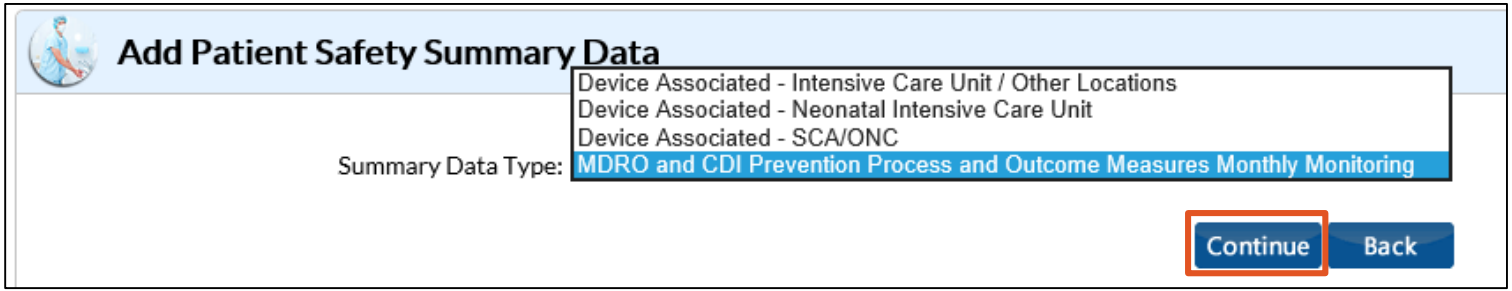
To Add Summary Data for MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

- **Select** MDRO AND CDI Prevention Process and Outcome Measures Monthly Monitoring from the Summary Data Type drop-down menu.
- **Click** Continue button



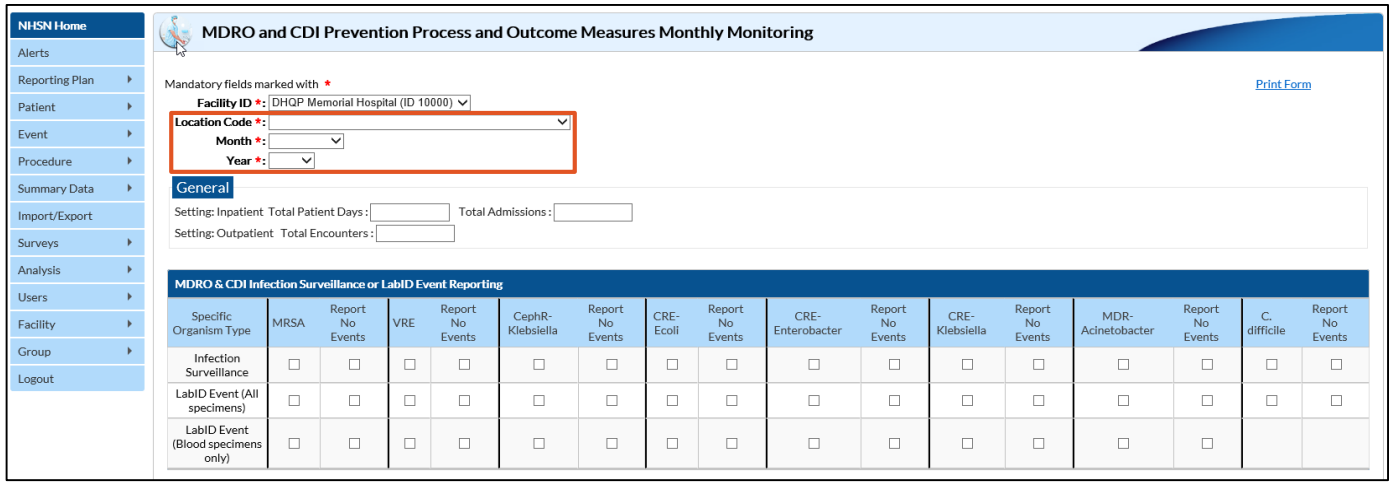
MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

Table of Content

To Add Patient Safety Summary Data

- **Select** location being monitored from the Location Code drop-down menu
- **Select** the Month and Year that you are monitoring for the selected location

NOTE: You may report in a specific location, or use Facility Wide (FACWIDEIN or FACWIDEOUT) reporting as a location option.



MDRO and CDI Prevention Monthly Monitoring

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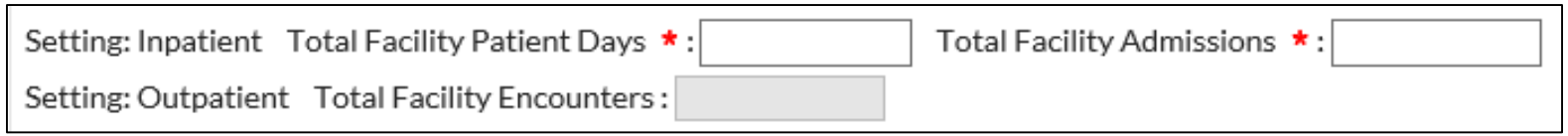
If this is for FACWIDEIN location code, enter the total number of patient days for all facility inpatient locations combined for the month. All of the facility's inpatient locations must be included, where denominators can be accurately collected and there is the possibility of the MDRO to be present, transmitted, and identified in that specific location.

NOTE: For MDRO, locations with unique CCNs (IRF, IPF) should be subtracted to determine the MDRO counts. For CDIFF, subtract locations with unique CCNs and baby based locations.



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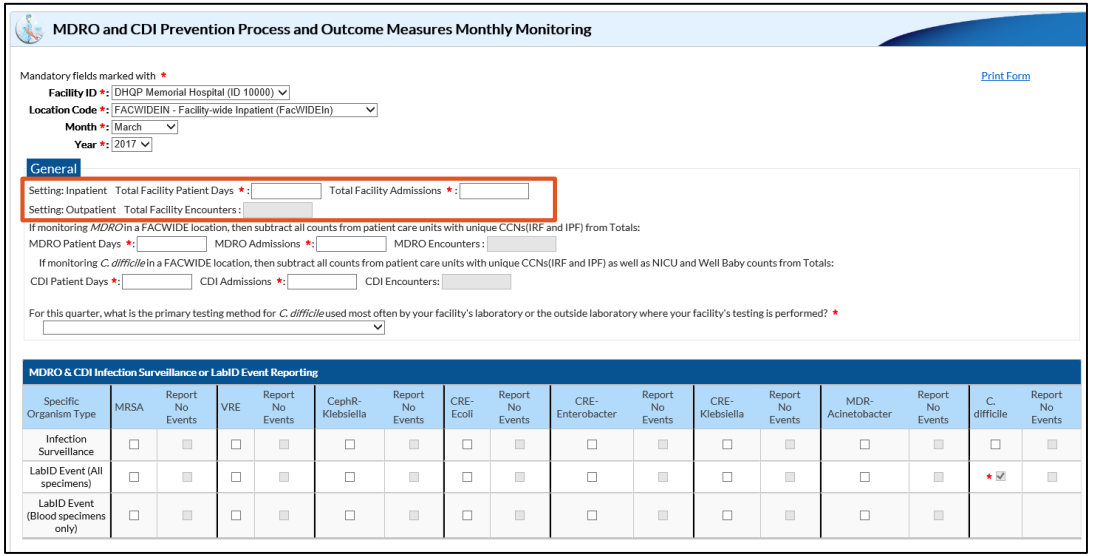
Monthly FacWideIN Reporting:

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

To Add Patient Safety Summary Data

- **Enter** Census data which includes patient days and total admissions



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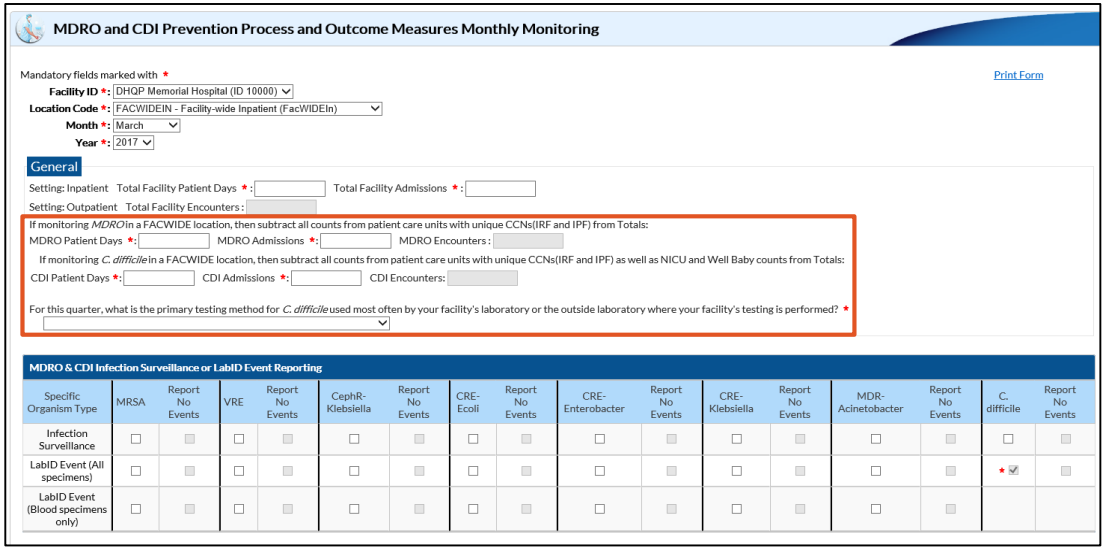
Monthly FacWideIN Reporting:

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

To Add Patient Safety Summary Data

When you select Facility Wide reporting in the MDRO module of your reporting plan, fields referencing IRF and IPF units become required.

For MDRO, locations with unique CCNs (IRF, IPF) should be subtracted to determine the MDRO counts. For CDIFF, subtract locations with unique CCNs and baby based locations.

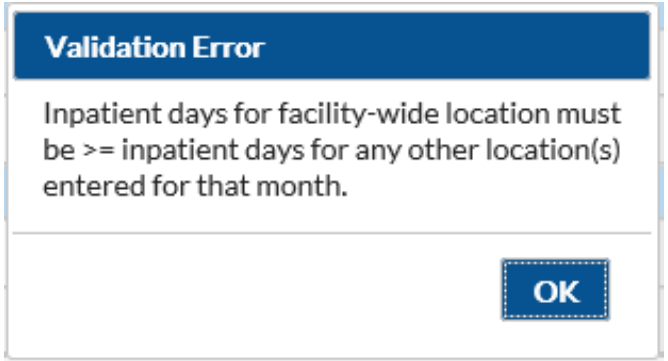


Monthly FacWideIN Reporting:

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

To Add Patient Safety Summary Data

If you attempt to save a FACWIDEIN MDRO summary record with less total patient days than you have in any other inpatient location (as submitted under the device associated module), you will receive this pop up alert: “Inpatient days for a facility-wide location must be >= inpatient days for any other location(s) entered for that month.”



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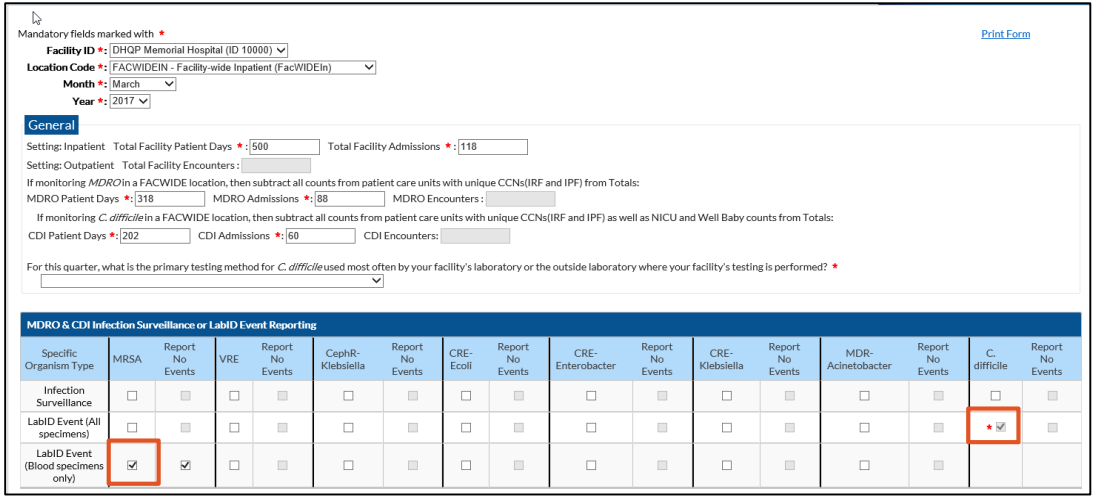
Monthly FacWideIN Reporting:

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

To Add Patient Safety Summary Data

Events that have been added to the Monthly Reporting Plan will have a red asterisk next to them, along with an auto-populated check mark. If they have not been added to the plan, there will be no red asterisk, but you may check the box if you wish to monitor the event off-plan.



Mandatory fields marked with *

Print Form

Facility ID *: DHQP Memorial Hospital (ID 10000)

Location Code *: FACWIDEIN - Facility-wide Inpatient (FacWIDEIn)

Month *: March

Year *: 2017

General

Setting: Inpatient Total Facility Patient Days *: 500 Total Facility Admissions *: 118

Setting: Outpatient Total Facility Encounters:

If monitoring *MDRO* in a FACWIDE location, then subtract all counts from patient care units with unique CCNs(IRF and IPF) from Totals:

MDRO Patient Days *: 318 MDRO Admissions *: 88 MDRO Encounters:

If monitoring *C. difficile* in a FACWIDE location, then subtract all counts from patient care units with unique CCNs(IRF and IPF) as well as NICU and Well Baby counts from Totals:

CDI Patient Days *: 202 CDI Admissions *: 60 CDI Encounters:

For this quarter, what is the primary testing method for *C. difficile* used most often by your facility's laboratory or the outside laboratory where your facility's testing is performed? *

MDRO & CDI Infection Surveillance or LabID Event Reporting

Specific Organism Type	MRSA	Report No Events	VRE	Report No Events	CephR-Klebsiella	Report No Events	CRE-Ecoli	Report No Events	CRE-Enterobacter	Report No Events	CRE-Klebsiella	Report No Events	MDR-Acinetobacter	Report No Events	C. difficile	Report No Events
Infection Surveillance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
LabID Event (All specimens)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	* ☑	☐
LabID Event (Blood specimens only)	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		

Monthly MDRO Reporting: MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

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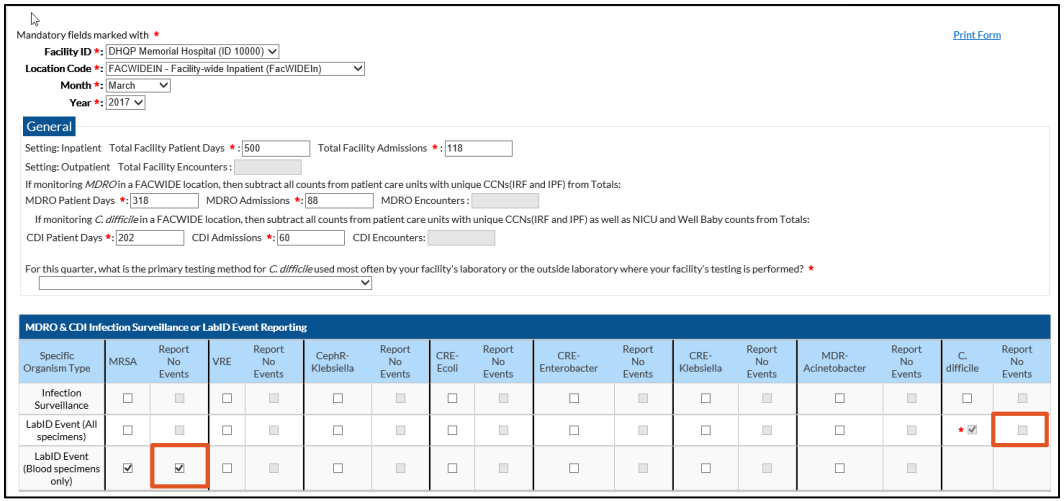
To Add Patient Safety Summary Data

- In the example above, MRSA is being Monitored (Off-Plan), and the “Report No Events” box has been checked. CDIF is also being reported, but the “Report No Events” box has not been checked.
- **Click** Save



Mandatory fields marked with *

Print Form

Facility ID *: DHQP Memorial Hospital (ID 10000)

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MDRO & CDI Infection Surveillance or LabID Event Reporting

Specific Organism Type	MRSA	Report No Events	VRE	Report No Events	CephR-Klebsiella	Report No Events	CRE-Ecoli	Report No Events	CRE-Enterobacter	Report No Events	CRE-Klebsiella	Report No Events	MDR-Acinetobacter	Report No Events	C. difficile	Report No Events
Infection Surveillance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
LabID Event (All specimens)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	* ☑	☐
LabID Event (Blood specimens only)	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		

MDRO and CDI Prevention Monthly Monitoring Reporting No Events

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- If your facility has no events to report for a given month, once that month is complete, you must check the “Report No Events” box on the summary data record for that month.
- If you do not check the “Report No Events” box on the summary data record, you will receive a “Missing Events” alert, which will give you an opportunity to complete this task from the alerts screen.
- If you check the “Report No Events” box, but enter an event at a later time, the “Report No Events” box will automatically uncheck itself.

Reporting:

LabID Events

Monthly MDRO Reporting: Adding LabID Events (MRSA/CDIFF)

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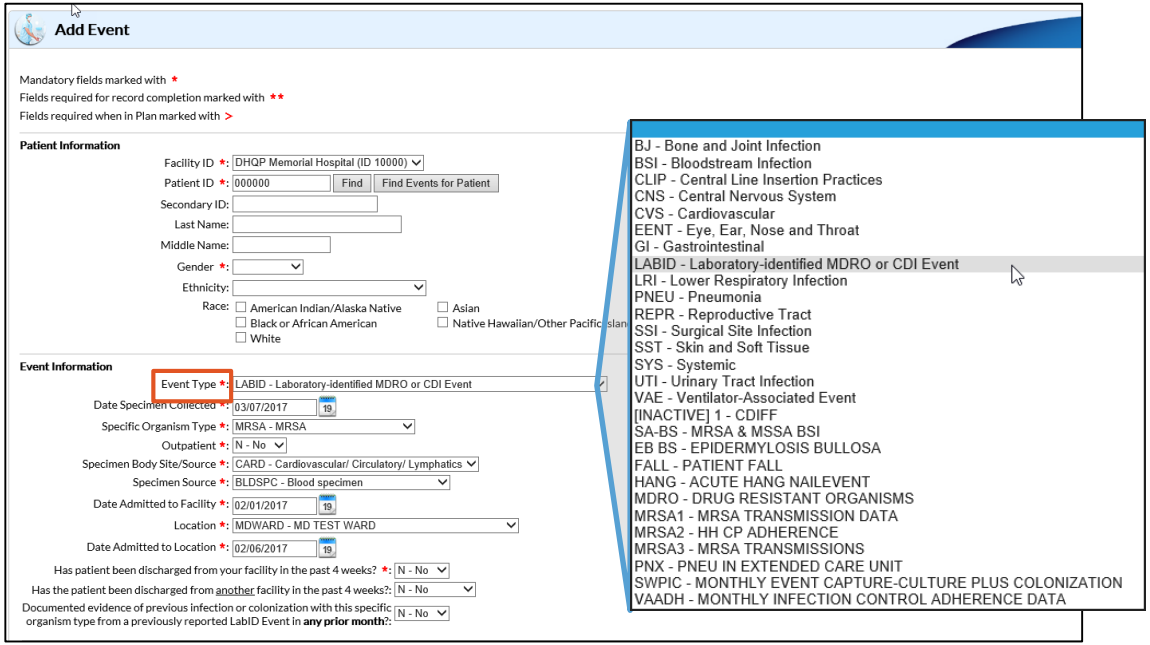
To Add LabID Event

- **Select** Events
- **Select** Add
- **Select** LABID from Event Type drop-down menu



Monthly MDRO Reporting: Adding LabID Events (MRSA/CDIFF)

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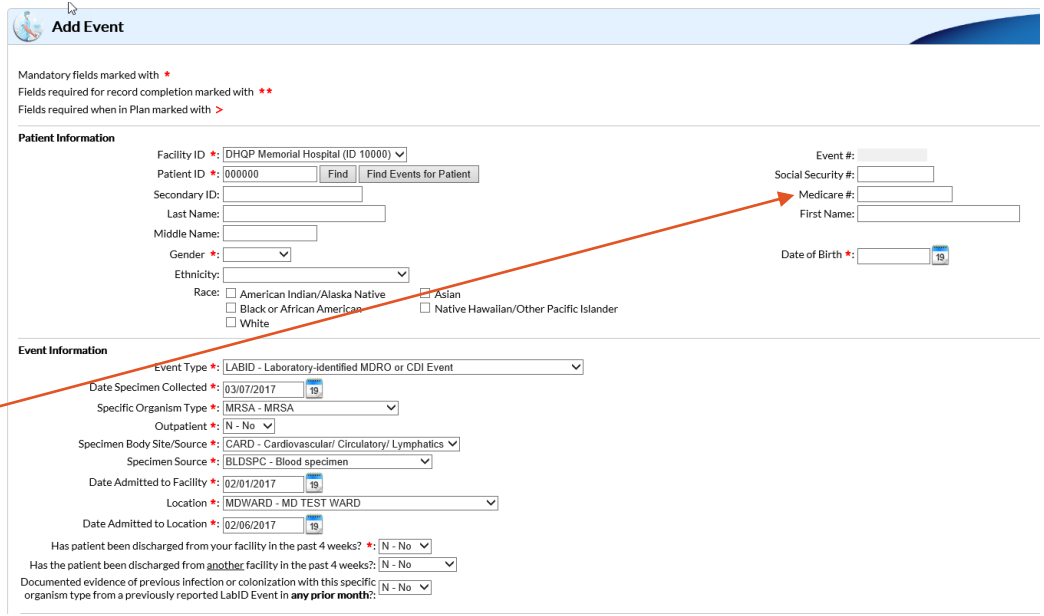
To Add LabID Event

- **Complete** all required fields, marked with an asterisk (*) and others as desired
- **Click** Save

NOTE: If this is a Medicare patient, you must **Enter** the Medicare number in the Medicare # field



Reporting:

SURGICAL SITE INFECTIONS (SSI)

Reporting Surgical Site Infections (SSI)

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- When reporting SSI, be sure to add the procedures that you will be monitoring to the Procedure- Associated Module in your Monthly Reporting plan

- Report all surgeries that are referenced in your Monthly Reporting Plan

- Report all SSI (Events) that occur due to a procedure performed that you are monitoring, and link them to the corresponding procedure

Reporting Surgical Site Infections (SSI)

Table of Content

- Once the month is complete, if you did not perform any monitored procedures according to the Monthly Reporting Plan, you will receive a “Missing Procedures” alert on your alerts screen

- Once the month is complete, if no events were reported for the procedures that you are monitoring according to your Monthly Reporting Plan, you will receive a “Missing PA Events” alert on your alerts screen

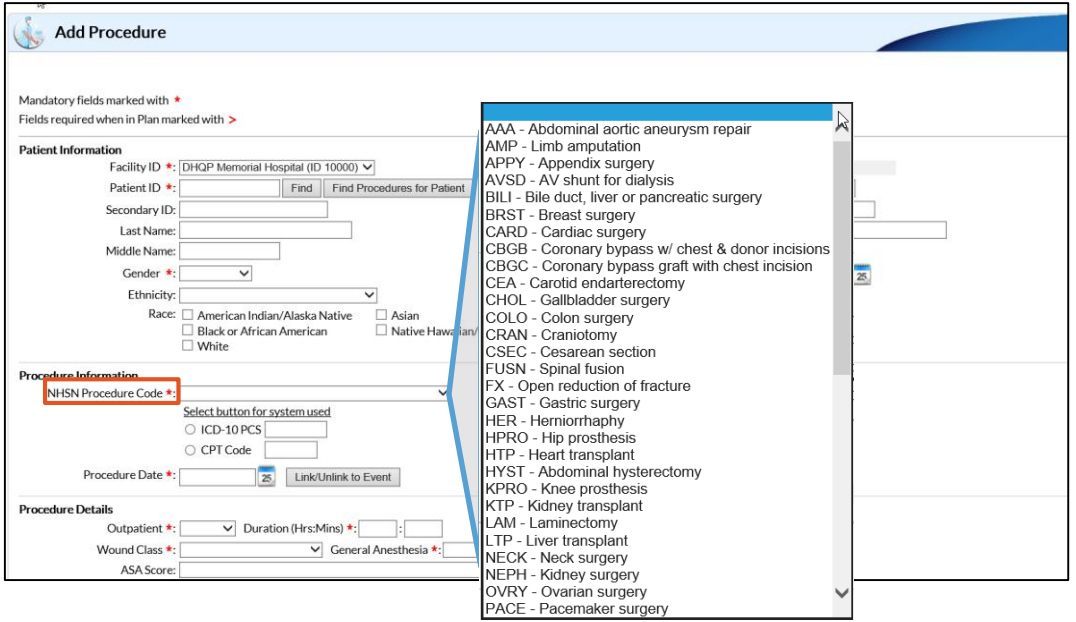
- Please be sure to clear these alerts by clicking the “No Procedure Performed”/ “Report No Events” boxes, if appropriate.

Reporting Surgical Site Infections (SSI)

Table of Content

To Add Surgical Site Infection Procedure

- **Select** Procedure from left navigation menu
- **Select** Add
- **Select** SSI Procedure from NHSN Procedure Code drop-down menu
- **Complete** all required fields marked with an asterisk (*)



Reporting Surgical Site Infections (SSI)

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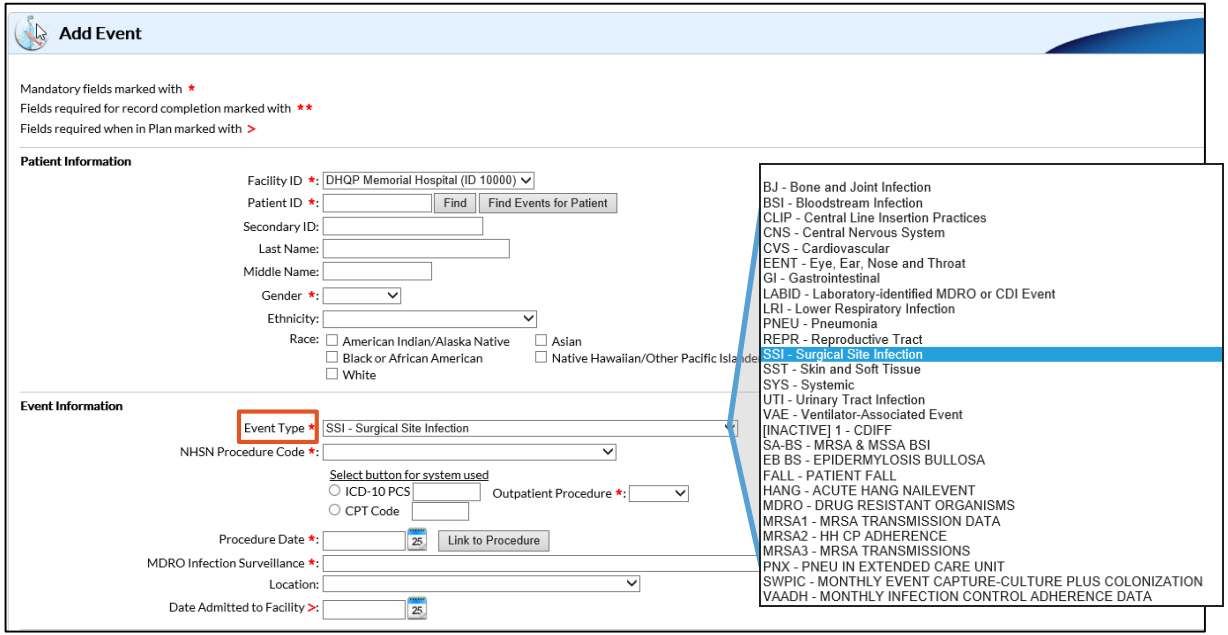
To Add Surgical Site Infection Event

- **Select** Events
- **Select** Add
- **Select** SSI – Surgical Site Infection from Event Type drop-down menu



Reporting Surgical Site Infections (SSI)
Linking Events to Procedures

Table of Content

- Before saving an SSI Event Record, you can link the event record to the associated procedure
- Any Event and associated procedure can be linked at any time by using the “edit” function
- The Linking function can be initiated from the SSI Event record, or the Procedure record

Reporting Surgical Site Infections (SSI) Linking Events to Procedures

Table of Content

- Events and Procedures can be “Unlinked”

- If there are any discrepancies between the procedure record and the event record, you will receive a message stating that there is “No Matching Procedure Found”, and they will not be linked. (For example: the procedure dates, outpatient field, or the ICD-10 codes are not matching across records)

Reporting Surgical Site Infections (SSI) Linking Events to Procedures

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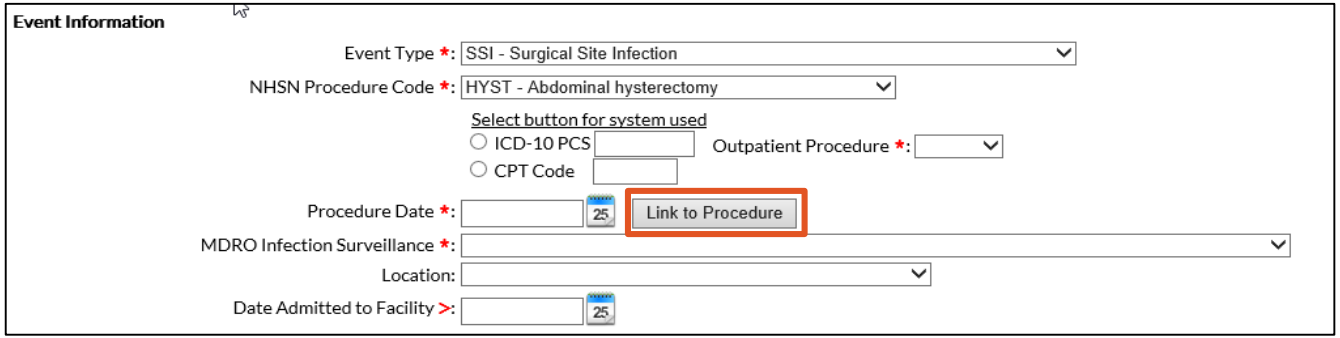
To Link the event to the procedure

- **Click** Link Procedure button, in the Event Information section

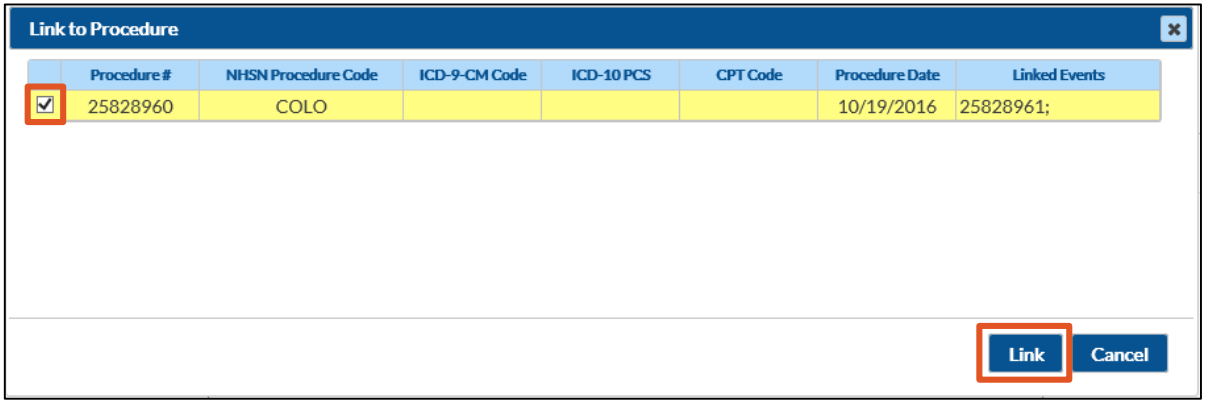


Reporting Surgical Site Infections (SSI) Linking Events to Procedures

Table of Content

To Link the event to the procedure

- **Click** to add checkmark next to the event to link the procedure
- **Click** Link button



Reporting Surgical Site Infections (SSI)
Linking Events to Procedures

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Link Confirmation

Once the event and procedure has been linked successfully, you will see the green checkmark icon next to the words “Event Linked”

Reporting Surgical Site Infections (SSI) Unlinking Events to Procedures

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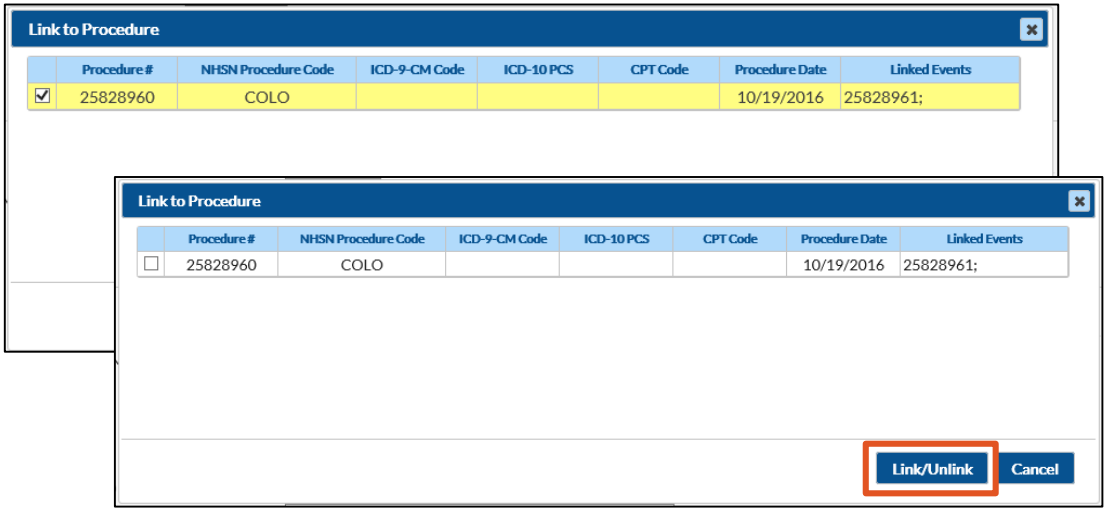
To Unlink the event to the procedure

- **Click** to remove checkmark next to the event to unlink the procedure
- **Click** Link/Unlink button



Reporting Surgical Site Infections (SSI)
Unlinking Events to Procedures

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Unlink Confirmation

Once the event and procedure has been unlinked successfully, you will see the original screen with the Link to Procedure button.

Creating and Importing:

Antimicrobial Use and Resistance (AUR) Module

Surveillance Plan Options: Antimicrobial Use and Resistance Module

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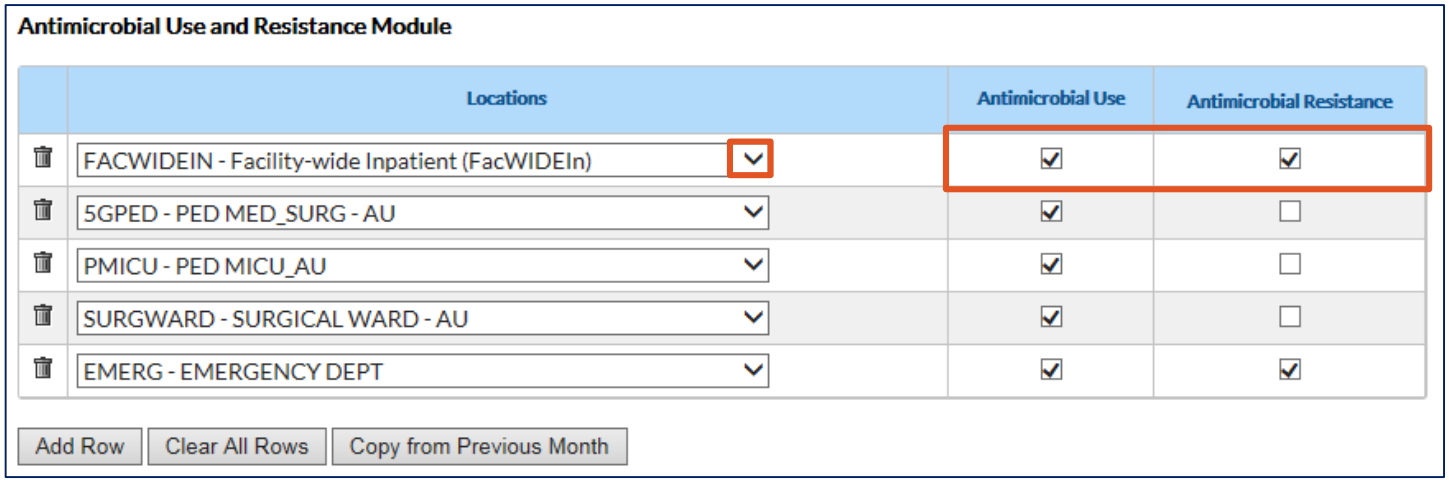
Steps to create Antimicrobial Use and Resistance Module Reporting Plan

1. **Select** the location that you wish to monitor.
2. **Check the** box(s) for Antimicrobial Use and Antimicrobial Resistance



Importing AUR CDA Files into NHSN – Manual Upload

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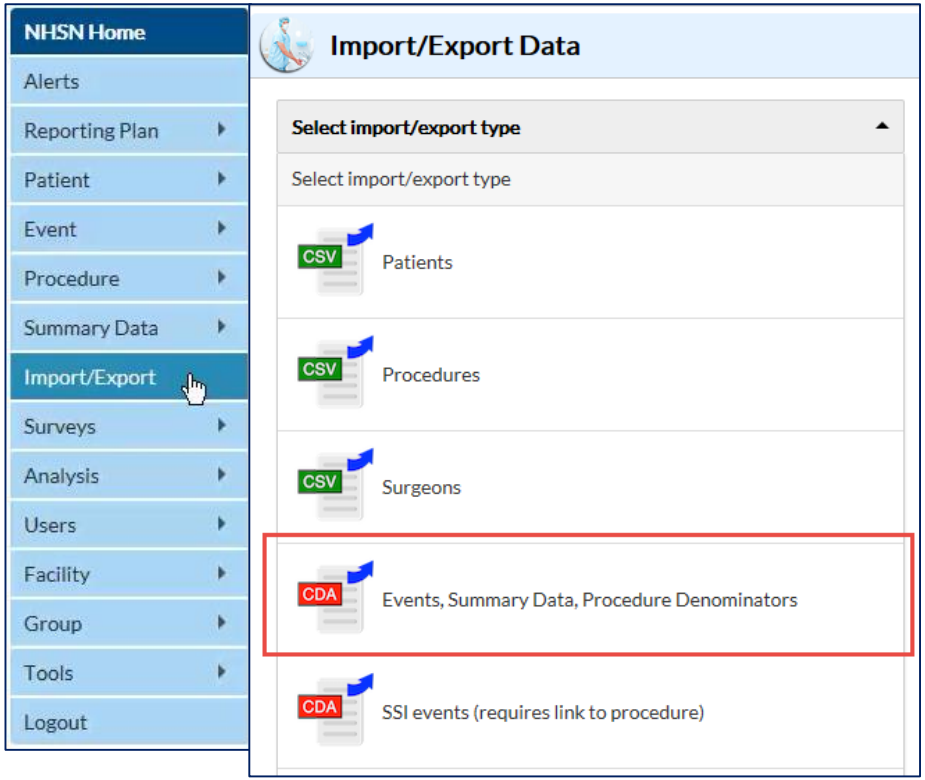
- **Click** Import/Export
- **Click** "Events, Summary Data, Procedure Denominators"



Importing AUR CDA Files into NHSN – Manual Upload

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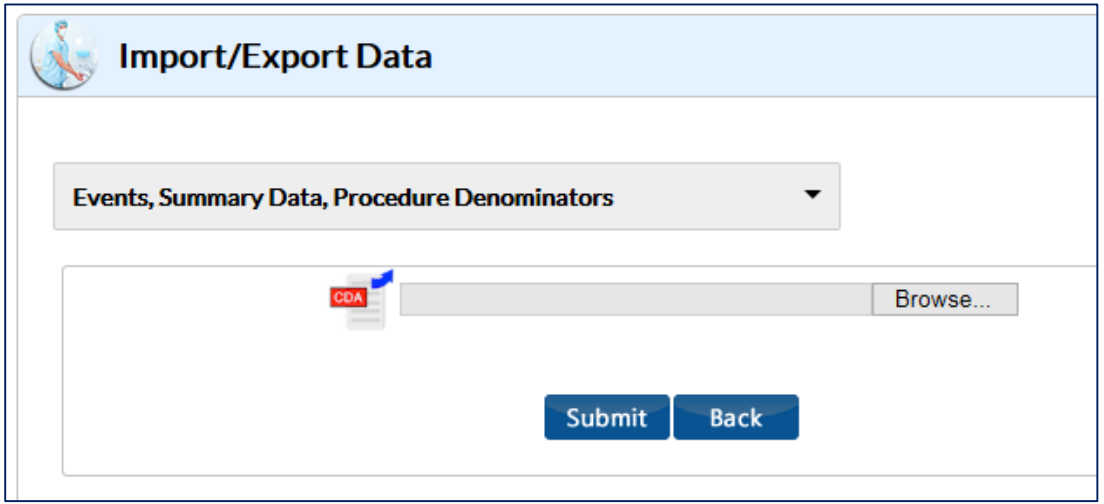
- **Browse** for your CDA zip file
- **Click** Submit



Importing AUR CDA Files into NHSN – Automated Upload

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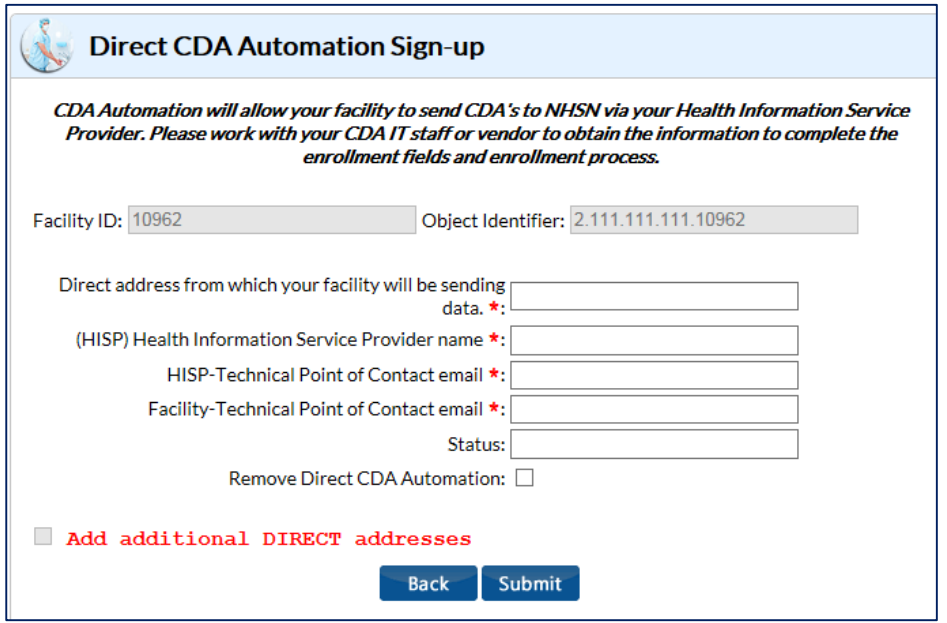
- Must get approval from vendor *prior* to signing up



Importing AUR CDA Files into NHSN – Automated Upload

Table of Content

Steps to sign up for automated upload from vendor/IT solutions using DIRECT CDA Automation

1. **Select** Facility
2. **Select** CDA Automation

NOTE: Details on CDA upload:
https://www.cdc.gov/nhsn/cdaportal/importingdata.html

Editing, Finding, and Deleting:

Patient Records

Patient Records: Required Fields

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There are some fields in NHSN that are required and some that are conditionally required which are based on previous date entered. Here is a short list.

- Required Fields
  - Patient ID
  - Gender
  - Date of Birth
- Conditionally Required Field
  - Birth weight (only if neonate)
  - Medicare Number (Required on all event records for Medicare patients)

Patient Records: Find A Patient

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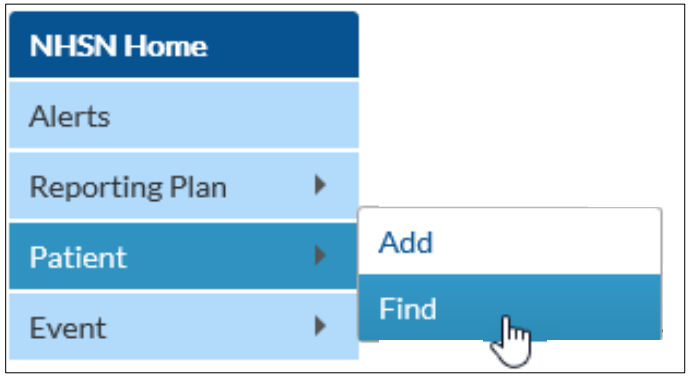
To Find a Previously Entered Patient

- **Click** Patient
- **Click** Find



Patient Records: Find A Patient

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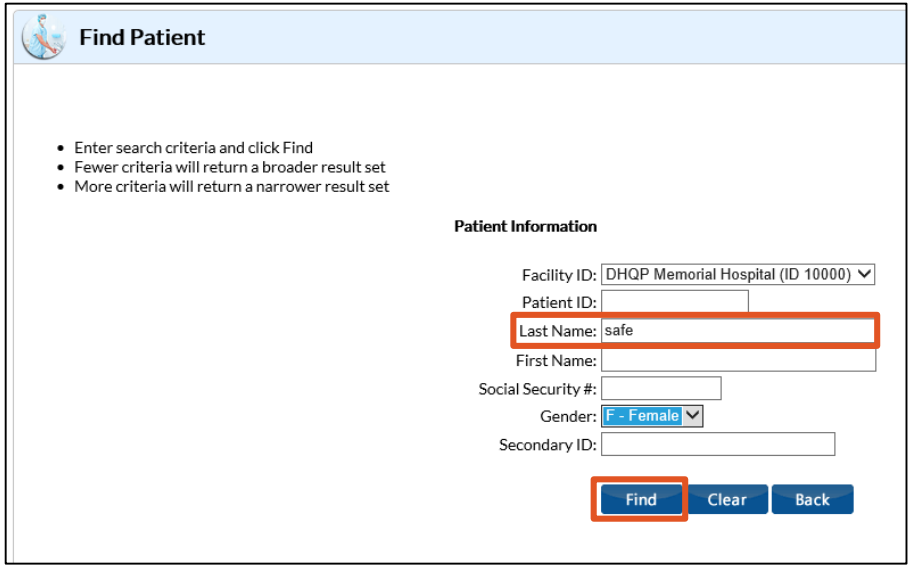
To find a previously entered patient

- **Enter** patient criteria to search by *(patient last name is used in example)*
- **Click** Find

NOTE: If you don't enter any search criteria, and you click "Find", the system will pull all patient records, and you can scroll through them to find the desired record)



Patient Records: Find A Patient

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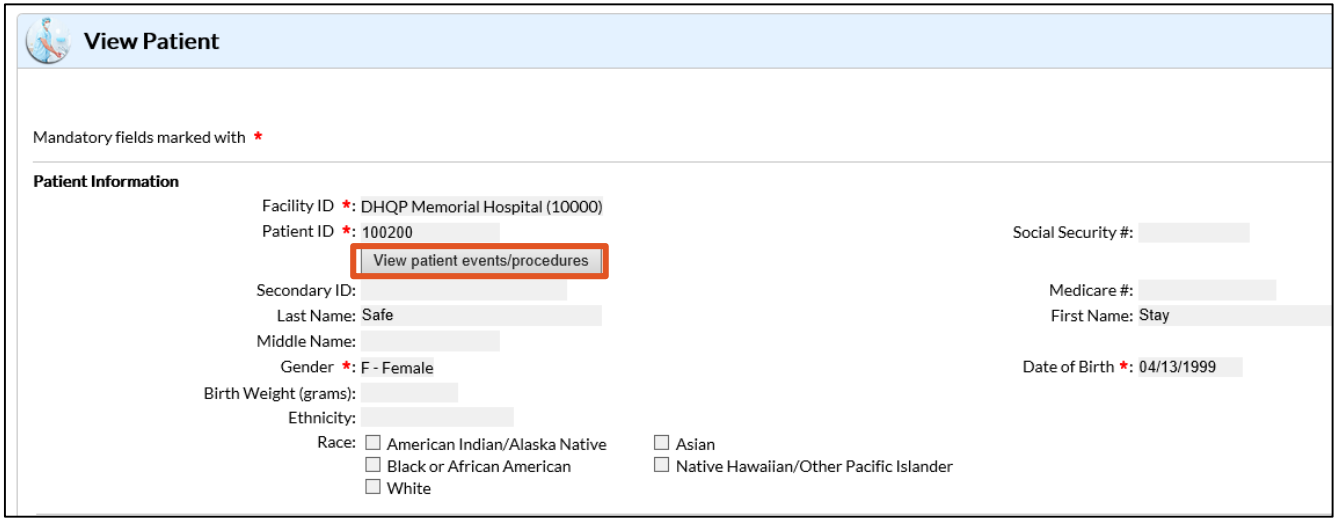
To find a previously entered patient

Click View patient events/procedures button, to view all event and procedure records associated with the patient's record



Patient Records: Editing and Deleting

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- All records can be edited by clicking the “Edit” button on the bottom of the page
- “Event type” cannot be edited on event records
- All records can be deleted by clicking on the “Delete” button at the bottom of the record
- The patient ID can only be edited from the actual patient record. It cannot be edited from a procedure or event record

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For any questions or concerns, contact the NHSN Helpdesk at nhsn@cdc.gov

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: cdcinfo@cdc.gov Web: www.cdc.gov