

# CMS certified IRF Locations within Acute Care, Critical Access, and Long-Term Acute Care Hospitals

## Location Mapping

Updated January 2021 to include LTACHs

NHSN allows users with inpatient rehabilitation units within a facility to appropriately designate whether the unit is a separately licensed Inpatient Rehabilitation Facility (IRF). This applies only to those units who have an 'R', 'T', 'TA', 'TB', 'TC', 'TE', 'TF', 'TG', 'TH', 'TJ' or 'TK' in the 3<sup>rd</sup> position of their CMS Certification Number (CCN). It's important to note that rehab units will have a different CCN than the hospital itself. Therefore, it is essential to double check the CCN with the billing/administrative departments at your facility prior to moving forward with location set-up.

NHSN will allow users to designate specific rehab locations within the facility as separately licensed CMS units. In addition, users will be able to enter the rehab specific CCN, thus allowing the data to be appropriately sent to CMS to satisfy IRF PPS reporting requirements. Furthermore, upon indicating that the rehab unit is separately licensed, users will be prompted to fill out a brief section of the rehab specific annual survey in order to properly risk adjust the data.

The following instructions will demonstrate two different scenarios that could be applicable to your facility:

- A) users without a rehab location currently mapped within their NHSN hospital or
- B) users that already have a rehab location mapped within their hospital.

### Scenario A: Users without rehab locations currently mapped within their NHSN hospital

#### Step 1: Adding the rehab location

1. Go to the location manager screen by clicking on '**Facility**' then '**Locations**' on the left-hand navigation bar.



2. Enter the **'Your Code'** and **'Your Label'** values that will help you to identify the new rehab location among the other locations already mapped in your NHSN facility. Each **'Your Code'** value must be unique within your NHSN facility. The **'Your Label'** value can be used more than once.
3. In the **CDC Location Description** drop down menu, select the appropriate rehab designation (Rehabilitation Ward or Pediatric Rehabilitation Ward).
  - a. Upon selecting the appropriate designation, the additional questions will appear as shown in the screenshot below.

Your Code \*: REHAB

Your Label \*: CMS REHAB

CDC Location Description \*: Rehabilitation Ward (within Acute Care Hospital) ▼

Is this location a CMS IRF unit within a hospital? \*:  ▼

Status \*: Active ▼

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

4. If you wish to designate this rehab location as a CMS IRF unit you will select 'Yes' in response to 'Is this location a CMS IRF unit within a hospital?' If this is not a CMS IRF unit, select 'No' and go to Step 6.
5. Next, to enter the IRF's CCN, click on the blue **'Edit IRF CCN'** link.
  - a. On the Edit CCN Records pop up, click the grey **'Add Row'** button to add a row for the CCN.
  - b. Enter the CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
    - i. It is very important to make sure you are correctly entering your CCN.
    - ii. In order to qualify as a CMS IRF rehab unit within a facility, the CCN must have a 'R', 'T', 'TA', 'TB', 'TC', 'TE', 'TF', 'TG', 'TH', 'TJ' or 'TK' in the 3<sup>rd</sup> position.
    - iii. If the CCN does not have a 'R', 'T', 'TA', 'TB', 'TC', 'TE', 'TF', 'TG', 'TH', 'TJ' or 'TK' in the 3<sup>rd</sup> position but instead has the last four digits between 3025-3099, the IRF must be enrolled as a separate facility and NOT as a location within the facility.
    - iv. **NOTE:** The CCN shown in the screenshot below is for example only. Please obtain your facility specific IRF CCN for entry into this field.
  - c. Click the **'Save'** button to save the changes.
  - d. Click the **'OK'** button on the Alert pop up.
  - e. Click the **'Close'** button to close the Edit CCN Records pop up to return to the Locations page.

(Steps 4 – 5c are illustrated on the below screenshot)

Your Code \*: REHAB  
Your Label \*: CMS REHAB  
CDC Location Description \*: Rehabilitation Ward (within Acute Care Hospital) ▾  
Is this location a CMS IRF unit within a hospital? \*: Y - Yes ▾  
If Yes, specify the IRF CCN (will have an R or T in the 3rd position) \*: 00T999 Effective Date of IRF CCN: 11/01/2019 2019Q4 [Edit IRF CCN](#)

**Edit CCN Records**

-To edit an existing CCN make corrections and SAVE.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	IRF CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	00T999	11/01/2019	2019Q4

**NOTE:** The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your location's CCN Effective Date should be the date when the location first received the CCN from CMS. Your location's data will be shared with CMS from the CCN Effective Date moving forward.

[Save](#) [Close](#)

6. The new location should be listed with 'Active' status and an accurate bed size. After completing all the fields, click 'Add' to add the location.
7. Upon clicking 'Add', you'll be prompted to complete a brief annual survey that is specific to this rehab unit.

**Step 2: Adding the rehab-specific survey**

1. In the left-hand navigation bar, click on 'Surveys' → 'Add.'
  - a. From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit.'
  - b. Select the appropriate survey year.
  - c. Answer the questions using data for the CMS rehab unit only.
    - i. Be sure to use data from the **full calendar year for this specific rehab location.**
    - ii. Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census).





## Add Annual Survey

Mandatory fields marked with \*

Facility ID: \*

Survey Type: \* REHSRV-PS - Survey for CMS IRF Unit

Survey Year: \*

In the previous calendar year, indicate:  No CMS licensed IRF operational in this survey year

Total number of rehab beds: \*

Average daily census: \*

Number of Patient Days: \*

Average length of stay: \*

Indicate the number of admissions with the primary diagnosis for each of the following rehabilitation categories (must sum to the total admissions listed below)

a. Traumatic spinal cord dysfunction: \*

b. Non-traumatic spinal cord dysfunction: \*

c. Stroke: \*

d. Brain dysfunction (non-traumatic or traumatic): \*

e. Other neurologic conditions (e.g. multiple sclerosis, Parkinson's disease, etc): \*

f. Orthopedic conditions (incl. fracture, joint replacement, other): \*

g. All other admissions: \*

Total number of admissions: 0

Number of admissions on a ventilator: \*

Number of pediatric ( $\leq 18$  years old) admissions: \*

Save

Back

2. After entering all the information, click **'Save.'** You will then receive a confirmation message that the survey has been created successfully.

## Scenario B: Users with a rehab location mapped within their NHSN hospital

### Step 1: Updating the existing rehab location

1. Go to the location manager screen by clicking on **'Facility'** then **'Locations'** on the left-hand navigation bar.
2. From the CDC Location Description drop down menu, select 'Rehabilitation Ward' or 'Pediatric Rehabilitation Ward' to find the rehab locations already mapped within your facility.
3. Leaving all other fields blank, click the blue **'Find'** button.
  - a. Scroll down the screen to see the Location Table. You should see the rehab unit(s) that you have previously mapped.
4. Click on the underlined blue value in the **'Your Code'** column as shown below.
  - a. This will move the information for this location up to the blank fields above the location table.

**(Steps 2 – 4 are illustrated on the below screenshot)**

Your Code \* :

Your Label \* :

CDC Location Description \* : Pediatric Rehabilitation Ward (within Acute Care Hospital) 2 ←

Is this location a CMS IRF unit within a hospital? \* :

Status \* : Active

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

3

**Location Table**

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

Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size
<input type="checkbox"/>	Active	<a href="#">4W</a>	REHAB	Pediatric Rehabilitation	IN:ACUTE:WARD:	1085-0	10
<input type="checkbox"/>	Active	<a href="#">IRF PEDS</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>	CMS IRF PEDS UNI	Pediatric Rehabilitation	IN:ACUTE:WARD:	1085-0	12

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5. If you wish to recognize this rehab location as a CMS IRF unit, then change the response to 'Is this location a CMS IRF unit within a hospital' from 'No' to 'Yes.'
6. Next, to enter the IRF's CCN, click on the blue **'Edit IRF CCN'** link.
  - a. On the Edit CCN Records pop up, click the grey **'Add Row'** button to add a row for the CCN.

- b. Enter the CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
  - i. It is very important to make sure you are correctly entering your CCN.
  - ii. In order to qualify as a CMS IRF unit within a facility, the CCN must have an 'R', 'T', 'TA', 'TB', 'TC', 'TE', 'TF', 'TG', 'TH', 'TJ' or 'TK' in the 3<sup>rd</sup> position.
  - iii. If the CCN does not have an 'R', 'T', 'TA', 'TB', 'TC', 'TE', 'TF', 'TG', 'TH', 'TJ' or 'TK' in the 3<sup>rd</sup> position but instead has the last four digits between 3025-3099, the IRF must be enrolled as a separate facility and NOT as a location within the facility.
  - iv. **NOTE:** The CCN shown in the screenshot below is for example only. Please obtain your facility specific IRF CCN for entry into this field.
- c. Click the 'Save' button to save the changes.
- d. Click the 'OK' button on the Alert pop up.
- e. Click the 'Close' button to close the Edit CCN Records pop up to return to the Locations page.

(Step 6 is illustrated on the below screenshot)

**Edit CCN Records**

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	IRF CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	00T999	01/27/2015	2015Q1
<input type="checkbox"/>	99T999	08/04/2005	2005Q3

**6a** Add Row

**NOTE:** The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your location's CCN Effective Date should be the date when the location first received the CCN from CMS. Your location's data will be shared with CMS from the CCN Effective Date moving forward.

6c
Save
Close

7. Click the 'Save' button to save the new information for this location.
8. Upon clicking 'Save', you'll be prompted to complete a brief annual survey that is specific to this rehab unit.

## Step 2: Adding the rehab-specific survey

1. In the left-hand navigation bar, click on 'Surveys' and then 'Add.'
  - a. From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit.'
  - b. Select the appropriate survey year.
  - c. Answer the questions using data for the CMS rehab unit only.

- i. Be sure to use data from the **full calendar year for this specific rehab location.**
- ii. Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census).

*For any questions, please contact the NHSN Helpdesk: [nhsn@cdc.gov](mailto:nhsn@cdc.gov)*

