

# News from the Dialysis NHSN Helpdesk

## Annual Requirements

### Annual Training

To fulfill the annual training requirement, at least **one** NHSN user at each facility must read the [Dialysis Event Protocol](#) and take the online [Dialysis Event Surveillance Training](#) after January 1, 2017 and before September 30, 2017. By completing the annual training and passing the post-test, you will earn 1.5 CME/ 1.3 CNE/ 0.1 CEUs.

### Outpatient Dialysis Center Practices Survey

A new version of the Outpatient Dialysis Center Practices Survey will become available on February 1 and must be completed before your facility will be permitted to enter May 2017 Dialysis Event data. The survey will ask questions about your facility's practices during the first week of February 2017. Facilities will not be able to submit a completed survey until after February 7. Administrative users can create a survey by clicking 'Surveys' and 'Add' on the blue navigation panel in NHSN. A paper version of the new survey and a table of instructions can be found under the 'Data Collection Forms and Instructions' tab of the [Dialysis Event homepage](#).

### Manage NHSN Users

#### 1. Get access to NHSN!

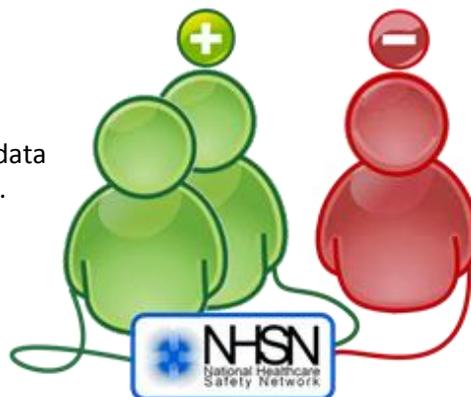
At least one staff member at the facility is required to be trained and knowledgeable on how to report dialysis event data to NHSN. This is required regardless if electronic (clinical document architecture [CDA]) or manual methods are used to submit data. If your corporate organization reports on your facility's behalf, someone at the facility is *still* expected to review and verify the data reported are complete and accurate.

#### 2. Have a backup user!

We recommend every facility have at least two users with administrative rights in NHSN. Not only does this simplify issues related to staff turnover, it helps to ensure someone can report data to meet reporting deadlines if the primary NHSN user is on leave.

#### 3. Control who has access to your confidential data!

Once a user no longer requires NHSN access (e.g., he or she no longer works for the facility), deactivate his or her user profile immediately.



For instructions on how to add or deactivate a user, see the January 2015 issue on the [Dialysis Newsblast Archive webpage](#).



**Questions about NHSN?** Contact us at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with "Dialysis" in the subject line and we will respond to your inquiry within 5 business days.

Volume 4, Issue 1  
January 31, 2017