

# How to Resolve Alerts

## NHSN Patient Safety Component

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## Description

It is the responsibility of each facility to ensure its data have been accurately collected and reported in accordance with the NHSN protocols. To assist you with this effort, various alerts have been created and will be displayed upon log-in to NHSN.

Before you review the details of each alert, it's important to keep in mind the following:

- The alerts will appear upon log-in for each user that has access to your facility within NHSN.
- The alerts are interactive icons, meaning when you click on the alert itself, it will direct you to the page where the specific alerts can be resolved.
- These alerts are created for **in-plan** data only.
- The timeframe for alerts will extend from January 2011 thru the present.
- In instances where you are unable to report accurate data, you may choose to remove the event/location/procedure from your monthly reporting plan. **It is important to remember that removing events from your monthly reporting plan could make your facility non-compliant with state or CMS reporting requirements.**
- If at any time you need to revisit the alerts, you can do so by selecting "Alerts" on the navigation bar.
- When your facility does not have any records that meet the criteria for a specific alert, you will see the message "You have no action items."
- **In-plan data will be included in rates and SIRs only if the month is considered "complete" by reporting all required data and resolving all applicable alerts.**

If you have questions regarding this guidance or are still unable to clear your alerts, please contact the NHSN Helpdesk: [nhsn@cdc.gov](mailto:nhsn@cdc.gov).

*Please note: the examples provided in this document contain screenshots from a fictitious facility with fictitious data.*

## Action Items

When logged into the Patient Safety Component home page, facility specific action items are displayed. These items can be resolved by any user in the facility but it impacts all facility data. These action items can include survey completion reminders, as well as, conferring rights to a group (if the facility joined a group in NHSN). The action items are interactive icons, meaning when you click on the alert itself, it will direct you to the page where the specific alerts can be resolved.



▶ TAP Strategy Dashboard

▶ Reliability-Adjusted Ranking

▼ Action Items

COMPLETE THESE ITEMS

Confer Rights  
**Not Accepted**

ALERTS

**146**  
Incomplete Events

**390**  
Missing Events

**98**  
Incomplete Summary Items

**820**  
Missing Summary Items

**57**  
Incomplete Procedures

**12**  
Missing Procedures

**4**  
Missing Procedure-Associated Events

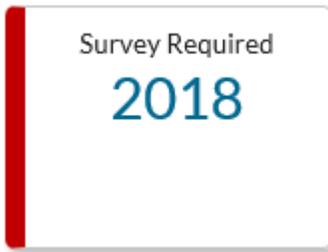
**1**  
Unusual Susceptibility Profiles

**5**  
Confirm CDI Test Type



## Complete These Items

### Survey Required



All facilities that submit data into NHSN must complete the annual survey. Surveys are always for the calendar year prior to the current year.

### Confer Rights Not Accepted



This alert will appear if your facility has not accepted the data rights template set up by a Group to which your facility is joined. Facilities can share data with groups (such as state health departments, hospital systems, quality improvement organizations, etc.). Facilities join Groups and provide access to their data as requested by the Group within the NHSN application. A facility that joins a Group does not have access to any data from other facilities in the Group. Groups create a template of rights that is shared with member facilities. Individual facilities within the Group may choose to confer rights to complete data sharing with the Group.

# Alerts

## Incomplete Events

146

Incomplete Events

This alert appears when there is an incomplete event record, where required fields were not completed, or the record was not saved appropriately. Select the alert to view the events that are incomplete.

**Incomplete/Missing List**

[Print Form](#)  
[Display All](#)

Incomplete Events

Missing Events

Incomplete Summary Data

Missing Summary Data

Incomplete Procedures

Missing Procedures

Missing Procedure-associated Events

Unusual Susceptibility Profile

Confirm CDI Test Type

**The following are incomplete "In Plan" events.**

Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code	Died	Contributed to Death
12345	Smith	Johnnie	F	06/13/2010	60874	BSI	01/01/2017	01/02/2017	COLO	N - No	
98765	ADS	SEWE	M	01/01/1978	60876	BSI	01/02/2017	01/02/2017	COLO	N - No	
98765	ADS	SEWE	M	01/01/1978	60901	BSI	01/02/2017	01/02/2017	KPRO	N - No	
KB7777			M	12/15/2000	65380	BSI	01/05/2017			Y - Yes	Y - Yes
654321	wil	leo	M	10/01/1992	72588	BSI	06/20/2018			N	
CM1118-1098-A			M	01/20/2014	44703	UTI	07/10/2014			N	
CM1118-1098-15			M	05/05/1955	44761	UTI	07/18/2014			N	
CM1118-1098-9			M	05/05/1955	44753	UTI	07/29/2014			N	
CM1118-1098-B			M	07/07/1977	44704	UTI	08/08/2014			N	
CM1118-1098-C			F	05/05/1955	44705	UTI	09/08/2014			N	

Save
Reset

Back

Each incomplete event can be resolved by performing one of the following actions:

- a. If you are able to accurately report these data per the NHSN protocols, you should do so by entering the information on the Incomplete Events screen. Click the link in the 6<sup>th</sup> column (titled "Event #") in order to resolve the incomplete event. Click the "Edit" button to unlock the event data for editing. Once data have been entered for each record, click "Save".
- b. If you are unable to accurately report these missing data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event type from your plan(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

## Missing Events

# 389

Missing Events

This alert appears when in-plan device-associated or MDRO/CDI module summary data were entered, but corresponding events have not yet been reported, nor has the “Report No Events” box been checked. “Report No Events” is required when no events have been identified, as a way for the facility to confirm that zero events occurred. Resolution of this alert is required to complete in-plan reporting and inclusion in rates and SIRs.

Incomplete/Missing List [Print Form](#)  
[Display All](#)

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type
-------------------	----------------	-------------------------	----------------------	-----------------------	--------------------	-------------------------------------	--------------------------------	-----------------------

Location	CDC Location	Month/Year	Alert Type	Event Type/Pathogen	Summary Data Form Type	Report No Events
NICU2/3	IN:ACUTE.CC_STEP:NURS	01/2013	Summary but no events	CLABSI (<=750)	DA-NICU	<input type="checkbox"/>
NICU2/3	IN:ACUTE.CC_STEP:NURS	01/2013	Summary but no events	CLABSI (751-1000)	DA-NICU	<input type="checkbox"/>
INSURGCC	IN:ACUTE.CC:S	02/2013	Summary but no events	CLABSI	DA-ICU/Other	<input type="checkbox"/>
INSURGCC	IN:ACUTE.CC:S	02/2013	Summary but no events	VAE	DA-ICU/Other	<input type="checkbox"/>
JOYREHAB	IN:ACUTE.WARD:REHAB	02/2013	Summary but no events	CLABSI	DA-ICU/Other	<input type="checkbox"/>
JOYREHAB	IN:ACUTE.WARD:REHAB	02/2013	Summary but no events	VAE	DA-ICU/Other	<input type="checkbox"/>
NICU	IN:ACUTE.CC:NURS	02/2013	Summary but no events	CLABSI (<=750)	DA-NICU	<input type="checkbox"/>
NICU	IN:ACUTE.CC:NURS	02/2013	Summary but no events	CLABSI (751-1000)	DA-NICU	<input type="checkbox"/>
NICU	IN:ACUTE.CC:NURS	02/2013	Summary but no events	CLABSI (1001-1500)	DA-NICU	<input type="checkbox"/>
NICU	IN:ACUTE.CC:NURS	02/2013	Summary but no events	CLABSI (1501-2500)	DA-NICU	<input type="checkbox"/>

Save Reset   
Back

Each entry on the list can be resolved by performing one of the following actions:

- If your facility performed in-plan surveillance for the given event in the location and events were identified, you can enter these events in NHSN by clicking on Event > Add in the navigation bar.
- If your facility performed in-plan surveillance for the given event in the location but **no** events were identified, you must verify that zero events occurred. You may check the “Report No Events” checkbox on this screen or refer to [Appendix B](#) for information on how to address this through the “Summary Data” option.
- Facilities who include **CLIP** in their monthly reporting plan will receive a “Missing Events” alert when no **CLIP** events are reported for a month. They can use the “Report No Events” checkbox to confirm that they had no insertions for the specified location. Note that **CLIP** “no events” can only be reported through the option described above.
- If your facility included the event(s) in your monthly reporting plan(s), but surveillance was not done per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

**NOTE:** Until this alert is resolved, the month/location/event type will be excluded from all related rates and SIRs.

## Incomplete Summary Items

97

Incomplete Summary Items

This alert will list months of in-plan device-associated or MDRO/CDI module summary data in which a required field is missing. This usually occurs when a monthly reporting plan is updated to include an additional event(s) for a location after summary data have been entered initially. Select this alert to view incomplete summary data.

**Incomplete/Missing List**

[Print Form](#)  
[Display All](#)

Incomplete Events	Missing Events	<b>Incomplete Summary Data</b>	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type
-------------------	----------------	--------------------------------	----------------------	-----------------------	--------------------	-------------------------------------	--------------------------------	-----------------------

The following are incomplete "In Plan" summary data records.

Summary ID	Summary Data Type	Year	Month	Location Code
<a href="#">218</a>	ICU	2005	September	MICU
<a href="#">260</a>	ICU	2006	February	S-ICU
<a href="#">293</a>	ICU	2006	March	S-ICU
<a href="#">1301</a>	ICU	2008	December	ICU
<a href="#">4096</a>	ICU	2013	February	INSURGCC
<a href="#">5576</a>	ICU	2013	February	JOYREHAB
<a href="#">5902</a>	ICU	2013	March	ICU
<a href="#">5903</a>	ICU	2013	May	ICU
<a href="#">5904</a>	ICU	2013	September	ICU
<a href="#">7964</a>	ICU	2014	January	ICU-A

[Back](#)

Each incomplete summary data record can be resolved by performing one of the following actions:

- If you are able to accurately report the appropriate summary data per the NHSN protocols, do so by clicking on the link in the first column of the table (the "Summary ID" column) to return to the month's summary data record. Click the "Edit" button to unlock the summary data record for editing. Enter the missing data in the required field(s) and click the "Save" button.
- If you are unable to accurately report these missing data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event from your plan(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

## Missing Summary Items

# 819

Missing Summary  
Items

The “Missing Summary Items” alert is a reminder to facilities that are missing in-plan summary data records. It will list in-plan months in which no summary data have been entered, regardless of whether a corresponding event has been reported.

Incomplete/Missing List

[Print Form](#)  
[Display All](#)

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type
-------------------	----------------	-------------------------	----------------------	-----------------------	--------------------	-------------------------------------	--------------------------------	-----------------------

In-plan locations with no associated summary data.

Module	Location	CDC Location	Month/Year	Alert Type	Event Type
MDRO	FACWIDEIN	***	05/2011	No summary form <a href="#">Add Summary</a>	LabID (All)
MDRO	INMEDCC	IN:ACUTE:CC:M	06/2011	No summary form <a href="#">Add Summary</a>	IS
MDRO	INHONCSA	IN:ACUTE:WARD:ONC_HONC	11/2012	No summary form <a href="#">Add Summary</a>	LabID (All)
DA	ICU	IN:ACUTE:CC:MS	12/2012	No summary form <a href="#">Add Summary</a>	CLABSI
DA	1098PEDREH	IN:ACUTE:WARD:REHAB_PED	04/2013	No summary form <a href="#">Add Summary</a>	CAUTI
DA	1098REHABW	IN:ACUTE:WARD:REHAB	04/2013	No summary form <a href="#">Add Summary</a>	CAUTI
MDRO	5G	IN:ACUTE:CCC	09/2013	No summary form <a href="#">Add Summary</a>	LabID (All)
DA	ONCM	IN:ACUTE:CC:ONC_M	12/2013	No summary form <a href="#">Add Summary</a>	CAUTI
DA	ONCM	IN:ACUTE:CC:ONC_M	12/2013	No summary form <a href="#">Add Summary</a>	CLABSI
DA	22ICU	IN:ACUTE:CC:CT_PED	01/2014	No summary form <a href="#">Add Summary</a>	PEDVAP

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Each missing summary data record can be resolved by performing one of the following actions:

- a. If you are able to accurately report the appropriate summary data per the NHSN protocols, you should do so by clicking on the “Add summary” link, which can be found under the “Alert Type” column.
- b. If you are unable to accurately report the missing summary data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified event from your plan(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

## Incomplete Procedures

# 57

Incomplete  
Procedures

This alert will list those in-plan procedure records that have been reported with incomplete data.

### Incomplete/Missing List

[Print Form](#)

[Display All](#)

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type	
The following are incomplete "In Plan" procedures.									
Page 1 of 6 View 1 - 10 of 57									
Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code
FUSN_5084B_5			M	07/24/2016	<a href="#">68454</a>	PROC		02/04/2017	FUSN
FUSN_5084B_6			F	07/24/2016	<a href="#">68455</a>	PROC		02/04/2017	FUSN
FUSN_5084B_7			M	07/24/2016	<a href="#">68456</a>	PROC		02/04/2017	FUSN
FUSN_5084B_8			F	07/24/2016	<a href="#">68457</a>	PROC		02/04/2017	FUSN
FUSN_5084B_9			F	07/24/2016	<a href="#">68458</a>	PROC		02/04/2017	FUSN
FUSN_5084B_10			M	07/24/2016	<a href="#">68459</a>	PROC		02/04/2017	FUSN
FUSN_5084C_1			M	07/24/2002	<a href="#">68460</a>	PROC		02/04/2017	FUSN
FUSN_5084C_2			F	07/24/2002	<a href="#">68461</a>	PROC		02/04/2017	FUSN
FUSN_5084C_3			M	07/24/2002	<a href="#">68462</a>	PROC		02/04/2017	FUSN
FUSN_5084C_4			F	07/24/2002	<a href="#">68463</a>	PROC		02/04/2017	FUSN
Page 1 of 6 View 1 - 10 of 57									

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Each incomplete procedure can be resolved by performing one of the following actions:

- If you are able to accurately report these data per the NHSN protocols, you should do so by entering the information on the Incomplete Procedures screen. Click the link in the 6<sup>th</sup> column (titled "Event #") in order to resolve the incomplete procedure. Next, click "Edit" to unlock the procedure data for editing. All missing but required data fields will be marked with a red asterisk on the procedure modification screen. Once data have been entered, click "Save".
- If you are unable to accurately report these missing data per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified procedure category from your plan(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

## Missing Procedures



Once the reporting month is complete, if you did not report any monitored procedures according to the Monthly Reporting Plan, you will receive a “Missing Procedures” alert on your alerts screen. Your facility must verify if zero procedures were performed for the month in order for that month’s data to be complete.

**Incomplete/Missing List**

[Print Form](#)  
[Display All](#)

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type
-------------------	----------------	-------------------------	----------------------	-----------------------	--------------------	-------------------------------------	--------------------------------	-----------------------

Month/Year	Procedures	Setting	No Procedures Performed
11/2017	REC - Rectal surgery	IN - Inpatient	<input type="checkbox"/>
11/2017	REC - Rectal surgery	OUT - Outpatient	<input type="checkbox"/>
12/2018	CBGC - Coronary bypass graft with chest incision	IN - Inpatient	<input type="checkbox"/>
01/2019	CBGC - Coronary bypass graft with chest incision	IN - Inpatient	<input type="checkbox"/>
04/2019	COLO - Colon surgery	IN - Inpatient	<input type="checkbox"/>
04/2019	HYST - Abdominal hysterectomy	IN - Inpatient	<input type="checkbox"/>
05/2019	COLO - Colon surgery	IN - Inpatient	<input type="checkbox"/>
05/2019	HYST - Abdominal hysterectomy	IN - Inpatient	<input type="checkbox"/>
06/2019	COLO - Colon surgery	IN - Inpatient	<input type="checkbox"/>
06/2019	HYST - Abdominal hysterectomy	IN - Inpatient	<input type="checkbox"/>

[Save](#) [Reset](#)

[Back](#)

Each month and procedure category can be resolved by performing one of the following actions:

- If your facility did not perform any procedures in that category, you may check the box under “No Procedures Performed”. Once you’ve made the appropriate selections on a page, click “Save”. Continue this until you reach the end of the report.
- If your facility performed these procedures and you are able to report these data per the NHSN protocols, you should do so either through a procedure import or through manual data entry.
- If your facility performed these procedures but you are unable to report them accurately per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified procedure categories from your plan(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

## Missing Procedure-associated Events

### 4

#### Missing Procedure-Associated Events

This alert will list those months in which NHSN operative procedures were reported in-plan and no in-plan procedure-associated events (i.e., SSIs) have been reported to NHSN, according to the surveillance month during which the procedures were performed. “Report No Events” is required when no events have been identified, as a way for the facility to confirm that zero events occurred. Resolution of this alert is required to complete in-plan reporting and inclusion in rates and SIRs.

Incomplete/Missing List

[Print Form](#)  
[Display All](#)

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type
-------------------	----------------	-------------------------	----------------------	-----------------------	--------------------	-------------------------------------	--------------------------------	-----------------------

Month/Year	Procedures	SSI	Report No Events
02/2016	CARD	IN	<input type="checkbox"/>
01/2019	HYST	IN	<input type="checkbox"/>
02/2019	HYST	IN	<input type="checkbox"/>
03/2019	COLO	IN	<input type="checkbox"/>

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Save Reset

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Each month, procedure category and procedure setting can be resolved by performing one of the following actions:

- If your facility did not identify any SSI in that category and setting, you may check the box under “Report No Events”. Once you’ve made the appropriate selections on a page, click “Save”. Continue this until you reach the end of the report. NOTE: If you later identify an event attributable to one of these procedures, the event should be reported to NHSN. At that time, the “Report No Event” indicator will no longer apply.
- If your facility identified an SSI and the required information was collected according to NHSN protocols, these events should be reported to NHSN and linked to the corresponding procedure record.
- If your facility identified SSI(s) but you are unable to report them accurately per the NHSN protocols, you must edit your monthly reporting plan(s) and remove the identified procedure categories from your plan(s). Please see [Appendix A](#) for instructions on how to edit your monthly reporting plan.

## Unusual Susceptibility Profiles



Data collection on microorganisms with specific resistance patterns prompts NHSN to notify users to an “Unusual Susceptibility Profiles” alert. When a user enters a pathogen’s susceptibility testing result into the NHSN application that aligns with one of the unusual susceptibility profiles, this alert will result.

Select the event number to examine the pathogen’s susceptibility testing result that aligned with an unusual susceptibility profiles.

Incomplete/Missing List

Print Form  
Display All

Incomplete Events Missing Events Incomplete Summary Data Missing Summary Data Incomplete Procedures Missing Procedures Missing Procedure-associated Events **Unusual Susceptibility Profile** Confirm CDI Test Type

Events with unusual pathogen susceptibility results.

What are Unusual Susceptibility Profiles?

Patient ID	Last Name	First Name	Event #	Event Type	Date Admitted to Facility	Pathogen	Result Causing Alert	Alert Message Type	Unusual Susceptibility Profile
785643	BOY BABY	A	78632	PEDVAE	10/09/2018	KP	DORIR	CR	CRE

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For directions on how to resolve this alert and more information on unusual susceptibility profiles, refer to <https://www.cdc.gov/nhsn/pdfs/gen-support/USP-Alert-current.pdf>

## Confirm CDI Test Type

5

Confirm CDI Test Type

This alert appears when the CDI test type entered on the IRF MDRO denominator form does not match the CDI test type selected on the FACWIDEIN denominator form for the same month.

To view the CDI test type that has been selected in the summary data records, select the hyperlinked summary ID from the “Summary ID” column.

Incomplete/Missing List

[Print Form](#)  
[Display All](#)

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events	Unusual Susceptibility Profile	Confirm CDI Test Type
-------------------	----------------	-------------------------	----------------------	-----------------------	--------------------	-------------------------------------	--------------------------------	-----------------------

Confirm the CDI test type in the Summary Data Records

Summary ID	Summary Data Type	Year	Month	Location Code
<a href="#">12317</a>	MDRO	2018	June	FACWIDEIN
<a href="#">12447</a>	MDRO	2018	June	2N
<a href="#">12454</a>	MDRO	2018	September	2S
<a href="#">12455</a>	MDRO	2018	September	FACWIDEIN
<a href="#">12639</a>	MDRO	2018	September	CMS1

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To clear this alert, ensure that the CDI test types selected on both forms are a match.

# Appendix A

## HOW TO EDIT A MONTHLY REPORTING PLAN

On the navigation bar, go to “Reporting Plan” and select “Find”.

Enter the appropriate Month and Year for the plan you would like to update and click “Find”:

<b>NHSN Home</b>
Alerts
Dashboard ▶
<b>Reporting Plan ▶</b>
Patient ▶
Event ▶
Procedure ▶
Summary Data ▶
Import/Export
Surveys ▶
Analysis ▶
Users ▶
Facility ▶
Group ▶
Tools ▶
Logout

Add
<b>Find</b>

At the bottom of the View screen, click “Edit”:

On the Edit Screen, make any necessary changes.

- To remove a row from any section of the plan, click the trashcan icon to the left of that row.
- To remove an event from a location in the device-associated

### Find Monthly Reporting Plan

- Enter search criteria and click Find
- Fewer criteria will return a broader result set
- More criteria will return a narrower result set

Facility ID: DHQP MEMORIAL HOSPITAL (ID 10018) ▼

Month: January ▼

Year: 2019 ▼

Find
Clear
Back

module section of the plan, uncheck the box for that event.

c. To add a new row to the plan, click “Add Row”.

d. If you would like to copy the previous month’s plan for any section, click “Copy from Previous Month”.

### Multi-Drug Resistant Organism Module

Locations				Specific Organism Type					
F.REHAB - SSI				CDIF - C. difficile					
<b>Process and Outcome Measures</b>									
Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG	
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.REHAB - SSI				MRSA - MRSA					
<b>Process and Outcome Measures</b>									
Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG	
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Edit</b>	Previous	Next	Back
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## Edit Monthly Reporting Plan

Mandatory fields marked with \*

[Print Form](#)

Facility ID \*: DHQP MEMORIAL HOSPITAL (ID 10018)

Month \*: January

Year \*: 2019

No NHSN Patient Safety Modules Followed this Month

### Device-Associated Module

	Locations	CLABSI	VAE	CAUTI	CLIP	PedVAP	PedVAE
	CARDCRIT - MED CARD CRIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	NICU - LEVEL 3 NICU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	REHAB2 - REHAB2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F.REHAB - SSI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P_HONC - P_HONC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22ICU - PEDIATRIC ICU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ICU-A - ICU-A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LD:PP - LABOR AND DELIVRY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once all changes have been made, scroll to the bottom of the screen and click "Save". You will then receive a message, confirming that the changes have been saved.



## Appendix B

### HOW TO REPORT NO EVENTS FOR THE DEVICE-ASSOCIATED AND MDRO/CDI MODULES

You may report no events for both Device-Associated and MDRO/CDI Modules in either the “Alerts” list or through the “Summary Data” option. The method to report no events through the “Summary Data” option is described below.

1. On the navigation bar, go to “Summary Data” and select “Add”.
2. Select the type of summary data that you would like to enter from the dropdown box and select “Continue”.

The screenshot displays the NHSN interface for adding patient safety summary data. On the left is a vertical navigation menu with items: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data (highlighted), Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. A dropdown menu is open from 'Summary Data', listing 'Add', 'Find', 'Incomplete', and 'Delete AUR Data'. The main content area is titled 'Add Patient Safety Summary Data' and contains a form with a 'Summary Data Type:' dropdown menu currently set to 'Device Associated - Intensive Care Unit / Other Locations'. Below the dropdown are two buttons: 'Continue' and 'Back'.

3. On the summary data screen, select the location and month that you are entering summary data. NHSN will place asterisks on the fields that are required for completion according to your monthly reporting plan.



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

Mandatory fields marked with \*

[Print Form](#)

**Facility ID \***: DHQP MEMORIAL HOSPITAL (ID 10018) ▼

**Location Code \***: 12345 - TEST 12345 ▼

**Month \***: January ▼

**Year \***: 2019 ▼

### Denominator Data

		Report No Events
Total Patient Days :	<input type="text"/>	
Central Line Days :	<input type="text"/>	CLABSI : <input type="checkbox"/>
Urinary Catheter Days :	<input type="text"/>	CAUTI : <input type="checkbox"/>
Ventilator Days :	<input type="text"/>	VAE : <input type="checkbox"/> PedVAE : <input type="checkbox"/> PedVAP : <input type="checkbox"/>
APRV Days :	<input type="text"/>	
Episodes of Mechanical Ventilation :	<input type="text"/>	

### Sample Values For Estimating Denominator Data

		Check Box(es) if Sampling Used
Sample Patient Days :	<input type="text"/>	
Sample Central Line Days :	<input type="text"/>	<input type="checkbox"/>
Sample Urinary Catheter Days :	<input type="text"/>	<input type="checkbox"/>

**Custom Fields** [Help](#)

Save

Back

- Enter summary data counts in the appropriate fields. If zero is entered for a summary data field, the corresponding "Report No Events" box is automatically checked, since no events can be reported for a zero denominator.



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

Mandatory fields marked with \*

[Print Form](#)

Facility ID \*: DHQP MEMORIAL HOSPITAL (ID 10018) ▼

Location Code \*: 24HROBS - 24 OBSERVATION ▼

Month \*: January ▼

Year \*: 2019 ▼

Denominator Data		
		Report No Events
Total Patient Days :	200	
Central Line Days :	34	CLABSI : <input type="checkbox"/>
Urinary Catheter Days :	65	CAUTI : <input checked="" type="checkbox"/>
Ventilator Days :	64	VAE : <input type="checkbox"/> PedVAE : <input type="checkbox"/> PedVAP : <input type="checkbox"/>
APRV Days :	16	
Episodes of Mechanical Ventilation :		

Sample Values For Estimating Denominator Data		
		Check Box(es) if Sampling Used
Sample Patient Days :		
Sample Central Line Days :		<input type="checkbox"/>
Sample Urinary Catheter Days :		<input type="checkbox"/>

Custom Fields [Help](#)

Save

Back

- If your facility has not identified a given event for the location for the month, check the "Report No Events" box for that event. If your facility has identified events for the location for the month, leave the box unchecked.
- Click the Save button to save your summary data record.

**NOTE:** If you attempt to save a summary data record for a location that is in your monthly reporting plan with no events reported for the month, but do not check the Report No Events box, NHSN will display a pop-up message indicating that you have done so. Click Cancel to return to the summary data record to check the appropriate box(es). If events were identified for the location but have not been entered, click OK to save the summary data record and then use Event > Add to enter the events.