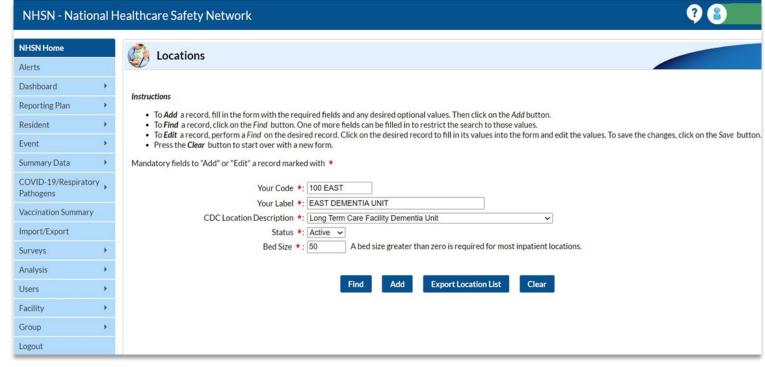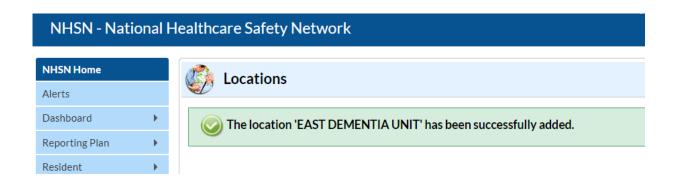## LTCF Location Mapping Guidance

- A user with Administrator Rights selects **Facility**, then **Locations**.
- On the **Locations screen**, read the instructions carefully.
- Complete all mandatory fields.
- **Your Code:** Enter a code of your choice that will allow easy identification of the location.
- **Your Label:** Enter a short description of the location.
- **CDC Location Description:** Select the appropriate CDC location from the drop-down menu.
- **Status:** Select 'Active' when adding a new location.
- **Bed Size:** Enter the number of licensed beds in the unit.
- Click on the **Add** button to save the location
- After successfully adding a location, it will be available in all active components.

LTCF Location Mapping Guidance

Important Tips:

- Long-term Care Facilities have designated NHSN locations. The names and descriptions of these locations are in the Master CDC Location and Description document under the Long-Term Care Facilities section, found at CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations
- To map the appropriate CDC location code for a unit, review the resident mix in that unit during the previous year. Choose the location code that best describes the type of resident care/service delivered on that unit
- NHSN "80% Rule": Sometimes more than one type of resident receives care in a location, for example, both long-stay and skilled resident beds are mixed together. In that situation, select the location code which best reflects the majority of residents usually cared for on that unit. Ideally this code would apply to 80% of residents on the unit. But, if there is not a clear majority, select the code that makes sense for your facility.

Long-Term Care Component website: Long-term Care Facilities (LTCF) Component | NHSN | CDC

NHSN User Support: nhsn@cdc.gov