

## 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.

NHSN - National Healthcare Safety Network

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Locations

Instructions

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code \*: 100 EAST

Your Label \*: EAST DEMENTIA UNIT

CDC Location Description \*: Long Term Care Facility Dementia Unit ▼

Status \*: Active ▼

Bed Size \*: 50 A bed size greater than zero is required for most inpatient locations.

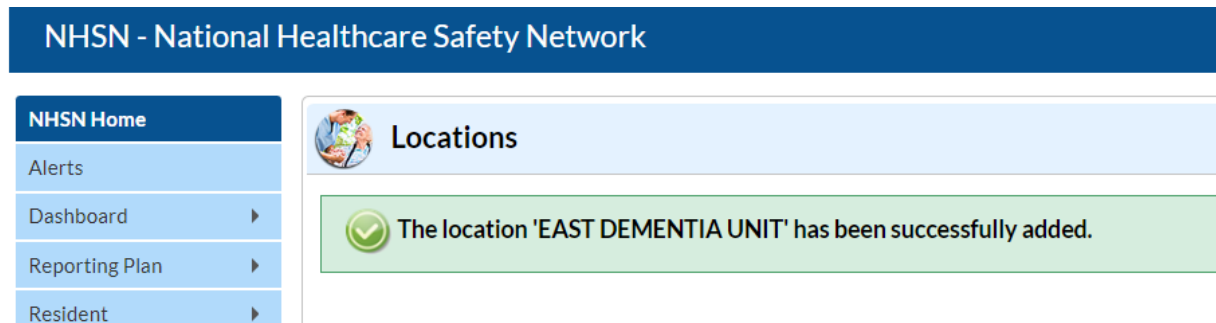
Find

Add

Export Location List

Clear

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### 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](mailto:nhsn@cdc.gov)