

February 27, 2017



Greetings LTCF Users,

As a reminder, please complete your **2016 Annual Facility Survey**. As a courtesy to LTCF users experiencing technical delays, we have extended the deadline for completion to **April 1, 2017**. After this date, users will not be permitted to enter data until the survey has been submitted. If your facility enrolled in the NHSN after January 17, 2017, a survey was completed during the enrollment process and, therefore, no further action is required.

Facilities that have not completed the annual facility survey will see a “*Survey Required*” alert on the NHSN Home page. The survey may be accessed by clicking the alert. A paper version of the new survey (*for data collection purposes only*) and a table of instructions can be found under the ‘Data Collection Forms’ tab of the LTCF Event homepage, and by clicking the hyperlinks at the bottom of this e-mail. Completed annual facility surveys may be viewed, edited, and printed in the NHSN application by clicking ‘Surveys’ and ‘Find’ on the blue navigation panel in NHSN.

For questions, please e-mail the NHSN helpdesk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with ‘LTCF’ in the subject line.

Annual Facility Survey Paper Form:

[https://www.cdc.gov/nhsn/forms/57.137\\_ltcfsurv\\_blank.pdf](https://www.cdc.gov/nhsn/forms/57.137_ltcfsurv_blank.pdf)

Annual Facility Survey Table of Instructions: <https://www.cdc.gov/nhsn/forms/instr/57.137-toi-annual-facility-survey.pdf>

We appreciate your partnership!

LTCF Team

