

Add the NHSN Patient Safety Component Annual Facility Survey

One or more annual facility surveys must be completed upon enrollment into NHSN, activation of an NHSN component, and/or identification of select CMS-certified units. Thereafter, at the beginning of each year, a new facility survey(s) must be completed to reflect data from the prior calendar year. For example, at the beginning of 2022, an acute care hospital completes a 2021 Annual Hospital Survey containing data from 2021.

Surveys must be completed by March 1st each year. After March 1st, facilities will be prevented from entering new monthly reporting plans until completion of the applicable survey(s). In the Patient Safety Component, there are separate surveys for the following types of facilities:

- Hospital (includes general, acute care hospitals; critical access hospitals; oncology; orthopedic; pediatric; women's; women's and children's; military; psychiatric; and Veterans Affairs): *Patient Safety Component – Annual Hospital Survey (57.103)*
- Long-term Acute Care (LTAC) Hospital: *Patient Safety Component – Annual Facility Survey for LTAC (57.150)*
- Inpatient Rehabilitation Facility (includes free-standing facilities and CMS-certified inpatient rehabilitation units located within a hospital): *Patient Safety Component – Annual Facility Survey for IRF (57.151)*

Instructions for completing the Annual Survey form can be found in the Table of Instructions. A link to the Table of Instructions form is included on each of the annual survey forms.

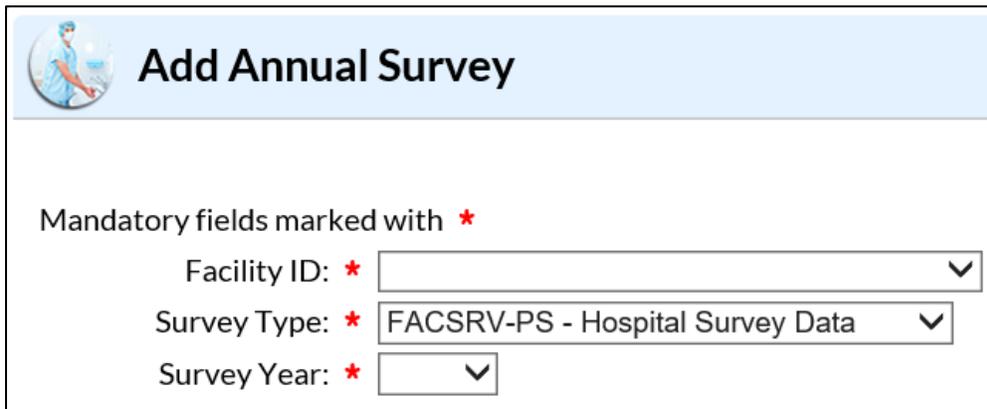
Add an Annual Facility Survey

1. Login to NHSN with your username and password
2. In the home screen in the left-hand menu, click on **Surveys**
3. Select **“ADD”** to add the Survey



4. Selecting **“ADD”** will lead you to this screen, where you will select the appropriate survey type and survey year from the dropdown menu.





Add Annual Survey

Mandatory fields marked with *

Facility ID: *

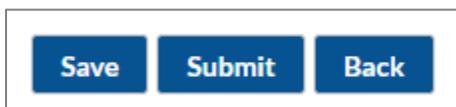
Survey Type: * FACSRV-PS - Hospital Survey Data

Survey Year: *

5. Enter some data into your survey so that it can be saved or submitted.

Note: Only acute care hospitals completing the Annual Hospital Survey have the option to temporarily save a partially completed survey. This functionality can be used when a user is unable to complete the entire NHSN survey in one sitting.

6. If unable to complete the entire Hospital Survey, scroll **down** to the bottom on the page to **save** the 2021 PS annual survey to your account. This feature only applies to the HOSP-Survey.



Save Submit Back

7. For LTAC and REHAB facilities, and Hospitals who have completed their entire survey, scroll down to the bottom on the page to submit the 2021 PS annual survey to your account.



Save Back

Note: Until Hospital surveys are submitted, they are Incomplete and will not be included in SIR calculations.

8. The survey has now been submitted to your account.

