



National Healthcare Safety Network

Overview of Healthcare-associated Infection (HAI) Reporting in the Long-term Care Facility Component

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Overview

- How to Access the NHSN Application with Level 3 Security
- NHSN Facility User Rights
 - How to Modify User Rights
- Annual Facility Survey Requirements
- How to Complete the Monthly Reporting Plan for Healthcare Associated Infection (HAI) Module
- How to Add Resident Care Locations
- How to Submit the Monthly Summary Data
- Best Practice for Reporting UTI Events
- Submitting Questions to NHSN

How to Access the NHSN Application with Level 3 Security

Level 3 Access Functionality within NHSN Application

Level 3 Access

Full Access to **ALL** Modules:

- HAI Surveillance Reporting – Events
- HAI Summary Data
- Influenza Vaccination
- COVID-19 Reporting
- COVID-19 Weekly Vaccination Summary
- Point of Care Testing Reporting Tool

All NHSN Application Functionality:

- Annual Facility Survey
- Monthly Reporting Plans
- Resident Care Locations (Add/Delete/Modify)

How to enter with Level 3 Security Access Display

Step 1: Log into SAMS at <http://sams.cdc.gov>.

SAMS Multi-factor Login

Sign on with a SAMS Grid Card
or Mobile Soft Token

Login

For External Partners who have
been issued a SAMS Multi-
factor token(s).

How to enter with Level 3 Security Access – cont'd

Step 2: On the SAMS Landing page select, “**NHSN Reporting**” located under the National Healthcare Safety Network System.

SAMS
secure access management services

Menu

- SAMS Admin
- My Profile
- Logout

Links

- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

My Applications

CDC TRAIN

- CDC TRAIN

CITI_Single_SignOn

- CDC Single Point Sign On - CITI Courses

National Healthcare Safety Network System

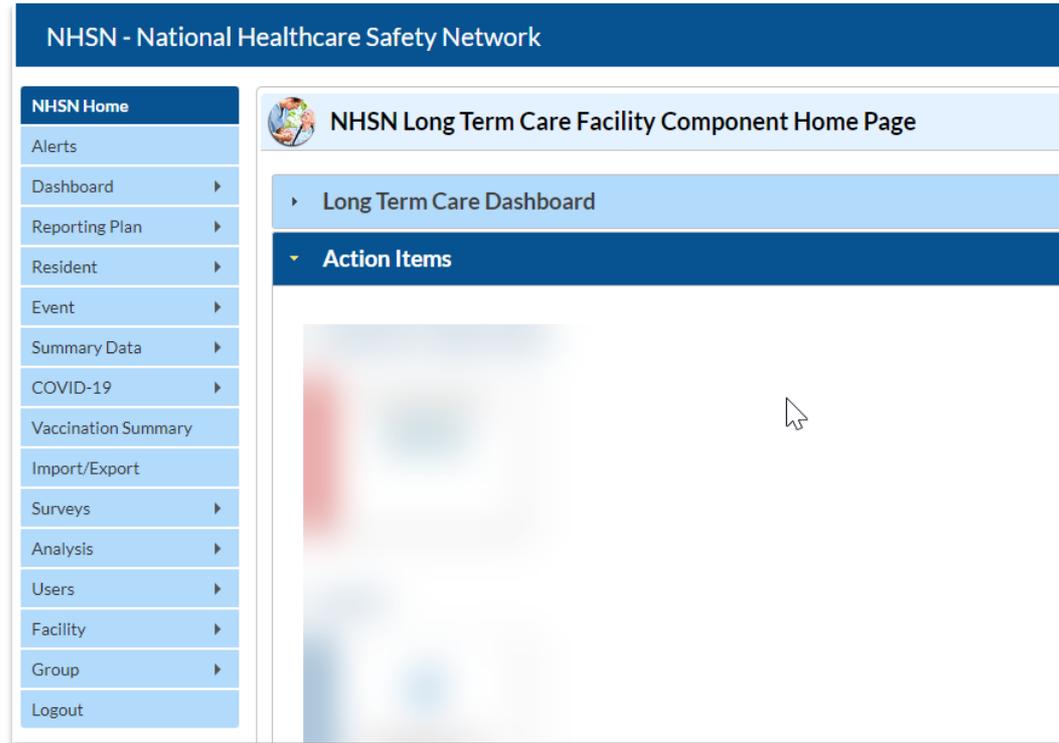
- NHSN Reporting *
- NHSN Enrollment *



Not all facility users will see the link for “NHSN Enrollment” due to their user rights within the facility.

How to enter with Level 3 Security Access – *cont'd*

Once you select “**NHSN Reporting**” in step 2, you will be directed to the Level 3 NHSN Landing Page for your facility.

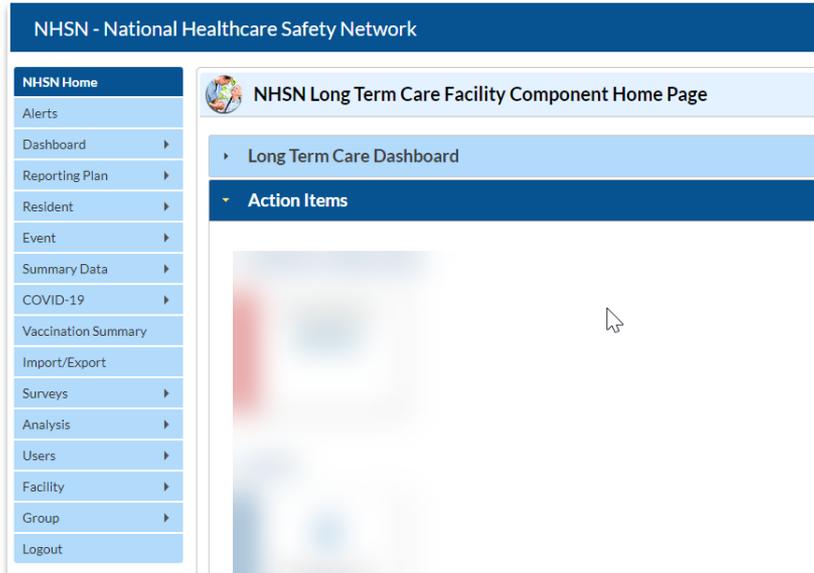


The screenshot displays the NHSN - National Healthcare Safety Network interface. The main header is dark blue with the text "NHSN - National Healthcare Safety Network". Below this, the page title is "NHSN Long Term Care Facility Component Home Page". The left sidebar contains a menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area shows a "Long Term Care Dashboard" section and an "Action Items" section, which is currently expanded. A mouse cursor is visible over the Action Items section.

Level 3 Security Access Facility Home Page – NHSN Facility Administrator vs Facility User w/ All Rights

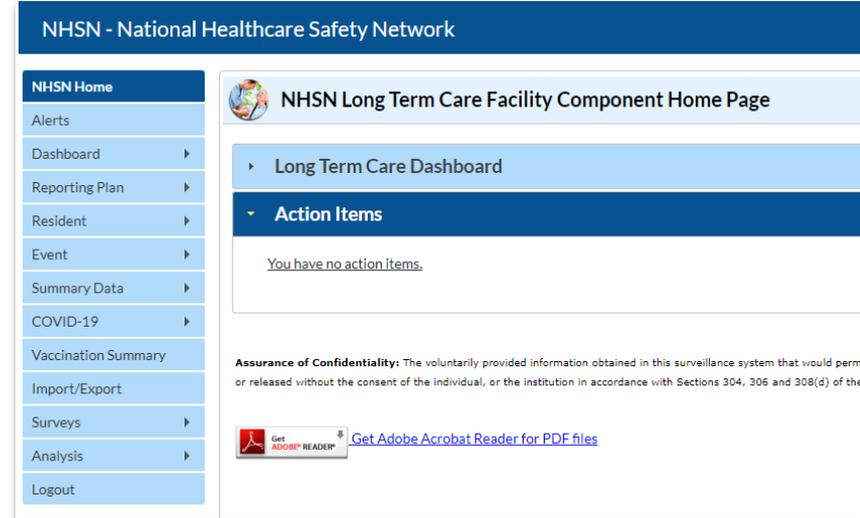
Please note: The effective rights for the NHSN Facility Administrator and Facility User with All Rights interface will look slightly different as shown below and the functionality of the application **WILL NOT** be the same.

NHSN Facility Administrator



The screenshot shows the NHSN Facility Administrator interface. The header is "NHSN - National Healthcare Safety Network". The main content area is titled "NHSN Long Term Care Facility Component Home Page". On the left, there is a navigation menu with items: Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area has a sub-header "Long Term Care Dashboard" and a section titled "Action Items" which is currently empty.

NHSN Facility User with All Rights



The screenshot shows the NHSN Facility User with All Rights interface. The header is "NHSN - National Healthcare Safety Network". The main content area is titled "NHSN Long Term Care Facility Component Home Page". On the left, there is a navigation menu with items: Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, and Logout. The main content area has a sub-header "Long Term Care Dashboard" and a section titled "Action Items" which contains the text "You have no action items." Below this, there is a section titled "Assurance of Confidentiality" with a paragraph of text. At the bottom, there is a link to "Get Adobe Acrobat Reader for PDF files" with the Adobe Reader logo.

Facility User Rights

NHSN Facility “User Rights” Classification

| | NHSN Facility Administrator+ | NHSN User with Administrative Rights | NHSN User** | Non-NHSN User |
|--|---|---|---|--|
| Primary Roles and Responsibilities of NHSN user roles | Responsible for overseeing or completing enrollment, set-up, data collection and management, and quality checks | Responsible for quality checks and data management. Can also support enrollment, set-up, and data collection as assigned by NHSN Facility Administrator | Surveillance, collect, and enter data into NHSN at the direction of NHSN Facility Administrator | Support NHSN reporting through event and denominator data collection |



- ✓ It’s up to individual facilities to determine the most appropriate staff positions to serve in NHSN user roles.
- ✓ Facility “User Rights” are designated by the NHSN Facility Administrator or the NHSN User with Administrative Rights.

| | NHSN Facility Administrator+ | NHSN User with Administrative Rights | NHSN User** | Non-NHSN User |
|--|--|--|--|---|
| The following are examples of staff positions that may be appropriate for different NHSN user roles++ | Infection prevention and control officer (IPCO) or IPC consultant, MDS coordinator, DON/ADON | Other facility leaders supporting the IPC program (e.g., nursing home administrator, patient safety officer, risk manager) | Other staff with responsibility for assisting in IPC activities (e.g., unit nurse, nurse managers) | Nursing supervisor, charge nurse, nursing assistant, unit secretary, etc. |
| Secure Access Management Services (SAMS) required | X | X | X | |
| May serve as NHSN LTCF primary contact | X | X | | |
| Enroll a facility in the NHSN | X | | | |
| Reassign the role of NHSN Facility Administrator | X | | | |
| Add a new NHSN Component | X | | | |
| Add and deactivate NHSN locations | X | X | | |

| | NHSN Facility Administrator+ | NHSN User with Administrative Rights | NHSN User** | Non-NHSN User |
|--|--|--|--|---|
| The following are examples of staff positions that may be appropriate for different NHSN user roles++ | Infection prevention and control officer (IPCO) or IPC consultant, MDS coordinator, DON/ADON | Other facility leaders supporting the IPC program (e.g., nursing home administrator, patient safety officer, risk manager) | Other staff with responsibility for assisting in IPC activities (e.g., unit nurse, nurse managers) | Nursing supervisor, charge nurse, nursing assistant, unit secretary, etc. |
| Add and delete residents/patients | X | X | | |
| Add, edit, and delete facility data, including NHSN facility contact person | X | X | | |
| Nominate or join NHSN Groups for data sharing | X | X | | |
| Enter and view NHSN data | X | X | X | |
| Manually collect denominator data, which may include: <ul style="list-style-type: none"> ▪ number of residents/resident days ▪ number of admissions / resident admissions ▪ device days ▪ number of admission on <i>C. difficile</i> treatment ▪ new antibiotic starts for UTI indication ▪ number of urine cultures ordered | X | X | X | X |
| Manage NHSN user rights; add and deactivate users | X | X | | |

Key Personnel Roles

NHSN Facility Administrator – the person enrolling the LTCF into NHSN

NOTE: The NHSN Facility Administrator may not necessarily be the Administrator at your facility

The **NHSN** Facility Administrator:

- Manages users and user rights

- Can add, edit & delete facility data (i.e., survey, map locations, etc.)

- Authority to nominate groups (data sharing arrangements)

- An NHSN Facility Administrator will have this role for every component

- May serve multiple roles (NHSN Contact Person and NHSN User)

NOTE: Only the NHSN Facility Administrator can reassign their role to another user – consider training/designating a second person on the administrator tasks.

Other Key Personnel Roles

NHSN User

- Rights are determined by NHSN Facility Administrator
 - View Data
 - Data Entry
 - Data Analysis
- May be given NHSN Administrator rights
 - This gives the new user the right to view, enter, and analyze data, but also to add locations and other users
 - One person may hold multiple roles



IMPORTANT

It is highly recommended to designate administrative rights for users to have full functionality of completing tasks on behalf of the facility.

Recap

- It's up to individual facilities to determine the most appropriate staff positions to serve in NHSN user roles.
- The NHSN Facility Administrator may not necessarily be the Administrator at your facility.
- Facility "User Rights" are designated by the NHSN Facility Administrator or the NHSN User with Administrative Rights.
- It is highly recommended to designate administrative rights for users to have full functionality of completing tasks on behalf of the facility.
- The NHSN Facility Administrator Reassignment can be handled online:
<https://www.cdc.gov/nhsn/facadmin/>

Modify User Rights

How to View/Modify User Rights

Step 1: On the NHSN Home page blue left navigation panel – select “*Users*” then “**Find**”

IMPORTANT: Only the NHSN FacAdmin or NHSN User with admin rights can make modifications to user rights.



The screenshot displays the NHSN - National Healthcare Safety Network interface. The top navigation bar is dark blue with the text "NHSN - National Healthcare Safety Network". Below this, the main content area is titled "NHSN Long Term Care Facility Component Home Page". On the left, there is a vertical navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The "Users" item is highlighted in a darker blue. A sub-menu is open for "Users", showing "Add" and "Find" options. A mouse cursor is pointing at the "Find" option. The main content area on the right shows a "Long Term Care Dashboard" and an "Action Items" section.



If the NHSN FacAdmin is no longer at the facility/or changed, the NHSN Facility Administrator Reassignment can be handled online: <https://www.cdc.gov/nhsn/facadmin/>

How to View/Modify User Rights – *cont'd*

Step 2: Enter user information or click “*Find*”

 **Find User**

- Enter search criteria and click Find

User Information

User ID:

First Name:

Middle Name:

Last Name:

Phone Number:

E-mail Address:

How to View/Modify User Rights – *cont'd*

Step 3: Select the user's name you'd like to view

 **Users List**



| <input type="checkbox"/> | Name | Title | User ID | User Type | Active |
|--------------------------|----------------|-------|---------|-------------|--------|
| <input type="checkbox"/> | McCray, Ti | | TMCCRAY | OTH - Other | Y |
| <input type="checkbox"/> | Turner, Andrew | | ATURNER | | Y |

Page 1 of 1 | 10

View 1 - 2 of 2

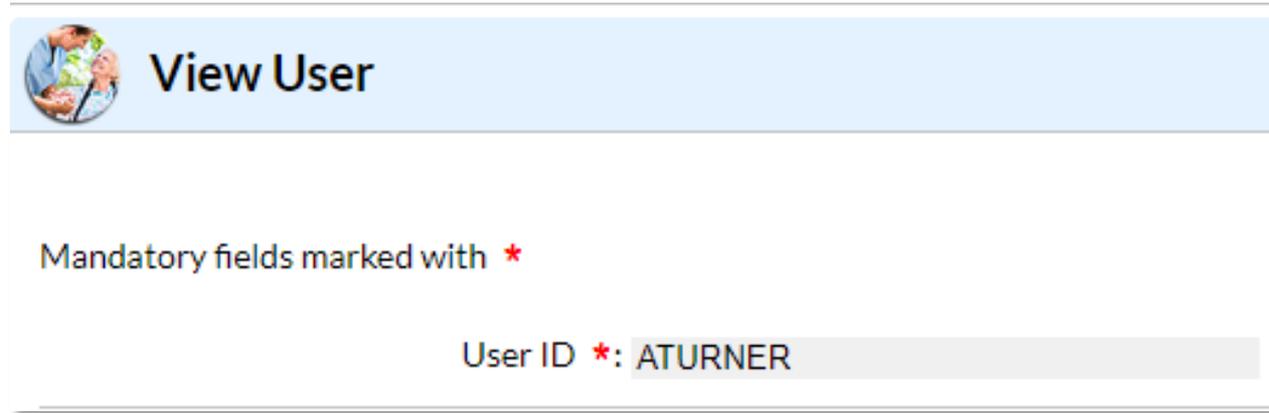
Deactivate

Add

There is also an option to **Add** and **Deactivate** users on this screen

How to View/Modify User Rights – cont'd

Step 4: On the “View User” page, scroll down to the bottom of the screen and select “*Edit*”



The screenshot shows a web interface titled "View User". At the top left is a circular profile picture of a person. Below the title, there is a note: "Mandatory fields marked with *". A text input field for "User ID" contains the value "ATURNER" and has a red asterisk next to the label. At the bottom of the page, there are three buttons: "Edit", "Effective Rights", and "Back". A hand icon is pointing to the "Edit" button, and a callout box below it says "Click to edit user".

Edit

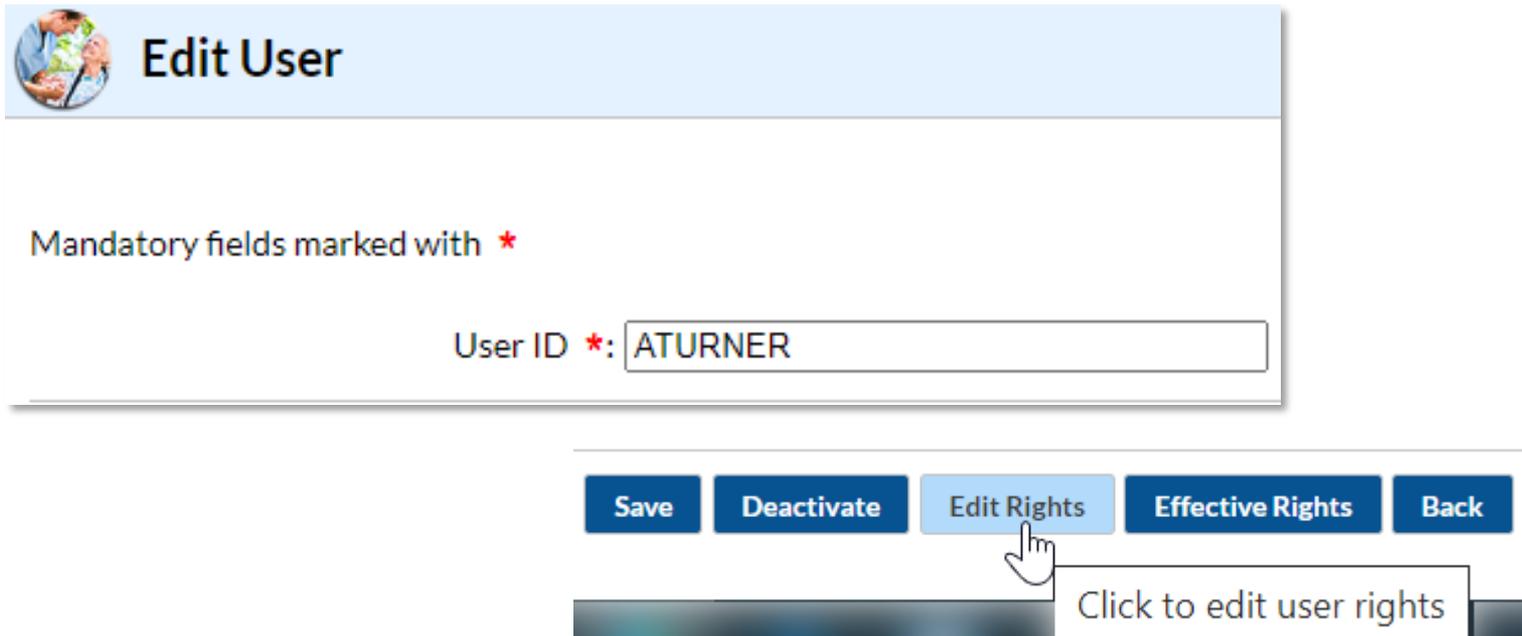
Effective Rights

Back

Click to edit user

How to View/Modify User Rights – cont'd

Step 5: On the “Edit User” page, scroll down to bottom of screen and select “**Edit Rights**”



The screenshot shows the 'Edit User' page. At the top, there is a header with a globe icon and the text 'Edit User'. Below the header, there is a section titled 'Mandatory fields marked with *'. A text input field for 'User ID *' contains the value 'ATURNER'. At the bottom of the page, there is a row of five buttons: 'Save', 'Deactivate', 'Edit Rights', 'Effective Rights', and 'Back'. The 'Edit Rights' button is highlighted in a lighter blue color, and a hand cursor is pointing at it. A tooltip box is positioned below the 'Edit Rights' button, containing the text 'Click to edit user rights'.

Edit User

Mandatory fields marked with *

User ID *:

Save Deactivate **Edit Rights** Effective Rights Back

Click to edit user rights

How to View/Modify User Rights – cont'd

Step 6: On the “Edit User Rights” page, designate user rights

Step 7: Click “Save”

Edit User Rights

User ID: ATURNER (ID)

Fac: Test TM3033

Facility List:

| Rights | Patient Safety | Healthcare Personnel Safety | Biovigilance | Long Term Care Facility | Dialysis | Outpatient Procedure | |
|-----------------------------------|--------------------------|-----------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|---|
| Administrator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| All Rights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Analyze Data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Add, Edit, Delete | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| View Data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Staff/Visitor - Add, Edit, Delete | | | | <input type="checkbox"/> | | | |
| Staff/Visitor - View | | | | <input type="checkbox"/> | | | |
| Customize Rights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Advanced"/> |

Effective Rights



User Rights can be customized by selecting the “Advanced” button on the screen.

How to View/Modify User Rights – cont'd

To customize rights, click the **“Advanced”** button. On the **“Custom Rights”** page make your selections and click **“Save”**



Advanced



Click to customize rights

Custom Rights

User ID: [redacted]

Long Term Care

| | View | Add,Edit,Delete | All Rights |
|--|--------------------------|--------------------------|--------------------------|
| Individual | | | |
| Resident <input type="radio"/> With Identifiers <input type="radio"/> Without Identifiers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff/Visitor <input type="radio"/> With Identifiers <input type="radio"/> Without Identifiers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Event | | | |
| All Events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Denominator Data | | | |
| All Summary Data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COVID-19 | | | |
| Pathway Data Reporting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Point of Care (POC) Reporting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plan | | | |
| Long Term Care Monthly Reporting Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual Survey | | | |
| Long Term Care Annual Facility Survey | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Analysis | | | |
| Long Term Care Data Analysis | <input type="checkbox"/> | | |

Save **Back**

Annual Facility Survey

Annual Facility Survey

- Complete between January 1 and March 1 every year.
- Most survey questions are based on facility characteristics and practices during the *previous* calendar year.
- **Accuracy is important** - Recommend collecting all required information using NHSN paper form.
- Survey must be completed in one session as incomplete surveys cannot be saved.
- Survey must be submitted into the NHSN application and ***should not*** be sent to NHSN via e-mail.

The screenshot displays the NHSN Long Term Care Facility Component Home Page. On the left is a navigation menu with options like Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area shows a 'Long Term Care Dashboard' and 'Action Items' section with a 'Survey Required 2022' notification. Below this is a paper form titled 'Long Term Care Facility Component—Annual Facility Survey' with various fields for facility information and ownership details.

| Long Term Care Facility Component—Annual Facility Survey | |
|--|--|
| Page 1 of 6 | |
| *required for saving | Tracking #: |
| Facility ID: | *Survey Year: |
| *National Provider ID: | State Provider #: |
| Facility Characteristics | |
| *Ownership (check one): | |
| <input type="checkbox"/> For profit <input type="checkbox"/> Not for profit, including church <input type="checkbox"/> Government (not VA) <input type="checkbox"/> Veterans Affairs | |
| *Certification (check one): | |
| <input type="checkbox"/> Dual Medicare/Medicaid <input type="checkbox"/> Medicare only <input type="checkbox"/> Medicaid only <input type="checkbox"/> State only | |
| *Affiliation (check one): <input type="checkbox"/> Independent, free-standing <input type="checkbox"/> Independent, continuing care retirement community | |
| <input type="checkbox"/> Multi-facility organization (chain) <input type="checkbox"/> Hospital system, attached <input type="checkbox"/> Hospital system, free-standing | |
| In the previous calendar year: | |
| *Average daily census: _____ | |
| *Total number of short-stay residents: _____ | Average length of stay for short-stay residents: _____ |
| *Total number of long-stay residents: _____ | Average length of stay for long-stay residents: _____ |
| *Total number of new admissions: _____ | |

[57.137 LTCF Survey \(cdc.gov\)](https://www.cdc.gov/57.137)

[Table of Instructions for LTCF Component Annual Facility Survey \(cdc.gov\)](https://www.cdc.gov/57.137)

Administrator vs. Facility User w/All Rights – Home Page View

NHSN Facility Administrator or User w/ Admin Rights

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

NHSN Long Term Care Facility Component Home Page

- ▶ Long Term Care Dashboard
- ▼ Action Items

COMPLETE THESE ITEMS

Survey Required

2022



Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification or release without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Act.

Facility User w/ All Rights

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Logout

NHSN Long Term Care Facility Component Home Page

- ▶ Long Term Care Dashboard
- ▼ Action Items

You have no action items.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification or release without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Act.

[Get Adobe Acrobat Reader for PDF files](#)

Add

Find

Add Annual Survey Home Page View

**Add Annual Survey**

Mandatory fields marked with *

Facility ID *: Survey Year *:

National Provider ID *: State Provider #:

Facility Characteristics

Facility ownership *: Certification *:

Affiliation *:

In the previous calendar year,

Average daily census *:

Total number of short-stay residents *: Average length of stay for short-stay residents:

Total number of long-stay residents *: Average length of stay for long-stay residents:

Total number of new admissions *:

Total Number of Beds *: Number of Pediatric Beds (age <21) *:

Indicate which of the following primary service types are provided by your facility. On the day of this survey, indicate the number of residents receiving those services (list only one service type per resident, i.e. total should sum to resident census on day of survey completion):

| Primary Service Type | Service Provided? | Number of residents |
|---|--------------------------|----------------------|
| a. Long-term general nursing * | <input type="checkbox"/> | <input type="text"/> |
| b. Long-term dementia * | <input type="checkbox"/> | <input type="text"/> |
| c. Skilled nursing/Short-term (subacute) rehabilitation * | <input type="checkbox"/> | <input type="text"/> |
| d. Long-term psychiatric (non dementia) * | <input type="checkbox"/> | <input type="text"/> |
| e. Ventilator * | <input type="checkbox"/> | <input type="text"/> |
| f. Bariatric * | <input type="checkbox"/> | <input type="text"/> |
| g. Hospice/Palliative * | <input type="checkbox"/> | <input type="text"/> |
| h. Other * | <input type="checkbox"/> | <input type="text"/> |

Total Resident Census on Survey Day: 0

“Save” button is located at the bottom of page

Monthly Reporting Plan

Monthly Reporting Plan

- Informs CDC-NHSN which module(s) and events a facility is following during a given month
- A facility must enter a Plan for every month in which surveillance and data submissions will occur
 - A Plan must be in place **before** events can be entered into NHSN
 - ✓ LabID – MDROs/CDI
 - ✓ UTI
 - ✓ Prevention Process Measures (PPM)
- Plans may be entered for up to one year in advance

Access Monthly Reporting Plan – Home Page View



Same access/view for NHSN Facility Administrator/ User w/ Admin Rights or Facility User w/ All Rights

Step 1: On the NHSN Home page blue left navigation panel – select “*Reporting Plan*” then “*Add*”

A screenshot of the NHSN (National Healthcare Safety Network) interface. The top header is dark blue with the text "NHSN - National Healthcare Safety Network". Below this is a light blue navigation bar with "NHSN Home" selected. A left-hand navigation panel lists several options: Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, and COVID-19. The "Reporting Plan" option is highlighted in a darker blue, and a dropdown menu is open over it, showing "Add" and "Find" options. A mouse cursor is pointing at the "Add" option. The main content area shows "NHSN Long Term Care Facility Component Home Page" with a globe icon. Below this is a "Long Term Care Dashboard" section with a "Items" header and a message that says "You have no action items." with a link to view items.

Access Monthly Reporting Plan – cont'd



Same access/view for NHSN Facility Administrator/ User w/ Admin Rights or Facility User w/ All Rights

Step 2: On the Add Monthly Reporting Plan page – select the *month* and *year* in drop down.

Step 3: Select the Modules you plan to monitor by placing a check mark in the box.
*For LabID Event Module, you will need to “**Add Row**” if choosing to monitor more than one Organism Type.

Step 4: Click “**Save**” to confirm your options

The screenshot shows the 'Add Monthly Reporting Plan' interface. At the top, there are mandatory fields: Facility ID (with a dropdown arrow), Month (with a dropdown arrow), and Year (with a dropdown arrow). A red asterisk indicates mandatory fields. A blue oval highlights the Month and Year dropdowns, with a yellow arrow pointing to a green box containing the text 'Select the Month and Year'. Below these fields is a checkbox labeled 'No Long Term Care Facility Component Modules Followed this Month'. The form is divided into three sections: HAI Module, LabID Event Module, and Prevention Process Measure Module. Each section has a table with columns for Locations, Specific Organism Type, and Lab ID Event All Specimens. In the HAI Module section, there is a table with 'Facility-wide Inpatient (FacWIDEIn)' and a checked box in the 'UTI' column. In the LabID Event Module section, there is a table with 'Facility-wide Inpatient (FacWIDEIn)' and a checked box in the 'Lab ID Event All Specimens' column. A red circle highlights the 'Add Row' button, with a yellow arrow pointing to a green box containing the text 'Select the Modules you plan to monitor by placing a check mark in the box. For LabID Event Module, you will need to “Add Row” if choosing to monitor more than one Organism Type.' Below the LabID Event Module section are buttons for 'Add Row', 'Clear All Rows', and 'Copy from Previous Month'. In the Prevention Process Measure Module section, there is a table with 'Facility-wide Inpatient (FacWIDEIn)' and checked boxes in the 'Hand Hygiene' and 'Gown and Gloves Use' columns. Below this section is a 'Copy from Previous Month' button. At the bottom right, there are 'Save' and 'Back' buttons. A green box with a yellow arrow points to the 'Save' button, containing the text 'Click “save” to confirm your options'.

Monthly Reporting Plan



Important Note: If your facility is planning to bypass a month of reporting, the facility **MUST** select the following option on the Monthly Reporting Plan (MRP):



No Long Term Care Facility Component Modules Followed this Month

Resident Care Locations

Adding Resident Care Locations



Important Note: Only the NHSN Facility Administrator and/or a facility user with administrator rights can add the resident care locations into the application for the facility.

Step 1: On the NHSN Home page blue left navigation panel – select “**Facility**” then “**Locations**”

The screenshot displays the NHSN Long Term Care Facility Component Home Page. On the left is a blue navigation panel with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The 'Facility' item is selected, and a sub-menu is open showing: Customize Forms, Facility Info, Add/Edit Component, Locations (highlighted with a mouse cursor), and Direct Enroll. The main content area on the right shows the page title 'NHSN Long Term Care Facility Component Home Page', a 'Long Term Care Dashboard' link, and an 'Action Items' section.

Adding Resident Care Locations



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.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

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

Your Code *:

Your Label *:

CDC Location Description *:

Status *: ▼

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

*Option to Find, Add, or Export Location List from this page

Adding Resident Care Locations



Locations

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- 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.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

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

Your Code *:

Your Label *:

CDC Location Description *:

Status *:

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

Selections are facility specific. "Your Code" & "Your Label" to best describe how units are identified in your facility.

Find

Add

Export Location List

Clear

Adding Resident Care Locations



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.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

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

Your Code *: 1 SOUTH

Your Label *: GENERAL

CDC Location Description *: Long Term Care Facility General Nursing Unit

Status *:

Bed Size *:

- Long Term Care Facility Bariatric Unit
- Long Term Care Facility Dementia Unit
- Long Term Care Facility General Nursing Unit
- Long Term Care Facility Inpatient Hospice Unit
- Long Term Care Facility Psychiatric Unit
- Long Term Care Facility Skilled Nursing-Short Term Rehabilitation Unit
- Long Term Care Facility Ventilator Dependent Unit

Clear

Select CDC Location Description that best describes the resident population in the unit. For a description of CDC locations for LTCFs, visit the CDC Locations document under Supporting Materials:
https://www.cdc.gov/nhsn/pdfs/pscmanual/15locationsdescriptions_current.pdf (beginning on pg 28)

Adding Resident Care Locations



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.
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- Press the **Clear** button to start over with a new form.

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

Your Code *: 1 SOUTH

Your Label *: GENERAL

CDC Location Description *: Long Term Care Facility General Nursing Unit

Status *:

Bed Size *:

- Long Term Care Facility Bariatric Unit
- Long Term Care Facility Dementia Unit
- Long Term Care Facility General Nursing Unit
- Long Term Care Facility Inpatient Hospice Unit
- Long Term Care Facility Psychiatric Unit
- Long Term Care Facility Skilled Nursing-Short Term Rehabilitation Unit
- Long Term Care Facility Ventilator Dependent Unit

Clear

Select CDC Location Description that best describes the resident population in the unit. For a description of CDC locations for LTCFs, visit the CDC Locations document under Supporting Materials:
https://www.cdc.gov/nhsn/pdfs/pscmanual/15locationsdescriptions_current.pdf (beginning on pg 28)

Adding Resident Care Locations



Locations



The location 'GENERAL' has been successfully added.

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.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

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

Your Code *:

Your Label *:

CDC Location Description *:

Status *: Active

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

Find

Add

Export Location List

Clear

Location Table

[Display All](#) [Print Location List](#)

Page 1 of 1

View 1 - 1 of 1

| <input type="checkbox"/> | Status | Your Code | Your Label | CDC Description | CDC Code | NHSN HL7 Code | Bed Size |
|--------------------------|--------|-------------------------|------------|--|----------------------|---------------|----------|
| <input type="checkbox"/> | Active | 1.SOUTH | GENERAL | Long Term Care Facility General Nursing Unit | IN:NONACUTE:LTCF:GEN | 1258-3 | 29 |

Page 1 of 1

View 1 - 1 of 1

Locations: Find

NHSN Home

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶**
 - Customize Forms
 - Facility Info
 - Add/Edit Component
 - Locations**
 - Direct Enroll
- Group ▶
- Logout

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.
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- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

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

Your Code *:

Your Label *:

CDC Location Description *:

Status *:

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

Find **Add** **Export Location List** **Clear**

Locations: Delete



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.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

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

Your Code *:

Your Label *:

CDC Location Description *:

Status *: ▼

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

[Find](#) [Add](#) [Export Location List](#) [Clear](#)

Location Table

[Display All](#) [Print Location List](#)

View 1 - 10 of 10

| <input type="checkbox"/> | Status | Your Code | Your Label | CDC Description | CDC Code | NHSN HL7 Code | Bed Size |
|--------------------------|--------|--------------------------|------------------|---|------------------------|---------------|----------|
| <input type="checkbox"/> | Active | 1SOUTH | GENERAL | Long Term Care Facility General Nursing Unit | IN:NONACUTE:LTCF:GEN | 1258-3 | 29 |
| <input type="checkbox"/> | Active | 100EAST | DEMENTIA UNIT | Long Term Care Facility Dementia Unit | IN:NONACUTE:LTCF:DEM | 1255-9 | 50 |
| <input type="checkbox"/> | Active | 1B | BARIATRIC UNIT | Long Term Care Facility Bariatric Unit | IN:NONACUTE:LTCF:BAR | 1260-9 | 5 |
| <input type="checkbox"/> | Active | 1D | DEMENTIA UNIT | Long Term Care Facility Dementia Unit | IN:NONACUTE:LTCF:DEM | 1255-9 | 25 |
| <input type="checkbox"/> | Active | 2PSY | PSYCHIATRIC | Long Term Care Facility Psychiatric Unit | IN:NONACUTE:LTCF:PSY | 1256-7 | 30 |
| <input type="checkbox"/> | Active | 2W | 2 WEST DEMENTIA | Long Term Care Facility Dementia Unit | IN:NONACUTE:LTCF:DEM | 1255-9 | 25 |
| <input type="checkbox"/> | Active | 3REHAB | SHORT TERM REHAB | Long Term Care Facility Skilled Nursing-Short Term Reha | IN:NONACUTE:LTCF:REHAB | 1257-5 | 35 |
| <input type="checkbox"/> | Active | 4GEN | GENERAL UNIT | Long Term Care Facility General Nursing Unit | IN:NONACUTE:LTCF:GEN | 1258-3 | 50 |
| <input type="checkbox"/> | Active | 5HOS | HOSPICE UNIT | Long Term Care Facility Inpatient Hospice Unit | IN:NONACUTE:LTCF:HSP | 1254-2 | 10 |
| <input type="checkbox"/> | Active | DEMENTIA | LOCKED UNIT | Long Term Care Facility Dementia Unit | IN:NONACUTE:LTCF:DEM | 1255-9 | 25 |

View 1 - 10 of 10

Monthly Summary Data

Monthly Summary Data Participation Requirements

- Monthly Summary Data is pre-populated in the NHSN application based on facility selections in the Monthly Reporting Plan.
- This data cannot be entered prior to the month ending in NHSN. However, events can be submitted in NHSN at any time (if there is an MRP in place for the given month).
 - ***For example: summary data for the month of February cannot be entered until March 1st.***
- There is a checkbox that can be selected to indicate that no event has been reported for the given month.

Monthly Summary Data Participation Requirements



Same access/view for NHSN Facility Administrator/User w/Admin Rights or Facility User w/All Rights

Step 1: On the NHSN Home page blue left navigation panel – select “***Summary Data***” then “**Add**”

The screenshot shows the NHSN Long Term Care Facility Component Home Page. On the left is a blue navigation panel with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, and Vaccination Summary. The 'Summary Data' item is highlighted in a darker blue, and a dropdown menu is open over it, showing three options: 'Add', 'Find', and 'Incomplete'. A mouse cursor is pointing at the 'Add' option. The main content area on the right has a header 'NHSN Long Term Care Facility Component Home Page' and two main sections: 'Long Term Care Dashboard' and 'Action Items'.

Monthly Summary Data Participation Requirements

Step 2: On the Add Monthly Summary Data page – select the **month** and **year** in from the drop-down options.

Step 3: Enter the monthly counts in the required fields (*). If no events are entered for the month, place a check mark in the box(es) for variables “Report No UTI” or “Report No Events” identified for each organism type your facility monitors.

Step 4: Click “**Save**” to confirm your data

Add Monthly Summary Data

Mandatory fields marked with *

Fields required for record completion marked with **

Facility ID *: []

Month *: []

Year *: []

Denominators for Long Term Care Locations

| Location Code | Total Resident Days | Urinary Catheter Days | Report No UTI | New Antibiotic Starts for UTI Indication | Number of Urine Cultures Ordered |
|-------------------------------------|---------------------|-----------------------|-------------------------------------|--|----------------------------------|
| Facility-wide Inpatient (FacWIDEIn) | [] * | [] * | <input checked="" type="checkbox"/> | [] * | [] * |

MDRO & CDI LabID Event Reporting

| Location Code | | | Specific Organism Type | | | | | | | | | |
|-------------------------------------|---|-------|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | MRSA | MSSA | VRE | CepHR-Klebsiella | CRE-Ecoli | CRE-Enterobacter | CRE-Klebsiella | C.difficile | MDR-Acinetobacter | |
| Facility-wide Inpatient (FacWIDEIn) | Resident Admissions: | [] * | | | | | | | | | | |
| | Resident Days: | [] * | | | | | | | | | | |
| | Number of Admissions on C. diff Treatment: | [] * | LabID Event (All specimens) | <input type="checkbox"/> |
| | Number of residents started on antibiotic treatment for C.diff: | [] * | Report No Events | <input type="checkbox"/> |

Prevention Process Measures

| Location Code | Hand Hygiene | | Gown and Gloves | |
|-------------------------------------|--------------|-----------|-----------------|-----------|
| | Performed | Indicated | Used | Indicated |
| Facility-wide Inpatient (FacWIDEIn) | [] * | [] * | [] * | [] * |

Save **Back**

UTI Reporting

Reportable UTI Events

- Submit UTI events **only** for residents meeting the NHSN UTI event criteria.
 - Review the UTI Protocol: <https://www.cdc.gov/nhsn/pdfs/ltc/lctcf-uti-protocol-current.pdf>
- Only residents with NHSN UTI signs or symptoms presenting **> 2 calendar days after current admission** (*where date of admission is equal to day 1*).

| | | | | |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Admission date | | | | |
| June 4 th day 1 | June 5 th day 2 | June 6 th day 3 | June 7 th day 4 | June 8 th day 5 |
| Not a LTCF reportable UTI event | | LTCF reportable UTI event | | |

UTI Training: <https://www.cdc.gov/nhsn/training/ltc/index.html>

Resources

NHSN Resources

- NHSN Set-up (required before beginning reporting)
 - [NHSN LTC Setup Home Page](#)
 - [Facility Set-up 2023](#)
- Map Resident Care Locations
 - [LTC Location Mapping Guidance](#)
 - [CDC Locations and Descriptions and Instructions for Mapping Patient Care Locations](#)
(Begin on Page 28)
- LTCF Training Page
 - [Long-term Care Facility Component Training](#)

NHSN Resources

- LTCF Annual Facility Survey
 - [LTC Annual Facility Survey](#)
- LTCF Monthly Reporting Plan
 - [Monthly Reporting Plan](#)
- LTCF Monthly Summary Data
 - [MDRO and CDI Monthly Monitoring for LTC](#)
- NHSN Facility Administrator Re-assignment
 - [Change NHSN Facility Administrator](#)

NHSN Resources

- NHSN LTCF Component
 - [Long-term Care Facilities \(LTCF\) Component | NHSN | CDC](#)
- LTCF Component UTI Module
 - [Urinary Tract Infections \(UTI\) | LTCF | NHSN | CDC](#)
- LTCF Component LabID Event Module
 - [MDRO & CDI | LTCF | NHSN | CDC](#)
- LTCF Component Prevention Process Measures Module
 - [Prevention Process Measures \(PPM\) | LTCF | NHSN | CDC](#)

Submitting a Question to NHSN

How to Submit a Question to NHSN

Please submit questions using the new NHSN ServiceNow portal by logging into SAMS:
<https://sams.cdc.gov>.

*If you do not have SAMS access, please send questions to NHSN@cdc.gov.

When submitting a question to NHSN please include the following:

- The topic of concern in the subject line of request
 - ***For example:*** LTC: Annual Survey Issue with Submission
- Include a screenshot (if possible) showing the screen and/or error of concern.
- Offer as much detail of the issue/concern as possible

Thank you

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

