

Steve Sisolak
Governor



Richard Whitley
Director

State of Nevada
Department of Health and
Human Services

National Healthcare Safety Network Reporting Toolkit

Division of Public and Behavioral Health

Kimisha Causey, Jennifer Connolly and Fathia Osman



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Objectives

- Review state and federal mandate for National Healthcare Safety Network (NHSN) reporting for skilled nursing facilities (SNF).
- Guide SNFs on COVID-19 and health care-associated infection (HAI) reporting methods within the NSHN.



Toolkit Material

This toolkit will provide instructions on:

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State Mandate

- Effective Jan. 1, 2015, SNFs are required to report all health care-acquired catheter-associated urinary tract infections (CAUTI) into the NHSN (NAC 439.935).
- Effective Jan. 1, 2016, SNFs are required to report all Clostridium difficile (CDI), also known as Clostridioides **difficile**, infections into NHSN.
- Effective Oct. 1, 2016, SNFs are required to report all health care worker vaccination rates into the Healthcare Personnel Safety Module within NHSN.



State Mandate

- According to NRS 439.847, each medical facility and facility for skilled nursing that provided medical services and care to an average of 25 or more patients in the immediately preceding calendar year shall within 120 days after becoming eligible report into the NHSN.
- According to NAC 439.925, to determine whether a facility for skilled nursing provides medical services and care to an average of 25 or more patients during each business day in the immediately preceding calendar year:
 - Divide the sum of the daily censuses of patients during the preceding calendar year by 365.



State Mandate

- All mandatory reporters must confer rights with the state for their data to be viewable.
- All SNFs are responsible for submitting the following monthly:
 - COVID-19 data into the COVID-19 module
 - HAI data into the LTC Module (reporting plans, events, and summary reports)
 - HPS influenza vaccination data is required during flu season only (Oct. 1- March 31).



Federal Mandate for COVID-19 Reporting

- Centers for Medicare and Medicaid Services (CMS) released an interim final rule on May 1, 2020, which required all Medicare and/or Medicaid-certified nursing homes to report information about COVID-19 at least weekly to the CDC Long-Term Care Facility Module in the NHSN.
- On May 11, 2021, CMS published an additional interim final rule with comment that described requirements for CMS-certified nursing homes to report weekly COVID-19 vaccination data to NHSN for both residents and staff and therapeutics treatment information for residents.
- Reporting requirements for vaccination went into effect on June 14, 2021.



State/Federal Mandate

- The state recommends that facilities that are not mandatory reporters according to NAC 439.847 confer rights as well.
- Conferring rights allows the state to:
 - View data entered into NHSN.
 - Assist with reporting errors.
 - Provide state data on infections reported and vaccination rates.



Conferring Rights



Conferring Rights

- Conferring rights with the state group allows the state to view the data submitted into NHSN by each health care facility.
- Although a facility may enter its monthly data, if rights are not conferred, the state cannot review the facility's information and it will be out of compliance with the state law.
- Data that is made accessible to the state is only for viewing purposes only.
- Data cannot be edited or deleted by the state.





Conferring Rights

To confer rights, use the attached links for PDFs from the CDC for both COVID-19 and non-COVID-related conferring of rights:

1. <https://www.cdc.gov/nhsn/pdfs/groups-startup/JoinGroup-current.pdf>
2. <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/join-grp-508.pdf>

You can also follow the steps on the next slide.





Conferring Rights

- Log in to your account and click NHSN reporting.
- Select the LTC module/component on the landing page then click submit.
- Click Group > confer rights
- Enter Group ID: **15183**
- Enter Group Joining Password: **NSHDj0in** (the o in “join” is a zero) > click join group
- Click ok on the small box > click accept at the bottom of the screen.





NHSN Enrollment





NHSN Enrollment

- To gain access to the COVID-19 module and LTC module you must request Level-3 access.
- To facilitate upgrade to SAMS Level-3 from Level-1 access you must:
 - Have two forms of identification ready to submit and ensure that your name and address match how it appears on your identification (such as your state-issued driver's license). If your name has changed and was not updated on your ID, please also provide a copy of the legal name change documentation (e.g., marriage certificate).
 - You must submit your two forms of identification using the required and unique identity verification form received in the ID Proofing email from sams-no-reply@cdc.gov — SAMS must confirm your identity. Once confirmed, a SAMS Grid Card will be mailed to your residential/home address via USPS mail; the SAMS Grid Card permits Level-3 access to NHSN.





NHSN Enrollment

- Use the below link for instructions on enrolling in NHSN.

<https://www.cdc.gov/nhsn/pdfs/covid19/lctcf/covid19-enroll-refresh-508.pdf>





Surveillance Pathway Data Reporting

Options for Reporting Data to NHSN: CSV Import and Manual





Resident Impact and Facility Capacity Reporting Pathway

- Use the link below for information about for how to enter data through CSV file upload or Manually:
- <https://www.cdc.gov/nhsn/pdfs/covid19/lctcf/rifc-module-508.pdf>
- The link provides Case Studies and Common Questions:
- <https://www.cdc.gov/nhsn/pdfs/covid19/lctcf/rifc-vaccine-status-508.pdf>





Manual Data Entry Therapeutics Pathway

NHSN COVID-19 Module





Therapeutics Pathway

- The below link is to NHSN's PDF for entering Therapeutics:

<https://www.cdc.gov/nhsn/pdfs/covid19/lcfc/therapeutic-training-508.pdf>





Weekly HCP & Resident COVID-19 Vaccination Reporting





Weekly HCP & Resident COVID-19 Vaccination Reporting

- The below link is to NHSN's PDF for how to enter the weekly cumulative vaccination data:

<https://www.cdc.gov/nhsn/pdfs/hps/covidvax/cumulativeData-ql-508.pdf>

- The below link is for the July updates to NHSN vaccination data entry:

<https://www.cdc.gov/nhsn/pdfs/covid19/lctcf/rel955-update-508.pdf>





COVID-19 Vaccination Module Updates for Fall:
We will provide as soon as we have more info!





Health Care Personnel Safety Module

NHSN LTC Module





Healthcare Personnel Safety Module

- This module is used to report your health care worker influenza vaccination rates Oct. 1- March 31 annually.
- The final Flu Summary Report is due May 15 each year.
- Refer to the link below for how to enter data:

<https://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/HPS-flu-vaccine-protocol.pdf>





Healthcare Personnel Safety Module

- Log in to your account and click NHSN reporting.
- Select the LTC module/component on the landing page then click submit.
- Click Facility > Add/Edit Component > select the box next to Healthcare Personnel Safety > Click update at the bottom of the screen.





Healthcare Personnel Safety Module

- Once the HPS module is added, you will be able to select this module from the landing page.
- To add your reporting plan and summary report you must select Healthcare Personnel Safety from your landing page and click submit.





Healthcare Personnel Safety Reporting Plan

- Once you are in the HPS module, select your facility and click submit.
- From the menu on the left side, you will select reporting plan and click add.
- Select the starting month “October” and year.
- Under “Healthcare Personnel Vaccination Module” select Influenza Vaccination Summary and save the reporting plan.





Healthcare Personnel Safety Reporting Categories

- Employee HCP: Staff on facility payroll
- Non-Employee HCP:
 1. Licensed independent practitioners (physicians, advanced practice nurses, and physician assistants)
 2. Adult students/trainees and volunteers



Healthcare Personnel Safety Reporting Categories

- Number of HCP who worked at this health care facility for at least 1 day between Oct. 1 and March 31.
- Number of HCP who received an influenza vaccination at this health care facility since influenza vaccine became available this season.
- Number of HCP who provided a written report or documentation of influenza vaccination outside this health care facility since influenza vaccine became available this season.



Healthcare Personnel Safety Reporting Categories

- Number of HCP who have a medical contraindication to the influenza vaccine.
- Number of HCP who declined to receive the influenza vaccine.
- Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above).



Healthcare Personnel Safety Summary Report

- Oct. 1- March 31 of every year a summary report will need to be completed.
- The summary report collects vaccination data on anyone who has worked at least one day in the health care facility.



Healthcare Personnel Safety Summary Report

- Data collected on reporting forms will be entered into NHSN monthly or in April after the influenza season ends.
- If you enter data monthly, you must calculate the totals from the previous and current month and enter into the summary. Failure to do so will result in incorrect data entry.



NHSN Long-Term Care Module

Healthcare-Acquired Infections





Annual Facility Survey

- An annual survey using facility data from the previous calendar year must be complete in NHSN by March 1 to enter data into the long-term care module.
- If the AFS is not completed by March 1, NHSN will not allow data entry for the remaining months.
- Print the survey form before submitting. Use the link below to upload the AFS:

https://www.cdc.gov/nhsn/forms/57.137_ltcfsurv_blank.pdf

- To access the annual survey from the NHSN facility home page, click “survey” then click “add.”





Adding Users, Locations and Creating Reporting Plans





Adding Users

- The NHSN facility administrator is the only person who can add users and give the user rights to work within the different modules in NHSN.
- Log in to your account and click NHSN reporting.
- Select the LTC module/component and your facility name on the landing page then click submit.





Adding Users

- To add a user, click Users > Add.
- On the Add User page create a “user ID” for the staff member. This is a letter/number combination you create, but no spaces can be used.
- Every section with a red asterisk (*) must contain the new user's information, all other sections are optional.





Adding Users

- User Active field will always default to “Yes.” The only time this field will have “No” is if the NHSN facility administrator wishes to deactivate a user. This user will no longer be able to use NHSN until the NHSN facility administrator changes their status to “Yes.”



Adding Users

- User Type allows you to choose the field of work that closely matches that of the user. If the user performs multiple roles, choose the one that best describes what that user does most of the time.
- Ensure the correct email address is entered as this is the method NHSN will use to contact the new user.





Adding Users

- Once you complete the information on the Add User screen and click Save, the next screen will say Edit User Rights. A user will not be able to use the system until rights have been assigned to him/her.
- The facility administrator may want the user to have all rights (e.g., view data, enter and edit data and analyze data) or partial rights. Put a check in the box that reflects the rights you want the user to have.
- Once complete, click Save at the bottom of the screen.





Adding Users

- Once a user has been added, NHSN will send them an email to begin the enrollment process.





Adding Locations

- Locations must be added before an event can be reported.
- Location names are created based on the type of care patients/residents receive on the units.
- When an event is reported the form will ask for the “Resident Care Location” — the names in the dropdown box will reflect the locations created.





Adding Locations

- Log in to your account and click NHSN reporting.
- Select the LTC module/component and your facility name on the landing page, then click submit.
- Select Facility > Locations > Add.
- Carefully review the resident population for the unit because once you have selected a CDC location description to go with “Your Code” it cannot be changed.





Adding Locations

- Click on the CDC location first and select the type of care that matches 80% of the type of care residents/patients receive on the unit.
- Your Code: Enter a code of your choice that will allow easy identification of the location (ex: 3MED-WEST).
- Your Label: Enter a short description of the location (ex: Medical Ward 3rd Floor-West).





Adding Location

- CDC Location Description: Select the name that most closely describes the care patients receive for the unit.
- Status: Active
- Bed Size: Should include the number of beds on the unit that are set up and staffed.
- When all fields are completed, click Add.
- Repeat the process until you have added all the locations in your facility.





Creating Reporting Plans

- Reporting plans must be created for every month.
- You must have a reporting plan created to report events and submit monthly summary reports.
- To create a reporting plan, log in to your account and click NHSN reporting.
- Select the LTC module/component on the landing page, select your facility and click submit.





Creating Reporting Plans

- Click Reporting Plan > Add > start with January 2016 > under HAI Module and put a check in the UTI box.
- Under LabID Event Module select C. difficile as the specific organism type > check the LabID Event All Specimens box > Click save.
- If you do not click save you will erase the data you entered.
- Complete the same process for every month.





Summary Report





Summary Report

- Every month your facility is responsible for submitting a summary report for the previous month.
- Log in to your account and click NHSN reporting.
- Select the LTC module/component and your facility name on the landing page and click submit.





Summary Report

- Every field with a red asterisk (*) must be completed before you can Save your data.
- Click Summary Data > select Add.
- Enter the month and year for which you are entering summary data in the Month and Year field.





UTI Summary Reporting





UTI Summary Report

Denominators for Long-Term Care Locations:

- Total resident days: The monthly sum of the total number of residents present in the facility each day of that month.
- Catheter days: defined as the number of residents with an indwelling urinary (Foley) catheter.
- Indwelling urinary catheter days, which are the number of patients with an indwelling urinary catheter device, are collected daily, at the same time each day, according to the chosen location. These daily counts are summed and only the total for the month is entered into NHSN. Indwelling urinary catheter days and resident days are collected separately for each of the locations monitored.





UTI Summary Report

- None of the following urinary management devices should be included when counting indwelling catheter days: suprapubic catheters, straight in-and-out catheters or condom catheters.
- If a resident is transferred to an acute care facility for a suspected UTI, no additional indwelling catheter days are reported after the day of transfer.





UTI Summary Report

- **New antibiotic start:** refers to a new prescription for an antibiotic ordered for a resident who is suspected or diagnosed with having a urinary tract infection (both catheter-associated and not catheter-associated) regardless of whether that UTI meets the NHSN event definition.





UTI Summary Report

- New antibiotic starts (cont.)
 - Count all new orders. Include only antibiotics that are started while the resident is receiving care in your facility.
 - Do not include antibiotic courses started by another health care facility prior to the resident's admission or readmission back to your facility.
- If you have no UTIs for the month, put a check in the box marked "**Report No UTI.**" If you do have UTI(s) for the month leave this box empty.





MDRO and CDI LabID Summary Reporting





MDRO & CDI LabID Summary Reporting

- Every field with a red asterisk (*) must be completed before you can save your data.
 - **Resident admissions:** Monthly total of residents admitted for the month.
 - **Resident days:** This number will auto-populate from the total entered in the denominators for LTC locations.



MDRO & CDI LabID Summary Reporting

- **Number of Admissions on C.diff Treatment:** For each day of the month, count and record the number of residents who are receiving antibiotic therapy for *C. difficile* infection at the time of admission. Include both new admissions and re-admissions.
 - **LabIDEvents (All Specimens):** Place a check in this box under *C. difficile*.
 - **Report No Events:** Place a check in the box under *C. difficile* if you did not have any events for the month. Leave this box blank if you had event(s) for the month.



MDRO & CDI LabID Summary Reporting

- Once all the data is entered, click Save at the bottom of the page to save your summary data. If you go to a new screen without clicking Save, all your data will be erased.



UTI and CDI Event Reporting





Urinary Tract Infection Event Reporting

<https://www.cdc.gov/nhsn/pdfs/ltc/ltcf-uti-protocol-current.pdf>





UTI Event Reporting

- When an event occurs at your facility that meets the NHSN definitions, it must be reported according to the state mandate.
- To report an event, log in to your account and click NHSN reporting.
- Select the LTC module/component and your name on the landing page then click submit.
- Click Event>Add.





UTI Event Reporting

- **Resident Information**

- Every field with a red asterisk (*) must be completed all other fields are optional.

- **Resident Type**

- Short-stay: Resident has been in facility for ≤ 100 days from date of first admission to facility.
- Long-stay: Resident has been in facility for > 100 days from date of first admission to facility.





UTI Event Reporting

- **Date of First Admission to Facility:**
 - Date the resident first entered the facility. This date remains the same even if the resident leaves the facility (e.g., transfers to another facility) for short periods of time (<30 consecutive days).
 - If the resident leaves the facility and is away for >30 consecutive days, the date of first admission should be updated to the date of return to the facility. Enter date using this format: MM/DD/YYYY.





UTI Event Reporting

- **Date of Current Admission to Facility:** The most recent date the resident entered the facility. If the resident is never discharged to another facility, then the data for current admission will be the same as the data of first admission.





UTI Event Reporting

- If the resident leaves the facility for >2 calendar days (the day the resident left the facility = day 1) and returns, the date of current admission should be updated to the date of return to the facility.
- If the resident has not left your facility for >2 calendar days, then the date of current admission will not change.





UTI Event Reporting

- Event Type: UTI
- Date of Event: Enter the date when the first clinical evidence (signs or symptoms) of infection were documented or the date the specimen used to meet the infection criteria was collected, whichever comes first.





UTI Event Reporting

- Resident care location: Enter the location where the resident was residing on the Date of Event.
- Primary resident service type: Check the single primary service that best represents the type of care the resident is receiving on the Date of Event:
 - long-term general nursing
 - long-term dementia
 - long-term psychiatric
 - skilled nursing/short-term rehab (subacute)
 - ventilator
 - bariatric
 - hospice/palliative





UTI Event Reporting

- Has resident been transferred from an acute care facility in the past four weeks?
- Select “Yes” if the resident has been an inpatient of an acute care facility and was directly admitted to your facility in the past four weeks.





UTI Event Reporting

- The guide linked below can be used to further direct completion of the UTI event reporting form.

https://www.cdc.gov/nhsn/forms/instr/57.140-toi-uti-toi_final.pdf





Clostridium Difficile (CDI) Event Reporting

https://www.cdc.gov/nhsn/pdfs/ltc/ltcf-labid-event-protocol_current.pdf





CDI Event Reporting

When reporting a *C. difficile* infection, the following information will be needed:

- **Patient information:**

- Resident ID (MRN), Social Security number, gender and date of birth.

- **Resident type:**

- Short-stay: Resident has been in facility for ≤ 100 days from date of first admission to facility.
- Long-stay: Resident has been in facility for > 100 days from date of first admission to facility.





CDI Event Reporting

- Event details: date specimen collected, specific organism type, specimen body site/system, etc.
- Reporting instructions can be found on the following link:

<http://www.cdc.gov/nhsn/PDFs/LTC/forms/57.138-TOI-for-LAB-ID-EVENT.pdf>





NHSN CMS Report Guide

- For step-by-step guidance on how to run the NHSN CMS report, refer to the link below:

<https://www.youtube.com/watch?v=f4PGumQkIM>





Changing Administrators





Changing Administrators

- If your NHSN administrator leaves you will need to reassign this role to another person.
- To reassign an administrator, use the link below and complete the required information on the page.

<https://www.cdc.gov/nhsn/facadmin/index.html>





Helpful Links

- UTI Event Reporting Form:
http://www.cdc.gov/nhsn/forms/57.140_uti_ltcf_blank.pdf
- Denominators for LTCF:
http://www.cdc.gov/nhsn/forms/57.142_denominatorltcf_blank.pdf
- Annual Facility Survey:
http://www.cdc.gov/nhsn/forms/57.137_ltcfsurv_blank.pdf
- Changing administrator:
<https://www.cdc.gov/nhsn/facadmin/index.html>



Helpful Links

- Laboratory-identified MDRO or CDI Event for LTCF:
http://www.cdc.gov/nhsn/forms/57.138_labidevent_ltcf_blank.pdf
- Denominators for LTCF LAB ID:
http://www.cdc.gov/nhsn/forms/57.142_denominatorltcf_blank.pdf
- NHSN home page: <https://www.cdc.gov/nhsn/index.html>
- Long-Term Care Facilities (LTCF)
Component: <https://www.cdc.gov/nhsn/ltc/index.html>
- LTCF COVID-19 Module:
<https://www.cdc.gov/nhsn/ltc/covid19/index.html>





Contact Information

Kimisha Causey

Health Program Manager II

kcausey@health.nv.gov

702-468-5516

Jennifer Connolly

Health Program Specialist II

jconnolly@health.nv.gov

775-351-4269

[Healthcare Associated Infection Prevention and Control \(HAI\)-Home \(nv.gov\)](http://health.nv.gov)





Contact Information

Fathia Osman

Health Program Specialist I

fosman@health.nv.gov

702-326-3449

[Healthcare Associated Infection Prevention and Control \(HAI\)-Home \(nv.gov\)](#)



Acronyms

- CAUTI: Catheter-associated urinary tract infection
- CDI: Clostridium difficile
- COVID-19: coronavirus disease 2019
- HAI: Healthcare Associated infection
- HCP: Health Care Personnel
- LTC: Long-term care
- NAC: Nevada Administrative Code
- NHSN: National Healthcare Safety Network
- SNF: Skilled nursing facility
- UTI: urinary tract infection

