

## NHSN Guide for California Hospitals: Setting-Up and Getting Started

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### California Department of Public Health Healthcare-Associated Infections (HAI) Program

*This guide was developed to be used as a script for NHSN training demos and workshops. It is not intended to be comprehensive, but rather an outline describing an orderly approach to NHSN set-up and system basics.*

The primary learning objectives of today's demo are to 1) familiarize you (the learner) with the NHSN system and web-interface, and 2) prepare your hospital for meeting California HAI mandatory reporting requirements.

California requires acute care hospitals to report through NHSN

- CLIP (ICU and level II nurseries only)
- CLABSI
- MRSA BSI
- VRE BSI and
- *C difficile* (CDAD / CDI)

Currently, SSI and influenza vaccination rates are reported via faxed CDPH forms.

#### **BEFORE YOU BEGIN:**

- You will need to have your NHSN digital certificate installed on the computer you will be using to access NHSN. Keep a copy of the SDN email you received (it contains a link), then select your "challenge phrase".
- You may need Information Technology support to install the certificate on your computer if you do not have administrative rights.
- Your facility will need to be enrolled in NHSN before you can begin these procedures.
- The term "blue bar" used in this document refers to the links on the left-hand blue sidebar on each NHSN Patient Safety webpage.
- If you have permission to enter data for more than one facility, ensure that you have selected the correct facility from your drop down selections.
- Do not use your browser back button. Use the "Back" button at the bottom of the NHSN webpage or select previous page from the blue bar.
- When conferring rights for CDPH to see your facility's data, be sure you understand the difference

between PLAN “(All), In, Out, or Both”.

- Information regarding page specifics can be accessed by clicking on the blue “**?HELP**” listed on each NHSN screen. Help will take you to the section of the manual that applies to items specific to the screen.

## ADDING LOCATIONS (TO DESCRIBE YOUR HOSPITAL INPATIENT UNITS)

- On the blue bar, click on “Facility” then on “Locations”.
  - On the “Locations” page (add inpatient units only):
    - Click on the “Your Code” box and type a **code that you decide** is an abbreviated descriptor of the unit you want to add.
    - Click on the “Your Label” box and type **your hospitals’ name for the unit** or an un-abbreviated descriptor of the unit you want to add.
    - Click on the “CDC Location Description” drop down box and find the closest CDC location that best matches your unit that you want to add. Characteristics for the location descriptions can be obtained by clicking on the blue “**?HELP**” at the top of the page and choosing “CDC Location Codes and Descriptions”. (Use the 80% rule to decide, i.e. 80% of patients treated on that unit)
    - Click on the “bed size” box and type the number of beds you have in that selected unit.
    - Click on the “add” box.
      - To add another location, just repeat the steps above. Repeat for each inpatient location .
  - Click on “save”.
  - Make sure you have all your locations entered **before** you create your Reporting Plan.
  - Note: **Level II nurseries** are to be included as a location designated as “Step Down Neonatal ICU (Level II)” and as type “Step”.
  - If you need to **edit a location: click on “Your code”** to get the edit screen to appear. You can make a location “inactive” but cannot delete it if you have entered Event or Summary data pertaining to that location.

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## CREATING A REPORTING PLAN

- On the blue bar, click on “Reporting plan” then click on “add”.
- On the “add monthly Reporting plan” page:
  - Click on “month” drop down box and select the month for the plan you are creating.
  - Click on “year” drop down box and select the year for the plan

▪ **Device Associated Module**

- Under the “Device Associated Module”:
  - Click on “locations” drop down box and select a unit for which you will be reporting CLA BSI.
  - Check box under “CLA BSI”.
  - **If this location is a critical care unit or level II nursery**, check the box under “CLIP”.
- Click “add row” box and create a row for every location. You will be reporting CLA BSI’s for each unit.
  - **If this location is a critical care unit or level II nurseries** make sure to check the boxes for both “CLABSI” and “CLIP”.

▪ **Procedure Associated Module**

- Under the “Procedure Associated Module”
  - **Utilizing NHSN for SSI is optional at this time (but public reporting of SSI rates will be required starting January 1<sup>st</sup> 2012). If you are using the SSI module** Click on “procedures” drop down box and select the surgical procedure you are going to be reporting.
  - Click on the “SSI” drop down box and select “IN – Inpatient”
  - Under “post-procedure PNEU” drop down box,
    - **Leave blank**
- Click “add row” box and create a row for every surgical procedure that you are going to be reporting.

Keep in mind, if you plan to report SSIs through NHSN, you are required to collect and enter data on each patient undergoing the surgical procedure, not just those who develop and infection.

- Click on “Copy locations to summary data”
- Click on “copy procedures to denominator data”
- Repeat sequence above.

▪ **Multi-Drug Resistant Organism Module**

- Under the “Multi-Drug Resistant Organism Module”
  - Click on the “locations” drop down box and select “FACWIDEIN – FacWideIN”
  - Click on the “specific Organism Type” drop down box and select “**MRSA**”
  - In the “Process and Outcome Measures” box click on the “Lab ID Event **Blood Specimens**”

**Only” box**

- Click on the “add rows” box
    - Click on the “locations” drop down box and select “FACWIDEIN – FacWideIN”
    - Click on the “specific Organism Type” drop down box and select “**VRE**”
    - In the “Process and Outcome Measures” box click on the “Lab ID Event **Blood Specimens Only**” box
  - Click on the “add rows” box
    - Click on the “locations” drop down box and select “FACWIDEIN – FacWideIN”
    - Click on the “specific Organism Type” drop down box and select “**CDIF – C. difficile**”
    - In the “Process and Outcome Measures” box click on the “Lab ID Event **All Specimens**” box
  - **Patient Influenza Vaccination Module**
    - **Leave Blank**
  - Click on “save”
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## **JOINING THE CDPH GROUP**

- On the blue bar, click on “Group” and then click on “Join”. Click on “CDPH” so it is highlighted in blue.
  - On the “Memberships” page:
    - In the Group ID field, enter “12528”.
    - In the Group Joining Password field, enter “joinCDPH”.
    - Click on the “Join group” button.
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## **CONFERRING RIGHTS ( TO ALLOW CDPH TO RECEIVE YOUR DATA)**

- On the blue bar, click on “Group” then “Confer Rights”.
  - Click on the “Groups that have access to this facility’s data” drop-down
    - Select “CDPH (12528)”
  - Click on the “Confer Rights” button on the right side of the screen.
  - Pop up will come up and state, “The decision to confer rights”...

- Click OK
- Wait for page titled “Confer rights-patient safety” to be generated.
  - Under the “general” section,
    - Check the boxes under “View Options” for:
      - Patient
      - Monthly reporting plan
      - Data analysis
      - Click on bubble for “without identifiers”
  - Under the “surveys” section:
    - Click on “Year” drop down box and select the year you first entered data.
    - Click on “To Year” drop down box select the last year available.
    - Click on “Survey Type” drop down box and select “Facility Survey Data”
  - Under the “Infections and other Events (Not specific to MDRO/CDAD)” section:

- **CLIP**

- Click on “Plan” drop down box and select “(All)”
- Notice month and year are grayed out as the “(All)” selects all periods.
- Click on “event” drop down box and select “CLIP-Central line Insertion Practices”
- Click on “location type” drop down and select “CC”
- Click on “location” and select “(All)”

If you have a neonatal ICU, click on “Add row”; repeat previous steps. Click “location type” drop down and select “CC\_N.”

If you have a level II Nursery, click on “Add row”; repeat previous steps. Click “location type” drop down and select “STEP.” Click on “location” and from the drop down, select your Level II nursery.

- Click on “Add Row”

- **CLABSI**

- Click on “plan” drop down box and select “(All)” (All is the best choice so you do not need to confer rights each year)
- Click on “event” drop down box a select “BSI-Bloodstream Infection (CLA)”
- Click on “location type” drop down and select “(All)”.
- Click on “location” and select “(All)”
  
- **SSI**
  - **Utilizing NHSN for SSI is optional at this time**
  - **If you choose to do this**, then click on “Add Row”.
  - Click on “Plan” drop down box and select “(All)”
  - Click on “Event” drop down box and select “SSI- surgical site infection”
  - Click on “Procedure” Drop down box and select the specific code for the procedure you are following.
  - Click on “Setting” drop down box and select “In”
  - Click on “Add Row” and repeat for each NHSN procedure you are following.
  
- Under **“Summary Data for Events”**:
  - Click on “Plan” drop down box and select “(All)”
  - Click on “Location Type” drop down and select “(All)”.
  - Click on “Location” and select “(All)”
  - Click on “Copy locations to summary data”
  - Click on “copy procedure to denominator data”
  
- Under **“Denominator Data for Events”**:
  - If you **are NOT** using the SSI module, then **skip this section**.
  - If you **are** using the SSI module, then:
    - Click on “Plan” drop down box and select “(All)”
    - Click on “Procedure” Drop down box and select specific code for the procedure you are

following. Repeat for each surgical procedure in your surveillance plan.

- Click on “setting” drop down box and select “In”
  
- Under “Summary Data for Vaccinations”:
  - **Leave blank**
  
- **MRSA/VRE**
  - Under “MDRO/CDAD Events”:
    - Click on “Plan” drop down box and select “all”.
    - Click on “Location Type” drop down and select “FACWIDE”.
    - Click on “Location” and select “FACWIDEIN-FacWideIN”.
    - Inside the “Specific Organism Type” box, check “MRSA” and “VRE”.
    - Click on “Event Type” drop down box a select “LABIDBld – Laboratory-identified MDRO or CDAD event – Blood specimen only”.
  - Click on “Add Row”.
  
- **CDAD**
  - Under “MDRO/CDAD events”:
    - Click on “Plan” drop down box and select “(All)”.
    - Click on “Location Type” drop down and select “FACWIDE”.
    - Click on “Location” and select “FACWIDEIN-FacWideIN”.
    - Inside the “Specific Organism Type” box, check “CDIF”.
    - Click on “Event Type” drop down box a select “LABID – Laboratory-identified MDRO or CDAD event”
  - Under “MDRO/CDAD Summary data (denominators)”:
    - Click on “Plan” drop down box and select “(All)”.
    - Click on “Location Type” drop down and select “FACWIDE”.

- Click on “Location” and select “FACWIDEIN-FacWideIN”.
  - Click to check the “Admissions” box.
  - Click to check the “Patient Days” box.
  - If your facility has a NICU or Well Baby Nursery, you will also have the following options to check:
    - Click to check the “C. difficile Admissions”
    - Click to check the “C. difficile Patient Days” box.
  - Click on “Copy Locations to MDRO/CDAD Summary Data”
  - Under “MDRO/CDAD Process & Outcome Measures”
    - **Leave blank.**
  - Click on “save”. Scroll to the top of the page, you should see “rights have been conferred to CDPH”
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## ENTERING PATIENT DATA

- The Patient page is for adding individual patient demographics. **It is not currently used for California reporting.**
  - When reporting infections and CLIP procedures, you will select “Event” form from the blue bar. The Event form provides fields for entering patient data. Therefore, you do not need to use the “Patient” feature to enter any patient data.
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## EVENT

- This page is for reporting individual events such as central line insertion (CLIP) procedures, bloodstream infections associated with central lines or from MDROs and C. difficile infections.
- If you have chosen NSHN to report SSI infections, the numerator data are also entered through “Event”
  - On the blue bar, click on “Event” and then on “Add”.
  - Under the “Add Event” page:
    - If you have permission to enter data for multiple facilities, confirm the “Facility ID” is correct for this event.
    - If this is not the correct facility, go to the blue bar and click on the NHSN Home feature and log into your correct facility.

- Click on the “Gender” drop down box and select the appropriate gender.
- Click on the “Date of Birth” drop down box and key in the birth date or click on the calendar icon and select the birth date.
- Under the “Event Information” section:
  - Click on “Event Type” drop-down box and select the event you are reporting.
  - Click on “Date of Event” drop-down box and key in the date or click on the calendar icon and select the date.
  - Click on “Location” drop-down box and select the location where the event occurred.
- Click on “save”.

## PROCEDURE

This page is for manually adding individual patients that will comprise your denominator data, which is only needed if you are reporting SSI and post procedure pneumonia **via the NHSN**. **This method** is resource time consuming if the numbers of procedures performed is high. If you chose to report SSI data via NHSN instead of faxing your SSI rate to CDPH, patient data are most efficiently uploaded in a monthly data file that requires IT support for both data aggregation and correct file configuration. Some third party software can facilitate this process.

It is anticipated that this method will be used in the future and therefore, it is prudent to consider planning for obtaining these resources before 2012. There is a description available for the upload file configurations on the NHSN website.

## SUMMARY DATA

- On the blue bar, click on “Summary Data” then click on “Add”.
  - On the “Add Patient Safety Summary Data” page:
    - You will be clicking on the “Summary Data Type” drop down box and selecting which type of data that you are reporting for that month. (You will need to complete entries for two or three separate types, “**Device Associated – Intensive Care Unit / Other Locations**” and “**MDRO and CDAD Prevention Process and Outcomes Measures Monthly Monitoring**.” Some hospitals will also need to complete entries for “**Device Associated – Specialty Care Area**”)

### **Device Associated – Intensive Care Unit / Other Locations**

- Select “Device Associated – Intensive Care Unit / Other Locations” from the drop-down box.
- Click the “Continue” button.

- If you have permission to enter data for multiple facilities, confirm the “Facility ID” is correct for this event.
  - If not the correct facility, go to the blue bar and click on the NHSN Home feature and log into your correct facility.
- Click on the “Location Code” drop-down box and select the location that you are reporting for that month. **You will need to enter denominator data for each inpatient location for CLABSI.**
- Remember for each type of surveillance (CLABSI, CDI, etc.) listed in your monthly plan, you will need to enter a corresponding denominator. You can use a copy of your monthly plan to determine what denominator data should be entered for the corresponding month.
- Click on the “Month” drop down box and select the month that you are reporting.
- Click on the “Year” drop down box and select the year that you are reporting.
- Click on the “Total Patient Days” field and enter the total patient days for this unit for this month.
- Click on the “Central Line Days” field and enter the total central line days for this unit for this month.
- Click on “save”. **(Repeat the previous sequence until you have entered all of your locations; )**

### **Device Associated – Specialty Care Area**

**If you have units defined by NHSN as Inpatient Specialty Care Areas: LTAC, Bone Marrow Transplant, Acute Dialysis (inpatient unit). Hematology/Oncology, Solid Organ Transplant**

- Select “Device Associated – Specialty Care Area” from the drop-down box.
- Click the “Continue” button.
- Click on the “Location Code” drop-down box and select the location that you are reporting for that month.
- Click on the “Month” drop down box and select the month that you are reporting.
- Click on the “Year” drop down box and select the year that you are reporting.
- Click on the “Total Patient Days” field and enter the total patient days for this unit for this month.
- Click on the “Temporary” field and enter the total temporary central line days for this unit for this month.

- Click on the “Permanent” field and enter the total permanent central line days for this unit for this month.
- Click on “save”. (**Repeat the previous sequence until you have entered all of your Specialty Care Area locations; )**

## Device Associated – Neonatal Intensive Care Unit

### If you have a NICU

- Select “Device Associated – Neonatal Intensive Care” from the drop-down box.
- Click the “Continue” button.
- Click on the “Location Code” drop-down box and select the location that you are reporting for that month. .
- Click on the “Month” drop down box and select the month that you are reporting.
- Click on the “Year” drop down box and select the year that you are reporting.
- **For each birthweight category**, click on the “Total Patient Days,” “Umbilical Catheters Days (U/C)” and “Central Line Days” fields and enter the totals for each birthweight category for this month.
- Click on “save”.

Note: In NHSN, a Level II Nursery is not considered a neonatal critical care unit (CC\_N) therefore you do not need to collect separate denominators by birthweight category or type of line. Follow same protocols as you would for “Device Associated – Intensive Care Unit / Other Locations”.

## MDRO and CDAD Prevention Process and Outcomes Measures Monthly Monitoring

- Select “MDRO and CDAD Prevention Process and Outcomes Measures Monthly Monitoring ” from the drop-down box.
- Click the “Continue” button.
- If you have permission to enter data for multiple facilities, confirm the “Facility ID” is correct for this event.
  - If not the correct facility, go to the blue bar and click on the NHSN Home feature and log into your correct facility.
- Click on the “Location Code” drop-down box and select “FACWIDEIN – FacWideIn”.

- Click on the “Month” drop-down box and select the month that you are reporting.
  - Click on the “Year” drop-down box and select the year that you are reporting.
  - Under “General” section:
    - Click on the “Total Patient Days” field and enter the facility’s total patient days for this month.
    - Click on the “Total Admissions” field and enter the facility’s total admissions for this month.
    - Click on the “*C. diff* Days” field and enter the facility’s total patient days minus patient days from any Well Baby Nursery or NICU for this month.
    - Click on the “*C. diff* Admissions” field and enter the facility’s total admissions minus admissions to any Well Baby Nursery or NICU for this month.
  - Click on “save”.
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## **SURVEY (ANNUAL)**

- On the blue bar, click on “Surveys”
- On the “Add Annual Survey” page:
  - If you have permission to enter data for multiple facilities, confirm the “Facility ID” is correct for this event.
    - If not the correct facility, go to the blue bar and click on the NHSN Home feature and log into your correct facility.
  - Click on the “Survey Type” drop down box and select “FACSRV-PS – Facility Survey Data”.
  - Click on the “Year” drop down box and select the year that you are reporting.
  - **Facility Characteristics**
    - Click on the “Facility Ownership” drop-down box and select the most appropriate description of your facility.
  - **Hospital Facility**
    - Click on the “Number of Patient Days” field and enter the number of inpatient days for the survey year (entered above).
    - Click on the “Number of Admissions” field and enter the number of inpatient admissions for the survey year (entered above).

- Click on the “Is your facility affiliated with a medical school” field and enter “Yes” or “No” for the survey year (entered above).
  - If “Yes” was selected, the “type of affiliation buttons” will become active.
    - Select the most appropriate button.
- Number of beds set up and staffed:
  - Click on the “a. ICU beds” field and enter the number of all intensive care level beds set up and staffed.
  - Click on the “b. Specialty care beds” field and enter the number of all specialty care beds set up and staffed.
  - Click on the “c. All other beds” field and enter any other acute care beds set up and staffed.
- All remaining categories:
  - Use the same response methods as above.
- Click on “save”.