



3/11/2013

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

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

This guide is 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 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:

- Central Line Insertion Practices (CLIP (ICU and level II nurseries only))
- Central Line Associated Bloodstream Infections (CLABSI)
- Methicillin Resistant Staph Aureus Bloodstream Infections (MRSA BSI)
- Vancomycin Resistant Enterococcus Bloodstream Infections (VRE BSI)
- *C. difficile* (CDAD / CDI)
- Surgical Site Infections (SSI (see AFL 11-32 for procedure list))
- *Healthcare Personnel Influenza Vaccination*

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.

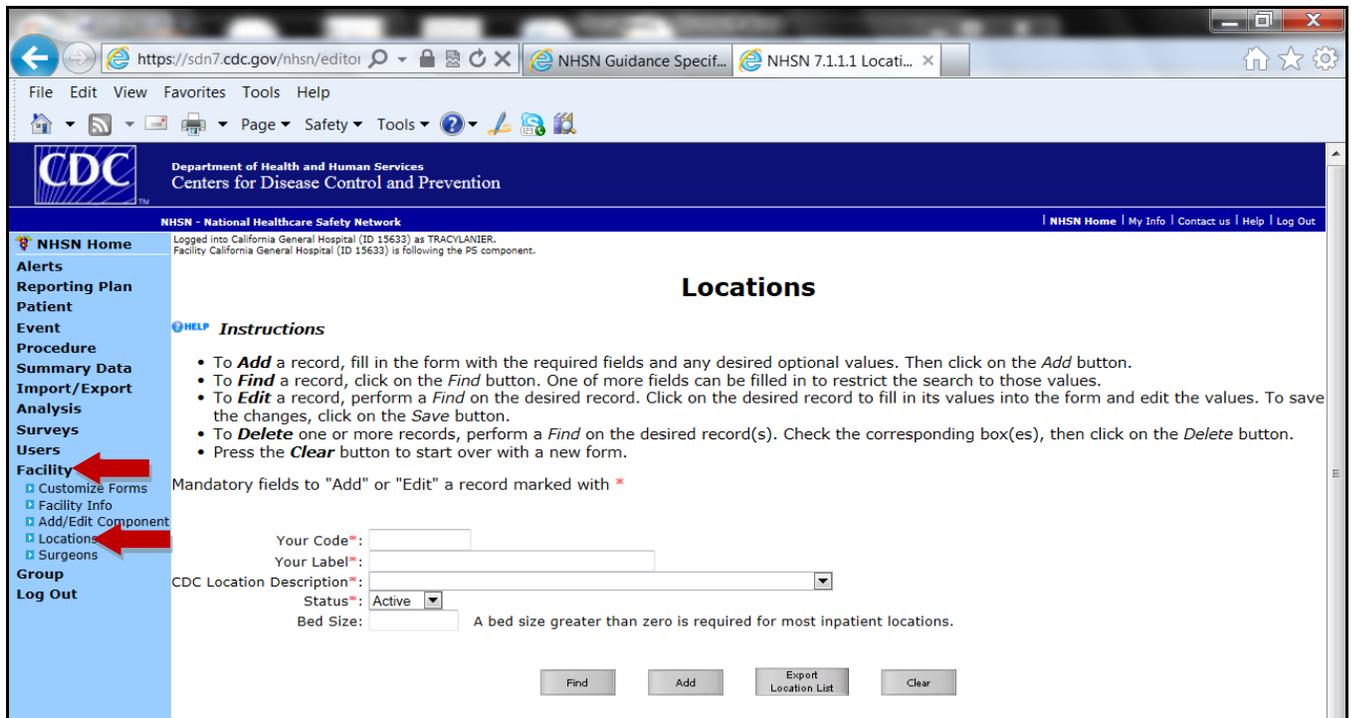
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- Your facility will need to be enrolled in NHSN before you can begin these procedures.
- The term “blue bar” used in this document refers to the links on the left-hand blue sidebar on each NHSN Patient Safety webpage.
- If you have permission to enter 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  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):

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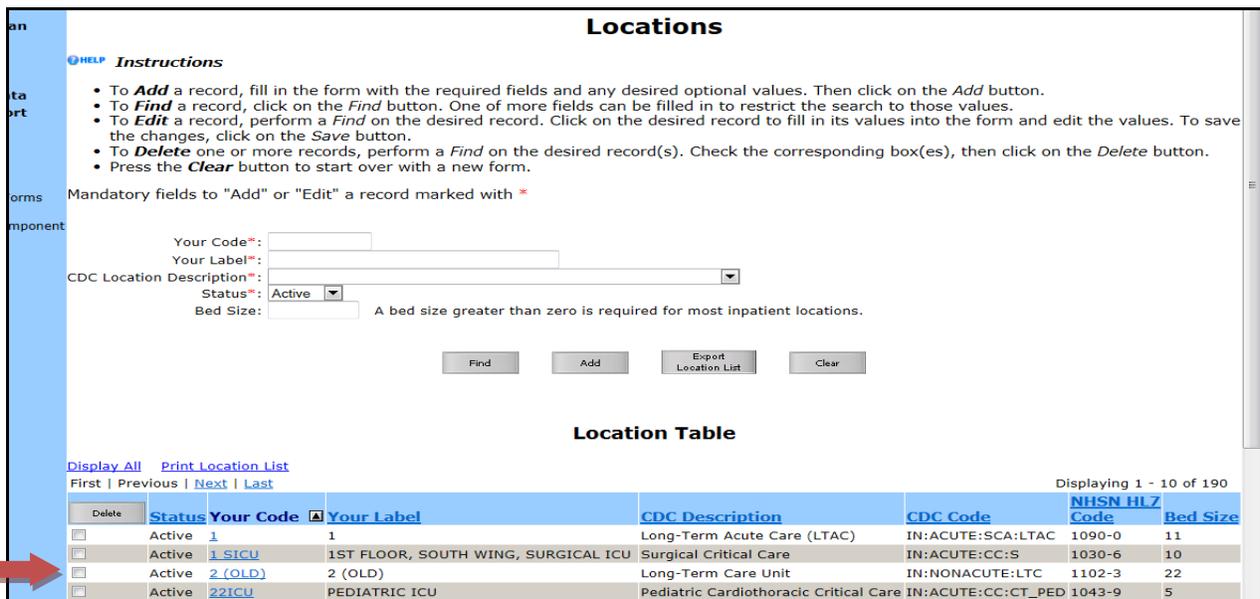
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- Click on the “**Your Code**” box and type a **code that you decide** is an abbreviated descriptor of the unit you want to add.
- Click on the “**Your Label**” box and type **your hospitals’ name for the unit** or an un-abbreviated descriptor of the unit you want to add.
- Click on the “**CDC Location Description**” drop down box and find the closest CDC location that best describes your unit that you want to add.
 - Characteristics for the location descriptions can be obtained by clicking on the blue  at the top of the page and choosing “**CDC Location Codes and Descriptions**”.
 - NHSN has created an algorithm to help you determine the correct CDC Location Description.

It is located at:

http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf

- 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**”.
- When each location is saved, it will be shown at the bottom of the screen, with any other locations already added.



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.

Location Table

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

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Displaying 1 - 10 of 190

Delete	Status	Your Code	Your Label	CDC Description	CDC Code	NHSN HLZ Code	Bed Size
<input type="checkbox"/>	Active	1	1	Long-Term Acute Care (LTAC)	IN:ACUTE:SCA:LTAC	1090-0	11
<input type="checkbox"/>	Active	1 SICU	1ST FLOOR, SOUTH WING, SURGICAL ICU	Surgical Critical Care	IN:ACUTE:CC:S	1030-6	10
<input type="checkbox"/>	Active	2 (OLD)	2 (OLD)	Long-Term Care Unit	IN:NONACUTE:LTC	1102-3	22
<input type="checkbox"/>	Active	22ICU	PEDIATRIC ICU	Pediatric Cardiothoracic Critical Care	IN:ACUTE:CC:CT_PED	1043-9	5

- **Make sure you have all your locations entered before you create your Reporting Plan.**

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Helpful Hints:

- **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 the blue "Your code" to get the edit screen to appear.
- You can make a location "inactive", but cannot delete it if you have entered Event (numerator) or Summary (denominator) data pertaining to that location.

CREATING A REPORTING PLAN

- On the blue bar, click on **"Reporting plan"** then click on **"add"**.
- On the **"Find 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

The screenshot shows the NHSN web interface for finding a reporting plan. At the top, it says 'NHSN - National Healthcare Safety Network' and 'Logged into California General Hospital (ID 15633) as TRACYLANIER. Facility California General Hospital (ID 15633) is following the PS component.' The main heading is 'Find Monthly Reporting Plan' with a 'HELP' link. Below this are instructions: 'Enter search criteria and click Find', 'Fewer criteria will return a broader result set', and 'More criteria will return a narrower result set'. The search form includes a 'Facility ID' dropdown menu set to 'California General Hospital (ID 15633)', a 'Month' dropdown menu set to 'January', and a 'Year' dropdown menu set to '2013'. At the bottom of the form are three buttons: 'Find', 'Clear', and 'Back'.

- **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"**.

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NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact

Logged into California General Hospital (ID 15633) as TRACYLANIER.
Facility California General Hospital (ID 15633) is following the PS component.

Edit Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: California General Hospital (ID 15633)
Month*: January
Year*: 2013

No NHSN Patient Safety Modules Followed this Month

Device-Associated Module [HELP](#)

Locations	CLABSI	VAE	CAUTI	CLIP	PedVAP (<18 years)
DLB - DLB MED_SURG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5G - CARDIAC ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M/SICU - MEDICAL SURGICAL CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8585 - ORTHOPEDIC UNIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Z-OB - TEST OB UNIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Row Clear All Rows Copy from Previous Month

- 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**”, click on Add.
 - Click on “**procedures**” drop down box and select the surgical procedure you are going to be reporting. The CDPH All Facilities Letter (AFL) 11-32 provides guidance for which procedures are required to have surveillance for infections.
 - Click on the “**SSI**” drop down box and select “**IN**” for inpatient procedures.
 - Click “**add row**” box and create a row for **every surgical procedure** from the list in AFL 11-32 that you anticipate that your facility will be reporting in the foreseeable future.
 - Repeat sequence above until all surgical procedures performed at your facility are selected.

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Procedure-Associated Module [HELP](#)

Procedures SSI

AAA - Abdominal aortic aneurysm repair	IN:	<input checked="" type="checkbox"/>	OUT:	<input checked="" type="checkbox"/>
APPY - Appendix surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
BILI - Bile duct, liver or pancreatic surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
CARD - Cardiac surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
CBGB/CBGC - Coronary artery bypass graft	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
CHOL - Gallbladder surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
COLO - Colon surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
CSEC - Cesarean section	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
FUSN - Spinal fusion	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
FX - Open reduction of fracture	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
GAST - Gastric surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
HPRO - Hip prosthesis	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
HTP - Heart transplant	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
HYST - Abdominal hysterectomy	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>

KPRO - Knee prosthesis	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
KTP - Kidney transplant	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
LAM - Laminectomy	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
LTP - Liver transplant	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
NEPH - Kidney surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
OVRY - Ovarian surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
PACE - Pacemaker surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
REC - Rectal surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
RFUSN - Refusion of spine	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
SB - Small bowel surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
SPLE - Spleen surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
THOR - Thoracic surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
VHYS - Vaginal hysterectomy	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>
XLAP - Exploratory abdominal surgery	IN:	<input checked="" type="checkbox"/>	OUT:	<input type="checkbox"/>

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 an infection.

Antimicrobial Use and Resistance Module

- Leave blank.

Antimicrobial Use and Resistance Module [HELP](#)

Locations Antimicrobial Use

Multi-Drug Resistant Organism Module [HELP](#)

Multi-Drug Resistant Organism Module

- Under the “Multi-Drug Resistant Organism Module”
- Click on the “add rows” box *three times* to create three new sets of drop boxes.
 - 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

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The screenshot displays the 'Multi-Drug Resistant Organism Module' interface. It features three rows of configuration for different organisms. Each row includes a 'Locations' dropdown menu (all set to 'FACWIDEIN - FacWideIN'), a 'Specific Organism Type' dropdown menu, and a 'Process and Outcome Measures' section with several checkboxes.

Locations	Specific Organism Type	Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG
FACWIDEIN - FacWideIN	CDIF - C. difficile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
FACWIDEIN - FacWideIN	MRSA - MRSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
FACWIDEIN - FacWideIN	VRE - VRE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Buttons at the bottom: Add Rows, Clear All Rows, Copy from Previous Month

- 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

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▪ Patient Influenza Vaccination Module

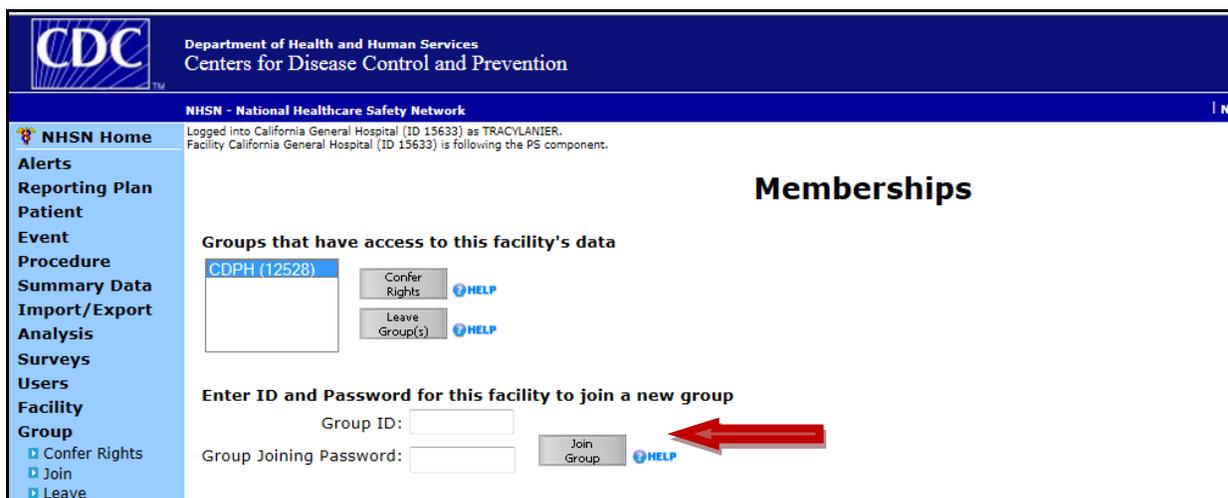
- **Leave blank.** This is the vaccination module for patients; the Healthcare Personnel Vaccination Module is located in the Healthcare Personnel Safety Component Module.



- Click on **"Save"** at the bottom of the page.

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.

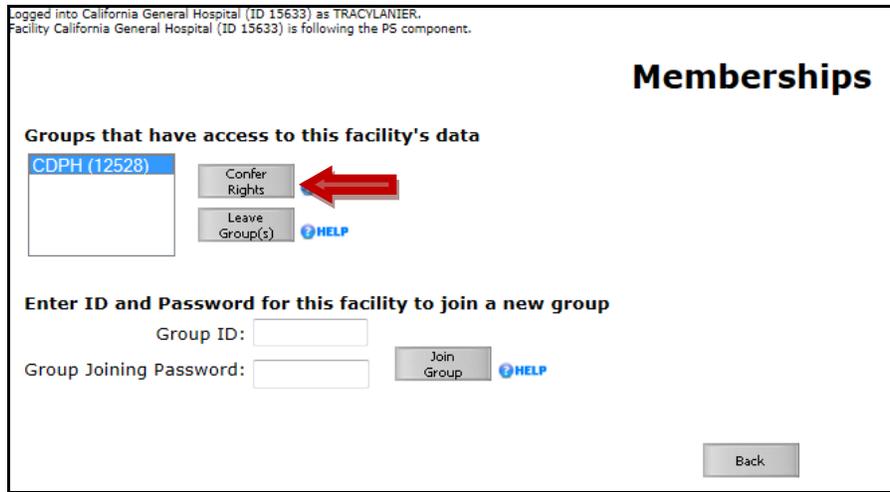


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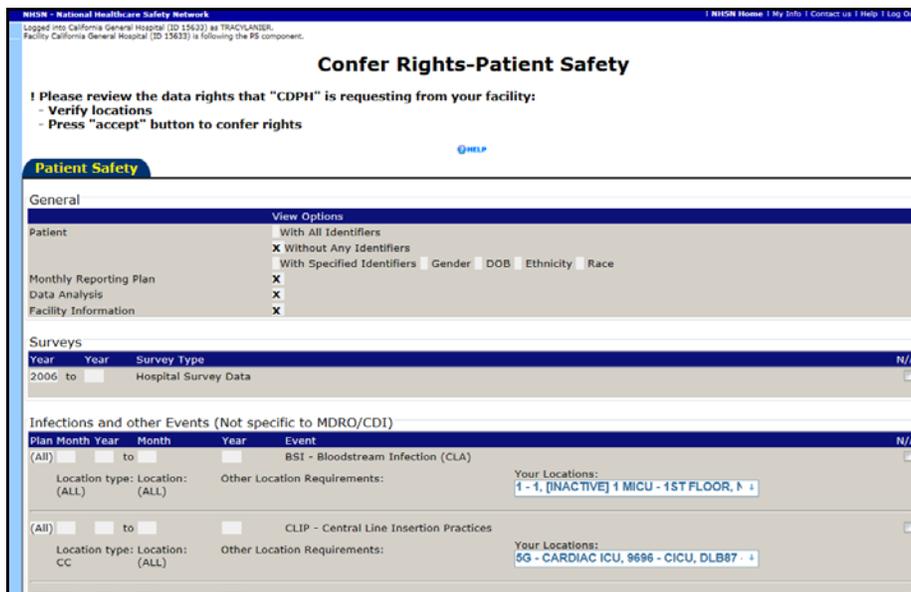
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CONFERRING RIGHTS (TO ALLOW CDPH TO RECEIVE YOUR DATA)

- 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...”
- Review the data rights that CDPH is requesting from your facility.



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- Confirm that your locations are correct, then press "**Accept**" to complete conferral of rights.
- You should receive a note on the previous "**Memberships**" page stating "**Conferred Rights saved successfully for group CDPH**".

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.

EVENT

- Event data entry involves submitting each incident (numerator data) to be reported:
 - CLIP
 - CLABSI
 - SSI
 - MDRO BSI
 - CDI positive labs
- 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.

Add Event

Mandatory fields marked with *
Fields required for record completion marked with **
Fields required when in Plan marked with >

Patient Information [HELP](#)

Facility ID*: California General Hospital (ID 15633)

Patient ID*:

Secondary ID:

Last Name:

Middle Name:

Gender*:

Ethnicity:

Race: American Indian/Alaska Native Asian
 Black or African American Native Hawaiian/Other Pacific Islander
 White

Event #:

Social Security #:

Medicare #:

First Name:

Date of Birth*:

Event Information [HELP](#)

Event Type*:

Date of Event*:

Post-procedure:

Location*:

Date Admitted to Facility*:

Risk Factors

Event Details

Pathogens

BJ - Bone and Joint Infection
BSI - Bloodstream Infection
CLIP - Central Line Insertion Practices
CNS - Central Nervous System
CVS - Cardiovascular
DE - Dialysis Event
EENT - Eye, Ear, Nose and Throat
FLUVAX - Influenza Vaccination
GI - Gastrointestinal
LABID - Laboratory-identified MDRO or CDI Event
LRI - Lower Respiratory Infection
PNEU - Pneumonia
REPR - Reproductive Tract
SSI - Surgical Site Infection
SST - Skin and Soft Tissue
SYS - Systemic
UTI - Urinary Tract Infection

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- 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.
 - Complete the remaining fields on your form.
- Click on “**Save**”.

Helpful Hint:

For CLABSI & SSI you will see a box called "MDRO Infection Surveillance". In the drop down box, always select "No, this infection's pathogen/location...". In California, facilities are only required to do MDRO LAB ID Surveillance, not MDRO INFECTION Surveillance.

The screenshot shows the 'Event Information' section of a form. The 'Event Type' is set to 'BSI - Bloodstream Infection'. The 'Date of Event' field has a calendar icon. The 'MDRO Infection Surveillance' dropdown menu is open, showing two options: 'Yes, this infection's pathogen/location are in-plan for Infection Surveillance in the MDRO/CDI Module' and 'No, this infection's pathogen/location are not in-plan for Infection Surveillance in the MDRO/CDI Module'. The 'Location' field is currently set to the second option. The 'Date Admitted' field is also visible.

PROCEDURE

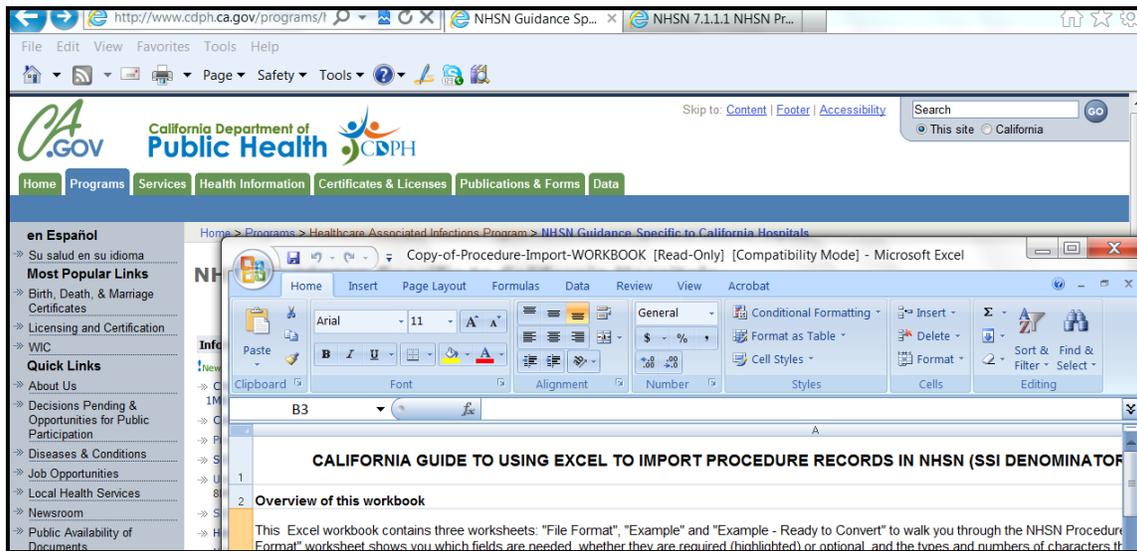
This page is for manually adding individual patients that will comprise your SSI denominator data when you are reporting SSI via the NHSN. This method (manual entry) is time consuming if the numbers of procedures performed is high. When you submit your surgical procedures to the NHSN, patient case data 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.

The screenshot shows the 'Add Procedure' form. It includes a header with the title 'Add Procedure' and instructions: 'Mandatory fields marked with *' and 'Fields required when in Plan marked with >'. The 'Patient Information' section is highlighted. It contains fields for Facility ID (California General Hospital (ID 15633)), Patient ID (with Find and Find Procedures for Patient buttons), Secondary ID, Last Name, Middle Name, Gender, Ethnicity, Race (with checkboxes for American Indian/Alaska Native, Asian, Black or African American, Native Hawaiian/Other Pacific Islander, and White), Procedure #, Social Security #, Medicare #, First Name, and Date of Birth (with a calendar icon).

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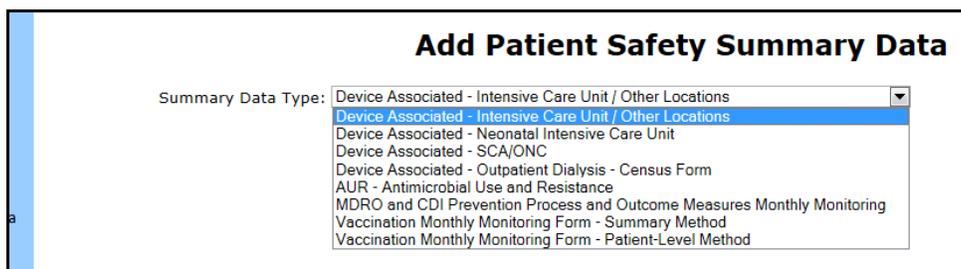
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There are two other documents on the CDPH website to help you understand this process. The [California Guide to Using Excel to Import Procedure Records in NHSN](#) describes how to create a CSV file that meets NHSN specifications. The [Options for Data Entry of NHSN Procedure Data](#) describes the four methods for importing procedure data into the NHSN, including importing a CSV file.



SUMMARY DATA

- To enter summary (denominator data), on the blue bar click on “**Summary Data**” then select “**Add**”.
- On the “**Add Patient Safety Summary Data**” page:



- Select the "Summary Data Type" you would like to add from the drop down box. Based on the types of units at your facility, you will need to enter denominator data for the types of infections you are entering that month.

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Example of a standard California acute care facility's monthly reporting for NHSN summary data:

- **Device Associated - Intensive Care Unit/Other Locations** (fill out one form for each unit of this type per month)
- **MDRO and CDAD Prevention Process and Outcomes Measures Monthly Monitoring** (fill out one form per facility per month)
- **Specialty Care Areas & Neonatal ICU** (Add one form for each unit of these types (if any) per month)

▪ **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 CLA BSI.**
- Remember for each type of surveillance (CLABSI, CDI, etc.) listed in your monthly plan, you will need to enter a corresponding denominator.
- 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.

Helpful Hint:

- You can use a copy of your monthly plan to determine what denominator data should be entered for the corresponding month. Reporting plans can be printed by clicking on “ [Print PDF Form](#)” which is located on the upper right corner of the Reporting Plan Form in NHSN.

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The screenshot shows the 'Denominators for Intensive Care Unit (ICU)/ Other locations (not NICU or SCA)' form. At the top, it says 'Mandatory fields marked with *'. The form includes a 'Facility ID*' field with the value '15633 (California General Hospital)'. Below that is a 'Location Code*' dropdown menu with the selected value '1 SICU - 1ST FLOOR, SOUTH WING, SURGICAL ICU'. There are also 'Month*' and 'Year*' dropdown menus with 'January' and '2013' selected respectively. A 'HELP' link is visible in the top right. On the right side, there is a 'Print PDF Form' link. The main section of the form is titled 'Report No Events' and contains several input fields: 'Total Patient Days:', 'Central Line Days:', 'Urinary Catheter Days:', 'Ventilator Days:', and 'APRV Days:'. To the right of these fields are checkboxes for 'CLABSI:', 'CAUTI:', 'VAE:', and 'PedVAP:'.

- 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: including LTAC, Bone Marrow Transplant, Acute Dialysis (inpatient unit). Hematology/Oncology, Solid Organ Transplant complete this section each month.
 - Select “**Device Associated – Specialty Care Area**” from the drop-down box.
 - Click the “**Continue**” button.

The screenshot shows the 'Denominators for Specialty Care Area/Oncology' form. It has a similar layout to the ICU form, with 'Mandatory fields marked with *' at the top. The 'Facility ID*' is '15633 (California General Hospital)'. The 'Location Code*' dropdown is empty. The 'Month*' and 'Year*' dropdowns are also empty. A 'HELP' link is present. On the right, there is a 'Print PDF Form' link. The main section is titled 'Report No Events' and includes input fields for 'Total Patient Days:', 'Temporary Central Line Days:', 'Permanent Central Line Days:', 'Urinary Catheter Days:', 'Ventilator Days:', and 'APRV Days:'. To the right are checkboxes for 'TCLAB:', 'PCLAB:', 'CAUTI:', 'VAE:', and 'PedVAP:'.

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- 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.

Helpful Hint:

- NHSN definitions for data fields specific to a form (i.e. patient days or central line types) can be obtained while filling out the form by clicking on the  located near the fields on the page.

- 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**, enter your data for the “Patient Days” and “Central Line” fields , entering the totals for each birthweight category for the month.

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

Facility California General Hospital (ID 15633) is following the PS component.

Neonatal Intensive Care Unit

[HELP](#)

Mandatory fields marked with *

Facility ID*: 15633 (California General Hospital)

Location Code*:

Month*:

Year*:

[Print PDF Form](#)

Birth Wt.	Patient Days	CL Days	No CLABSI	Vent Days	No PedVAP	UrC Days
<=750	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
751-1000	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
1001-1500	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
1501-2500	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
>2500	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

- Click on “Save”.

Helpful Hints:

- If your facility tracks neonatal VAE, fill in your monthly infant ventilator days in the Vent Days field
- If your facility tracks neonatal CAUTI, fill in your monthly urinary infant urinary catheter days in the UrC Days field
- 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**"
- NHSN definitions for data fields specific to a form (i.e. birthweight categories) can be obtained while filling out the form by clicking on the [HELP](#) located near the fields on the page

■ 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.

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- 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.
 - Leave "Total Encounters" field blank.
 - 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.
 - Leave " Encounters" field blank.

Logged into California General Hospital (ID 15633) as TRACYLANIER.
Facility California General Hospital (ID 15633) is following the PS component.

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

[HELP](#) [Print PDF Form](#)

Mandatory fields marked with *

Facility ID*: 15633 (California General Hospital)

Location Code*: FACWIDEIN - FacWideIN

Month*: January

Year*: 2013

General

Setting: Inpatient Total Patient Days*: Total Admissions*:

Setting: Outpatient (or Emergency Room) Total Encounters:

If monitoring *C. difficile* in a FACWIDE location, then subtract NICU and Well Baby counts from Totals:

Patient Days*: Admissions*: Encounters:

MDRO & CDI Infection Surveillance or LabID Event Reporting														
Specific Organism Type	MRSA	Report No Events	VRE	Report No Events	CephR-Klebsiella	Report No Events	CRE-Ecoli	Report No Events	CRE-Klebsiella	Report No Events	MDR-Acinetobacter	Report No Events	C. difficile	Report No Events
Infection Surveillance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LabID Event (All specimens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LabID Event (Blood specimens only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

Process Measures

Hand Hygiene
Performed: Indicated:

Gown and Gloves
Used: Indicated:

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

- Scroll to the bottom of the page

Active Surveillance Testing (AST)							
Active Surveillance Testing performed	<input type="checkbox"/>	<input type="checkbox"/>					
Timing of AST	<input type="text"/>	<input type="text"/>					
AST Eligible Patients	<input type="text"/>	<input type="text"/>					
Admission AST							
Performed	<input type="text"/>	<input type="text"/>					
Eligible	<input type="text"/>	<input type="text"/>					
Discharge/Transfer AST							
Performed	<input type="text"/>	<input type="text"/>					
Eligible	<input type="text"/>	<input type="text"/>					
Outcome Measures							
Prevalent Cases							
AST/Clinical Positive	<input type="text"/>	<input type="text"/>					
Known positive	<input type="text"/>	<input type="text"/>					
Incident Cases							
AST/Clinical Positive	<input type="text"/>	<input type="text"/>					
Custom Fields HELP							
<input type="button" value="Save"/> <input type="button" value="Back"/>							

- Click on **“Save”**.

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.

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

Add Annual Survey

[HELP](#) [Print Patient Safety Facility Survey](#)

Mandatory fields marked with *

Facility ID:

Survey Type:

Survey Year:

Facility Characteristics:

Facility ownership:

Hospital Facility:

Number of Patient Days:

Number of Admissions:

Is your hospital a teaching hospital for physicians and/or physicians-in-training?

▪ 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).

Is your hospital a teaching hospital for physicians and/or physicians-in-training?

If Yes, what type: MAJOR GRADUATE UNDERGRADUATE

Number of beds set up and staffed in the following location types (as defined by NHSN):

a. ICU beds (including adult, pediatric, and neonatal levels II/III and III):

b. All other inpatient locations:

Total Number of Beds Set Up and Staffed: 0

If hospital includes an Ambulatory Surgery Center location, specify: No ASC or not operational in this survey year

Setting:

Total number of procedures:

Percent of procedures that are surgical: %

- Click on the “**Is your hospital a teaching hospital for physicians and/or physicians-in-training?**” 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:

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- 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. All other inpatient locations**” field and enter the remaining number of beds.
 - Once you answer a & b, your total beds set up and staffed will auto-calculate.

Helpful Hints:

- If you are unclear what a question is asking for on the form, click on the  for assistance specific to that screen.
- Before adding survey information, click on the "**print patient safety facility survey**" link on the top right side of the screen. Fill in all responses on paper, using information from your facility's departments (i.e. admissions, finance, lab, billing etc.) to collect correct information, then fill in the NHSN survey when your answers are complete.

Add Annual Survey

Mandatory fields marked with *

 HELP

[Print Patient Safety Facility Survey](#)

Facility ID: *



- All remaining categories:
 - Use the same response methods as above.
 - Click on “save”.