

CDPH GUIDE TO THE CDC NHSN WEB-BASED REPORTING SYSTEM: CORRECTLY CONFERRING RIGHTS TO THE CDPH GROUP TO COMPLY WITH CALIFORNIA HAI REPORTING STATUTES

CDPH All Facilities Letter (AFL) 10-07 notified California general acute care hospitals that beginning April 1, 2010, CDPH would accept data for certain healthcare-associated infections (HAI) **only** if reported through the Centers for Disease Control and Prevention's National Healthcare Safety Network (NHSN) web-based surveillance system. To ensure CDPH can view hospital-specific data required by California HAI reporting statutes, hospitals must (a) correctly confer rights to the CDPH Group (b) complete the monthly reporting plan and (c) collect and enter surveillance data monthly according to NHSN methods and protocols. The purpose of this guide is to provide screenshots that illustrate how to correctly confer rights to the CDPH group in NHSN. These screenshots illustrate a sample configuration that will ensure that CDPH can view all mandated hospital-specific data.

Before beginning the process of conferring rights to the CDPH group, **it is assumed that each hospital has already enrolled in NHSN, has appropriately identified and enrolled ('set up') into NHSN each inpatient location (or unit) within the hospital where denominator data can be collected, has established a monthly reporting plan, and has joined the CDPH group.**

The following reporting topics are addressed:

- Central-line associated bloodstream infections (CLABSIs) and total central-line days from each inpatient location
- Central line insertion practices (CLIP) observed in intensive care locations
- *Clostridium difficile* infections (CDI) and numbers of patient days from all inpatient locations using the NHSN MDRO module, option 2: LabID
- MRSA and VRE bloodstream infections (BSIs) and numbers of patient days from all inpatient locations using the NHSN MDRO module, option 2: LabID.

The specific rights that must be conferred to CDPH are, in part, driven by the manner in which CDPH has interpreted reporting requirements. CDPH must receive a monthly count of CLABSI events and central-line days for each inpatient location in the hospital. Additionally, NHSN requires collection of patient days for each individual unit. Therefore, each inpatient location must be correctly set up during initial enrollment and designated in monthly reporting plans. The NHSN website has training materials on how to correctly enroll locations and complete monthly plans including how to copy the full list of inpatient locations from one monthly plan to the next.

CDPH has determined that MRSA and VRE BSI events (infections), all CDI events, and their appropriate denominators must be reported through the MDRO LabID module using the facility-wide method described below. MDRO/CDAD events should include, for MRSA and VRE, only positive blood specimens. MRDO/CDAD events for CDIs should include all positive specimens. NHSN allows facilities to choose from 3 reporting methods for MDRO/CDAD surveillance that result in different requirements for denominator submissions (patient days and admissions). **Method A 'Facility-wide by location'** requires a separate denominator submission for each inpatient location; **method B: 'selected locations'** requires denominator submissions from only those locations selected; and **method C 'overall facility-wide'** requires only one denominator submission for the facility.

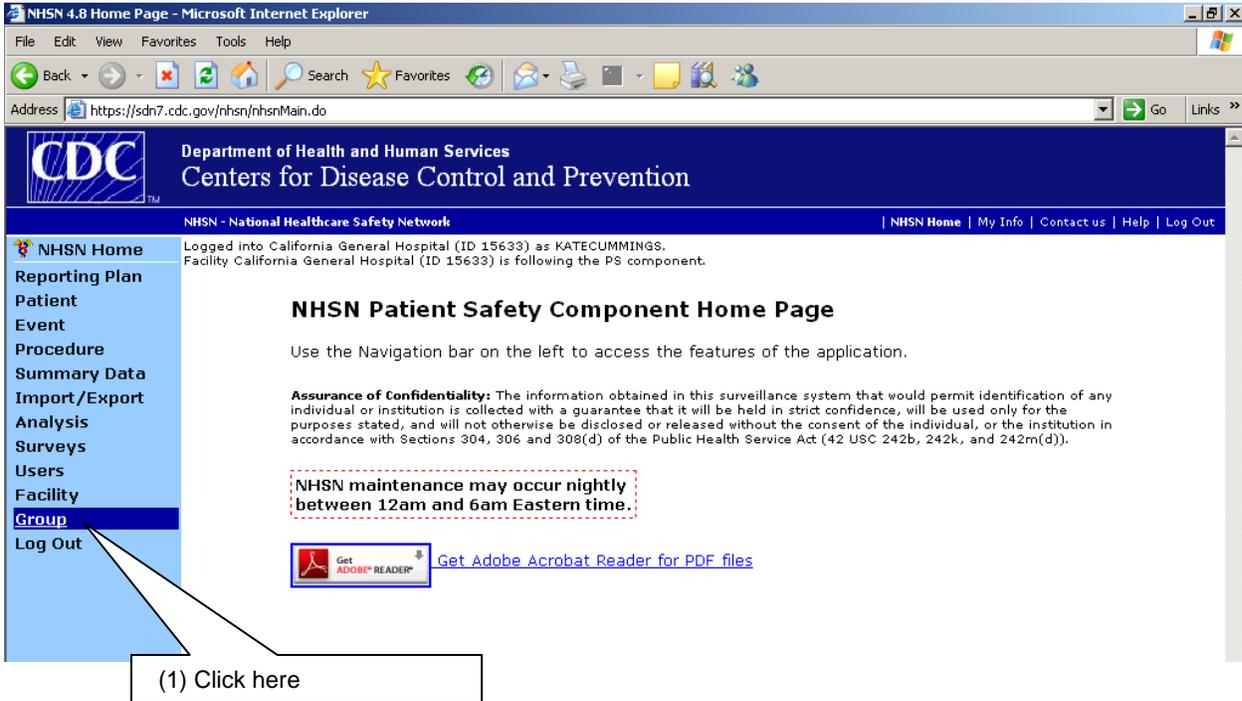
CDPH strongly recommends all hospitals use method C. In addition to conferring appropriate rights to CDPH, facilities must also indicate their MDRO/CDAD surveillance and reporting choices in the 'Patient Safety Monthly Reporting Plan'.

It should be noted that MRSA and/or VRE BSIs that also meet the NHSN surveillance definition of a CLABSI must be entered into 2 different NHSN modules to report both the MDRO LabID event and to report the device-associated BSI event.

STEP 1 – LANDING PAGE

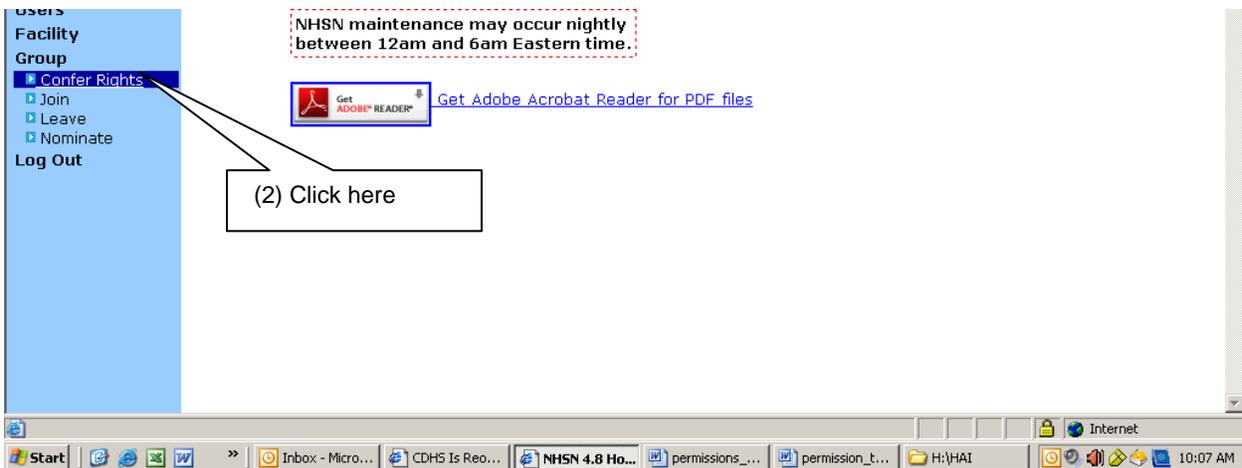
Start on the primary screen for NHSN

(1) Click the Group Menu on the left panel to expand



Next: expand to see options under Group

(2) Click Confer Rights (under the Group Menu) on the expanded left panel

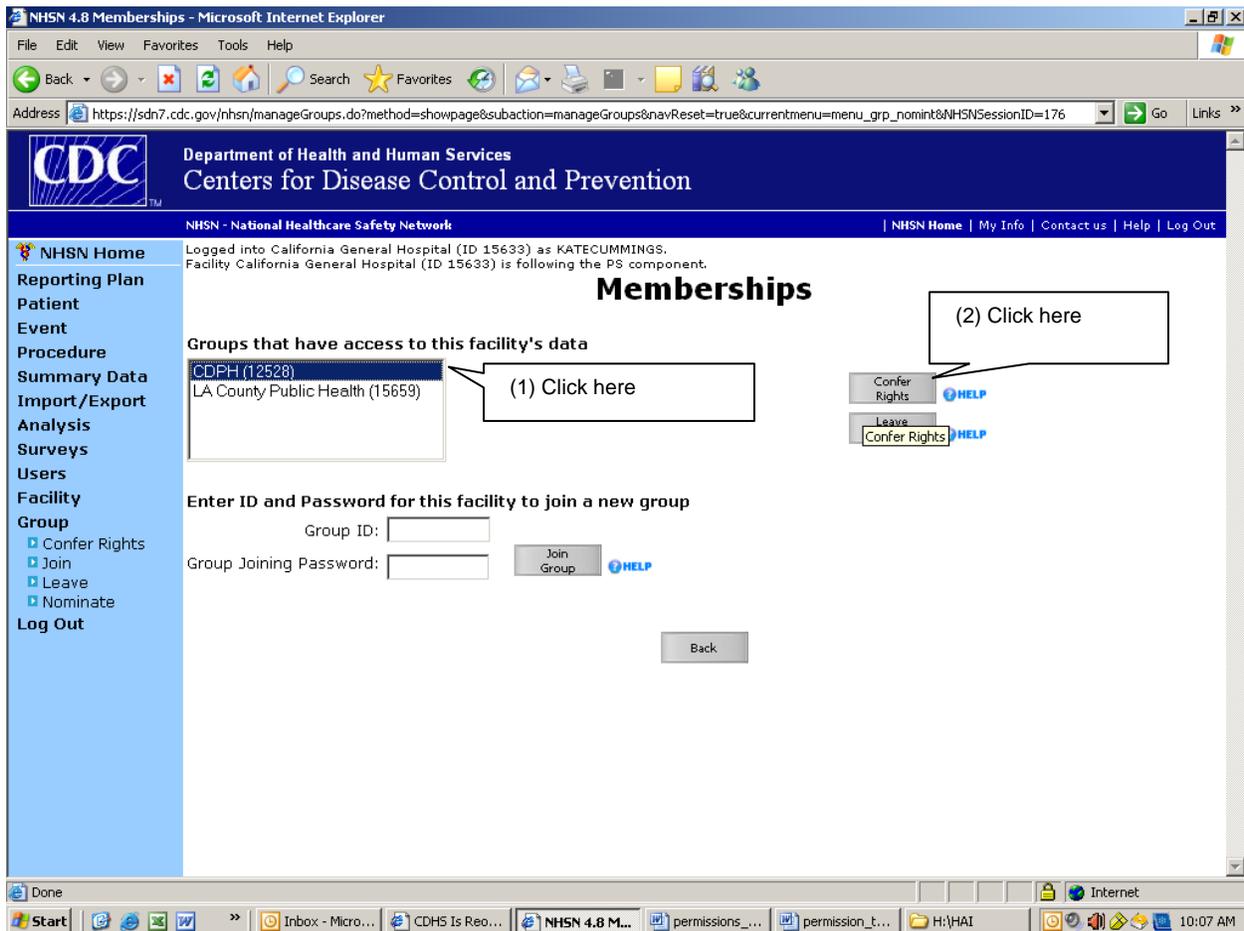


STEP 2: INITIATE RIGHTS CONFERRAL

- (1) Choose (highlight) **CDPH (12528)** as the group that can view this facility's data
- (2) Click on **Confer Rights** on the right side of the screen

Please note

If your facility has decided to confer rights to a group other than the CDPH group, you should first complete the steps in this document for the CDPH Group. You will then need to repeat the process by selecting the other group, clicking on confer rights and going through the subsequent screens. Rights must be conferred to each group separately.



STEP 3 - CONFER RIGHTS TO GENERAL AND SURVEY DATA

The **CONFER RIGHTS – PATIENT SAFETY** screen will now appear. In this section you will confer to CDPH rights to view patient data, monthly reporting plans, data analysis and view hospital survey data (these data provide important characteristics about the hospital, and are used in risk adjustment).

- (1) Proceed to the General Section, Patient line and click View; hospitals can choose to allow CDPH to view patient data with or without identifiers
- (2) Proceed to the Monthly Reporting Plan line and click View
- (3) Proceed to the Data Analysis line and click View
- (4) Proceed to the Surveys Section, click the dropdown menu under YEAR and choose 2009
- 5) Click the dropdown menu under Survey Type and choose 'Facility Survey Data'

This is the completed screenshot:

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

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

Confer Rights-Patient Safety

✓ Please select the rights that group 'CDPH' should have to facility 'California General Hospital'

Patient Safety

View Options	
Patient	<input checked="" type="checkbox"/> With Identifiers <input checked="" type="checkbox"/> Without Identifiers
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>

Year	Year	Survey Type
2009	to	Facility Survey Data

(1-3) Click View for Patient, Monthly reporting plan and Data Analysis
CDPH makes no recommendation on conferring rights with or without identifiers.
Hospitals may choose either of these 2 options.

(4) Click the dropdown menu under YEAR and choose 2009
Leave 'to YEAR' blank which will ensure your conferred right remains active in the future.

(5) Click the dropdown menu under Survey Type and choose 'Facility Survey Data'

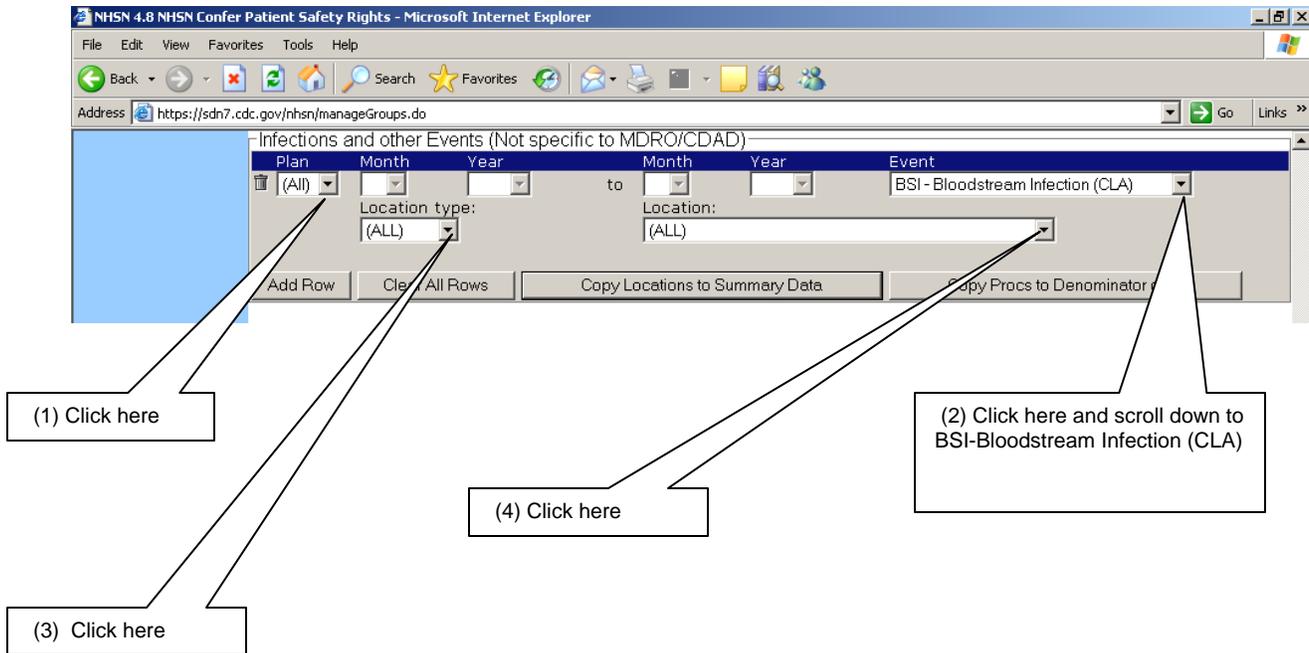
If you make a mistake, click on the CLEAR ALL ROWS button and start over

STEP 4 – CONFER RIGHTS TO CLABSI AND CLIP EVENTS

Proceed to the **Infections and other Events (Not specific to MDRO/CDAD)** section of the screen. In this section you will confer to CDPH rights to view CLABSI events from all inpatient locations from which denominator data can be collected and CLIP events from all intensive care areas.

For all inpatient CLABSI events:

- (1) Proceed to the drop down menu under Plan and choose (highlight) (ALL)
- (2) Under Event choose BSI-Bloodstream Infection (CLA)
- (3) Under Location type choose (ALL) and
- (4) Under location choose (ALL)

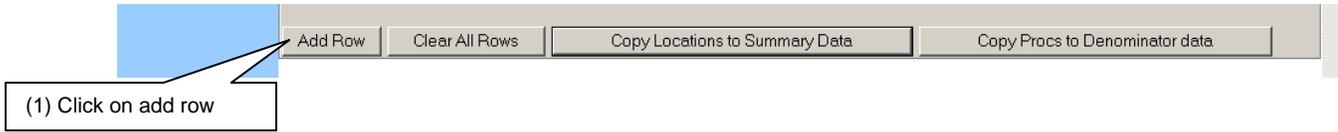


Please note:

Action (1) above (choosing 'ALL' from the Plan menu) is one of several options. Two other options ('BOTH' or 'IN') also comply with reporting statutes but require hospitals to declare a date range for the conferred right (Month Year to Month Year) – rights outside of that range are considered expired. CDPH recommends the use of 'ALL' as explained in the CDPH webinar on AFL 10-07.

Confer rights to all intensive care unit CLIP events:

(1) Press the Add Row button at the bottom of the Infections and other Events Section Screen:



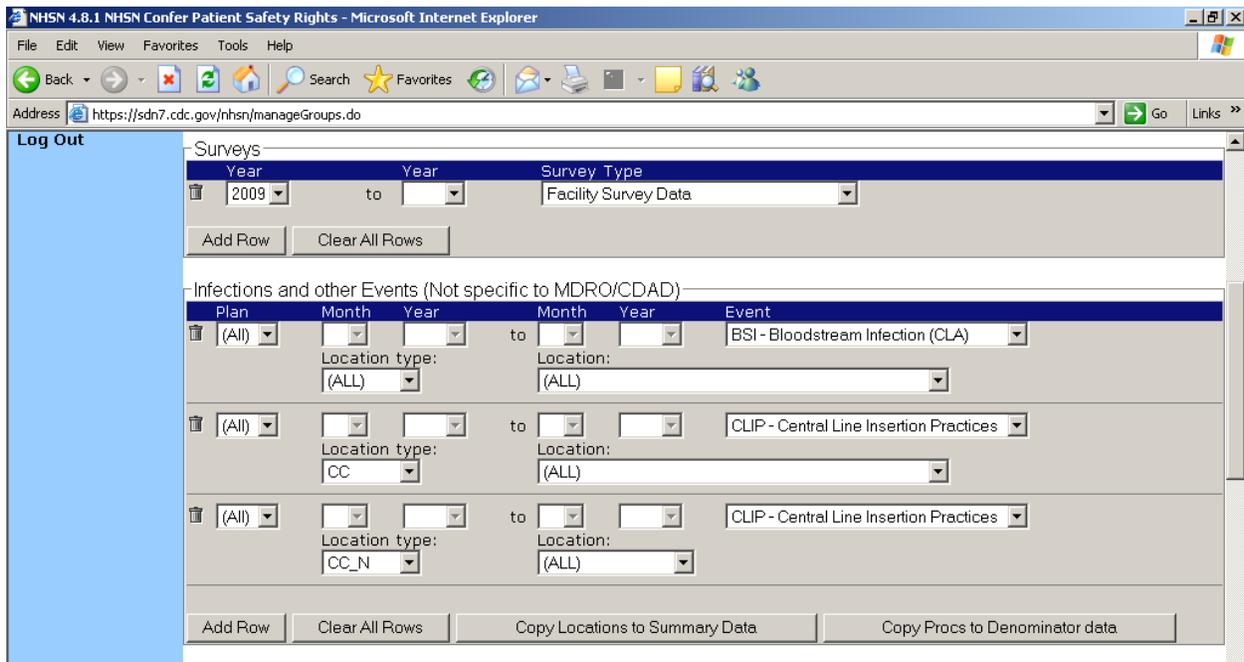
Repeat the steps illustrated on Page 5 to confer rights to all intensive care unit CLIP events:

- (2) On the new row proceed to the drop down menu button under Plan and choose (highlight) (ALL)
- (3) Under Event choose CLIP – Central Line Insertion
- (4) Under Location type choose (CC) and
- (5) Under location choose (ALL)

If your facility has one or more neonatal intensive care units, continue with the next steps

- (6) Press Add Row
- (7) On the new row, proceed to the drop down menu under Plan and choose (highlight) (ALL)
- (8) Under Event choose CLIP – Central Line Insertion
- (9) Under Location type choose (CC_N) and
- (10) Under location choose (ALL)

The completed screen will look like this:

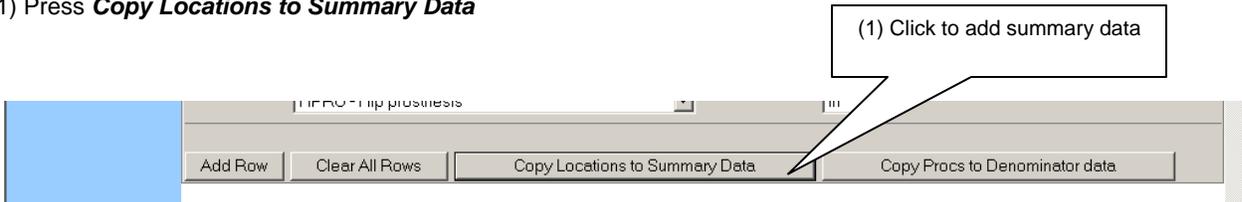


Additionally, in addition of Level II/III Level II nurseries can be mixed-care units. In California, a level II nursery is considered a NICU for the neonate that is receiving care at one of the three levels of care defined as that delivered in a NICU, and is not considered a NICU for a neonate receiving care that is not delivered in a NICU. Based on these usages, and because NHSN considers a Level II nursery a step down unit, you may need to do the following:

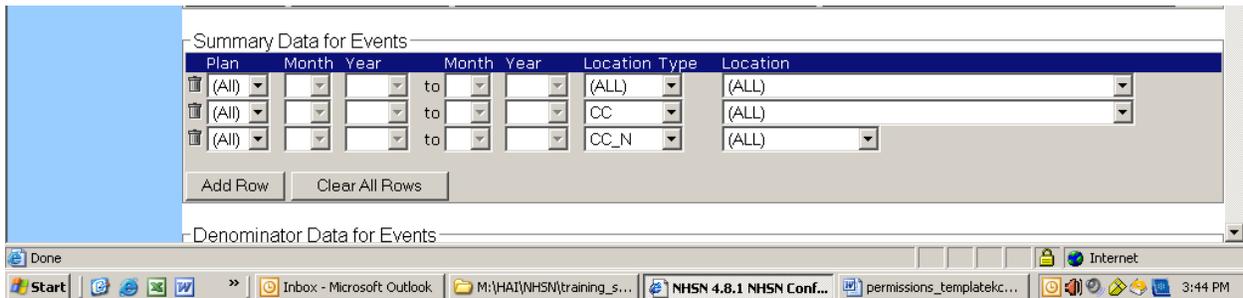
- (11) Press Add Row
- (12) On the new row, proceed to the drop down menu under Plan and choose (highlight) (ALL)
- (13) Under Event choose CLIP – Central Line Insertion
- (14) Under Location type choose (STEP) and
- (15) Under location, choose your Level II nursery location as you defined it (note: this is the only Step Down unit that should be added, no others would apply).

Proceed to the **Copy Locations to Summary Data** button at the bottom of the Infections and other Events Screen. This step will confer rights to CDPH to view the number of central line days per location per month.

(1) Press **Copy Locations to Summary Data**



(2) After pressing the button, the Summary Data for Events table **will automatically populate**. The screen should now appear like this:



Important Note

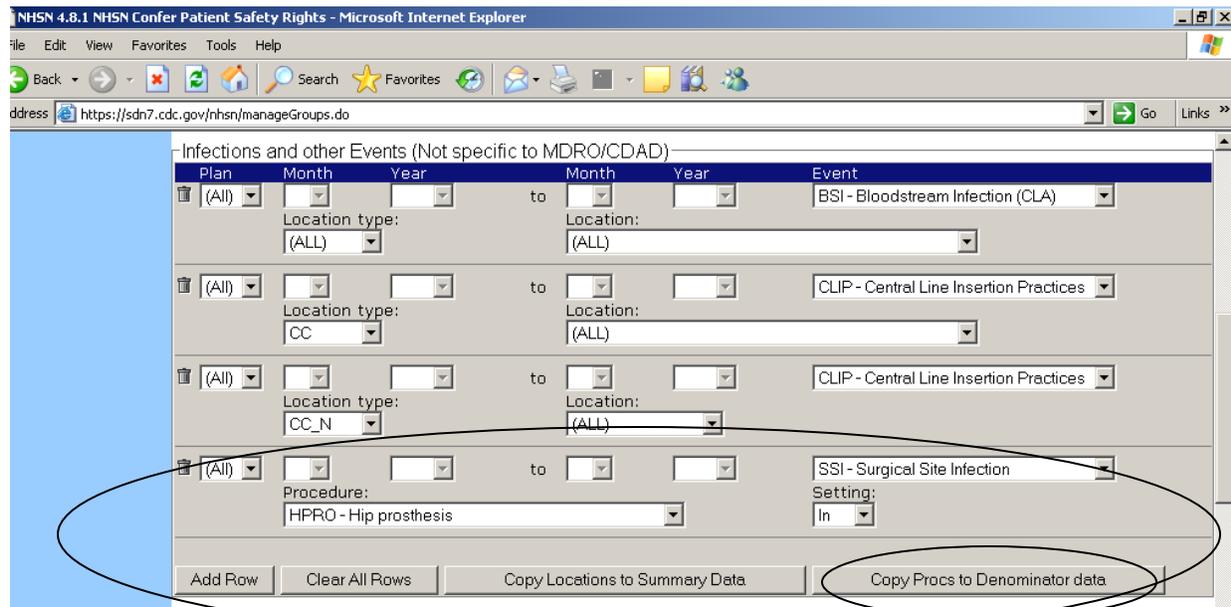
Conferring rights to SUMMARY DATA for Events will allow CDPH to view DENOMINATOR data (central line and patient days) for each inpatient location designated and set-up for NHSN reporting. These data are needed to comply with reporting statutes and for appropriate risk stratification. It is important that each hospital has appropriately identified and enrolled **EACH location** (or unit) within the hospital during the initial NHSN enrollment process.

STEP 5 – VOLUNTARY OPTION FOR REPORTING SURGICAL SITE INFECTIONS

Because public reporting of SSI data by CDPH is not required until 2012, CDPH requested in CDPH AFL 10-07 that hospitals currently using NHSN for SSI surveillance **voluntarily** confer rights to CDPH to see these data. One example (of many possible) is provided here.

To confer rights to CDPH for reporting SSIs for all inpatient hip prostheses procedures

- (1) Click the Add Row button at the bottom of the **Infections and other Events (Not specific to MDRO/CDAD)** section of the screen.
- (2) Proceed to the drop down menu under Plan and choose (highlight) (ALL)
- (3) Under Event choose SSI – Surgical Site Infections
- (4) Under Procedure choose (HPRO – Hip prosthesis) and
- (5) Under setting choose (IN)



- (6) Press the **Copy Procs to Denominator** button at the bottom of the Infections and other Events Screen

The **Denominator Data for Events** Screen Section will auto-populate and appear like this:



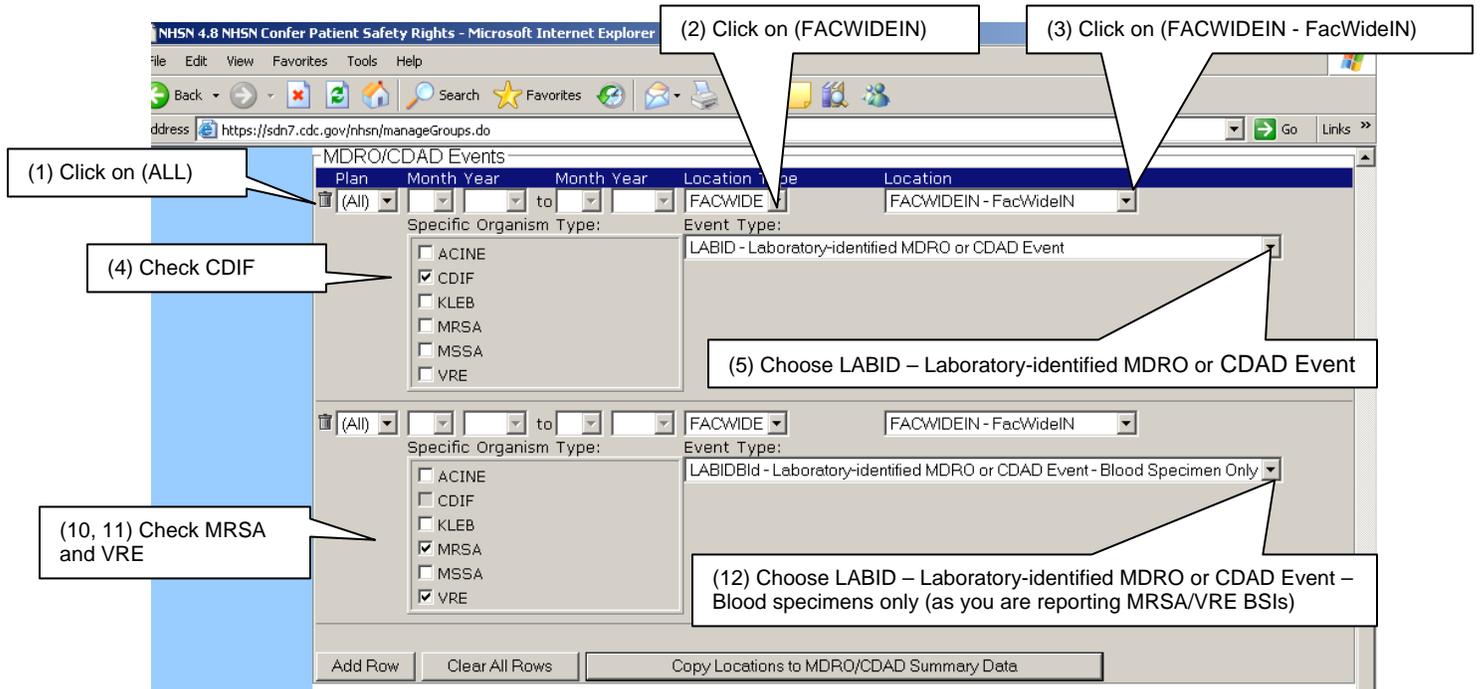
Note: For SSI surveillance and reporting, NHSN requires the collection of denominator data for each surgical procedure selected for surveillance as indicated in a hospital's monthly plan. Data are collected individually for EACH operative procedure performed to allow the calculation of risk-stratified SSI rates.

STEP 6 – CONFER RIGHTS TO MRSA/VRE BSIs and all CDIs USING METHOD C

Proceed to the **MDRO/CDAD Events** Screen. In this section you will confer to CDPH rights to view MRSA/VRE BSIs and CDI events as described in CDPH AFL 10-07 using MDRO/CDAD module LabID Events (option 2), Facility wide (Method C). Method C allows the calculation of summary or overall facility-wide rates for MRSA BSI, VRE BSI, and CDI. Only aggregate denominators (patient days and admissions) for all inpatient locations combined are required.

To confer rights to the MDRO/CDAD module:

- (1) Proceed to the drop down menu under Plan and choose (highlight) (ALL)
- (2) Under Location type choose (FACWIDE) and
- (3) Under location choose (FACWIDEIN - FacWideIN)
- (4) Under Specific Organism Type: check CDIF
- (5) Under Event type: choose **LABID – Laboratory-identified MDRO or CDAD Event**
- (6) Press the Add Row button at the bottom of the MDRO/CDAD Events Section Screen AND REPEAT THE PROCESS for VRE and MRSA BSIs ON THE NEW ROW
- (7) On the new row proceed to the drop down menu under Plan and choose (highlight) (ALL)
- (8) Under Location type choose (FACWIDE) and
- (9) Under location choose (FACWIDEIN - FacWideIN)
- (10) Under Specific Organism Type: check MRSA
- (11) Under Specific Organism Type: check VRE
- (12) Under Event type: choose **LABID – Laboratory-identified MDRO or CDAD Event – Blood Specimen Only**



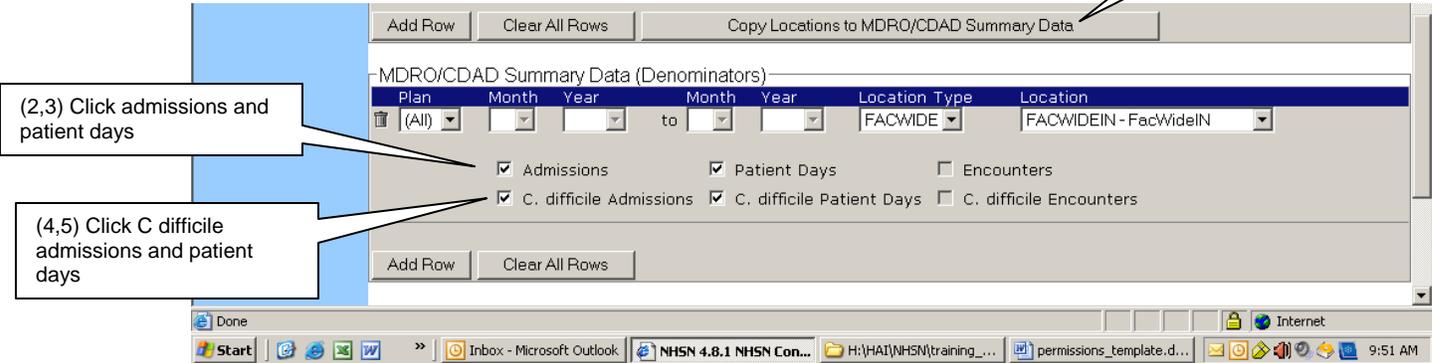
Proceed to the **Copy Locations to MDRO/CDAD Summary Data** button at the bottom of the MDRO Events Screen

(1) Press **Copy Locations to MDRO/CDAD Summary Data** –

- (2) Click on the Admissions toggle Button (unless it is already checked)
- (3) Click the Patient Days toggle Button (unless it is already checked)
- (4) Click on C. *difficile* Admissions toggle button
- (5) Click on the C. *difficile* Patient Days

(1) Press **Copy Locations to MDRO/CDAD Summary**

These actions will produce a screen that appears like this:



Important Note

This step will confer rights to MDRO/CDAD Summary Data DENOMINATOR data (admissions and patient days) for MRSA and VRE BSIs and for CDIs facility-wide (ie, one summary denominator for all inpatient locations for each infection type).

Although pressing the 'Copy Locations to MDRO/CDAD Summary Data' button will auto-populate the **MDRO/CDAD Summary Data (Denominators)** section table, you need to be sure the Admissions and Patient Days toggles are checked on both lines.

Admissions and patient days refer to the total for inpatient locations in the facility. *C. difficile* admissions and patient days exclude all units with infants under 1 year of age (eg, NICUs and well baby nurseries). This is because children under 12 months demonstrate a high prevalence of asymptomatic carriage of *C. difficile* and should not, in general, undergo laboratory testing for *C. difficile*.

Rights on the last screen, MDRO/CDAD Process & Outcomes Measures Screen, do not need to be completed.

MDRO/CDAD Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location

AST Process & Outcome Measures

Process Measures	Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> Hand Hygiene	<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gown and Gloves	<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Row Clear All Rows

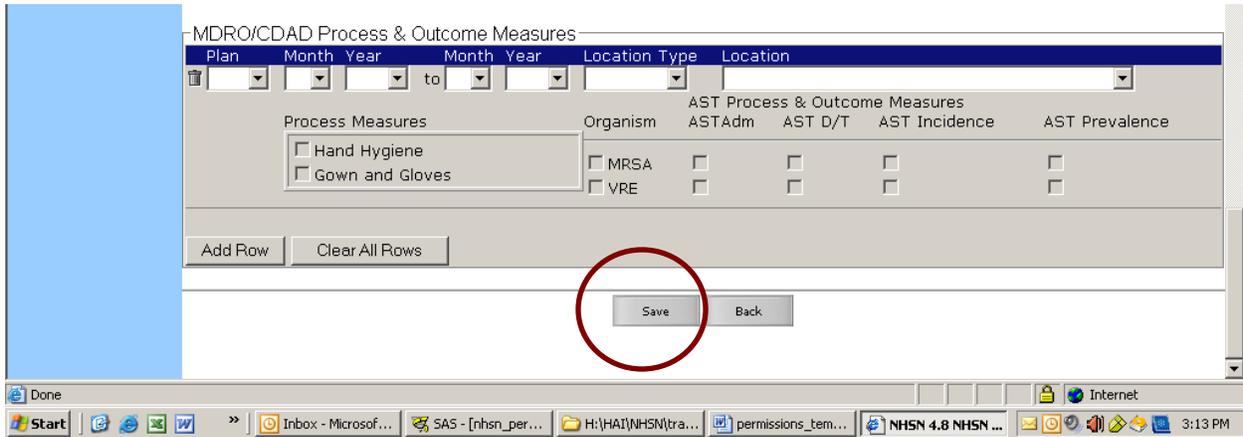
Save Back

Done Start Internet

Inbox - Microsoft Outlook NHSN 4.8.1 NHSN Conf... permissions_template.do... 10:30 AM

STEP 7: SAVE YOUR WORK TO CONFER RIGHTS

At the bottom of the screen, you will find the SAVE Button. **BE SURE TO SAVE YOUR CHOICES, RIGHTS WILL NOT BE CONFERRED UNLESS YOU PRESS THE SAVE BUTTON**



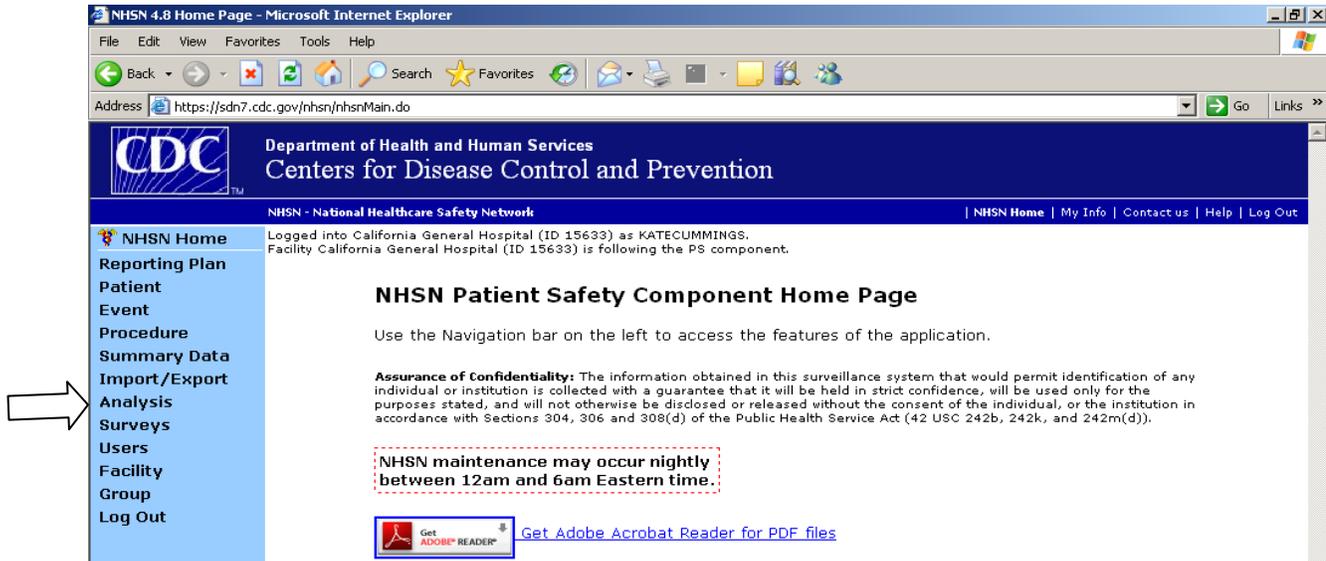
After you press save, you will automatically return to the landing page. **YOU ARE DONE!**

Proceed to the next page to learn how to confirm that you have correctly conferred rights

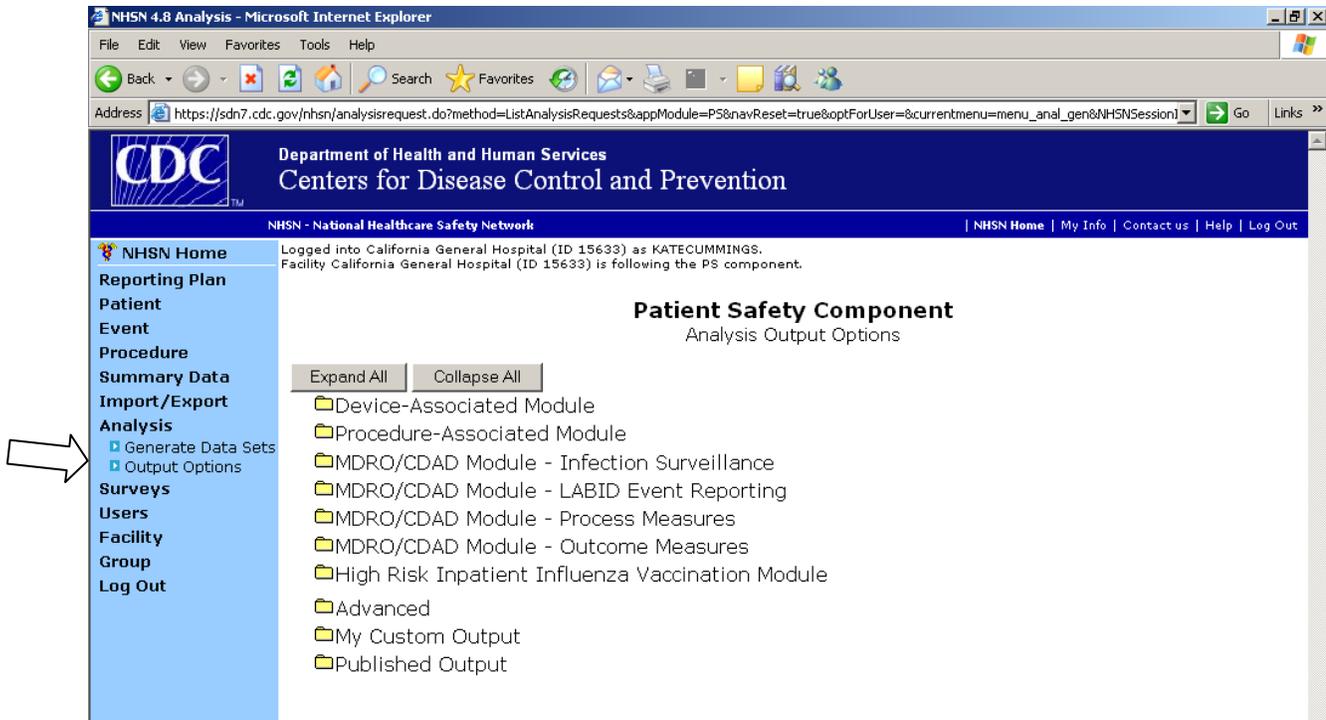
STEP 8: VIEW YOUR CONFERRED RIGHTS

To view the rights you conferred to the CDPH group, you can print them out using these steps.

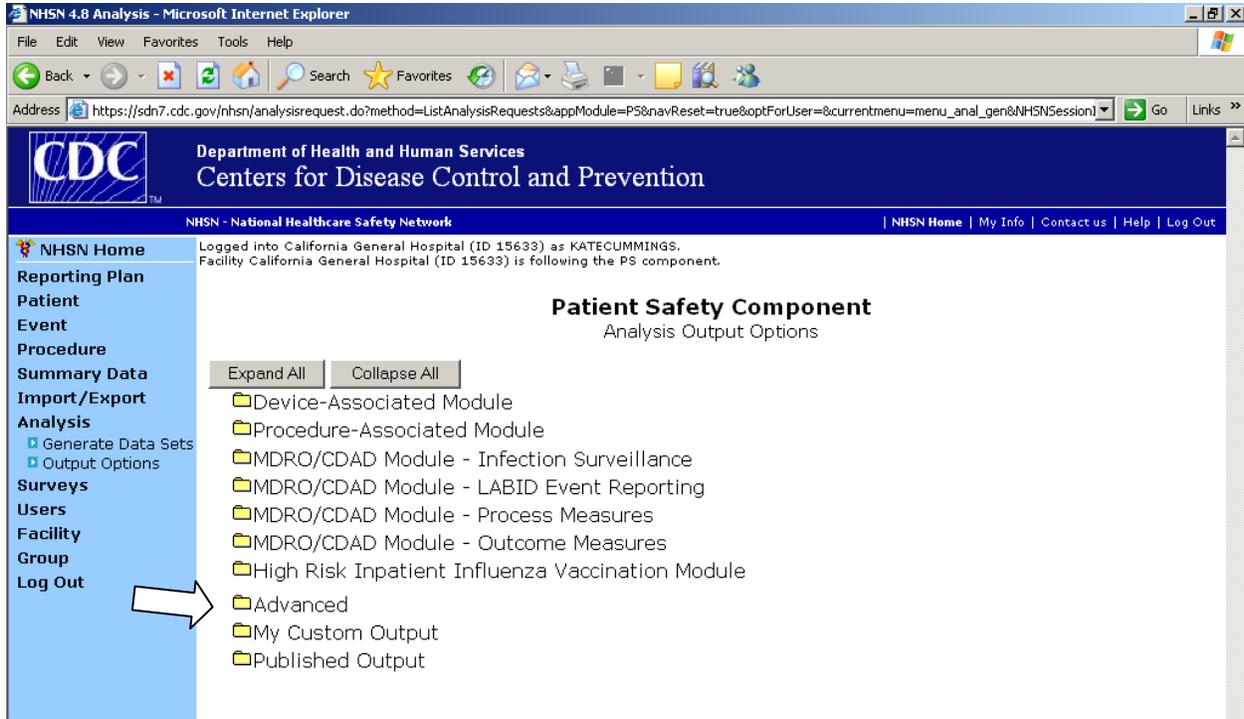
(1) From the landing page, Click on ANALYSIS on the left panel



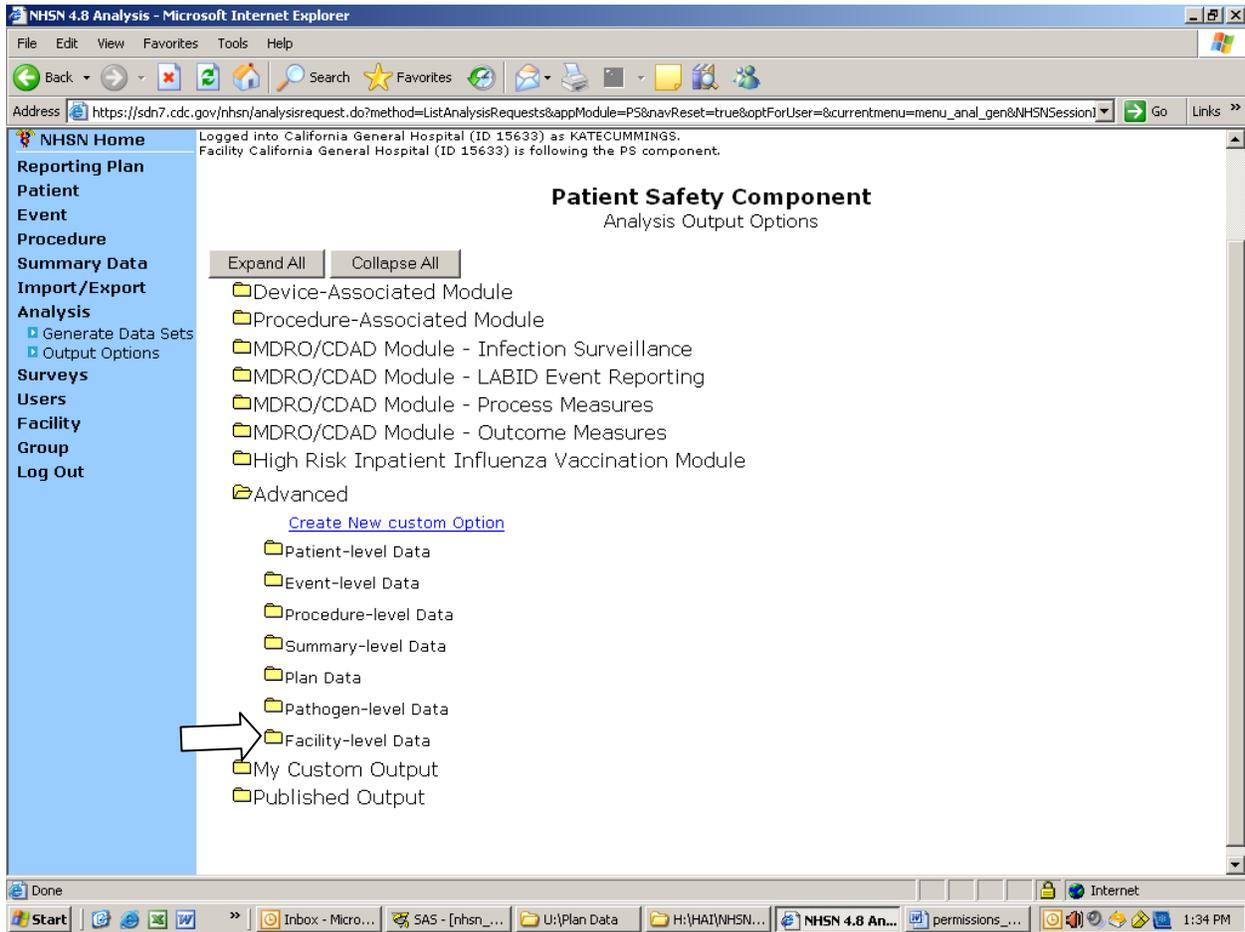
(2) Once the ANALYSIS option is expanded as illustrated below, click on output options



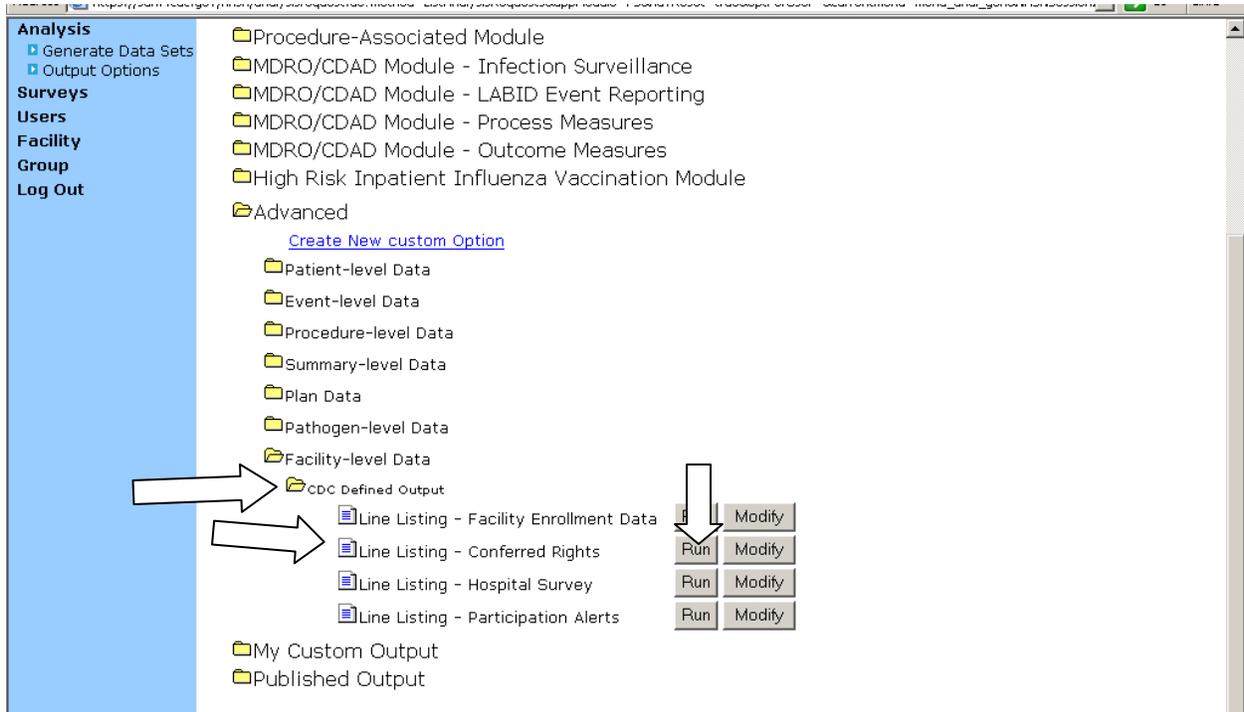
(3) Click on ADVANCED to expand the list of options



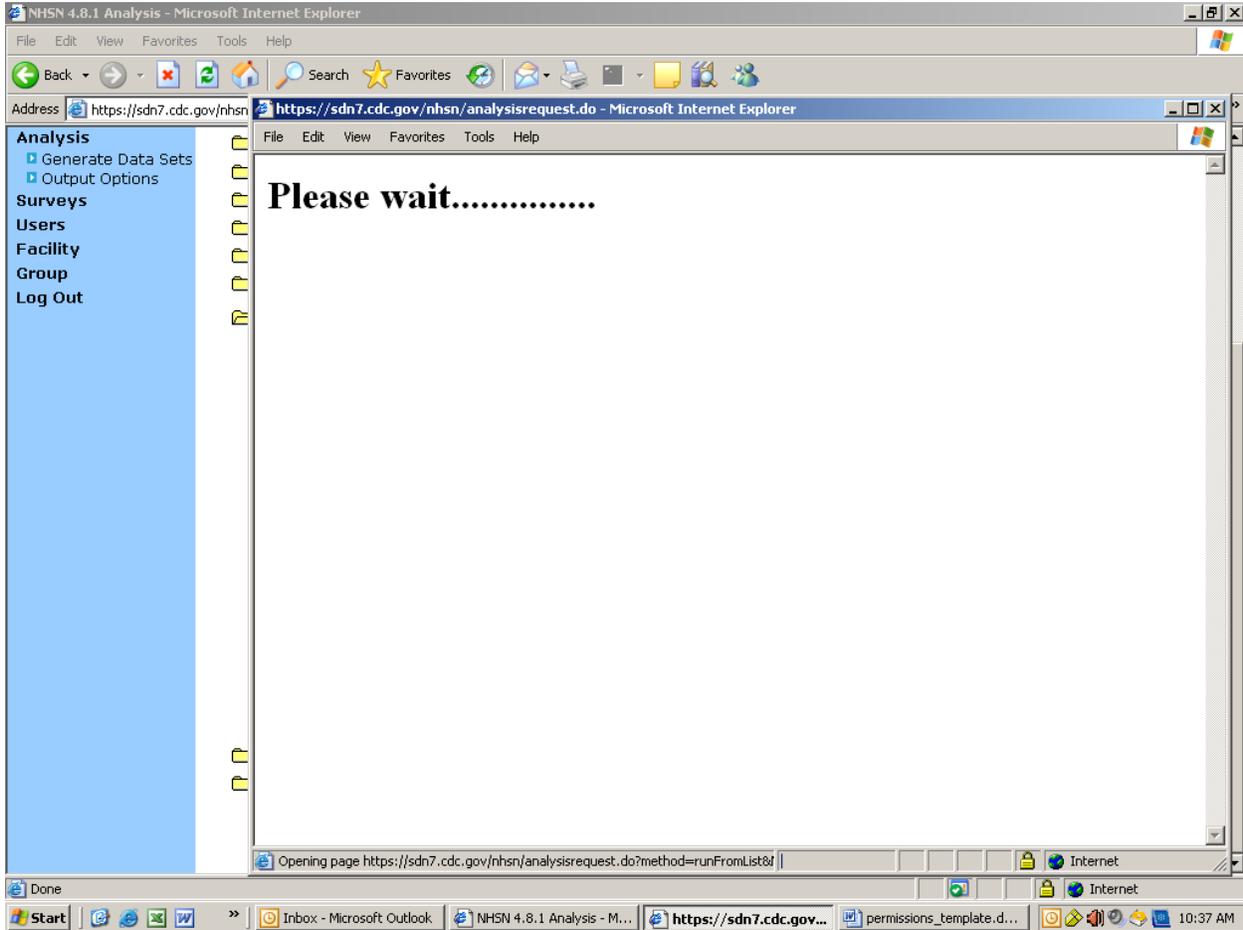
(4) Click on Facility-level Data from the expanded list of options



- (5) Click on CDC-defined output
- (6) Click on Line Listing – conferred rights
- (7) Click on RUN



(8) You will temporarily see a screen that states ‘**RUNNING.....**’



(9) You will then see this screen. The top of the screen will appear this way:

parentOrgID	objectName	objectAction	locationType	location	procCode	setting	plans	monthFrom	yearFrom	monthTo	yearTo	mrsa	mssa	vre	cdif	acine	kleb
12528	Plan	View											
12528	Facility Survey Data	View											
12528		Analyze											
12528	Patient without identifying data	View											
12528	DA Summary Data	View	(ALL)	(ALL)			(ALL)						
12528	DA Summary	View	CC	(ALL)			(ALL)						

You can scroll up/down and across the screen to see all conferred rights.

rgID	objectName	objectAction	locationType	location	procCode	setting	plans	monthFrom	yearFrom	monthTo	yearTo	mrsa	mssa	vre	cdif	acine	kleb	admissions	patda
528	Plan	View																	
528	Facility Survey Data	View																	
528		Analyze																	
528	Patient without identifying data	View																	
528	DA Summary Data	View	(ALL)	(ALL)			(ALL)												
528	DA Summary Data	View	CC	(ALL)			(ALL)												
528	DA Summary Data	View	CC_N	(ALL)			(ALL)												
528	MDRO Summary Data	View	FACWIDE	FACWIDEIN			(ALL)											Y	Y
528	Procedure	View			HPRO	IN	(ALL)												
528	CL assoc BSI Events	View	(ALL)	(ALL)			(ALL)												
528	CLIP	View	CC	(ALL)			(ALL)												
528	CLIP	View	CC_N	(ALL)			(ALL)												
528	SSI	View				IN	(ALL)												
528	LabID Events	View	FACWIDE	FACWIDEIN			(ALL)					Y		Y					
528	LabID Events	View	FACWIDE	FACWIDEIN			(ALL)								Y				

Important Note

The table currently has only one row for MDRO Summary data even though you conferred 2 different types of MDRO summary data rights: (1) rights to see total patient days and admissions and (2) rights to see C. difficile patient days and admissions. A change request to NHSN is pending – this request will update the system so that there will be a line for the C. diff denominator variables in addition to the MDRO denominator variables, but it has not been formally approved yet.