



Quick Reference: National Healthcare Safety Network Monthly Reporting Plan Data Entry. Facilities must complete a Monthly Reporting Plan each month.

1. Log into the NHSN system at <https://sdn.cdc.gov>
2. From the left hand navigation bar, click "Reporting Plan > Add"
3. **Facility ID** – the Add Monthly Reporting Plan screen will be displayed and the Facility ID will be defaulted. You do not need to do anything else in this field.
4. **Month/Year** - enter the month and year during which the data will be collected.
5. **No NHSN Patient Safety Modules** - if the facility does not plan to report any data during the month and year check this box.

6. Device-Associated Modules

- a. If you want to follow the same plan as the prior month, click the **Copy from Previous Month** button. If you want to follow the same plan exactly, you are done with this section. If you want to modify your plan, continue with the following steps.
- b. Select an inpatient location where you will monitor for device-associated events from the drop-down.
- c. Select the event(s) to be monitored during the selected time period from the location: Central line-associated bloodstream infection (CLABSI), Dialysis event (DE), Ventilator-associated pneumonia (VAP), Catheter-associated urinary tract infection (CAUTI), and Central Line Insertions Practices (CLIP).
- d. If you want to monitor events in more than one unit, click on **Add Rows** to add another unit.
- e. To delete a row from your list, click on the trashcan icon to the left of the row.
- f. To clear all rows from your list, click the **Clear All Rows** button.
- g. For information on the data collection methodology for the Device-Associated Module, use the NHSN help. From the NHSN help site, use the left-hand navigation menu and click on "Patient Safety Component > Device-Associated Module > Data Collection Methodology for Device-Associated Module."

7. Procedure-Associated Module

- a. If you want to follow the same plan as the prior month, click the **Copy from Previous Month** button. If you want to follow the same plan exactly, you are finished with this section. If you want to modify your plan, continue with the steps below.
- b. Select a procedure that you will monitor for procedure-associated events from the drop-down.

- c. Select the event(s) to be monitored during the period: Surgical Site Infection (SSI) and/or Post-Procedure Pneumonia (PPP).
- d. If monitoring SSI, select the setting you want to monitor from the SSI drop-down: "IN – Inpatient," "OUT – Outpatient," or "BOTH – Inpatient and Outpatient".
- e. If you are monitoring PPP, select "IN – Inpatient" from the "Post-procedure PNEU" drop-down. Inpatient is your only option.
- f. If you want to monitor events for more than one procedure, click on **Add Rows** to add another procedure.
- g. To delete a row from your list, click on the trashcan icon to the left of the row.
- h. To clear all rows from your list, click on the **Clear All Rows** button.

For information on the data collection methodologies for the Procedure-Associated Module use the NHSN help. From the NHSN help site, use the left-hand navigation menu and click on "Patient Safety Component > Procedure-Associated Module > Data Collection Methodology for Procedure-Associated Module."

8. MDRO & CDAD Module

- a. **Location** – select the location that you will monitor for MDRO and/or CDAD events.
 - For information on the data collection methodologies for the MDRO & CDAD Module use the NHSN help. From the NHNS Help site, use the left hand Navigation menu and click on "Patient Safety Component > MDRO & CDAD Module > Required and Optional Reporting Choices for MDRO and CDAD Module." You can also read the Multidrug-Resistant Organism & *Clostridium difficile*-Associated Disease (MDRO/CDAD) Module Protocol, found on the CDC NHSN website at http://www.cdc.gov/nhsn/PDFs/pscManual/12pscMDRO_CDADcurrent.pdf.
 - There are four reporting choices for the MDRO & CDAD Module:
 - 1) Infection Surveillance;
 - 2) Proxy Infection Measures (Laboratory-Identified [LabID] Events);
 - 3) Prevention Process Measures; and
 - 4) Active Surveillance Testing Outcome Measures.
 - If you plan to perform MDRO or CDAD infection surveillance, LabID Event reporting, or monitor process and/or outcome measures, select the individual location code per row for the area(s) in your facility that you intend to monitor.
 - If you plan to perform LabID event surveillance **overall facility-wide** (using Method C as defined in the protocol), use Location FACWIDEIN. This will enable you to use total hospital admissions and patient days for your denominators on the MDRO and CDAD Prevention Process and Outcome Measures Monthly Monitoring form (rather than broken down by location). If the location FACWIDEIN is selected, you will only be able to select LabID Event as a surveillance option.
 - If you want to perform **facility-wide by location** (Method A), you must enter each specific facility location being monitored.
- b. **Specific Organism Type** – select each organism you will be reporting, selecting from: MRSA, MRSA/MSSA, VRE, MDR-Klebsiella, MDR-Acinetobacter, and/or *C. difficile* (or CDAD).

- c. **Infection Surveillance** – Infection Surveillance or LabID Event reporting in ≥ 1 patient care area is required for each MDRO your facility chooses to monitor (MRSA, MRSA/MSSA, VRE, MDR-Klebsiella, MDR-Acinetobacter, or CDAD).
 - d. **AST Timing** – select if the plan will perform active surveillance testing (AST) for the organism selected will be done on ADM (admission) only or BOTH (at admission and at discharge/transfer).
 - e. **AST Eligible** – select ALL if all patients will be eligible for AST or select NHx to indicate that only patients eligible for testing will be those with no history of MDRO colonization or infection in the past 12 months as documented by the admitting facility.
 - f. **Lab ID Event** – select if you plan to use Laboratory-Identified Events to monitor the specified organism in the location. Infection Surveillance or LabID Event reporting in ≥ 1 patient care area is required for each MDRO your facility chooses to monitor.
 - g. **Incidence** – select if you plan to report incidence of the organism at the location listed using AST and clinical positives. NOTE: Infection Surveillance or Lab ID Event must be checked in order to select this option.
 - h. **Prevalence** – select if you plan to report prevalence of the organism at the location listed using AST, clinical positives, and known positive cases. NOTE: Infection Surveillance or Lab ID Event must be checked in order to select this option.
 - i. **HH** – select if you plan to monitor Hand Hygiene adherence in specified locations. Ideally, this should be the patient care location(s) also selected for MDRO Infection Surveillance.
 - j. **GG** – select if you plan to monitor gown and gloves use adherence in specified locations. Ideally, this should be the patient care location(s) also selected for MDRO Infection Surveillance.
9. **Patient Influenza Vaccination Module** – select either Method A or Method B as the method to be used for the month. If not reporting the influenza vaccination modules do not select a method.

Method Types:

Method A – Facility-wide by location. Requires the most effort but provides the most detail for local and national statistical data

Method B – Selected locations within the facility (1 or more). Acceptable method, ideal for use during targeted prevention programs

For detailed instructions reference

http://www.cdc.gov/nhsn/PDFs/slides/NHSN_trainingDec12DataEntry.pdf

or the **NHSN Online Manual**: “Patient Safety Component: Patient Safety Monthly Reporting Plan”