



National Healthcare Safety Network Workflow

Initial Set-up:

- Add **Additional Users** and assign user rights
 - Click **Users > Add** to add a new user
 - Click **Users > Find** to search for an enrolled user
- Define and **Add Locations** you wish to report on

Note: If you wish to report the unit on which a device was inserted you must define and add these units as well.

 - Click **Facility > Locations**

Monthly:

- Complete the **Monthly Reporting Plan** for the month you wish to report on prior to entering any events for the corresponding month.

*Note: If your monthly reporting plan has not changed from the previous month select **copy from previous month** for each component and resubmit plan.*

 - Click **Reporting Plan > Add**
 - Chose month and year
 - Device-Associated Module (CAUTI/CLABSI/VAP):
 - Choose the location(s) you wish to monitor
 - Choose the events you wish to monitor
- Report Events** according to reporting plan for reporting month.

Note: Events can be reported at anytime after the monthly reporting plan is completed for the reporting month. All events for a reporting month should be entered by the 15th of the following month for FDOH collaboratives or by the end of the following month for all other facilities.

 - Click **Event > Add** to add a new event
 - Click **Event > Find** to view previously entered events
- Enter **Summary Data** for each month including device days and patient days for each reporting unit.
 - **Summary Data>Add**
 - Select Summary Data Type (Intensive Care/Other Locations)
 - Click 'Continue' button
 - Choose Location
 - Select Month
 - Select Year
 - Enter Denominator Data per Monthly Plan
 - Click 'Save' Button
 - To verify that the Patient Summary Data was entered:
 - Summary Data>Find
 - Enter Search Criteria
 - Click 'Find' Button
- Run **Analysis Reports** if you wish to use NHSN for creating line listings, control charts, and other graphs.

Note: It is recommended that you run at least one report (e.g., a line listing of all cases including key variables) after you believe you have reported all events for the month to verify that your data has all been correctly entered

 - Click **Analysis > Generate Data Sets** to refresh data
 - Click **Analysis > Output Options** to run reports

Annually:

- Complete a new **Facility Survey** for the previous calendar year before entering your Monthly Reporting Plan or any events for the new year.
 - Click **Surveys > Add** to complete a new survey



- Click **Surveys > Find** to view previous surveys
Note: You can copy data from a prior year and edit it to reflect any changes. You can also print a copy of your completed survey to save in your files.

For additional instructions on NHSN please visit www.cdc.gov/nhsn or http://www.doh.state.fl.us/disease_ctrl/epi/HAI/NHSN.html