

# UPDATING NHSN FOR 2011

## Section 1: How to Include New Procedures in Reporting Plans

1. Log onto NHSN.
2. From the blue navigation bar on the left side of the screen, select Reporting Plan→ Add.
3. The Add Monthly Reporting Plan screen will appear.
4. At the top of the screen, input:
  - Month: January.
  - Year: 2011.

The screenshot displays the NHSN interface for adding a monthly reporting plan. The left sidebar contains navigation options: NHSN Home, Reporting Plan (Add, Find), Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. The main content area shows the 'Add Monthly Reporting Plan' screen. At the top, it indicates 'No data found for January, 2011'. Below this, there are mandatory fields for 'Month' (set to January) and 'Year' (set to 2011). The 'Device-Associated Module' section includes a table with columns for 'Locations' and 'Procedures', and a 'Copy from Previous Month' button. The 'Procedure-Associated Module' section includes a table with columns for 'Procedures' and 'Locations', and a 'Copy from Previous Month' button. Red callout boxes highlight the 'Month' and 'Year' dropdowns, and the 'Copy from Previous Month' buttons in both sections.

5. Under the section “Device Associated Module,” select the button “Copy from Previous Month.” This will input your Monthly Reporting Plan for CLABSI from December 2010.
6. Under the section “Procedure-Associated Module” select the button “Copy from Previous Month.” This will input your Monthly Reporting Plan for SSIs from December 2010.

7. Your January 2011 reporting plan will be updated with information from your December 2010 plan.

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NHSN - National Healthcare Safety Network

Logged into NHSN State Users Test Facility #2 (ID 15165) as JNEGLEJ.  
Facility NHSN State Users Test Facility #2 (ID 15165) is following the PS component.

### Add Monthly Reporting Plan

Mandatory fields marked with \*

Facility ID\*: NHSN State Users Test Facility #2 (ID 15165)

Month\*: January

Year\*: 2011

No NHSN Patient Safety Modules Followed this Month

**Device-Associated Module** [HELP](#)

Locations: ICU-4EASTICU

CLA BSI DE VAP CAUTI CLIP

**Procedure-Associated Module** [HELP](#)

Procedures	SSI	Post-procedure PNEU
KPRO - Knee prosthesis	IN - Inpatient	
CBGB/CBGC - Coronary artery bypass graft	IN - Inpatient	

8. Scroll to the Section labeled “Procedure-Associated Module.” You will add a row for each new surgical procedure that applies to your facility.

**Procedure-Associated Module** [HELP](#)

Procedures	SSI	Post-procedure PNEU
KPRO - Knee prosthesis	IN - Inpatient	
CBGB/CBGC - Coronary artery bypass graft	IN - Inpatient	

9. Select “Add Row” button.

Procedures	SSI	Post-procedure PNEU
KPRO - Knee prosthesis	IN - Inpatient	
CBGB/CBGC - Coronary artery bypass graft	IN - Inpatient	
COLO - Colon surgery	IN - Inpatient	

First row added for colon surgery.

10. In the first column, input “COLO – Colon Surgery.”
11. In the second column, input “IN – inpatient”
12. Leave the third column blank (unless your hospital is tracking post-procedure pneumonia for its own purposes).
13. Repeat procedures 10-12 for the following procedures that apply to your facility:
  - HYST- Abdominal Hysterectomy
  - HPRO – Hip prosthesis
  - LAM – Laminectomy
14. When you have added the procedures, this section will appear as presented below. (Note: only add procedures that are performed by your facility.)

Procedures	SSI	Post-procedure PNEU
KPRO - Knee prosthesis	IN - Inpatient	
CBGB/CBGC - Coronary artery bypass graft	IN - Inpatient	
COLO - Colon surgery	IN - Inpatient	
HYST - Abdominal hysterectomy	IN - Inpatient	
HPRO - Hip prosthesis	IN - Inpatient	
LAM - Laminectomy	IN - Inpatient	

All rows added for new procedures.

15. Scroll to the bottom of the page, and select the “Save” button.



16. When you add the reporting plan for February 2011, you will not need to repeat these procedures. You can just select “Copy from Previous Month” twice: once under “Device-Associated Module” and once under “Procedure Associated Module.”

## 17. Section 2: How to Update Conferring Rights For New Procedures

1. Log onto NHSN.
2. From the blue navigation bar on the left side of the screen, select Group→ Confer Rights.

The screenshot shows the NHSN Memberships page. The left navigation bar includes 'NHSN Home', 'Reporting Plan', 'Patient', 'Event', 'Procedure', 'Summary Data', 'Import/Export', 'Analysis', 'Surveys', 'Users', 'Facility', and 'Group'. Under 'Group', there are options for 'Confer Rights', 'Join', 'Leave', and 'Nominate'. The main content area is titled 'Memberships' and shows a list of groups with access to the facility's data: 'NHSN State Users Test Group (15144)' and 'OK State Department of Health (12355)'. To the right of the list are two buttons: 'Confer Rights' and 'Leave Group(s)', both with a 'HELP' icon. A red box highlights the 'Confer Rights' button, and a red arrow points to it from a text box that says 'Highlight "State of Oregon" and select "Confer Rights" button.'

3. Select the "State of Oregon" group in the box on the left and select the "Confer Rights" button on the right.
4. A dialogue box will appear regarding the decision to confer rights. Once you read the text and agree to it, select "OK."

The screenshot shows a Windows Internet Explorer dialog box with a warning icon. The text inside the dialog box reads: 'The decision to confer rights to a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.' A red box highlights the text, and a red arrow points to the 'OK' button.

- The “Confer Rights – Patient Safety” screen will appear.

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Facility NHSN State Users Test Facility #2 (ID 15165) is following the PS component.

## Confer Rights-Patient Safety

Please select the rights that group 'NHSN State Users Test Group' should have to facility 'NHSN State Users Test Facility #2'

**Patient Safety** | Healthcare Personnel Safety | HELP

General

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

Surveys

Year	Year	Survey Type
2008	to	Facility Survey Data

Add Row | Clear All Rows

Infections and other Events (Not specific to MDRO/CDAD)

Plan	Month	Year	Month	Year	Event	
In	1	2009	to	4	2009	BSI - Bloodstream Infection (CLA)

Location type: (ALL) | Location: (ALL)

- To confer rights for the newly added procedures, you will be updating two sections on this form: (1) Infections and other Events (Not specific to MDRO/CDAD) and (2) Denominator Data for Events.

### **Removing CBGC from reporting requirements**

- If your facility has been reporting CBGC data to the state, please review the following section. If you have not been reporting these data, skip to “Adding New Procedures for 2011.”
- Under Infections and other Events, input an end date of December 2010 (12/2010) for CBGC – Coronary bypass graft with chest incisions. (Note: do not input an end date for CBGB [both donor and chest incision]; you will still be reporting these procedures to the state.)

Input an end date of 12/2010 for CBGC (chest only incision).

Infections and other Events (Not specific to MDRO/CDAD)

Plan	Month	Year	to	Month	Year	Event
In	1	2009				BSI - Bloodstream Infection (CLA)
Location type: (ALL) Location: (ALL)						
In	1	2009				SSI - Surgical Site Infection
Procedure: KPRO - Knee prosthesis Setting: In						
In	1	2009				SSI - Surgical Site Infection
Procedure: CBGB - Coronary bypass graft w/ chest & donor incisions Setting: In						
In	1	2009		12	2010	SSI - Surgical Site Infection
Procedure: CBGC - Coronary bypass graft with chest incision Setting: In						
In	1	2009				SSI - Surgical Site Infection
Procedure: CARD - Cardiac surgery Setting: In						

Add Row Clear All Rows Copy Locations to Summary Data Copy Procs to Denominator data

9. Skip down to the Section “Denominator Data for Events.” Input the end date of 12/2010 for CBGC.

Input an end date of 12/2010 for CBGC.

Denominator Data for Events

Plan	Month	Year	to	Month	Year	Procedure	Setting
In	1	2009				KPRO - Knee prosthesis	In
In	1	2009		12	2010	CBGB - Coronary bypass w/ chest & donor incisions	In
In	1	2011				COLO - Colon surgery	In
In	1	2011				HYST - Abdominal hysterectomy	In

Add Row Clear All Rows

## Adding New Procedures for 2011

10. To add a new procedure, go to the heading “Infections and other Events (Not specific to MDRO/CDAD)” and select the button “Add row.”
11. When the row appears, input “In.” For the Start Dates, input “1” for Month and “2011” for year. Leave the end dates blank.
12. For event, input “SSI-Surgical Site Infection.” A second row for data entry will appear. Input “COLO – Colon Surgery” for Procedure and “In” for Setting.”

Plan	Month	Year	to	Month	Year	Event
In	1	2009				BSI - Bloodstream Infection (CLA)
In	1	2009				SSI - Surgical Site Infection
In	1	2009				SSI - Surgical Site Infection
In	1	2011				SSI - Surgical Site Infection

Location type: CC Location: 2T - MSICU - MED/SURG ICU

Procedure: KPRO - Knee prosthesis Setting: In

Procedure: CBGB - Coronary bypass w/ chest & donor incisions Setting: In

Procedure: COLO - Colon surgery Setting: In

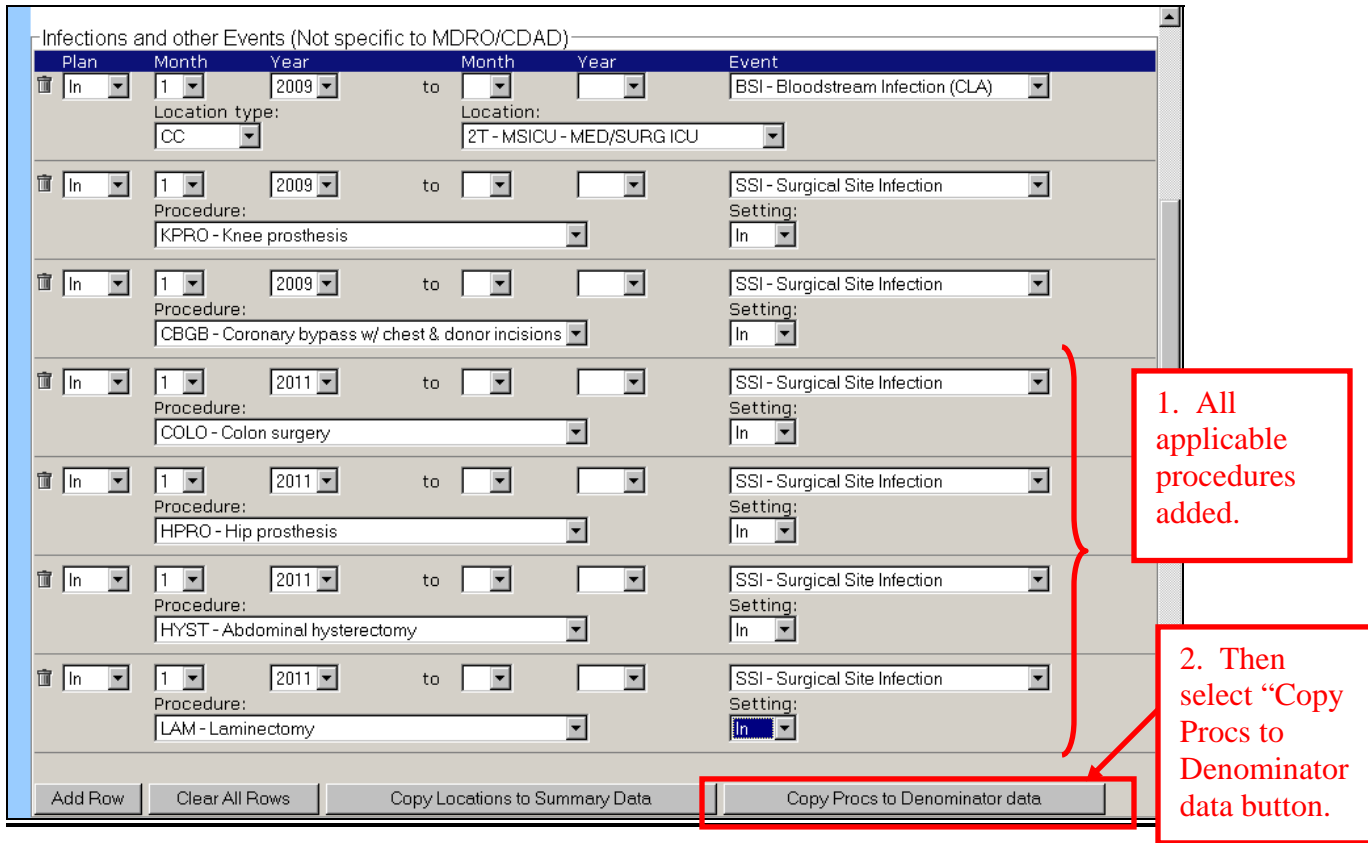
Buttons: Add Row, Clear All Rows, Copy Locations to Summary Data, Copy Procs to Denominator data

1. Select the “Add Row” button.

2. Enter data for colon surgery. One row is added.

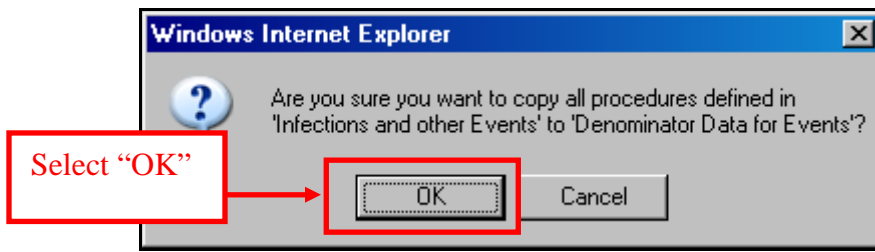
13. Repeat procedures 10-12 for the following procedures that apply to your facility:

- HYST- Abdominal Hysterectomy
- HPRO – Hip prosthesis
- LAM – Laminectomy



14. Once you have entered all of the procedures that apply to your facility, select the "Copy Procs to Denominator Data" button.

15. A dialog box will appear asking if you are sure you want to copy all procedures to Denominator Data for Events. Select "OK."



16. If you scroll down the “Denominator Data for Events,” you will find all of your procedures have been copied to this section.

The screenshot shows a table titled "Denominator Data for Events" with the following columns: Plan, Month, Year, to, Month, Year, Procedure, and Setting. The table contains seven rows of data, each with a trash icon in the first column. A red bracket on the right side of the table groups the last four rows, and a red callout box next to it contains the text "Denominator data is updated." Below the table are two buttons: "Add Row" and "Clear All Rows".

Plan	Month	Year	to	Month	Year	Procedure	Setting
In	1	2009	to			KPRO - Knee prosthesis	In
In	1	2009	to			CBGB - Coronary bypass w/ chest & donor incisions	In
In	1	2009	to			KPRO - Knee prosthesis	In
In	1	2011	to			COLO - Colon surgery	In
In	1	2011	to			HPRO - Hip prosthesis	In
In	1	2011	to			HYST - Abdominal hysterectomy	In
In	1	2011	to			LAM - Laminectomy	In

Denominator data is updated.

Add Row Clear All Rows

17. Scroll to the bottom of the web page, and select the “Save” button.

