NHSN How To…

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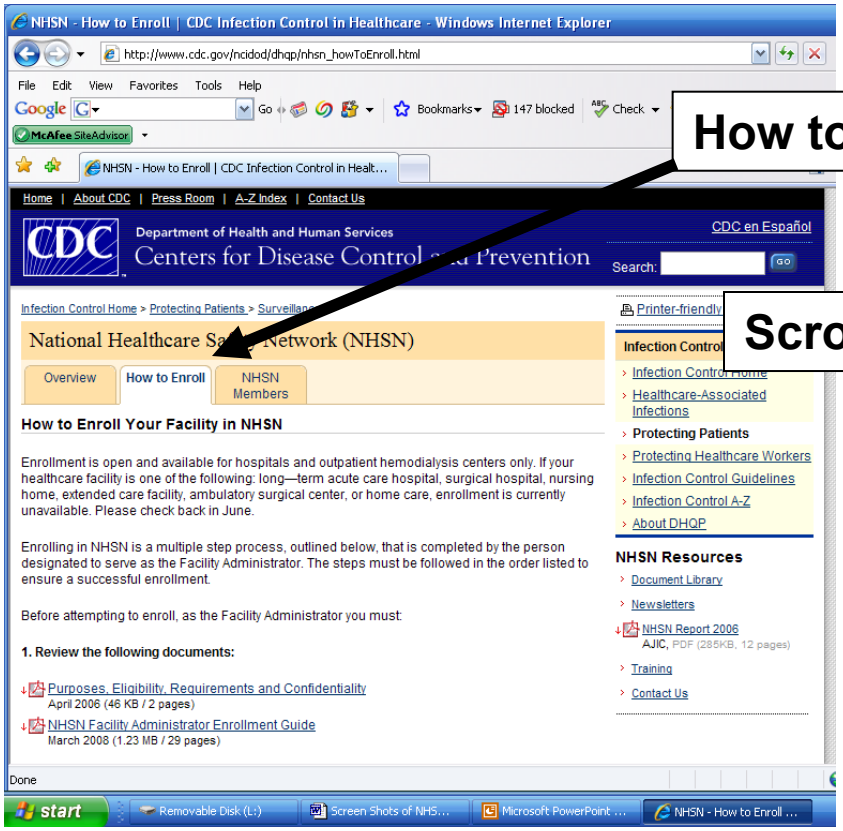
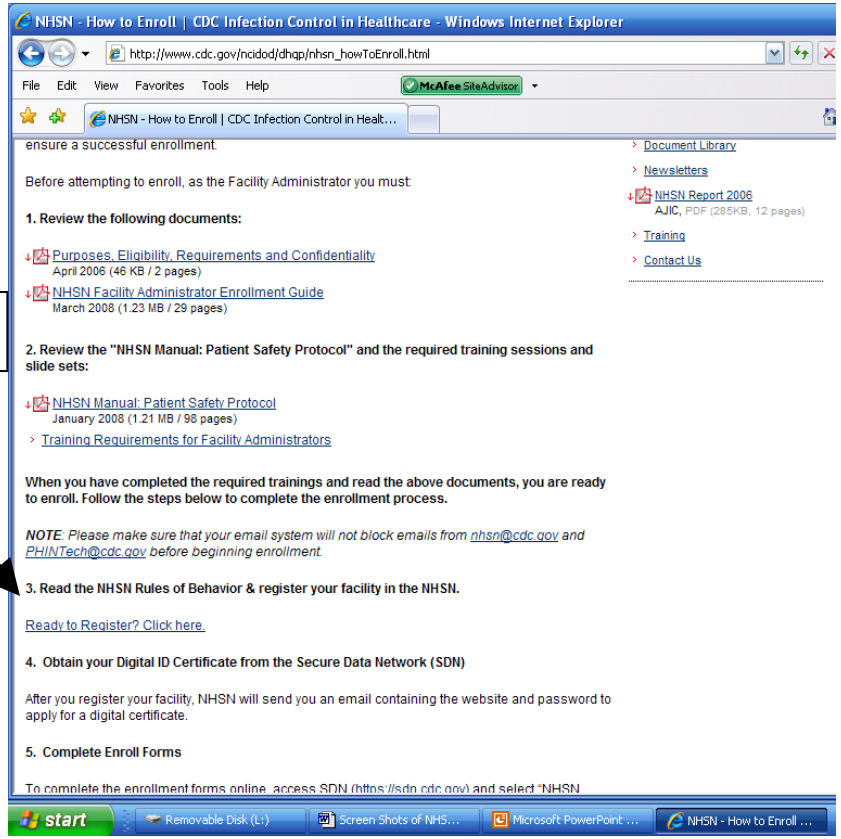
President-Elect APIC Chicago Chapter

Conflicts of Interest: Intermittent Infection Control JCR Consultant

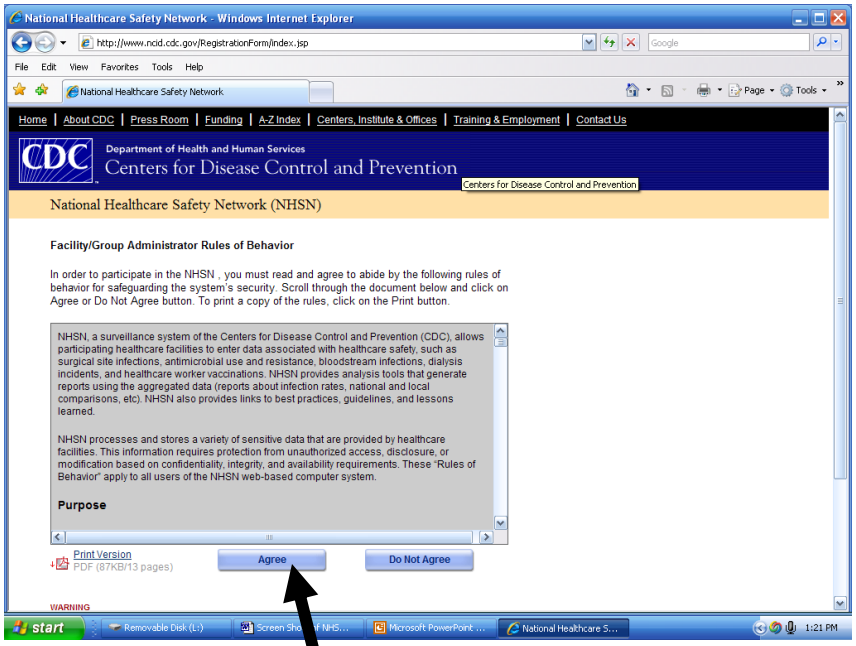
Getting Started…

- Complete Web-based training at http://www.cdc.gov/ncidod/dhqp/nhsn.html and register facility.

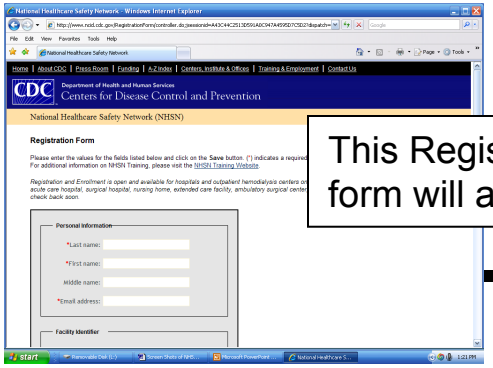




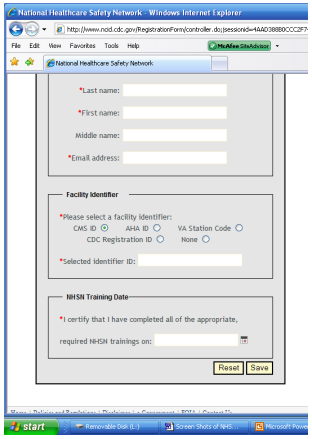
Registration Screens



You must click AGREE to Proceed

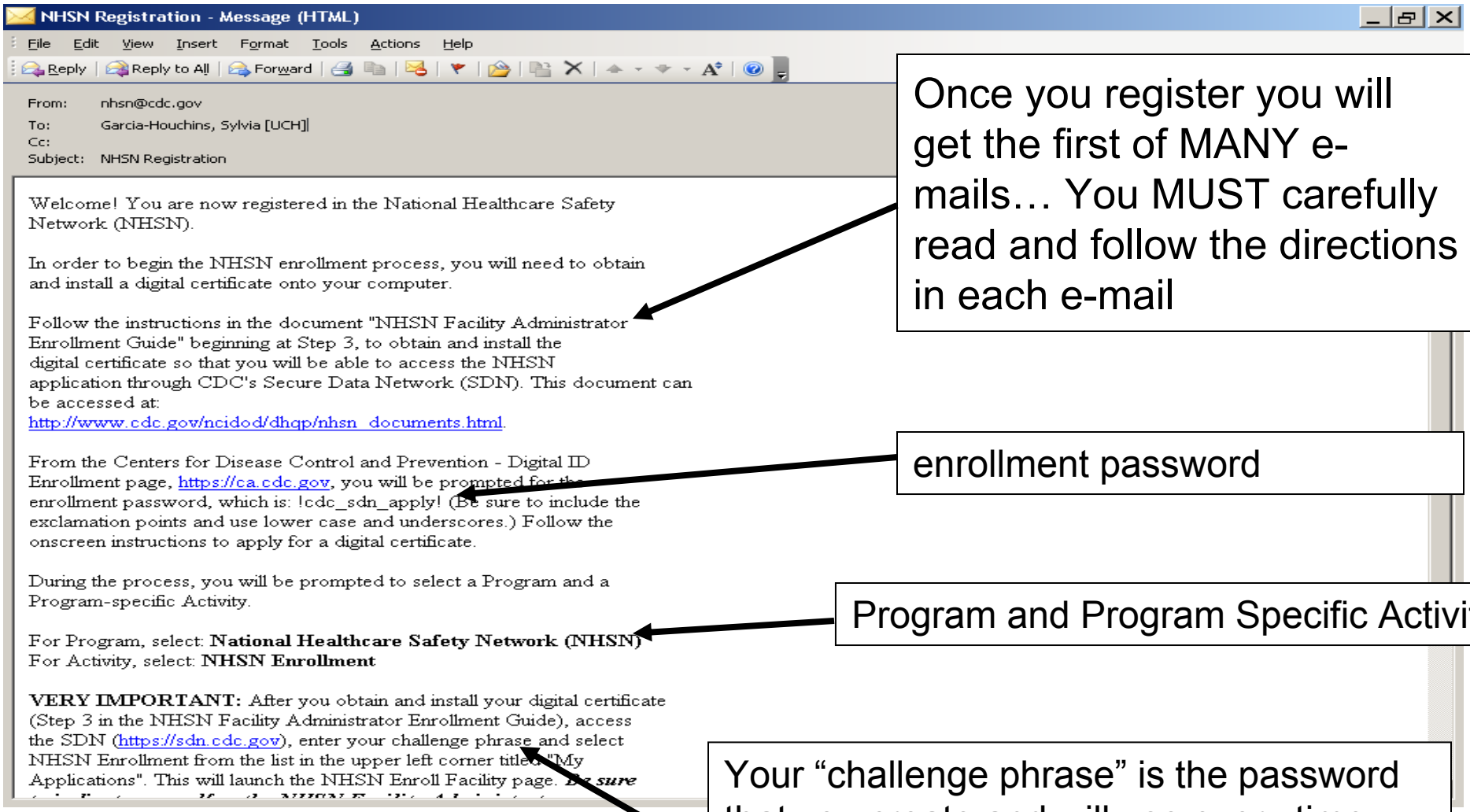


This Registration form will appear



Enter your name, e-mail, and facility information
*You will need a facility identifier: CMS ID, AHA ID, VA Station Code to complete this…I got my CMS ID from the our Finance Officer…

Once you register you will get the first of MANY e-mails..



NHSN Registration - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: nhsn@cdc.gov
To: Garcia-Houchins, Sylvia [UCH]
Cc:
Subject: NHSN Registration

Welcome! You are now registered in the National Healthcare Safety Network (NHSN).

In order to begin the NHSN enrollment process, you will need to obtain and install a digital certificate onto your computer.

Follow the instructions in the document "NHSN Facility Administrator Enrollment Guide" beginning at Step 3, to obtain and install the digital certificate so that you will be able to access the NHSN application through CDC's Secure Data Network (SDN). This document can be accessed at:
http://www.cdc.gov/ncidod/dhqp/nhsn_documents.html.

From the Centers for Disease Control and Prevention - Digital ID Enrollment page, https://ca.cdc.gov, you will be prompted for the enrollment password, which is: !cdc_sdn_apply! (Be sure to include the exclamation points and use lower case and underscores.) Follow the onscreen instructions to apply for a digital certificate.

During the process, you will be prompted to select a Program and a Program-specific Activity.

For Program, select: **National Healthcare Safety Network (NHSN)**
For Activity, select: **NHSN Enrollment**

VERY IMPORTANT: After you obtain and install your digital certificate (Step 3 in the NHSN Facility Administrator Enrollment Guide), access the SDN (https://sdn.cdc.gov), enter your challenge phrase and select NHSN Enrollment from the list in the upper left corner titled "My Applications". This will launch the NHSN Enroll Facility page. ***Be sure***

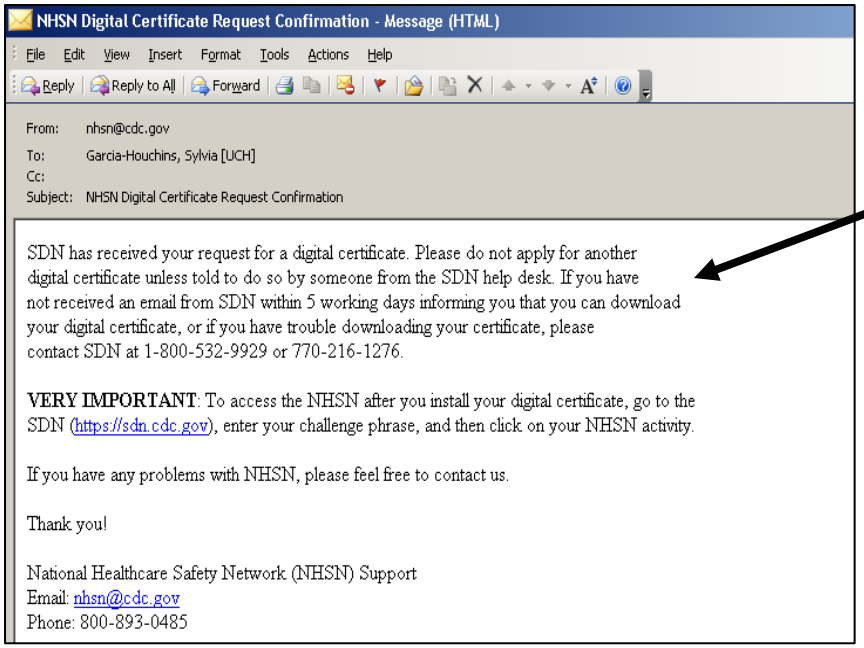
Once you register you will get the first of MANY e-mails… You MUST carefully read and follow the directions in each e-mail

enrollment password

Program and Program Specific Activity

Your “challenge phrase” is the password that you create and will use every time that you log into NHSN (write it down some where safe; do not share it)

Once apply for your digital certificate …



NHSN Digital Certificate Request Confirmation - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: nhsn@cdc.gov
To: Garcia-Houchins, Sylvia [UCH]
Cc:
Subject: NHSN Digital Certificate Request Confirmation

SDN has received your request for a digital certificate. Please do not apply for another digital certificate unless told to do so by someone from the SDN help desk. If you have not received an email from SDN within 5 working days informing you that you can download your digital certificate, or if you have trouble downloading your certificate, please contact SDN at 1-800-532-9929 or 770-216-1276.

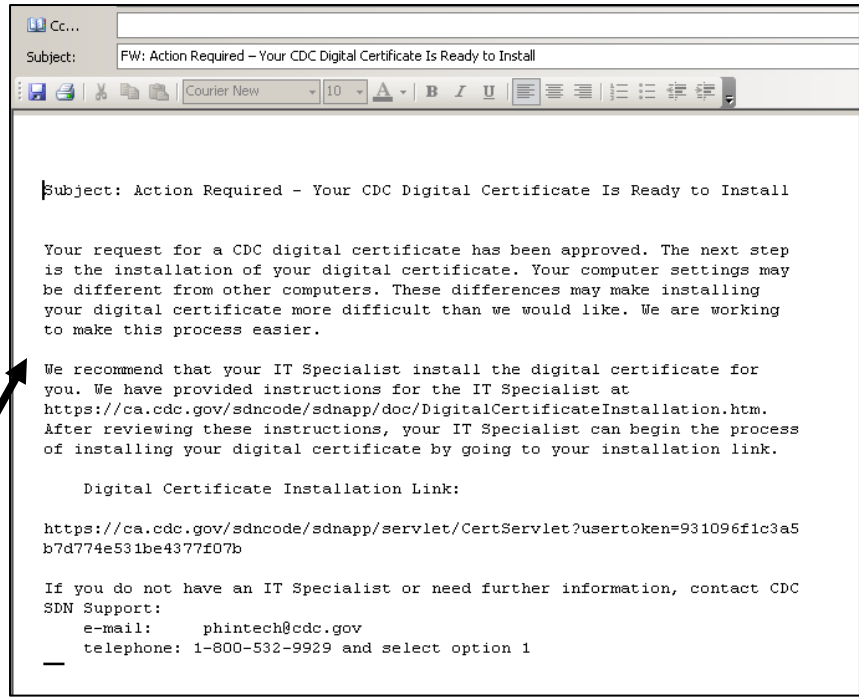
VERY IMPORTANT: To access the NHSN after you install your digital certificate, go to the SDN (https://sdn.cdc.gov), enter your challenge phrase, and then click on your NHSN activity.

If you have any problems with NHSN, please feel free to contact us.

Thank you!

National Healthcare Safety Network (NHSN) Support
Email: nhsn@cdc.gov
Phone: 800-893-0485

If you do not receive your digital certificate within 5 working days after applying, call SDN (not NHSN) at 1-800-532-9929



Cc…
Subject: FW: Action Required – Your CDC Digital Certificate Is Ready to Install

Courier New 10

Subject: Action Required – Your CDC Digital Certificate Is Ready to Install

Your request for a CDC digital certificate has been approved. The next step is the installation of your digital certificate. Your computer settings may be different from other computers. These differences may make installing your digital certificate more difficult than we would like. We are working to make this process easier.

We recommend that your IT Specialist install the digital certificate for you. We have provided instructions for the IT Specialist at https://ca.cdc.gov/sdncode/sdnapp/doc/DigitalCertificateInstallation.htm. After reviewing these instructions, your IT Specialist can begin the process of installing your digital certificate by going to your installation link.

Digital Certificate Installation Link:

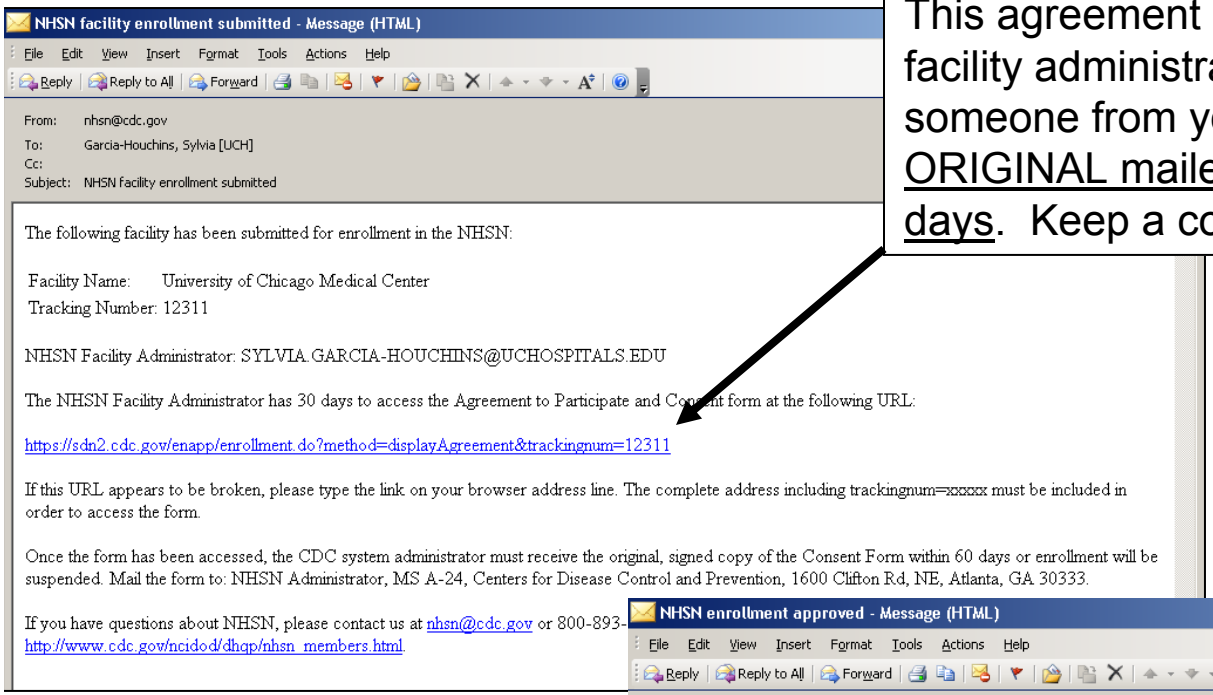
https://ca.cdc.gov/sdncode/sdnapp/servlet/CertServlet?usertoken=931096f1c3a5b7d774e531be4377f07b

If you do not have an IT Specialist or need further information, contact CDC SDN Support:
e-mail: phintech@cdc.gov
telephone: 1-800-532-9929 and select option 1

If you do not have IT help to install the digital certificate go the NHSN Facility Enrollment Guide http://www.cdc.gov/ncidod/dhqp/pdf/nhsn/NHSN_FacilityAdminEnrollGuide_03_03_2008.pdf There are step by step instructions including screen shots. Need more help? Call SDN Support at 1-800-532-9929

The e-mails keep coming…

This agreement must be signed by the facility administrator (you) and someone from your C-suite and the ORIGINAL mailed to NHSN within 30 days. Keep a copy.



NHSN facility enrollment submitted - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: nhsn@cdc.gov
To: Garcia-Houchins, Sylvia [UCH]
Cc:
Subject: NHSN facility enrollment submitted

The following facility has been submitted for enrollment in the NHSN:

Facility Name: University of Chicago Medical Center
Tracking Number: 12311

NHSN Facility Administrator: SYLVIA.GARCIA-HOUCHINS@UCHOSPITALS.EDU

The NHSN Facility Administrator has 30 days to access the Agreement to Participate and Consent form at the following URL:

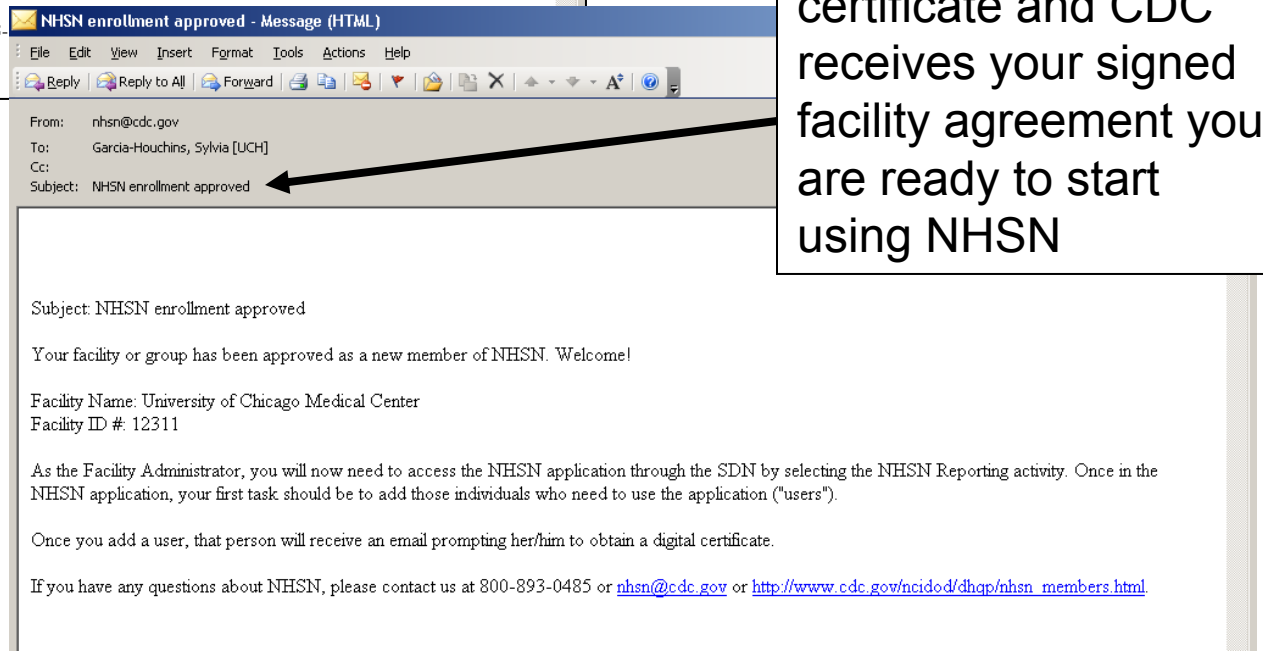
https://sdn2.cdc.gov/enapp/enrollment.do?method=displayAgreement&trackingnum=12311

If this URL appears to be broken, please type the link on your browser address line. The complete address including trackingnum=xxxxx must be included in order to access the form.

Once the form has been accessed, the CDC system administrator must receive the original, signed copy of the Consent Form within 60 days or enrollment will be suspended. Mail the form to: NHSN Administrator, MS A-24, Centers for Disease Control and Prevention, 1600 Clifton Rd, NE, Atlanta, GA 30333.

If you have questions about NHSN, please contact us at nhsn@cdc.gov or 800-893-
http://www.cdc.gov/ncidod/dhqp/nhsn_members.html.

When you have installed your digital certificate and CDC receives your signed facility agreement you are ready to start using NHSN



NHSN enrollment approved - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: nhsn@cdc.gov
To: Garcia-Houchins, Sylvia [UCH]
Cc:
Subject: NHSN enrollment approved

Subject: NHSN enrollment approved

Your facility or group has been approved as a new member of NHSN. Welcome!

Facility Name: University of Chicago Medical Center
Facility ID #: 12311

As the Facility Administrator, you will now need to access the NHSN application through the SDN by selecting the NHSN Reporting activity. Once in the NHSN application, your first task should be to add those individuals who need to use the application ("users").

Once you add a user, that person will receive an email prompting her/him to obtain a digital certificate.

If you have any questions about NHSN, please contact us at 800-893-0485 or nhsn@cdc.gov or http://www.cdc.gov/ncidod/dhqp/nhsn_members.html.

Getting Started…

- Log into https://sdn.cdc.gov
  1. Set of Facility Locations
  2. Set Up Reporting Plan
  3. Enter Events (as they occur)
  4. Enter Summary Date (at the end of every month)
  5. Run Reports (whenever you are ready to use the data you have entered)

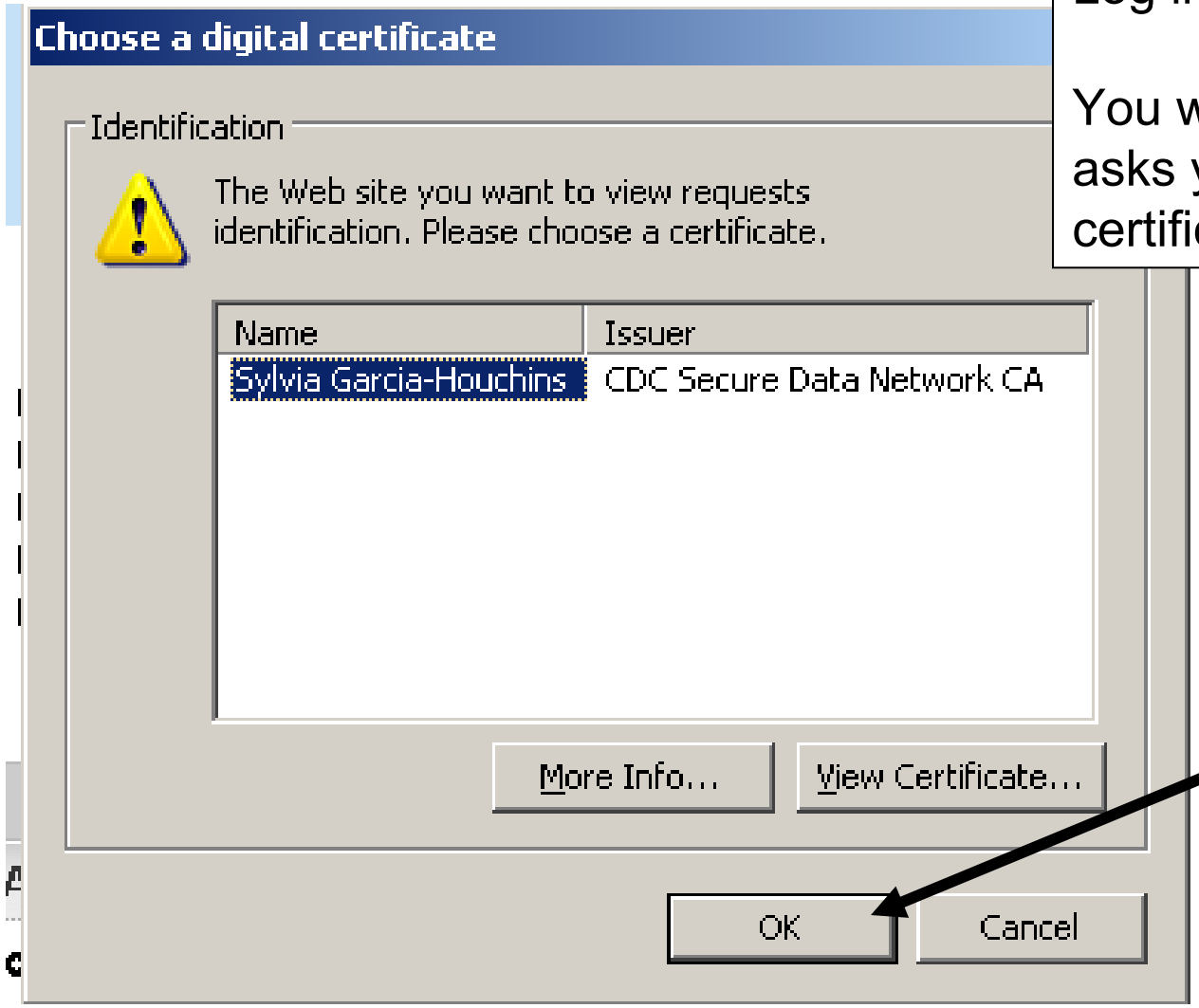
Additional Tasks

- Set up additional users (must be done by the Administrator)
- Join IDPH Group (facility must be set up and running before you can confer rights)

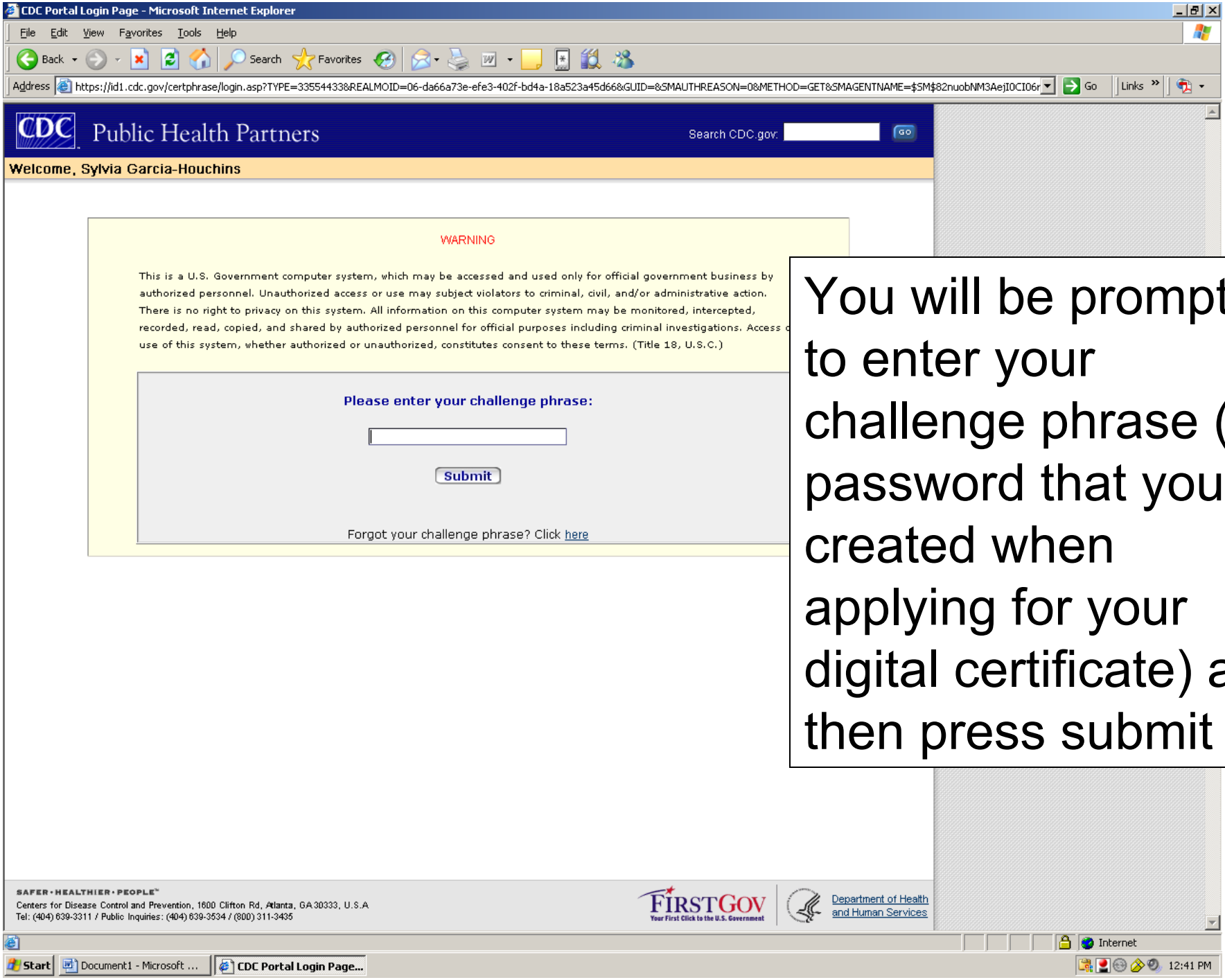
Lets Get Started….

Log into https://sdn.cdc.gov

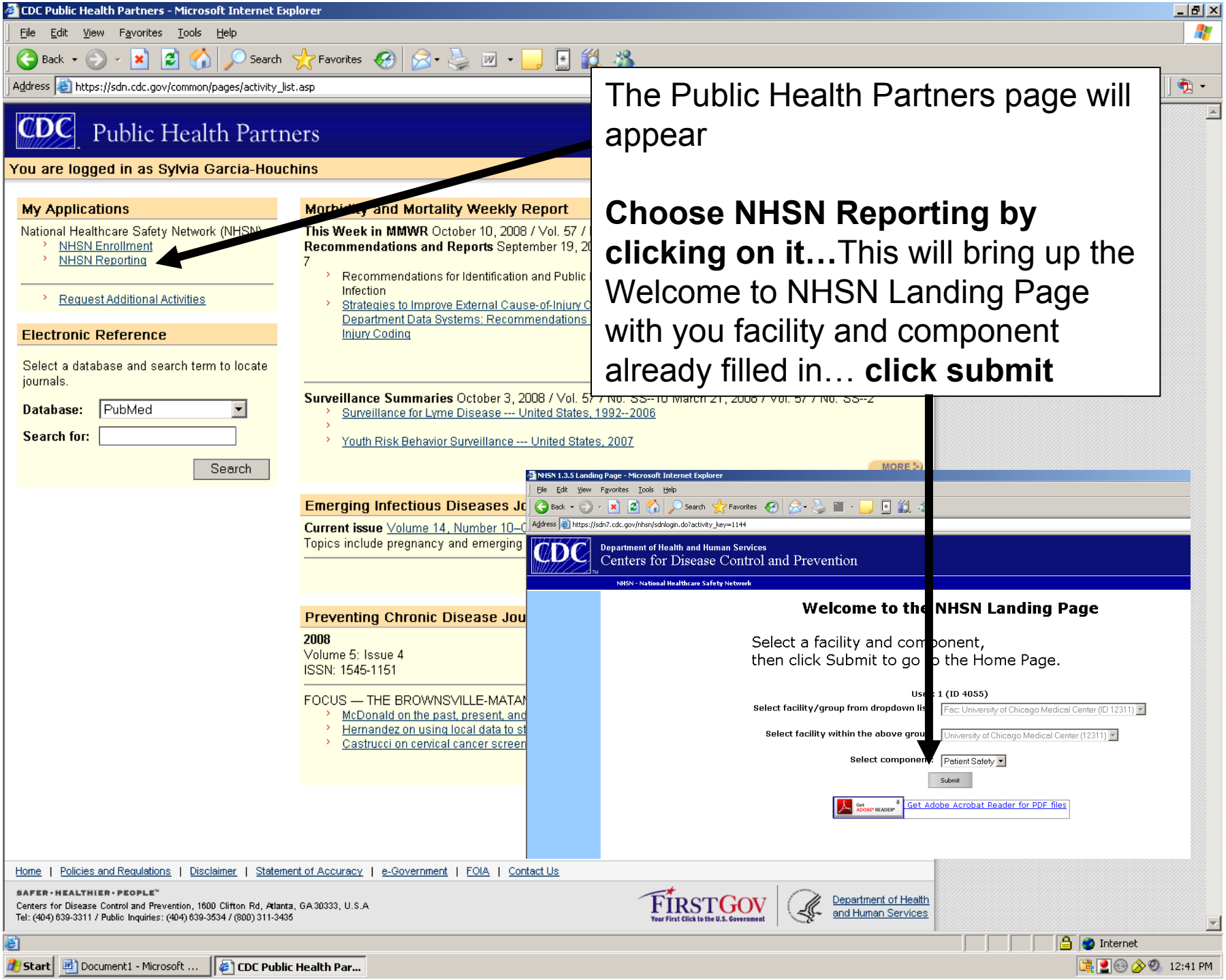
You will see a box pop up that asks you to choose a digital certificate



Click OK

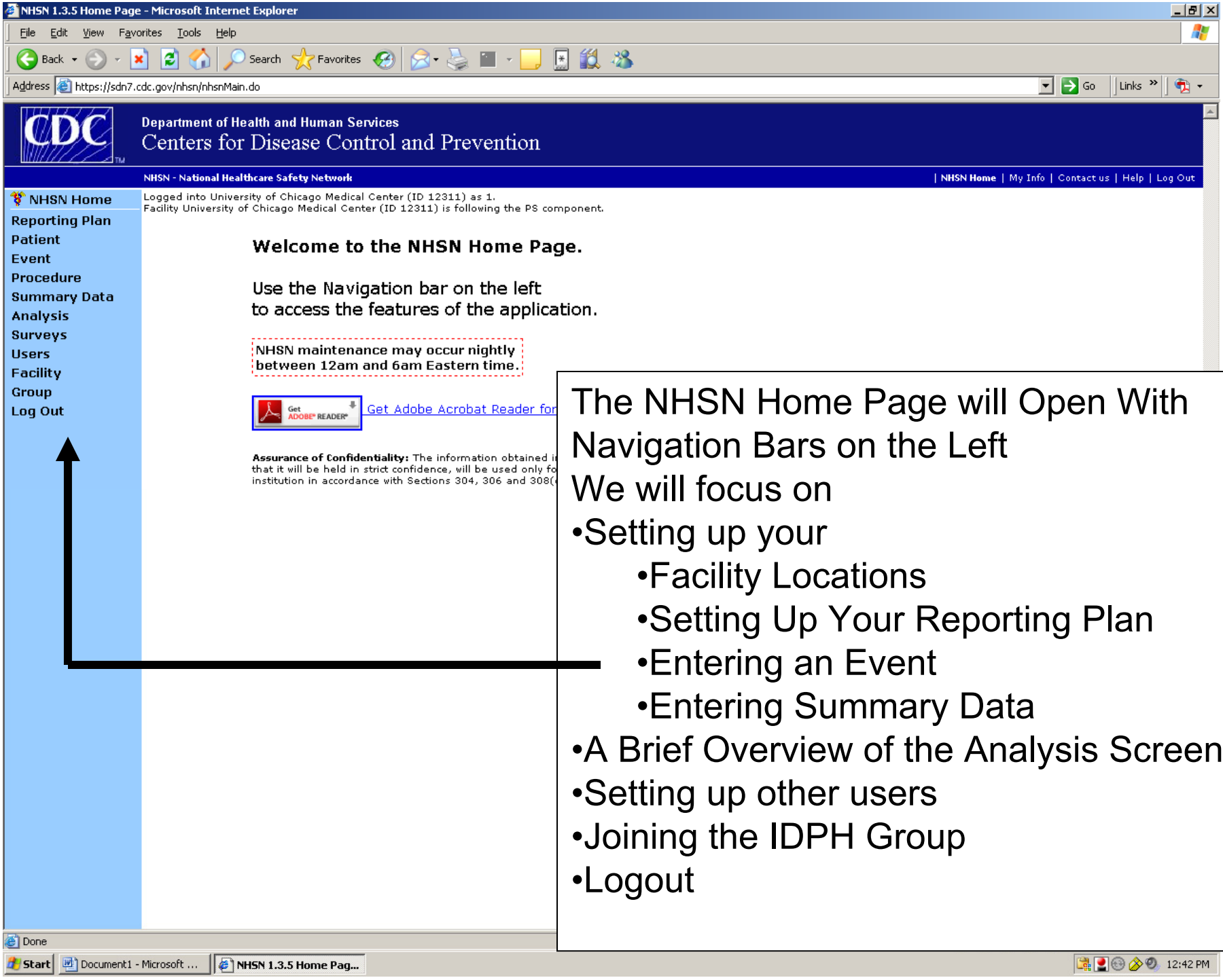


You will be prompted to enter your challenge phrase (aka password that you created when applying for your digital certificate) and then press submit



The Public Health Partners page will appear

Choose NHSN Reporting by clicking on it…This will bring up the Welcome to NHSN Landing Page with you facility and component already filled in… **click submit**



The NHSN Home Page will Open With Navigation Bars on the Left

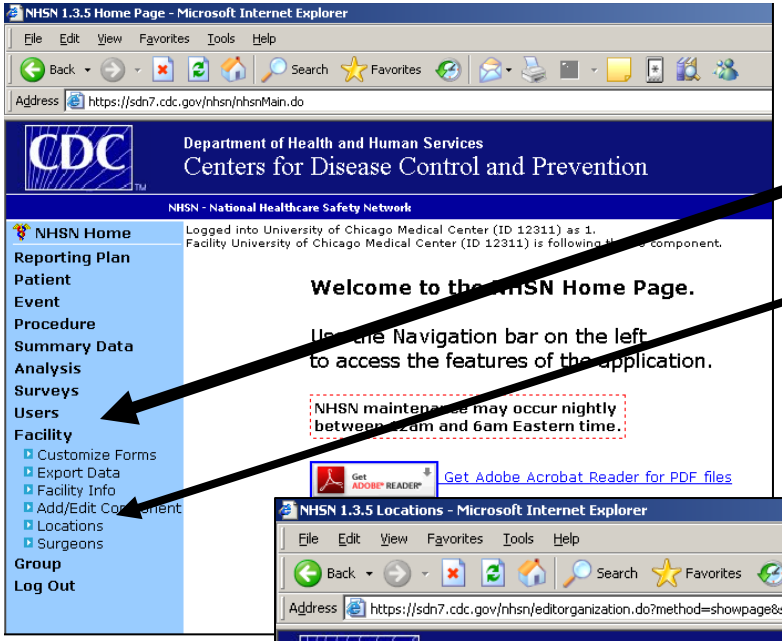
We will focus on

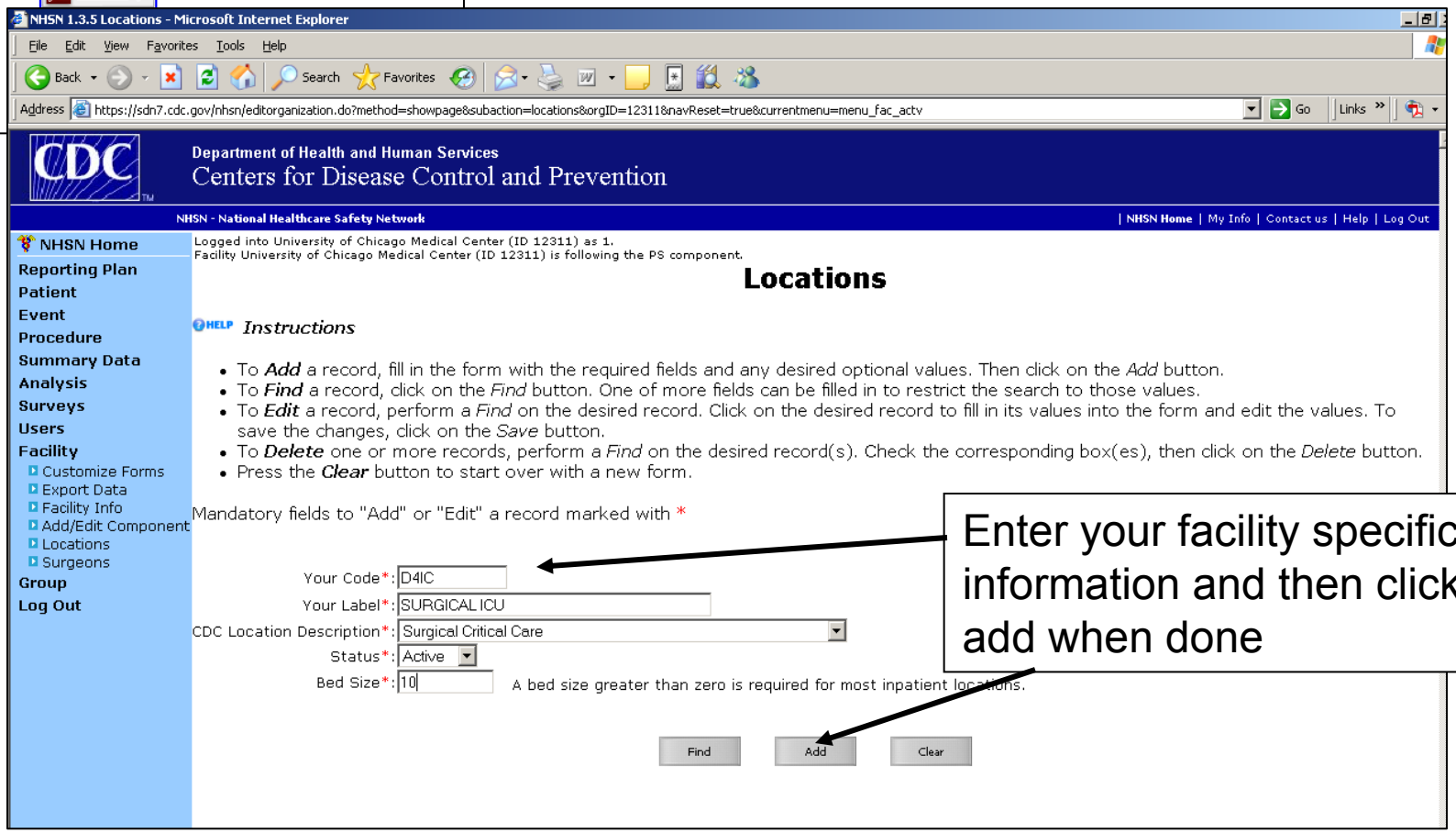
- Setting up your
  - Facility Locations
  - Setting Up Your Reporting Plan
  - Entering an Event
  - Entering Summary Data
- A Brief Overview of the Analysis Screens
- Setting up other users
- Joining the IDPH Group
- Logout

Setting Up your Facility Locations

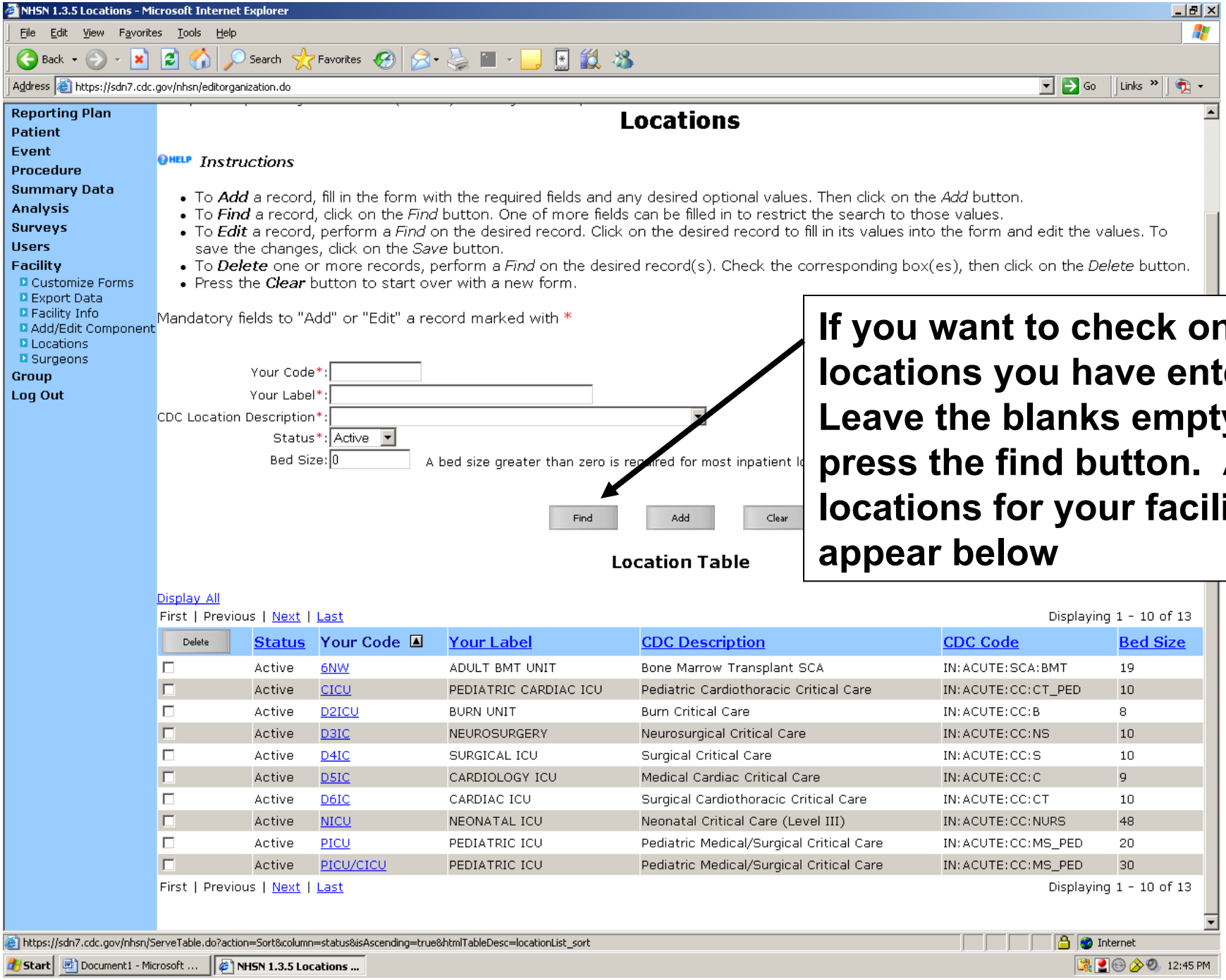
1. Click Facility (this will open up 6 choices)

2. Click Locations (next window will open)



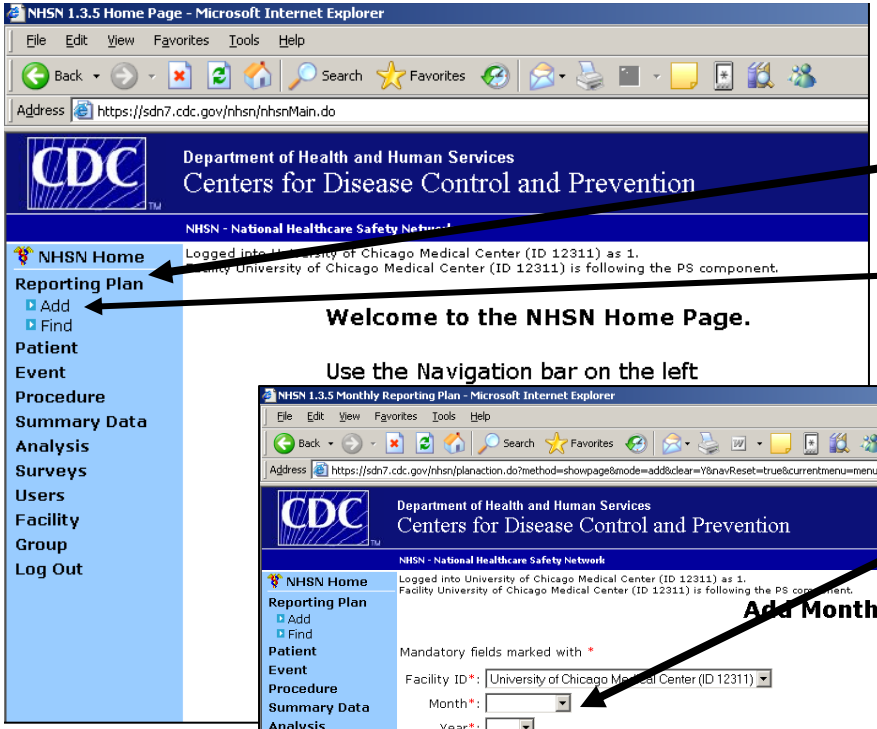


Enter your facility specific information and then click add when done



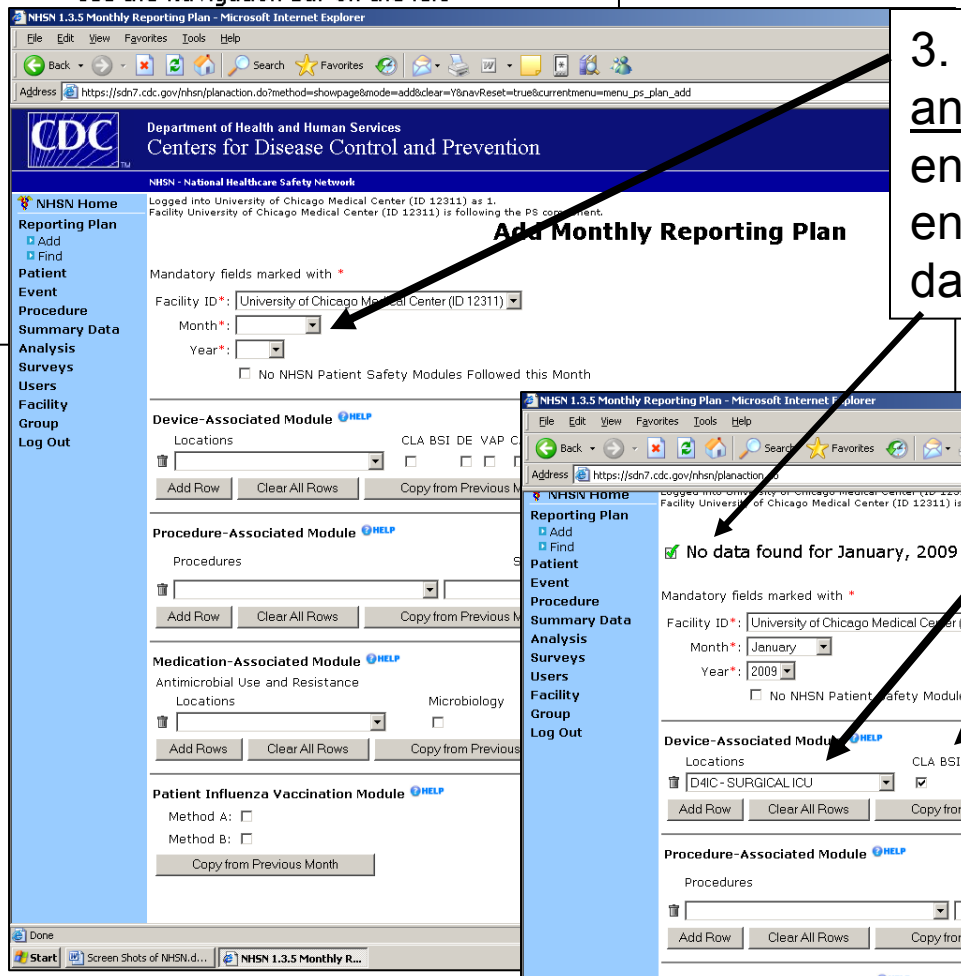
If you want to check on the locations you have entered. Leave the blanks empty and press the find button. All locations for your facility will appear below

Setting Up your Reporting Plan

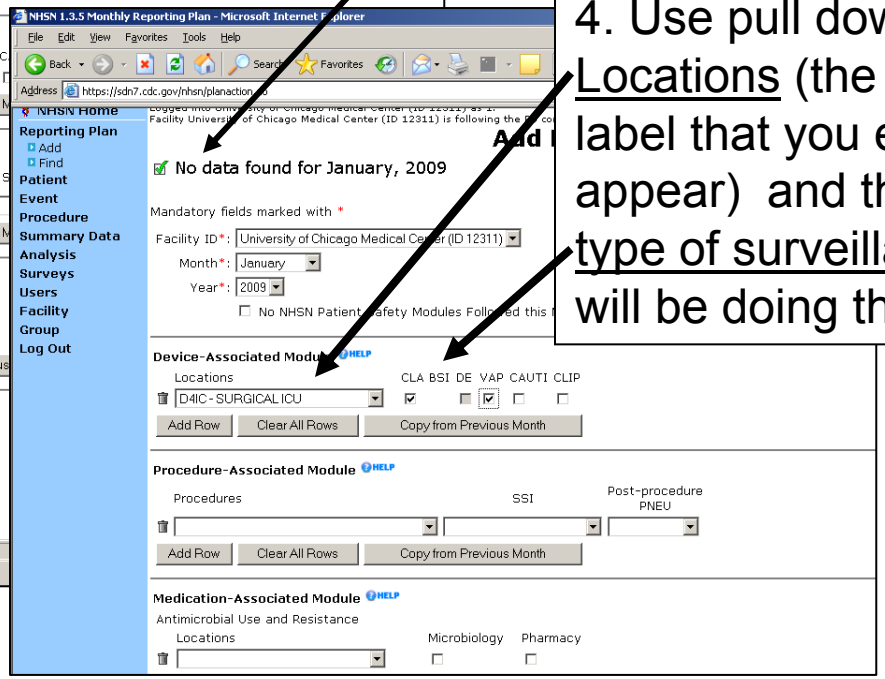


1. Click Reporting Plan (2 choices will appear)

2. Click Add (next window will open)

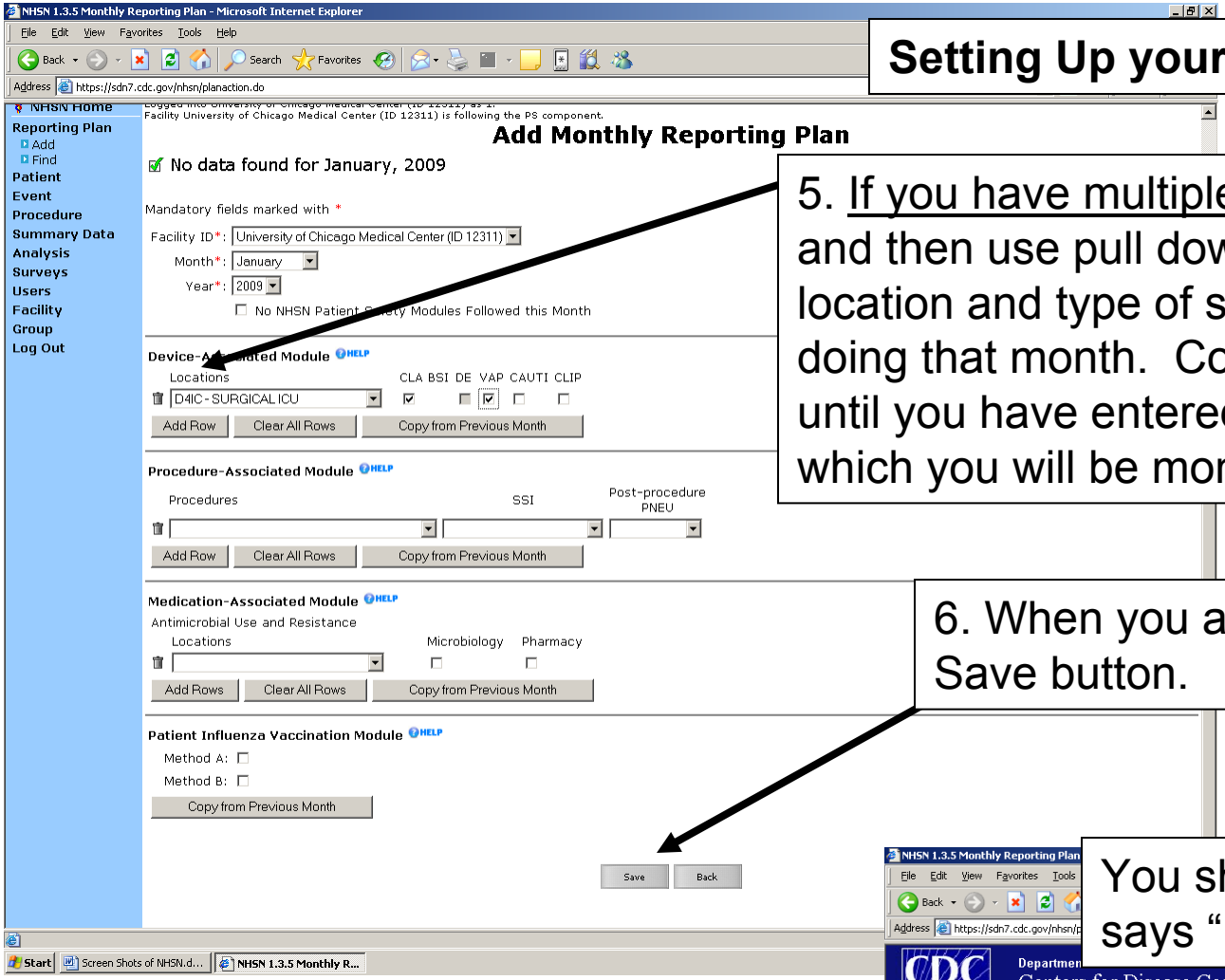


3. Use pull down to enter <u>Month and Year</u> if no plan has been entered for the month/year you enter the screen will say “No data found for…”



4. Use pull down to enter <u>Locations</u> (the code and label that you entered will appear) and then check <u>type of surveillance</u> you will be doing that month

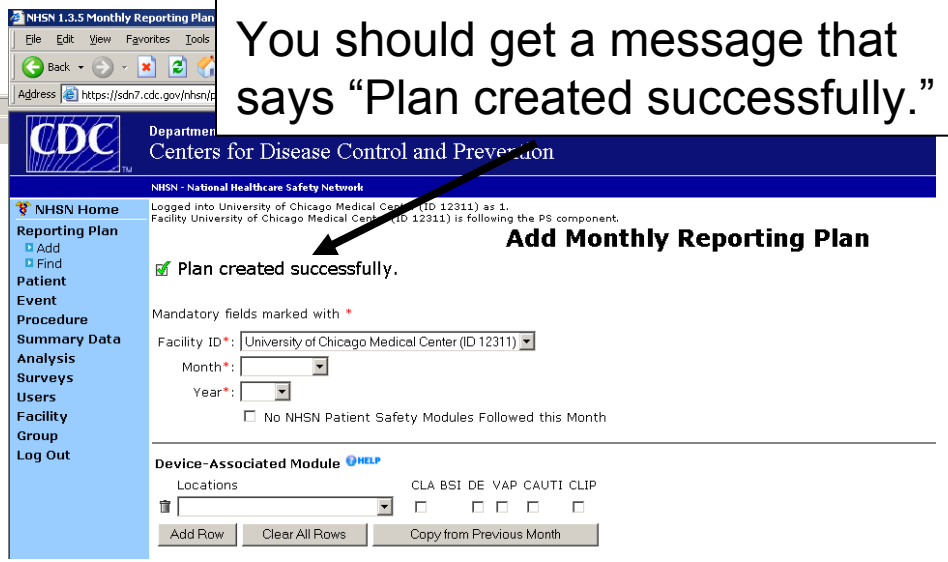
Setting Up your Reporting Plan (cont'd)



5. <u>If you have multiple ICUs, click add row</u> and then use pull down to enter next location and type of surveillance you will be doing that month. Continue to add rows until you have entered a plan for all units which you will be monitoring

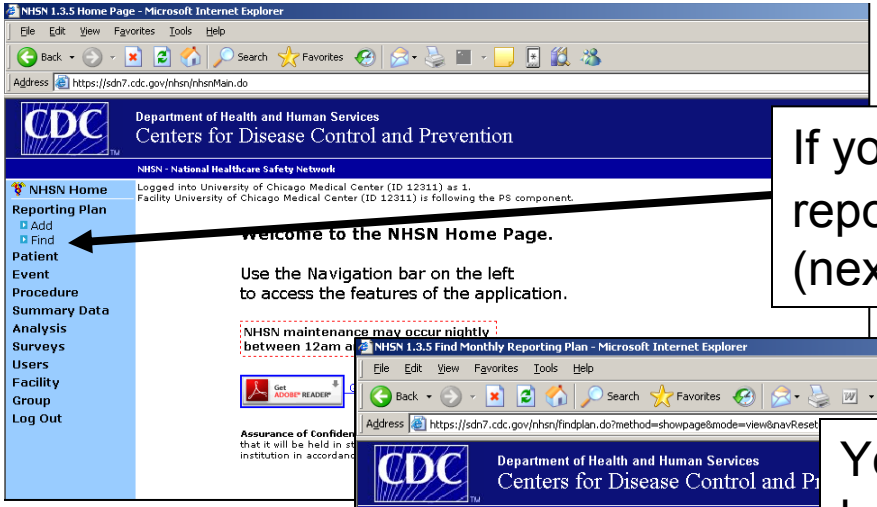
6. When you are done, click the Save button.

You should get a message that says "Plan created successfully."

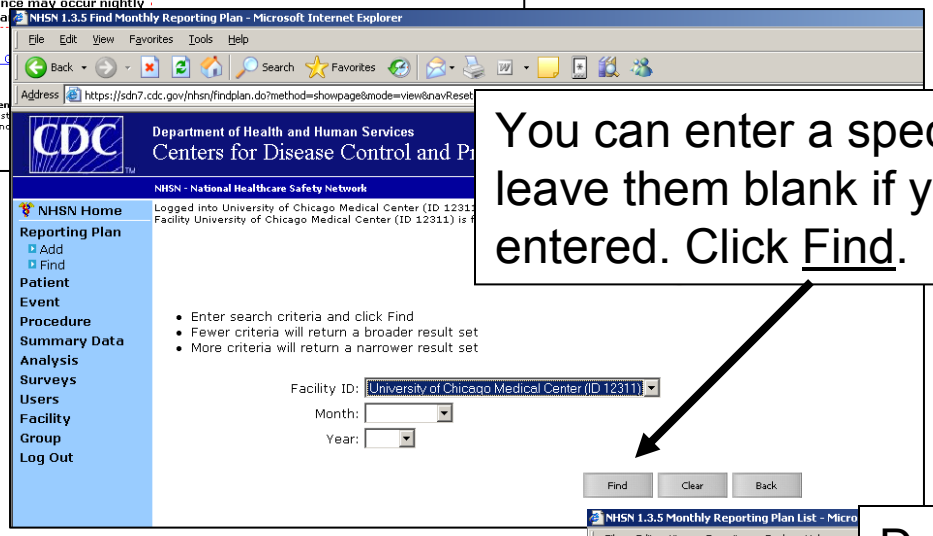


Monitoring your Reporting Plan

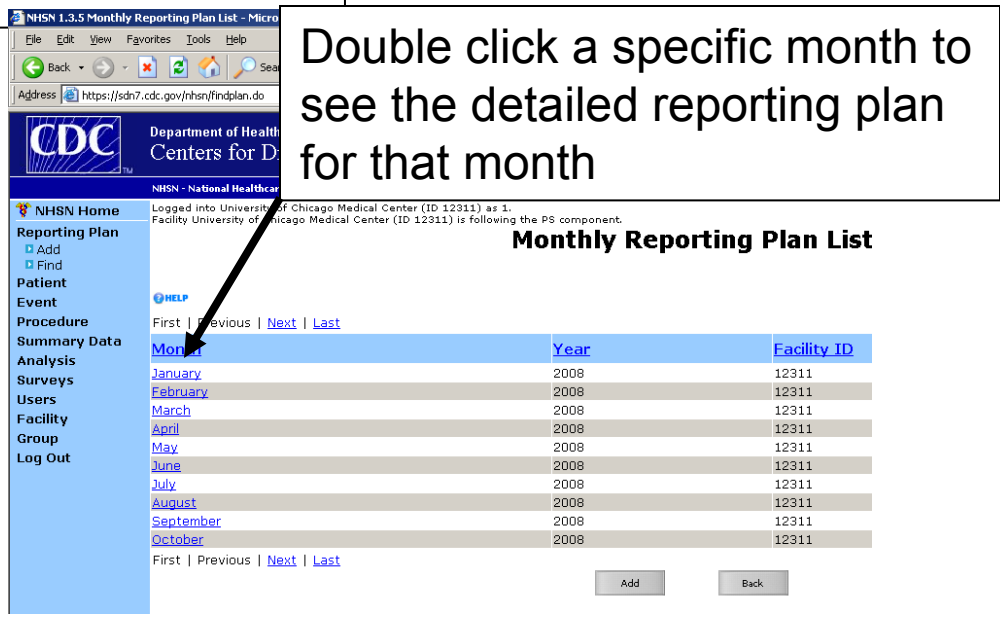
If you want to verify that you have entered reporting plans for all of your units. Click Find. (next window will open)



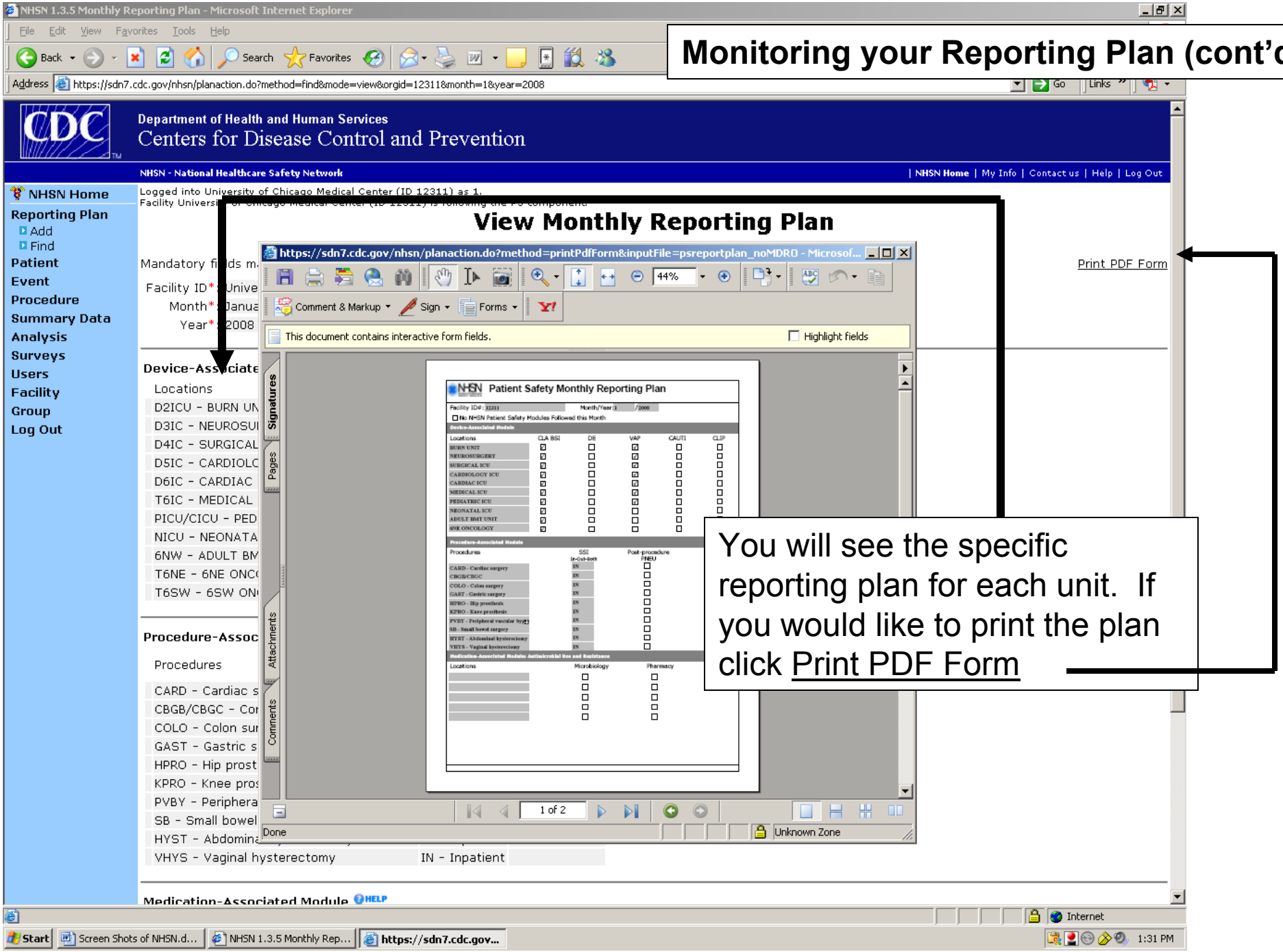
You can enter a specific month and year or leave them blank if you want to see all plans entered. Click Find.



Double click a specific month to see the detailed reporting plan for that month

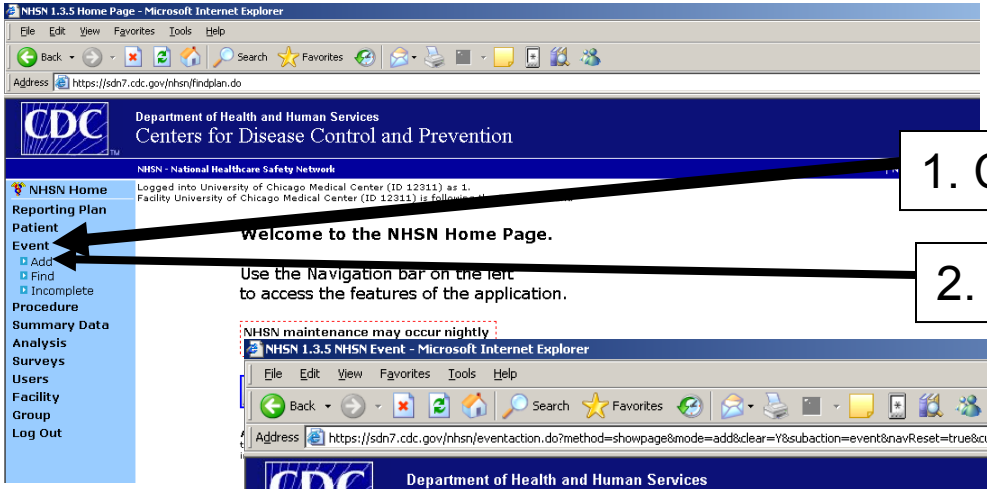


Monitoring your Reporting Plan (cont'd)



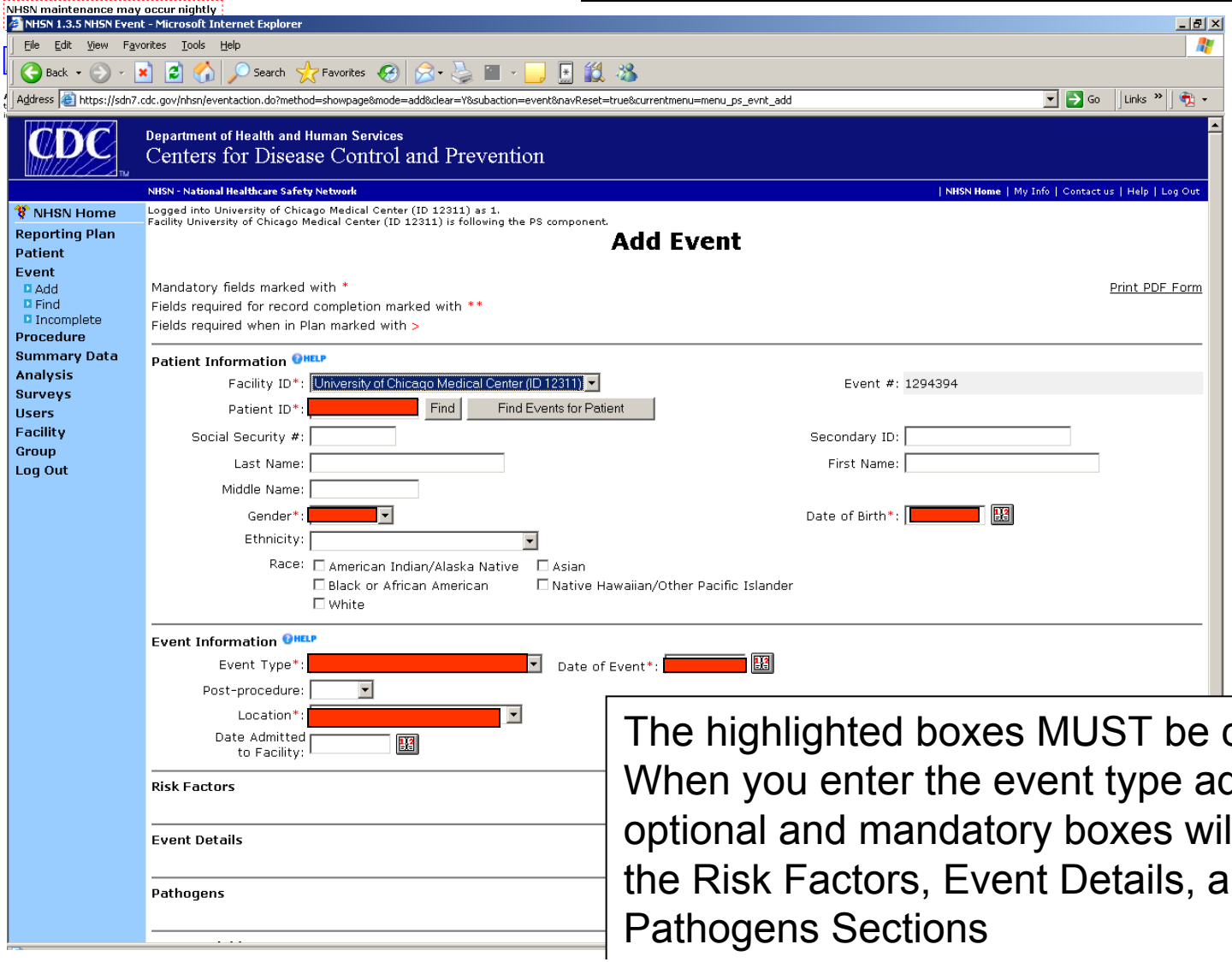
You will see the specific reporting plan for each unit. If you would like to print the plan click Print PDF Form

Add an Event (a case of CLBSI)



1. Click Event (3 choices will appear)

2. Click Add (next window will open)



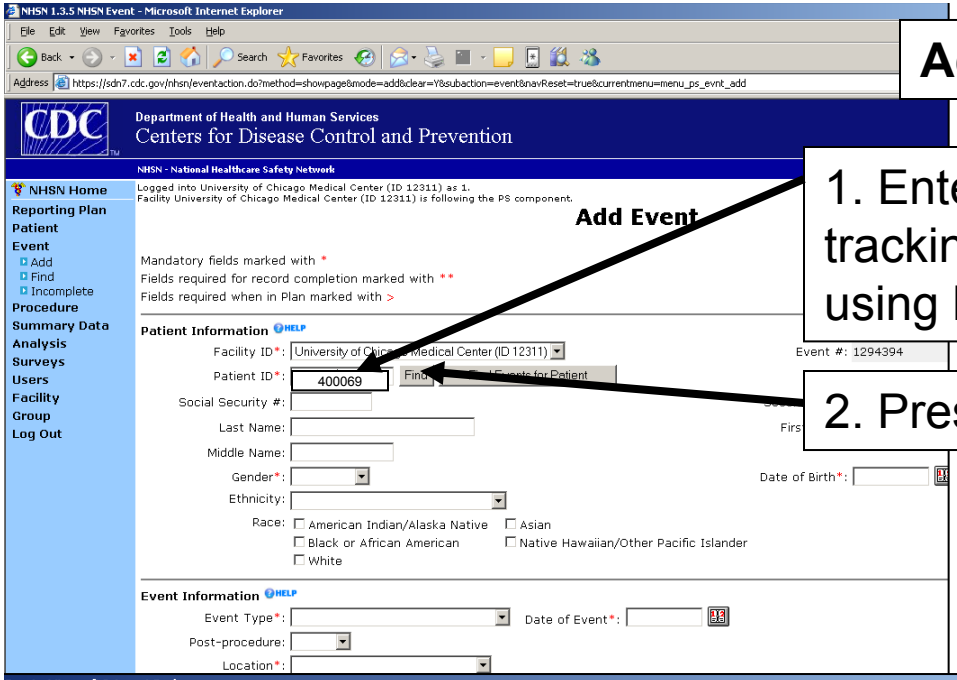
The highlighted boxes MUST be completed. When you enter the event type additional optional and mandatory boxes will appear in the Risk Factors, Event Details, and Pathogens Sections

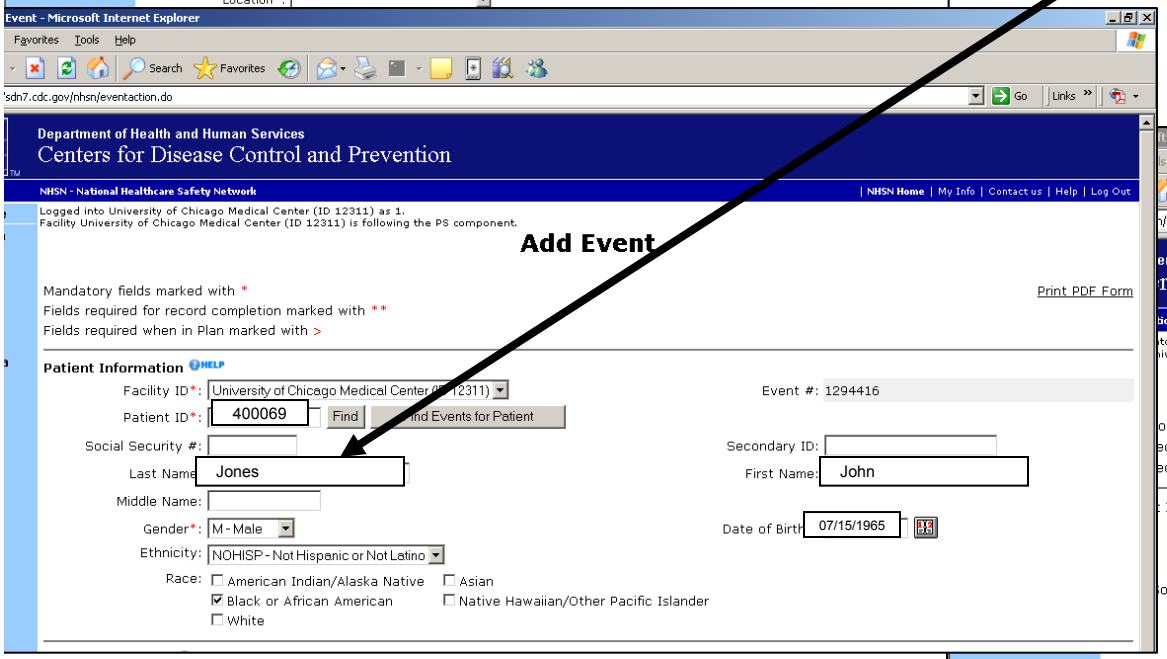
Adding an Event (a case of CLBSI- cont'd)

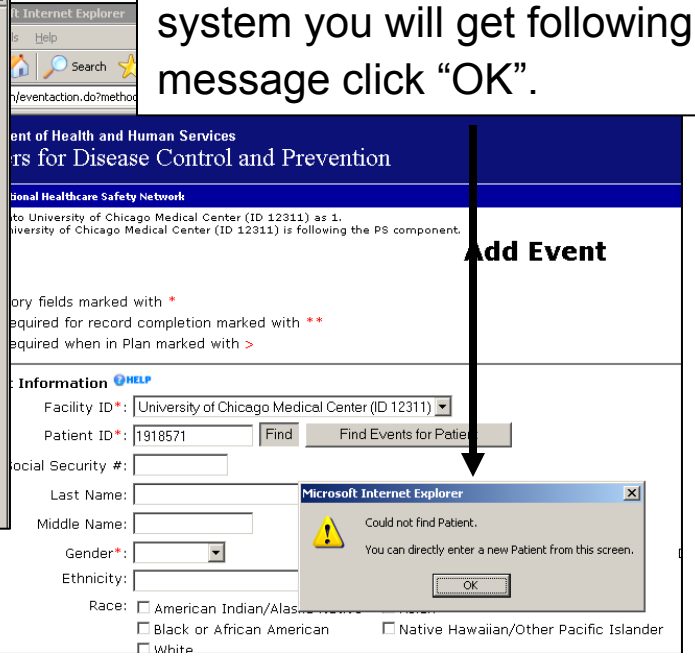
1. Enter Patient ID: This is a unique facility tracking number of your choice (I suggest using Medical Record Number)

2. Press Find button

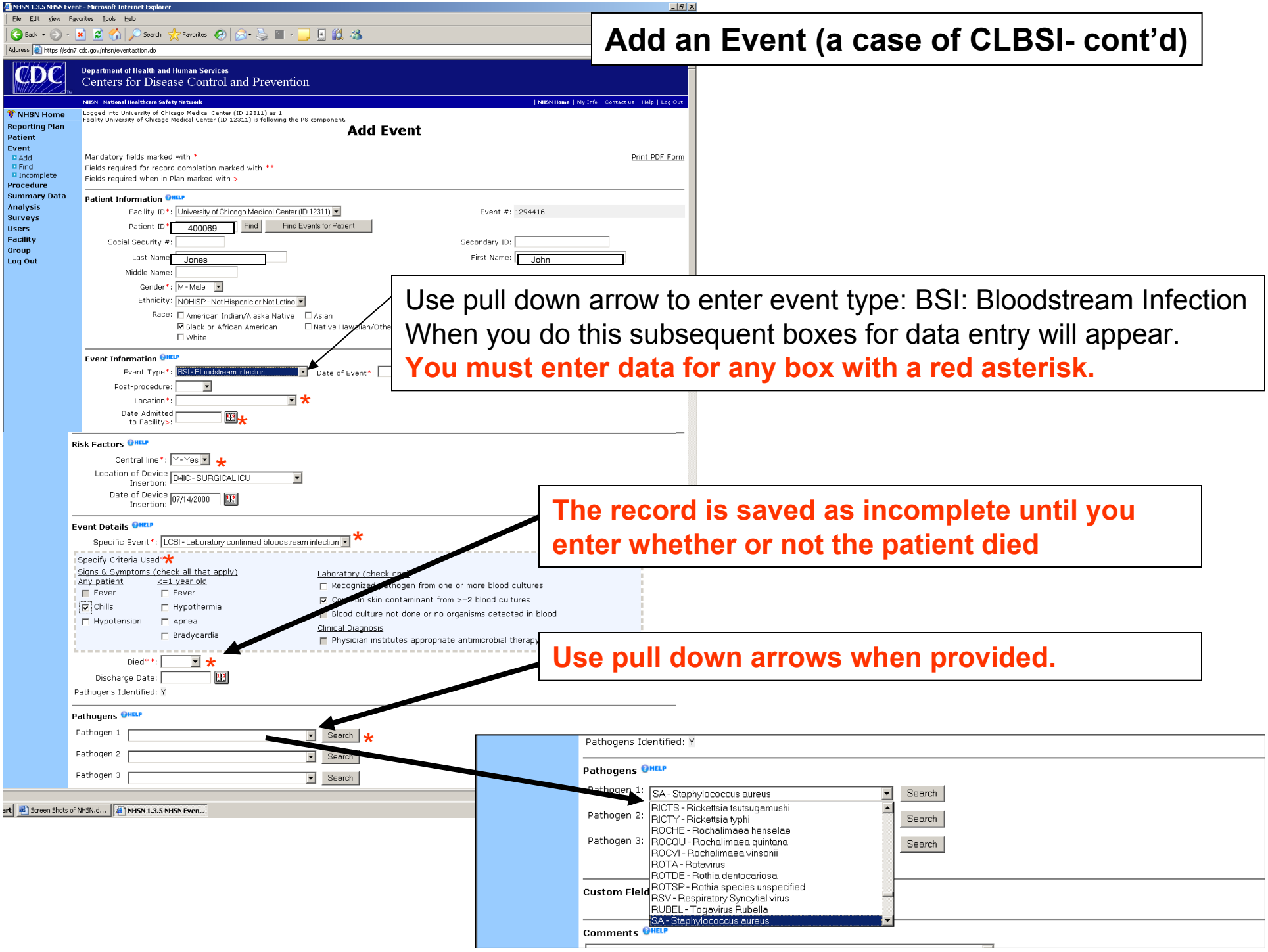
If Patient ID has already been entered into NHSN system, the system will fill in "patient information"
If the Patient ID has never been entered into the NHSN system you will get following message click "OK".







Add an Event (a case of CLBSI- cont'd)



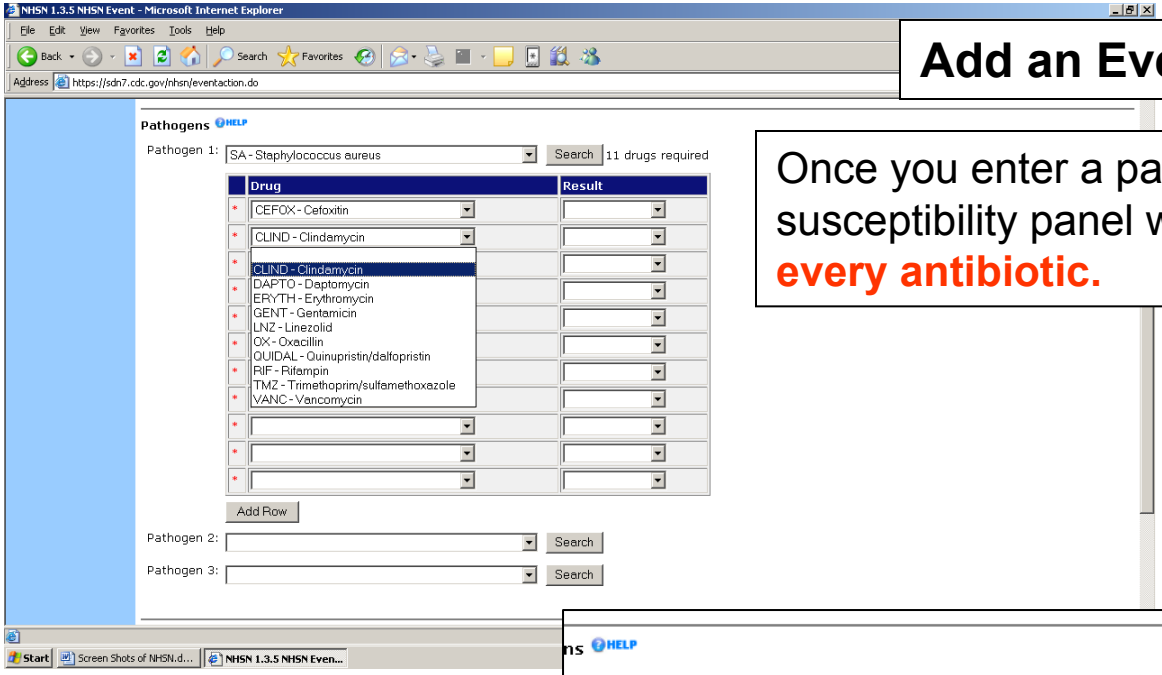
Use pull down arrow to enter event type: BSI: Bloodstream Infection
When you do this subsequent boxes for data entry will appear.
You must enter data for any box with a red asterisk.

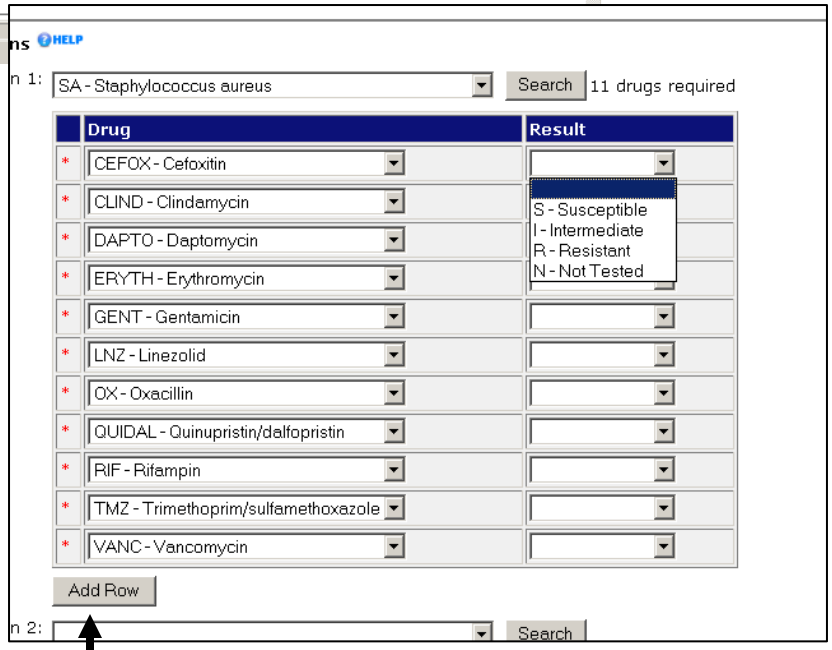
The record is saved as incomplete until you enter whether or not the patient died

Use pull down arrows when provided.

Add an Event (a case of CLBSI- cont'd)

Once you enter a pathogen name; the appropriate antibiotic susceptibility panel will appear. **You must enter data for every antibiotic.**



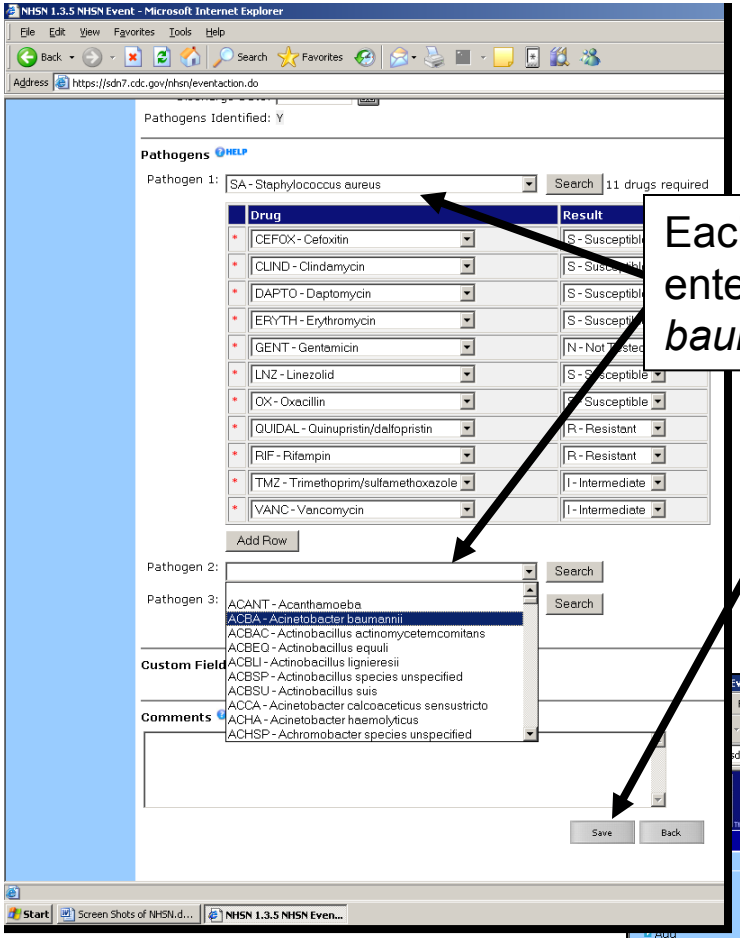


Hint: It is easier to first use the arrow to select each antibiotic in the list…

…and then enter the susceptibility result or enter not tested

If you want to report additional antibiotics tested you can add rows; it is not required that you report all antibiotics tested

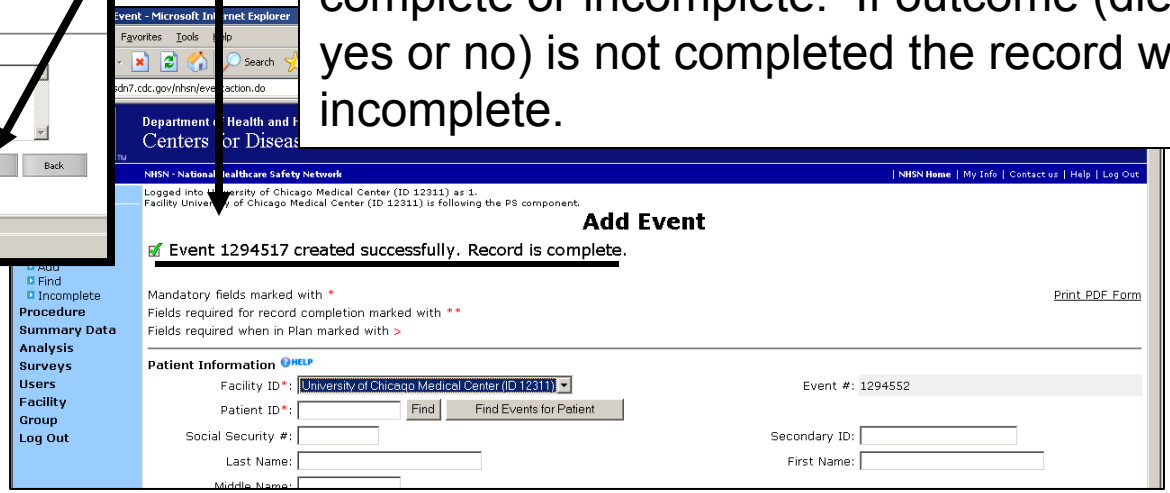
Add an Event (a case of CLBSI- cont'd)

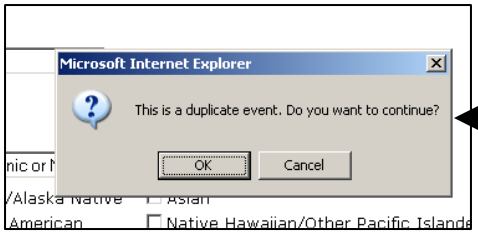


Each organism isolated from blood for this event must be entered. For example, if *S. aureus* and *Acinetobacter baumanii* are isolated, both organisms should be entered.

Once data entry is complete, click SAVE

An Event number is created and the record is complete or incomplete. If outcome (died: yes or no) is not completed the record will be incomplete.

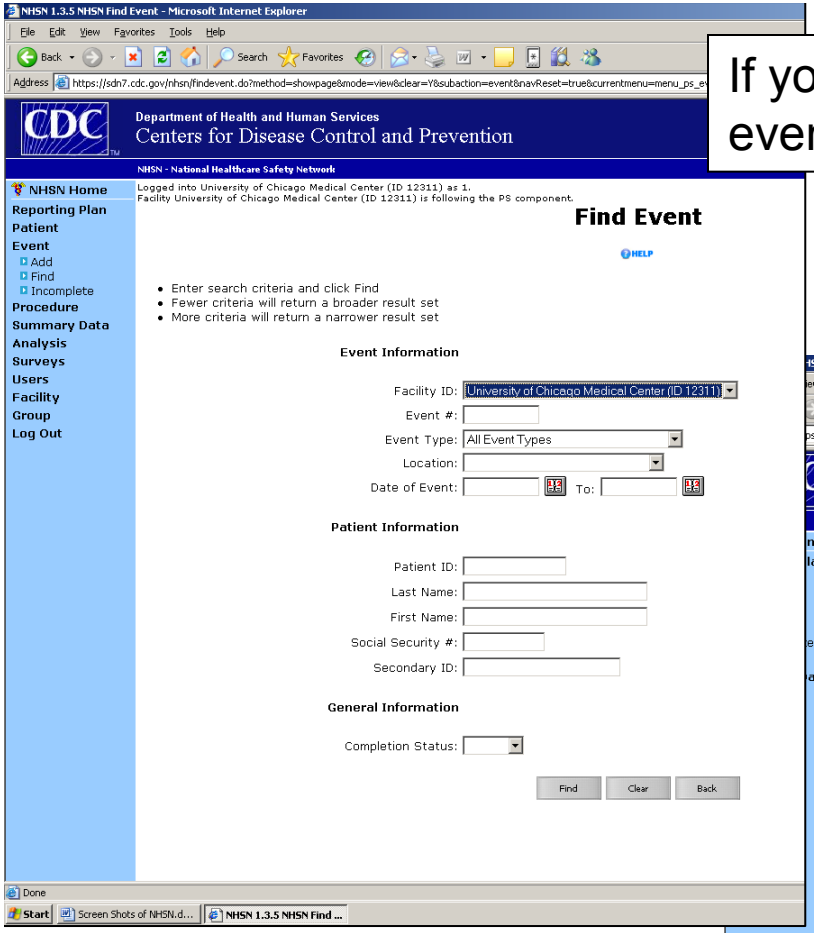


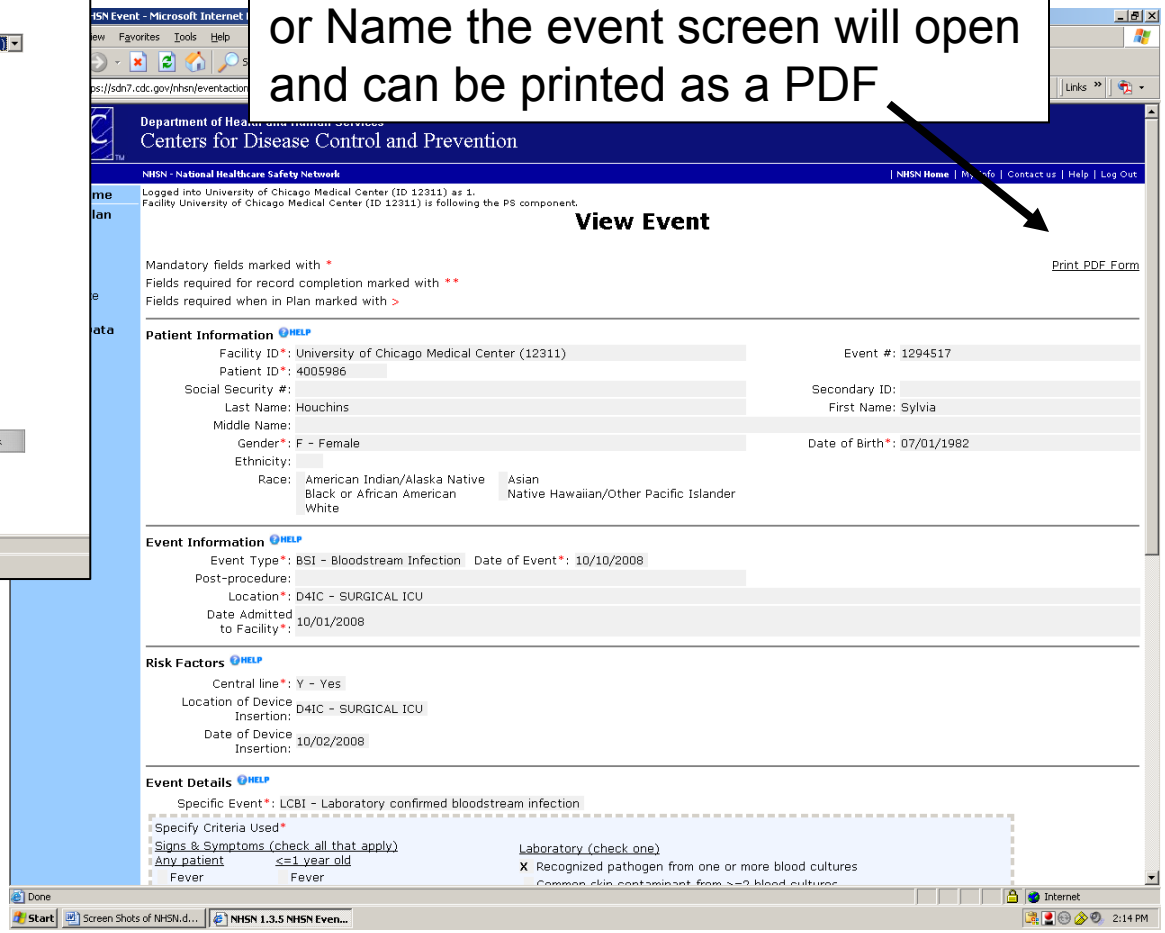


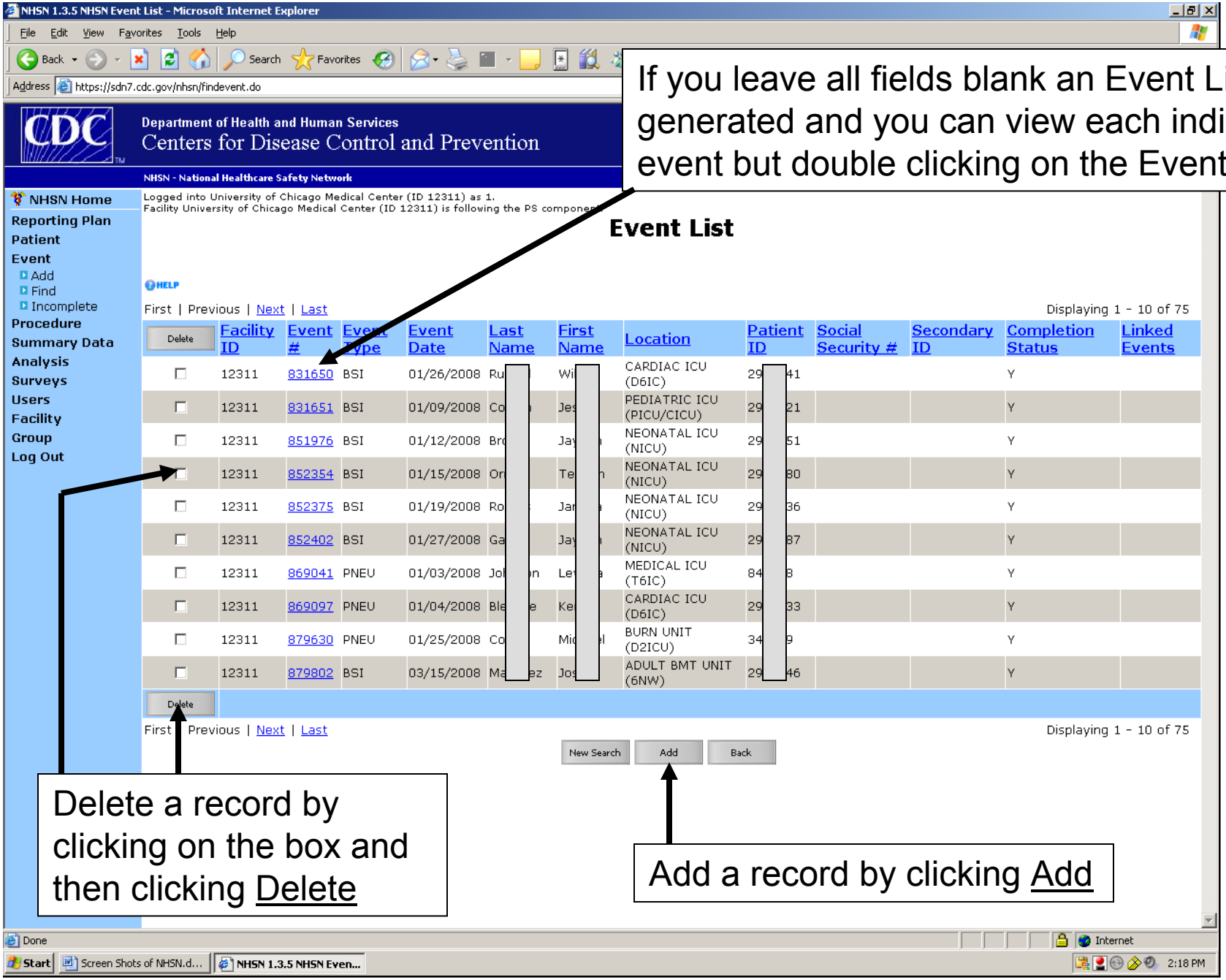
Note if the same patient has two episodes of CLBSI, this message will occur before you are allowed to save the second event.

If you want to verify that you have entered an event you can enter any field and then click find.

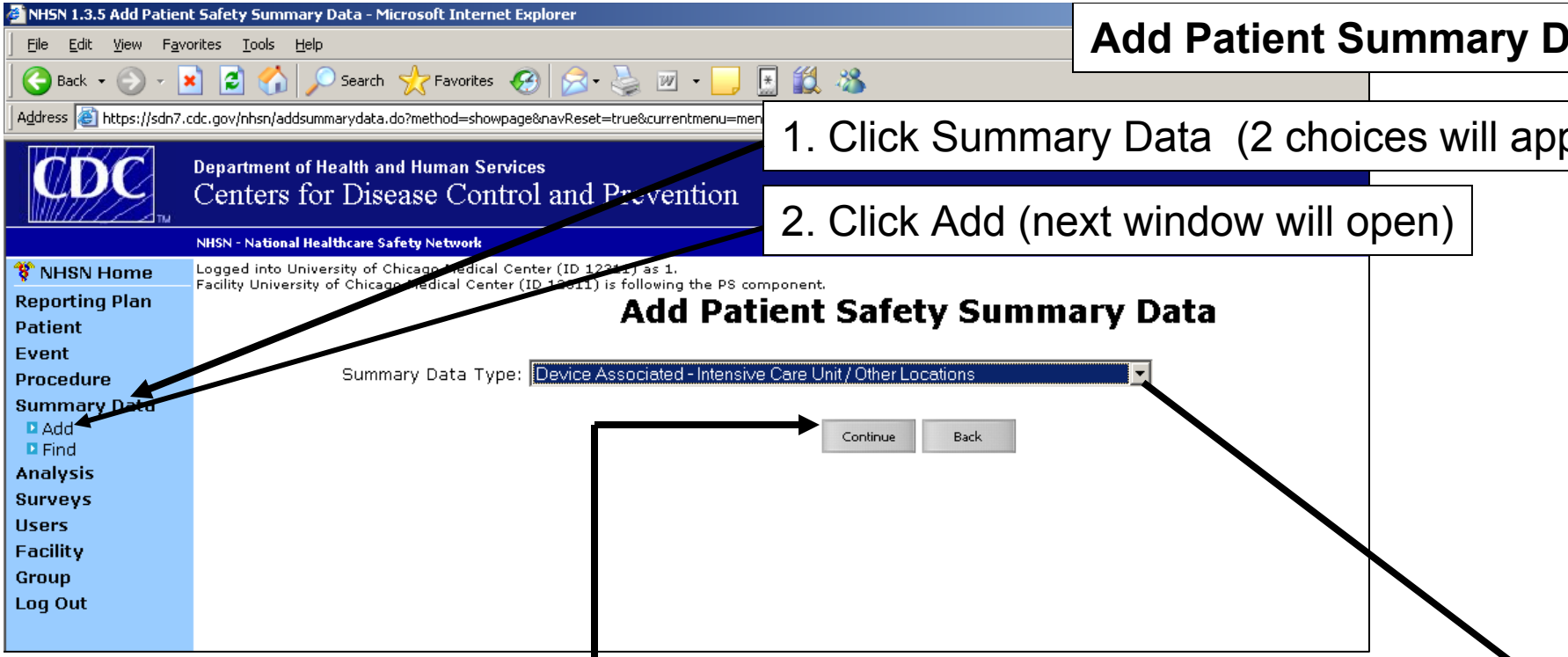
If you enter an Event #, Patient ID, or Name the event screen will open and can be printed as a PDF





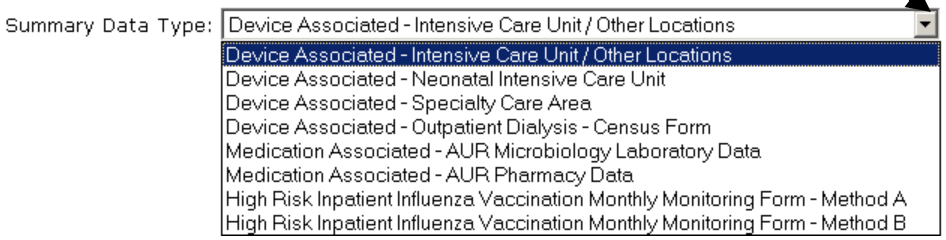

NHSN 1.3.5 NHSN Event List - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://sdn7.cdc.gov/nhsn/findevent.do
Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
NHSN Home
Reporting Plan
Patient
Event
Add
Find
Incomplete
Procedure
Summary Data
Analysis
Surveys
Users
Facility
Group
Log Out
Logged into University of Chicago Medical Center (ID 12311) as 1.
Facility University of Chicago Medical Center (ID 12311) is following the PS component
Event List
HELP
First | Previous | Next | Last
Displaying 1 - 10 of 75
Delete
Facility ID
Event #
Event Type
Event Date
Last Name
First Name
Location
Patient ID
Social Security #
Secondary ID
Completion Status
Linked Events
12311 831650 BSI 01/26/2008 CARDIAC ICU (D6IC) Y
12311 831651 BSI 01/09/2008 PEDIATRIC ICU (PICU/CICU) Y
12311 851976 BSI 01/12/2008 NEONATAL ICU (NICU) Y
12311 852354 BSI 01/15/2008 NEONATAL ICU (NICU) Y
12311 852375 BSI 01/19/2008 NEONATAL ICU (NICU) Y
12311 852402 BSI 01/27/2008 NEONATAL ICU (NICU) Y
12311 869041 PNEU 01/03/2008 MEDICAL ICU (T6IC) Y
12311 869097 PNEU 01/04/2008 CARDIAC ICU (D6IC) Y
12311 879630 PNEU 01/25/2008 BURN UNIT (D2ICU) Y
12311 879802 BSI 03/15/2008 ADULT BMT UNIT (6NW) Y
Delete
First | Previous | Next | Last
Displaying 1 - 10 of 75
New Search
Add
Back
If you leave all fields blank an Event List will be generated and you can view each individual event but double clicking on the Event #.
Delete a record by clicking on the box and then clicking Delete
Add a record by clicking Add
Done
Internet
Start
Screen Shots of NHSN.d...
NHSN 1.3.5 NHSN Even...
2:18 PM

Add Patient Summary Data



1. Click Summary Data (2 choices will appear)

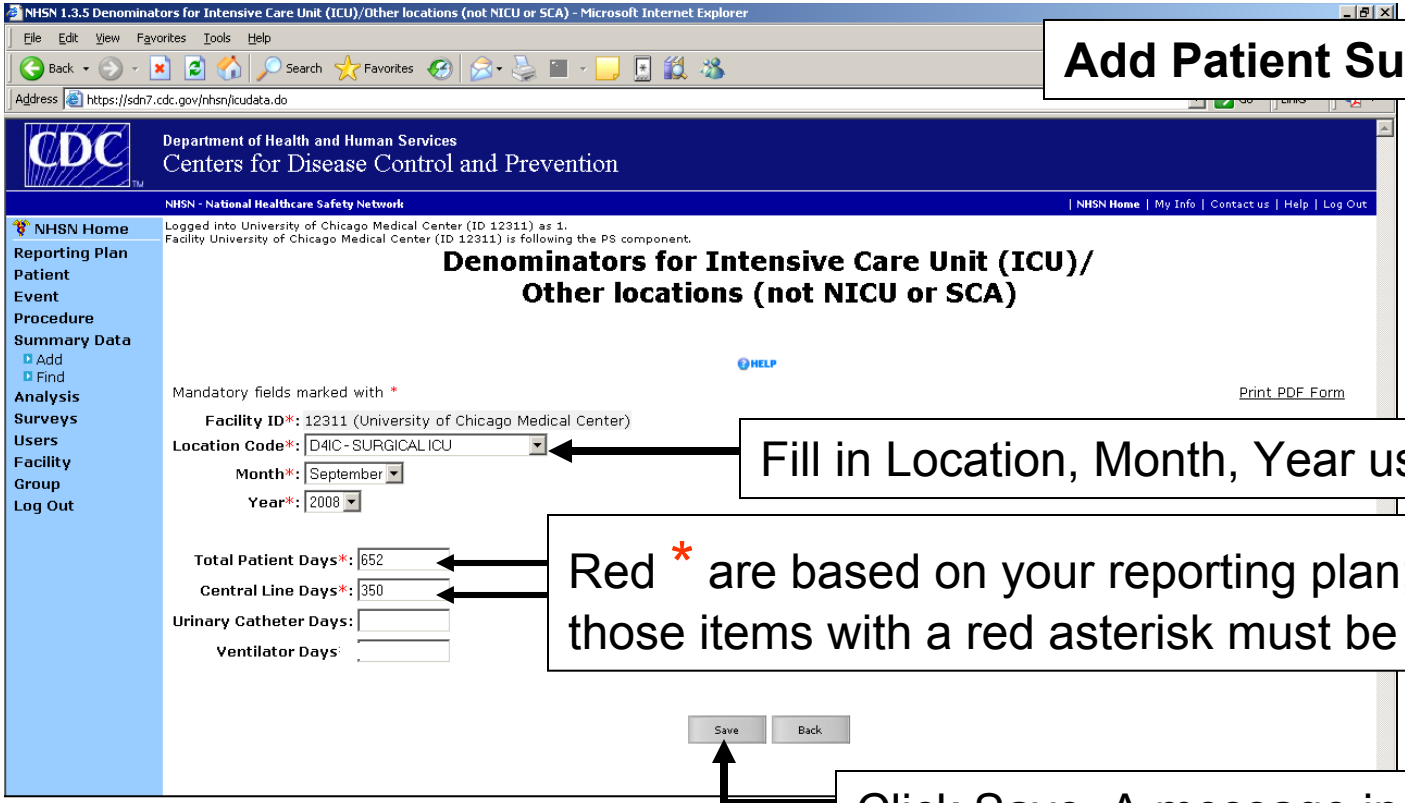
2. Click Add (next window will open)



3. Select Device Associated – Intensive Care Unit /Other Locations

4. Click Continue

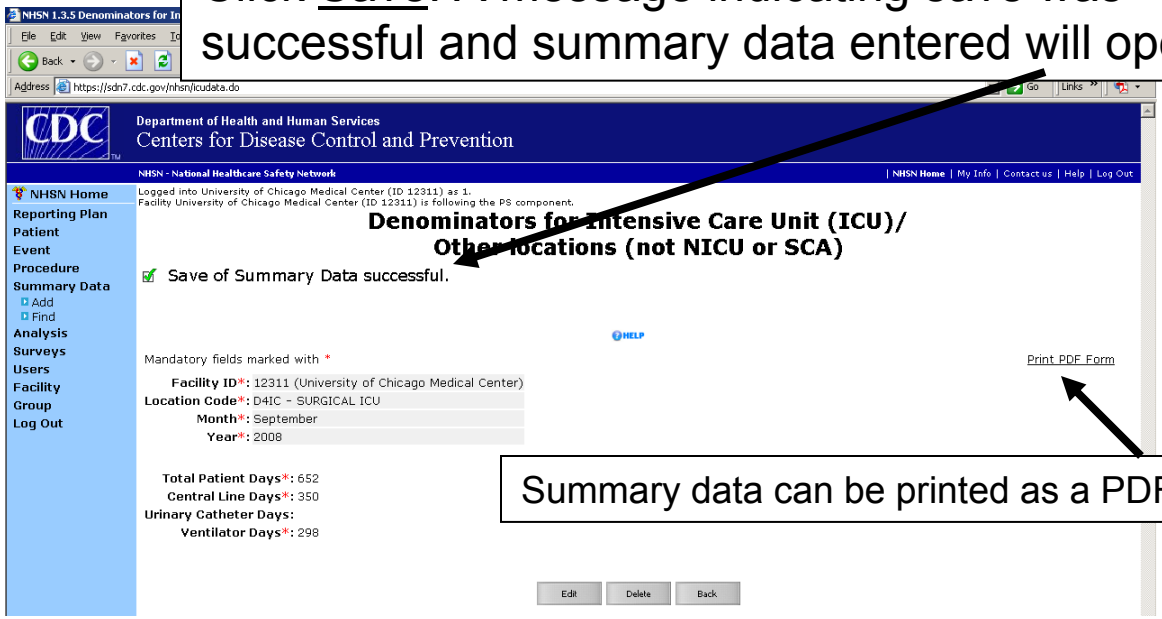
Add Patient Summary Data (cont'd)



Fill in Location, Month, Year using pull down arrows

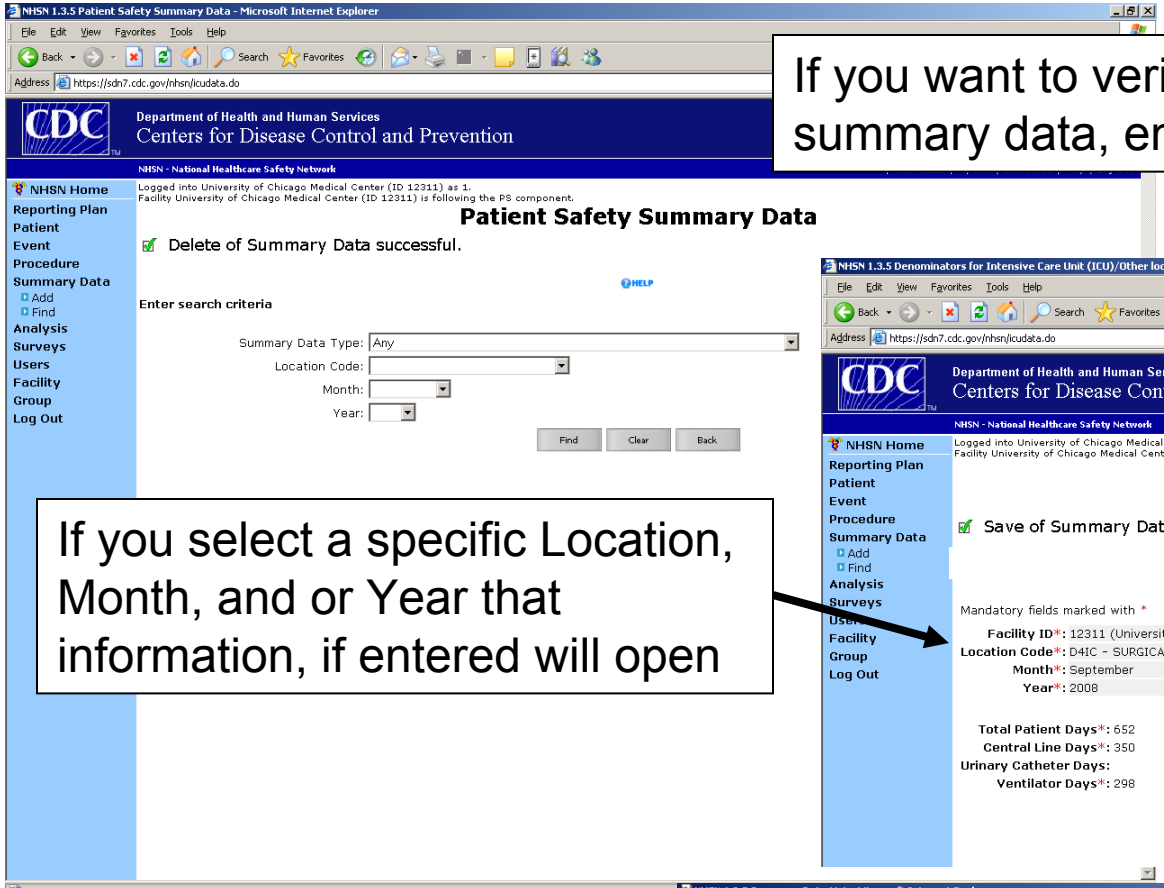
Red * are based on your reporting plan; only those items with a red asterisk must be filled in

Click Save. A message indicating save was successful and summary data entered will open

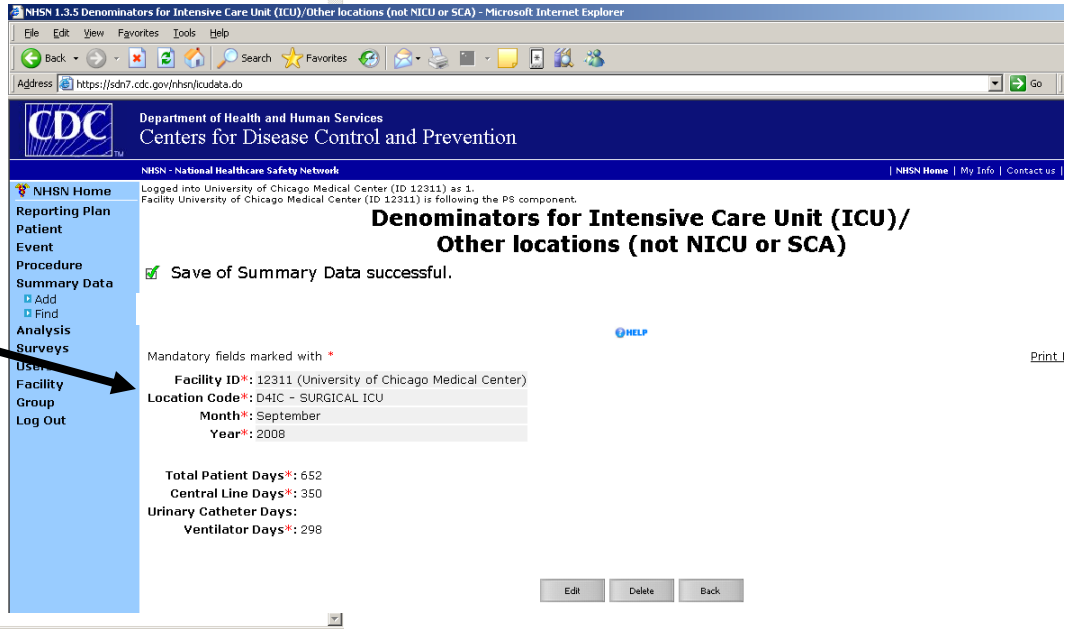


Summary data can be printed as a PDF

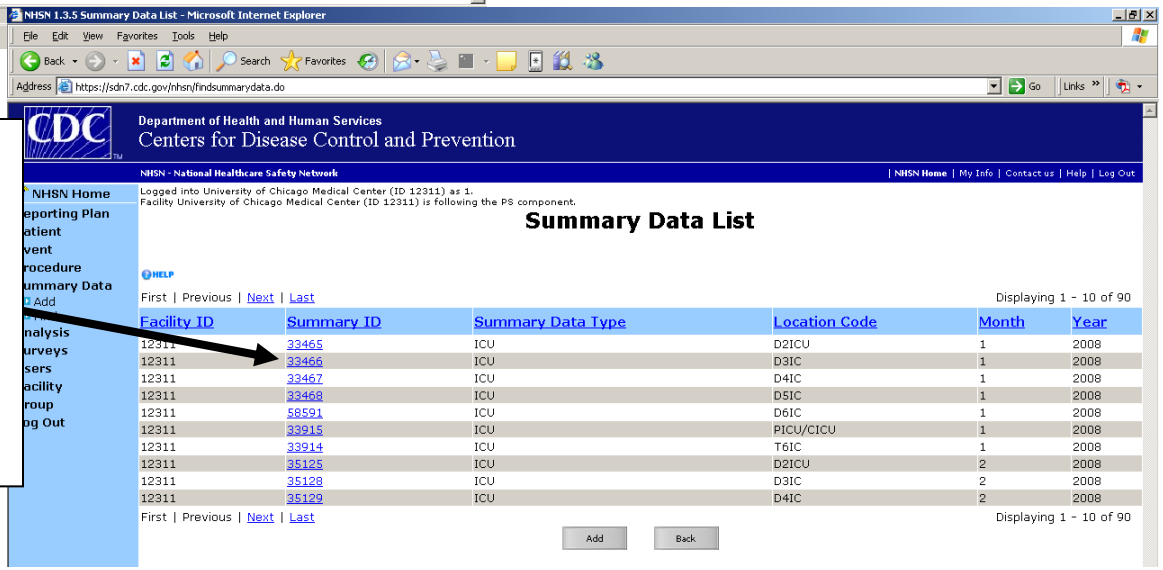
If you want to verify that you have entered summary data, enter any field and then click find.



If you select a specific Location, Month, and or Year that information, if entered will open



If you leave all fields blank a Summary Data List for your Facility will be generated and you can view specific summary information by double clicking the Summary ID



Analyze Your Data

1. Click Analysis (2 choices will appear)

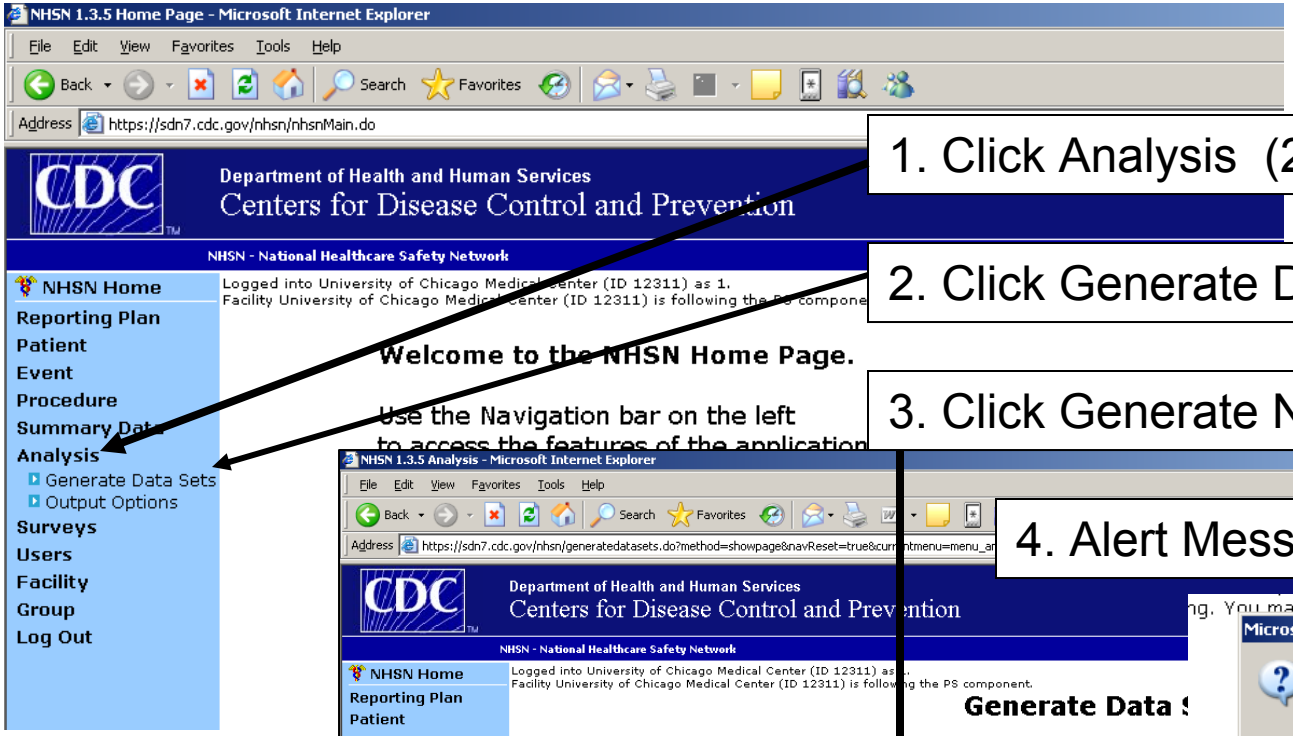
2. Click Generate Data Sets

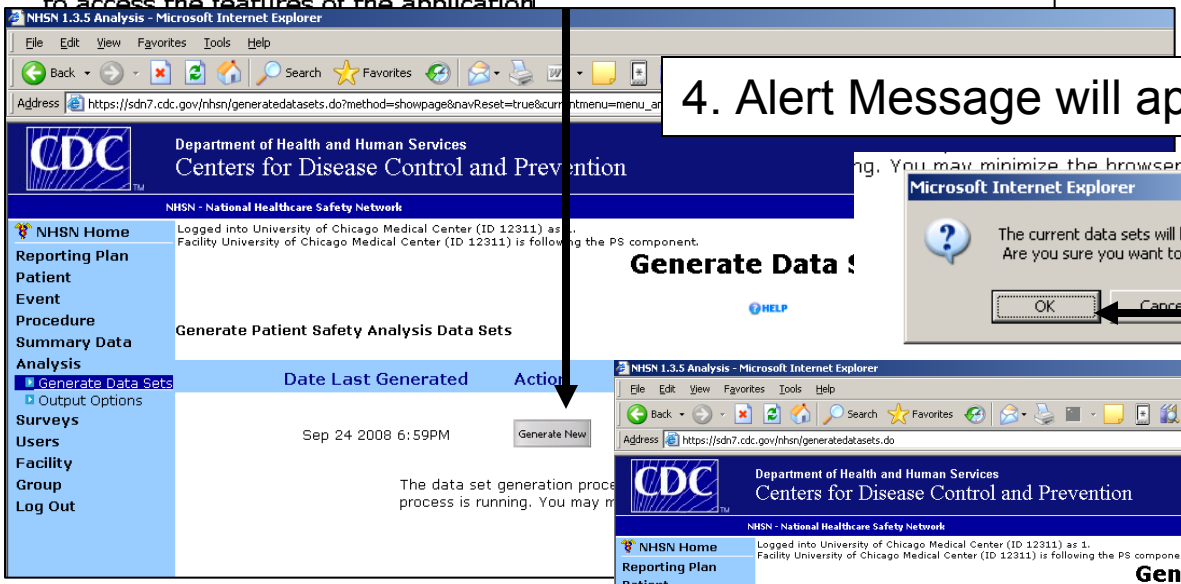
3. Click Generate Now

4. Alert Message will appear. Click "OK"

5. Wait for Data Sets to be generated

6. When generated, message will appear. You can now go to output options

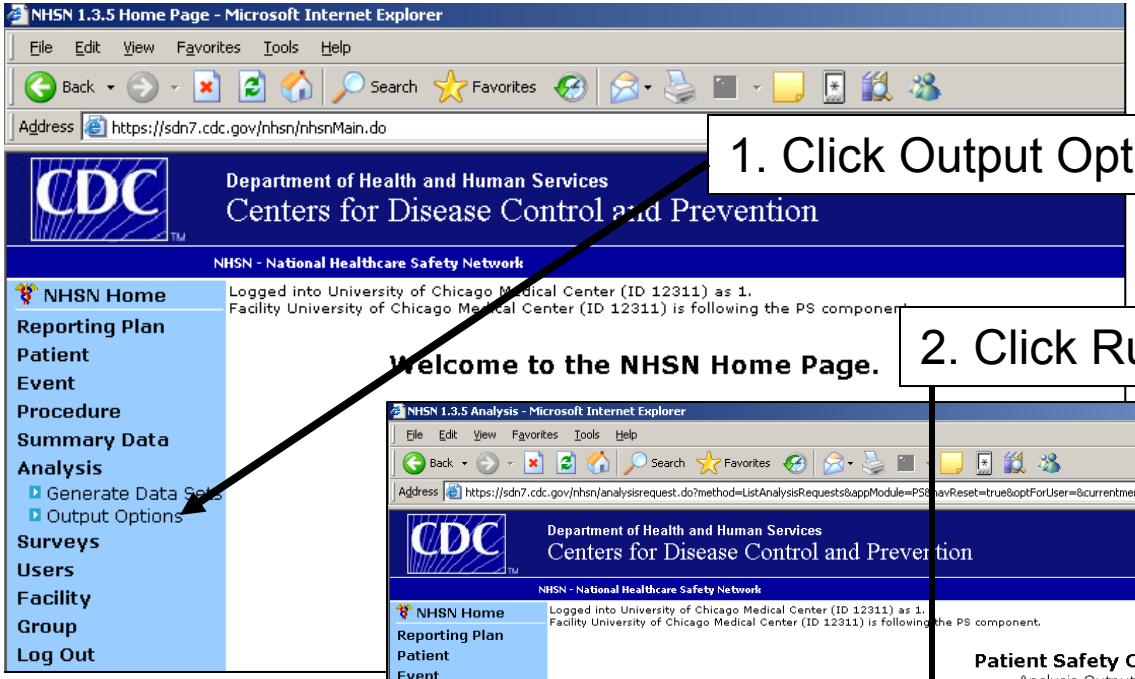


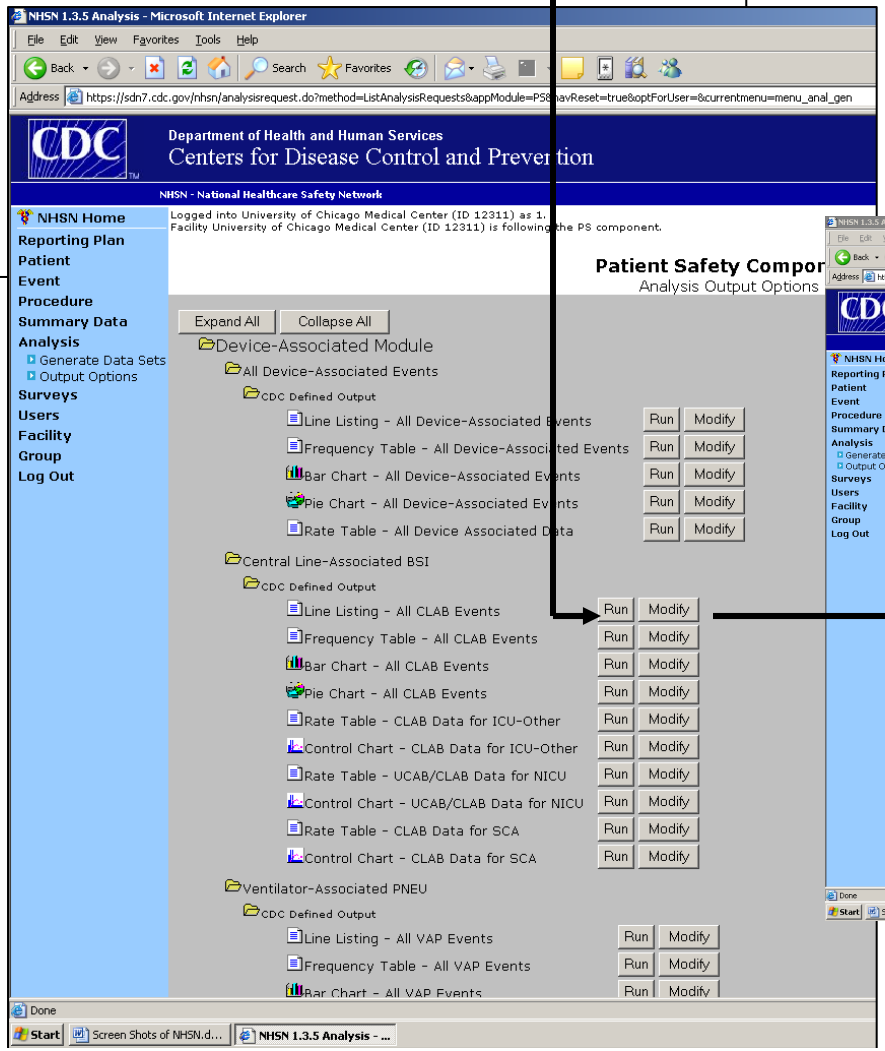


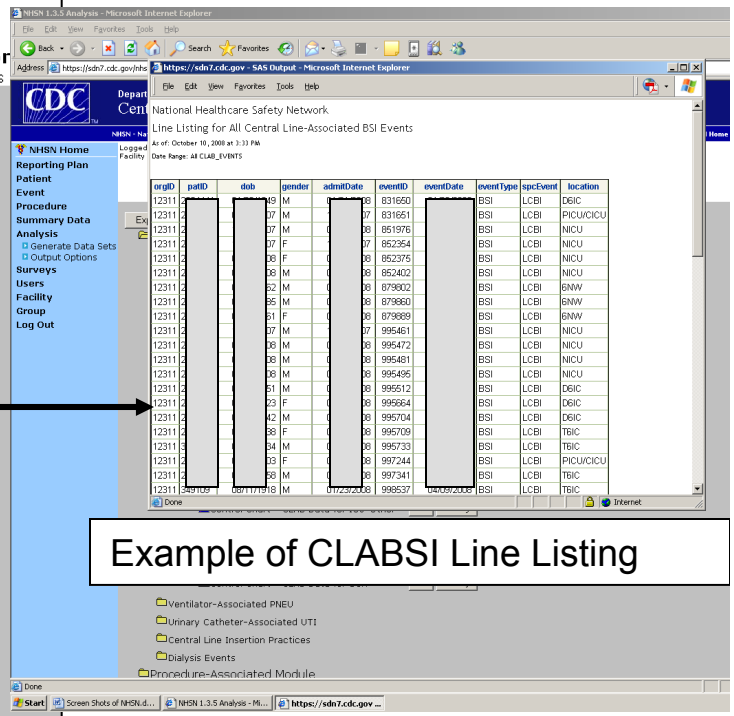
Analyze Your Data (cont'd)

1. Click Output Options

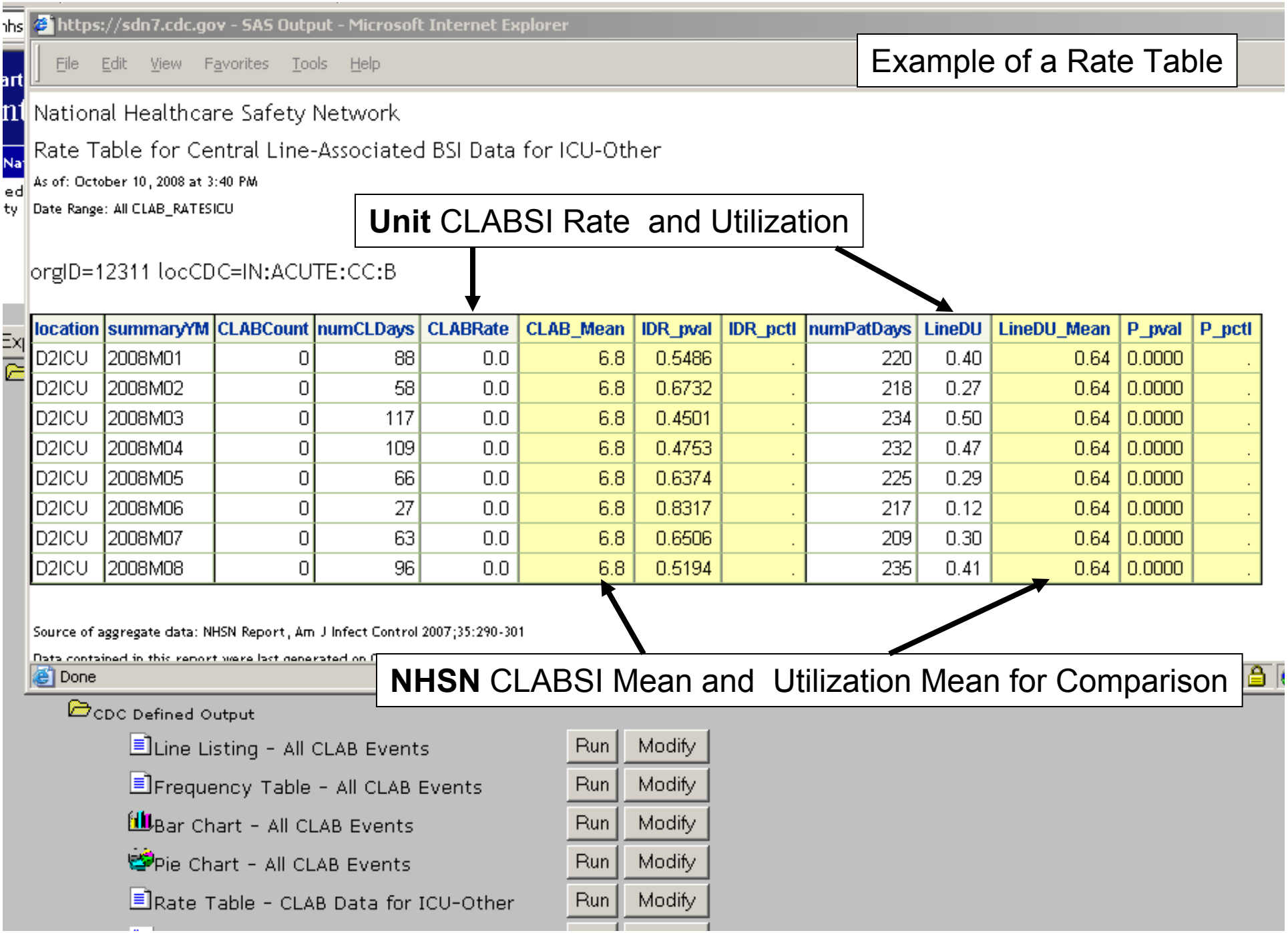
2. Click Run for Report Type



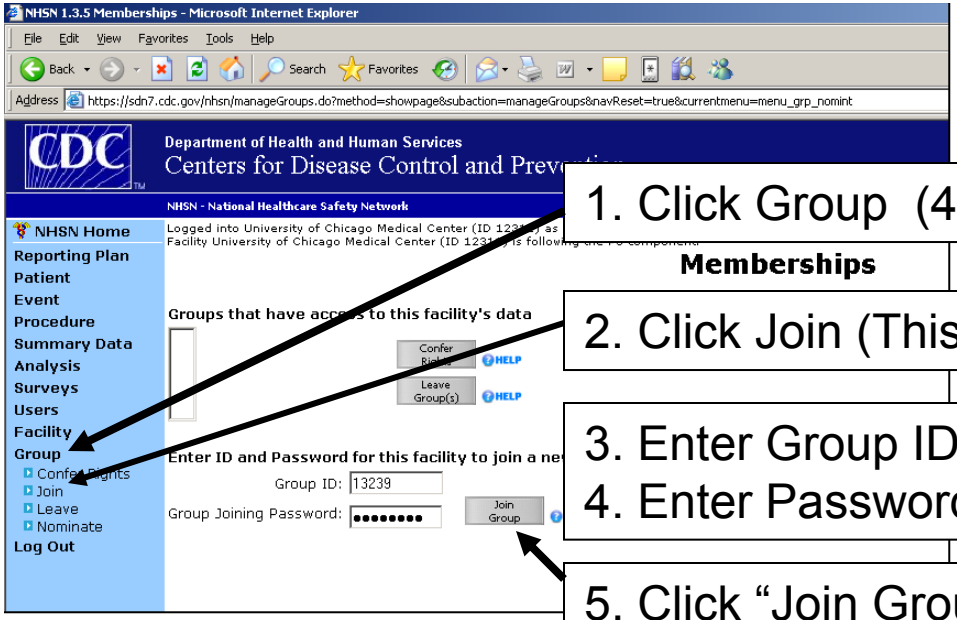




Example of CLABSI Line Listing


https://sdn7.cdc.gov - SAS Output - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Example of a Rate Table
National Healthcare Safety Network
Rate Table for Central Line-Associated BSI Data for ICU-Other
As of: October 10, 2008 at 3:40 PM
Date Range: All CLAB_RATESICU
Unit CLABSI Rate and Utilization
orgID=12311 locCDC=IN:ACUTE:CC:B
location summaryYM CLABCount numCLDays CLABRate CLAB_Mean IDR_pval IDR_pctl numPatDays LineDU LineDU_Mean P_pval P_pctl
D2ICU 2008M01 0 88 0.0 6.8 0.5486 . 220 0.40 0.64 0.0000 .
D2ICU 2008M02 0 58 0.0 6.8 0.6732 . 218 0.27 0.64 0.0000 .
D2ICU 2008M03 0 117 0.0 6.8 0.4501 . 234 0.50 0.64 0.0000 .
D2ICU 2008M04 0 109 0.0 6.8 0.4753 . 232 0.47 0.64 0.0000 .
D2ICU 2008M05 0 66 0.0 6.8 0.6374 . 225 0.29 0.64 0.0000 .
D2ICU 2008M06 0 27 0.0 6.8 0.8317 . 217 0.12 0.64 0.0000 .
D2ICU 2008M07 0 63 0.0 6.8 0.6506 . 209 0.30 0.64 0.0000 .
D2ICU 2008M08 0 96 0.0 6.8 0.5194 . 235 0.41 0.64 0.0000 .
Source of aggregate data: NHSN Report, Am J Infect Control 2007;35:290-301
Done
NHSN CLABSI Mean and Utilization Mean for Comparison
CDC Defined Output
Line Listing - All CLAB Events Run Modify
Frequency Table - All CLAB Events Run Modify
Bar Chart - All CLAB Events Run Modify
Pie Chart - All CLAB Events Run Modify
Rate Table - CLAB Data for ICU-Other Run Modify

Join IDPH Group

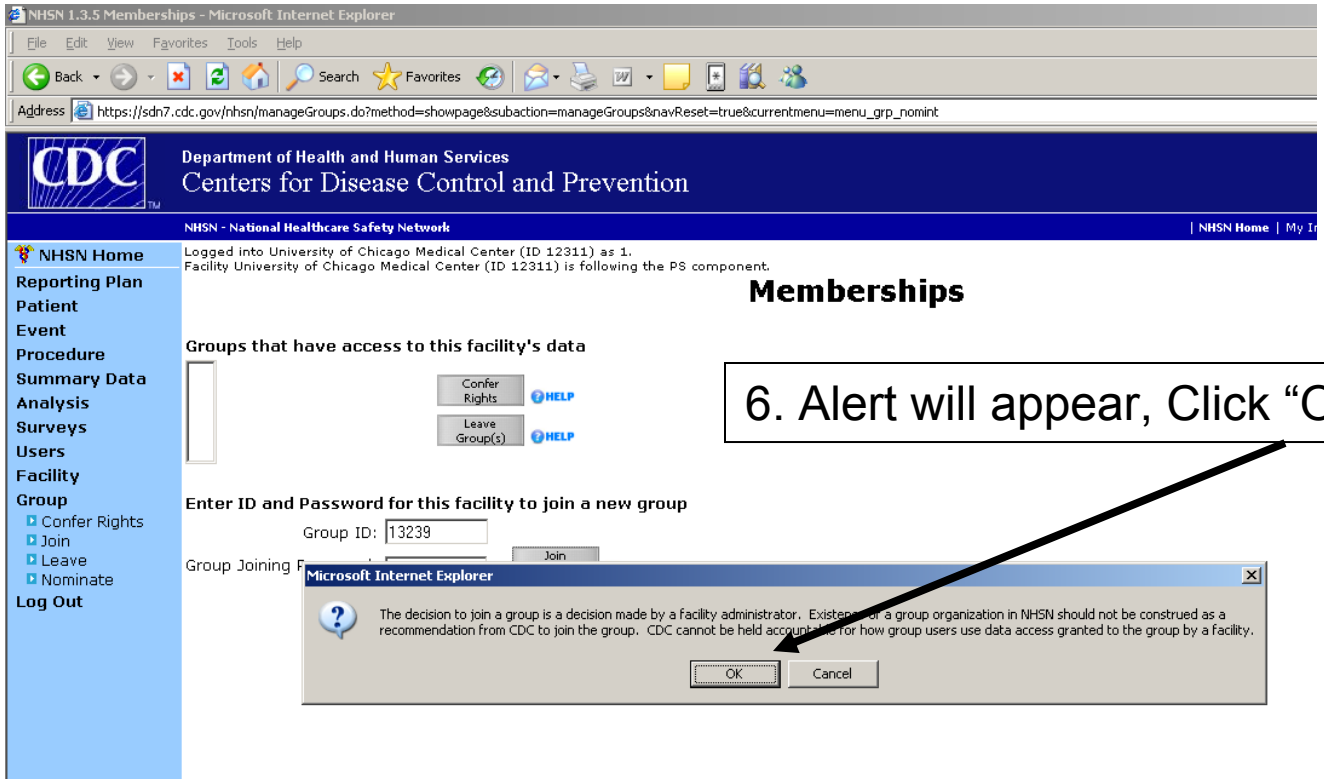


1. Click Group (4 choices will appear)

2. Click Join (This Membership Screen appears)

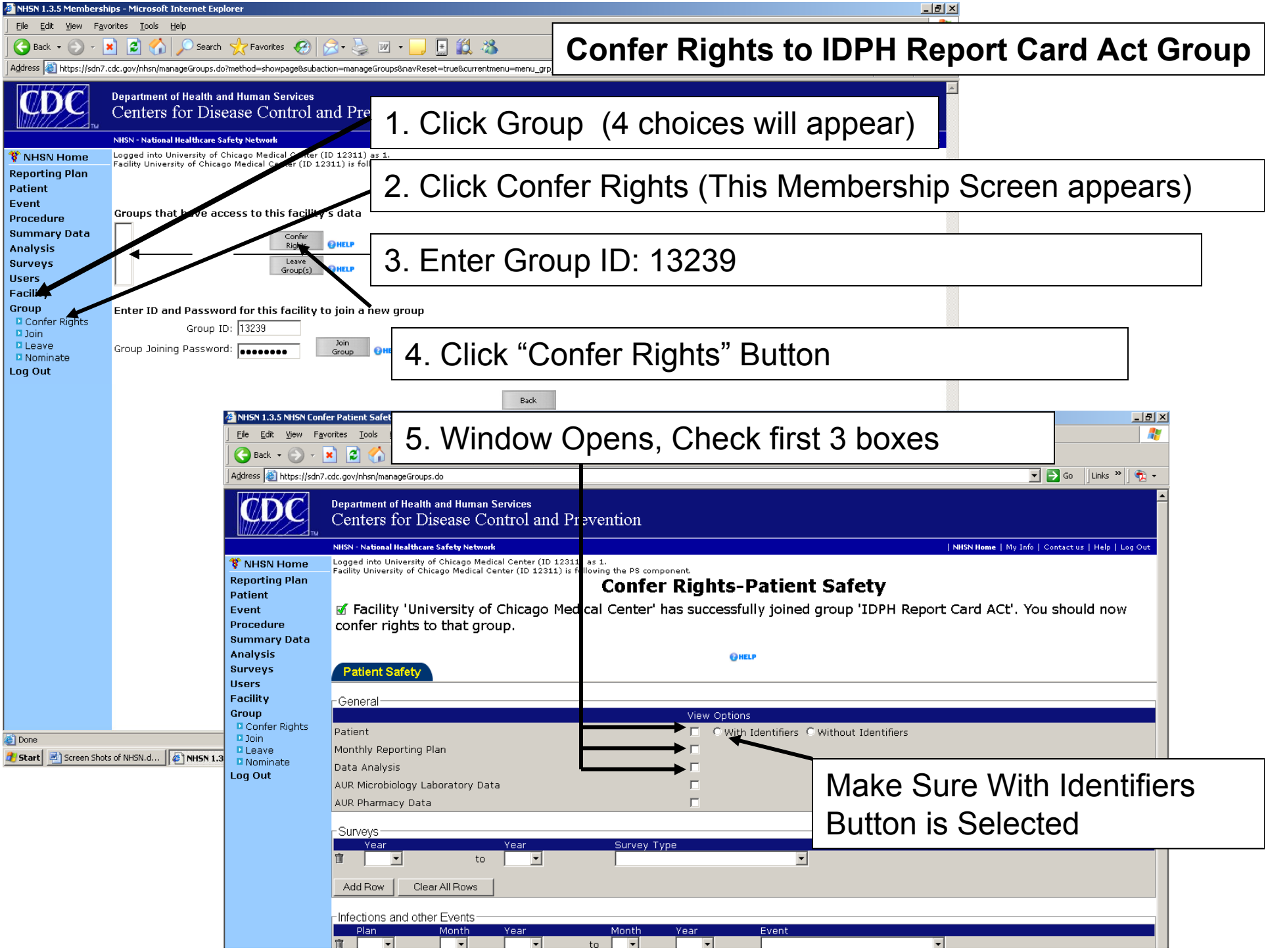
3. Enter Group ID: 13239,
4. Enter Password: illinois (all lower case, case sensitive)

5. Click “Join Group” Button

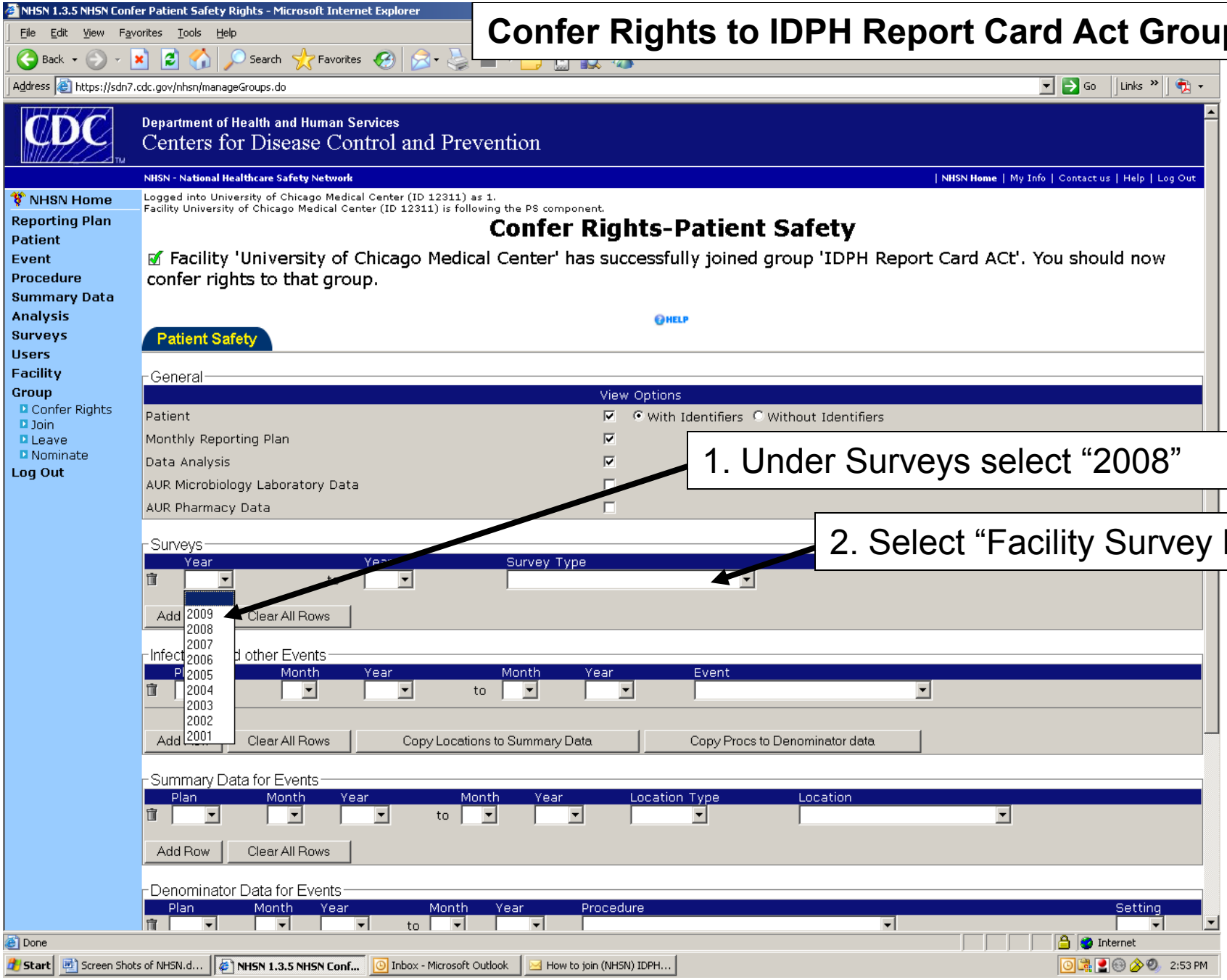


6. Alert will appear, Click “OK” Button

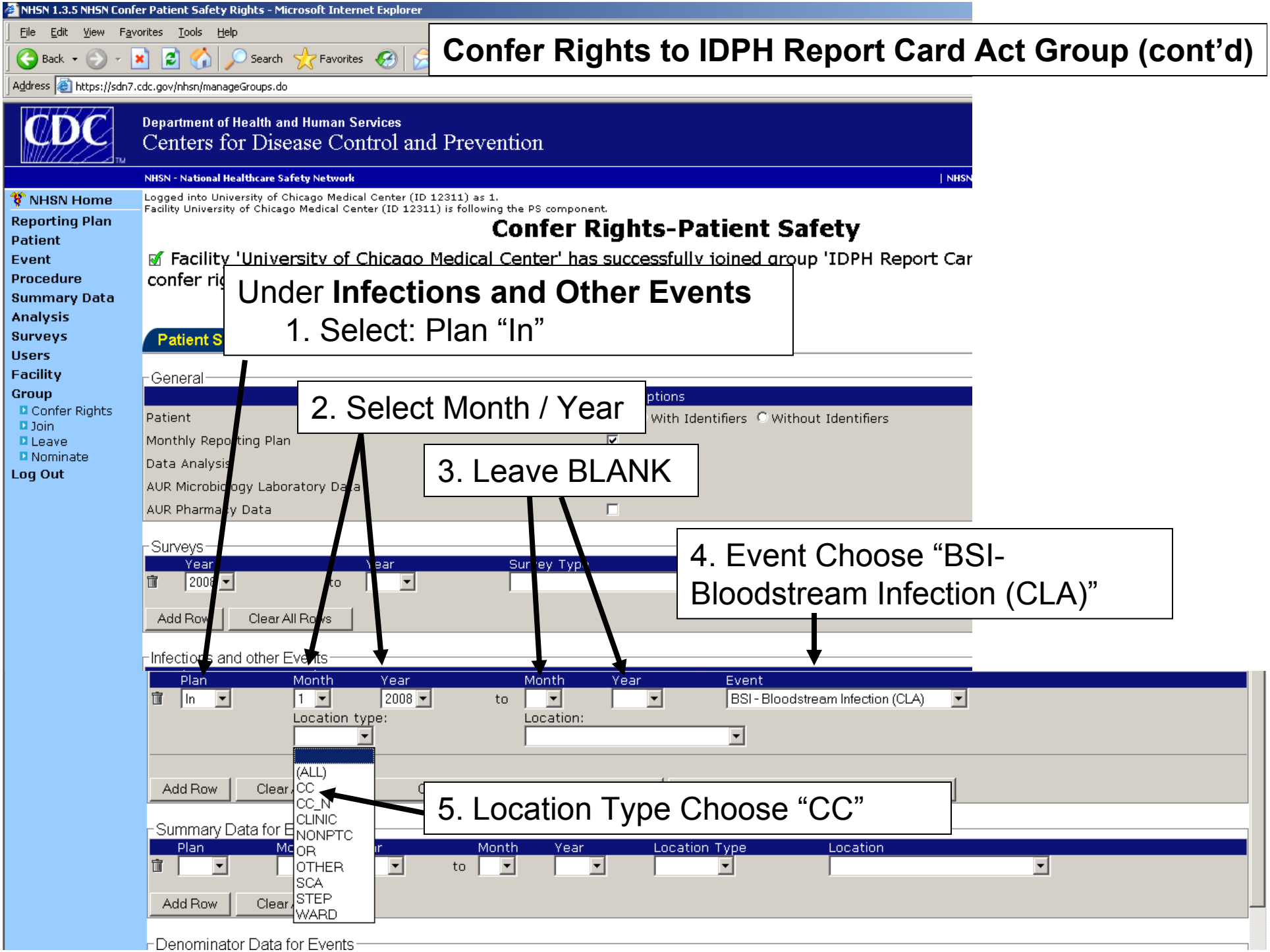
Confer Rights to IDPH Report Card Act Group



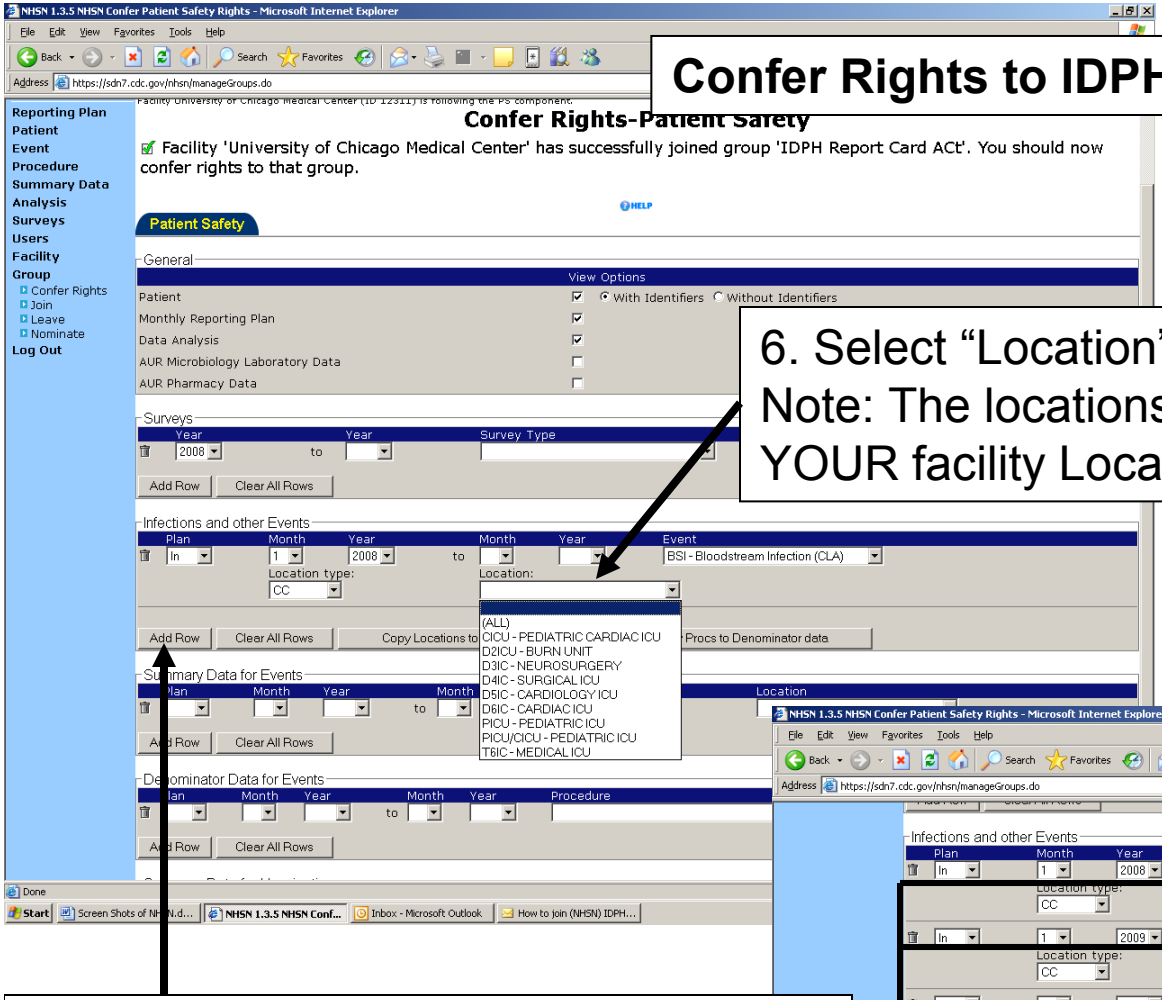
Confer Rights to IDPH Report Card Act Group (cont'd)



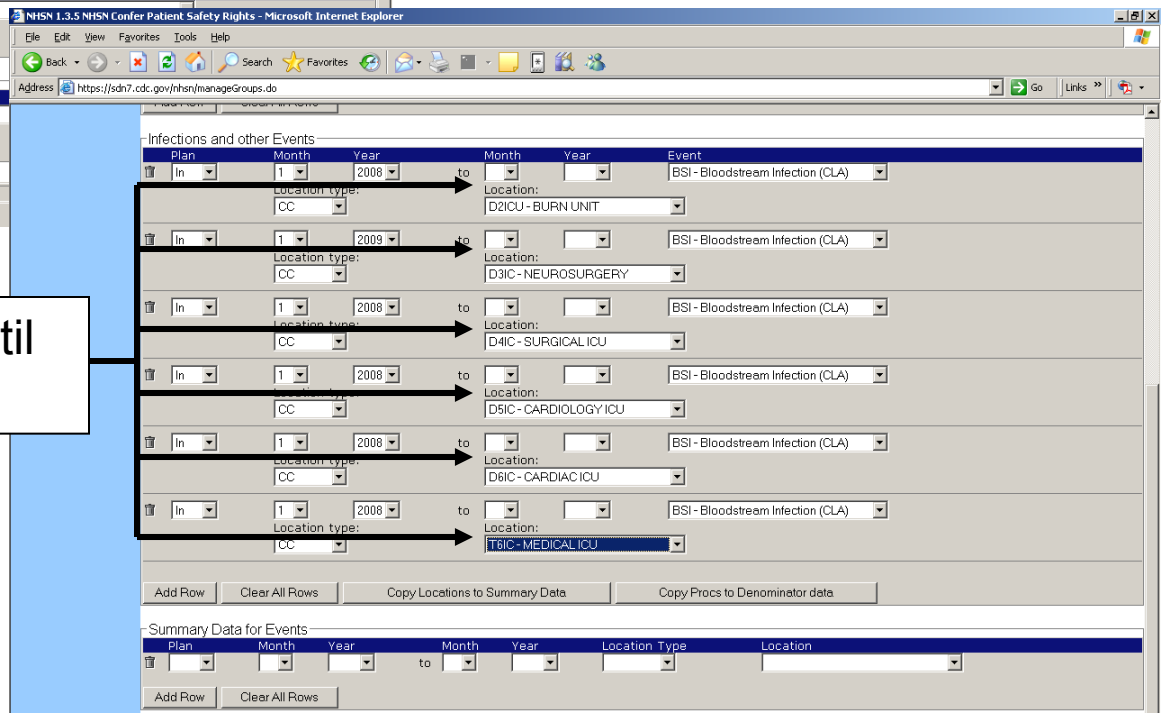
Confer Rights to IDPH Report Card Act Group (cont'd)



Confer Rights to IDPH Report Card Act Group (cont'd)



6. Select "Location"
Note: The locations that you defined as YOUR facility Locations will appear

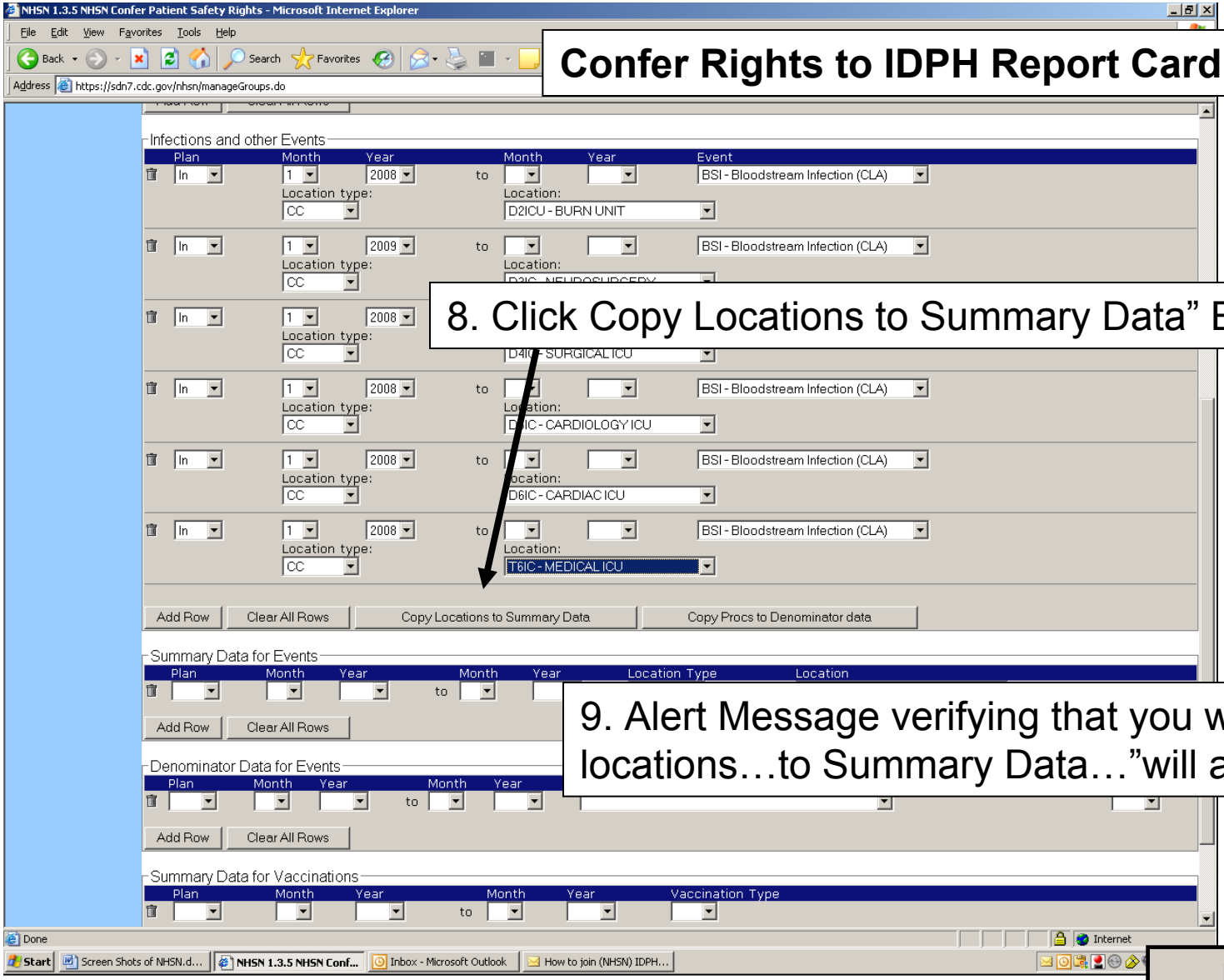


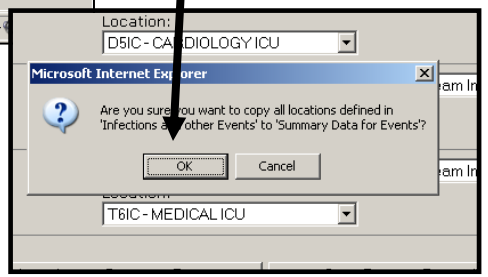
7. Add Row and repeat process until all of your locations are entered

Confer Rights to IDPH Report Card Act Group (cont'd)

8. Click Copy Locations to Summary Data" Button

9. Alert Message verifying that you want to copy "all locations…to Summary Data…"will appear. Click "OK"

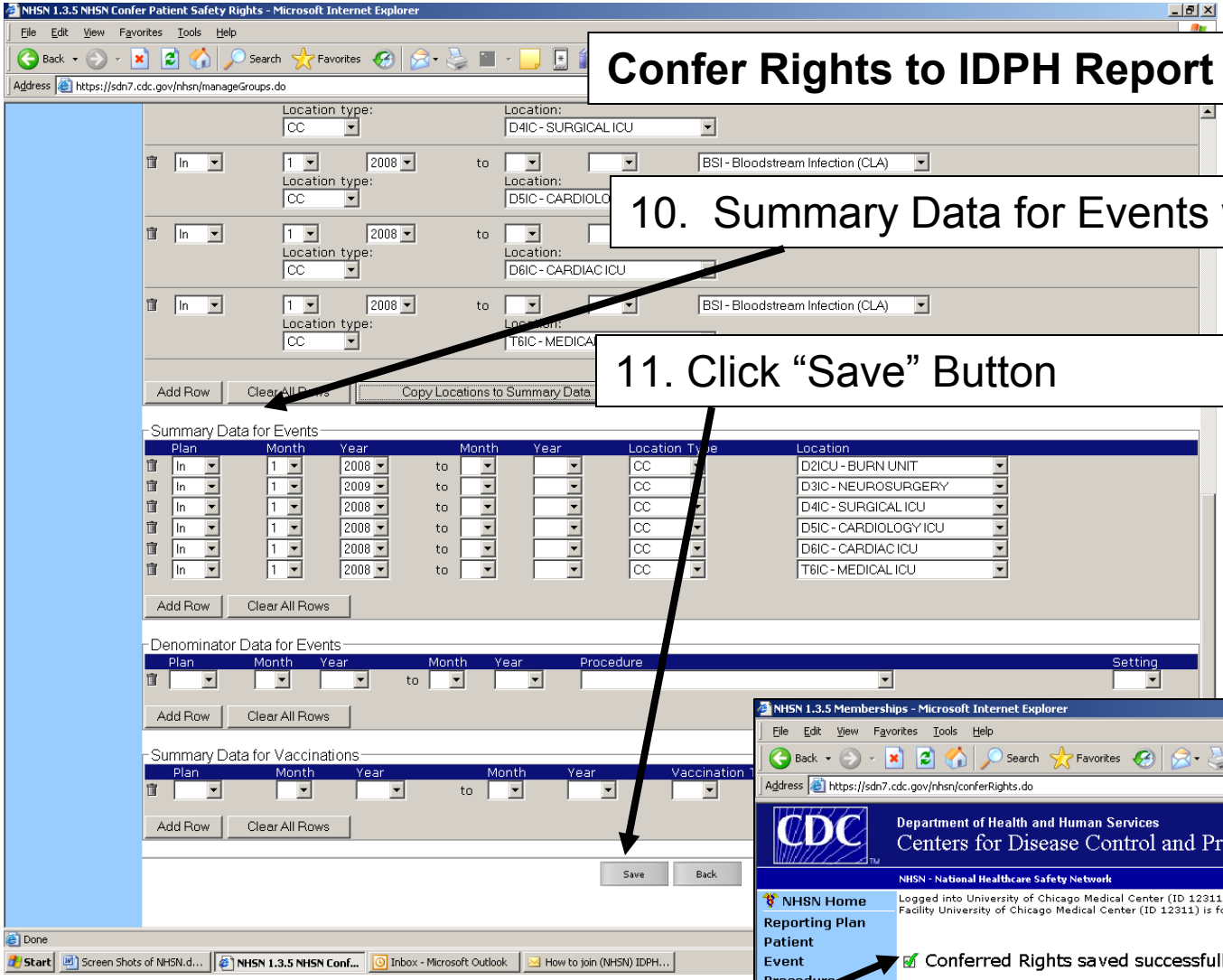


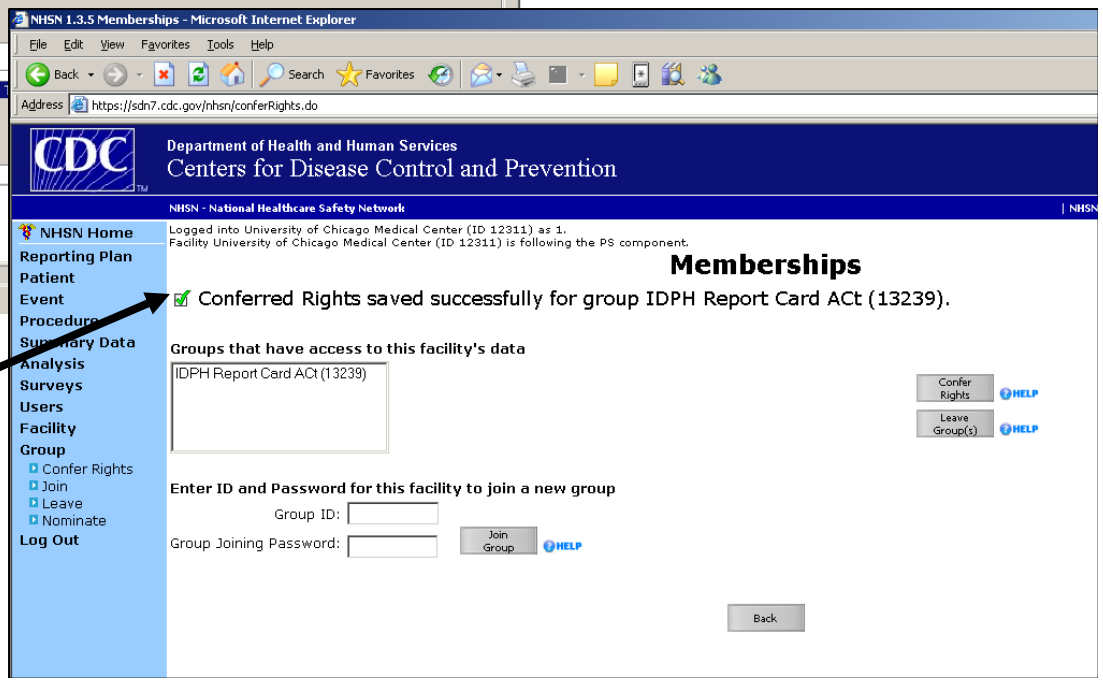


Confer Rights to IDPH Report Card Act Group (cont'd)

10. Summary Data for Events will autofill

11. Click "Save" Button



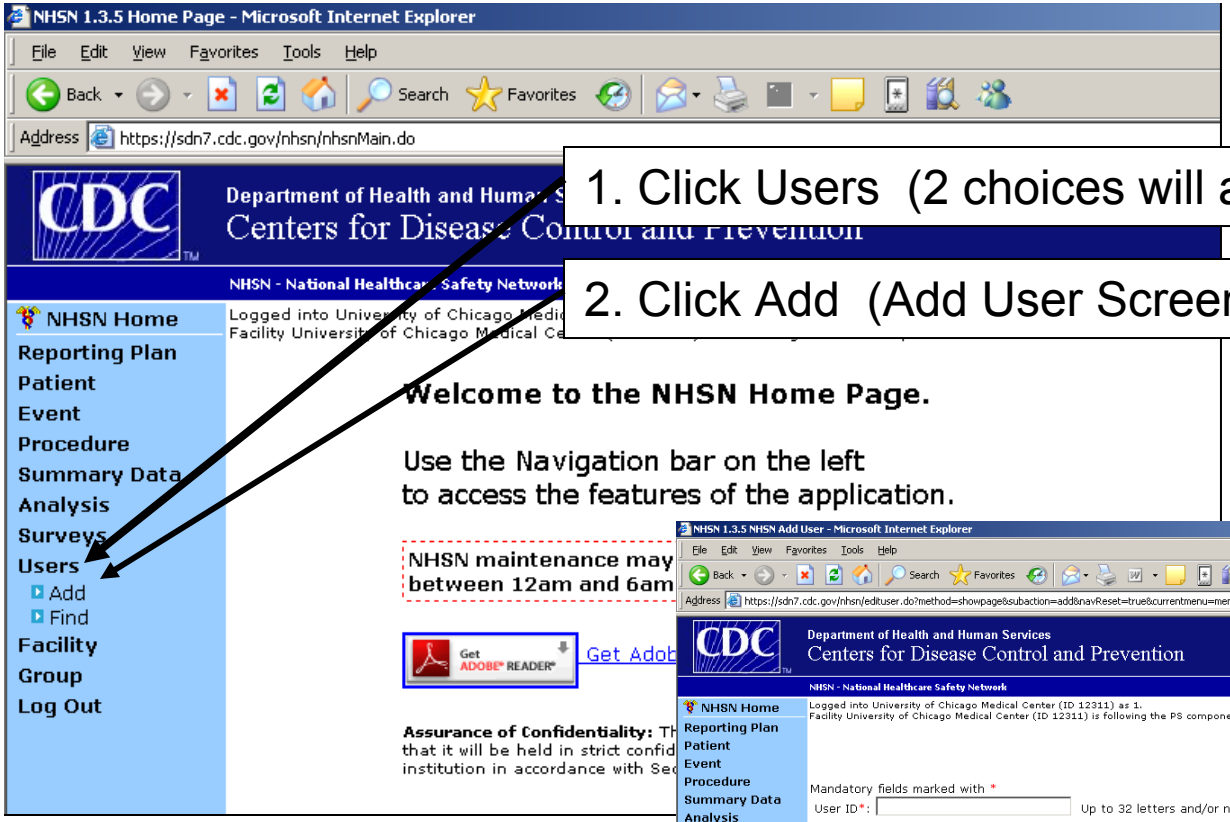


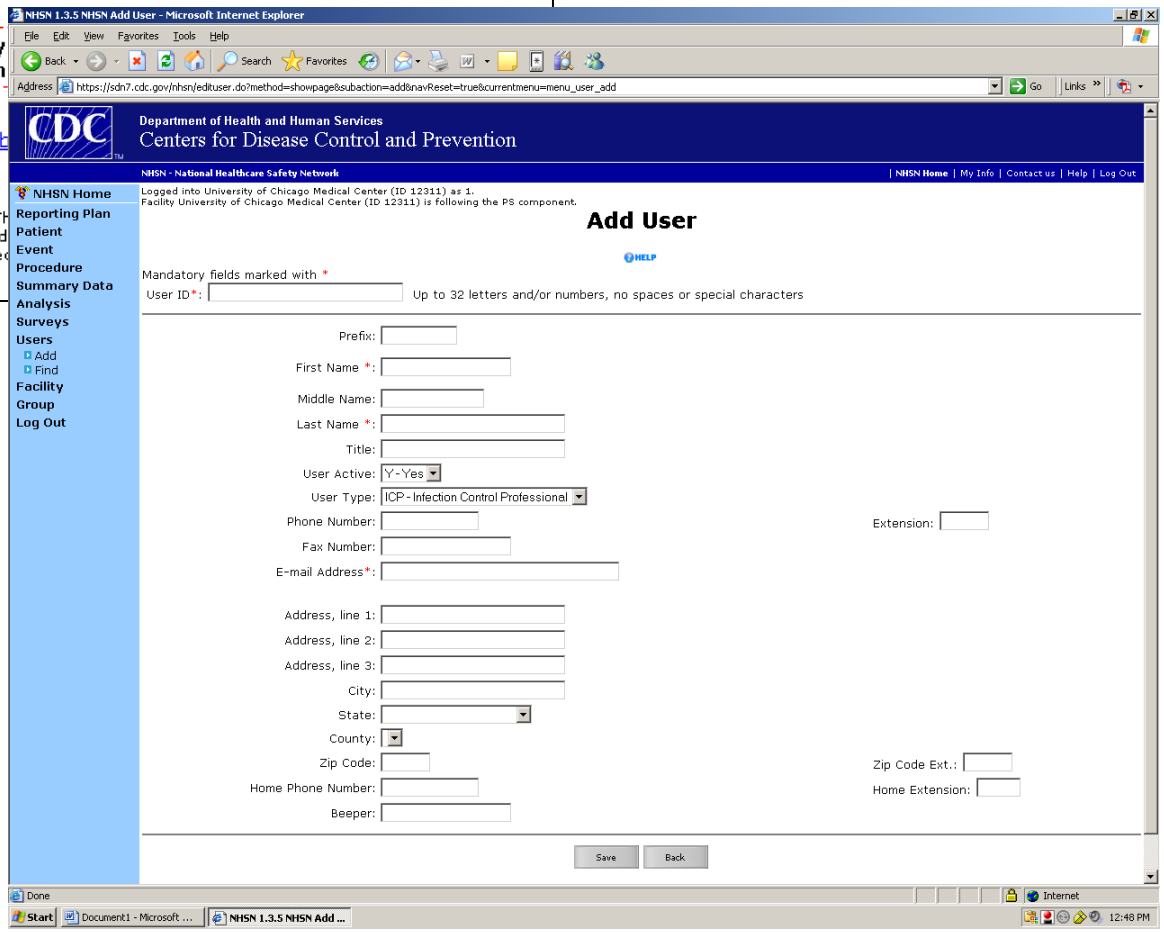
Next screen will verify that rights have been conferred

Add Users

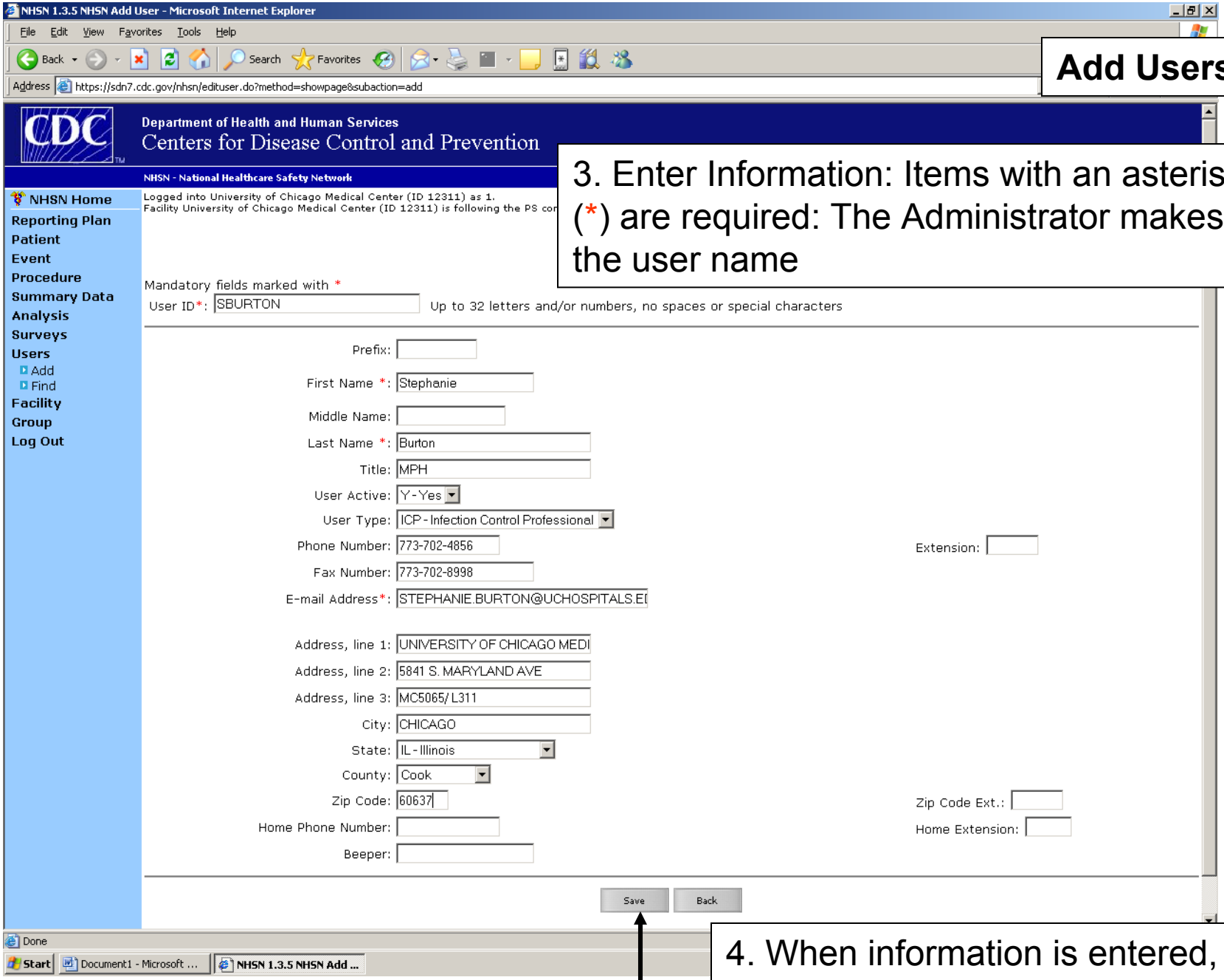
1. Click Users (2 choices will appear)

2. Click Add (Add User Screen Appears)





Add Users (cont'd)



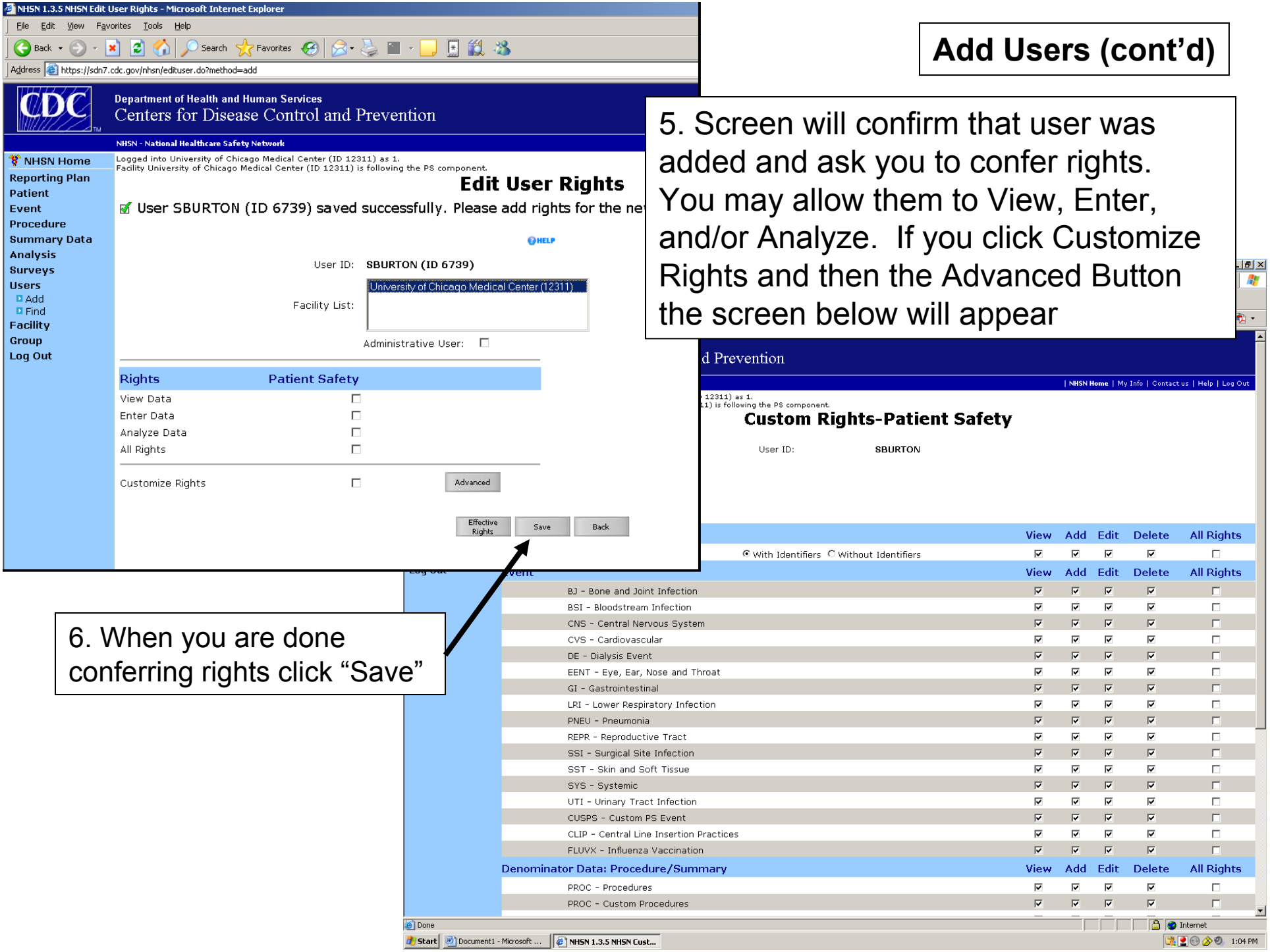
3. Enter Information: Items with an asterisk (*) are required: The Administrator makes up the user name

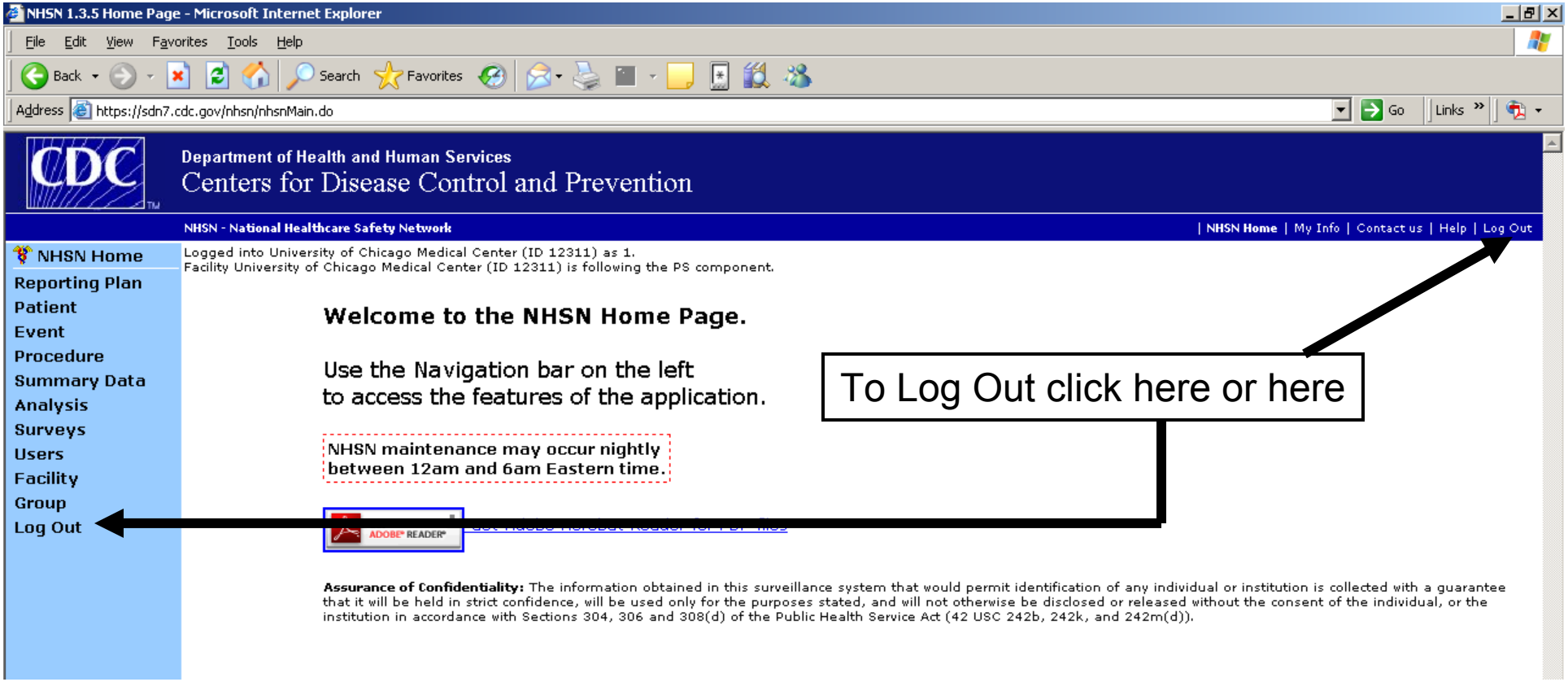
4. When information is entered, click "Save" button.

Add Users (cont'd)

5. Screen will confirm that user was added and ask you to confer rights. You may allow them to View, Enter, and/or Analyze. If you click Customize Rights and then the Advanced Button the screen below will appear

6. When you are done conferring rights click "Save"




NHSN 1.3.5 Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://sdn7.cdc.gov/nhsn/nhsnMain.do
Go Links
Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help | Log Out
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Surveys
Users
Facility
Group
Log Out
Logged into University of Chicago Medical Center (ID 12311) as 1.
Facility University of Chicago Medical Center (ID 12311) is following the PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
NHSN maintenance may occur nightly
between 12am and 6am Eastern time.
ADOBE READER
Assurance of Confidentiality: The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).
To Log Out click here or here