

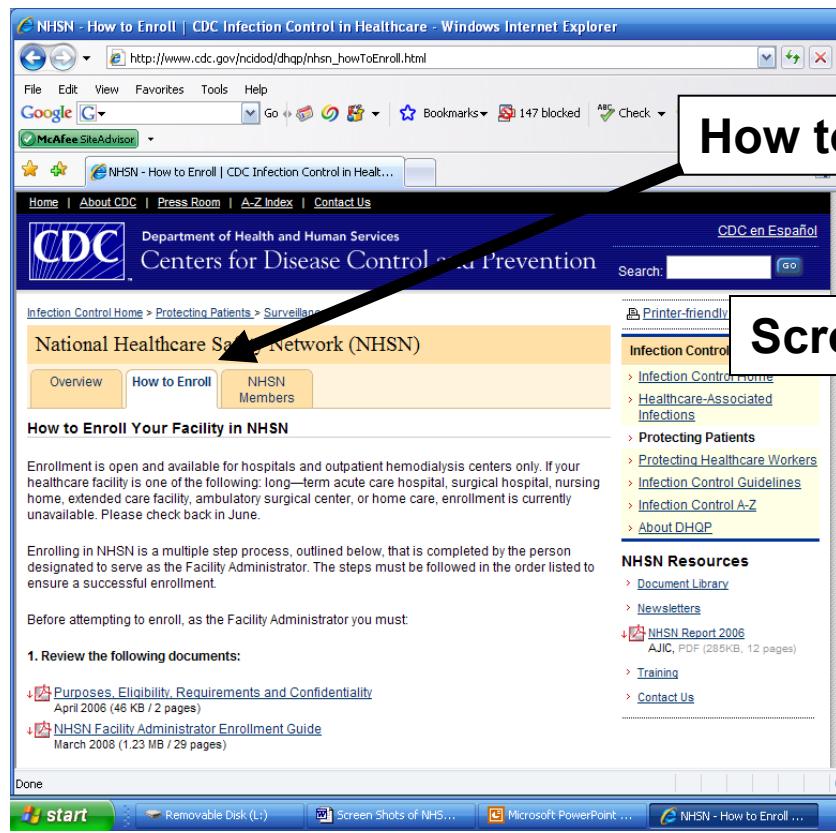
# NHSN How To...

Sylvia Garcia-Houchins, RN, MBA, CIC  
Director, Infection Control Program  
University of Chicago Medical Center  
President-Elect APIC Chicago Chapter

Conflicts of Interest: Intermittent Infection Control JCR Consultant

# Getting Started...

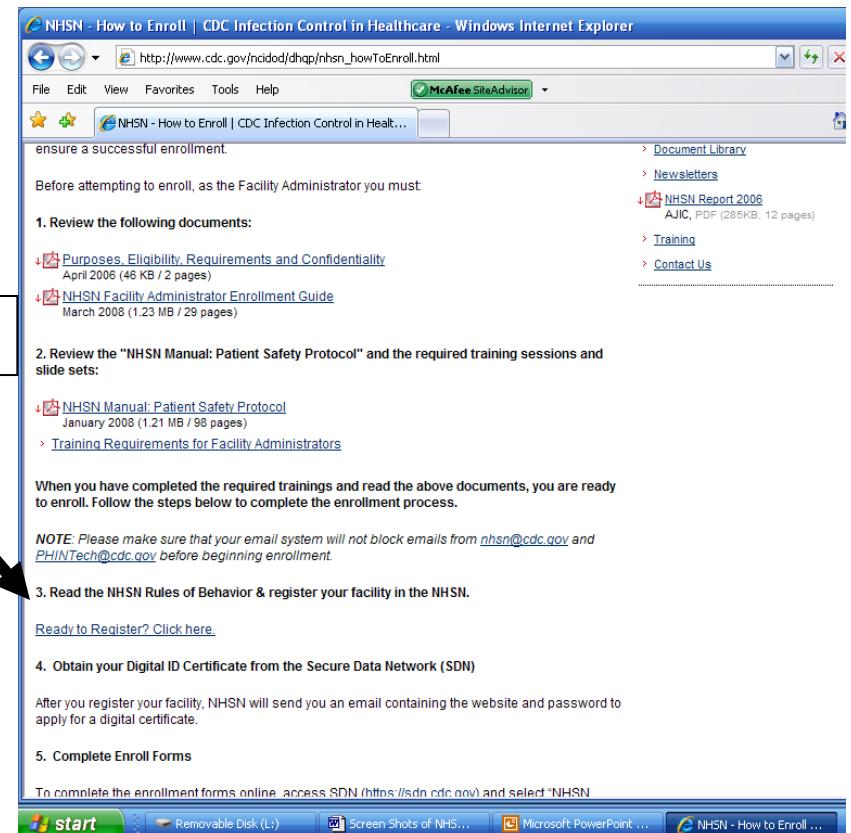
- Complete Web-based training at <http://www.cdc.gov/ncidod/dhqp/nhsn.html> and register facility.



**How to Enroll**

**Scroll down to**

This screenshot shows the 'How to Enroll' section of the CDC Infection Control in Healthcare website. The page title is 'How to Enroll' and there is a large 'Scroll down to' callout pointing to the enrollment process steps. The page content includes a 'How to Enroll Your Facility in NHSN' section, a 'Before attempting to enroll, as the Facility Administrator you must' section, and a '1. Review the following documents:' section with links to 'Purposes, Eligibility, Requirements and Confidentiality' (April 2006) and 'NHSN Facility Administrator Enrollment Guide' (March 2008).



ensure a successful enrollment.

Before attempting to enroll, as the Facility Administrator you must:

**1. Review the following documents:**

- ↳ [Purposes, Eligibility, Requirements and Confidentiality](#)  
April 2006 (46 KB / 2 pages)
- ↳ [NHSN Facility Administrator Enrollment Guide](#)  
March 2008 (1.23 MB / 29 pages)

**2. Review the "NHSN Manual: Patient Safety Protocol" and the required training sessions and slide sets:**

- ↳ [NHSN Manual: Patient Safety Protocol](#)  
January 2008 (1.21 MB / 98 pages)
- ↳ [Training Requirements for Facility Administrators](#)

When you have completed the required trainings and read the above documents, you are ready to enroll. Follow the steps below to complete the enrollment process.

*NOTE: Please make sure that your email system will not block emails from [nhsn@cdc.gov](mailto:nhsn@cdc.gov) and [PHNTech@cdc.gov](mailto:PHNTech@cdc.gov) before beginning enrollment.*

**3. Read the NHSN Rules of Behavior & register your facility in the NHSN.**

[Ready to Register? Click here.](#)

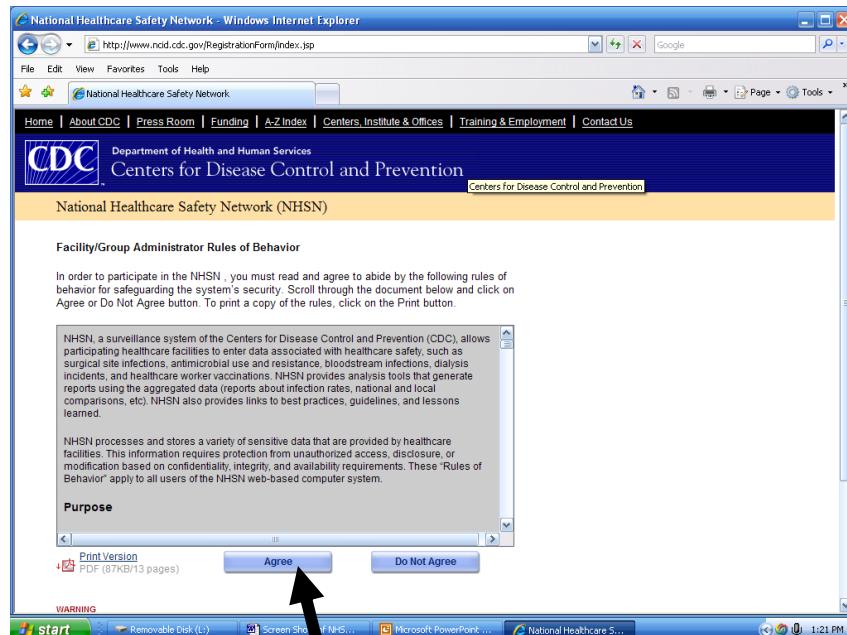
**4. Obtain your Digital ID Certificate from the Secure Data Network (SDN)**

After you register your facility, NHSN will send you an email containing the website and password to apply for a digital certificate.

**5. Complete Enroll Forms**

To complete the enrollment forms online, access SDN (<https://sdn.cdc.gov>) and select "NHSN".

# Registration Screens



You must click AGREE to Proceed

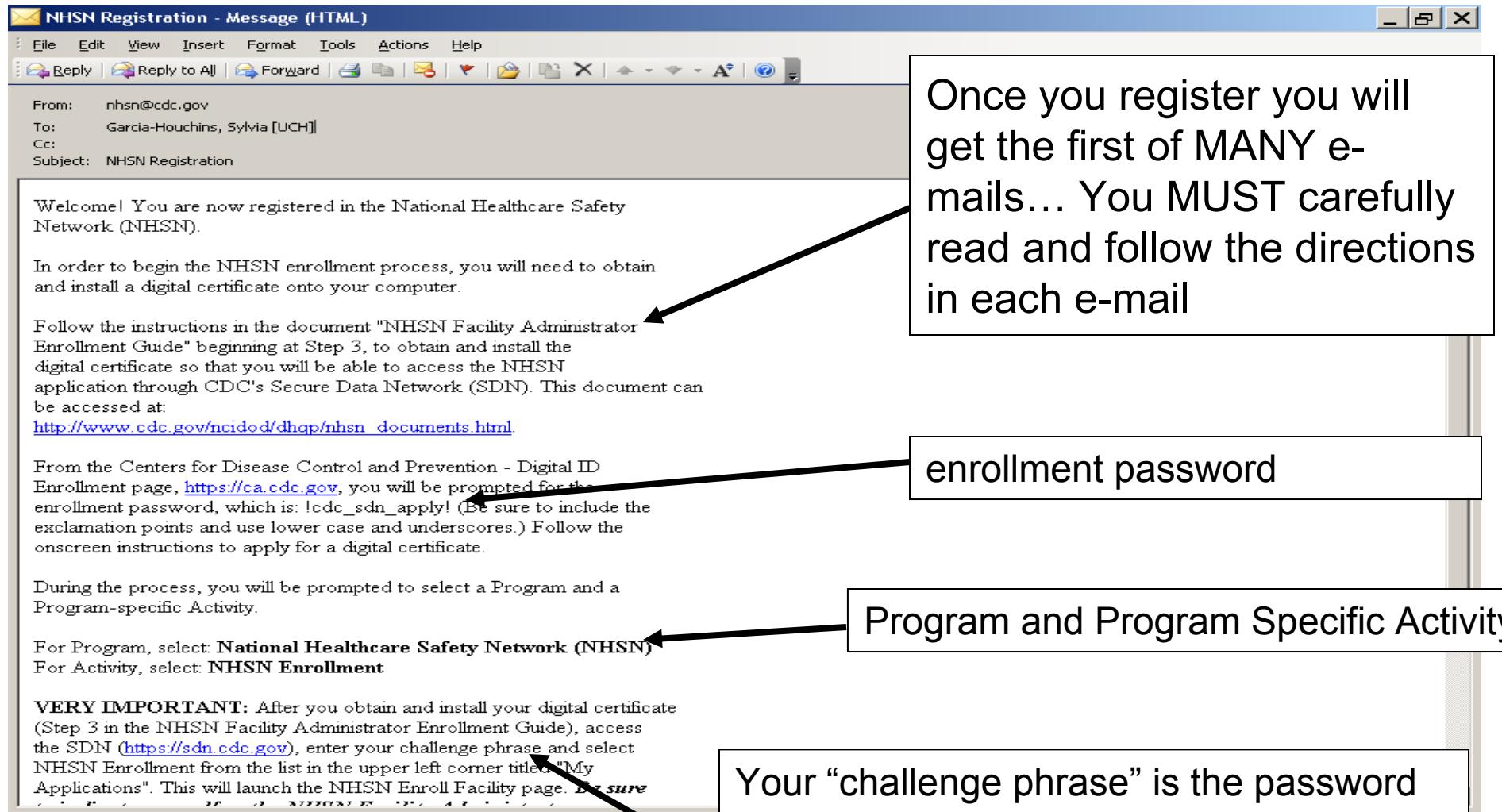


This Registration form will appear



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..



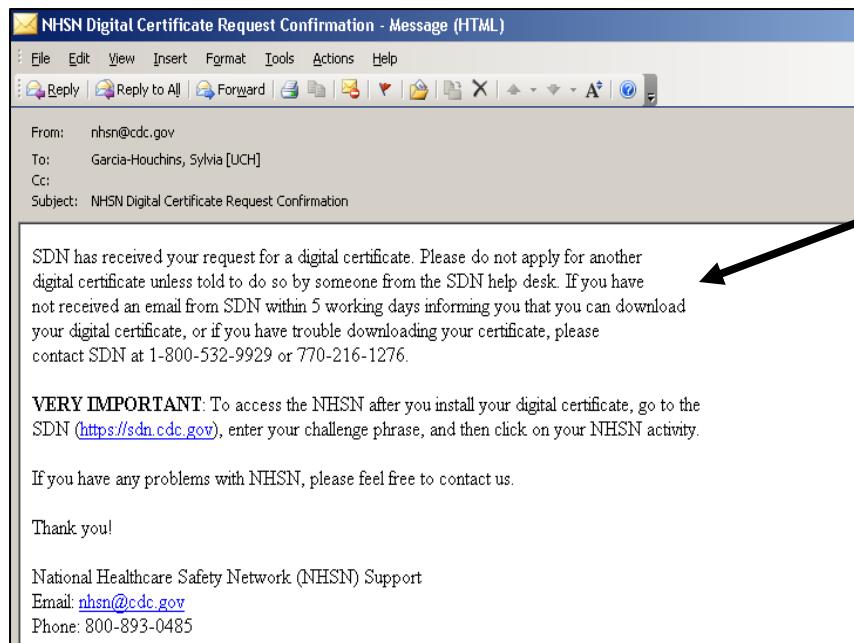
Once you register you will get the first of MANY e-mails... You MUST carefully read and follow the directions in each e-mail

## enrollment password

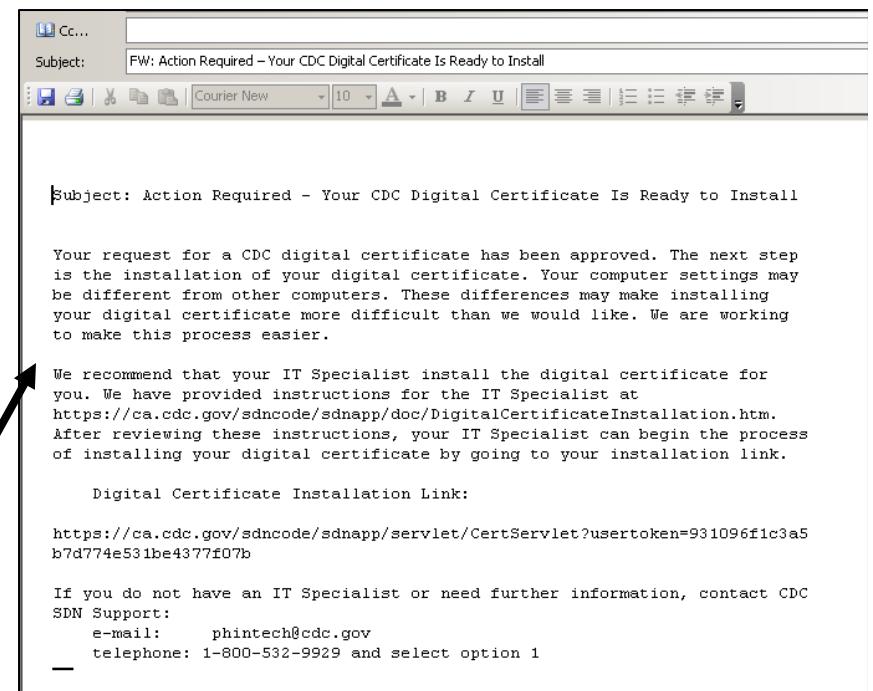
## Program and Program Specific Activity

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 ...

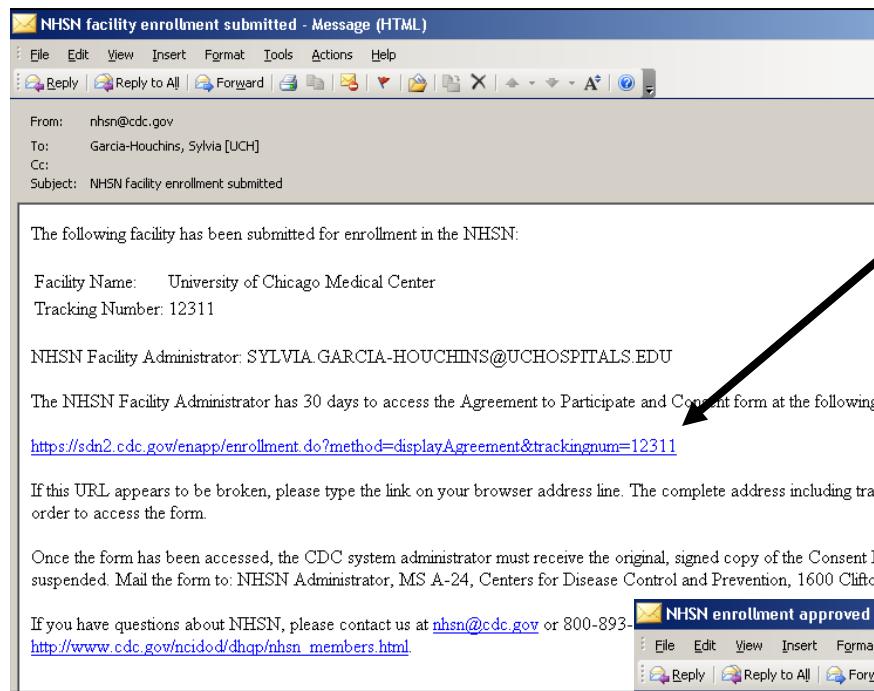


**If you do not receive your digital certificate within 5 working days after applying, call SDN (not NHSN) at 1-800-532-9929**

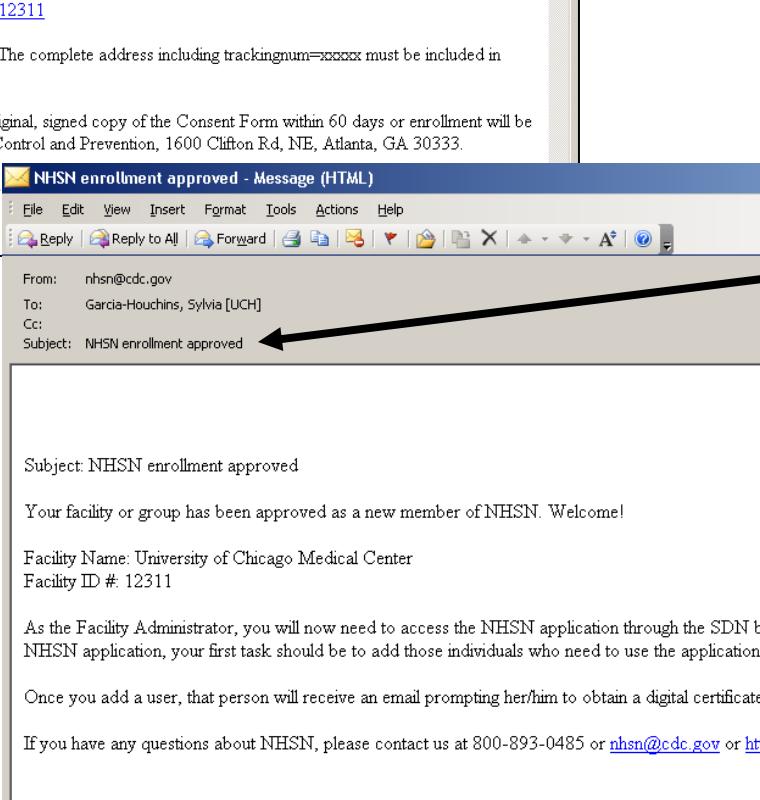


If you do not have IT help to install the digital certificate go the NHSN Facility Enrollment Guide  
[http://www.cdc.gov/ncidod/dhqp/pdf/nhsn/NHSN\\_FacilityAdminEnrollGuide\\_03\\_03\\_2008.pdf](http://www.cdc.gov/ncidod/dhqp/pdf/nhsn/NHSN_FacilityAdminEnrollGuide_03_03_2008.pdf) There are step by 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.



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

# 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....

**Choose a digital certificate**

Identification

 The Web site you want to view requests identification. Please choose a certificate.

Name	Issuer
Sylvia Garcia-Houchins	CDC Secure Data Network CA

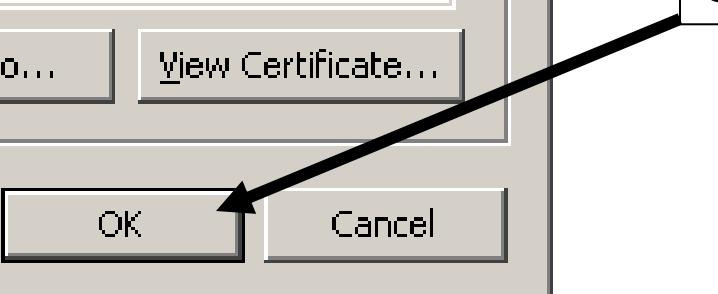
[More Info...](#) [View Certificate...](#)

OK Cancel

**Log into <https://sdn.cdc.gov>**

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

**Click OK**





Welcome, Sylvia Garcia-Houchins

Search CDC.gov:

**WARNING**

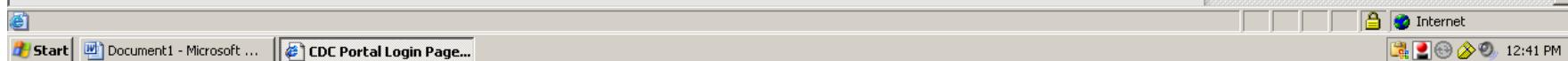
This is a U.S. Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use may subject violators to criminal, civil, and/or administrative action. There is no right to privacy on this system. All information on this computer system may be monitored, intercepted, recorded, read, copied, and shared by authorized personnel for official purposes including criminal investigations. Access or use of this system, whether authorized or unauthorized, constitutes consent to these terms. (Title 18, U.S.C.)

Please enter your challenge phrase:

Forgot your challenge phrase? Click [here](#)

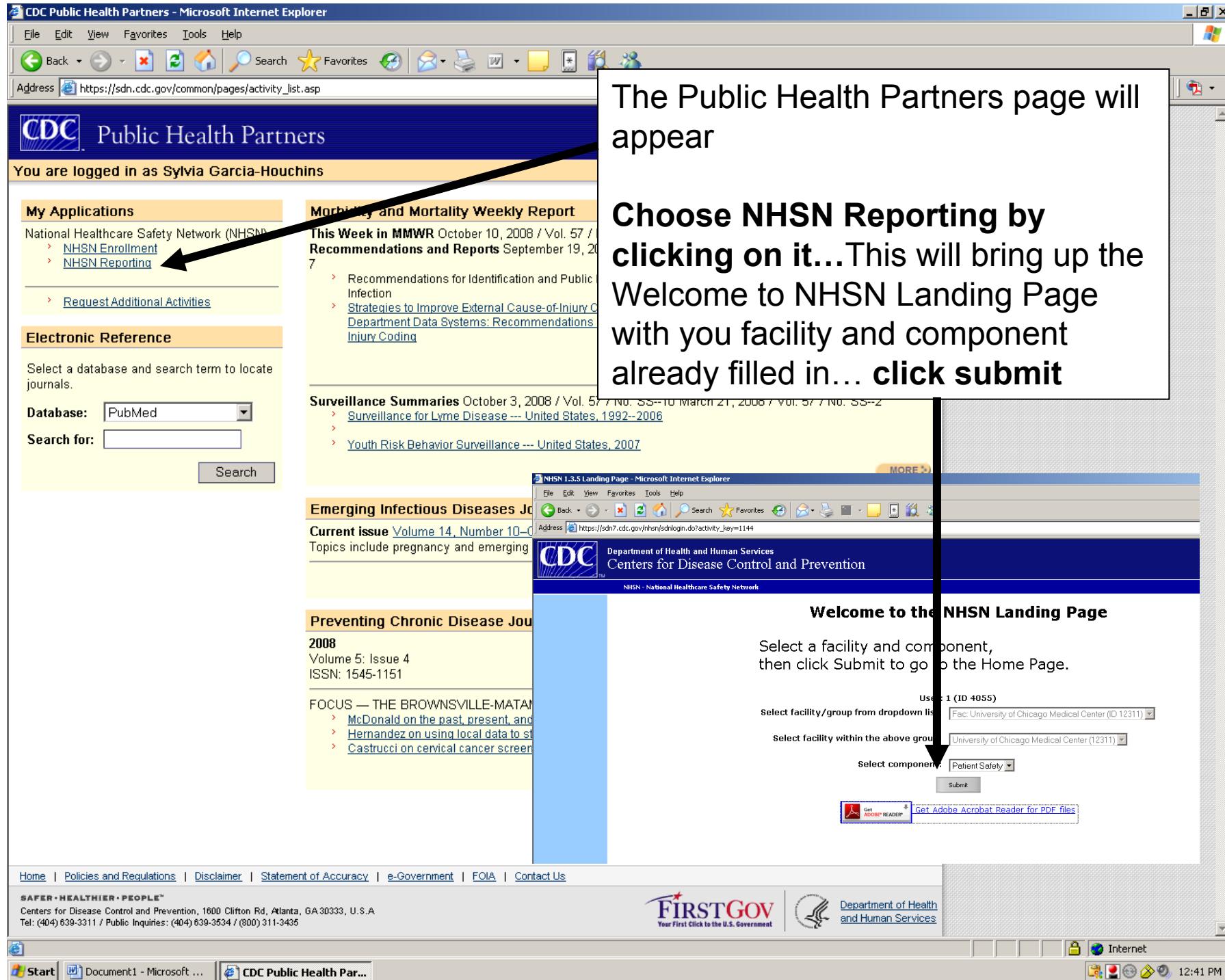
You will be prompted to enter your challenge phrase (aka password that you created when applying for your digital certificate) and then press submit

SAFER • HEALTHIER • PEOPLE™  
Centers for Disease Control and Prevention, 1600 Clifton Rd, Atlanta, GA 30333, U.S.A  
Tel: (404) 639-3311 / Public Inquiries: (404) 639-3534 / (800) 311-3435



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 your facility and component already filled in... click submit**



**My Applications**

- National Healthcare Safety Network (NHSN)
  - > [NHSN Enrollment](#)
  - > [NHSN Reporting](#) **←**
- > [Request Additional Activities](#)

**Electronic Reference**

Select a database and search term to locate journals.

Database:

Search for:

**Morbidity and Mortality Weekly Report**

This Week in MMWR October 10, 2008 / Vol. 57 / Recommendations and Reports September 19, 2007

- > Recommendations for Identification and Public Infection
- > [Strategies to Improve External Cause-of-Injury Coding](#)
- [Department Data Systems: Recommendations](#)
- [Injury Coding](#)

**Surveillance Summaries** October 3, 2008 / Vol. 57 / NO. 35--10 March 21, 2008 / Vol. 57 / NO. 35--2

- > [Surveillance for Lyme Disease --- United States, 1992-2006](#)
- > [Youth Risk Behavior Surveillance --- United States, 2007](#)

**Emerging Infectious Diseases Journal**

Current issue [Volume 14, Number 10](#)—Topics include pregnancy and emerging

**Preventing Chronic Disease Journal**

2008  
Volume 5: Issue 4  
ISSN: 1545-1151

FOCUS — THE BROWNSVILLE-MATAN

- > [McDonald on the past, present, and](#)
- > [Hernandez on using local data to st](#)
- > [Castrucci on cervical cancer screen](#)

**NHSN 1.3.5 Landing Page - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://sdn7.cdc.gov/nhsn/sdnlogin.do?activity\\_key=1144](https://sdn7.cdc.gov/nhsn/sdnlogin.do?activity_key=1144)

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

NHSN - National Healthcare Safety Network

**Welcome to the NHSN Landing Page**

Select a facility and component, then click Submit to go to the Home Page.

User: 1 (ID 4055)

Select facility/group from dropdown list:

Select facility within the above group:

Select component:

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Centers for Disease Control and Prevention, 1600 Clifton Rd, Atlanta, GA 30333, U.S.A  
Tel: (404) 639-3311 / Public Inquiries: (404) 639-3534 / (800) 311-3435

**FIRST GOV** Your First Click to the U.S. Government

Department of Health and Human Services

Start Document1 - Microsoft ... CDC Public Health Par... Internet 12:41 PM

NHSN 1.3.5 Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://sdn7.cdc.gov/nhsn/nhsnMain.do Go Links

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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.

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**Assurance of Confidentiality:** The information obtained is that it will be held in strict confidence, will be used only for institution in accordance with Sections 304, 306 and 308(c).

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

Done

Start Document1 - Microsoft ... NHSN 1.3.5 Home Pag... 12:42 PM

NHSN 1.3.5 Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Home Print Mail Find

Address https://sdn7.cdc.gov/nhsn/nhsnMain.do

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NHSN - National Healthcare Safety Network

NHSN Home Reporting Plan Patient Event Procedure Summary Data Analysis Surveys Users **Facility** Customized Forms Export Data Facility Info Add/Edit Component Locations Surgeons Group Log Out

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 10pm and 6am Eastern time.

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## Setting Up your Facility Locations

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

2. Click Locations (next window will open)

NHSN 1.3.5 Locations - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Home Print Mail Find

Address https://sdn7.cdc.gov/nhsn/editorganization.do?method=showpage&subaction=locations&orgID=12311&navReset=true&currentmenu=menu\_fac\_actv

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

NHSN - National Healthcare Safety Network

NHSN Home Reporting Plan Patient Event Procedure Summary Data Analysis Surveys Users **Facility** Customized Forms Export Data Facility Info Add/Edit Component Locations Surgeons 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.

## Locations

**HELP Instructions**

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code \*:  Your Label \*:

CDC Location Description \*:

Status \*:

Bed Size \*:  A bed size greater than zero is required for most inpatient locations.

Find Add Clear

Enter your facility specific information and then click add when done

NHSN 1.3.5 Locations - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back    Search  Favorites        Address  https://sdn7.cdc.gov/nhsn/editorganization.do Go Links

Reporting Plan  
Patient  
Event  
Procedure  
Summary Data  
Analysis  
Surveys  
Users  
Facility  
Customize Forms  
Export Data  
Facility Info  
Add/Edit Component  
Locations  
Surgeons  
Group  
Log Out

## Locations

**HELP Instructions**

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- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code\*:   
 Your Label\*:   
 CDC Location Description\*:   
 Status\*:    
 Bed Size:  0 A bed size greater than zero is required for most inpatient locations.

Find  Add  Clear

**Location Table**

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

Display All  First | Previous | [Next](#) | [Last](#)

Displaying 1 - 10 of 13

<input type="button" value="Delete"/>	Status	Your Code	Your Label	CDC Description	CDC Code	Bed Size
<input type="checkbox"/>	Active	<a href="#">6NW</a>	ADULT BMT UNIT	Bone Marrow Transplant SCA	IN: ACUTE:SCA:BMT	19
<input type="checkbox"/>	Active	<a href="#">CICU</a>	PEDIATRIC CARDIAC ICU	Pediatric Cardiothoracic Critical Care	IN: ACUTE:CC:CT_PED	10
<input type="checkbox"/>	Active	<a href="#">D2ICU</a>	BURN UNIT	Burn Critical Care	IN: ACUTE:CC:B	8
<input type="checkbox"/>	Active	<a href="#">D3IC</a>	NEUROSURGERY	Neurosurgical Critical Care	IN: ACUTE:CC:NS	10
<input type="checkbox"/>	Active	<a href="#">D4IC</a>	SURGICAL ICU	Surgical Critical Care	IN: ACUTE:CC:S	10
<input type="checkbox"/>	Active	<a href="#">D5IC</a>	CARDIOLOGY ICU	Medical Cardiac Critical Care	IN: ACUTE:CC:C	9
<input type="checkbox"/>	Active	<a href="#">D6IC</a>	CARDIAC ICU	Surgical Cardiothoracic Critical Care	IN: ACUTE:CC:CT	10
<input type="checkbox"/>	Active	<a href="#">NICU</a>	NEONATAL ICU	Neonatal Critical Care (Level III)	IN: ACUTE:CC:NURS	48
<input type="checkbox"/>	Active	<a href="#">PICU</a>	PEDIATRIC ICU	Pediatric Medical/Surgical Critical Care	IN: ACUTE:CC:MS_PED	20
<input type="checkbox"/>	Active	<a href="#">PICU/CICU</a>	PEDIATRIC ICU	Pediatric Medical/Surgical Critical Care	IN: ACUTE:CC:MS_PED	30

First | Previous | [Next](#) | [Last](#)

Displaying 1 - 10 of 13

NHSN 1.3.5 Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Address <https://sdn7.cdc.gov/nhsn/nhsnMain.do>

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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**NHSN Home**

**Reporting Plan**

Patient Event Procedure Summary Data Analysis Surveys Users Facility Group Log Out

Welcome to the NHSN Home Page.

Use the Navigation bar on the left

## 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 Month and Year if no plan has been entered for the month/year you enter the screen will say "No data found for..."

NHSN 1.3.5 Monthly Reporting Plan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Address [https://sdn7.cdc.gov/nhsn/planaction.do?method=showpage&mode=add&clear=Y&navReset=true&currentmenu=menu\\_ps\\_plan\\_add](https://sdn7.cdc.gov/nhsn/planaction.do?method=showpage&mode=add&clear=Y&navReset=true&currentmenu=menu_ps_plan_add)

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Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Reporting Plan**

Patient Event Procedure Summary Data Analysis Surveys Users Facility Group Log Out

**Add Monthly Reporting Plan**

Mandatory fields marked with \*

Facility ID\*: University of Chicago Medical Center (ID 12311)

Month\*:

Year\*:

No NHSN Patient Safety Modules Followed this Month

**Device-Associated Module**

Locations CLA BSI DE VAP C

Add Row Clear All Rows Copy from Previous Month

**Procedure-Associated Module**

Procedures

Add Row Clear All Rows Copy from Previous Month

**Medication-Associated Module**

Antimicrobial Use and Resistance

Locations Microbiology

Add Rows Clear All Rows Copy from Previous Month

**Patient Influenza Vaccination Module**

Method A:

Method B:

Copy from Previous Month

**Done**

**NHSN 1.3.5 Monthly Reporting Plan**

No data found for January, 2009

Mandatory fields marked with \*

Facility ID\*: University of Chicago Medical Center (ID 12311)

Month\*: January

Year\*: 2009

No NHSN Patient Safety Modules Followed this Month

**Device-Associated Module**

Locations CLA BSI DE VAP CAUTI CLIP

D4IC-SURGICAL ICU

Add Row Clear All Rows Copy from Previous Month

**Procedure-Associated Module**

Procedures SSI Post-procedure

Add Row Clear All Rows Copy from Previous Month

**Medication-Associated Module**

Antimicrobial Use and Resistance

Locations Microbiology Pharmacy

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

## Setting Up your Reporting Plan (cont'd)

NHSN 1.3.5 Monthly Reporting Plan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address https://sdn7.cdc.gov/nhsn/planaction.do

NHSN HOME

Reporting Plan

- Add
- Find

Patient

Event

procedure

Summary Data

Analysis

Surveys

Users

Facility

Group

Log Out

No data found for January, 2009

Mandatory fields marked with \*

Facility ID\*: University of Chicago Medical Center (ID 12311)

Month\*: January

Year\*: 2009

No NHSN Patient Safety Modules Followed this Month

**Device-Associated Module** HELP

Locations CLA BSI DE VAP CAUTI CLIP

D4IC-SURGICAL ICU

Add Row Clear All Rows Copy from Previous Month

**Procedure-Associated Module** HELP

Procedures SSI Post-procedure PNEU

Add Row Clear All Rows Copy from Previous Month

**Medication-Associated Module** HELP

Antimicrobial Use and Resistance

Locations Microbiology Pharmacy

D4IC-SURGICAL ICU

Add Rows Clear All Rows Copy from Previous Month

**Patient Influenza Vaccination Module** HELP

Method A:

Method B:

Copy from Previous Month

Save Back

5. If you have multiple ICUs, click add row 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.”

NHSN 1.3.5 Monthly Reporting Plan

File Edit View Favorites Tools

Back Home Search Favorites

Address https://sdn7.cdc.gov/nhsn/planaction.do

CDC

Department Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.

Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Add Monthly Reporting Plan**

Plan created successfully.

Mandatory fields marked with \*

Facility ID\*: University of Chicago Medical Center (ID 12311)

Month\*:

Year\*:

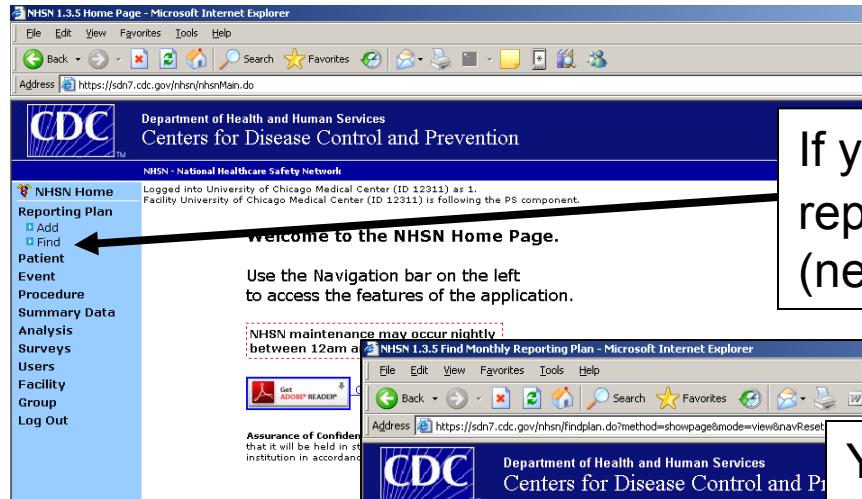
No NHSN Patient Safety Modules Followed this Month

**Device-Associated Module** HELP

Locations CLA BSI DE VAP CAUTI CLIP

D4IC-SURGICAL ICU

Add Row Clear All Rows Copy from Previous Month



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

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NHSN maintenance may occur nightly between 12am and 2am.

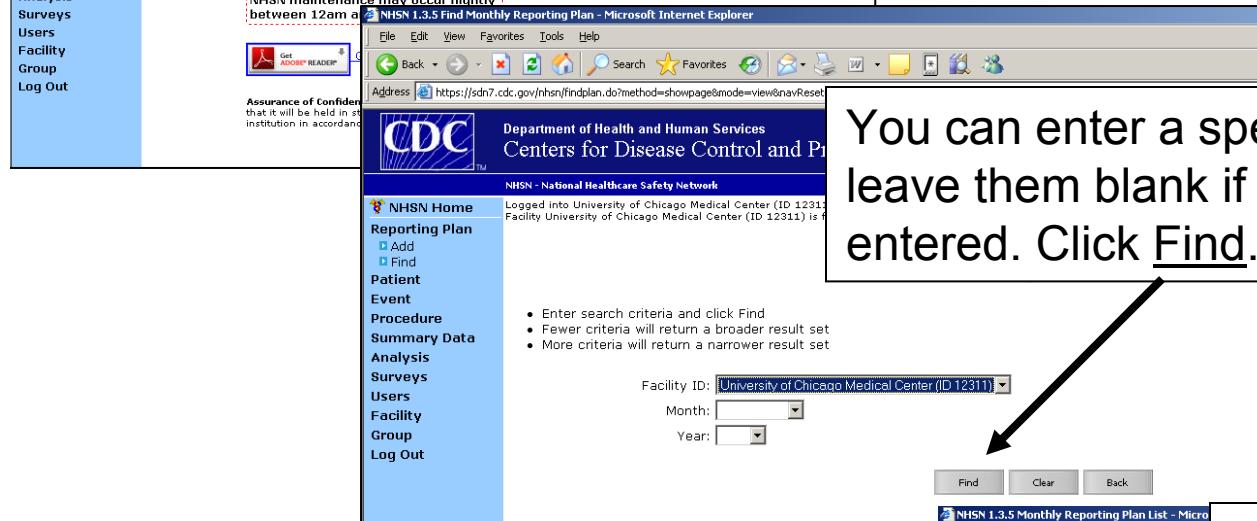
Get ASOB® READER

Assurance of Confidentiality: that it will be held in strict confidence by the institution in accordance with applicable law.

Reporting Plan

- Add
- Find**
- Patient
- Event
- Procedure
- Summary Data
- Analysis
- Surveys
- Users
- Facility
- Group
- Log Out

## Monitoring your Reporting Plan



NHSN 1.3.5 Find Monthly Reporting Plan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://sdn7.cdc.gov/nhsn/findplan.do?method=showpage&mode=view&navReset=1

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Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

- Enter search criteria and click Find
- Fewer criteria will return a broader result set
- More criteria will return a narrower result set

Facility ID: University of Chicago Medical Center (ID 12311)

Month:

Year:

Find Clear Back

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



NHSN 1.3.5 Monthly Reporting Plan List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://sdn7.cdc.gov/nhsn/findplan.do

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

NHSN - National Healthcare Safety Network

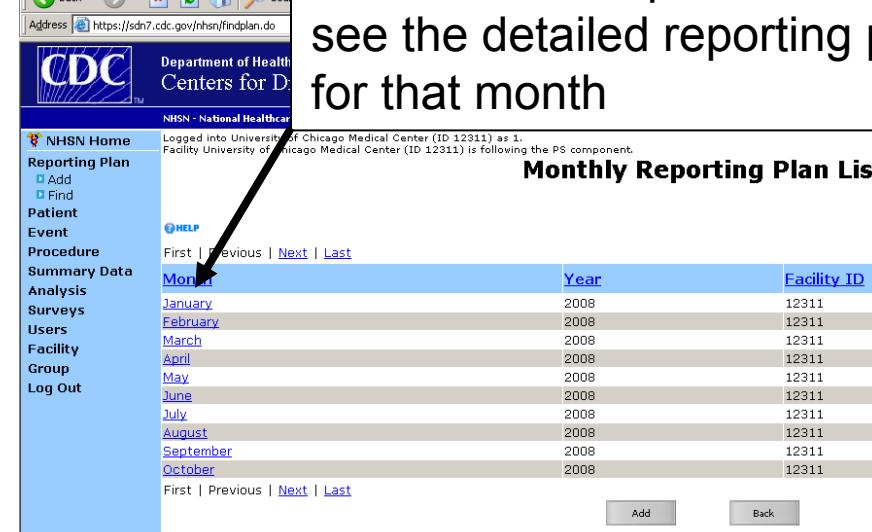
Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

First | Previous | [Next](#) | Last

Month	Year	Facility ID
January	2008	12311
February	2008	12311
March	2008	12311
April	2008	12311
May	2008	12311
June	2008	12311
July	2008	12311
August	2008	12311
September	2008	12311
October	2008	12311

First | Previous | [Next](#) | Last

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



**Monthly Reporting Plan List**

Month	Year	Facility ID
January	2008	12311
February	2008	12311
March	2008	12311
April	2008	12311
May	2008	12311
June	2008	12311
July	2008	12311
August	2008	12311
September	2008	12311
October	2008	12311

Add Back



## Monitoring your Reporting Plan (cont'd)

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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12312) is following the PS component.

**View Monthly Reporting Plan**

Facility ID\*: University of Chicago Medical Center  
Month\*: January  
Year\*: 2008

**Device-Associated**

Locations

- D2ICU - BURN UNIT
- D3IC - NEUROSURGICAL
- D4IC - SURGICAL
- DSIC - CARDIOLOGY
- D6IC - CARDIAC
- T6IC - MEDICAL
- PICU/CICU - PED
- NICU - NEONATAL
- 6NW - ADULT BM
- T6NE - 6NE ONCO
- T6SW - 6SW ONCO

**Procedure-Associated**

Procedures

- CARD - Cardiac surgery
- CBGB/CBGC - Colon surgery
- COLO - Colon surgery
- GAST - Gastric surgery
- HPRO - Hip prosthetic
- KPRO - Knee prosthetic
- PVBY - Peripheral vascular
- SB - Small bowel
- HYST - Abdominal hysterectomy
- VHYS - Vaginal hysterectomy

IN - Inpatient

**Print PDF Form**

**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)

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

NHSN - National Healthcare Safety Network  
Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Add Event**

Mandatory fields marked with \*

Fields required for record completion marked with \*\*

Fields required when in Plan marked with >

**Patient Information** HELP

Facility ID\*: University of Chicago Medical Center (ID 12311) Event #: 1294394

Patient ID\*: 400069

Social Security #:   
Last Name:   
Middle Name:   
Gender\*:   
Ethnicity:   
Race:  American Indian/Alaska Native  Asian  
 Black or African American  Native Hawaiian/Other Pacific Islander  
 White

**Event Information** HELP

Event Type\*:  Date of Event\*:

Post-procedure:   
Location\*:

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

2. Press Find button

**Add Event**

Mandatory fields marked with \*

Fields required for record completion marked with \*\*

Fields required when in Plan marked with >

**Patient Information** HELP

Facility ID\*: University of Chicago Medical Center (ID 12311) Event #: 1294416

Patient ID\*: 400069

Social Security #:   
Last Name: Jones   
Middle Name:   
Gender\*: M - Male   
Ethnicity: NOHISP - Not Hispanic or Not Latino   
Race:  American Indian/Alaska Native  Asian  
 Black or African American  Native Hawaiian/Other Pacific Islander  
 White

**Event Information** HELP

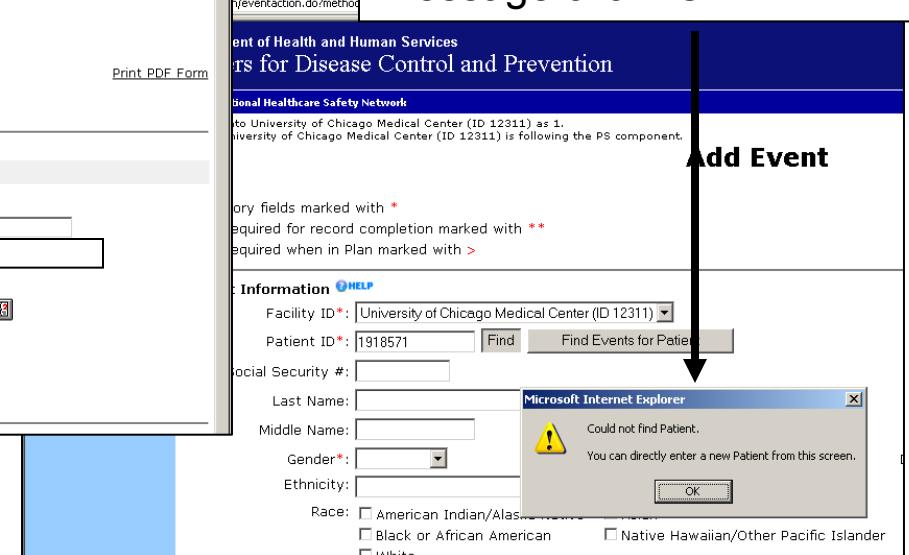
Facility ID\*: University of Chicago Medical Center (ID 12311) Event #: 1294416

Patient ID\*: 1918571

Social Security #:   
Last Name:   
Middle Name:   
Gender\*:   
Ethnicity:   
Race:  American Indian/Alaska Native  Asian  
 Black or African American  Native Hawaiian/Other Pacific Islander  
 White

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.**

**Pathogens Identified: Y**

**Pathogens**

Pathogen 1: SA - *Staphylococcus aureus*  
 Pathogen 2: RICTS - *Rickettsia tsutsugamushi*  
 Pathogen 3: RICTY - *Rickettsia typhi*  
 Pathogen 4: ROCHE - *Rochalimaea henselae*  
 Pathogen 5: ROCQU - *Rochalimaea quintana*  
 Pathogen 6: ROCVI - *Rochalimaea vinsonii*  
 Pathogen 7: ROTA - *Rotavirus*  
 Pathogen 8: ROTDE - *Rotavirus dentocariosa*  
 Pathogen 9: ROTSP - *Rothia species unspecified*  
 Pathogen 10: RSV - *Respiratory Syncytial virus*  
 Pathogen 11: RUBEL - *Togavirus Rubella*  
 Pathogen 12: SA - *Staphylococcus aureus*

NHSN 1.3.5 NHSN Event - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Favorites Address https://sdn7.cdc.gov/nhsn/eventaction.do

**Pathogens** HELP

Pathogen 1: SA - *Staphylococcus aureus*  11 drugs required

Drug	Result
*	CEFOX - Cefoxitin
*	CLIND - Clindamycin
*	CLIND - Clindamycin
*	DAPTO - Daptomycin
*	ERYTH - Erythromycin
*	GENT - Gentamicin
*	LNZ - Linezolid
*	OX - Oxacillin
*	QUIDAL - Quinupristin/dalfopristin
*	RIF - Rifampin
*	TMZ - Trimethoprim/sulfamethoxazole
*	VANC - Vancomycin
*	
*	
*	

Pathogen 2:

Pathogen 3:

## 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...

NHSN 1.3.5 NHSN Event

Pathogen 1: SA - *Staphylococcus aureus*  11 drugs required

Drug	Result
*	CEFOX - Cefoxitin
*	CLIND - Clindamycin
*	DAPTO - Daptomycin
*	ERYTH - Erythromycin
*	GENT - Gentamicin
*	LNZ - Linezolid
*	OX - Oxacillin
*	QUIDAL - Quinupristin/dalfopristin
*	RIF - Rifampin
*	TMZ - Trimethoprim/sulfamethoxazole
*	VANC - Vancomycin
*	
*	
*	

Pathogen 2:

...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

NHSN 1.3.5 NHSN Event - Microsoft Internet Explorer

Pathogens Identified: Y

Pathogens [HELP](#)

Pathogen 1: SA - *Staphylococcus aureus*  11 drugs required

Drug	Result
CEFOX - Cefoxitin	S - Susceptible
CLIND - Clindamycin	S - Susceptible
DAPTO - Daptomycin	S - Susceptible
ERYTH - Erythromycin	S - Susceptible
GENT - Gentamicin	N - Not Tested
LNZ - Linezolid	S - Susceptible
OX - Oxacillin	S - Susceptible
QUIDAL - Quinupristin/dalfopristin	R - Resistant
RIF - Rifampin	R - Resistant
TMZ - Trimethoprim/sulfamethoxazole	I - Intermediate
VANC - Vancomycin	I - Intermediate

Pathogen 2:

Pathogen 3: ACANT - *Acanthamoeba*   
 ACBA - *Acinetobacter baumannii*   
 ACBAC - *Acinetobacter actinomycetemcomitans*  
 ACBEC - *Acinetobacter equuli*  
 ACBL - *Acinetobacter lwoffii*  
 ACBS - *Acinetobacter species unspecified*  
 ACBSU - *Acinetobacter suis*  
 ACCA - *Acinetobacter calcoaceticus sensu stricto*  
 ACHA - *Acinetobacter haemolyticus*  
 ACHSP - *Achromobacter species unspecified*

Custom Field

Comments

## 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.

Event - Microsoft Internet Explorer

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.  
 Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Add Event**

Event 1294517 created successfully. Record is complete.

Mandatory fields marked with \*  
 Fields required for record completion marked with \*\*  
 Fields required when in Plan marked with >

**Patient Information** [HELP](#)

Facility ID \*: University of Chicago Medical Center (ID 12311)

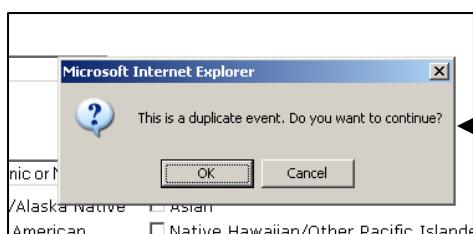
Patient ID \*:

Social Security #:   
 Last Name:   
 Middle Name:

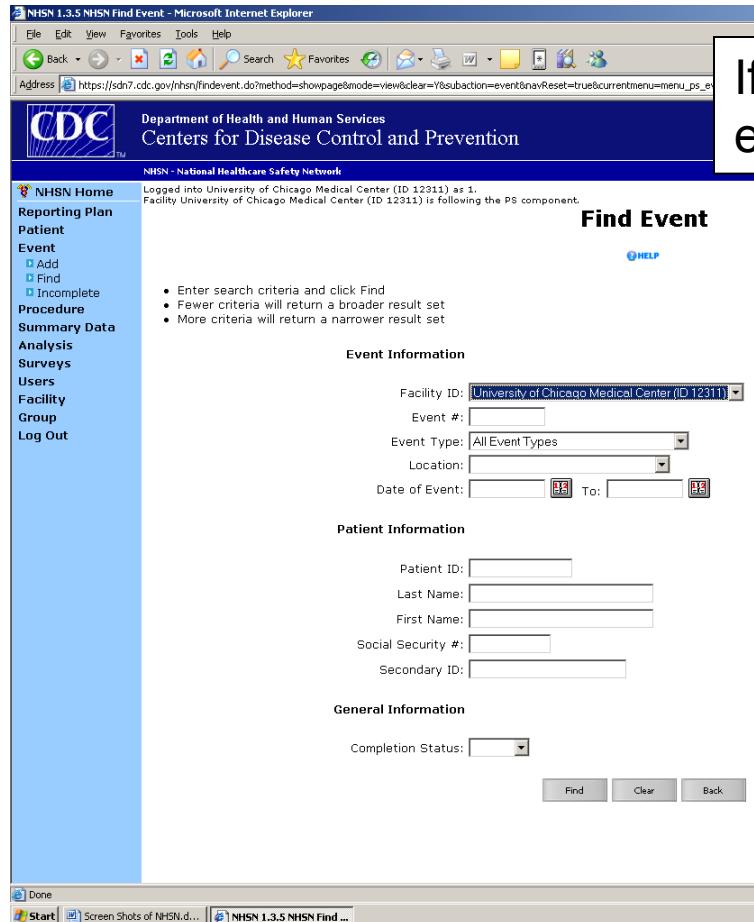
Event #: 1294552

Secondary ID:   
 First Name:

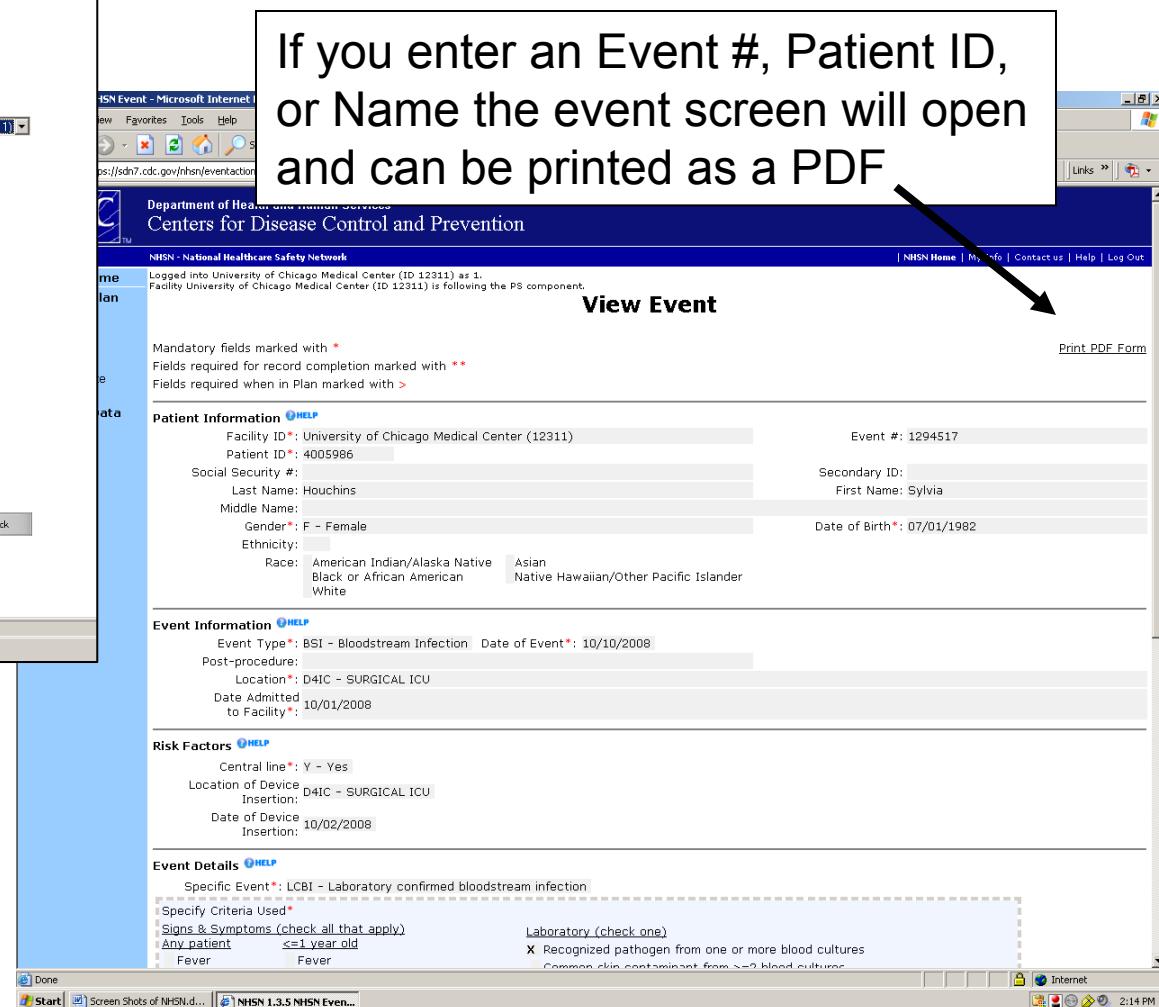
[Print PDF Form](#)



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 leave all fields blank an Event List will be generated and you can view each individual event but double clicking on the Event #.

**Event List**

Delete	Facility ID	Event #	Event Type	Event Date	Last Name	First Name	Location	Patient ID	Social Security #	Secondary ID	Completion Status	Linked Events
<input type="checkbox"/>	12311	<a href="#">831650</a>	BSI	01/26/2008	Ru	Wil	CARDIAC ICU (D6IC)	29	41		Y	
<input type="checkbox"/>	12311	<a href="#">831651</a>	BSI	01/09/2008	Co	Jes	PEDIATRIC ICU (PICU/CICU)	29	21		Y	
<input type="checkbox"/>	12311	<a href="#">851976</a>	BSI	01/12/2008	Bro	Jay	NEONATAL ICU (NICU)	29	51		Y	
<input type="checkbox"/>	12311	<a href="#">852354</a>	BSI	01/15/2008	Or	Te	NEONATAL ICU (NICU)	29	80		Y	
<input type="checkbox"/>	12311	<a href="#">852375</a>	BSI	01/19/2008	Ro	Jan	NEONATAL ICU (NICU)	29	36		Y	
<input type="checkbox"/>	12311	<a href="#">852402</a>	BSI	01/27/2008	Ga	Jay	NEONATAL ICU (NICU)	29	87		Y	
<input type="checkbox"/>	12311	<a href="#">869041</a>	PNEU	01/03/2008	Jo	Le	MEDICAL ICU (T6IC)	84	8		Y	
<input type="checkbox"/>	12311	<a href="#">869097</a>	PNEU	01/04/2008	Ble	Ke	CARDIAC ICU (D6IC)	29	33		Y	
<input type="checkbox"/>	12311	<a href="#">879630</a>	PNEU	01/25/2008	Co	Mid	BURN UNIT (D2ICU)	34	9		Y	
<input type="checkbox"/>	12311	<a href="#">879802</a>	BSI	03/15/2008	Ma	Jo	ADULT BMT UNIT (6NW)	29	46		Y	

Displaying 1 - 10 of 75

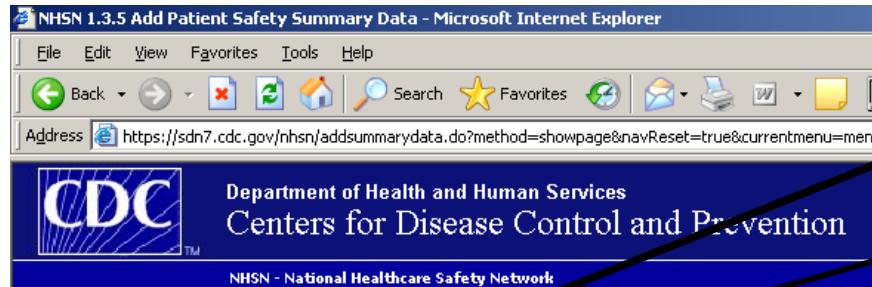
First | Previous | [Next](#) | [Last](#)

Displaying 1 - 10 of 75

[New Search](#) [Add](#) [Back](#)

**Delete a record by clicking on the box and then clicking Delete**

**Add a record by clicking Add**



## Add Patient Summary Data

1. Click Summary Data (2 choices will appear)

2. Click Add (next window will open)

### Add Patient Safety Summary Data

Summary Data Type: Device Associated - Intensive Care Unit / Other Locations

Continue Back

- Device Associated - Intensive Care Unit / Other Locations
- Device Associated - Neonatal Intensive Care Unit
- Device Associated - Specialty Care Area
- Device Associated - Outpatient Dialysis - Census Form
- Medication Associated - AUR Microbiology Laboratory Data
- Medication Associated - AUR Pharmacy Data
- High Risk Inpatient Influenza Vaccination Monthly Monitoring Form - Method A
- High Risk Inpatient Influenza Vaccination Monthly Monitoring Form - Method B

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

4. Click Continue

## Add Patient Summary Data (cont'd)

**NHSN 1.3.5 Denominators for Intensive Care Unit (ICU)/Other locations (not NICU or SCA) - Microsoft Internet Explorer**

File Edit View Favorites Tools Help  
Back Search Favorites  
Address https://sdn7.cdc.gov/nhsn/licudata.do

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

NHSN - National Healthcare Safety Network  
Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Denominators for Intensive Care Unit (ICU)/  
Other locations (not NICU or SCA)**

Mandatory fields marked with \*

Facility ID\*: 12311 (University of Chicago Medical Center)  
Location Code\*: D4IC - SURGICALICU  
Month\*: September  
Year\*: 2008

Total Patient Days\*: 652  
Central Line Days\*: 350  
Urinary Catheter Days:   
Ventilator Days:

HELP Print PDF Form

**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**

Save Back

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

**NHSN 1.3.5 Denominators for In**

File Edit View Favorites Tools Help  
Back Search Favorites  
Address https://sdn7.cdc.gov/nhsn/licudata.do

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

NHSN - National Healthcare Safety Network  
Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Denominators for Intensive Care Unit (ICU)/  
Other locations (not NICU or SCA)**

Save of Summary Data successful.

Mandatory fields marked with \*

Facility ID\*: 12311 (University of Chicago Medical Center)  
Location Code\*: D4IC - SURGICAL ICU  
Month\*: September  
Year\*: 2008

Total Patient Days\*: 652  
Central Line Days\*: 350  
Urinary Catheter Days:   
Ventilator Days:

HELP Print PDF Form

**Summary data can be printed as a PDF**

Edit Delete Back

NHSN 1.3.5 Patient Safety Summary Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Home Address https://sdn7.cdc.gov/nhsn/iscudata.do

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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1. Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Patient Safety Summary Data**

Delete of Summary Data successful.

Enter search criteria

Summary Data Type: Any

Location Code:

Month:

Year:

Find Clear Back

**NHSN Home** **Reporting Plan** **Patient** **Event** **Procedure** **Summary Data** **Add** **Find** **Analysis** **Surveys** **Users** **Facility** **Group** **Log Out**

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

NHSN 1.3.5 Denominators for Intensive Care Unit (ICU)/Other locations (not NICU or SCA) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Home Address https://sdn7.cdc.gov/nhsn/iscudata.do

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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1. Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Denominators for Intensive Care Unit (ICU)/Other locations (not NICU or SCA)**

Save of Summary Data successful.

Mandatory fields marked with \*

Facility ID\*: 12311 (University of Chicago Medical Center)

Location Code\*: D4IC - SURGICAL ICU

Month\*: September

Year\*: 2008

Total Patient Days\*: 652

Central Line Days\*: 350

Urinary Catheter Days:

Ventilator Days\*: 298

Edit Delete Back

**NHSN Home** **Reporting Plan** **Patient** **Event** **Procedure** **Summary Data** **Add** **Find** **Analysis** **Surveys** **Users** **Facility** **Group** **Log Out**

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

NHSN 1.3.5 Summary Data List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Home Address https://sdn7.cdc.gov/nhsn/findsummarydata.do

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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1. Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Summary Data List**

Displaying 1 - 10 of 90

Facility ID	Summary ID	Summary Data Type	Location Code	Month	Year
12311	33465	ICU	D2ICU	1	2008
12311	33466	ICU	D3IC	1	2008
12311	33467	ICU	D4IC	1	2008
12311	33468	ICU	D5IC	1	2008
12311	58591	ICU	D6IC	1	2008
12311	33915	ICU	PICU/CICU	1	2008
12311	33914	ICU	T6IC	1	2008
12311	35125	ICU	D2ICU	2	2008
12311	35126	ICU	D3IC	2	2008
12311	35129	ICU	D4IC	2	2008

Displaying 1 - 10 of 90

First | Previous | [Next](#) | Last

Add Back

**NHSN Home** **Reporting Plan** **Patient** **Event** **Procedure** **Summary Data** **Add** **Find** **Analysis** **Surveys** **Users** **Facility** **Group** **Log Out**

NHSN 1.3.5 Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://sdn7.cdc.gov/nhsn/nhsnMain.do

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

**CDC**

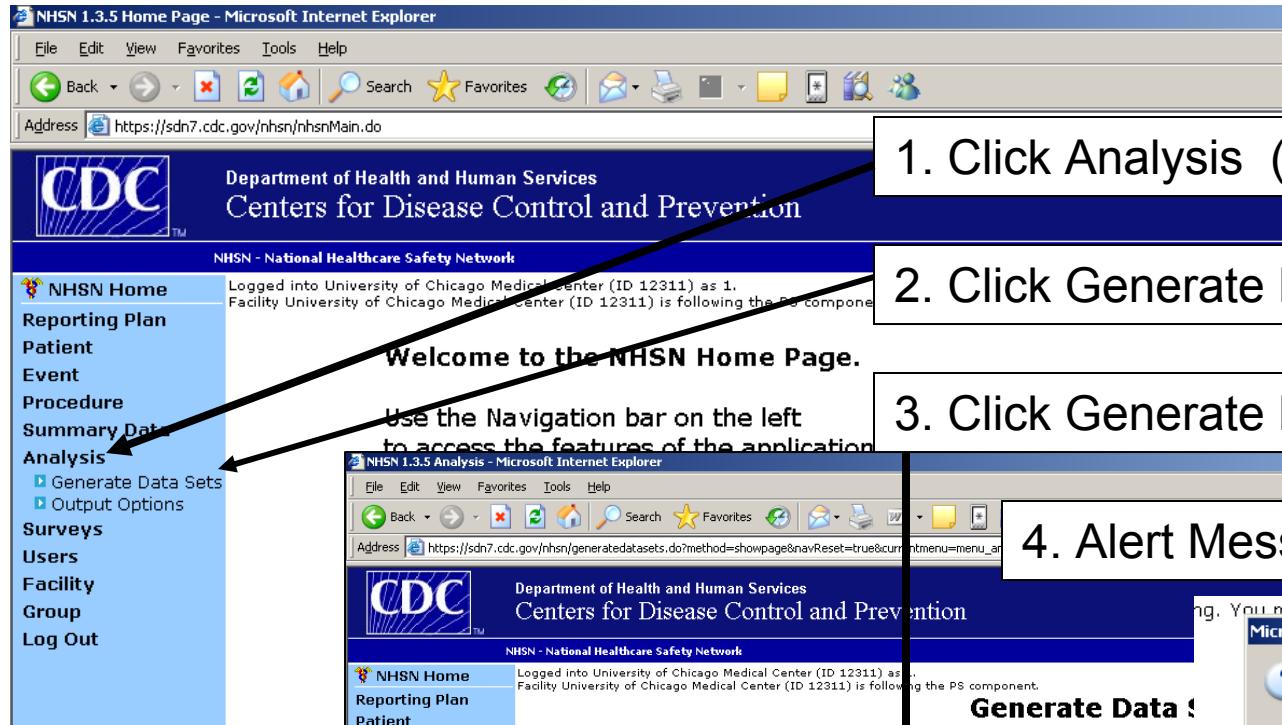
**NHSN - National Healthcare Safety Network**

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**NHSN Home**  
**Reporting Plan**  
**Patient**  
**Event**  
**Procedure**  
**Summary Data**  
**Analysis**  Generate Data Sets  Output Options

**Surveys**  
**Users**  
**Facility**  
**Group**  
**Log Out**

Welcome to the NHSN Home Page.  
Use the Navigation bar on the left to access the features of the application.



## Analyze Your Data

1. Click Analysis (2 choices will appear)

NHSN 1.3.5 Analysis - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://sdn7.cdc.gov/nhsn/generatedatasets.do?method=showpage&navReset=true&currntmenu=menu\_an

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

**CDC**

**NHSN - National Healthcare Safety Network**

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

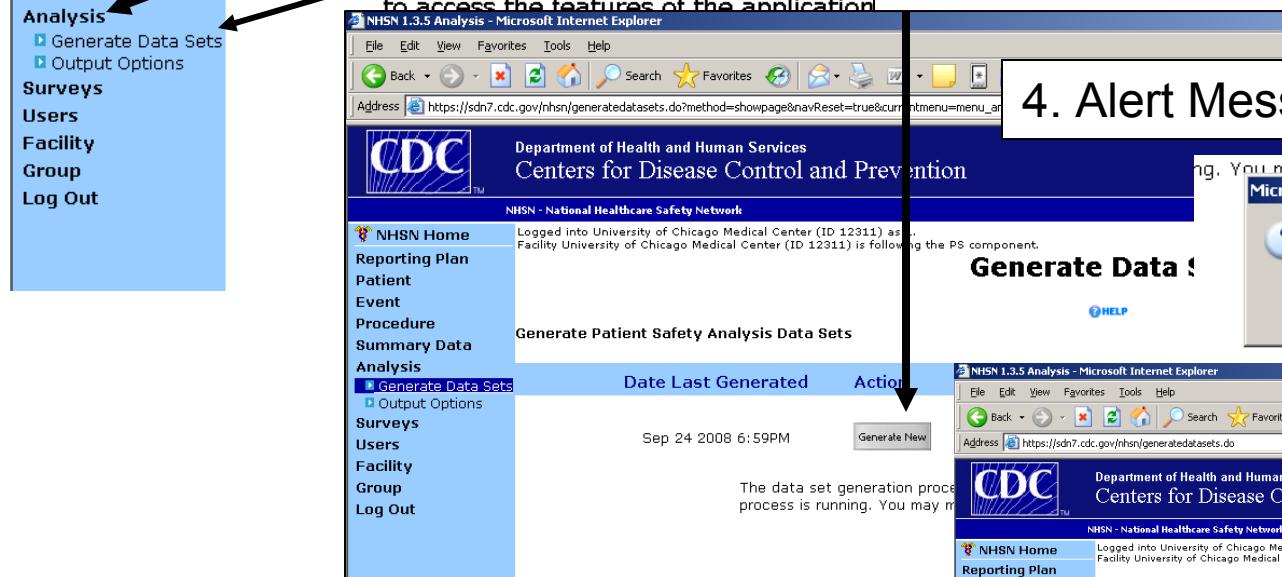
**NHSN Home**  
**Reporting Plan**  
**Patient**  
**Event**  
**Procedure**  
**Summary Data**  
**Analysis**  Generate Data Sets  Output Options

**Surveys**  
**Users**  
**Facility**  
**Group**  
**Log Out**

Generate Patient Safety Analysis Data Sets

Date Last Generated	Action
Sep 24 2008 6:59PM	<a href="#">Generate New</a>

The data set generation process is running. You may minimize the browser window and work in the background. You may minimize the browser window and work in the background.



2. Click Generate Data Sets

3. Click Generate Now

4. Alert Message will appear. Click "OK"

NHSN 1.3.5 Analysis - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://sdn7.cdc.gov/nhsn/generatedatasets.do

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

**CDC**

**NHSN - National Healthcare Safety Network**

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Generate Data Sets**

The current data sets will be overwritten.  
Are you sure you want to continue?

OK Cancel

NHSN 1.3.5 Analysis - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://sdn7.cdc.gov/nhsn/generatedatasets.do

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

**CDC**

**NHSN - National Healthcare Safety Network**

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Generate Data Sets**

Data sets are being generated, Please Wait....

NHSN 1.3.5 Analysis - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://sdn7.cdc.gov/nhsn/generatedatasets.do

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

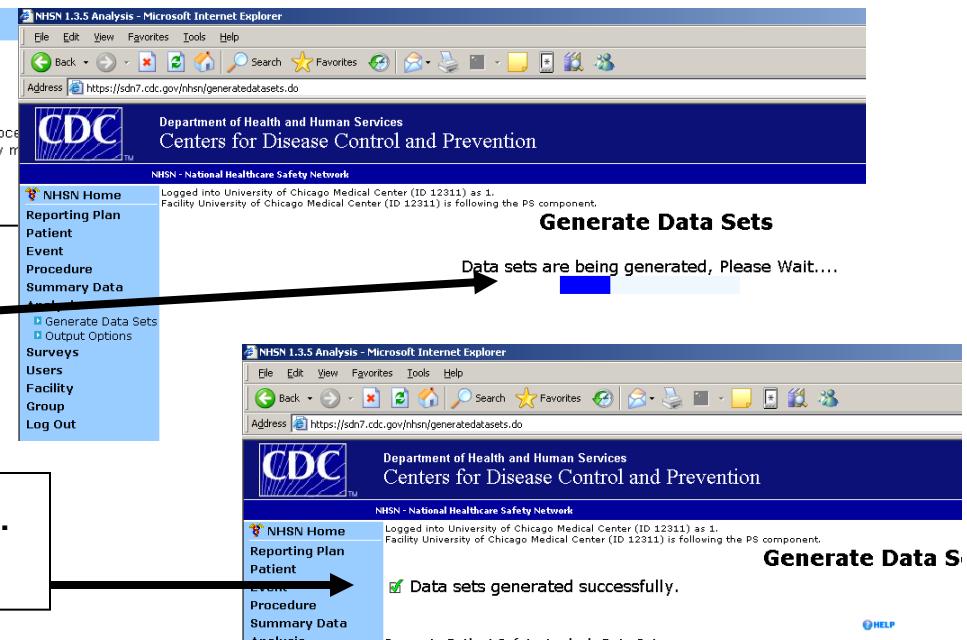
**CDC**

**NHSN - National Healthcare Safety Network**

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

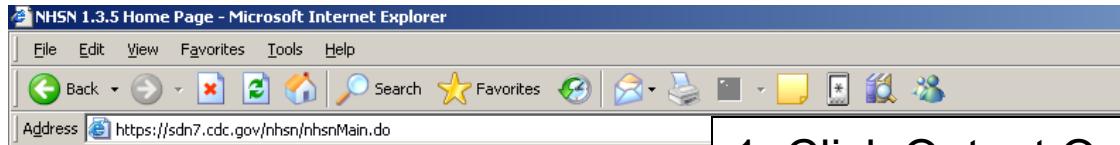
**Generate Data Sets**

Data sets generated successfully.



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

NHSN Home  
Reporting Plan  
Patient  
Event  
Procedure  
Summary Data  
Analysis  
Generate Data Sets  
Output Options  
Surveys  
Users  
Facility  
Group  
Log Out

Welcome to the NHSN Home Page.

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

### 2. Click Run for Report Type

NHSN Home  
Reporting Plan  
Patient  
Event  
Procedure  
Summary Data  
Analysis  
Generate Data Sets  
Output Options  
Surveys  
Users  
Facility  
Group  
Log Out

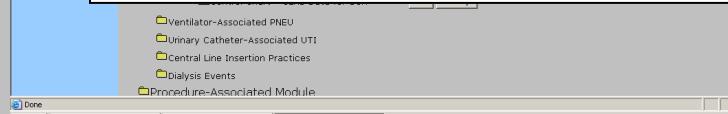
Device-Associated Module

- All Device-Associated Events
  - CDC Defined Output
    - Line Listing - All Device-Associated Events
    - Frequency Table - All Device-Associated Events
    - Bar Chart - All Device-Associated Events
    - Pie Chart - All Device-Associated Events
    - Rate Table - All Device Associated Data
  - Central Line-Associated BSI
    - CDC Defined Output
      - Line Listing - All CLAB Events
      - Frequency Table - All CLAB Events
      - Bar Chart - All CLAB Events
      - Pie Chart - All CLAB Events
      - Rate Table - CLAB Data for ICU-Other
      - Control Chart - CLAB Data for ICU-Other
      - Rate Table - UCAB/CLAB Data for NICU
      - Control Chart - UCAB/CLAB Data for NICU
      - Rate Table - CLAB Data for SCA
      - Control Chart - CLAB Data for SCA
    - Ventilator-Associated PNEU
      - CDC Defined Output
        - Line Listing - All VAP Events
        - Frequency Table - All VAP Events
        - Bar Chart - All VAP Events

Patient Safety Component Analysis Output Options

orgID	patID	dob	gender	admitDate	eventID	eventDate	eventType	spcEvent	location
12311	1	1985-07-07	M	1985-08-08	831660	1985-08-08	BSI	LCBI	DSIC
12311	2	1985-07-07	M	1985-08-08	851976	1985-08-08	BSI	LCBI	PICU/CICU
12311	3	1985-07-07	F	1985-08-08	852364	1985-08-08	BSI	LCBI	NICU
12311	4	1985-08-08	F	1985-08-08	852375	1985-08-08	BSI	LCBI	NICU
12311	5	1985-08-08	M	1985-08-08	852402	1985-08-08	BSI	LCBI	NICU
12311	6	1985-08-08	M	1985-08-08	879902	1985-08-08	BSI	LCBI	GNW
12311	7	1985-08-08	F	1985-08-08	879903	1985-08-08	BSI	LCBI	GNW
12311	8	1985-08-08	F	1985-08-08	879908	1985-08-08	BSI	LCBI	GNW
12311	9	1985-08-08	M	1985-08-08	879941	1985-08-08	BSI	LCBI	NICU
12311	10	1985-08-08	M	1985-08-08	895472	1985-08-08	BSI	LCBI	NICU
12311	11	1985-08-08	M	1985-08-08	895481	1985-08-08	BSI	LCBI	NICU
12311	12	1985-08-08	M	1985-08-08	895495	1985-08-08	BSI	LCBI	NICU
12311	13	1985-08-08	F	1985-08-08	895512	1985-08-08	BSI	LCBI	DSIC
12311	14	1985-08-08	M	1985-08-08	896684	1985-08-08	BSI	LCBI	DSIC
12311	15	1985-08-08	F	1985-08-08	895704	1985-08-08	BSI	LCBI	DSIC
12311	16	1985-08-08	M	1985-08-08	895709	1985-08-08	BSI	LCBI	TBIC
12311	17	1985-08-08	M	1985-08-08	895733	1985-08-08	BSI	LCBI	TBIC
12311	18	1985-08-08	F	1985-08-08	899744	1985-08-08	BSI	LCBI	PICU/CICU
12311	19	1985-08-08	M	1985-08-08	899741	1985-08-08	BSI	LCBI	TBIC
12311	20	1985-08-08	M	1985-08-08	998537	1985-08-08	BSI	LCBI	TBIC

### Example of CLABSI Line Listing



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

orgID=12311 locCDC=IN:ACUTE:CC:B

**Unit CLABSI Rate and Utilization**

**NHSN CLABSI Mean and Utilization Mean for Comparison**

Source of aggregate data: NHSN Report, Am J Infect Control 2007;35:290-301

Data contained in this report were last generated on 10/10/2008

**Run** **Modify**

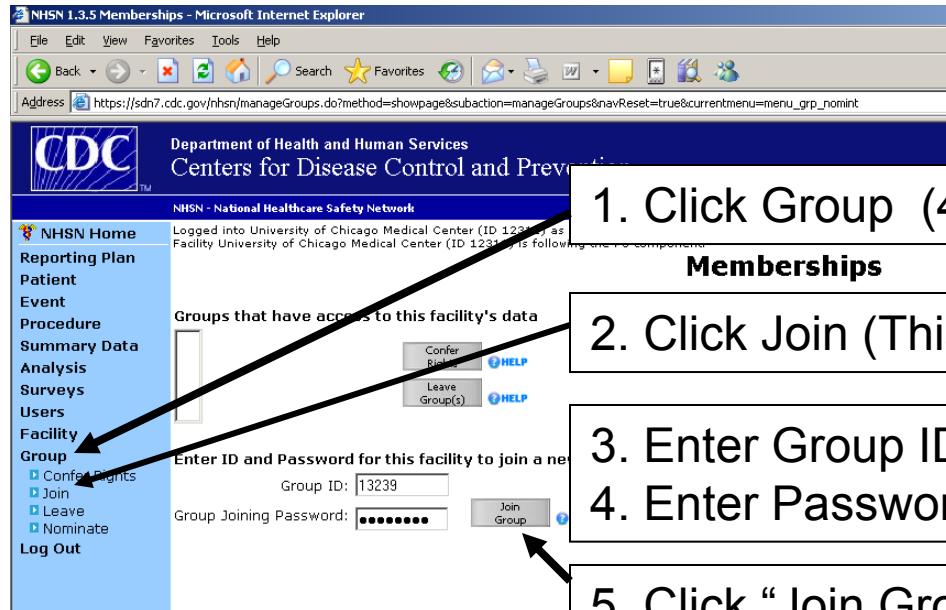
**Run** **Modify**

**Run** **Modify**

**Run** **Modify**

**Run** **Modify**

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	.



## Join IDPH Group

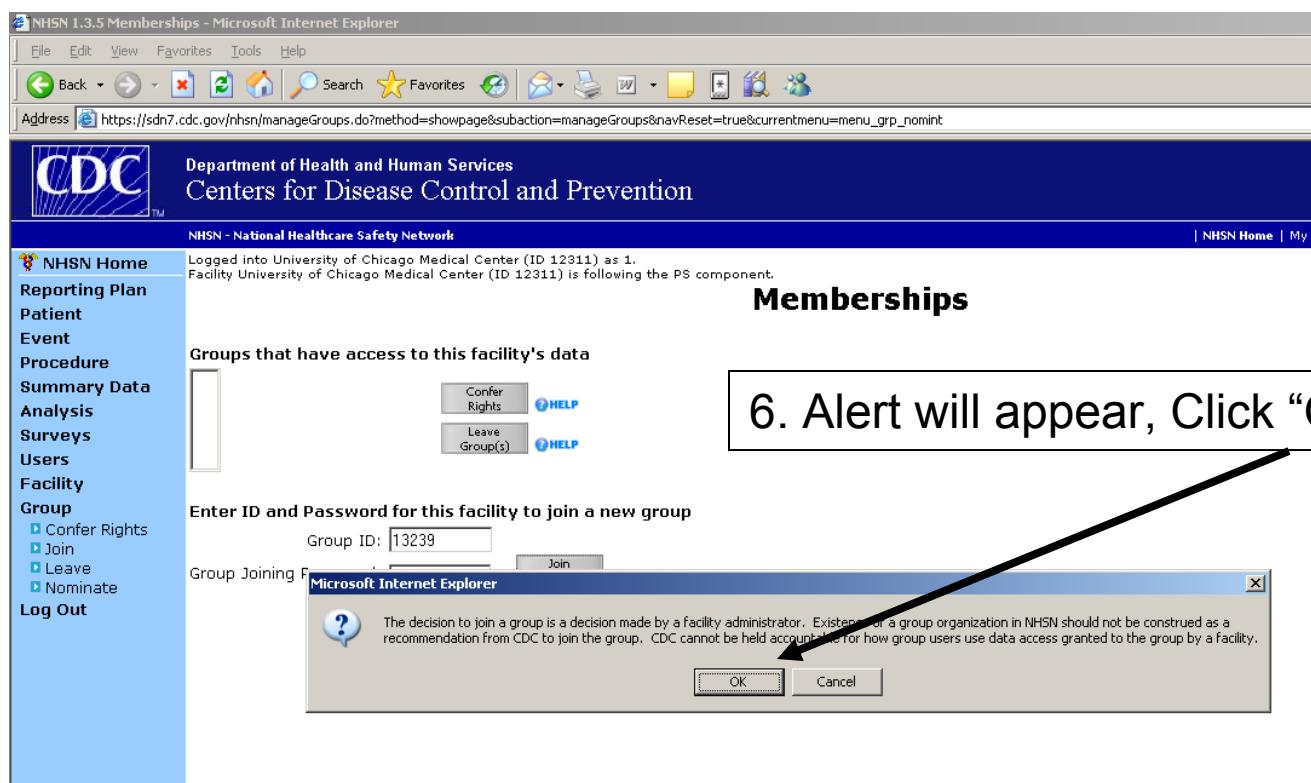
### 1. Click Group (4 choices will appear)

## 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



**NHSN 1.3.5 Memberships - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Search Favorites Favorites

Address: https://sdn7.cdc.gov/nhsn/manageGroups.do?method=showpage&subaction=manageGroups&navReset=true&currentmenu=menu\_grp

# Confer Rights to IDPH Report Card Act Group

**1. Click Group (4 choices will appear)**

**2. Click Confer Rights (This Membership Screen appears)**

**3. Enter Group ID: 13239**

**4. Click “Confer Rights” Button**

**5. Window Opens, Check first 3 boxes**

**Make Sure With Identifiers Button is Selected**

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1. Facility University of Chicago Medical Center (ID 12311) is following the PS component.

Groups that have access to this facility's data

Confer Rights HELP

Leave Group(s) HELP

Enter ID and Password for this facility to join a new group

Group ID: 13239

Group Joining Password:  HELP

Join Group HELP

Back

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1. Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Confer Rights-Patient Safety**

Facility 'University of Chicago Medical Center' has successfully joined group 'IDPH Report Card ACT'. You should now confer rights to that group.

Patient Safety

General:

Patient  With Identifiers  Without Identifiers

Monthly Reporting Plan

Data Analysis

AUR Microbiology Laboratory Data

AUR Pharmacy Data

Surveys:

Year to Year Survey Type

Add Row Clear All Rows

Infections and other Events

Plan Month Year to Month Year Event

Done

Start Screen Shots of NHSN.d... NHSN 1.3

NHSN Home Reporting Plan Patient Event Procedure Summary Data Analysis Surveys Users Facility Group Log Out

NHSN Home My Info Contact us Help Log Out

With Identifiers Without Identifiers

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

Address <https://sdn7.cdc.gov/nhsn/manageGroups.do>

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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Confer Rights-Patient Safety**

Facility 'University of Chicago Medical Center' has successfully joined group 'IDPH Report Card ACT'. You should now confer rights to that group.

**Patient Safety**

**General**

Patient  With Identifiers  Without Identifiers

Monthly Reporting Plan

Data Analysis

AUR Microbiology Laboratory Data

AUR Pharmacy Data

**Surveys**

Year Year Survey Type

2009  Clear All Rows

2008

2007

2006

2005

2004

2003

2002

2001

Add  Copy Locations to Summary Data

**Infected Patients**

Year Year Month Month Year Year Event

2009

2008

2007

2006

2005

2004

2003

2002

2001

Add  Copy Locations to Summary Data

**Summary Data for Events**

Plan Month Year to Month Year Location Type Location

Add Row

**Denominator Data for Events**

Plan Month Year to Month Year Procedure Setting

**View Options**

With Identifiers  Without Identifiers

**1. Under Surveys select "2008"**

**2. Select "Facility Survey Data"**

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

Address <https://sdn7.cdc.gov/nhsn/manageGroups.do>

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

NHSN - National Healthcare Safety Network | NHSN

**NHSN Home** Logged into University of Chicago Medical Center (ID 12311) as 1.  
Facility University of Chicago Medical Center (ID 12311) is following the PS component.

**Reporting Plan**

**Patient**

**Event**

**Procedure**

**Summary Data**

**Analysis**

**Surveys**

**Users**

**Facility**

**Group**

- Confer Rights
- Join
- Leave
- Nominate

**Log Out**

**Confer Rights-Patient Safety**

Facility 'University of Chicago Medical Center' has successfully joined group 'IDPH Report Card' confer rights

**Under Infections and Other Events**

**1. Select: Plan "In"**

**2. Select Month / Year**

**3. Leave BLANK**

**4. Event Choose "BSI- Bloodstream Infection (CLA)"**

**5. Location Type Choose "CC"**

General

Patient

Monthly Reporting Plan

Data Analysis

AUR Microbiology Laboratory Data

AUR Pharmacy Data

Surveys

Year Year Survey Type

2008 to

Add Row Clear All Rows

Infections and other Events

Plan	Month	Year	Month	Year	Event
In	1	2008	to		BSI - Bloodstream Infection (CLA)
Location type:					
(ALL)					
CC					
CC_N					
CLINIC					
NONPTC					
OP					
OTHER					
SCA					
STEP					
WARD					

Summary Data for Events

Plan Month Year Location Type Location

to

Add Row Clear

Denominator Data for Events

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

Facility 'University of Chicago Medical Center' has successfully joined group 'IDPH Report Card ACT'. You should now confer rights to that group.

**Patient Safety**

**6. Select "Location"**

Note: The locations that you defined as YOUR facility Locations will appear

Location type: CC

Location: (ALL)  
C1CU - PEDIATRIC CARDIAC ICU  
D2ICU - BURN UNIT  
D3IC - NEUROSURGERY  
D4IC - SURGICAL ICU  
D5IC - CARDIOLOGY ICU  
D6IC - CARDIAC ICU  
PICU - PEDIATRIC ICU  
T6IC - MEDICAL ICU

Add Row Clear All Rows

Location type: CC

Location: D2ICU - BURN UNIT

Location type: CC

Location: D3IC - NEUROSURGERY

## **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

**Infections and other Events**

Plan	Month	Year	to	Month	Year	Event
In	1	2008	to			BSI - Bloodstream Infection (CLA)
						Location: D2ICU - BURN UNIT
In	1	2009	to			BSI - Bloodstream Infection (CLA)
						Location: D3IC - NEUROSURGERY
In	1	2008	to			BSI - Bloodstream Infection (CLA)
						Location: D4IC - SURGICAL ICU
In	1	2008	to			BSI - Bloodstream Infection (CLA)
						Location: D5IC - CARDIOLOGY ICU
In	1	2008	to			BSI - Bloodstream Infection (CLA)
						Location: D6IC - CARDIAC ICU
In	1	2008	to			BSI - Bloodstream Infection (CLA)
						Location: T6IC - MEDICAL ICU

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

**Summary Data for Events**

Plan	Month	Year	to	Month	Year	Location Type	Location

**Add Row** **Clear All Rows**

# NHSN 1.3.5 NHSN Confer Patient Safety Rights - Microsoft Internet Explorer

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

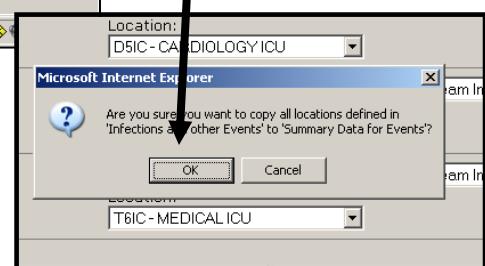
- Infections and other Events

Plan	Month	Year	to	Month	Year	Event
In	1	2008				BSI - Bloodstream Infection (CLA)
						Location:
						CC
						D2ICU - BURN UNIT
In	1	2008				BSI - Bloodstream Infection (CLA)
						Location:
						CC
						D2ICU - NEUROICU
In	1	2008				BSI - Bloodstream Infection (CLA)
						Location:
						CC
						D4ICU - SURGICAL ICU
In	1	2008				BSI - Bloodstream Infection (CLA)
						Location:
						CC
						D5IC - CARDIOLOGY ICU
In	1	2008				BSI - Bloodstream Infection (CLA)
						Location:
						CC
						D6IC - CARDIAC ICU
In	1	2008				BSI - Bloodstream Infection (CLA)
						Location:
						CC
						T6IC - MEDICAL ICU

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

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

Summary Data for Events

Plan	Month	Year	Month	Year	Location Type	Location
In	1	2008	to		CC	D2ICU - BURN UNIT
In	1	2008	to		CC	D3IC - NEUROSURGERY
In	1	2008	to		CC	D4IC - SURGICAL ICU
In	1	2008	to		CC	D5IC - CARDIOLOGY ICU
In	1	2008	to		CC	D6IC - CARDIAC ICU
In	1	2008	to		CC	T6IC - MEDICAL ICU

Denominator Data for Events

Plan	Month	Year	Month	Year	Procedure	Setting
In	1	2008	to			

Summary Data for Vaccinations

Plan	Month	Year	Month	Year	Vaccination
In	1	2008	to		

Save Back

Next screen will verify that rights have been conferred

Conferred Rights saved successfully for group IDPH Report Card Act (13239).

Groups that have access to this facility's data

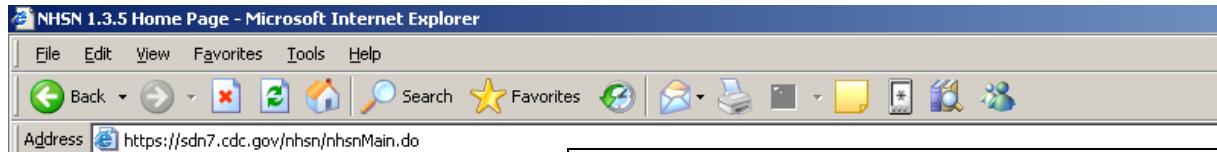
- IDPH Report Card Act (13239)

Enter ID and Password for this facility to join a new group

Group ID:  Join Group

Group Joining Password:

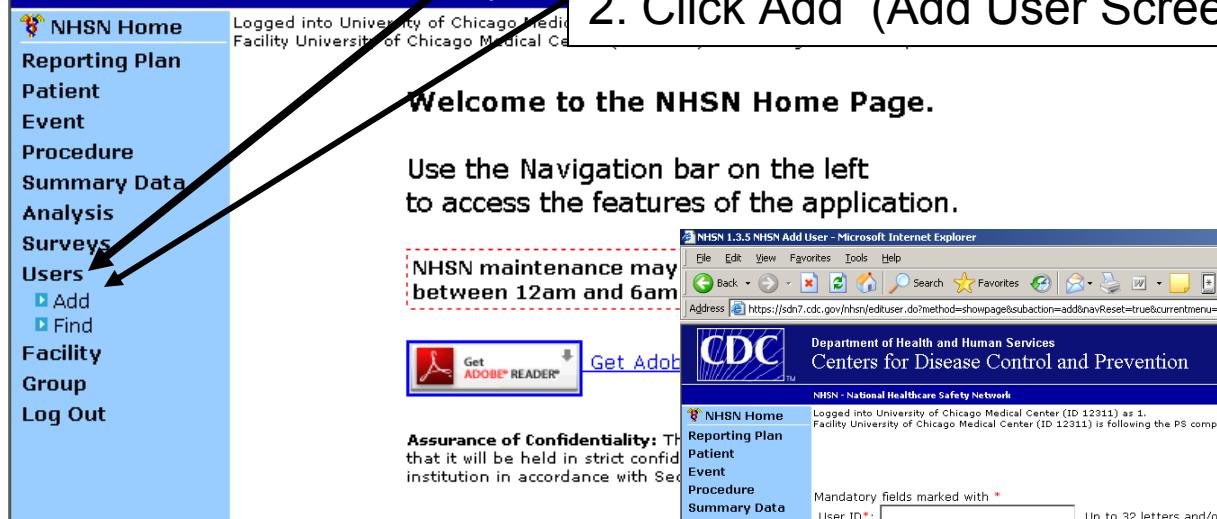
Confer Rights   
Leave Group(s)



## Add Users

1. Click Users (2 choices will appear)

2. Click Add (Add User Screen Appears)



NHSN maintenance may be between 12am and 6am

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NHSN Home Reporting Plan Patient Event Procedure Summary Data Analysis Surveys Users Add Find Facility Group Log Out

**Add User**

Mandatory fields marked with \*

User ID\*: [ ] Up to 32 letters and/or numbers, no spaces or special characters

Prefix: [ ]

First Name \*: [ ]

Middle Name: [ ]

Last Name \*: [ ]

Title: [ ]

User Active: [Y-Yes] [ ]

User Type: [ICP - Infection Control Professional] [ ]

Phone Number: [ ]

Fax Number: [ ]

E-mail Address\*: [ ]

Address, line 1: [ ]

Address, line 2: [ ]

Address, line 3: [ ]

City: [ ]

State: [ ]

County: [ ]

Zip Code: [ ]

Home Phone Number: [ ]

Beeper: [ ]

Extension: [ ]

Zip Code Ext.: [ ]

Home Extension: [ ]

Save Back

Done

Start Document1 - Microsoft ... NHSN 1.3.5 NHSN Add ... Internet 12:48 PM



## Add Users (cont'd)

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



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

NHSN - National Healthcare Safety Network

Logged into University of Chicago Medical Center (ID 12311) as 1.  
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NHSN Home  
Reporting Plan  
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Add  
Find  
Facility  
Group  
Log Out

Mandatory fields marked with \*

User ID\*: SBURTON Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name \*:

Middle Name:

Last Name \*:

Title:

User Active:

User Type:

Phone Number:

Extension:

Fax Number:

E-mail Address\*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Zip Code Ext.:

Home Phone Number:

Home Extension:

Beeper:

Save Back

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”

Administrative User:

Prevention

| NHSN Home | My Info | Contact us | Help | Log Out

12311) as 1.  
11) is following the PS component.

## Custom Rights-Patient Safety

User ID: SBURTON

Advanced

Effective Rights  Save  Back

With Identifiers  Without Identifiers

	View	Add	Edit	Delete	All Rights
BJ - Bone and Joint Infection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BSI - Bloodstream Infection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CNS - Central Nervous System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CVS - Cardiovascular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DE - Dialysis Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EENT - Eye, Ear, Nose and Throat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GI - Gastrointestinal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LRI - Lower Respiratory Infection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PNEU - Pneumonia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REPR - Reproductive Tract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SSI - Surgical Site Infection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SST - Skin and Soft Tissue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SYS - Systemic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UTI - Urinary Tract Infection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CUSPS - Custom PS Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIP - Central Line Insertion Practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FLUVX - Influenza Vaccination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Denominator Data: Procedure/Summary</b>	<b>View</b>	<b>Add</b>	<b>Edit</b>	<b>Delete</b>	<b>All Rights</b>
PROC - Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROC - Custom Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Done

NHSN 1.3.5 Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Favorites Address <https://sdn7.cdc.gov/nhsn/nhsnMain.do> Go Links

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

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Logged into University of Chicago Medical Center (ID 12311) as 1.  
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**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.

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**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**

**NHSN Home** **Reporting Plan** **Patient** **Event** **Procedure** **Summary Data** **Analysis** **Surveys** **Users** **Facility** **Group** **Log Out**