

Texas HAI Reporting Using NHSN: Facility Start-up Checklist

Step 1: Determine Your Reporting Requirements (If Any)

See current proposed rules:

www.sos.state.tx.us/texreg/sos/PROPOSED/25.HEALTH%20SERVICES.html#91 or
www.HAITexas.org

Determine the following:

- Whether your facility is required to report to the state, if yes
- Which HAIs you are required to report

Note: Whether your facility is required by law to report to the state or not you should still consider NHSN participation as a critical component of your overall infection prevention program.

Step 2: Complete Required NHSN Pre-enrollment Training

Complete the following:

- NHSN training including NHSN overview, enrollment and facility start-up (on-line)

Note: The NHSN Facility Administrator Enrollment Guide provides detailed instructions.

Step 3: Review and Accept the Rules of Behavior and Register Your Facility

- After agreeing to the rules of behavior you will be taken to the NHSN registration page
- Use your CMS Provider Number as Facility Identifier

Note: If you have several facilities sharing the same CMS provider number contact HAITexas.org. It is important that each physical location be uniquely identified.

Step 4: Obtain NHSN User Account or Digital Certificate

- This process is done on-line and via email. It may require IT support particularly if a certificate is used.

Note: NHSN is in the process of phasing out digital certificates to simplify the authentication process.

Step 5: Complete On-line Enrollment Forms

- This step is done on-line by selecting "NHSN Enrolment" on the Secure Digital Network, SDN, greeting screen.

Note: The SDN network is used by CDC to secure access to multiple reporting systems including the NHSN. You must both register your facility, step 3, and enroll in NHSN, step 5 to complete the process.

Step 6: Print, Sign and Return Consent Form to CDC

- Once enrolled you will receive an Agreement to Participate and Consent document to be signed by the appropriate executive in your facility.

Note: The participation and consent document is currently being revised by CDC. Use the document current at your time of enrollment.

Step 7: Add Your Facility Users & Locations to NHSN

Review the following:

- NHSN Getting Started Slides

Complete the following:

- Add Users
 - Add Locations (ICU, CCU, Burn units)
 - Add Surgeon Data (optional)
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Step 8: Confer Rights to the Texas Department of State Health Services in NHSN

Review the following:

- NHSN How to Confer Rights Guide

Complete the following:

- Confer rights to Texas DSHS in NHSN for the events (data elements) you are required to report.

Note: You may use NHSN to document events that are not currently required by law to be reported to the state. Rights to these events need not be conveyed to the state.

Step 9: Data Entry into NHSN

Review the following:

- NHSN Data Entry Training Module
- NHSN Patient Safety Component Protocol Manual
- Texas Reporting Timeline

Complete the following:

- Monthly Reporting Plan
 - Collect summary data (device days), event data (CLABSI, SSI) and procedure data (surgical procedures), monthly. When using excel to import surgical denominators, facilities may utilize the template available online at http://www.dshs.state.tx.us/idcu/health/infection_control/hai/reporting/
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Step 10: Annual Renewal

- Complete an annual survey for all NHSN components selected/used
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