

**Texas Health Care-Associated Infections Reporting
Frequently Asked Questions
NATIONAL HEALTHCARE SAFETY NETWORK (NHSN)
As of 08/2012**

Enrollment

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Enrollment

1. **How do I enroll my facility in the National Healthcare Safety Network (NHSN)?**
Follow the instructions in the [Facility Administrator Enrollment Guide](#) (PDF)

2. **What if my hospital system has more than one campus/facility under the same Centers for Medicare and Medicaid Services (CMS) number?** Facilities will be required to report separately for each hospital campus. Each facility should enroll separately in National Healthcare Safety Network (NHSN). One campus may use the shared CMS Certification Number (CCN) during the enrollment process. The other campuses will be required to request a NHSN enrollment number to complete the enrollment process. An enrollment number may be obtained upon request from nhsn@cdc.gov. Once each facility campus is enrolled, you must log into NHSN and enter your facility's CCN in the Facility Information page.

3. **If my hospital has an affiliated Ambulatory Surgery Center (ASC), should I enroll the hospital and the ASC separately into the National Healthcare Safety Network (NHSN)?** It depends. See below.
 - 1) A general hospital with an outpatient surgery center within their hospital that is covered under the same general hospital license should **NOT** enroll separately. The outpatient surgery center will be entered as a location in the hospital.
 - 2) A general hospital with an outpatient surgery center within their hospital that is licensed separately as an ASC should **NOT** enroll separately. The outpatient surgery center will be entered as a location in the hospital.
 - 3) A general hospital with an ASC that is freestanding at a separate location but covered under the hospital license **SHOULD** be enrolled separately.
 - 4) A general hospital with an affiliated ASC that is freestanding and not covered under the hospital license **SHOULD** be enrolled separately.

4. **If our facility is not required to report to TxHNS, do we still need to get an NHSN facility ID number?** It depends... If you are required to report to CMS through NHSN, then you will have to register with NHSN and will be issued a NHSN ID number. But you would not need to confer rights to Texas. Since you are not required to report to Texas (i.e. no ICU, not performing any reportable surgeries), then you should return Attachment 2 of the [CEO letter](#) indicating you are not required to report. You can leave the NHSN Facility ID field blank.
5. **How can I figure out my NHSN facility ID number?** When you enroll in NHSN, you will be assigned an NHSN Facility ID. It can be found on the NHSN landing page. It is shown after the name of your hospital, in parentheses. See below.

The screenshot shows the NHSN Landing Page with the following elements:

- Header: CDC logo, Department of Health and Human Services, Centers for Disease Control and Prevention.
- Sub-header: NHSN - National Healthcare Safety Network, Contact us.
- Main heading: Welcome to the NHSN Landing Page.
- Instruction: Select a facility and component, then click Submit to go to the Home Page.
- Form fields:
 - Select facility/group from dropdown list: Fac: NHSN State Users Test Facility #1 (ID 15164) [highlighted in red]
 - Select facility within the above group: NHSN State Users Test Facility #1 (15164)
 - Select component: Patient Safety
- Submit button.
- Footer: Get Adobe Acrobat Reader for PDF files.

Confer Rights

6. **I made a mistake on the confer rights template, how can I make changes to it?** Log into NHSN. From the blue navigation bar on the left of the screen, select Group → Confer Rights. Select HAITexas (15833) in the box under “Groups that have access to this facility’s data.” Once you click on the group, it should highlight in blue. Then click on Confer Rights. This will bring you to the Confer Rights Template for modification.

The screenshot shows the NHSN Memberships page with the following elements:

- Header: CDC logo, Department of Health and Human Services, Centers for Disease Control and Prevention.
- Sub-header: NHSN - National Healthcare Safety Network, NHSN Home | My Info | Contact us | Help | Log Out.
- Left navigation bar: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data.
- Main content:
 - Logged into NHSN State Users Test Facility #1 (ID 15164) as JVINYARD.
 - Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.
 - Memberships**
 - ✓ Conferred Rights saved successfully for group HAITexas (15833).

7. **How do I confer rights to (share my data with) the state of Texas through National Healthcare Safety Network (NHSN)?** Link to the [Guide to Conferring Rights](#) and the associated documents.

Template examples can be found on HAITexas.org under Reporting HAIs:

[Pediatric Hospital Confer Rights Template \(PDF\)](#)

[Adult General Hospital Confer Rights Template \(PDF\)](#)

[ASC Confer Rights Template \(PDF\)](#)

8. **I enrolled my facility but I am not showing up on the DSHS list of enrolled facilities?** The list is updated monthly on the website. If your facility does not show up after an update, you most likely accepted an old Confer Rights template. Log into NHSN and follow the “Guide to Conferring Rights” under reporting on HAITexas.org. You can re-confer rights by selecting HAITexas and clicking on the Confer Rights Button. See [Guide to Conferring Rights \(PDF 467 KB\)](#)

NHSN Data Submission

9. **Do we submit our National Healthcare Safety Network (NHSN) plan monthly or annually for the entire year? What are the time frames? Is it by discharge date?** You can submit your plan monthly or annually (for each month) for the entire year. Once you enter one month’s reporting plan, you can copy it over to the next month. Your plan must be entered into NHSN before it will allow you to enter Health Care-Associated Infection (HAI) data. If you try to enter data before you have a plan for that month, it will prompt you to enter a plan. NHSN asks that you submit data within 30 days of the end of that reporting period.

10. **When entering data into National Healthcare Safety Network (NHSN), what should I use as the Patient Identifier?** Use the permanent patient identifier (such as Medical Record Number) used by your facility to identify the patient for all facility visits.

11. **What is the denominator and numerator information for CLABSIs and SSIs in regards to reporting?** The denominator for CLABSI is the total central line days for the month for that location. The denominators for SSI are the total number of reportable surgeries performed that month. The numerator for CLABSI and SSI are the number of events (infections) for that month. SSIs are counted for the month the surgery occurred. CLABSIs are counted for the month the infection occurred.

12. **How do I calculate central line days for patients with dialysis catheters?** It depends. If the dialysis line is never accessed, then do not count the line towards the unit's central line days. If the dialysis line is accessed by anyone while in the ICU (i.e., an ICU nurse or contract dialysis staff), count that line on the day it was accessed and all subsequent days according to NHSN protocol. It is important to do the counts at the same time each day to be consistent.

Incomplete/Missing List

13. **What is the Incomplete/Missing List?** It is the responsibility of each facility to ensure its data have been accurately collected and reported in accordance with NHSN protocols. To assist with this, NHSN has created various alerts, the Incomplete/Missing list, in the form of tabs that will be displayed upon login to NHSN. These alerts are created for in-plan data only.

14. **How do I resolve alerts on my Incomplete/Missing List?** By clicking on each tab, a list of errors will be displayed. Some require you to fill in missing information directly on the page. Others may have a link to follow to a specific record where you will then enter missing or incomplete data. For [Additional instruction](#) .

15. **What if I do not correct any of the alerts on my Incomplete/Missing List?** Your data that is incomplete or missing will not be included in the statistical calculation of the Standardized Infection Ratio and therefore your results will be inaccurate. The SIR is used for comparison of your facility with national data and if you are an IPPS facility, can have a bearing on your CMS reimbursement. Also because this data will be publicly reported, it may affect how your facility compares to others when consumers are trying to find the best quality institutions.