HOW TO USE THE ACTION ITEMS TABLE

After September 15, 2012 the home page of each Component has been updated to include an Action Items table. This table shows all of the notifications that NHSN delivers to users in a single place, including updated confer rights templates for groups and alerts to report no events or no procedures.

CDC	Department of Health and Human Services Centers for Disease Control and Prevention
	NHSN - National Healthcare Safety Network
🚏 NHSN Home	Logged into hMSN State Users Text FealNy #1 (10 15164) as DAVID. Facility MSN State Users Text Facility #1 (10 15164) is DAVID.
NHSN Home Alerts Reporting Plan Patient Event Procedure Add Find Incomplete Summary Data Import/Export Analysis Surveys Users Facility Group Log Out	Action items Marked Water Tee Feeldy of (101506) is following be BS compared Action items Marked Compared Action is a compared to compared to a compared to a compared

- 1. Confer Rights
 - Clicking on the "Confer rights not accepted" brings you to the page listing those groups that need to have new rights accepted.



Clicking on the name of the group will take you to the appropriate Confer Rights template to complete and accept. Facilities should look for orange triangles that designate updated requests from the group.

-												
🌹 NHSN Home	Logged into NHSN State Users Test Facility #1 (ID 15164) as DA Facility NHSN State Users Test Facility #1 (ID 15164) is following	/ID. the PS component.										
Alerts												
Reporting Plan		Confer Rights-Patient Safety										
Patient		,										
Event	! Please review the data rights that	Please review the data rights that "NHSN State Users Test Group" is requesting from your facility:										
Procedure	- Verify locations											
Summary Data	 Press "accept" button to confer rights or review current rights before accepting new rights 											
Import/Export	OHEP											
Analysis		Unter										
Surveys	Patient Safety											
Users												
Facility	General											
Group		View Options										
Log Out	Patient	X With All Identifiers										
		Without Any Identifiers										
		With Specified Identifiers Gender DOB Ethnicity Race										
	Monthly Reporting Plan	x										
	Data Analysis	x										
	Facility Information	x										
	Surveys											
	Year Year Survey Type	N/A										
	2010 to Facility Survey Data											

2. Alerts

Several usability enhancements have been made to the NHSN alerts tabs, which facilities use to report no events or procedures. Users are now able to sort and display all alerts for a given tab. Additional "Report No Events" boxes and links to create missing summary records have been added to the alerts tabs as well. Any errors (incomplete or missing data) will be listed under the "Alerts" section. To correct them, click on the link (in this case the number of errors in that section). You will be taken to a page with tabs that look very similar to the previous Incomplete/Missing tabs.

🚏 NHSN Home	Logged into NHSN State Users Test Facility ≠1 (ID 15164) as DAVID. Facility NHSN State Users Test Facility ≠1 (ID 15164) is following the PS component.
Alerts	
Reporting Plan	NHSN Patient Safety Component Home Page
Patient	,
Event	
Procedure	Use the Navigation bar on the left to access the features of the application.
Summary Data	
Import/Export	
Analysis	Action items
Surveys	
Users	You must complete these items.
Facility	Confer rights not accepted
Group	
Log Out	Alerts
	You have 1 incomplete event
	You have 2 missing events
	 You have <u>1</u> incomplete summary item You have <u>4</u> missing summary items
	 You have <u>4</u> missing summary items You have <u>17</u> missing procedures
	You have 2 missing Procedure-associated events

Under each tab will be a list of Incomplete or Missing items. For some there will be a link to take you to the page to enter missing data or a check box to indicate that you had no events to report. Below are Screenshot examples.

A. Incomplete Events - This alert will list in-plan events from any module with required data elements missing.

SN Home	Logged into NHSN Stat Facility NHSN State Use	te Users Test Facility ers Test Facility #1 (#1 (ID 15164) as DAVI ID 15164) is following th	D. le PS component.								
5					_							
ting Plan 1t					Incomp	lete/	Miss	ing List				
ıre	-											
Data	Incomplete	Missing	Incomplete	Missing	Incomplete	Mis	sing	Missing				
.a rt	Events	Events	Summary	Summary	Procedures	Proce	dures	Procedure-associated				
			Data	Data				Events				
		-										
		The following are incomplete "In Plan" events.										
		<u>Print this report</u> Display All										
First Previous Next Last									Displaying 1 - 1 o			
	Patient ID	<u>Last Name</u>	<u>First Name</u>	<u>Gender</u> Dat	te of Birth	Event #	Event 1	Date Admitted to Facility	Procedure Date	<u>NHSN Procedure</u> <u>Code</u>		
	Events											
	5487			M 05/	20/2012	8148170	BSI	06/01/2012				
	Died:	•										
	First Previo	Next Las	st							Displaying 1 - 1 o		
						Save	Reset					
		I	ncomplete	e Events t	tab: Ente	r miss	ing					
		C	lata or if ι	inable to	accurate	ely rep	ort,					
							r					
		r	emove th	e identifi	ed event	type 1	from					
		У	our mont	niy plan.								

B. Missing Events - This alert will list months in which events from the device-associated, MDRO/CDI, or vaccination modules were entered in the monthly reporting plan and summary data have been reported to NHSN, but no events have been reported. If you have no events to report for any locations listed, click the hyperlink under Summary Data form Type.

🌹 NHSN Home	Logged into NHSN State Users Test Facility 21 (ID 15164) as DAVID. Facility NHSN State Users Test Facility 21 (ID 15164) is following the PS component.												
Alerts													
Reporting Plan		Incomplete/Missing List											
Patient													
Event													
Procedure		a.e. 1		1.1.1.1.									
Summary Data	Incomplete Events	Missing Events	Incomplete Summary	Missing Summary	Incomplete Procedures	Missing Procedures		sing associated					
Import/Export	Events	Events	Data	Data	Procedures	Procedures		ents					
Analysis	L	_	butu	butu			200	Silles					
Surveys	In-plan denominators reported for these locations with no associated events												
Users			тп-ріа	n denomina	tors reported i	or these locati	ons with no	associated	events	Print this report			
Facility										Display All			
Group													
Log Out	First Previou	us Next Last								Displaying 1 - 2 of 2			
	Location	CDC Location	Month/Yea	r <u>Alert Typ</u>	<u>be</u>	Event Type/	<u>Pathogen</u>	Summary	Data Form Type	Report No Events			
	3N - SICU	IN:ACUTE:CC:S	01/2012	Summary	but no events	CAUTI		DA-ICU/Oth	<u>er</u>				
	FACWIDEIN		08/2012	Summary	but no events	LabID (All) - C	DIF	MDRO					
	First Previou	us Next Last						\sim		Displaying 1 - 2 of 2			
						Save Reset							
						Back							

• Click "Edit"

🌹 NHSN Home	Logged into NHSN State Users Test Facility #1 (ID 15164) Facility NHSN State Users Test Facility #1 (ID 15164) is fo		
Alerts Reporting Plan Patient Event Procedure			ors for Intensive Care Unit (ICU)/ locations (not NICU or SCA)
Summary Data Import/Export Analysis	Mandatory fields marked with *		OHELP
Surveys Users Facility	Facility ID*: 15164 (NHSN Sta Location Code*: 3N - SICU - SUR(Month*: January		#1)
Group Log Out	Year*: 2012		
		Report No Events	
	Total Patient Days*: 50	CLABSI: X	
	Central Line Days*: 10 Urinary Catheter Days*: 23	CAUTI:	
	Ventilator Days:	VAP:	
	Custom Fields OHELP		
			Edit Delete Back

• Check box to Report No Events, then Save

🌹 NHSN Home	Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID. Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.
Alerts	
Reporting Plan	Denominators for Intensive Care Unit (ICU)/
Patient	Other locations (not NICU or SCA)
Event	
Procedure	
Summary Data	QHELP
Import/Export	Man debags for the second with X
Analysis	Mandatory fields marked with *
Surveys	Facility ID*: 15164 (NHSN State Users Test Facility #1)
Users	Location Code*: 3N - SICU - SURG ICU
Facility	Month*: January
Group	Year*: 2012
Log Out	
	Report No Events
	Total Patient Days*: 50
	Central Line Days*: 10 CLABSI: 🔽
	Urinary Catheter Days*: 23 CAUTI:
	Ventilator Days: VAP:
	Custom Fields
	Save Delete Back

- **C. Incomplete Summary Data -** This alert will list months of summary data for the device-associated, MDRO/CDI, or vaccination modules in which a required field is missing. This usually occurs when a monthly reporting plan is updated to include an additional event(s) for a location after summary data have been entered initially. This tab will display when a required field for Device-associated (CLABSI), MDRO/CDI, or vaccination summary data is missing. Click on the hyperlink under Summary ID.
 - Click on the hyperlink under Summary ID.

🚏 NHSN Home	Logged into NHSN State Users Test Foolity #1 (ID 15164) as DAVID. Sacilly NHSN State Users Test Foolity #1 (ID 15164) is following the PS component.												
Alerts				-				-					
Reporting Plan]	Incomple	ete/Miss	ing Li	st					
Patient													
Event													
Procedure	Incomplete	Missing	Incomplete	Missing	Incomplete	Missing	N	lissing					
Summary Data	Events	Events	Summary	Summary	Procedures	Procedures		re-associated					
Import/Export			Data	Data				vents					
Analysis													
Surveys				The follow	ing are incomp	lete "In Plan"	summarv	data records.					
Users							,			Print this report			
Facility										<u>Display All</u>			
Group													
Log Out	First Previous	Next Last					_			Displaying 1 - 1 of 1			
(Summary ID Summary Data Type						<u>Year</u>	<u>Month</u>	Location Code				
	<u>681295</u>		MDRO				2012	8	FACWIDEIN				
	First Previous	Next Last								Displaying 1 - 1 of 1			
						Back							

Image: Second system Alerts Reporting Plan Patient Event	Logged into NHSN State Use Facility NHSN State Users Te MDRO	st Facility #1 (ID 15164) is fol	owing the PS c		Proces	s an	d Ou	tcom	e Mea	sures	6 Monthly	y Mor	nitoriı	ng
Procedure								OHELP							
Summary Data	Mandatory fields marked with * Prince									Print F	DF Form				
Import/Export Analysis	Facility ID*: 15164 (NHSN State Users Test Facility #1)														
Surveys	Location Code*: FACWIDEIN - Fa														
Users		Month*: August													
Facility	Year*2012														
Group Log Out	General Setting: Inpatient Total Patient Days*: 10000 Total Admissions*: 5000 Setting: Outpatient (or Emergency Room) Total Encounters:														
	If monitoring C Patient Days*:	difficile		DE locatio ssions*:	on, then su	ibtract NICL					•	ed asterisk rt data, yc	•		
	MDRO & CDI I	nfection	Surveillar	ce or Lab	ID Event	Reporting		rem		uent fro	m voi	ur monthl	v nlan		
	Specific Organism Type	MRSA	Report No Events	VRE	Report No Events	CephR- Klebsiella	Repor No Events	Ecoli	No Events	Klebsiella	No Events	Acinetobacter	No Events	difficile	Report No Events
	Infection Surveillance														
	LabID Event (All specimens)													* 🔽	

D. Missing Summary Data - This alert will list months in which events from the deviceassociated, MDRO/modules were entered in the monthly reporting plan, but no summary data have been entered.

Click on "Add summary" link. This will take you to page to enter your missing data.

NHSN Home Alerts	Logged into NHSN St. Facility NHSN State U	gged into NHSN State Users Test Facility #1 (ID 15164) as DAVID. Jilty NHSN State Users Test Facility #1 (ID 15164) is following the PS component.											
Reporting Plan Patient		Incomplete/Missing List											
Event													
Procedure Summary Data Import/Export	Incomplete Events	e Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events						
Analysis Surveys Users Facility			In-pla	an events re	ported for these	e locations wit	h no associated summa	ry data	<u>Print this report</u> <u>Display All</u>				
Group Log Out	First Previo	us Next Last							Displaying 1 - 4 of 4				
	<u>Module</u>	Location	CDC Locatio	on Mo	onth/Year	Alert Type			Event Type				
	DA	HMN1	IN:ACUTE:CO	C:M 06	/2012	Events but no	summary form Add sumn	nary	CLABSI				
	MDRO	ER	OUT:ACUTE:E	D 01	/2011	Events but no	summary for n Add sumn	nary	LabID (All)				
	MDRO	FACWIDEIN	***	02	/2011	Events but no	summary form <u>Add sumn</u>	nary	LabID (All)				
	MDRO	MDRO FACWIDEIN ***			/2012	Events but no	summary form Add sumn	nary	LabID (Blood)				
	First Previo	us Next Last					\sim		Displaying 1 - 4 of 4				
						Back							

🌹 NHSN Home	Logged into IHSN State Users Test Facility #1 (ID 15:64) as DAVID. Facility NHSN Mate Users Test Facility #1 (ID 15:64) as DAVID.
Alerts	
Reporting Plan	Denominators for Intensive Care Unit (ICU)/
Patient	Other locations (not NICU or SCA)
Event	
Procedure	
Summary Data	OHELP
Import/Export	-
Analysis	Mandatory fields marked with * Print PDE Form
Surveys	Facility ID*: 15164 (NHSN State Users Test Facility #1)
Users	Location Code*: HMN1 - HELP ME NOW UNIT 1
Facility	Month*: June
Group	Year*: 2012 -
Log Out	
	Report No Events
	Total Patient Days*:
	Central Line Days*: CLABSI: CL
	Urinary Catheter Days: CAUTI:
	ventilator Days: vap: 2 - with red asterisk), Save
	Custom Fields OHELP
	Save Back

E. Incomplete Procedures - This alert will list those in-plan procedure records that have been imported with incomplete data. This tab will display when records have been imported with incomplete data.

💔 NHSN Home	Logged into NHSN State I Facility NHSN State Users	Jsers Test Facility # Test Facility #1 (II	1 (ID 15164) as DAVID 0 15164) is following the	PS component.							
Alerts	· ·										
Reporting Plan	Incomplete/Missing List										
Patient					-		_				
Event											
Procedure	Incomplete	Missing	Incomplete	Missing	Incomplete	Missing	Missing				
Summary Data	Events	Events	Summary	Summary	Procedures	Procedures	Procedure-associated				
Import/Export Analysis			Data	Data			Events				
Surveys	· · · · · · · · · · · · · · · · · · ·										
Users											
Facility											
Group						Back					
Log Out											

Enter missing data and Save.

First Prev	ious Next	Last							Print this report Displaying 1-4 of 4
Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code
555555			F	08/20/1986	29202	PROC		06/03/2011	CSEC
Height: 5	of Labor (hrs		n Weigl	nt: 186	bs or 84.	36 kg			
555556			F	09/27/1986	29203	PROC		06/08/2011	CSEC
Height: Duration	of Labor (hrs	the second second	n Weigl	nt:	bs or	kg			
555557			F	10/17/1986	29204	PROC		06/09/2011	CSEC
Height:	of Labor (hrs		n Weigl	nt: I	bs or	kg			

F. Missing Procedures - This alert will list those months in which NHSN operative procedure categories were listed in your monthly reporting plan and no procedures have been reported to NHSN

NHSN Home	Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID. Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.										
ts orting Plan ent 1t	Incomplete/Missing List										
cedure Imary Data ort/Export lysis	Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events				
urveys Isers acility Iroup og Out	First Previous		-	Print this report Display All Displaying 1 - 10 of 17							
	Month/Year 04/2012 04/2012 04/2012 04/2012 04/2012 05/2012 05/2012 05/2012 07/2012	04/2012 HPRO - Hip prosthesis 04/2012 HYST - Abdominal hysterectomy 04/2012 KPRO - Knee prosthesis 04/2012 VHYS - Vaginal hysterectomy 05/2012 HPRO - Hip prosthesis 05/2012 KPRO - Knee prosthesis 06/2012 KPRO - Knee prosthesis 06/2012 KPRO - Knee prosthesis						Missing Procedures: This tab will dis you are missing procedure denomina for a specific type of procedure. If you not have any of the procedures for t frame listed, check the No Procedure Performed box for each applicable procedure. If you did have procedure			
	First Previous		:OLO - Colon surg <u>t</u>	procedure. If you did have procedures, end them using the Procedure list on the blue menu bar.							

G. Missing PA Events – This alert will list those months in which NHSN operative procedures were

reported in-plan and no in-plan procedure-associated events have been reported to NHSN.

🚏 NHSN Home Alerts Reporting Plan Patient Event	Logged into NHSN State U Facility NHSN State Users										
Procedure Summary Data Import/Export Analysis	Incomplete Events Events Incomplete Summary Data		Missing Incomplete Summary Procedures Data		Procedures Procedure-as		Missing ocedure-associated Events				
Surveys Users Facility Group	First Previous	Next Last	:							Print this report Display All Displaying 1 - 2 of 2	
Log Out	Month/Year			<mark>SSI</mark> BOTH - In	Report	Report No Events Post-procedur			Report No Events		
	06/2012 First Previous		olon surgery	BOTH - In	and outpatient	Save Reset		Missing PA Events: This tab will display if yo are missing events for a specific type of			
								procedure. I	f you did no	ot have any events t	
								•		ne listed, check the or each applicable	
						procedure and timeframe and Save.					

- **3.** How to check for Alerts away from Home Page (this can be used also from your Home page when you do not have any Action Items displayed but want to check for errors)
 - A. On Blue Menu bar on left hand side, choose "Event", "Procedure", or "Summary Data". Then click "Incomplete".



B. You will be taken to the Incomplete/Missing tabs

	Internet incontrease barely network												
🌹 NHSN Home	Logged into NHSN Sta Facility NHSN State Us	te Users Test Facility #1 sers Test Facility #1 (ID :	(ID 15164) as DAVID. 15164) is following the F	S component.									
Alerts													
Reporting Plan	Incomplete/Missing List												
Patient													
Event													
Add						1.1.1.1.	A distantion						
Find Incomplete	Incomplete Events	Missing Events	Incomplete Summary	Missing Summary	Incomplete Procedures	Missing Procedures	Missin Procedure-as						
Procedure	Events	Events	Data	Data	Flocedules	Flocedures	Event						
Summary Data													
Import/Export	In-plan denominators reported for these locations with no associated events												
Analysis			In-pla	n denomina	tors reported i	or these locati	ons with no as	sociated	events	Print this report			
Surveys										Display All			
Users													
Facility	First Previous Next Last Disp												
Group	Location CDC Location		Month/Yea	ar Alert Type		Event Type/Pathogen		ogen <u>Summary Data Form Type</u>		Report No Events			
Log Out	3N - SICU	IN:ACUTE:CC:S	01/2012	Summary	Summary but no events		<u>[</u>	DA-ICU/Other					
	FACWIDEIN		08/2012	Summary but no events		LabID (All) - CDIF		MDRO					
	First Previo	us Next Last								Displaying 1 - 2 of 2			
						Save Reset							
	Back												