



**Quality Improvement
Organizations**
Sharing Knowledge. Improving Health Care.
CENTERS FOR MEDICARE & MEDICAID SERVICES

SUPERIOR HEALTH
Quality Alliance

***C. difficile* Reporting Guide for Long Term Care Facilities**

Table of Contents

Before Submitting Data	2
Enroll in NHSN	2
Complete Facility Set-Up	2
Once enrolled, begin <i>C. difficile</i> Surveillance Following NHSN Protocol	2
Additional Resources	4
Log In and Access Facility Home Page.....	4
Log In to SAMS.....	4
Enter NHSN and Access Facility.....	6
Verify Location Mapping	7
Review Mapped Locations	7
Edit Mapped Locations.....	8
Add Locations.....	8
Monthly Reporting Plan.....	9
Review Monthly Reporting Plan	9
Edit a Previously Submitted Reporting Plan	10
Add a Reporting Plan.....	11
Add LabID Event Information.....	11
Submit Monthly Summary Data	12
Add Monthly Summary Data.....	12
Enter Monthly Summary Data.....	13
Alerts.....	14
Check and Resolve Facility Alerts.....	14

Before Submitting Data

Before submitting any data into the National Healthcare Safety Network (NHSN), facilities must complete the steps outlined below.

Enroll in NHSN

Facilities must fully enroll in NHSN. For instructions on how to complete this process, visit the [NHSN 5-Step Enrollment for Long-term Care Facilities webpage](#).

Complete Facility Set-Up

Guidance and additional resources for completing facility set up available on the [NHSN Set-up web page](#).

Once enrolled, begin *C. difficile* Surveillance Following NHSN Protocol

Collect required information for *C. difficile* laboratory identified (CDI LabID) events and monthly summary data, following the protocol available on the [NHSN Surveillance for *C. difficile* Infection \(CDI\) and Multidrug Resistant Organisms \(MDRO\) webpage](#). This page also includes template forms to assist in data collection if the facility doesn't have a process in place to capture the necessary surveillance information.

Key points from the protocol published January 2020 include:

- Events reported should include non-duplicate *C. difficile* positive laboratory assays obtained from any resident who is receiving care at the facility. Below are important definitions that inform this process. Figure 1 and Table 1 on the following page provide additional explanation:
- All identified CDI LabID Events must be entered into NHSN using the specific location where the resident was assigned at the time of specimen collection.
- Lab results from outside facilities, before a resident's admission, should *not* be included in LabID event reporting, including specimens collected while the resident was cared for in a hospital.
- LabID Event reporting for LTCFs requires facility-wide inpatient (FacWIDEIn), which means all residents in all locations in the facility must be monitored for *C. difficile* infections.
- [MDRO/CDI Module \(PDF\)](#) from the CDC.

Definitions

- **CDI Positive Laboratory Assay:** A positive laboratory test result for *C. difficile* toxin A and/or B (includes molecular assays [PCR] and/or toxin assays) – OR – a toxin-producing *C. difficile* organism detected by culture or other laboratory means performed on a stool sample.
- **CDI LabID Event:** Non-duplicate *C. difficile* positive laboratory assay tested on liquid or watery stool samples and obtained while resident is receiving care at the LTCF. (Note: per NHSN “a documented formed stool does not meet NHSN criteria for a CDI LabID Event. Check with facility's lab to confirm they have a rejection policy in place for samples that do not conform to the shape of the container. If so, assume results came from appropriate specimens.)

- **Duplicate CDI Positive Laboratory Assay:** Any *C. difficile* positive laboratory test from the same resident following a previous *C. difficile* positive test within the past 14 days that was also collected at the facility. The day of specimen collection is considered as Day 1. (Note: It may be helpful to keep a “log” of positive *C. difficile* laboratory results from residents to keep track of duplicate test results.)

Figure 1. *C. difficile* Test Result Algorithm for LabID Events

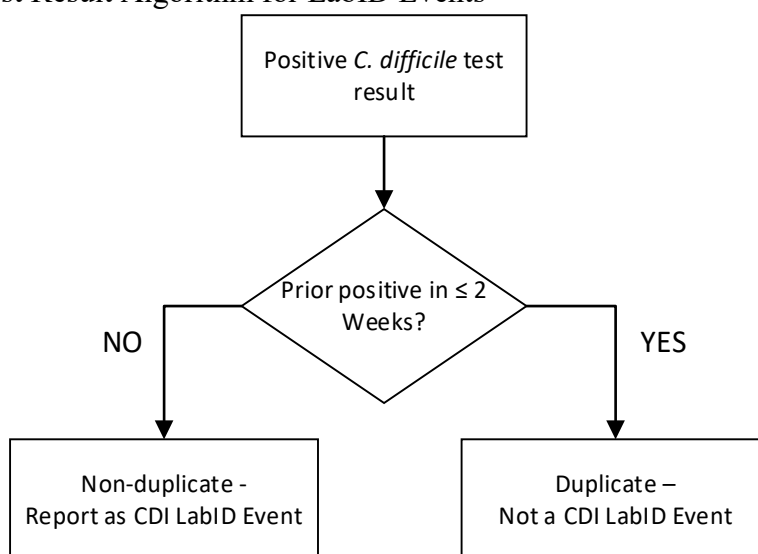


Table 1. Classification of CDI LabID Events as Duplicate

Assume all positive test results below are attributable to the same resident.

Date of Positive <i>C. difficile</i> Lab Test	Duplicate?	Enter as CDI LabID Event?
January 3, 2020	No	Yes
January 9, 2020	Yes	No (within two weeks of positive test January 3, 2020)
January 20	Yes	No (within two weeks of positive test January 9, 2020)
January 29, 2020	Yes	No (within two weeks of positive test January 20, 2020)
February 23, 2020	No	Yes

Additional Resources

- NHSN LTCF: [Surveillance for *C. difficile* and Multidrug Resistant Organisms \(MDRO\)](#)
 - LabID Event Protocol for LTCF
 - LabID Event Form
 - Denominator (i.e. Summary Data) Form
 - CDC Location Labels and Location Descriptions
 - Training Videos
- Lake Superior Quality Innovation Network (Lake Superior QIN): [Nursing Home Quality *C. difficile* Initiative](#)
 - Webinar recording links
 - Additional support documents and guides
 - *C. difficile* Initiative Frequently Asked Questions





Log In and Access Facility Home Page

In order to access a facility in NHSN, the individual user must first log in through the Secure Access Management Services (SAMS) portal and then navigate to the Facility homepage within NHSN.

Log In to SAMS

- Visit [SAMS webpage](#). (Tip: Save this website to your favorites for easy access)
- Click the Login button under External Partners – SAMS Grid Card

Choose a login option


External Partners		HHS Staff	
SAMS Credentials	SAMS Grid Card	AMS Login	AMS One Time Password
			
SAMS Username <input type="text"/>	OR Click the Login button to sign on with a SAMS Grid Card	How to use AMS	OR How to use OTP
SAMS Password <input type="password"/>		<input type="button" value="Login"/>	<input type="button" value="Login"/>
Forgot Your Password?		For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)	For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

- Enter SAMS Username (email address) and password

Choose a login option

External Partners

SAMS Grid Card



SAMS Username
sarah.brinkman@area-c

SAMS Password
••••••••


Login

Forgot SAMS Password?

For External Partners who have been issued a SAMS Grid Card.

HHS Staff

PIV Login




Click the Login button to sign on with a HHS PIV Card.

Login

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)

AMS One Time Password



How to use OTP

Login


For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

- Enter grid card credentials

Choose a login option

External Partners

SAMS Grid Card



SAMS has assigned you CDC GRID card number: 36732. Please ensure this number matches the serial number printed on the lower left of your card.


Grid Card B4: D5: H1:

Login

For External Partners who have been issued a SAMS Grid Card.

HHS Staff

PIV Login




Click the Login button to sign on with a HHS PIV Card.

Login

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)

AMS One Time Password



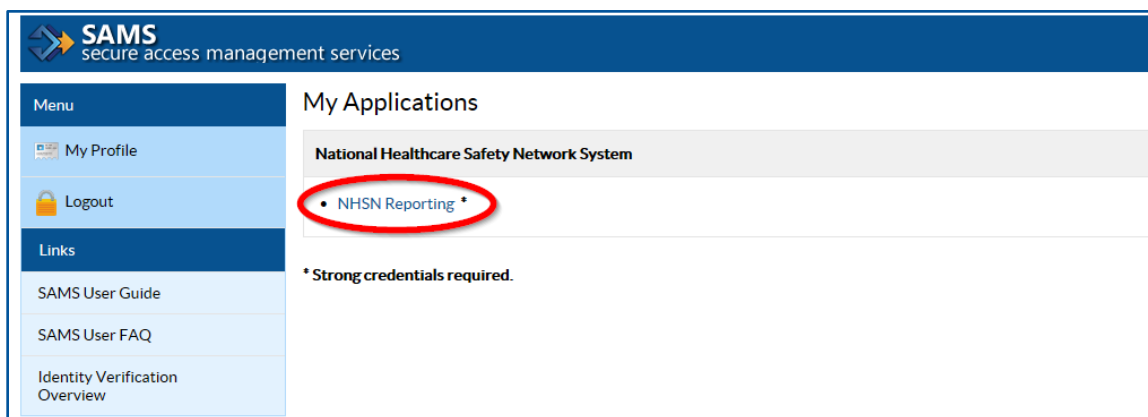
How to use OTP

Login

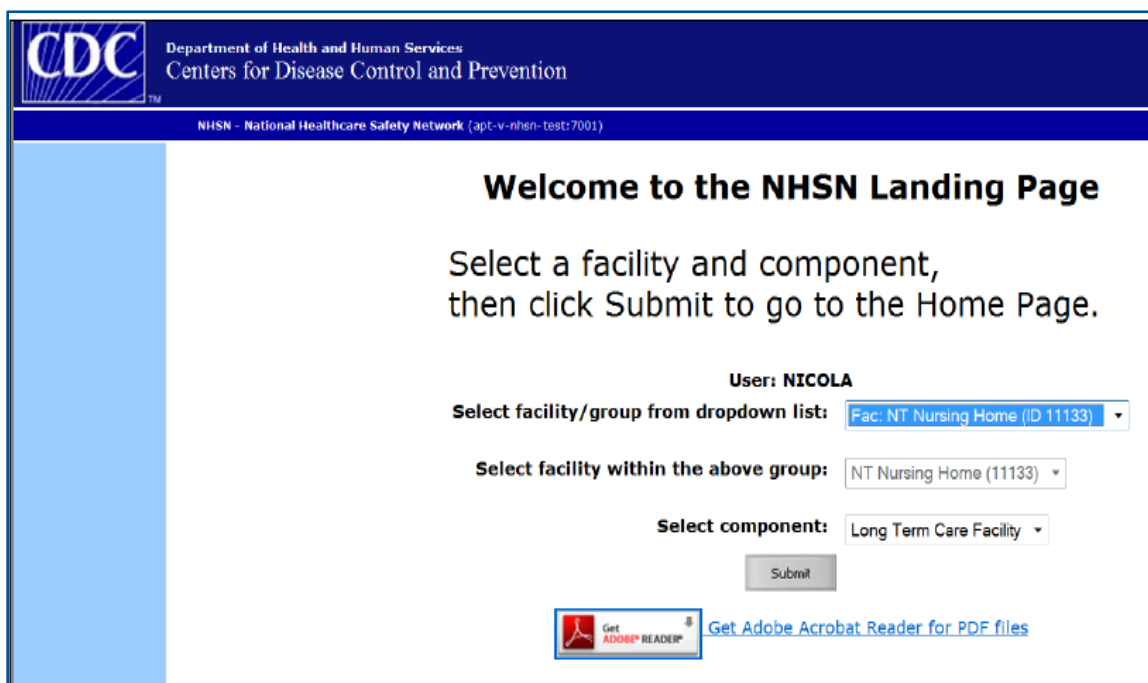
For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

Enter NHSN and Access Facility

- Click the NHSN Reporting hyperlink.



- Select the facility from the drop-down list. Select Long Term Care Facility as the component and click the Submit button.



- Arrive at the Facility Home Page

Verify Location Mapping

It is a good idea to check the facility location mapping before entering data to make sure it is current. If the same person is consistently submitting data, it may not be necessary to do this every month, however reviewing the location mapping may be particularly helpful for new users. The steps below walk through the process of reviewing and editing currently mapped locations, as well as adding new locations.

To add new locations, reference the resources provided under Step 1 on the [NHSN Set-Up page](#) and follow the instructions on the page.

Review Mapped Locations

- Select Facility from left-hand menu.
- Select Locations from Facility submenu.
- Select Find to view a location table and verify that all locations are mapped.
-

Edit Mapped Locations

- Follow the instructions above to generate a list of locations and select the location that needs editing.
- Make the necessary changes to the information in the editable fields.
- Click on the Save button.

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

3 Your Code*: 1 EAST

Your Label*: REHAB

CDC Location Description*: LTCF Skilled Nursing/Short Term Rehabilitation Unit

Status*: Active

Bed Size*: 20 A bed size greater than zero is required for most inpatient locations.

1 4

Find Save Export Location List Clear

Location Table

[Display All](#) [Print Location List](#)

	Delete	Status	2 Your Code	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size
<input type="checkbox"/>	Active	1 EAST	REHAB	LTCF Skilled Nursing	IN:NONACUTE:LTCF	1257-5	20	
<input type="checkbox"/>	Active	1 NORTH	GENERAL NURSING	LTCF General Nursin	IN:NONACUTE:LTCF	1258-3	10	

Add Locations

- Select Facility from left hand menu.
- Select Locations from Facility submenu.
- Enter the information in the editable fields.
- Click on the Add button.

NHSN - National Healthcare Safety Network

Logged into LTCF/QIN-QIO Project (ID 45188) as SBRINKMAN.
Facility LTCF/QIN-QIO Project (ID 45188) is following the LTCF 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*: Active

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

Find Add Export Location List Clear

Monthly Reporting Plan

Some facilities choose to set up their monthly reporting plans for the entire calendar year at one time, in which case it is a good idea to check the plan before submitting data to make sure it is current. Other facilities choose to update the reporting plan each month. The instructions below walk through both of these processes.

Review Monthly Reporting Plan

- Select Reporting Plan from the left hand menu.
- Select Find from the Reporting Plan submenu.
- Click on the Find button near the center of the screen.

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

Logged into LTCF/QIN-QIO Project (ID 45188) as SBRINKMAN.
Facility LTCF/QIN-QIO Project (ID 45188) is following the LTCF component.

Find Monthly Reporting Plan

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

Facility ID: LTCF/QIN-QIO Project (ID 45188) ▼
Month: ▼
Year: ▼

Find Clear Back

- Review the generated list of all reporting plans submitted by the facility.
- Select a month to see the details of the reporting plan.

Monthly Reporting Plan List			
HELP			
		Page 3 of 3	View 21 - 26 of 26
Month	Year	Facility ID	
October	2015	45188	
October	2016	45188	
November	2015	45188	
November	2016	45188	
December	2015	45188	
December	2016	45188	
		Page 3 of 3	View 21 - 26 of 26
		Add	Back

Edit a Previously Submitted Reporting Plan

- Follow the instructions above to generate a list of submitted reporting plans and view the details of a specific month.
- Click on the Edit button.

Mandatory fields marked with *

Facility ID*: LTCF/QIN-QIO Project (45188)

Month*: January

Year*: 2015

☐ No Long Term Care Facility Component Modules Followed this Month

HAI Module [HELP](#)

Locations	UTI
Facility-wide Inpatient (FacWIDEIn)	<input type="checkbox"/>

LabID Event Module [HELP](#)

Locations	Specific Organism Type	Lab ID Event All Specimens
Facility-wide Inpatient (FacWIDEIn)	CDIF - C. difficile	<input checked="" type="checkbox"/>

Prevention Process Measure Module [HELP](#)

Locations	Hand Hygiene	Gown and Gloves Use
Facility-wide Inpatient (FacWIDEIn)	<input type="checkbox"/>	<input type="checkbox"/>

Edit Previous Next Back

- Update the editable fields.
- Click on the Save button.

Add a Reporting Plan

- Select Reporting Plan from the left hand menu.
- Select Add from the Reporting Plan submenu.
- Select the appropriate month and year from the drop down lists.
- Under the LabID Event Module heading, Facility wide Inpatient (FacWIDEIn) will be the default for locations.
- Select CDIF – C. difficile for specific organism type.
- The check box for Lab ID Event All Specimens will auto-populate.
- Click the Save button.

Alerts
Reporting Plan
Add
Find
Resident
Event
Summary Data
Analysis
Surveys
Users
Facility
Group
Log Out

Add Monthly Reporting Plan

[HELP](#)

Mandatory fields marked with *

[Print Form](#)

Facility ID*: LTCF/QIN-QIO Project (ID 45188) ▼

Month*: ▼

Year*: ▼

☐ No Long Term Care Facility Component Modules Followed this Month

HAI Module [HELP](#)

Locations	UTI
Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>

LabID Event Module [HELP](#)

Locations	Specific Organism Type	Lab ID Event All Specimens
Facility-wide Inpatient (FacWIDEIn) ▼	CDIF - C. difficile ▼	<input checked="" type="checkbox"/>

Add Row Clear All Rows Copy from Previous Month

Prevention Process Measure Module [HELP](#)

Locations	Hand Hygiene	Gown and Gloves Use
Facility-wide Inpatient (FacWIDEIn) ▼	<input type="checkbox"/>	<input type="checkbox"/>

Copy from Previous Month

Save Back

Add LabID Event Information

- Select LABID – Laboratory-identified MDRO or CDI Event for Event Type.
- Enter the data the specimen was collected.
- Select CDIF – C. Difficile for Specific Organism Type.
- Specimen Body Site/System and Specimen Source will auto-populate.
- Select the resident care location at the time of specimen collection.
- Select the primary resident service type.
- Indicate if the patient has been transferred from an acute care facility in the past four weeks.
 - If yes, enter the date of transfer.
 - If yes, indicate if the resident was on antibiotic therapy for *C. difficile* at the time of transfer.

- The field regarding previous infection or colonization is for NHSN internal use and will be auto-populated by NHSN as appropriate.
- It is optional to create custom fields or add comments for internal LTCF use.
- Click on the Save button.

Submit Monthly Summary Data

Each month the facility will need to enter monthly summary data including resident admissions, resident days and number of resident admissions on *C. difficile* treatment. This data must be submitted each month regardless of whether the facility has a CDI LabID Events to report. If the facility does not have any cases to report, it must indicate so on the Monthly Summary Data submission. When collecting monthly summary data, refer to the Instructions for Completion of the Long-term Care Facility Component – Denominators for LTCF table of instructions found on the [NHSN LTCF webpage for *C. difficile* surveillance](#). This page also includes a template form to assist in data collection if the facility doesn't have a process in place to capture the necessary surveillance information.

Add Monthly Summary Data

- Select Summary Data from left hand menu.
- Select Add from Summary Data submenu.
- Select the appropriate month and year from the drop down lists.

Enter Monthly Summary Data

- Under the MDRO and CDI LabID Event Reporting heading enter the following for the month:
 - Number of resident admissions.
 - Number of resident days.
 - Number of admission on *C. difficile* treatment.
- On the line labeled LabID Event (All Specimens), check the radio button under *C. difficile*.
- If the facility did not have any LabID CDI Events to report for the month, on the line labeled Report No Events, check the box under *C. difficile*.
- Click on the Save button.

MDRO & CDI LabID Event Reporting												
Location Code				Specific Organism Type								
				MRSA	MSSA	VRE	CephR-Klebsiella	CRE-Ecoli	CRE-Enterobacter	CRE-Klebsiella	C. difficile	MDR-Acinetobacter
	Resident Admissions:	<input type="text"/>										
	Resident Days:	<input type="text"/>										
Facility-wide Inpatient (FacWIDEIn)	Number of Admissions on C. diff Treatment:	<input type="text"/>	LabID Event (All specimens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Number of residents started on antibiotic treatment for C.diff:	<input type="text"/>	Report No Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alerts

Facilities must resolve alerts before data submission considered complete. The most common reason for alerts when reporting in the LabID Event Module are missing summary data for the month and not checking the box “Report No Events” under the *C. difficile* column when there were no LabID CDI Events to report in a given month.

Check and Resolve Facility Alerts

- Select “Alerts” from left hand menu
- Review any action items listed and click on the blue underlined hyperlink to complete the necessary steps for resolution

The screenshot displays the NHSN Long Term Care Facility Component Home Page. On the left is a blue navigation bar with the following links: NHSN Home, Alerts (highlighted with a red box), Reporting Plan, Resident, Event, Summary Data, Analysis, Surveys, Users, Facility Group, and Log Out. The main content area has a header with the text "Logged into LTCF/QIN-QIO Project (ID 45188) as SBRINKMAN. Facility LTCF/QIN-QIO Project (ID 45188) is following the LTCF component." and the title "NHSN Long Term Care Facility Component Home Page". Below the title is a message: "Use the Navigation bar on the left to access the features of the application." In the center, there is a box titled "Action items" which contains a red-bordered alert box. The alert box contains the text "You must complete these items." followed by "Alerts" (underlined) and a bullet point: "You have 2 missing summaries".

NHSN Home
Alerts
Reporting Plan
Resident
Event
Summary Data
Analysis
Surveys
Users
Facility Group
Log Out

Logged into LTCF/QIN-QIO Project (ID 45188) as SBRINKMAN.
Facility LTCF/QIN-QIO Project (ID 45188) is following the LTCF component.

NHSN Long Term Care Facility Component Home Page

Use the Navigation bar on the left to access the features of the application.

Action items

You must complete these items.
Alerts

- You have [2](#) missing summaries