

SUPERIOR HEALTH Quality Alliance

FAQs for Reporting *C. difficile* (CDI) in National Healthcare Safety Network (NHSN)





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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 <u>NHSN 5-</u> <u>Step Enrollment for Long-term Care Facilities webpage</u>.

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 <u>NHSN Surveillance for C. difficile Infection (CDI) and</u> <u>Multidrug Resistant Organisms (MDRO) webpage</u>. 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.
- <u>MDRO/CDI Module (PDF)</u> 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 C. difficile 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)
 - o LabID Event Protocol for LTCF
 - LabID Event Form
 - o Denominator (i.e. Summary Data) Form
 - CDC Location Labels and Location Descriptions
 - Training Videos
 - Lake Superior Quality Innovation Network (Lake Superior QIN): <u>Nursing Home Quality C. difficile</u> <u>Initiative</u>
 - Webinar recording links
 - Additional support documents and guides
 - o 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 <u>SAMS webpage</u>. (Tip: Save this website to your favorites for easy access)
- Click the Login button under External Partners SAMS Grid Card



• Enter SAMS Username (email address) and password

oose a login option		
External Partners	HHS Staff	
SAMS Grid Card	PIV Login	AMS One Time Password
Entrust* A B C D E F G H I J 1 E O X T S N A M O 1 2 E S K G J M P F G E 3 C 1 G M J H M P Y 3 4 Y W I V G O 7 Z A 5 B G 7 W G J S M P X 5		AMS OTP
SAMS Username sarah.brinkman@area-c.l SAMS Password	Click the Login button to sign on with a HHS PIV Card.	How to use OTP
Login	Login	Login
Forgot SAMS Password?	For all HHS staff including Operating	For all HHS staff including Operating
For External Partners who have been issued a	Divisions (CDC, NIH, FDA, etc.)	Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

• Enter grid card credentials

ose a login option		
External Partners	HHS Staff	
SAMS Grid Card	PIV Login	AMS One Time Password
Entrust' A B C D E F G H I J 1 E A X 3 T S H M M Q I 2 E S K G M D F B G 2 3 C I 6 M 3 J H M P Y S 4 T WW 4 V S O 7 2 4 5 B D 7 W 6 J S M P X S Here #		AMS OTP
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 :	Click the Login button to sign on with a HHS PIV Card.	How to use OTP
Login For External Partners who have been issued a SAMS Grid Card.	Login For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)	Login For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.



• Click the NHSN Reporting hyperlink.

SAMS secure access management services			
Menu	My Applications		
My Profile	National Healthcare Safety Network System		
Cogout	NHSN Reporting		
Links			
SAMS User Guide	* Strong credentials required.		
SAMS User FAQ			
Identity Verification Overview			

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

Department of Health and Human Services Centers for Disease Control and Prevention			
	Welcome to the NHSN Landing Page		
	Select a facility and component, then click Submit to go to the Home Page.		
	User: NICOLA Select facility/group from dropdown list: Fac: NT Nursing Home (ID 11133)		
	Select facility within the above group: NT Nursing Home (11133) *		
	Submit		
	Get Adobe Acrobat Reader for PDF files		

• 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 <u>NHSN Set-Up page</u> 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.
- •

	NHSN - National Healthcare Safety Network			
🌹 NHSN Home	Logged into LTCF/QIN-QIO Project (ID 45188) as SRRINKMAN. Expline LTCF/QIN-QID Project (ID 45188) is displayed by the Component.			
Alerts				
Reporting Plan	Locations			
Resident	Онст			
Event				
Summary Data	Instructions			
Analysis				
Surveys	 To Add a record, fill in the form with the required fields and any desired optional values. Then click on the Add button. 			
Users	 To Find a record, percent a End on the desired record. Click on the desired record to fill in its values into the form and edit the values. 			
Facility	To save the changes, click on the Save button.			
Customize Forms	• To Delete one or more records, perform a Find on the desired record(s). Check the corresponding box(es), then click on the Delete			
Facility Info	button.			
Add/Edit Compon	ent • Press the <i>Clear</i> button to start over with a new form.			
Group	Mandatory fields to "Add" or "Edit" a record marked with *			
Log Out				
	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 Clear			

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 w	ith *				
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 Clear					
Location Table					
I = ≪ Page 1 of 3 → ► 10 ∨ View 1 - 10 of 29					
Delete Status 2 Your Code 🚖	Your Label	CDC Description	CDC Code	NHSN HL7 Code	Bed Size
Active <u>1 EAST</u>	REHAB	LTCF Skilled Nursing	IN:NONACUTE:LTCF	1257-5	20
Active <u>1 NORTH</u>	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 NHSN Home My Info Contact us Help Log		
🌹 NHSN Home	Logged into LTCF/QIN-OID Project [ID 45188] as SRRINKNAN, Facility LTCF/QIN-OID Project (JD 45188) is 610kmics the LTCF component.		
Alerts	Locations		
Reporting Plan			
Resident	OHELP		
Event			
Summary Data	Instructions		
Surveys	• To Add a record, fill in the form with the required fields and any desired optional values. Then click on the Add button.		
lisers	• To Find a record, click on the Find button. One of more fields can be filled in to restrict the search to those values.		
Eacility	 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 scare the obspace of the scare but form and edit the values. 		
Customize Forms	 To Delete one or more records, perform a Find on the desired record(s). Check the corresponding box(es), then click on the Delete 		
Facility Info	button.		
Add/Edit Compone	ent • Press the <i>Clear</i> button to start over with a new form.		
Group	Mandatory fields to "Add" or "Edit" a record marked with "		
Log Out	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.

The Second Second Second	Logged into LTCF/QIN-QIO Project (ID 45188) as SBRINKMAN.
Alerts	Facility LTCF/QIN-QIO Project (ID 45188) is following the LTCF component.
Reporting Plan	Find Monthly Reporting Plan
Add	
Find	Enter search criteria and click Find
Resident	Fewer criteria will return a broader result set
Event	More criteria will return a narrower result set
Summary Data	
Surveys	Facility ID: LTCF/QIN-QIO Project (ID 45188)
lisers	Month:
Facility	
Group	
Log Out	
	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	@HELP					
		📢 📢 Page 3 of 3 🕬 🖬 1	0 🗸	View 21 - 26 of 26		
Mor	nth	Year		Facility ID		
<u>October</u>	2015		45188			
<u>October</u>	2016		45188			
November	2015		45188			
November	2016		45188			
December	2015		45188			
December	2016		45188			
ρφ		• • • Page 3 of 3 → • 1	0 🗸	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 (45	188)			
Month*: January	,			
Year*: 2015				
🔲 No Long Term Care Fa	cility Componen	t Modules Followed this Month		
HAI Module ^{GHELP}				
Locations	UTI			
Facility-wide Inpatient (FacWIDEIn)				
LabID Event Module @HELP				
Locations		Specific Organism Type	Lab ID Event All Specimens	
Facility-wide Inpatient (FacWIDEIn)	CDIF - C. diffici	le	V	
Prevention Process Measure Module OHELP				
Locations	Hand Hygiene	Gown and Gloves Use		
Facility-wide Inpatient (FacWIDEIn)				
		Edit Previous N	lext 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 Monthly Reporting Plan								
© Find Resident	@HELP								
Summary Data Analysis Surveys Users Facility Group Log Out	Mandatory fields marked with * Print Form Facility ID*: LTCF/QIN-QIO Project (ID 45188) V Month*: V Year*: V In No Long Term Care Facility Component Modules Followed this Month								
	HAI Module CHELP Locations UTI Image: Transmission of the second s								
	LabID Event Module HELP Locations Specific Organism Type Lab ID Event All Specimens								
	Tacility-wide Inpatient (FacWIDEIn) CDIF - C. difficile								
	Add Row Clear All Rows Copy from Previous Month								
	Save Save								

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 autopopulated by NHSN as appropriate.
- It is optional to create custom fields or add comments for internal LTCF use.
- Click on the Save button.

Add Event	
Mandatory fields marked with * Fields required for record completion marked with **	
Resident Information Facility ID •: Care and Rehab - Barron (ID 54361) Resident ID •: Find Find Events for Resident	Social Security #:
Last Name Middle Name	Medicare number (or comparable railroad insurance number):
Gender 4: v Ethnichty: v Reite: Jeweichen Indian (Aberlen Nathen, dahren	Date of Birth +:
Plant Auf India Markasa Nouve Polati Black or African American Native Havailan/Other Pacific Islander White	
Resident type • : V Date of Frit Admission to Facility • : 10	Date of Current Admission to Facility *:
Event Information Event Type *:	Date of Event *: []16.
Comments	
	Save Back

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 <u>NHSN LTCF webpage for *C. difficile* surveillance</u>. 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.

🕴 NHSN Home	Logged into LTCF/QIM-QIO Project (D 45188) as SBRINKAAN.									
Alerts	Add Monthly Summary Data									
Reporting Plan	Add Monthly Summary Data									
Resident										
Event	GHELP									
Summary Data										
🖸 Add										
Find	Mandatory fields marked with *									
Incomplete	Fields required for record completion marked with **									
Analysis										
Surveys										
Jsers	Facility ID*: LTCF/QIN-QIO Project (ID 45188) V									
Facility	Month*:									
Group										
Log Out	Year^:									

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														
						Specific Organism Type								
	Location Code			MRSA	MSSA	VRE	CephR- Klebsiella	CRE-Ecoli	CRE- Enterobacter	CRE- Klebsiella	C. difficile	MDR- Acinetobacter		
Ċ	Facility-wide Inpatient (FacWIDEIn)	Resident Admissions: Days: Days: Number of Admissions on C. diff Treatment: Number of residents started on antibiotic treatment for C.diff:	LabID Event (All specimens) Report No Events											

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

