

NHSN Tip Sheet

NHSN Reporting Information

Nursing Home are required to report COVID-19 data elements to NHSN weekly by Sunday at 11:59 p.m. and annual influenza healthcare personnel vaccination data by May 15th each year. To ensure reporting compliance, consider these helpful tips and reminders.

✓	<ul style="list-style-type: none"> • Ensure more than one person has access to NHSN to complete mandatory reporting and is trained in data collection and reporting. <ul style="list-style-type: none"> ◦ Develop a plan for back-up reporting in the event the primary reporting person is absent, so there are no gaps in reporting by the facility. ◦ If turnover is anticipated, to get another staff member access ASAP to NHSN as this process can be lengthy (may take up to four weeks).
✓	<ul style="list-style-type: none"> • Avoid waiting until Saturday or Sunday to report. <ul style="list-style-type: none"> ◦ For consistent data submission, identify a day of the week to submit. ◦ Consider reporting twice a week.
✓	<ul style="list-style-type: none"> • If an outage occurs in the system when trying to submit data, keep a record/ document the outage and submit a ticket to nhsn@cdc.gov. <ul style="list-style-type: none"> ◦ This documentation may be helpful if the facility receives a F884 citation and wishes to IIDR. ◦ Reattempt to submit data as soon as the outage has resolved.
✓	<ul style="list-style-type: none"> • Review each pathway for complete data before submitting. <ul style="list-style-type: none"> ◦ Review the entire NHSN data reporting immediately after submission to ensure all required pathways are submitted. ◦ Double check data entered to ensure it meets data field requirements. ◦ Review up-to-date and other key data elements to ensure accurate reporting.
✓	<ul style="list-style-type: none"> • Take and save a screen shot from the NHSN Data Entry Screen for each Surveillance Reporting Pathway, COVID-19 Vaccination Module and HCP influenza summary data. Showing the dates that the data was created. This will be necessary in the event of a dispute.
✓	<ul style="list-style-type: none"> • Enforcement letters are routinely sent via email and placed in CASPER Facility folders. <ul style="list-style-type: none"> ◦ Ensure each facility has at least two persons who have access for CASPER (via CMSNet) and iQIES (must also have a HARP account). ◦ Identify a process for checking CASPER folders weekly.
✓	<ul style="list-style-type: none"> • Develop a QAPI plan if gaps in the reporting process are identified or noncompliance occurs.

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✓	<ul style="list-style-type: none"> • Ensure your facility has an active (NHSN) Facility Administrator at all times. This is required for reporting data in NHSN. <ul style="list-style-type: none"> ◦ This role may be reassigned in the event of planned turnover in the role.
✓	<ul style="list-style-type: none"> • In the event of a facility closure, take the following action depending on whether it is permanent or planned: <ul style="list-style-type: none"> ◦ For a temporary closure (e.g., due to flooding): <ul style="list-style-type: none"> ⇒ Notification must be made to the CMS regional office regarding the closure. ⇒ The facility will still be required to report data to NHSN (i.e., you will report zeros). ◦ For a permanent facility closure: <ul style="list-style-type: none"> ⇒ Notification must be made to the CMS regional office regarding the closure. ⇒ The facility will still be required to report data to NHSN (i.e., you will report zeros) until they receive an official notice of termination from CMS. ⇒ After this notice is received, the facility can be placed in a “Withdrawal Pending” status in NHSN. In order to withdraw their facility, they would deactivate every active component within the facility and this will automatically put the facility into “Withdraw Pending” status for 364 days. On day 365 the facility will be completely withdrawn. The facility should also leave any groups they may be a part of prior to withdrawing. Once logged into NHSN, on the left navigation pane, select Facility>Facility Info and deactivate the components. Once withdrawn, the facility will no longer be accessible after this is complete, so any data reports should be run prior if you want to retain data information.
✓	<ul style="list-style-type: none"> • Check the NHSN LTCF Component pages routinely for updates, including but not limited to the following pages: <ul style="list-style-type: none"> ◦ CDC LTC COVID-19 Module page. ◦ HCP Flu Vaccination page
✓	<ul style="list-style-type: none"> • Sign up for CDC emails and/or review NHSN email updates. This will assist greatly in keeping up-to-date with webinars and other NHSN changes.

If you have any questions, please use [NHSN-ServiceNow](#) to submit questions to the NHSN Help Desk. This portal should be used in place of nhsn@cdc.gov.

If you do not have a SAMS login, or are unable to access ServiceNow, you can still e-mail the NHSN Help Desk at: nhsn@cdc.gov, with the applicable NHSN module in the e-mail subject line (e.g., “HPS Flu Summary”), along with your facility type.

Questions regarding this document may be sent to regulatory@ahca.org.