

Shop Talk For Data Submission into the NHSN COVID-19 Module *Infection Prevention "Surveillance, Tracking and Reporting" (STAR) Facilities*



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Presented by:

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Disclaimer

- I do **not** work for NHSN, SAMS, CDC, or CMS.
- I am **not** the SAMS or NHSN help desk
- I **am** the technical advisor for infection prevention for Alliant Quality, the QIO for Alabama, Florida, Georgia, Kentucky, Louisiana, North Carolina and Tennessee

Objectives

- By the end of this session, you will be able to:
 - Understand how to log in and submit COVID-19 data for your facility into NHSN.
 - Understand how to add users, deactivate users, and change the NHSN administrator for your facility.
 - FAQs: Data quality, reviewing your data on the CMS website, withdrawing duplicate accounts, changing your CCN and facility type.

Ground Rules

- Please mute your microphone
- Put questions in chat
- Contact me after the Webex for one-on-one assistance

Nursing Home Data - COVID-19

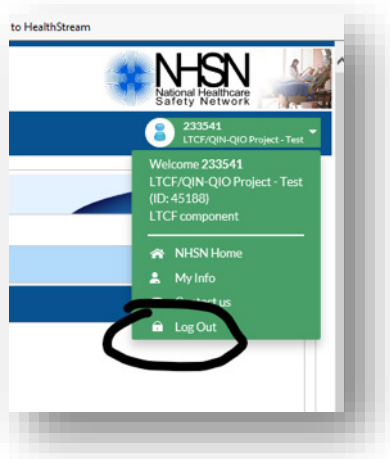
Great
Job!

Location	# NHs listed	Submission Passed QA	No Submission or Didn't Pass QA
AL	228	96%	4%
FL	699	91%	9%
GA	358	89%	11%
KY	285	94%	6%
LA	277	88%	12%
NC	427	95%	5%
TN	316	98%	2%
Total 7 States	2590	93%	7%
US Total	15412	92%	8%

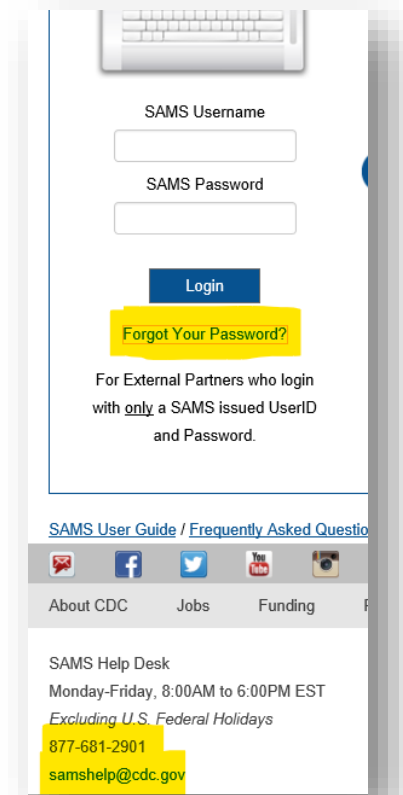
Data from June 7, 2020 CMS website; accessed June 18

<https://data.cms.gov/stories/s/COVID-19-Nursing-Home-Data/bkwz-xpvg>

NHSN Hygiene



- Don't log in with someone else's username and password.
- You will be prompted to change your password every 60 days.
- You must log in once a year or you will lose access.
- Click Log Out to exit NHSN. Then close your browser.
- If you forget your password, click "forgot your password" and follow the prompts.



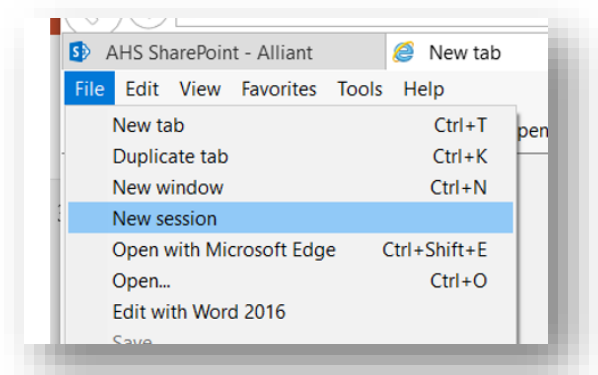
NHSN Hygiene

**Clearing the cache:

1. Open Internet Explorer and then click on Tools.
2. Then click on Internet options.
3. Click the General tab, and then, under Browsing history, click Delete.
4. Select history, cookies, temporary internet files. Then click Delete.

Start a new session:

1. Select File and New Session in your Toolbar.
2. Instead of using your bookmarks or favorites enter <https://sams.cdc.gov> in your browser
3. Enter your SAMS password and credentials



NHSN Hygiene: Add Users Campaign



We want **YOU** to
add users to your
NHSN account!

<https://www.cdc.gov/nhsn/pdfs/ltc/ltcf-faqs-508.pdf>

NHSN Hygiene-Option #1

Updating NHSN Facility Administrator in your Account

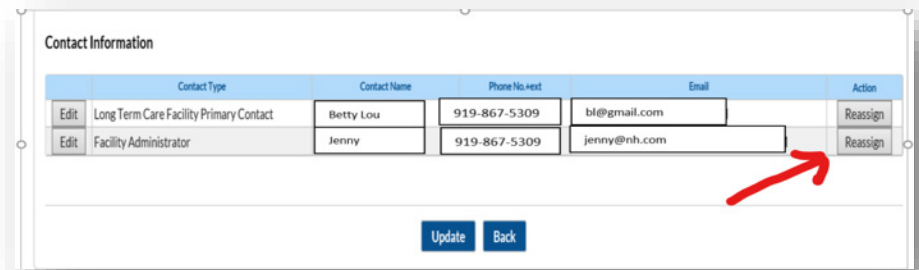
- ❑ <https://www.cdc.gov/nhsn/facadmin/index.html>
- ❑ **And** submit email to nhsn@cdc.gov including:
 - Facility Name, Address, Facility Org ID (5 digit number on your NHSN account), Current/Previous/Former NHSN administrator name, email, phone number and NEW NHSN administrator name, email, and phone number.
 - **Caution: Do not use the generic email.** You must use a new and unique email address (suzzie@nh.org) **NOT** admin@nh.org

NHSN Hygiene- Option #2 Preferred

Updating NHSN Facility Administrator in your Account

- ❑ Log into <https://sams.cdc.gov>
- ❑ Go to the home page
- ❑ Add the new administrator as a user: User>add>assign rights.
- ❑ Facility>Facility Info>Reassign
- ❑ Select the name of the administrator, and Save.

*Only a current NHSN Facility Administrator can reassign the Facility Administrator.
**Reassign another staff person as the NHSN facility administrator before you leave your position.



Contact Information

	Contact Type	Contact Name	Phone No. ext	Email	Action
Edit	Long Term Care Facility Primary Contact	Betty Lou	919-867-5309	bl@gmail.com	Reassign
Edit	Facility Administrator	Jenny	919-867-5309	jenny@nh.com	Reassign

Update Back

How do I add a user?

Once the facility is enrolled and you have access to login:

Step 1: Select "Users" in Navigation Bar

From the NHSN navigation bar: select 'Users', then select 'Add'

The screenshot shows the NHSN Home interface. The left navigation bar has 'Users' highlighted in blue. A red box highlights the 'Users' menu item, and a red arrow points to the 'Add' sub-item. A text box with a red border contains the instruction: 'From the NHSN navigation bar: select 'Users', then select 'Add''. The main content area shows the 'Add User' form.

Step 2: Enter User's Information

User must use same email address for their SAMS registration!

Remember to click the "save" button when you are finished entering all the users information

The screenshot shows the 'Add User' form with various input fields for user information. A red box highlights the 'E-mail Address' field, and a red arrow points to it from a text box that says 'User must use same email address for their SAMS registration!'. A red starburst highlights the 'Save' button at the bottom right. A text box at the bottom of the slide says 'Remember to click the "save" button when you are finished entering all the users information'.

Step 3: Assign and Save User Rights

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The screenshot shows the 'Edit User Rights' form. The user ID is 'QWERTY (ID 2692)'. The facility list shows 'NHSN Home (11111)'. A table of rights is displayed with checkboxes for each right under five categories: Rights, Patient Safety, Healthcare Personnel Safety, Biovigilance, and Long Term Care. The 'Administrator' and 'All Rights' rows have the 'Long Term Care' checkbox checked. A red box highlights the 'Rights' column header and the 'Long Term Care' column header. At the bottom, there are buttons for 'Effective Rights', 'Save', and 'Back'.

Refer to page 53 on this slide:

https://www.cdc.gov/nhsn/pdfs/ltc/Facility_Set_up_slides_LTCF_v5_Final_with_508_3-2015.pdf

NHSN Hygiene

*Hint: Check users.
Users>find, then find
again.*

NHSN Home
Alerts
Dashboard
Reporting Plan
Resident
Event
Summary Data
COVID-19
Import/Export
Surveys
Analysis
Users
Facility
Group
Logout

Find User

• Enter search criteria and click Find

User Information

User ID:
First Name:
Middle Name:
Last Name:
Phone Number:
E-mail Address:

Find **Clear** **Back**

- Users>Add.

NHSN - National Healthcare Safety Network

Add User

Mandatory fields marked with *

User ID * Up to 32 letters and/or numbers, no spaces or special characters

Prefix:
First Name *
Middle Name:
Last Name *
Title:
User Active: Yes No
User Type:
Phone Number *
Fax Number:
E-mail Address *

Address, line 1:
Address, line 2:
Address, line 3:
City:
State:
Country:
Zip Code:
Home Phone Number:
Beeper:

Add **Find** **Save** **Back**

NHSN Hygiene

- Add rights.

Edit User Rights

User ID: MJOHNSON (ID 246058)

Facility List:

Rights	Long Term Care	
<input type="checkbox"/> Administrator	<input checked="" type="checkbox"/>	
<input type="checkbox"/> All Rights	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Analyze Data	<input type="checkbox"/>	
<input type="checkbox"/> Add, Edit, Delete	<input type="checkbox"/>	
<input type="checkbox"/> View Data	<input type="checkbox"/>	
<input type="checkbox"/> Customize Rights	<input type="checkbox"/>	

Effective Rights **Save** **Back** **Advanced**

Tips for NHSN Reporting

The screenshot shows the NHSN COVID-19 reporting dashboard. A navigation bar at the top contains the NHSN logo and a user profile for M. JOHNSON. A dropdown menu is open, showing options for 'NHSN Home', 'LTCF Component', 'Contact Us', and 'Log Out'. A red arrow points to this menu with the text: 'Click the drop down arrow to reveal the facility ID # & name'. Below the navigation bar, a 'COVID-19' section contains a table for data entry. A red arrow points to a cell in the table with the text: 'Confirm all 4 bars are green.' The table has columns for dates from 31 May 2020 to 11 July 2020 and rows for categories: Resident, Staff, Supplies, and Ventilator. A red arrow points to the bottom right corner of the browser window with the text: 'Include the time and date in your screen shot.' The system tray at the bottom shows the time as 5:13 PM on 6/10/2020.

- Take a screenshot that includes the name of your facility, facility ID#, date, and time. Save for your records.

NHSN Checkpoints



- ❑ Verify Your CMS/CCN Number:

<https://qcor.cms.gov/main.jsp>

Edit Facility Information

Mandatory fields marked with *

[Facility Information](#) [Components](#) [Contact Information](#)

Facility Information

Facility ID: 11101

AHA ID: N/A

CMS Certification Number (CCN): 123456

Effective Date of CCN: 04/23/2020 2020Q2

VA Station Code: N/A

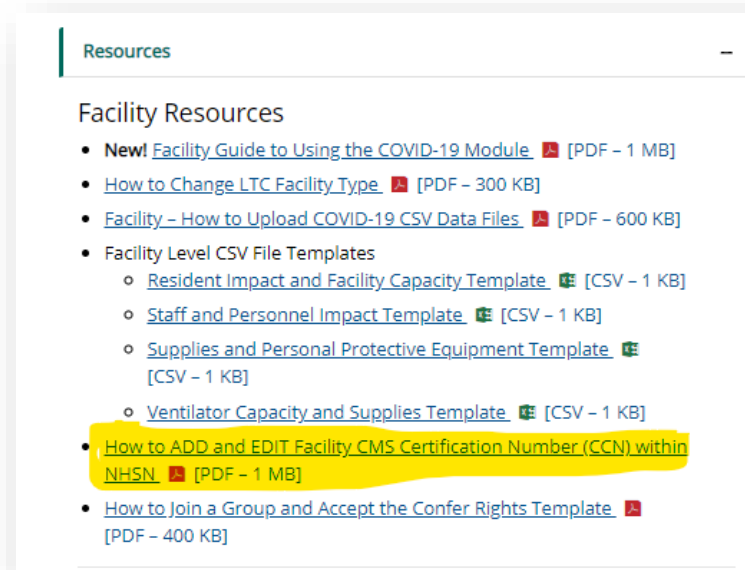
Object Identifier:

[Edit CCN](#)

NHSN Checkpoints



- ❑ Refer to the NHSN website for resources

A screenshot of the NHSN website's "Resources" page. The page is titled "Resources" and has a sub-section "Facility Resources". It contains a list of links to various documents and templates, each with a file size in parentheses. One link, "How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN", is highlighted in yellow.

Resources

Facility Resources

- **New!** [Facility Guide to Using the COVID-19 Module](#) [PDF - 1 MB]
- [How to Change LTC Facility Type](#) [PDF - 300 KB]
- [Facility - How to Upload COVID-19 CSV Data Files](#) [PDF - 600 KB]
- Facility Level CSV File Templates
 - [Resident Impact and Facility Capacity Template](#) [CSV - 1 KB]
 - [Staff and Personnel Impact Template](#) [CSV - 1 KB]
 - [Supplies and Personal Protective Equipment Template](#) [CSV - 1 KB]
 - [Ventilator Capacity and Supplies Template](#) [CSV - 1 KB]
- [How to ADD and EDIT Facility CMS Certification Number \(CCN\) within NHSN](#) [PDF - 1 MB]
- [How to Join a Group and Accept the Confer Rights Template](#) [PDF - 400 KB]

<https://www.cdc.gov/nhsn/ltc/covid19/index.html>

NHSN Checkpoints



- Watch the Covid-19 Module training video.
“Yes, all 83 minutes.”



<https://www.youtube.com/watch?v=-bR3CvqT9cw>

NHSN Checkpoints



- Review the Data Quality Slide Deck



<https://www.cdc.gov/nhsn/pdfs/covid19/lctf/covid19-dq-508.pdf>

NHSN Checkpoints



Reporting Counts prior to May 1, 2020 *Optional*

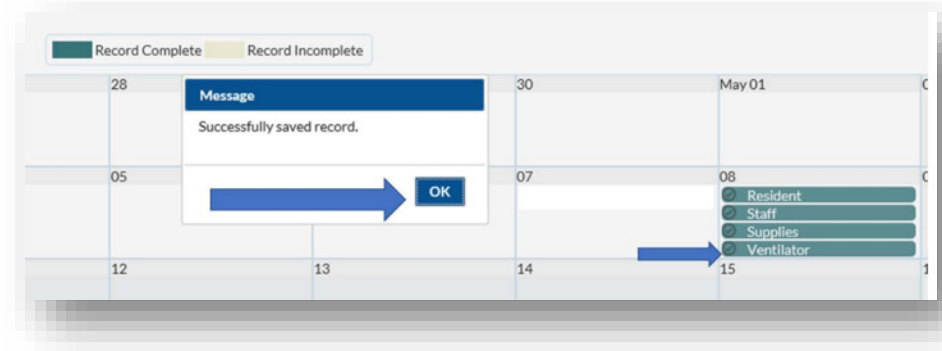
Update

To submit counts that occurred **prior** to May 1, 2020, use the calendar feature to select any calendar date prior to May 1, 2020 and enter the total number of counts for each question being reported between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and revise counts later.

NHSN Checkpoints



- Submit “Zeros” not letter O’s
- Leave no blanks
- Complete all 4 pathways
- Make sure you are all green



<https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/ltcf-covid19-module-508.pdf>

NHSN Checkpoints



collectiondate	numresadm19	numresconfc19	numressuspc19	numresdied	numresc19died	numitcfbeds	numitcfbedsocc
05/01/2020	0	2	6	4	0	90	76
05/05/2020	0	3	9	4	0	90	76
05/11/2020	0	3	3	7	0		
05/13/2020	0	0	3	10	0		
05/15/2020	0	0	1	10	0		
05/18/2020	0	0	1	10	0		
05/20/2020	0	1	1	11	0		
05/22/2020	0	0	1	12	0		
05/25/2020	0	3	3	14	0		
05/27/2020	1	9	8	14	0		
05/29/2020	0	4	6	14	0		

collectiondate	numresadm19	numresconfc19	numressuspc19	numresdied	numresc19died	numitcfbeds
06/01/2020	0	2	4	17	0	90
06/03/2020	0	10	5	17	1	90
06/05/2020	1	2	2	18	2	90
06/11/2020	1	6	5	22	4	90
06/18/2020	1	1	0	4	1	90

- Facility is entering the number of residents died incorrectly.

NHSN Checkpoints



collectiondate	numresad mc19	numresco nfc19	numressus pc19	numresdied	numrescl 9died	numltcfbeds	numltcfbe dsocc
5/8/2020	1	0	0	27	0	134	112
5/11/2020	0	0	0	0	0	134	112
5/13/2020	0	0	0	0	0	134	113
5/15/2020	0	0	0	0	0	134	112
5/18/2020	0	0	0	1	0	134	112
5/20/2020	0	0	0	0	0	134	108
5/22/2020	0	0	1	0	0	134	110
5/29/2020	0	0	1	2	0	134	114
6/2/2020	0	0	0	0	0	134	113
6/4/2020	0	0	0	0	0	134	112
6/8/2020	0	0	0	0	0	134	110
6/11/2020	0	0	0	1	0	134	115
6/15/2020	0	0	0	0	0	134	115

- Facility should enter number of resident who died on April 30th, rather than May 8th.

NHSN Checkpoints

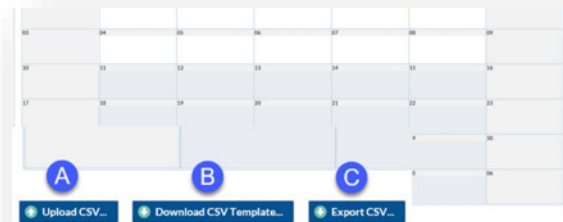


collectiondate	numresadmc19	numresconfc19	numressuspc19	numresdied	numresc19died	numltcfbeds
5/8/2020	0	23	0	6	6	154
5/15/2020	18	25	0	6	6	154
5/22/2020	22	30	0	7	7	154
5/29/2020	17	32	0	8	8	154
6/5/2020	13	37	0	11	11	154
6/12/2020	13	37	0	11	11	154
6/19/2020	14	38	0	11	11	154

- Facility data did not meet CMS QA checks.
- Facility should double-check their data input.
- Accuracy of # of residents admitted with Covid19? Perhaps this number is total admissions? Accuracy of death count? # Confirmed is greater than number of beds?

NHSN Checkpoints

- ❑ For those who like excel spreadsheets, try using a template to upload your data....



- A. Data upload using a CSV file
- B. Download CSV Template, which can be used to upload facility COVID-19 data.
- C. Export data in a table format using the "Export CSV"

	A	B	C	D	E	F	G	H	I	J	K	L
1	collection	numresad	numresco	numressu	numresdi	numrescl	numltcfbc	numltcfbc	c19testing	c19testing	c19testing	c19testi
2	4/1/2020	8	3	6	5	2	100	100	Y	Y	Y	Y
3	4/2/2020	0	0	1	0	0	100	100	Y	Y	Y	Y
4	4/3/2020	1	7	5	4	4	100	97	Y	Y	Y	Y
5	4/4/2020	0	5	6	5	2	100	98	Y	Y	Y	Y
6	4/5/2020	3	3	6	5	2	100	99	Y	Y	Y	Y
7	4/6/2020	0	0	1	0	0	100	99	Y	Y	Y	Y
8	4/7/2020	0	8	18	0	3	100	99	Y	Y	Y	Y
9	4/8/2020	0	10	21	1	2	100	95	Y	Y	Y	Y

<https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/fac-import-csv-508.pdf>

When should I call or email SAMS?

- If you:
 - can't log in with your temporary passcode
 - aren't sure of applicant status
 - are locked out of <https://sams.cdc.gov>
 - lost your SAMS grid card
 - need to change your email address (must also email NHSN)
 - forgot your password

Contact Information:

NHSN Team

Enrollment and Reporting:

nhsn@cdc.gov

(no phone number)

Website:

<https://www.cdc.gov/nhsn/index.html>

SAMS Help Desk

Login access:

samshelp@cdc.gov

phone: 877-681-2901

Portal:

<https://sams.cdc.gov>

Contact Information:

- CMS Data Links
 - <https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/faq-cms-datarelease-508.pdf>
 - <https://data.cms.gov/Special-Programs-Initiatives-COVID-19-Nursing-Home/COVID-19-Nursing-Home-Dataset/s2uc-8wxp/data>

This Socrata-powered site may be unavailable for routine maintenance from Saturday, June 20, 2020 8:00 PM EDT to Sunday, June 21, 2020 12:00 AM EDT.

COVID-19 Nursing Home Dataset

Based on [COVID-19 Nursing Home Dataset](#)

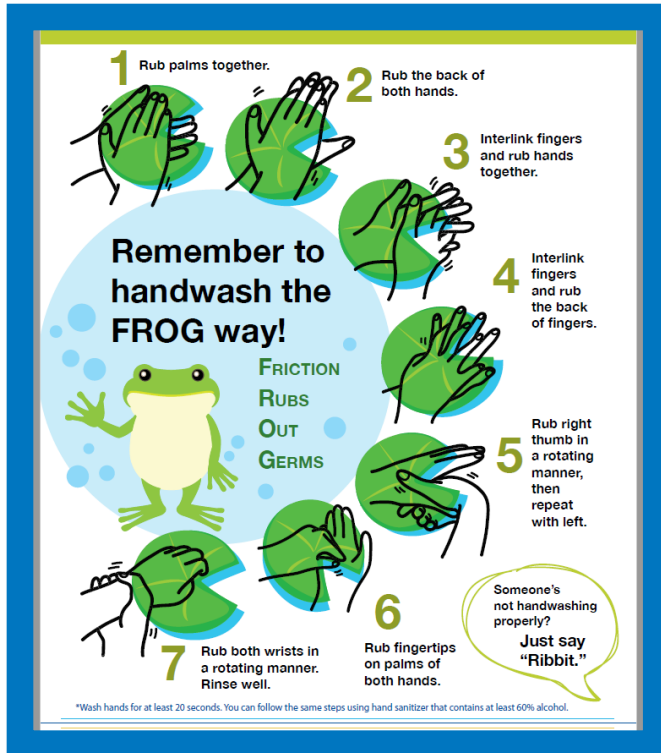
The Nursing Home COVID-19 Public File includes data reported by nursing homes to the CDC's National Healthcare Safety Network (NHSN) >
 custom COVID-19 Long Term Care Facility Module, including Resident Impact, Facility Capacity, Staff & Personnel, and Supplies & Personnel.



More Views Filter Visualize Export Discuss Embed About

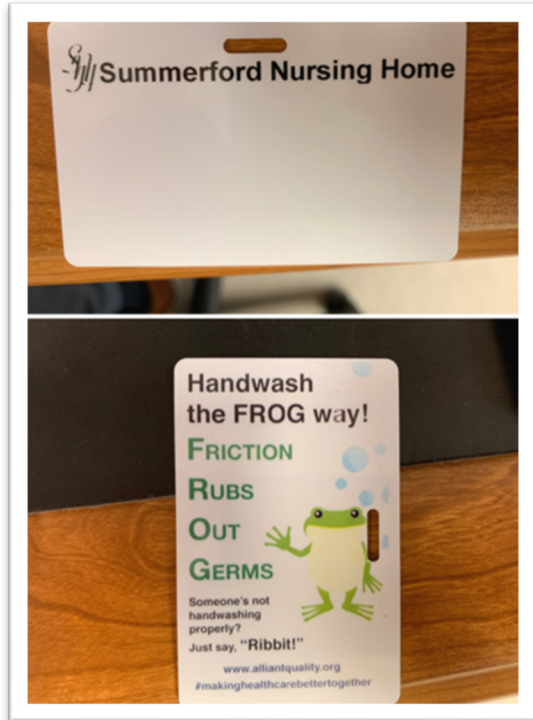
Week ↑ ↓	Federal ...	Provider...	Provider...	Provider...	Provider...	Provider...	Submitt...	Passed ...	Resident...	Resident...	Resident...	Resident...	Resident...	Resident...	Resident...	Resident...	Resident...	Resident...	Resident...
05/24/2020							Y	Y	0	0	0	0	0	2	2	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	19	19	1	1
05/24/2020							Y	Y	0	0	0	0	1	1	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	1	1	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	1	1	0	0
05/24/2020							Y	Y	0	0	0	0	48	48	2	2	0	0	0
05/24/2020							Y	N	26	26	27	27	0	0	0	0	0	0	0
05/24/2020							Y	Y	0	0	6	6	0	0	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	12	12	0	0
05/24/2020							Y	Y	1	1	0	0	0	0	0	4	4	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	1	1	0	0	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	1	1	0	0	0
05/24/2020							Y	Y	0	0	0	0	0	0	0	1	1	0	0

New Hand Hygiene Poster & Badge



<https://www.alliantquality.org/topic/hand-hygiene/>

New Hand Hygiene Poster & Badge



- You can print our Handwashing reminder on your badge!

<https://www.alliantquality.org/topic/hand-hygiene/>

Questions?

- Please put your questions in chat.



Thank you for your time!



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Making Health Care Better Together



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