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.

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.

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.

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.

Incomplete Events tab: Enter missing data or if unable to accurately report, remove the identified event type from your monthly 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.

- Click "Edit"

- Check box to Report No Events, then Save

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.

D. Missing Summary Data - This alert will list months in which events from the device-associated, 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.

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.

Enter missing data and Save.

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.

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.

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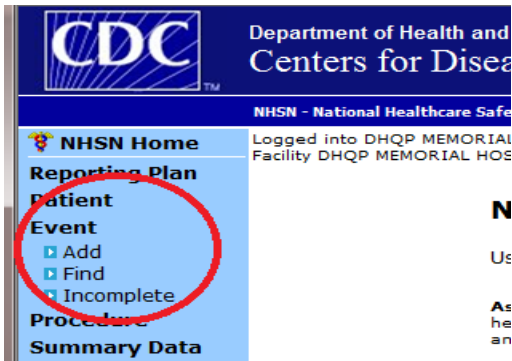
   B. You will be taken to the Incomplete/Missing tabs