

## 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.

Group Name	Group ID	Status	Status Date
<a href="#">Hospital Engagement Network Test Group</a>	22926	New location(s) have been added	Nov 16 2012 9:58AM
<a href="#">NHSN State Users Test Group</a>	15144	New location(s) have been added and Not Accepted	Nov 16 2012 9:58AM and Nov 30 2012 3:38PM

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.

**NHSN Home** Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID.  
Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.

## Confer Rights-Patient Safety

**Alerts**  
**Reporting Plan**  
**Patient**  
**Event**  
**Procedure**  
**Summary Data**  
**Import/Export**  
**Analysis**  
**Surveys**  
**Users**  
**Facility**  
**Group**  
**Log Out**

**! Please review the data rights that "NHSN State Users Test Group" is requesting from your facility:**  
 - Verify locations  
 - Press "accept" button to confer rights or [review current rights before accepting new rights](#)

[HELP](#)

### Patient Safety

General		View Options	
Patient	<input checked="" type="checkbox"/>	With All Identifiers	<input type="checkbox"/>
	<input type="checkbox"/>	Without Any Identifiers	<input type="checkbox"/>
	<input type="checkbox"/>	With Specified Identifiers	<input type="checkbox"/>
		Gender	<input type="checkbox"/>
		DOB	<input type="checkbox"/>
		Ethnicity	<input type="checkbox"/>
		Race	<input type="checkbox"/>
Monthly Reporting Plan	<input checked="" type="checkbox"/>		
Data Analysis	<input checked="" type="checkbox"/>		
Facility Information	<input checked="" type="checkbox"/>		

Surveys			
Year	Year	Survey Type	N/A
2010	to	Facility Survey Data	<input type="checkbox"/>

## 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.

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## NHSN Patient Safety Component Home Page

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

**Action items**

**You must complete these items.**

- Confer rights [not accepted](#)

**Alerts**

- You have [1](#) incomplete event
- You have [2](#) missing events
- You have [1](#) incomplete summary item
- You have [4](#) missing summary items
- You have [17](#) missing procedures
- You have [2](#) missing Procedure-associated events

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.

NHSN Home | Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID. Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.

### Incomplete/Missing List

- Alerts
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
- Analysis
- Surveys
- Users
- Facility
- Group
- Log Out

Incomplete Events
Missing Events
Incomplete Summary Data
Missing Summary Data
Incomplete Procedures
Missing Procedures
Missing Procedure-associated Events

The following are incomplete "In Plan" events.

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Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code
5487			M	05/20/2012	8148170	BSI	06/01/2012		

Died:

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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.

NHSN Home | Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID. Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.

### Incomplete/Missing List

- Alerts
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
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Incomplete Events
Missing Events
Incomplete Summary Data
Missing Summary Data
Incomplete Procedures
Missing Procedures
Missing Procedure-associated Events

In-plan denominators reported for these locations with no associated events

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Location	CDC Location	Month/Year	Alert Type	Event Type/Pathogen	Summary Data Form Type	Report No Events
3N - SICU	IN:ACUTE:CC:S	01/2012	Summary but no events	CAUTI	DA-ICU/Other	<input type="checkbox"/>
FACWIDEIN		08/2012	Summary but no events	LabID (All) - CDIF	MDRO	<input type="checkbox"/>

First | Previous | Next | Last Displaying 1 - 2 of 2

- Click "Edit"

**NHSN Home** Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID.  
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**Alerts**  
**Reporting Plan**  
**Patient**  
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**Log Out**

## Denominators for Intensive Care Unit (ICU)/ Other locations (not NICU or SCA)

[HELP](#)

Mandatory fields marked with \*

**Facility ID\***: 15164 (NHSN State Users Test Facility #1)  
**Location Code\***: 3N - SICU - SURG ICU  
**Month\***: January  
**Year\***: 2012

**Report No Events**

**Total Patient Days\***: 50  
**Central Line Days\***: 10  
**Urinary Catheter Days\***: 23  
**Ventilator Days**:

**CLABSI**:  X  
**CAUTI**:   
**VAP**:

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Custom Fields [HELP](#)

- Check box to Report No Events, then Save

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## Denominators for Intensive Care Unit (ICU)/ Other locations (not NICU or SCA)

[HELP](#)

Mandatory fields marked with \*

**Facility ID\***: 15164 (NHSN State Users Test Facility #1)  
**Location Code\***: 3N - SICU - SURG ICU  
**Month\***: January  
**Year\***: 2012

**Report No Events**

**Total Patient Days\***:   
**Central Line Days\***:   
**Urinary Catheter Days\***:   
**Ventilator Days**:

**CLABSI**:   
**CAUTI**:   
**VAP**:

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Custom Fields [HELP](#)

**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.

NHSN Home | Logged into NHSN State Users Test Facility #1 (ID 15164) as DAVID. Facility NHSN State Users Test Facility #1 (ID 15164) is following the PS component.

### Incomplete/Missing List

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events
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The following are incomplete "In Plan" summary data records.

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Summary ID	Summary Data Type	Year	Month	Location Code
681295	MDRO	2012	8	FACWIDEIN

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### MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring

[Print PDF Form](#)

Mandatory fields marked with \*

**Facility ID\***: 15164 (NHSN State Users Test Facility #1)

**Location Code\***: FACWIDEIN - FacWideIN

**Month\***: August

**Year\***: 2012

General

Setting: Inpatient Total Patient Days\*: 10000 Total Admissions\*: 5000

Setting: Outpatient (or Emergency Room) Total Encounters:

If monitoring *C. difficile* in a FACWIDE location, then subtract NICU and WIC

Patient Days\*:  Admissions\*:  Encounters\*:

Enter required data (red asterisk) and click Save. If unable to report data, you must remove event from your monthly plan.

MDRO & CDI Infection Surveillance or LabID Event Reporting														
Specific Organism Type	MRSA	Report No Events	VRE	Report No Events	CephR-Klebsiella	Report No Events	CRE Ecoli	No Events	CRE Klebsiella	No Events	MRSA Acinetobacter	No Events	CRE difficile	Report No Events
Infection Surveillance	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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.

The screenshot shows the NHSN Incomplete/Missing List interface. The 'Missing Summary Data' tab is highlighted in orange. Below the tabs, a table lists in-plan events with missing summary data. The 'Add summary' link for the first row is circled in red.

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events
<b>In-plan events reported for these locations with no associated summary data</b>						
<a href="#">Print this report</a> <a href="#">Display All</a>						
First   Previous   Next   Last						
Module	Location	CDC Location	Month/Year	Alert Type	Event Type	
DA	HMN1	IN:ACUTE:CC:M	06/2012	Events but no summary form	CLABSI	
MDRO	ER	OUT:ACUTE:ED	01/2011	Events but no summary form	LabID (All)	
MDRO	FACWIDEIN	***	02/2011	Events but no summary form	LabID (All)	
MDRO	FACWIDEIN	***	07/2012	Events but no summary form	LabID (Blood)	
First   Previous   Next   Last						
Displaying 1 - 4 of 4						

The screenshot shows the NHSN Denominators for Intensive Care Unit (ICU) form. The form includes fields for Facility ID, Location Code, Month, and Year. There are checkboxes for 'Report No Events' (CLABSI, CAUTI, VAP) and a text box with instructions: 'Enter Summary Data (ones with red asterisk). Save'. The 'Save' button is visible at the bottom.

**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.

The screenshot shows the NHSN Incomplete/Missing List interface. The 'Incomplete Procedures' tab is highlighted in orange. The 'Back' button is visible at the bottom.

Enter missing data and Save.

**The following are incomplete "In Plan" procedures.**  
**Existence of incomplete "In Plan" procedures can lead to deactivation of a facility.**

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Patient ID	Last Name	First Name	Gender	Date of Birth	Event #	Event Type	Date Admitted to Facility	Procedure Date	NHSN Procedure Code
555555			F	08/20/1986	29202	PROC		06/03/2011	CSEC
Height: <input type="text" value="5"/> <input type="text" value="5"/> or <input type="text" value="1.65"/> m Weight: <input type="text" value="186"/> lbs or <input type="text" value="84.36"/> kg									
Duration of Labor (hrs): <input type="text" value="0"/>									
555556			F	09/27/1986	29203	PROC		06/08/2011	CSEC
Height: <input type="text"/> <input type="text"/> or <input type="text"/> m Weight: <input type="text"/> lbs or <input type="text"/> kg									
Duration of Labor (hrs): <input type="text" value="0"/>									
555557			F	10/17/1986	29204	PROC		06/09/2011	CSEC
Height: <input type="text"/> <input type="text"/> or <input type="text"/> m Weight: <input type="text"/> lbs or <input type="text"/> kg									
Duration of Labor (hrs): <input type="text" value="0"/>									

**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.

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### Incomplete/Missing List

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events
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Month/Year	Procedures	No Procedures Performed
04/2012	COLO - Colon surgery	<input type="checkbox"/>
04/2012	HPRO - Hip prosthesis	<input type="checkbox"/>
04/2012	HYST - Abdominal hysterectomy	<input type="checkbox"/>
04/2012	KPRO - Knee prosthesis	<input type="checkbox"/>
04/2012	VHYS - Vaginal hysterectomy	<input type="checkbox"/>
05/2012	HPRO - Hip prosthesis	<input type="checkbox"/>
05/2012	KPRO - Knee prosthesis	<input type="checkbox"/>
06/2012	KPRO - Knee prosthesis	<input type="checkbox"/>
07/2012	CBGB/CBGC - Coronary artery bypass graft	<input type="checkbox"/>
07/2012	COLO - Colon surgery	<input type="checkbox"/>

First | Previous | [Next](#) | Last

Missing Procedures: This tab will display if you are missing procedure denominator data for a specific type of procedure. If you did not have any of the procedures for the time frame listed, check the No Procedures Performed box for each applicable procedure. If you did have procedures, enter them using the Procedure list on the blue menu bar.

**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.

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### Incomplete/Missing List

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events
-------------------	----------------	-------------------------	----------------------	-----------------------	--------------------	-------------------------------------

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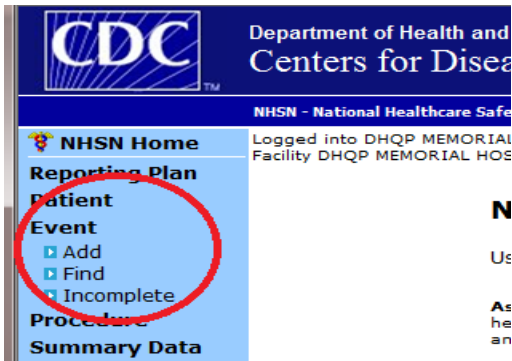
Month/Year	Procedures	SSI	Report No Events	Post-procedure PNEU	Report No Events
05/2012	HER - Herniorrhaphy	BOTH - In and outpatient	<input type="checkbox"/>		<input type="checkbox"/>
06/2012	COLO - Colon surgery	BOTH - In and outpatient	<input type="checkbox"/>		<input type="checkbox"/>

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Missing PA Events: This tab will display if you are missing events for a specific type of procedure. If you did not have any events to report for the time frame listed, check the Report No Events box for each applicable procedure and timeframe and Save.

**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

**Incomplete/Missing List**

In-plan denominators reported for these locations with no associated events

Incomplete Events	Missing Events	Incomplete Summary Data	Missing Summary Data	Incomplete Procedures	Missing Procedures	Missing Procedure-associated Events																					
<p>First   Previous   Next   Last <span style="float: right;">Displaying 1 - 2 of 2</span></p> <table border="1"> <thead> <tr> <th>Location</th> <th>CDC Location</th> <th>Month/Year</th> <th>Alert Type</th> <th>Event Type/Pathogen</th> <th>Summary Data Form Type</th> <th>Report No Events</th> </tr> </thead> <tbody> <tr> <td>3N - SICU</td> <td>IN:ACUTE:CC:S</td> <td>01/2012</td> <td>Summary but no events</td> <td>CAUTI</td> <td><a href="#">DA-ICU/Other</a></td> <td><input type="checkbox"/></td> </tr> <tr> <td>FACWIDEIN</td> <td></td> <td>08/2012</td> <td>Summary but no events</td> <td>LabID (All) - CDIF</td> <td><a href="#">MDRO</a></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>First   Previous   Next   Last <span style="float: right;">Displaying 1 - 2 of 2</span></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Reset"/> </p> <p style="text-align: center;"><input type="button" value="Back"/></p>							Location	CDC Location	Month/Year	Alert Type	Event Type/Pathogen	Summary Data Form Type	Report No Events	3N - SICU	IN:ACUTE:CC:S	01/2012	Summary but no events	CAUTI	<a href="#">DA-ICU/Other</a>	<input type="checkbox"/>	FACWIDEIN		08/2012	Summary but no events	LabID (All) - CDIF	<a href="#">MDRO</a>	<input type="checkbox"/>
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