

NHSN: Monthly Checklist



Mission to Care. Vision to Lead.



An Initiative of the Florida Hospital Association
Hospital Improvement Innovation Network

- Verify Your Facility's Profile Information**
- Add or Verify Your Locations / Types**
- Enter Monthly Reporting Plan**
 - Device-Associated Module**
 - Add locations (inpatient only)
 - Check CLABSI, CAUTI, VAE, as applicable
 - Procedure-Associated Module**
 - Add procedures
 - Check IN and/or OUT
 - Multi-Drug Resistant Organism Module**
 - Select FACWIDEIN location – MRSA-MRSA
 - Check Lab ID Event Blood Specimens Only *[Note: Any ED and Obs units will be added automatically]*
 - Select FACWIDEIN location – CDIF
 - Check Lab ID Event All Specimens *[Note: Any ED and Obs units will be added automatically]*
- Add Events**
 - Add any CAUTI, CLABSI, SSI or VAE infections
 - Add all MRSA blood stream cases (all blood specimens, not just those that are hospital-onset)
 - Add all C diff cases (all specimens, not just those that are hospital-onset)
- Add Summary Data**
 - Device-Associated – ICU and all Other Locations**
 - 1 summary data page entered for each inpatient location
 - Total Patient Days
 - Central Line Days, if applicable
 - Urinary Catheter Days
 - Ventilator Days, if applicable
 - Check "Report No Events" for CLABSI, CAUTI, VAE, if applicable; if this is missed, you can fix in "Alerts"
 - MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring**
 - 1 summary data page for FacWideIn and each ED or Obs unit
 - Total Facility Patient Days (FacWideIn and Obs Unit)
 - Total Facility Admissions (FacWideIn and Obs Unit)
 - MDRO Patient Days
 - MDRO Admissions
 - CDI Patient Days
 - CDI Admissions
 - Total Encounters (ED)
 - Check "Report No Events" for MRSA and C diff, if applicable; if this is missed, you can fix in "Alerts"
 - Quarterly: Add C diff test type (March, June, September, December)
- Remedy All Alerts** <https://www.cdc.gov/nhsn/pdfs/gen-support/nhsn-alerts.pdf>
 - Incomplete Events
 - Missing Events
 - Incomplete Summary Data
 - Missing Summary Data
 - Incomplete Procedures
 - Missing Procedures
 - Missing Procedure-associated Events
- Generate Data Sets**
- Enter Annual Facility Survey (Jan or Feb)**
- Distribute reports to appropriate recipients for analysis and creation of action plans**