National Healthcare Safety Network (NHSN) Reporting Continuity Tip Sheet

To ensure continuity of NHSN reporting, we encourage facilities to follow these tips. Reach out to Telligen QI Connect™ (nursinghome@telligen.com) if you need any NHSN assistance.

Create a snapshot of your facility’s NHSN Reporting Roles Process

✓ Fill out the NHSN Reporting Roles form to have snapshot of your facility’s NHSN processes
  o Document current roles, processes, and a backup plan for transitions
✓ Bring your NHSN Reporting Roles form to your QAA/QAPI meetings to routinely ensure all information is current

Ensure two or more people have access to NHSN at all times

✓ NHSN Administrator (can be anyone at the facility)
✓ NHSN Users (at least one, but multiple is recommended) – assign as many people as you want to have rights to use NHSN (see resource below on how to add users)
✓ Make sure all users have access to the LTCF and HPS Safety components of NHSN

Confirm all users for NHSN are educated and equipped with resources

✓ Ensure each person who has a role in NHSN is educated and well-equipped with resources to help support one another (see resources below)
✓ Ensure the person taking over the NHSN role is educated with NHSN resources

Communicate with external person(s)

✓ If an external person (e.g., regional or corporate leader) enters the data for the facility:
  o Have a meeting with the external person to discuss process
  o Check in periodically to discuss data and entry
  o It is recommended that all nursing homes also have assigned users at the nursing home

Collect and track NHSN data consistently

✓ Have a consistent process for tracking data and an accessible location for more than one person to access
✓ Ensure all users understand this process
Check publicly posted CMS NHSN data weekly

- Nursing home leadership is encouraged to check publicly posted CMS NHSN data (data.cms.gov) each week to confirm entry, identify errors or accuracy and take action to make corrections if needed

Establish a warm hand-off

- If there is planned turnover or extended leave, establish a warm hand-off for all NHSN duties. Note: Sudden staff turnover may happen – it is advised you plan ahead!
  - Please see the document titled Changing the NHSN Administrator Role on the resource page below to make sure the role is transitioned to someone who will remain at the facility
  - Schedule a meeting with person who is leaving their role and the person taking over the role to discuss the NHSN process and questions
  - Ensure the person taking over the NHSN role is educated with NHSN resources
  - Update the NHSN Reporting Roles form details to identify new role changes; enter new date

Resources:

- CMS COVID-19 NHSN Reporting Requirements for Nursing Homes
  - Pathway QSO-20-29-NH (cms.gov)
  - Vaccine QSO-21-19-NH (cms.gov)
- SNF QRP Staff Flu Reporting Requirement
- Telligen NHSN Resources (guidance documents)
- COVID-19 Module | LTCF | NHSN | CDC (trainings, Tables of Instructions)
- Weekly HCP & Resident COVID-19 Vaccination (trainings, Tables of Instructions)
- Healthcare Personnel (HCP) Flu Vaccination (trainings, Tables of Instructions)