

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[™] (<u>nursinghome@telligen.com</u>) if you need any NHSN assistance.

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

- ✓ Fill out the <u>NHSN Reporting Roles form</u> to have snapshot of your facility's NHSN processes
 - \circ $\;$ Document current roles, processes, and a backup plan for transitions
- Bring your NHSN Reporting Roles form to your <u>QAA/QAPI</u> 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
 - \circ $\;$ 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

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Check publicly posted CMS NHSN data weekly

✓ Nursing home leadership is encouraged to check publicly posted CMS NHSN data (<u>data.cms.gov</u>) 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 <u>QSO-21-19-NH (cms.gov)</u>
- SNF QRP Staff Flu Reporting Requirement
- <u>Telligen NHSN Resources</u> (guidance documents)
- <u>COVID-19 Module | LTCF | NHSN | CDC</u> (trainings, Tables of Instructions)
- Weekly HCP & Resident COVID-19 Vaccination (trainings, Tables of Instructions)
- Healthcare Personnel (HCP) Flu Vaccination (trainings, Tables of Instructions)

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