



## 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](mailto: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
  - 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:
  - Have a meeting with the external person to discuss process
  - Check in periodically to discuss data and entry
  - 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 ([data.cms.gov](https://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)