



# INSTRUCTIONS AND DEADLINES FOR JOINING LEAPFROG'S NHSN GROUP FOR ASCS

Joining Leapfrog's NHSN Group for ASCs is one of two options for authenticating your center for the purposes of requesting a [security code](#) to access the [Online ASC Survey Tool](#).

In addition, ambulatory surgery centers (ASCs) are required to join Leapfrog's NHSN Group for ASCs (Group ID: 57193) in order for Leapfrog to pull data on the following measures included in Section 4B NHSN Outpatient Procedure Module of the 2019 Leapfrog ASC Survey:

- Same day outcome measures: patient burns, falls, "wrong" event, and all-cause hospital transfer/admission
- Surgical Site Infections for breast surgery (BRST), laminectomy (LAM), herniorrhaphy (HER), and knee prosthesis (KPRO) using an All SSI SIR model

**Leapfrog will not score Survey responses or publicly report individual ASC Survey Results in 2019.** However, these data will be used in aggregate in national reports and individual ASC Benchmarking Reports.

In 2019, NHSN data will be available for ASCs on the ASC Details Page via the individual ASC Benchmarking Reports in September and February. In order to have NHSN data included in the first benchmarking report of 2019, you must:

- Join Leapfrog's NHSN Group for ASCs by the "Join by" dates listed below,
- Enter a valid NHSN ID in the Profile Section of the 2019 Leapfrog ASC Survey, and
- Complete, affirm, and submit the 2019 Leapfrog ASC Survey by June 30



**DEADLINES FOR JOINING LEAPFROG’S NHSN GROUP FOR ASCs**

| Join by           | Leapfrog will download data from NHSN for all current group members | NHSN data will be included in ASC Benchmarking Reports for ASCs that have submitted a Survey by | Reporting Period        | Available on ASC Details Page via ASC Benchmarking Report |
|-------------------|---|---|-------------------------|---|
| June 20, 2019     | June 21, 2019   | June 30, 2019   | 01/01/2018 – 12/31/2018 | September   |
| August 22, 2019   | August 23, 2019   | June 30, 2019   | 01/01/2018 – 12/31/2018 | September   |
| October 23, 2019  | October 24, 2019  | November 30, 2019   | 07/01/2018 – 06/30/2019 | February  |
| November 21, 2019 | November 22, 2019   | November 30, 2019   | 07/01/2018 – 06/30/2019 | February  |

Leapfrog will update NHSN data four times per Survey Cycle (April 1 – November 30), according to the dates and reporting periods listed in the table above.

Beginning with the 2020 Leapfrog ASC Survey, ASCs will be publicly reported as “Declined to Respond” for the same day outcome measures and SSIs if they fail to join Leapfrog’s NHSN Group for ASCs, provide a valid NHSN ID in the Profile Section of their 2020 Leapfrog ASC Survey, and submit a 2020 Leapfrog ASC Survey.

Leapfrog recommends that ASCs follow the instructions provided in the Reference Information for Section 4B in the hard copy of the ASC Survey and save copies of the OPC’s 2018 Ambulatory Surgery Center (ASC) Annual Facility Survey and NHSN Reports on the same day that Leapfrog will be pulling the data from NHSN for all current group members.

## INSTRUCTIONS FOR JOINING LEAPFROG'S NHSN GROUP FOR ASCs

**Note:** ASCs are required to join Leapfrog's NHSN Group for ASCs if using this option to obtain a security code and in order to have data included in ASC Benchmark Reports for Section 4B of their Leapfrog ASC Survey. ASCs must be enrolled in NHSN ([Step 1](#)) and the Outpatient Procedure Component ([Step 2](#)) before joining Leapfrog's NHSN Group for ASCs ([Step 3](#)).

You must have Administrator rights to complete the steps below.

### STEP 1: ENROLL IN NHSN

*Applies to ASCs that are not currently enrolled in NHSN.*

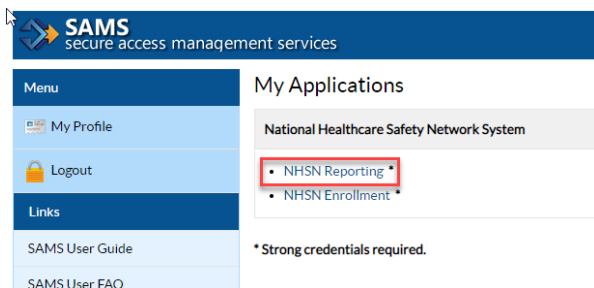
1. Enroll in NHSN by following the enrollment steps outlined by NHSN at <https://www.cdc.gov/nhsn/ambulatory-surgery/enroll.html>.
2. Complete the set-up instructions at <https://www.cdc.gov/nhsn/ambulatory-surgery/setup.html>.

ASCs that are already enrolled and have completed the set-up in NHSN can skip to Step 2.

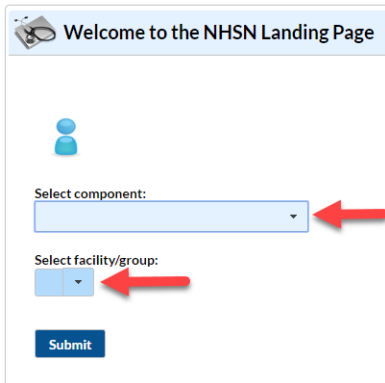
### STEP 2: ADD THE OUTPATIENT PROCEDURE COMPONENT (OPC)

*Applies to ASCs that are enrolled in NHSN, but only using the Healthcare Personnel Safety Component (HCP) to report healthcare personnel vaccination data and/or not already enrolled in the OPC.*

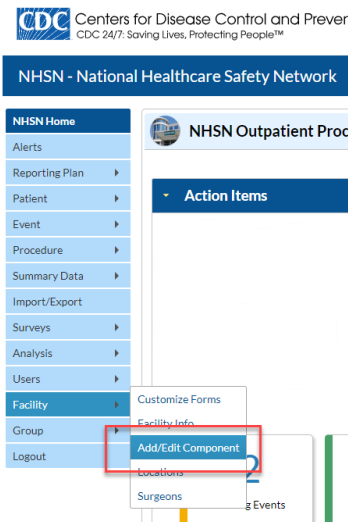
1. Log into NHSN (needs to be someone with Administrator rights): <https://sams.cdc.gov/>
2. Once logged in, select "NHSN Reporting"



3. Select the component your facility has access to, select your Facility, and then “Submit”



4. Add the Outpatient Procedure Component (OPC) module. Select “Facility”, then “Add/Edit Component”. Select “Outpatient Procedure” and “Update”



#### Components Followed

| Follow/<br>Followed                 | Component                   | Activated  | Deactivated | Agreement<br>Accepted | View Agreement                 |
|-------------------------------------|-----------------------------|------------|-------------|-----------------------|--------------------------------|
| <input type="checkbox"/>            | Biovigilance                |            |             |                       |                                |
| <input type="checkbox"/>            | Dialysis                    |            |             |                       |                                |
| <input type="checkbox"/>            | Healthcare Personnel Safety |            |             |                       |                                |
| <input type="checkbox"/>            | Long Term Care Facility     |            |             |                       |                                |
| <input checked="" type="checkbox"/> | Outpatient Procedure        | 12/04/2018 |             | Y                     | <a href="#">View Agreement</a> |
| <input type="checkbox"/>            | Patient Safety              |            |             |                       |                                |

5. Complete an OPC Annual Facility Survey.

ASCs that are already enrolled in NHSN and were participating in the Patient Safety Component for SSI surveillance are automatically enrolled in the new OPC and can skip to Step 3.

### **STEP 3:** JOIN LEAPFROG’S NHSN GROUP FOR ASCS

*Applies to all ASCs that want to use NHSN as their authentication method and have Leapfrog pull data on measures included in Section 4B NHSN Outpatient Procedure Module of the 2019 Leapfrog ASC Survey.*

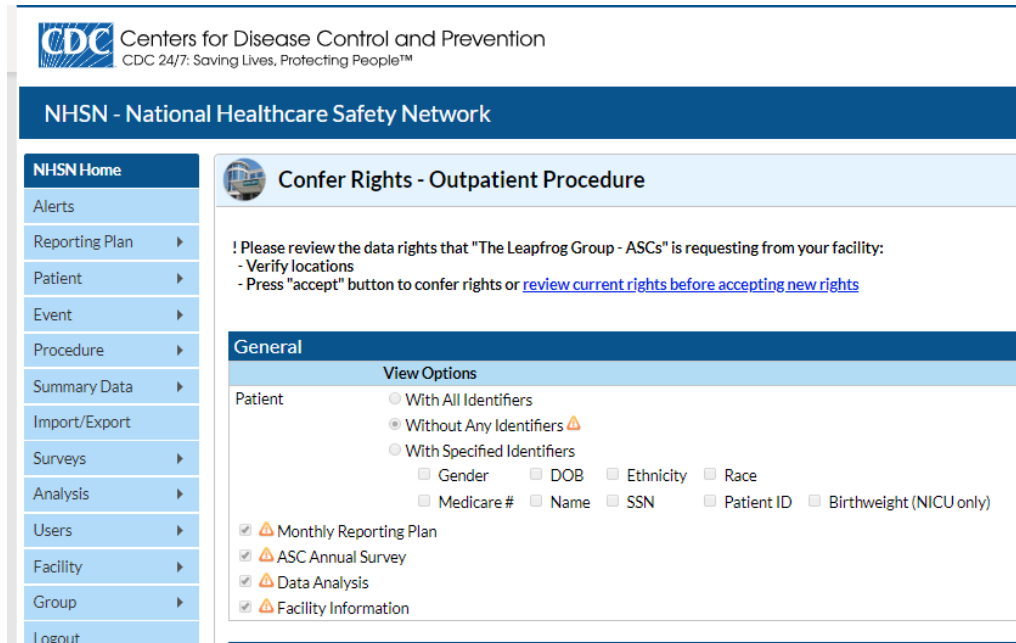
1. Log into NHSN (needs to be someone with Administrator rights): <https://sams.cdc.gov/>
2. Once logged in, select “NHSN Reporting”

3. Select "Outpatient Procedure" for the component, select your Facility, and then "Submit"

4. Select "Group" and then "Join"

5. Enter the following:
  - a. Group ID: **57193**
  - b. Group Joining Password: **LeapfrogASCSurvey**


6. Select “Join Group” button
7. After agreeing to the message, you will be brought to the “Confer Rights-Outpatient Procedure” screen where you will see the data that Leapfrog is requesting access to.



**Note:** Leapfrog’s Data Rights Template was last updated on November 20, 2018.

8. You will need to review the requested information and select “Accept” at the bottom of the screen in order to share your data with Leapfrog. Users will be prompted to review and accept the Data Rights Template any time Leapfrog makes updates to the data they are requesting access to. Failure to accept these changes means that Leapfrog will no longer be able to obtain data for your facility and, in 2020, your facility will be reported as “Declined to Respond” for measures in Section 4.

| Events  |                     |      |       |      |   |                          | N/A |
|---|---------------------|------|-------|------|---|--------------------------|-----|
| Includes Applicable Denominators and “No Events” Indicators |                     |      |       |      |   |                          |     |
| Plan  | Month               | Year | Month | Year | Event   |                          |     |
| In  | January             | 2018 | To    |      | OPSDOM - Same Day Outcome Measures                  | <input type="checkbox"/> |     |
| In  | January             | 2018 | To    |      | OPSSI - Surgical Site Infection                     | <input type="checkbox"/> |     |
|   | Procedure:<br>(ALL) |      |       |      | Setting:<br><input checked="" type="checkbox"/> OUT |                          |     |

- a.  and  indicate that the relevant piece of data is being requested by the Group.
- b. The  icon indicates areas of the data rights template that have changed (either a new request or the Group has removed the request).
- c. The Group will specify criteria for plan status, time period, and event or denominator type for events and denominators.
- d. Please leave the N/A boxes blank and unchecked.
- e. The Data Rights Template will automatically include all applicable procedures. The facility must select the “Accept” button at the bottom of the screen in order to accept the template of data rights and share data with Leapfrog.



| Events  |                     |      |       |      |                                    |                          |
|---|---------------------|------|-------|------|------------------------------------|--------------------------|
| Includes Applicable Denominators and "No Events" Indicators |                     |      |       |      |                                    |                          |
| Plan  | Month               | Year | Month | Year | Event                              | N/A                      |
| In  | January             | 2018 | To    |      | OPSDOM - Same Day Outcome Measures | <input type="checkbox"/> |
| In  | January             | 2018 | To    |      | OPSSI - Surgical Site Infection    | <input type="checkbox"/> |
|   | Procedure:<br>(ALL) |      |       |      | Setting:<br>OUT                    |                          |

**Important Note:** ASCs must provide an accurate NHSN ID in the Profile Section of their Survey and submit a 2019 Leapfrog ASC Survey.

For more information on the OPC, please see: <https://www.cdc.gov/nhsn/pdfs/newsletters/opc-nl-nov18-508.pdf>. More detailed instructions on joining groups in NHSN and accepting the data requested are available here: <http://www.cdc.gov/nhsn/pdfs/groups-startup/joining-current.pdf>