



INSTRUCTIONS, DEADLINES, AND FAQs FOR JOINING LEAPFROG'S NHSN GROUP

Hospitals are required to join Leapfrog's NHSN Group in order to be scored and publicly reported on the following measures from Section 7 Managing Serious Errors:

- Central line-associated blood stream infections (CLABSI) in ICUs and select wards
- Catheter-associated urinary tract infections (CAUTI) in ICUs and select wards
- Facility-wide inpatient Methicillin-resistant Staphylococcus Aureus (MRSA) Blood Laboratory-identified Events
- Facility-wide inpatient Clostridium difficile (C.Diff.) Laboratory-identified Events
- Surgical Site Infections from Colon Surgery (SSI: Colon)
- Antibiotic Stewardship Practices (via the NHSN Patient Safety Component – Annual Hospital Survey)

In addition, Leapfrog will obtain teaching status from the NHSN Patient Safety Component – Annual Hospital Survey.

Data will be available for hospital review prior to public reporting on the Hospital Details Page starting on July 12, 2018 for hospitals that:

- Join Leapfrog's NHSN Group by June 21*,
- Enter a valid NHSN ID in the Profile Section of the 2018 Leapfrog Hospital Survey, and
- Complete, affirm, and submit Section 7 of the 2018 Leapfrog Hospital Survey by June 30.

For all other data pulls, NHSN data will be available on the Hospital Details Page on the same date as public release.

*Hospitals that joined Leapfrog's NHSN Group, provided a valid NHSN ID, and submitted Section 7 of the 2017 Leapfrog Hospital Survey will not need to re-join Leapfrog's NHSN Group in 2018. They will find their NHSN ID pre-populated in their Hospital Profile when they log into the 2018 Survey. They will still need to submit Section 7 of the 2018 Leapfrog Hospital Survey by the dates below in order to be scored and publicly reported on the five infection measures and their antibiotic stewardship practices.



INSTRUCTIONS FOR JOINING LEAPFROG'S NHSN GROUP

DEADLINES AND REPORTING PERIODS

Join by	Leapfrog will download data from NHSN for all current group members	Data downloaded from NHSN will be scored and publicly reported for hospitals that have submitted Section 7 by	HAI Reporting Period	Antibiotic Stewardship Reporting Period (Patient Safety Component – Annual Hospital Survey)	Available on Hospital Details Page
June 21, 2018	June 22, 2018	June 30, 2018	01/01/2017 – 12/31/2017	2017	July 12, 2018
August 23, 2018	August 24, 2018	August 31, 2018	01/01/2017 – 12/31/2017	2017	September 10, 2018*
October 23, 2018	October 24, 2018	October 31, 2018	07/01/2017 – 06/30/2018	2017	November 7, 2018*
December 20, 2018	December 21, 2018	December 31, 2018	07/01/2017 – 06/30/2018	2017	January 8, 2019*

* Same date as public release of survey results

Leapfrog will update data four times per Survey cycle, according to the dates and reporting periods listed in the table above, for all current members of our NHSN group that have provided an accurate NHSN ID in the Profile and have submitted Section 7: Managing Serious Errors.

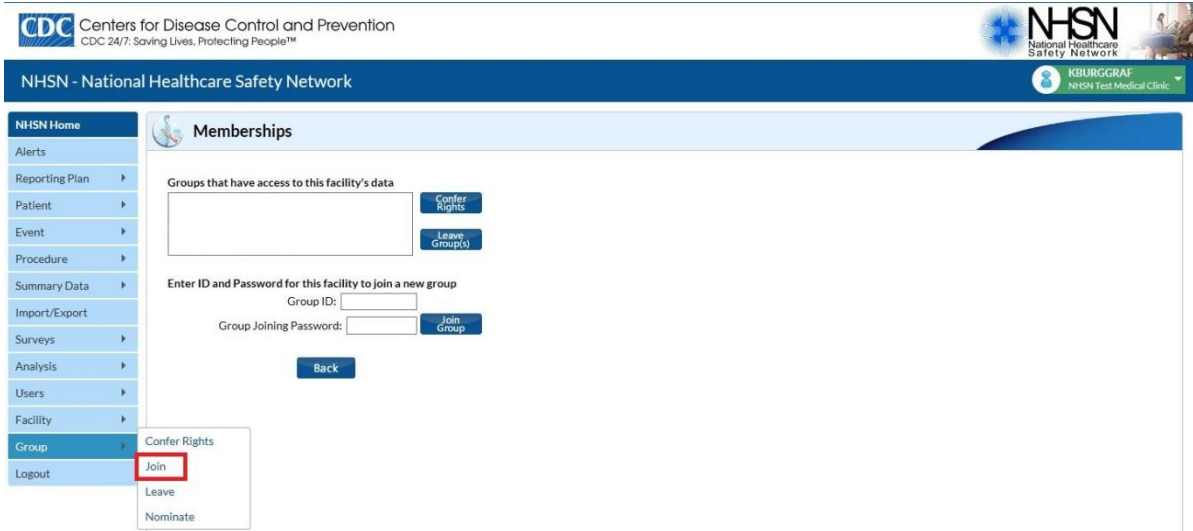
Hospitals that fail to join Leapfrog's NHSN Group and/or provide a valid NHSN ID in the Profile Section of their 2018 Leapfrog Hospital Survey and/or complete, affirm, and submit Section 7 of their 2018 Leapfrog Hospital Survey will be publicly reported as "Declined to Respond" for all five infection measures and for the antibiotic stewardship practices.

Leapfrog recommends that hospitals follow the instructions provided in the Reference Information for Section 7B and 7C in the [hard copy of the Survey](#) and save copies of the NHSN 2017 Patient Safety Component – Annual Hospital Survey and CMS IQR Reports on the same day that Leapfrog will be downloading the data from NHSN for all current group members.

INSTRUCTIONS

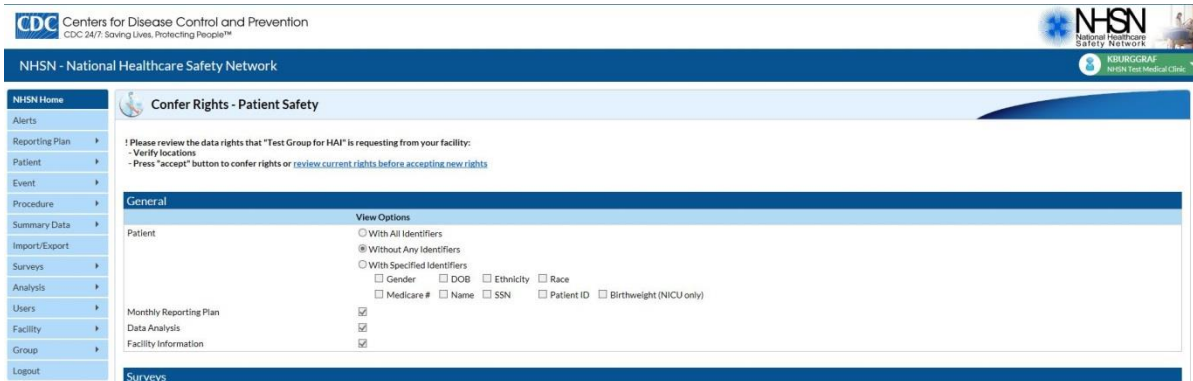
Note: Both adult and pediatric facilities are required to join Leapfrog's NHSN Group in order to have data reported for Section 7B and Section 7C of their Leapfrog Hospital Survey.

1. Log into NHSN (needs to be someone with Administrator rights): <https://sams.cdc.gov/>
2. Select "Group" and then "Join"



The screenshot shows the NHSN Memberships page. On the left is a navigation menu with 'Group' selected, and a dropdown menu showing 'Confer Rights', 'Join' (highlighted with a red box), 'Leave', and 'Nominate'. The main content area has a section for 'Groups that have access to this facility's data' with 'Confer Rights' and 'Leave Group(s)' buttons. Below that is a section for 'Enter ID and Password for this facility to join a new group' with input fields for 'Group ID' and 'Group Joining Password', and a 'Join Group' button. A 'Back' button is also present.

3. Enter the following:
 - a. Group ID: **44303**
 - b. Group Joining Password: **LeapfrogHospitalSurvey**
4. Select **“Join Group”** button
5. After agreeing to the message, you will be brought to the **“Confer Rights-Patient Safety”** screen where you will see the data that Leapfrog is requesting access to.



The screenshot shows the NHSN Confer Rights - Patient Safety page. At the top, there is a warning message: '! Please review the data rights that "Test Group for HAI" is requesting from your facility: - Verify locations - Press "accept" button to confer rights or review current rights before accepting new rights'. Below this is a table of data rights being requested:


General	
Patient	View Options
	<input type="radio"/> With All Identifiers
	<input checked="" type="radio"/> Without Any Identifiers
	<input type="radio"/> With Specified Identifiers
	<input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race
	<input type="checkbox"/> Medicare # <input type="checkbox"/> Name <input type="checkbox"/> SSN <input type="checkbox"/> Patient ID <input type="checkbox"/> Birthweight (NICU only)
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Note: Leapfrog’s Data Rights Template was last updated on April 5, 2017.

6. 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 your facility will be reported as "Declined to Respond" for all five infection measures in Section 7B and the antibiotic stewardship practices measure in Section 7C.



Infections and other Events (Not specific to MDRO/CDI)						
Includes Applicable Denominators and "No Events" Indicators						
Plan	Month	Year	Month	Year	Event	N/A
In	January	2015	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: CC	Location: (ALL)			Other Location Requirements: Your Locations All selected	
In	January	2015	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: CC_N	Location: (ALL)			Other Location Requirements: Your Locations All selected	
In	January	2013	To		BSI - Bloodstream Infection (CLA)	<input checked="" type="checkbox"/>
	Location type: WARD	Location: Medical Ward			Other Location Requirements: Your Locations No locations meet criteria	

- and indicate that the relevant piece of data is being requested by the Group.
- The  icon indicates areas of the data rights template that have changed (either a new request or the Group has removed the request).
- The Group will specify criteria for plan status, time period, and event or denominator type for events and denominators.
- The Data Rights Template will automatically include both inactive and active locations that a facility has mapped. Please leave the template with all locations checked for each applicable HAI type, and only mark items on the template as "N/A" or unselect locations if they do not apply to your facility. Hospitals must include any locations that were active during the reporting period even if they are currently inactive to ensure that Leapfrog obtains the appropriate SIR.

Important Note: Hospitals must provide an accurate NHSN ID in the Profile Section of their survey and complete, affirm, and submit Section 7 of their 2018 Leapfrog Hospital Survey.

More detailed instructions on joining groups in NHSN and accepting the data requested are available here:

<http://www.cdc.gov/nhsn/pdfs/groups-startup/joingroup-current.pdf>

NOTE ON MULTI-CAMPUS REPORTING

In alignment with other sections of the survey, Leapfrog requires that hospitals within a system report individually to the Leapfrog Hospital Survey. This policy also applies to hospitals that share a Medicare Provider Number, tax payer ID, hospital license, etc. that are not within a contiguous geographic location. This policy also requires that hospitals report separately to NHSN. NHSN's policy aligns with Leapfrog's and is stated as follows: "If free-standing facilities are located in physically separate buildings, whether on the same property or over multiple campuses, each individual facility should be enrolled separately in NHSN. This applies even if physically separate facilities share a single CMS Certification Number (CCN)."¹

If your facility or system is currently incorrectly enrolled and reporting data from multiple facilities with a single NHSN ID then you will need to follow these NHSN instructions¹ to address this situation:

- Continue reporting into one NHSN OrgID for the remainder of the current quarter. For example, if you realize in February 2015 that your healthcare system is incorrectly enrolled, continue reporting this way until all data for 2015 quarter 1 (through March 2015) have been entered.
- Once all data for the current quarter have been entered, continue to use the established NHSN OrgID for the reporting of data from the largest hospital in the healthcare system. You will need to enroll each of the additional hospitals as separate facilities in NHSN. The process of enrolling separate facilities may begin at any time, however we recommend that facilities wait to enter data into the "new" NHSN facilities until the start of the next quarter.



To enroll facilities, you will need to have “NHSN Enrollment” listed as an activity on your SAMS profile. Email the NHSN Helpdesk (NHSN@cdc.gov) if you need to have “NHSN Enrollment” added to your SAMS profile.

3. Once all data for the current quarter have been entered, inactivate all NHSN locations in the established OrgID that represent units in a physically separate facility. For detailed instructions on inactivating a location, please see page 11 from the 2013 NHSN Newsletter: <http://www.cdc.gov/nhsn/PDFs/Newsletters/Newsletter-Dec2013.pdf>.
4. Complete enrollment and facility set-up for the new NHSN facilities, including proper location mapping. If the facility was using CDA to upload data into NHSN, each new NHSN facility will need a separate OID. The OIDs for the new facilities can be requested using this process: http://www.cdc.gov/nhsn/PDFs/CDA/OID_Assignment_Procedure.pdf. Once the OIDs are obtained, they should be entered into the new NHSN facilities and shared with your vendor.

¹ Policy and instructions taken from the March 2015 NHSN Newsletter, Volume 10, Issue 1.
http://www.cdc.gov/nhsn/pdfs/newsletters/nhsn-nl-march_2015.pdf

FAQS REGARDING JOINING LEAPFROG’S NHSN GROUP

FAQS

Q: Will the data be shared with other members of the group?

A: No, a facility that joins a group does not have access to any data from other facilities in the group. Data will only be shared with Leapfrog.

Q: How will the data be used?

A: The data will be used to score your facility and provide results for Section 7B Healthcare-Associated Infections and Section 7C Antibiotic Stewardship Practices in the 2018 Leapfrog Hospital Survey.

Q: What data is being requested?

A: The data being requested by Leapfrog is used to generate standardized infection ratios for CLABSI in ICUs and select wards, CAUTI in ICUs and select wards, Facility-wide inpatient MRSA Blood Laboratory-identified Events, Facility-wide inpatient C.Diff. Laboratory-identified Events, and SSI: Colon within NHSN. It is also used to score your facility on the antibiotic stewardship practices measure. Immediately after joining the Group, the facility will be taken to a screen listing the data that the Group is requesting access to, referred to as the “Data Rights Template.” A or in the template indicates that a particular piece of data is being requested by the Group. The Data Rights Template will automatically include both inactive and active locations that a facility has mapped. Please leave the template with all locations checked for each applicable HAI type, and only mark items on the template as “N/A” or unselect locations if they do not apply to your facility. Hospitals must include any locations that were active during the reporting period even if they are currently inactive to ensure that Leapfrog obtains the appropriate SIR. 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.

Q: Will Leapfrog be collecting patient identifiers?



A: No, Leapfrog will not be collecting any patient identifiers. When reviewing the Data Rights Template, hospitals will see that we are requesting patient data “without identifiers.”

Q: Who from our facility needs to complete the “join group” process within NHSN?

A: An administrative-level NHSN user is needed to join a Group within NHSN and complete the “Confer Rights” process.

Q: After joining the NHSN group, what else is required?

A: When a hospital first joins the group they are asked to “confer rights” to the Leapfrog Group, which specifies the data that would be shared with Leapfrog. Leapfrog has set up a Data Rights Template, which specifies the data we are requesting. In addition to joining Leapfrog’s NHSN Group, hospitals must provide a valid NHSN ID in the Profile Section of their Leapfrog survey and complete, affirm, and submit Section 7 of the 2018 Leapfrog Hospital Survey in order to be scored and publicly reported on the infection and antibiotic stewardship practices measures. Once a facility joins and accepts the data sharing and has submitted the necessary items in their survey, there is nothing else that is required. If Leapfrog updates the data rights we are requesting, then the NHSN administrator would be notified when they next log into NHSN. They have the option to accept the updated data sharing request or leave the group. Hospitals will be able to view the data that is being pulled into their Leapfrog Hospital Survey results by accessing their Hospital Details Page on the dates listed in the “Deadlines and Reporting Periods” table featured above.

Q: Will Leapfrog notify hospitals if the Data Rights Template is updated and they need to re-accept it within NHSN?

A: Yes, Leapfrog will e-mail the NHSN administrator of each facility that is a member of our NHSN group if we update the data we are requesting access to. Hospitals will be prompted to review the updated Data Rights Template and re-accept it when they next log into NHSN. Failure to do so will result in leaving Leapfrog’s NHSN Group and Leapfrog will no longer be able to obtain NHSN data for your facility on these five infection measures and the antibiotic stewardship practices measure. You will be reported as “Declined to Respond” for all five infection measures in Section 7B Healthcare-Associated Infections and the antibiotic stewardship practices measure in Section 7C Antibiotic Stewardship Practices.

Q: How often is Leapfrog updating the data? Won’t regular updating cause changes to the data?

A: Leapfrog will obtain data from NHSN four times per survey cycle. This allows Leapfrog to obtain data for new hospitals that may not join the NHSN Group by the first deadline and to use the most current data. The reporting period for the infection measures (CY 2017) will remain the same until September 1, when we will start pulling data using the updated reporting period (2017 Q3 – 2018 Q2). Only the 2017 Patient Safety Component – Annual Hospital Survey will be used for the antibiotic stewardship practices. Within a reporting period, a hospital’s data would only change if they update the surveillance or survey data submitted for that reporting period within NHSN. This should be rare as there is at least a 6 month reporting lag.

Q: When will the Hospital Details Page be published and how often will it be refreshed?

A: Data will be available prior to public reporting on the Hospital Details Page starting on July 12, 2018 for hospitals that:



- Join Leapfrog’s NHSN Group by June 21,
- Have a valid NHSN ID provided in the Profile Section of their 2018 Leapfrog Hospital Survey,
- Have completed, affirmed, and submitted Section 7 of the 2018 Leapfrog Hospital Survey by June 30.

This allows hospitals to preview results before they are reported publicly on July 25. All other data pulls will have NHSN data available on the Hospital Details Page on the same date as public release. For all deadlines and release dates, please see the “Deadlines and Reporting Periods” table featured above.

Q: Will joining the Leapfrog group prohibit us from joining other NHSN Groups?

A: No, facilities may join multiple groups within NHSN.

Q: How will older data be handled for facilities that need to go through the process of separating out their multi-campus hospitals and getting new OrgIDs within NHSN? For instance, if a pediatric facility has been reporting with their adult hospital and now needs to be set up with its own OrgID in NHSN, will the facility need to back-fill in the data from 2017 or will there not be any data available for that time period?

A: Hospitals should follow the instructions provided above for multi-campus reporting (also in NHSN’s March 2015 newsletter) to enroll their new facilities in NHSN and start reporting separately at the start of a new quarter. There should be no need to fill in any historical data and doing so would create problems with risk-adjustment and in verifying CMS data. Hospitals with new OrgIDs will likely not have enough data and will be reported as “Unable to Calculate Score” for the 2018 Leapfrog Hospital Survey. It’s important that hospitals start the process of separating their campuses out at the start of a new quarter and as soon as possible.

Q: Why might there be discrepancies between what a hospital pulls from NHSN for the CMS IQR reports and what is shown on CMS Hospital Compare for the same reporting period?

A: There can be differences for a variety of reasons:

- Hospital shares a Medicare Provider Number and their data is aggregated before it is sent to CMS and displayed on Hospital Compare.
- Hospital Compare is currently using new baselines and risk adjustments, which require running a new report in NHSN. Please be sure you have obtained the correct report by following the instructions provided in the Reference Information for Section 7B in the hard copy of the survey.
- Hospital Compare data is frozen based on the quarterly reporting deadline, whereas NHSN is constantly changing if a hospital changes their data. NHSN encourages hospital to save their CMS IQR reports from NHSN at the end of each reporting period.

Q: Who should hospitals contact if they have other questions?

A: Please contact Leapfrog’s Help Desk: <https://leapfroghelpdesk.zendesk.com>. Some questions may need to be re-directed to NHSN: NHSN@cdc.gov.