

NHSN GUIDANCE: JOIN THE GROUP, DATA RIGHTS TEMPLATE, AND DOWNLOADING REPORTS

Instructions for the 2022 Leapfrog Hospital Survey

CHANGE SUMMARY

Any changes to this guidance document that are published after April 1 will be listed here.

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BACKGROUND INFORMATION

Section 7B: Healthcare-Associated Infections data is obtained directly from CDC's National Healthcare Safety Network (NHSN). Hospitals are required to join Leapfrog's NHSN Group, enter a valid NHSN ID in the Profile Section of the Survey, and submit Section 7 of the Survey 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)

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

Data will be available on the [Hospital Details Page](#) on July 12 and scored and [publicly reported](#) on July 25 for hospitals that:

- Join Leapfrog's NHSN Group and review/accept Leapfrog's Data Rights Template by June 21*
- Enter a valid NHSN ID in the Profile Section of the 2022 Leapfrog Hospital Survey, and
- Complete, affirm, and submit Section 7 of the 2022 Leapfrog Hospital Survey by June 30.

After July 25, Survey Results will be available on the Hospital Details Page and the public reporting website on the fifth business day of the month.

Hospitals that have completed the three steps above are also **required to download and save** their reports from NHSN to verify the data downloaded, scored, and publicly reported by Leapfrog. More information may be found [below](#).

* Hospitals are not required to “re-join” Leapfrog's NHSN Group if they joined and conferred rights for the 2017-2021 Leapfrog Hospital Surveys. However, all hospitals in Leapfrog's NHSN Group must review their Rights Acceptance Report annually to ensure that Leapfrog has access to the data from all the locations that were active during the reporting period, even if those locations are no longer active, to ensure that Leapfrog obtains the appropriate SIR for each infection measure. Hospitals must review their Rights Acceptance Report by the first NHSN join-by date of each Survey Cycle.

IMPORTANT NOTES

JOINING THE NHSN GROUP AND REVIEWING/ACCEPTING THE DATA RIGHTS TEMPLATE

While hospitals who have previously joined Leapfrog's NHSN Group remain in the Group from year-to-year, Leapfrog requires all hospitals to review their Rights Acceptance Report annually, before the June 21, 2022 NHSN join-by date and whenever updates are made to their location mapping in NHSN.

Hospitals must include any locations that were active during the reporting period even if they are currently inactive to ensure that Leapfrog obtains an accurate SIR. Additionally, please confirm that you have given Leapfrog access to data from your 2021 NHSN Patient Safety Component – Annual Hospital Survey. Surveillance data from the 2021 NHSN Annual Hospital Survey is used by NHSN to risk adjust SIRs; SIRs cannot be calculated by NHSN or downloaded by Leapfrog if you restrict access to this data.

Instructions on how to review, complete, and update the rights you confer in Leapfrog's Data Rights Template are [below](#).

DOWNLOADING REPORTS FROM NHSN

Hospitals should follow the instructions provided [below](#) and save copies of the NHSN 2021 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. These dates may be reviewed in the second column of the [‘Deadlines and Reporting Periods’](#) table below.

Data entered into NHSN is not static and may be updated by hospitals at any time. Therefore, if your hospital makes any updates to either your HAI data (number of observed infections or number of device/patient days) or surveillance data (2021 NHSN Patient Safety Component- Annual Hospital Survey) after Leapfrog’s NHSN data download dates, the CMS IQR reports downloaded by your hospital **will not match** the reports downloaded by Leapfrog, even if they are for the same reporting period.

For this reason, Leapfrog encourages all hospitals to download CMS IQR reports and a copy of their 2021 NHSN Annual Hospital Survey from NHSN on the **same day** as Leapfrog to ensure that the HAI data downloaded by Leapfrog is accurate. Hospitals submitting a 2022 Leapfrog Hospital Survey by the Submission Deadline of June 30, 2022 should follow the instructions below to download reports from NHSN on June 22, 2022. This data will be available on your Hospital Details Page on July 12 and scored and [publicly reported](#) on July 25. After July 25, Survey Results will be available on the Hospital Details Page and the public reporting website on the fifth business day of the month.

DEADLINES AND REPORTING PERIODS

Join by	Leapfrog will download data from NHSN for all current group members on	Data downloaded from NHSN will be scored and publicly reported for hospitals that have submitted Section 7 by	HAI Reporting Period	Available on Hospital Details Page and Public Reporting Website on
June 21, 2022	June 22, 2022	June 30, 2022	01/01/2021 – 12/31/2021	July 12, 2022 Details Page July 25, 2022 Public Reporting Website
August 22, 2022	August 23, 2022	August 31, 2022	01/01/2021 – 12/31/2021	September 7, 2022
October 20, 2022	October 21, 2022	October 31, 2022	07/01/2021 – 06/30/2022	November 7, 2022
December 20, 2022	December 21, 2022	November 30, 2022	07/01/2021 – 06/30/2022	January 6, 2023

The Leapfrog Hospital Survey closes on November 30, 2022. The last NHSN data download is on December 21, 2022 to incorporate any corrections facilities that joined by the last join date of December 20, 2022 may have made to their NHSN data since the last NHSN data download.

Leapfrog will download data four times 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 of their 2022 Leapfrog Hospital Survey and have submitted Section 7: Managing Serious Errors.

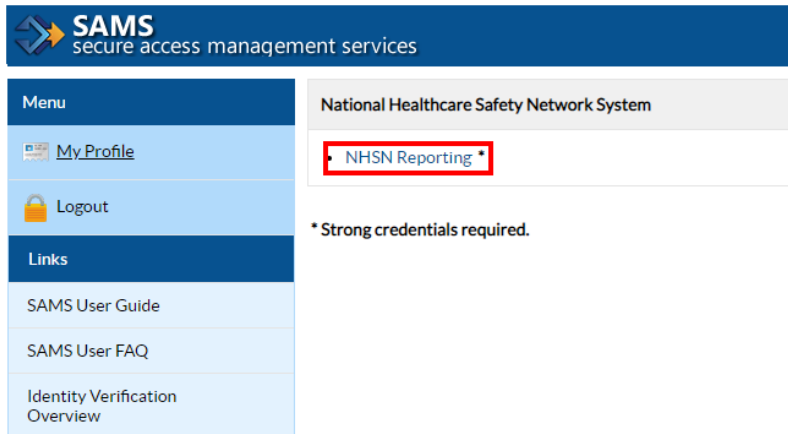
Hospitals that fail to join Leapfrog’s NHSN Group and/or provide a valid NHSN ID in the Profile Section of their 2022 Leapfrog Hospital Survey and/or complete, affirm, and submit Section 7 of their 2022 Leapfrog Hospital Survey will be publicly reported as “Declined to Respond” for all five infection measures.

INSTRUCTIONS

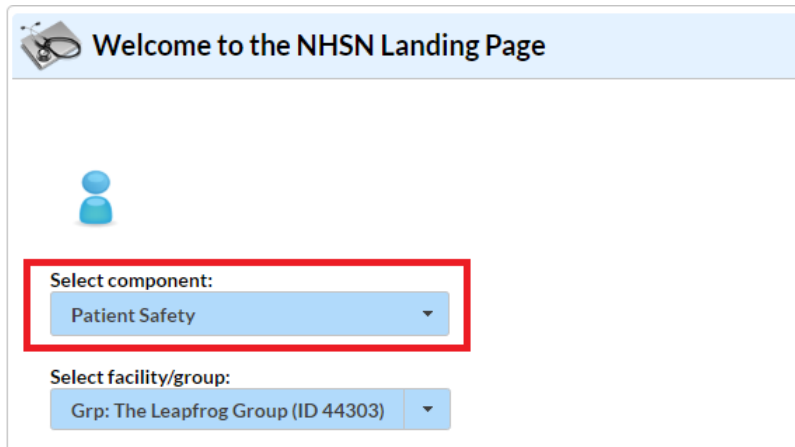
JOINING LEAPFROG’S NHSN GROUP

Note: Both adult and pediatric facilities are required to join Leapfrog’s NHSN Group to have data reported for Section 7B: Healthcare-Associated Infections of their Leapfrog Hospital 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 “Patient Safety” for the component, select your Facility, and then “Submit.”



4. Select **"Group"** and then **"Join"**

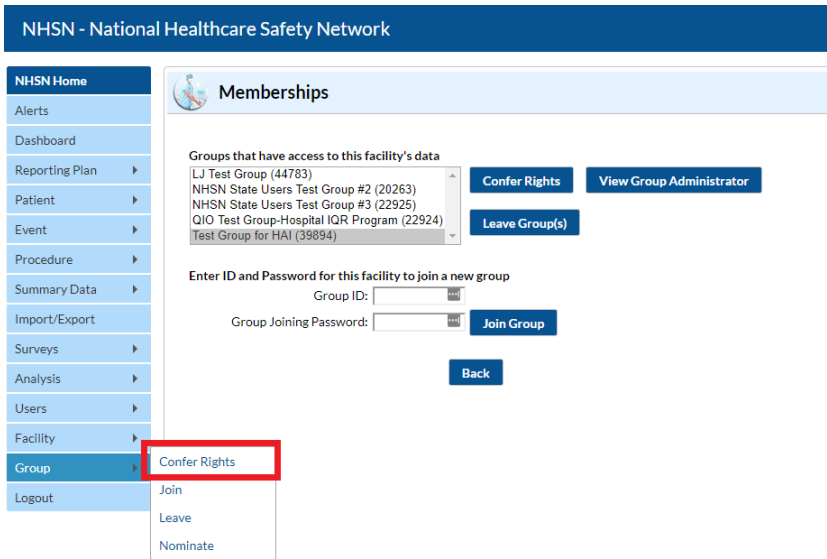


5. Enter the following:
 - a. Group ID: **44303**
 - b. Group Joining Password: **LeapfrogHospitalSurvey**
6. Select **"Join Group"** button
7. After agreeing to the message, you will be brought to the **"Confer Rights-Patient Safety"** screen where you will see the data that Leapfrog is requesting access to (skip to [Step 11](#) on page 7 below).

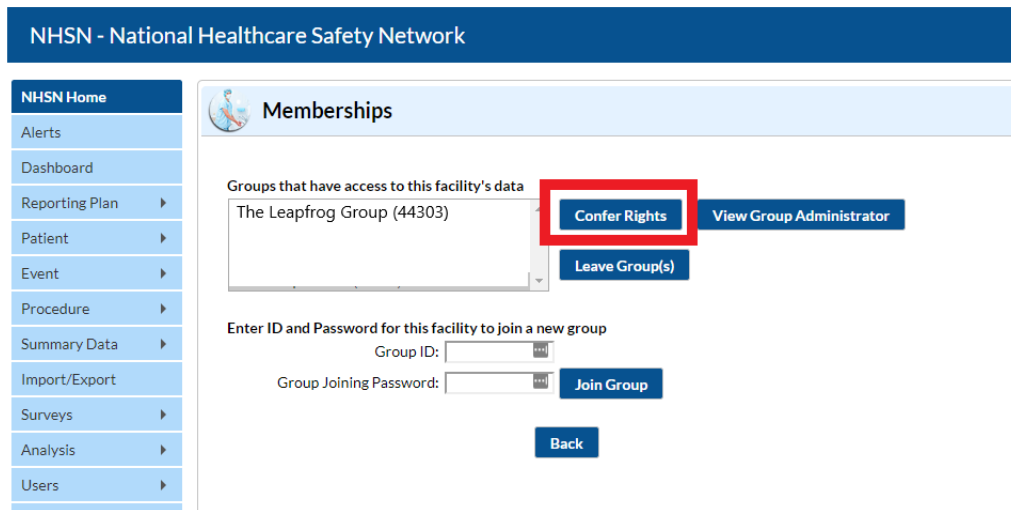
ACCESSING LEAPFROG'S DATA RIGHTS TEMPLATE IF ALREADY IN LEAPFROG'S NHSN GROUP

Note: Hospitals may also follow the steps below to confirm they have already joined Leapfrog's NHSN Group.

8. If you have not done so already, log into NHSN by following Steps 1-3 above.
9. Select **"Group"** and then **"Confer Rights"**

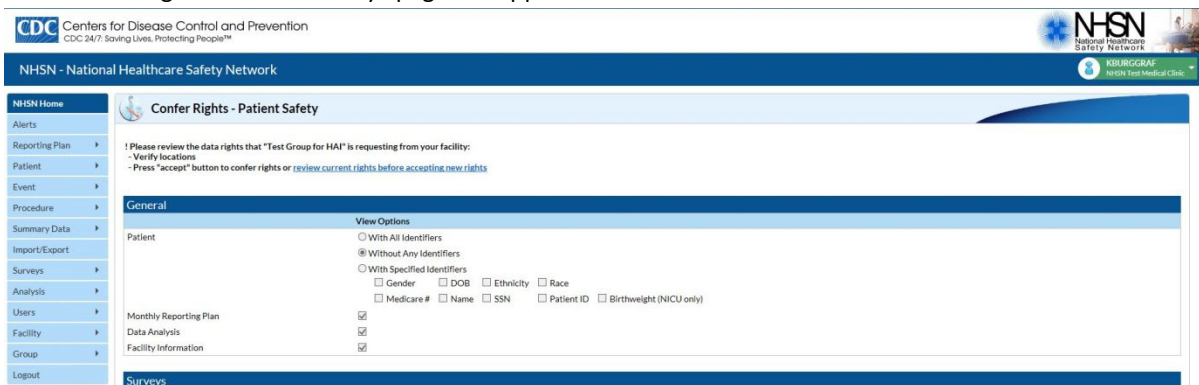


- On the “Memberships” page, select “The Leapfrog Group (44303)” from your groups, and click “Confer Rights.”



REVIEWING AND COMPLETING LEAPFROG’S DATA RIGHTS TEMPLATE

- The “Confer Rights - Patient Safety” page will appear as follows:



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

12. You will need to review the requested information and select “Accept” at the bottom of the screen to share your data with Leapfrog. Leapfrog **requires** that all hospitals in Leapfrog’s NHSN Group review their Rights Acceptance Report at least **annually**, before the **June 21, 2022** NHSN join-by-date and whenever updates are made to their location mapping in NHSN.

Hospitals must include **any locations that were active during the reporting period** even if they are currently inactive to ensure that Leapfrog obtains an accurate SIR. Additionally, please confirm that you have given Leapfrog access to data from your 2021 NHSN Patient Safety Component - Annual Hospital Survey.

Hospitals should review Leapfrog’s Data Rights Template and re-accept annually, even if no updates need to be made for your hospital.

Users will also 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 “Not Available” for all five infection measures in Section 7B.

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		

- a. and indicate that the relevant piece of data is being requested by the Group.



- c. The Group will specify criteria for plan status, time period, and event or denominator type for events and denominators.
- d. 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 2022 Leapfrog Hospital Survey and complete, affirm, and submit Section 7 of their 2022 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 CMS Certification Number, taxpayer 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 the facilities are physically separate buildings

from each other, whether on the same property or over multiple campuses, then they should be enrolled separately in NHSN. Each facility should have its own, unique NHSN OrgID. When a CCN is shared across multiple facilities, the CDC will aggregate the data from all applicable NHSN OrgIDs and will send to CMS under the single CCN for CMS reporting purposes. Each distinct facility should monitor HAIs and prevention efforts separately, for the purposes of accurate tracking and targeted infection control.”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:

1. Continue reporting into one NHSN OrgID for the remainder of the current quarter. For example, if you realize in February 2022 that your healthcare system is incorrectly enrolled, continue reporting this way until all data for 2022 quarter 1 (through March 2022) have been entered.
2. 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 NHSN FAQs website under the heading “Facilities that share a CCN”.

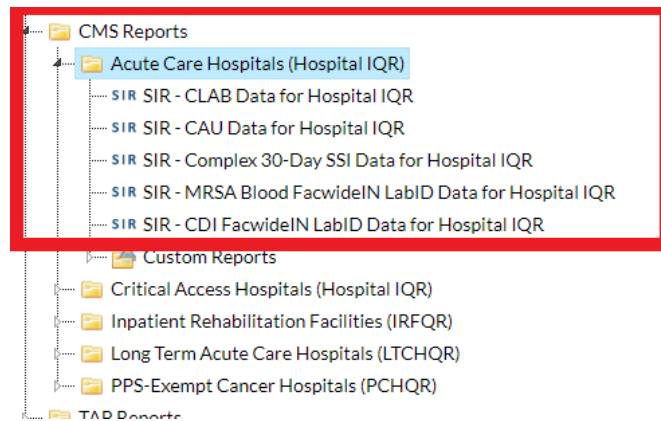
<https://www.cdc.gov/nhsn/faqs/faqs-miscellaneous.html>

DOWNLOADING CMS IQR REPORTS AND CALCULATING STANDARDIZED INFECTION RATIOS (SIR)

Data is obtained directly from CDC’s National Healthcare Safety Network (NHSN). Reports should be **downloaded directly from NHSN and saved** for the purposes of verifying your data by following the instructions below.

The following reports are accessible under **Analysis > Reports > CMS Reports > Acute Care Hospitals (Hospital IQR)** or **Critical Access Hospitals (Hospital IQR)** after logging into the Patient Safety Component within NHSN at <https://sams.cdc.gov/>:

- CLABSI in ICUs and select wards: “SIR – CLAB Data for Hospital IQR”
- CAUTI in ICUs and select wards: “SIR – CAU Data for Hospital IQR”
- Facility-wide inpatient MRSA Blood Laboratory-identified Events: “SIR – MRSA Blood FacwideIN LabID Data for Hospital IQR”
- Facility-wide inpatient C. Diff Laboratory-identified Events: “SIR – CDI FacwideIN LabID Data for Hospital IQR”
- SSI: Colon: “SIR – Complex 30-Day SSI Data for Hospital IQR”



Hospitals must use the specific CMS reports noted above for verifying their data since they only include specified locations and in-plan data used by Leapfrog and CMS.

These reports were created to allow facilities to review the infection data that would be submitted to CMS on their behalf for the IQR Reporting Program. However, these same output options can be used to verify the data that Leapfrog is obtaining directly from NHSN for your facility. CMS publishes their quarterly deadlines here:

<https://qualitynet.cms.gov/inpatient/iqr/resources> (Important Dates & Deadlines).

The CLABSI/CAUTI reports will include in-plan CLABSI or CAUTI data for each adult and pediatric ICU and in-plan CLABSI or CAUTI data for each adult and pediatric medical, surgical, and medical/surgical ward, as well as the SIR for your hospital. The other reports will include in-plan MRSA blood laboratory-identified events data or C. Diff. laboratory-identified events data or SSI: Colon procedure data. Be sure you are using the correct date range when generating your NHSN reports:

Data Download Dates:

- **June 22, 2022 - summaryYQ 2021Q1 to 2021Q4** – (see [Instructions](#))
- **August 23, 2022 - summaryYQ 2021Q1 to 2021Q4** – (see [Instructions](#))
- **October 21, 2022 - summaryYQ 2021Q3 to 2022Q2** – (see [Instructions](#))
- **December 21, 2022 - summaryYQ 2021Q3 to 2022Q2** – (see [Instructions](#))

You will need to modify your NHSN reports to get the appropriate SIR for the reporting period. To update your NHSN report, follow these instructions before running:

DOWNLOADING CMS IQR REPORTS

1. Select the report you would like to run and hit “Modify Report.”
2. Select **PDF** under the “Title/Format” tab.





Modify "SIR - CLAB Data for Hospital IQR"

Show descriptive variable names ([Print List](#)) An

Title/Format | Time Period | Filters | Display Options

Title:
SIR for CLAB Data for Hospital IQR (2015 Baseline)

Format:

Portrait

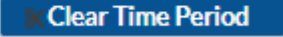
3. Select the "Time Period" tab. Then select **summaryYQ** as the Date Variable and enter the correct Beginning and Ending Quarters.
- June 22 and August 23 data downloads: **2021Q1** as the Beginning and **2021Q4** as the Ending Quarter.
 - October 22 and December 21 data downloads: **2021Q3** as the Beginning and **2022Q2** as the Ending Quarter.

Modify "SIR - CLAB Data for Hospital IQR"

Show descriptive variable names ([Print List](#)) Analysis Data Set

Title/Format | **Time Period** | Filters | Display Options

Time Period:

Date Variable	Beginning	Ending	
summaryYQ	2021Q1	2021Q4	

Enter Date variable/Time period at the time you click the Run button

4. Select the "Display Options" tab and change the value of the dropdown menu from SummaryYQ to **Cumulative** to get a cumulative SIR for the time period specified.

Modify "SIR - CLAB Data for Hospital IQR"

Show descriptive variable names ([Print List](#)) Analysis C

Title/Format | Time Period | Filters | **Display Options**

SIR Options:

Group by: Cumulative

Important Note: Do not make any other modifications to the report options. Other options specified are the default CMS IQR report options and should be left as is to ensure that you are downloading the correct data.

5. After updating the file format, time period, and the group by options, select “Run”.



DOWNLOADING THE 2021 PATIENT SAFETY COMPONENT - ANNUAL HOSPITAL SURVEY TO REVIEW RESPONSES

Per NHSN’s requirements, the 2021 Patient Safety Component – Annual Hospital Survey must be submitted by March 1, 2022. However, hospitals are able to update their survey at any time based on the prior calendar year (i.e., 2021). Leapfrog will download updated data and refresh Leapfrog Hospital Survey Results on the dates specified in the “Deadlines and Reporting Periods” table provided on page 4.

Hospitals can view their responses to the 2021 Patient Safety Component – Annual Hospital Survey directly within NHSN by following the instructions below. Please **print and save a copy** of your 2021 NHSN Annual Hospital Survey for your records.

1. Log into the Patient Safety Component within NHSN at <https://sams.cdc.gov/>
2. In the left-hand navigation, select “Surveys” then “Find”
3. On the “Find Annual Survey” page, select the following:
 - a. **Facility ID:** <Your Facility Name and NHSN ID>
 - i. *This should automatically default to the facility you are logged in as.*
 - b. **Survey Type:** <FACSRV-PS Hospital Survey Data>
 - c. **Survey Year:** <2021>
4. **Print/save** a copy of your 2021 NHSN Annual Hospital Survey.
5. A screenshot is provided below for your reference:

NHSN Home
Dashboard
Reporting Plan ▶
Event ▶
Procedure ▶
Summary Data ▶
Surveys ▶
Analysis ▶
Users ▶
Group ▶
Logout

Find Annual Survey

- Enter search criteria and click Find
- Fewer criteria will return a broader result set
- More criteria will return a narrower result set

Facility ID:

Survey Type:

Survey Year:

The steps listed above can also be used to check your teaching status, which Leapfrog obtains directly from the “Hospital Facility” section of the Patient Safety Component – Annual Hospital Survey. For the purposes of the 2022 Leapfrog Hospital Survey, Leapfrog will consider the following types a “teaching hospital:” Major and Graduate.

A survey will not display if your facility has not yet completed the 2021 Patient Safety Component – Annual Hospital Survey, which was due on March 1, 2022. **Facilities that did not complete a 2021 Patient Safety Component – Annual Hospital Survey by the data download dates will be scored as “Declined to Respond”.**

Reminder: Copies of your hospital’s 2021 Patient Safety Component- Annual Hospital Survey should be reviewed/saved on the [same day](#) as Leapfrog to ensure your data matches what Leapfrog has obtained. NHSN data downloaded by Leapfrog will be refreshed on your Hospital Details Page on the dates listed in the [“Deadlines and Reporting Periods”](#) table on page 4.