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

Instructions for the 2025 Leapfrog Hospital Survey

CHANGE SUMMARY

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

Last Updated: 07/09/2025

TABLE OF CONTENTS

CHANGE SUMMARY 1

BACKGROUND INFORMATION 3

ANNUAL NHSN CHECKLIST 3

IMPORTANT NOTES 4

- NOTE REGARDING NHSN 2022 REBASELINE 4
- DEADLINES AND REPORTING PERIODS 5

INSTRUCTIONS 6

- JOINING LEAPFROG'S NHSN GROUP 6
- ACCESSING LEAPFROG'S DATA RIGHTS TEMPLATE IF ALREADY IN LEAPFROG'S NHSN GROUP 8
- REVIEWING AND COMPLETING LEAPFROG'S DATA RIGHTS TEMPLATE 9
- REGENERATING DATASETS AND DOWNLOADING CMS IPPS REPORTS FOR REVIEW 10
  - REGENERATING DATA SETS 10
  - DOWNLOADING CMS IPPS REPORTS 12
- DOWNLOADING THE 2024 PATIENT SAFETY COMPONENT (PSC) - ANNUAL HOSPITAL SURVEY TO REVIEW RESPONSES 15

NOTE ON MULTI-CAMPUS REPORTING 17

FREQUENTLY ASKED QUESTIONS 18

BACKGROUND INFORMATION

Leapfrog obtains healthcare-associated infection (HAI) data for Section 7B of the Leapfrog Hospital Survey directly from the CDC's National Healthcare Safety Network (NHSN). Leapfrog has four NHSN data download dates per Survey Cycle to allow new hospitals to join Leapfrog's NHSN group throughout the Survey Cycle and to capture any updates or corrections to HAI data or Patient Safety Component Annual Hospital Surveys made throughout the year.

The following measures from Section 7: Healthcare-Associated Infections are scored and publicly reported:

- **CLABSI**: Central line-associated blood stream infections in ICUs and select wards
- **CAUTI**: Catheter-associated urinary tract infections in ICUs and select wards
- **MRSA**: Facility-wide inpatient Methicillin-resistant *Staphylococcus Aureus* Blood Laboratory-identified Events
- **CDI**: Facility-wide inpatient *Clostridium difficile* Laboratory-identified Events
- **SSI Colon**: Surgical Site Infections from Colon Surgery

In addition to downloading HAIs from NHSN, Leapfrog also obtains teaching status from the NHSN Patient Safety Component (PSC) – Annual Hospital Survey.

ANNUAL NHSN CHECKLIST

Hospitals are required to join Leapfrog's NHSN Group, enter a valid NHSN ID in the Profile of the Leapfrog Hospital Survey, and submit the 2025 Leapfrog Hospital Survey in order to have their data scored and publicly reported. Hospitals that have previously joined Leapfrog's NHSN Group will remain in the group from year-to-year. Both hospitals that have recently joined and those that joined in previous years must complete the following steps to ensure Leapfrog has access to data from all locations and publicly reported SIRs are accurate according to CDC guidelines.

☑ **Review and accept Leapfrog's Data Rights Template by June 25th and after any change to units**

Hospitals must include all locations that were active during the reporting period **even if they are currently inactive or were recently added** to ensure that Leapfrog obtains an accurate SIR. The Data Rights Template does not automatically adjust when hospitals make updates to their mappings or add units, nor does it prompt users to review the template, so it is important to review it each year. Instructions on how to review, complete, and update the rights you confer in Leapfrog's Data Rights Template are below.

☑ **Enter a valid NHSN ID in the Hospital Profile of your Leapfrog Hospital Survey**

☑ **Submit the 2025 Leapfrog Hospital Survey by June 30th**

- ☑ **Regenerate and Download NHSN Reports on June 26th*. Verify results on the Hospital Details Page starting July 12th.**
- ☑ **Regenerate and Download NHSN Reports on August 22nd*. Verify publicly reported data in September.**
- ☑ **Regenerate and Download NHSN Reports on October 23rd*. Verify publicly reported data in November.**
- ☑ **Regenerate and Download NHSN Reports on December 18th*. Verify publicly reported data in January.**

*Hospitals should follow the instructions provided below on how to regenerate datasets, save copies of the NHSN Patient Safety Component – Annual Hospital Survey, and download CMS IPPS Reports on the **same day** that Leapfrog will be downloading the data from NHSN for all current group members. The following month, hospitals should then verify the data downloaded, scored, and publicly reported by Leapfrog.

Hospitals that fail to 1) join Leapfrog's NHSN Group, 2) provide a valid NHSN ID in the Hospital Profile of their 2025 Leapfrog Hospital Survey, or 3) submit their 2025 Leapfrog Hospital Survey will be publicly reported as "Declined to Respond" for all five infection measures (CLABSI, CAUTI, MRSA, CDI, and SSI Colon).

Data entered in 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 (2024 NHSN PSC - Annual Hospital Survey) after Leapfrog's NHSN data download dates, the CMS IPPS reports downloaded by your hospital ***will not match*** the reports downloaded by Leapfrog, even if they are for the same reporting period. Therefore, it's important you download data on this same date. If you do not regenerate and download data on the same date, Leapfrog may be unable to validate any discrepancies that occur between reports downloaded by the hospital and reports downloaded by Leapfrog.

The first three steps above may be completed any time before the Late Submission Deadline of November 30, but note that the HAI data will not be updated publicly until the next NHSN download date and scoring occur (displayed in fifth column of the Deadlines and Reporting Periods table below). Additionally, your hospital may miss important Safety Grade or Top Hospital Deadlines.

IMPORTANT NOTES

NOTE REGARDING NHSN 2022 REBASELINE

Leapfrog will not be using the new 2022 HAI Baseline Reports in the 2025 Leapfrog Hospital Survey (or fall 2025 Safety Grade). We will continue to pull CMS IPPS Reports (2015 Baseline), available in the Analysis Reports folder labeled CMS Reports. Instructions are provided below.

CMS plans to start publicly reporting data, using the 2022 national baseline, in fall 2026. Depending on data

availability and benchmarking standards, Leapfrog will align for the 2026 or 2027 Leapfrog Hospital Survey. We will provide more guidance with the release of the 2026 Leapfrog Hospital Survey.

DEADLINES AND REPORTING PERIODS

Leapfrog will download data four times according to the dates and reporting periods listed in the table below for all current members of our NHSN group that have provided an accurate NHSN ID in the Hospital Profile and have submitted the 2025 Leapfrog Hospital Survey. Downloaded HAI data for hospitals that submitted a Survey by the deadline will be available on the Hospital Details Page on July 12 and scored and publicly reported on July 25. After July 25, Survey Results will be updated on the Hospital Details Page and the public reporting website on the seventh business day of each month.

Join Leapfrog's NHSN Group 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 by	HAI Reporting Period	Available on Hospital Details Page and Public Reporting Website on
June 25, 2025†	June 26, 2025†	June 30, 2025	01/01/2024 – 12/31/2024	July 12, 2025 Hospital Details Page July 25, 2025 Public Reporting Website
August 21, 2025	August 22, 2025	August 31, 2025	01/01/2024 – 12/31/2024	September 10, 2025*
October 22, 2025	October 23, 2025	October 31, 2025	07/01/2024 – 06/30/2025	November 12, 2025*
December 17, 2025**	December 18, 2025**	November 30, 2025	07/01/2024 – 06/30/2025	January 12, 2026*

†The join-by-date and download date were originally planned for June 19 and 20, respectively. However, due to a technical issue with the CDC's NHSN application, Leapfrog was unable to complete the first download of NHSN HAI data on the planned date.

*Available on Hospital Details Page on the same date as public release of Survey Results.

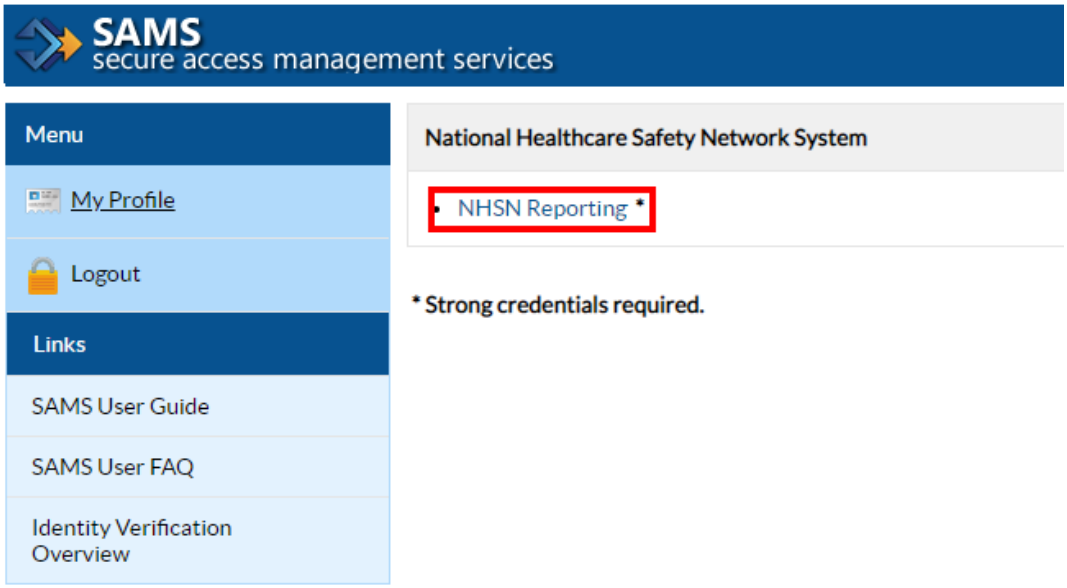
**The Leapfrog Hospital Survey closes on November 30, 2025. The last NHSN data download is on December 18, 2025, to incorporate any facilities and corrections from facilities that joined by the last join date of December 17, 2025.

INSTRUCTIONS

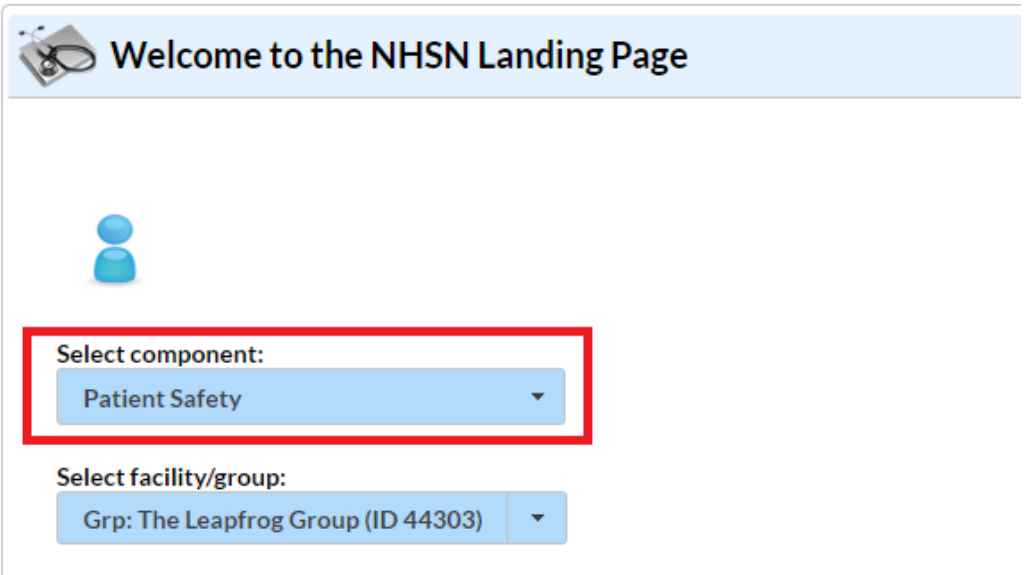
JOINING LEAPFROG'S NHSN GROUP

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.

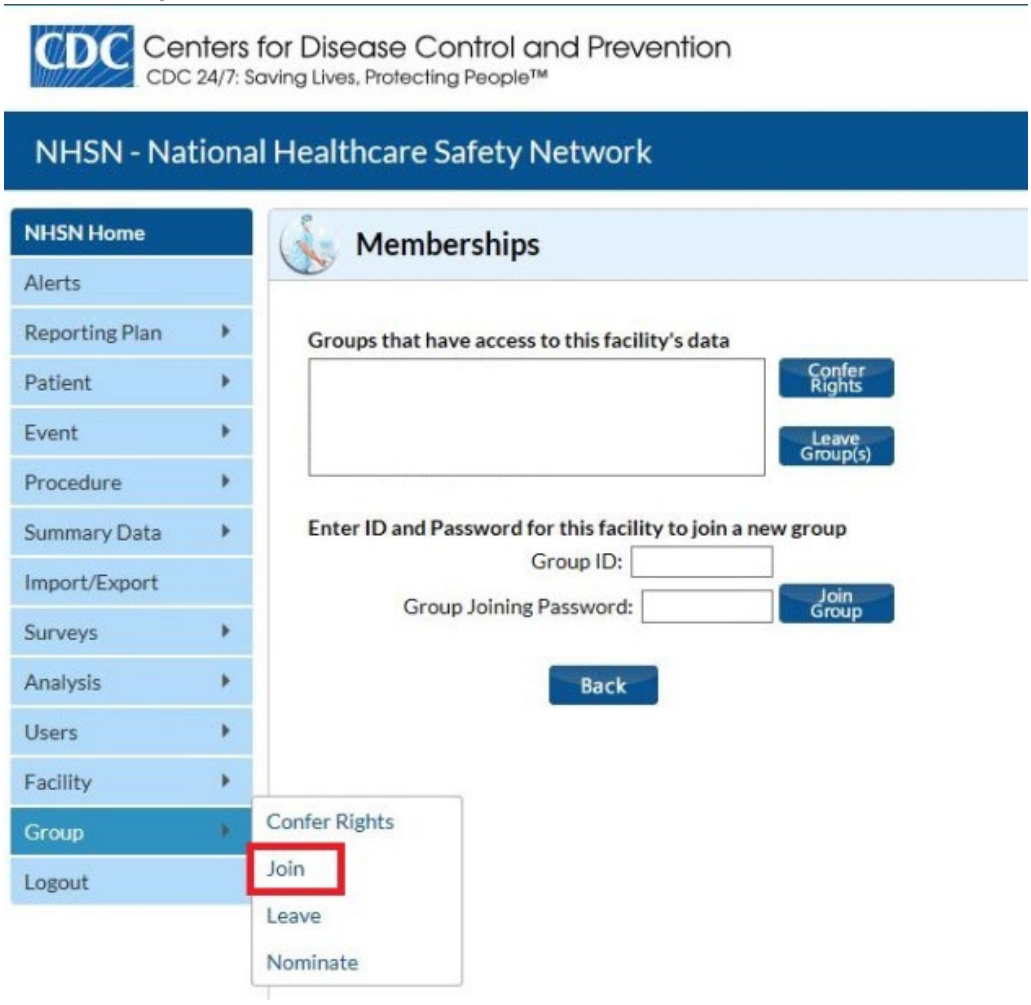
1. Log into NHSN (must be someone with Administrator rights): https://sams.cdc.gov/
2. Once logged in, select "NHSN Reporting"



3. Select "**Patient Safety**" for the component, select your Facility, and then "**Submit**."



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

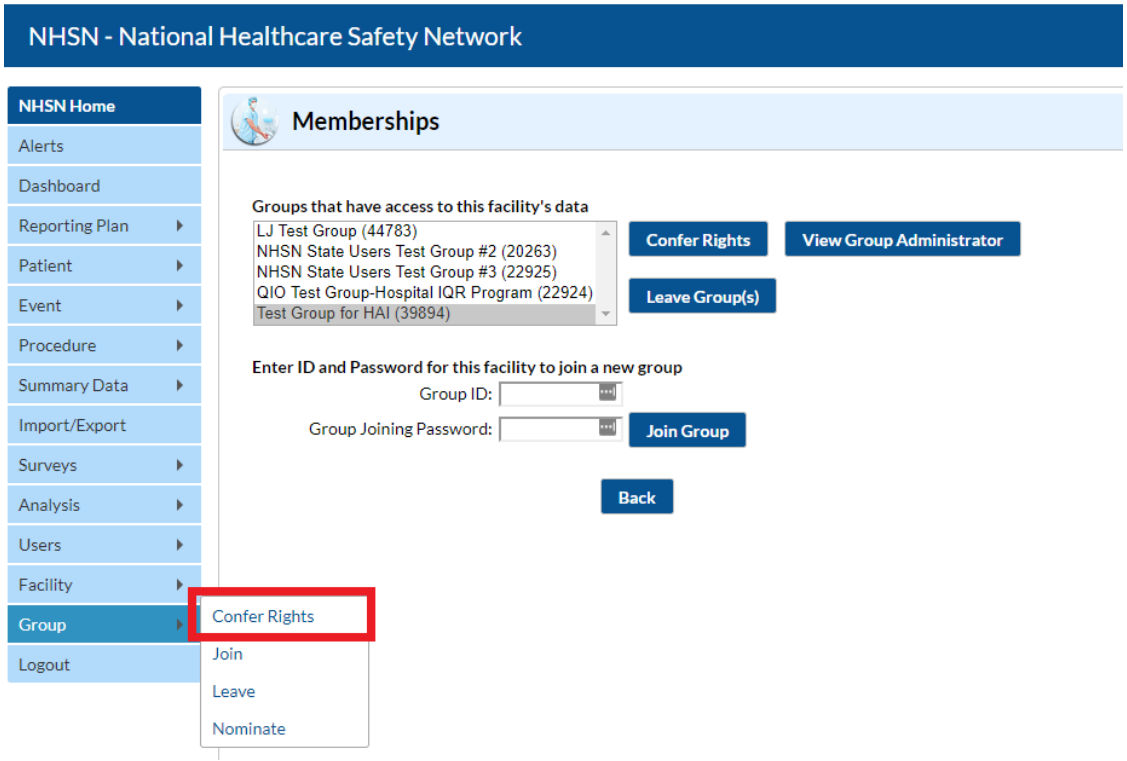


5. Enter the following:
    a. Group ID: **44303**
    b. Group Joining Password: **LeapfrogHospitalSurvey**
6. Select "**Join Group**" button.
7. After agreeing to the message, you will be brought to the "**Confer Rights-Patient Safety**" screen where you will see the data that Leapfrog is requesting access to (skip to Step 11 on page 9 below).

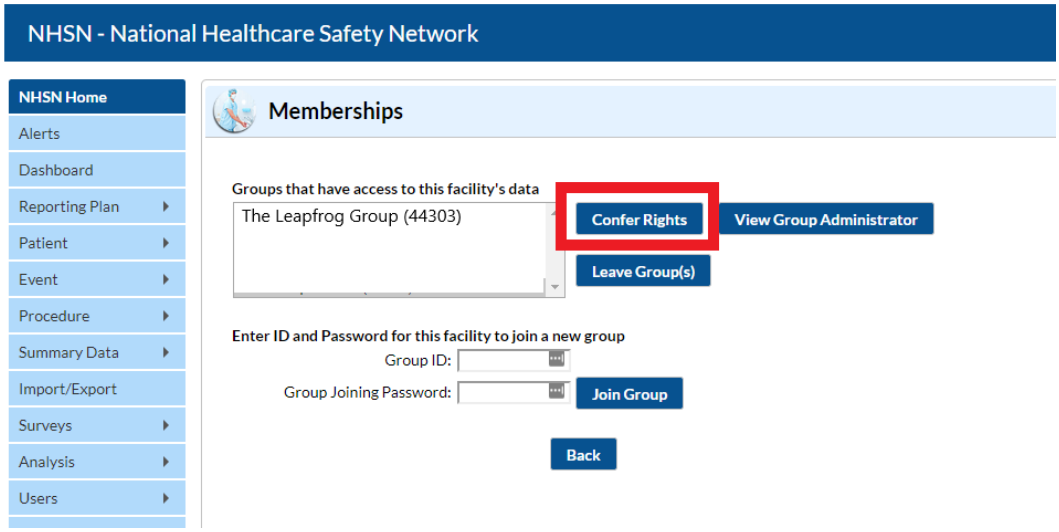
ACCESSING LEAPFROG'S DATA RIGHTS TEMPLATE IF ALREADY IN LEAPFROG'S NHSN GROUP

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

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

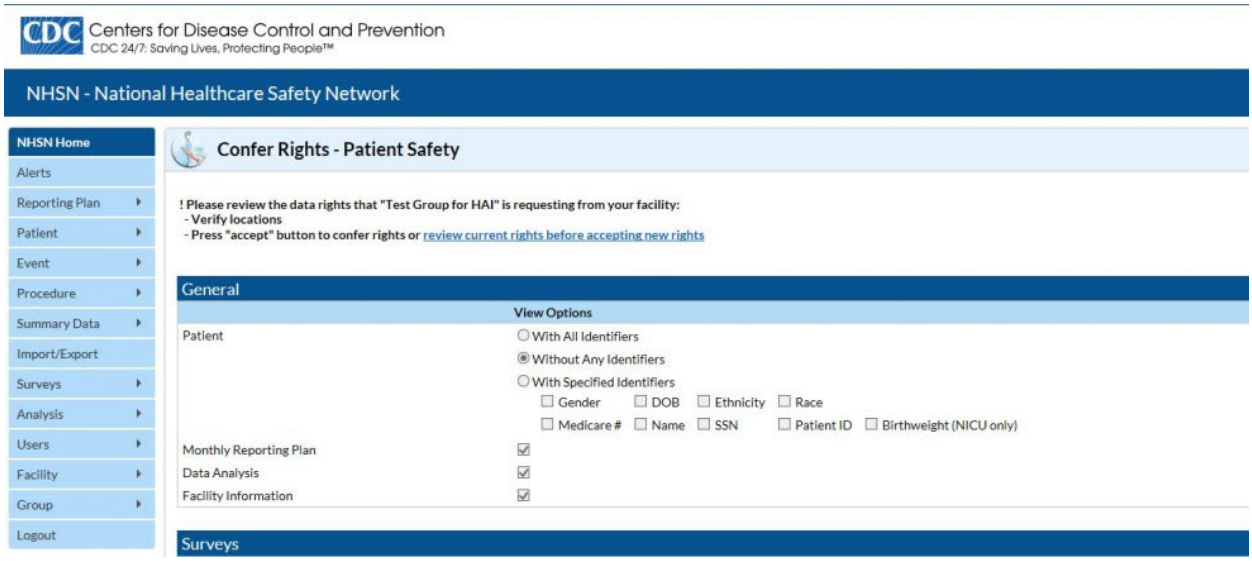


3. On the "Memberships" page, select "**The Leapfrog Group (44303)**" from your groups, and click "**Confer Rights**."



REVIEWING AND COMPLETING LEAPFROG'S DATA RIGHTS TEMPLATE

1. The "Confer Rights - Patient Safety" page will appear as follows:



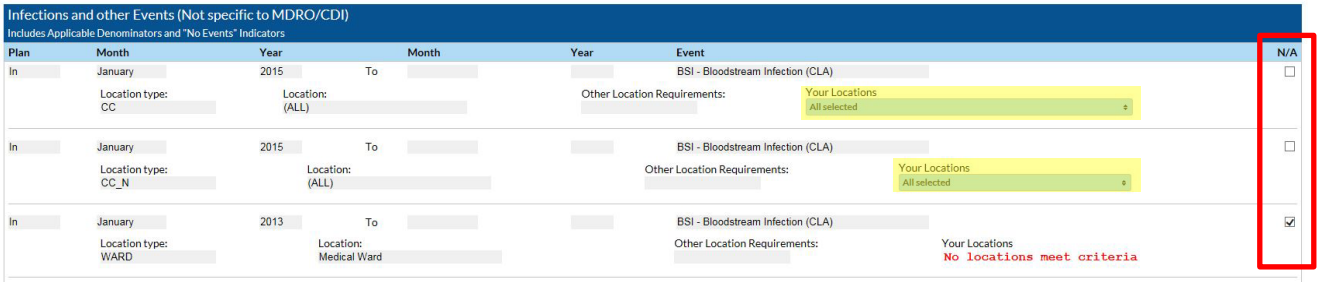
Note: Leapfrog's Data Rights Template was last updated on April 5, 2017.

2. 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 first 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 2024 NPSC - Annual Hospital Survey in NHSN.

   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.



   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 been changed by Leapfrog (either a new request or the Group has removed the request). This will not appear if hospitals add a unit or change unit mappings. Hospitals must re-accept the Date Rights Template.
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, if all locations are selected. Please leave the template with all locations checked for each applicable HAI type; **do not mark items on the template as "N/A" or unselect locations for any reason**. The Data Rights Template is set up to automatically remove locations that are not eligible for analysis based on the reporting period selected. Checking the N/A box will exclude the location from the SIR analysis and lead to discrepancies between the SIR reported to Leapfrog versus the SIRs provided in your hospital's reports.

Important Note: Hospitals must also provide an accurate NHSN ID in the Profile and submit the 2025 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

REGENERATING DATASETS AND DOWNLOADING CMS IPPS REPORTS FOR REVIEW

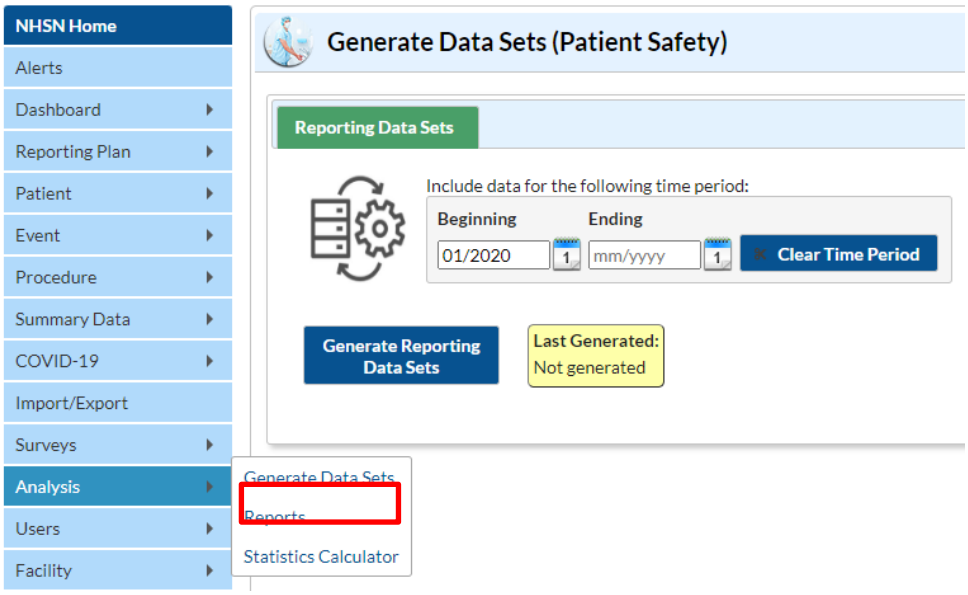
Data is obtained directly from CDC's National Healthcare Safety Network (NHSN). Hospitals should regenerate datasets and download reports directly from NHSN **on the same dates as Leapfrog** for the purposes of verifying your data by following the instructions below.

REGENERATING DATA SETS

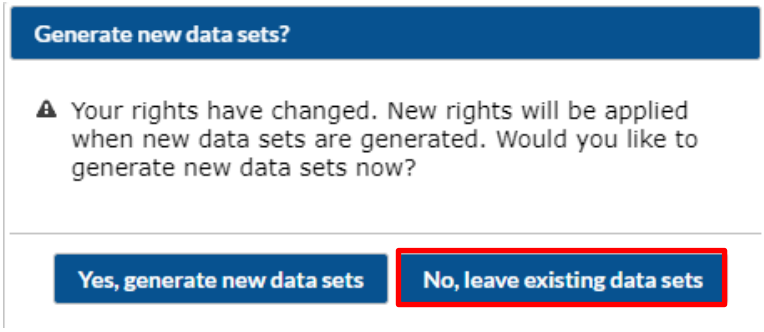
Generating datasets is the first step to performing analysis in NHSN. This process will freeze your NHSN data at the current date and time by copying those data into defined datasets.

When you wish to view updates to the data contained in your NHSN reports or to include data entered since the datasets were last generated, you must regenerate datasets for those updates to be reflected. Datasets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate datasets.

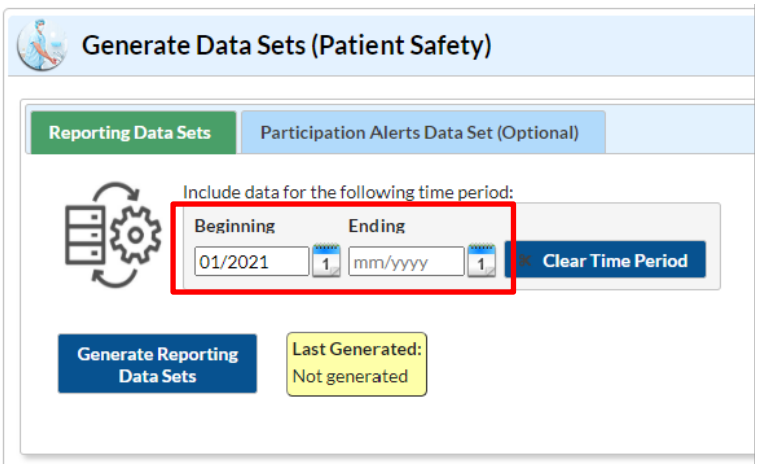
1. **Hospitals should regenerate datasets in NHSN by:**
    - Navigating to **Analysis > Generate Data Sets**



- Select “No, leave existing data sets” in the pop-up.

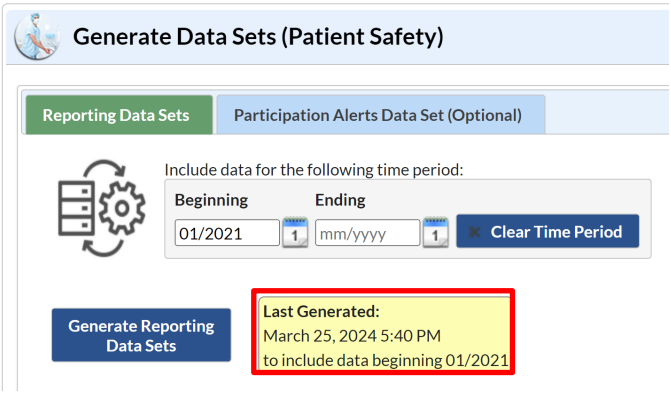


- Do not edit the “Beginning” or “Ending” dates. Note that this is not the reporting period; we will select the reporting period when we download the reports.



- Click “Generate Reporting Data Sets” and allow the application to run.
  - While the regeneration is occurring, you can log out or continue to work in other areas of NHSN. When you return to the “Generate Data Sets” screen, you will see a progress bar if still processing, otherwise, you will see a time completed.

- The box on the bottom right confirms when the last successful regeneration occurred.



DOWNLOADING CMS IPPS REPORTS

2. After the regeneration is complete, hospitals should then download reports in NHSN by:

   - Navigating to Analysis > Reports > CMS Reports > Acute Care Hospitals (ACHs) or Critical Access Hospitals (CAHs) and download the following five reports:

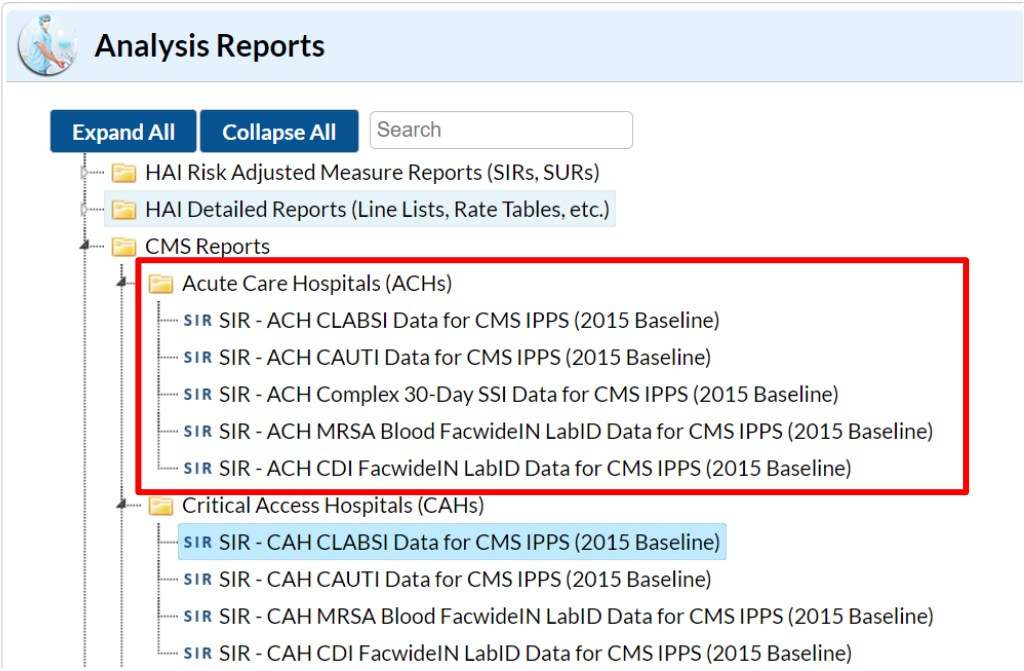
     - CLABSI in ICUs and select wards:
       “**SIR – ACH CLABSI Data for CMS IPPS (2015 Baseline)**”

     - CAUTI in ICUs and select wards:
       “**SIR – ACH CAUTI Data for CMS IPPS (2015 Baseline)**”

     - SSI: Colon:
       “**SIR – ACH Complex 30-Day SSI Data for CMS IPPS (2015 Baseline)**”

     - Facility-wide inpatient MRSA Blood Lab-Identified Events:
       “**SIR – ACH MRSA Blood FacwideIN LabID Data for CMS IPPS (2015 Baseline)**”

     - Facility-wide inpatient C. Diff Lab-Identified Events:
       “**SIR – ACH CDI FacwideIN LabID Data for CMS IPPS (2015 Baseline)**”



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 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).

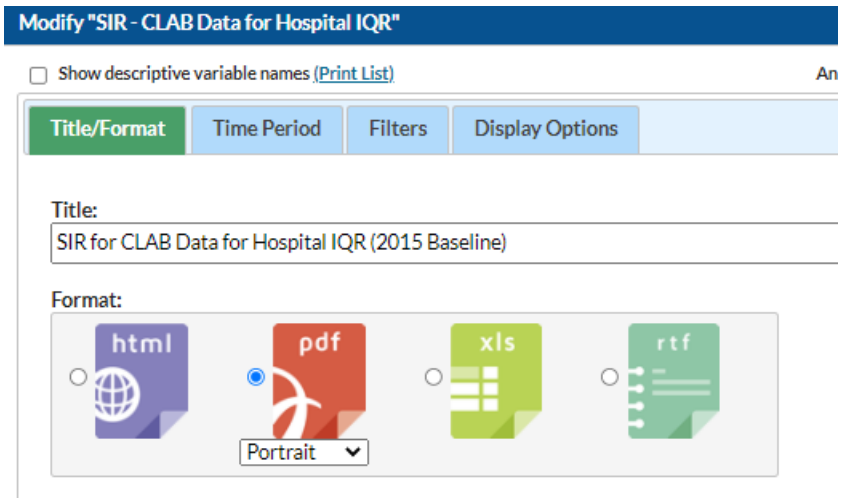
The CLABSI/CAUTI reports will include in-plan CLABSI or CAUTI data for each adult and pediatric ICU and in-plan CLABSI or CAUTI data for each adult and pediatric medical, surgical, and medical/surgical ward, as well as the SIR for your hospital. The other reports will include in-plan MRSA blood laboratory-identified 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:

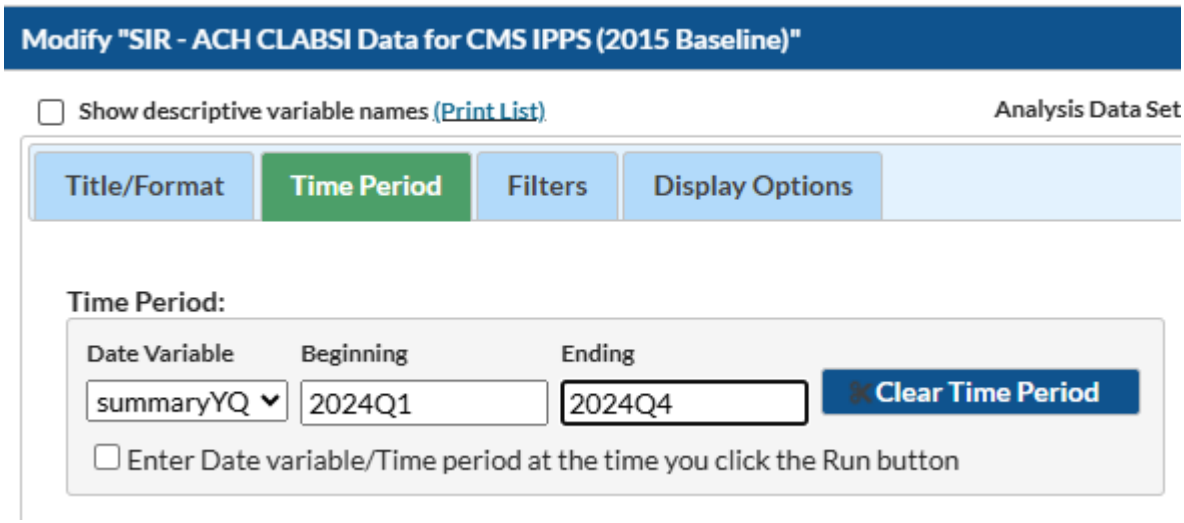
- **June 20, 2025 - summaryYQ 2024Q1 to 2024Q4 –** (see Instructions)
- **August 22, 2025 - summaryYQ 2024Q1 to 2024Q4 –** (see Instructions)
- **October 23, 2025 - summaryYQ 2024Q3 to 2025Q2 –** (see Instructions)
- **December 18, 2025 - summaryYQ 2024Q3 to 2025Q2 –** (see Instructions)

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:**

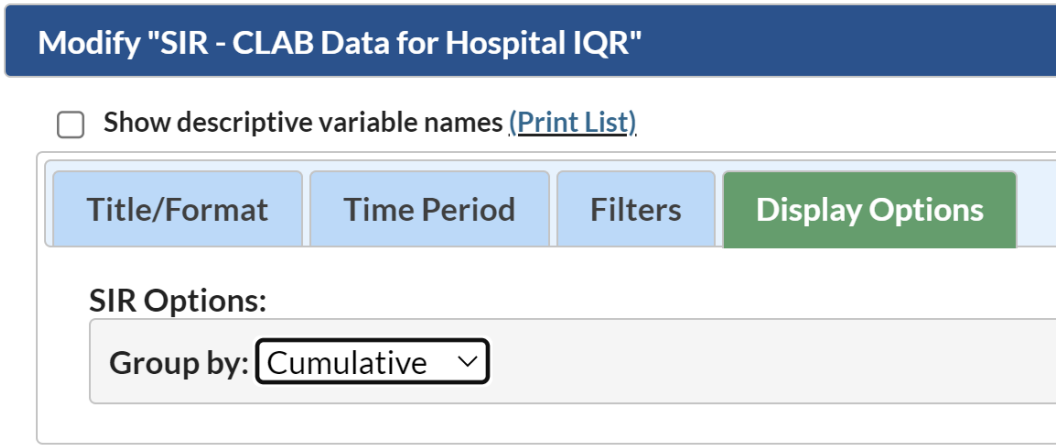
1. Select the report you would like to run and hit “Modify Report.”
2. Select **PDF** under the “Title/Format” tab.



3. Select the "Time Period" tab. Then select **summaryYQ** as the Date Variable and enter the correct Beginning and Ending Quarters.
    - June 20 and August 22 data downloads: **2024Q1** as the Beginning and **2024Q4** as the Ending Quarter.
    - October 23 and December 18 data downloads: **2024Q3** as the Beginning and **2025Q2** as the Ending Quarter.

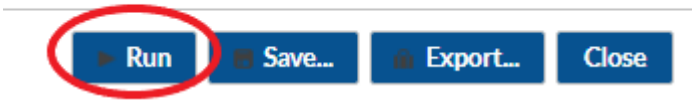


4. Select the "Display Options" tab and change the value of the dropdown menu from SummaryYQ to **Cumulative** to get a cumulative SIR for the time period specified.



Important Note: Do not make any other modifications to the report options. Other options specified are the default CMS IPPS 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".



Reminder: Reports should be downloaded, reviewed, and 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.

DOWNLOADING THE 2024 PATIENT SAFETY COMPONENT (PSC) - ANNUAL HOSPITAL SURVEY TO REVIEW RESPONSES

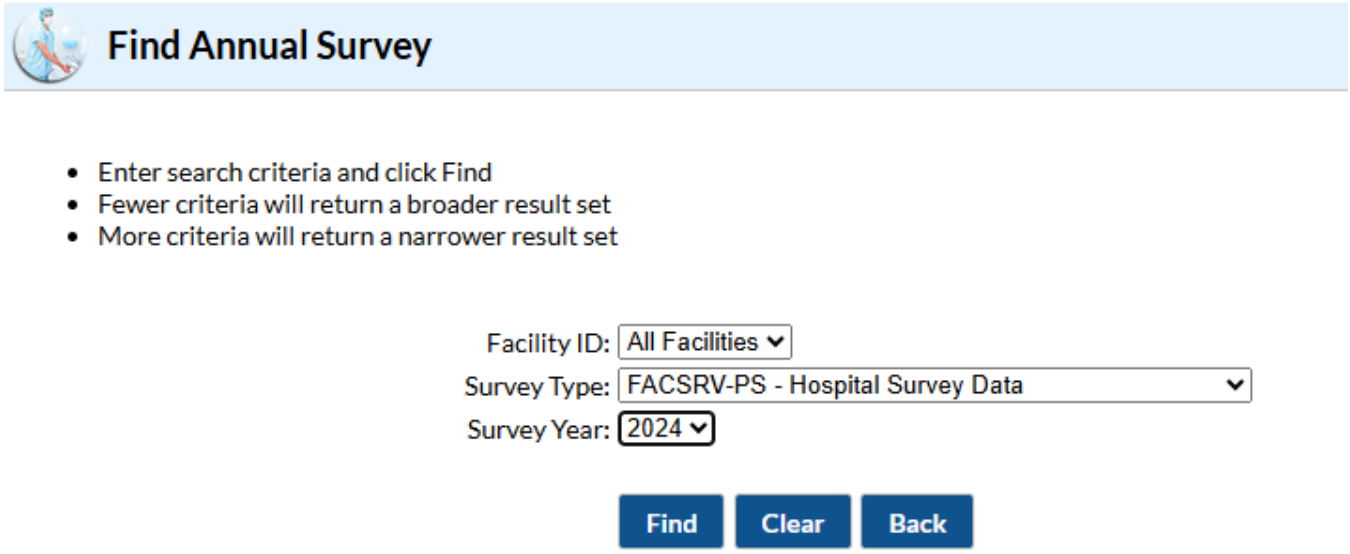
Per NHSN's requirements, the 2024 Patient Safety Component (PSC) – Annual Hospital Survey must be submitted by March 1, 2025. However, hospitals can update their survey at any time based on the prior calendar year (i.e., 2024). Leapfrog will download updated data and refresh Leapfrog Hospital Survey Results on the dates specified in the "Deadlines and Reporting Periods" table provided on page 5.

Hospitals can view their responses to the 2024 PSC – Annual Hospital Survey directly within NHSN by following the instructions below. Please **print and save a copy** of your 2024 PSC - 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:** <2024>

4. **Print/save** a copy of your 2024 NHSN Annual Hospital Survey.
5. A screenshot is provided below for your reference:



The steps listed above can also be used to check your teaching status, which Leapfrog obtains directly from the "Hospital Facility" section of the 2024 PSC – Annual Hospital Survey. For the purposes of the 2025 Leapfrog Hospital Survey, Leapfrog will consider "Major" and "Graduate" types as "teaching hospitals".

A survey will not display if your facility has not yet completed the 2024 PSC – Annual Hospital Survey, which was due on March 1, 2025. **Facilities that did not complete a 2024 PSC – Annual Hospital Survey by the data download dates will be scored and publicly reported as "Declined to Respond".**

Reminder: Copies of your hospital's 2024 PSC - 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 5.

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 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 instructions[1] to address this situation:

1. Continue reporting under one NHSN OrgID for the remainder of the current quarter. For example, if you realize in February 2025 that your healthcare system is incorrectly enrolled, continue reporting this way until all data for 2025 quarter 1 (through March 2025) 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 would 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 15 NHSN Newsletter, Volume 10, Issue 1. https://www.cdc.gov/nhsn/pdfs/newsletters/nhsn-nl-march_2015.pdf

FREQUENTLY ASKED QUESTIONS

Question: What data is being requested?

Answer: The data being requested by Leapfrog is used to generate standardized infection ratios (SIRs) 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.

Question: How will the data be used?

Answer: Leapfrog will use the data to score your hospital and provide results for Section 7B: Healthcare-Associated Infections (HAIs) in the 2025 Leapfrog Hospital Survey. Results are publicly reported on Leapfrog's Ratings Website at ratings.leapfroggroup.org. Results from Section 7B are also used to calculate Leapfrog Hospital Safety Grades and Leapfrog Value-Based Purchasing (VBP) scores for eligible hospitals.

Question: Will Leapfrog be collecting patient identifiers?

Answer: 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.”

Question: Will the data be shared with other members of the NHSN Group?

Answer: 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 The Leapfrog Group.

Question: Will joining the Leapfrog NHSN Group prohibit us from joining other NHSN Groups?

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

Question: Who from our hospital needs to complete the “join group” process in NHSN?

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

Question: After joining the NHSN Group, what else is required?

Answer: When a hospital first joins the group, they are asked to “confer rights” to The Leapfrog Group. The confer rights process specifies which NHSN data will be shared with Leapfrog; the Data Rights Template is the document that outlines this information. Leapfrog requires that all hospitals in Leapfrog's NHSN Group review their Data Rights Template annually, before the first NHSN join-by-date.

In addition to joining Leapfrog’s NHSN Group and conferring rights, hospitals must provide a valid NHSN ID in the Hospital Profile and submit the 2025 Leapfrog Hospital Survey in order to be scored and publicly reported on the five infection measures. Once a hospital joins the NHSN Group, accepts (or re-reviews) the Data Rights Template, and submits the 2025 Leapfrog Hospital Survey, there is nothing else that is required for that Survey Cycle.

Hospitals will be able to view the NHSN 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.

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

Answer: 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. You will be reported as "Declined to Respond" for all five infection measures in Section 7B: Healthcare-Associated Infections.

Question: How often is Leapfrog updating the HAI data? Won't regular updating cause changes to the data?

Answer: 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 is updated twice. The first reporting period is used for the June and August Downloads. A second reporting period is used for the October and December downloads. Within a reporting period, a hospital's data would only change if they updated the surveillance or survey data submitted for that reporting period within NHSN.

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

Answer: Hospitals should follow the instructions provided above for multi-campus reporting (also in NHSN's How-Facilities-Report Guidance) 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 2025 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.

Question: What units/locations are included in each of the HAI CMS IPPS reports downloaded by Leapfrog?

Answer: Information on the units included in IPPS reports sent to CMS by NHSN on behalf of hospitals (also utilized by Leapfrog) may be reviewed here (see 'Healthcare Facility HAI Reporting Requirements to CMS via NHSN Current and Proposed Requirements January 2019'): https://www.cdc.gov/nhsn/cms/index.html. When hospitals join Leapfrog's NHSN

Group, the Data Rights Template will default to all applicable units/locations. Please do not attempt to alter the Data Rights Template to select applicable units/locations

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

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

- The hospital shares a CMS Certification Number (CCN) and their data is aggregated before it is sent to CMS and displayed on Hospital Compare.
- Hospital Compare data is frozen based on the quarterly reporting deadline, whereas NHSN is constantly changing if a hospital changes its data. NHSN encourages hospitals to save their CMS IPPS reports from NHSN at the end of each reporting period.

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

Answer: Please contact Leapfrog's Survey Help Desk. Some questions may need to be re-directed to NHSN: https://www.cdc.gov/nhsn/about-nhsn/helpdesk.html.