



ASC NHSN GUIDANCE: JOIN THE GROUP, REVIEW/ACCEPT DATA RIGHTS TEMPLATE, AND DOWNLOAD REPORTS

Instructions for the Leapfrog ASC Survey 2.0

Section 3A: Infection Surveillance following Breast Surgeries, Laminectomies, Herniorrhaphies, or Knee Prosthesis Procedures



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CHANGE SUMMARY

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

BACKGROUND INFORMATION

For facilities that perform breast surgery, herniorrhaphy, knee prosthesis, and/or laminectomies, reporting to the CDC's National Healthcare Safety Network (NHSN) – Outpatient Procedure Component (OPC) and joining Leapfrog's NHSN Group for ASCs (Group ID: 57193) is a requirement to Achieve Leapfrog's Standard for Infection Surveillance.

Scored results will be available on the ASC Details Page on July 12 and [publicly reported](#) starting on July 25 for ASCs that complete the steps below and submit a Survey by the [June 30 Submission Deadline](#). After July 25, the ASC Details Page and public reporting website will be refreshed monthly within the first seven (7) business days of each month to reflect Surveys submitted or resubmitted between July 1 and November 30 and previously submitted Surveys that were corrected before January 31. Survey Results are frozen from February to July 25.

In order to be scored and publicly reported, facilities must complete the following steps:

1. Join Leapfrog's NHSN Group for ASCs by the dates below,
2. Submit the NHSN Annual Survey and applicable SSI Monthly Reporting Plans,
3. Enter a valid NHSN ID in the Profile Section of the ASC Dashboard, and
4. Complete, affirm, and submit the Leapfrog ASC Survey 2.0 by the dates below.

For facilities that complete the steps above, Leapfrog will download the following data from NHSN:

- 2025 Outpatient Procedure Component – Annual Facility Survey
- Outpatient Procedure Component (OPC) Monthly Reporting Plans for Breast Surgery (BRST) Procedures, Herniorrhaphy (HER) Procedures, Knee Prosthesis (KPRO) Procedures, and Laminectomy (LAM) Procedure SSI Outcome Measure



IMPORTANT NOTES

NOTE FOR ASCS THAT PREVIOUSLY JOINED LEAPFROG'S NHSN GROUP

While ASCs who have previously joined Leapfrog's NHSN Group will remain in the Group from year-to-year, Leapfrog requires that all ASCs in Leapfrog's NHSN Group review their Rights Acceptance Report annually, before the June 22, 2026 NHSN Download Date. Additionally, please confirm that you have given Leapfrog access to data from your 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey.

NOTE REGARDING MONTHLY REPORTING PLANS

ASCs must submit a monthly reporting plan in the NHSN Outpatient Procedures Component for each month of the reporting period for each applicable surgical site infection measure, **even if that month had no events or procedures**. Please see [pages 10-13](#) for more information. ASCs that have not submitted a monthly reporting plan will be scored and publicly reported as "Limited Achievement."

NOTE REGARDING DOWNLOADING REPORTS FOUR TIMES PER YEAR

ASCs should follow the instructions provided on [below](#) on how to regenerate data sets, and save copies of the NHSN 2025 Outpatient Procedure Component – Annual ASC Survey and SSI 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 are not static and may be updated by ASCs at any time. Therefore, if your ASC makes any updates to their data for SSI or in the Outpatient Procedure Component – Annual ASC Survey after Leapfrog's NHSN download dates, the reports downloaded by your ASC **will not match** the reports downloaded by Leapfrog, even if they are for the same reporting period.

For this reason, Leapfrog encourages all ASCs to regenerate data sets and download their reports and a copy of their 2025 Outpatient Procedure Component – Annual Ambulatory Surgery Center Survey from NHSN on the [same day](#) as Leapfrog to ensure that the SSI data downloaded by Leapfrog is accurate. Facilities submitting a 2026 Leapfrog ASC Survey 2.0 by the Submission Deadline of June 30, 2026 should follow the instructions below to download reports from NHSN on June 19, 2026. This data will be available on the ASC Details Page on July 12 and scored and [publicly](#) reported by Leapfrog on July 25.

DEADLINES AND REPORTING PERIODS

NHSN Download Date <i>(ASCs must be in the Leapfrog NHSN Group before this date)</i>	Data downloaded from NHSN will be scored and publicly reported for ASCs that have submitted a Survey by	SSI Reporting Period	Available on ASC Details Page and Public Reporting Website on
June 22, 2026	June 30, 2026	01/01/2025 – 12/31/2025	July 12, 2026 ASC Details Page July 25, 2026 Public Reporting Website
August 20, 2026	August 31, 2026	01/01/2025 – 12/31/2025	September 10, 2026*
October 22, 2026	October 31, 2026	07/01/2025 – 06/30/2026	November 10, 2026*
December 17, 2026**	November 30, 2026	07/01/2025 – 06/30/2026	January 12, 2027*

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

** The Leapfrog ASC Survey 2.0 closes on November 30, 2026. The last NHSN data download is on December 17, 2026, to incorporate any facilities and corrections from facilities that joined by the last join date.

INSTRUCTIONS

JOINING LEAPFROG'S NHSN GROUP

STEP 1: ENROLL IN NHSN

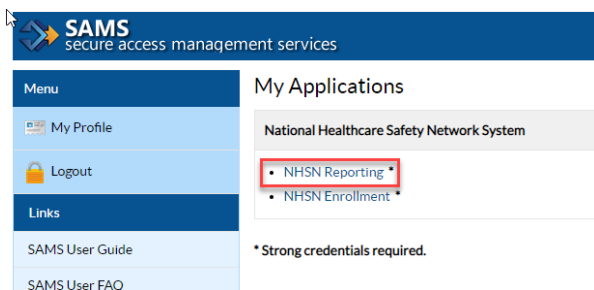
Applies to ASCs that are not currently enrolled in NHSN. ASCs that are already enrolled and have completed the set-up in NHSN can skip to Step 2

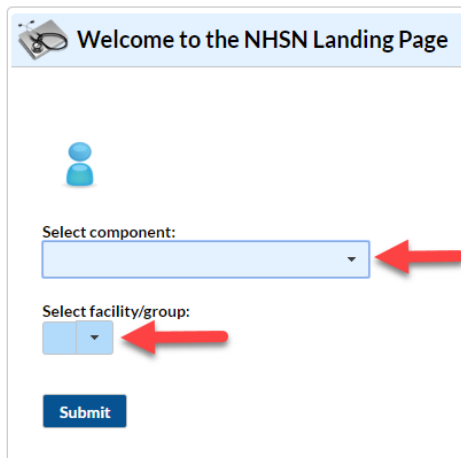
1. Enroll in NHSN by following the enrollment steps outlined by NHSN at <https://www.cdc.gov/nhsn/ambulatory-surgery/enroll.html>.
2. Complete the set-up instructions at <https://www.cdc.gov/nhsn/ambulatory-surgery/setup.html>.

STEP 2: ADD THE OUTPATIENT PROCEDURE COMPONENT (OPC)

Applies to ASCs that are enrolled in NHSN, but not already enrolled in the OPC. ASCs that are already enrolled in the new OPC and can skip to Step 3.

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





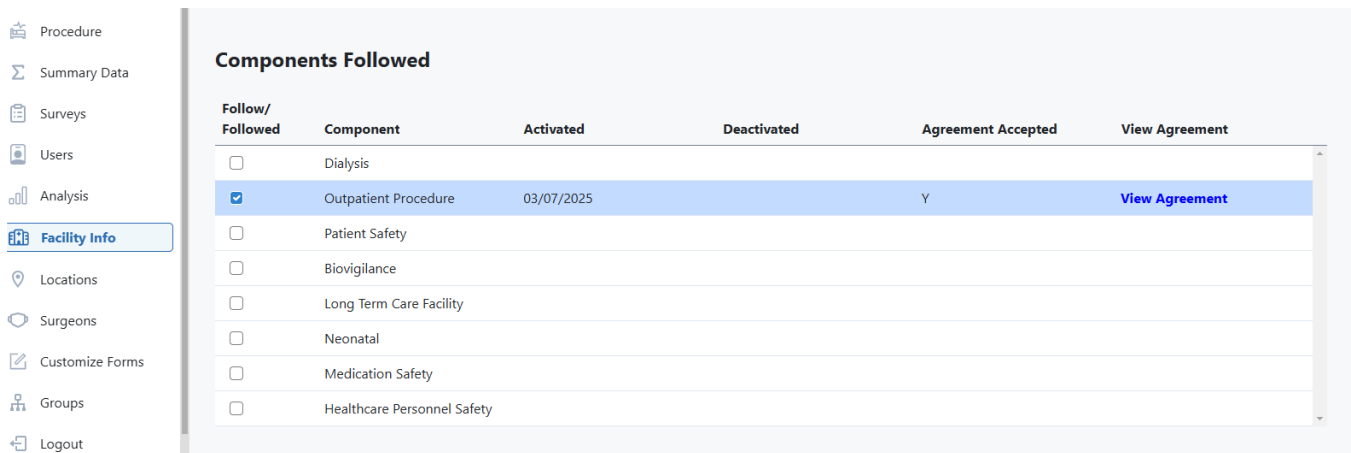
Welcome to the NHSN Landing Page

Select component:

Select facility/group:

Submit

3. Select the component your facility has access to, select your Facility, and then “Submit.”
4. Add the Outpatient Procedure Component (OPC) module. Click “Facility,” then scroll down to the “Components Followed” section and Select “Outpatient Procedure” and then “Save” in the top right.

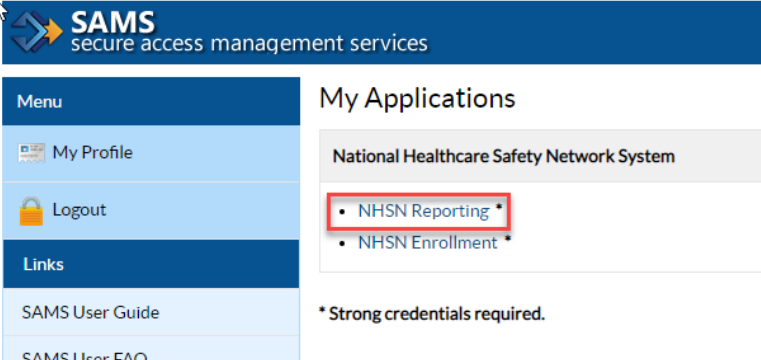


Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Outpatient Procedure	03/07/2025		Y	View Agreement
<input type="checkbox"/>	Patient Safety				
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Long Term Care Facility				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Medication Safety				
<input type="checkbox"/>	Healthcare Personnel Safety				

5. Complete an OPC – Annual ASC Survey.

STEP 3: JOIN LEAPFROG’S NHSN GROUP FOR ASCS

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



SAMS
secure access management services

Menu

- My Profile
- Logout

Links

- SAMS User Guide
- SAMS User FAQ

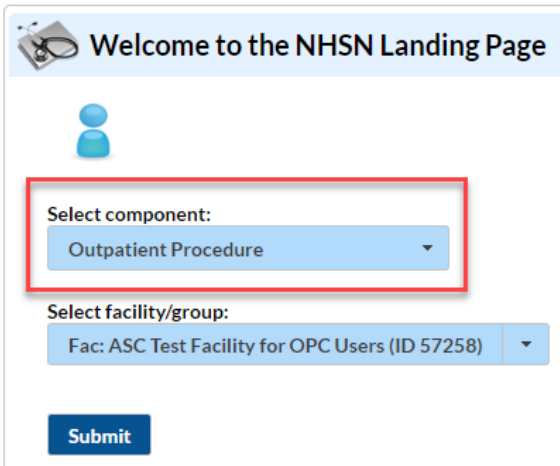
My Applications

National Healthcare Safety Network System

- NHSN Reporting *
- NHSN Enrollment *

* Strong credentials required.

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



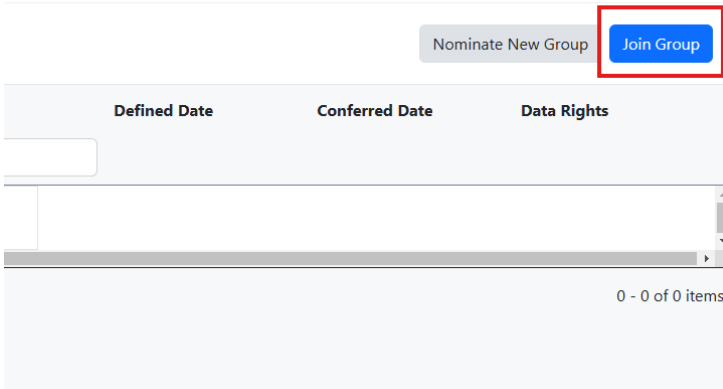
Welcome to the NHSN Landing Page

Select component:
Outpatient Procedure

Select facility/group:
Fac: ASC Test Facility for OPC Users (ID 57258)

Submit

4. Select "Group" and then "Join Group" in the top right



Nominate New Group **Join Group**

Defined Date	Conferred Date	Data Rights

0 - 0 of 0 items

Enter ID and Password for this facility to join a new group

The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.

Group ID:

Group Joining Password:

5. Enter the following:
 - a. Group ID: **57193**
 - b. Group Joining Password: **LeapfrogASCSSurvey**
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 need to check the box next to leapfrog group.

Groups

✔ Facility 'Leapfrog OP Test' has successfully joined group 'The I

	Group Name	Group ID
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	The Leapfrog Group - ASCs	57193

⏪ ⏩ Page of 0 it

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

8. Then, click the confer rights button that will show in the top right corner.

Groups							
Group Name	Group ID	Admin	Email	Phone	Defined Date	Conferred Date	Data Rights
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	The Leapfrog Group - ASCs	57193	Kathryn Stewart	KSTEWART@LEAPFROG-GROUP.ORG	202-644-9413	11/20/2018 10:08	NOT ACCEPTED

Page 1 of 0 items per page 10 0 - 0 of 0 items

9. You will need to review the requested information and select “**Accept**” at the top 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 measures in Section 4B.

Group	Group #	Date Last Modified	Cancel	Review	Accept
The Leapfrog Group - ASCs	57193	November 20, 2018			

General

PATIENT VIEW OPTIONS Details ^

<input type="checkbox"/> Sex	<input type="checkbox"/> DOB
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Medicare #
<input type="checkbox"/> SSN	<input type="checkbox"/> Race
<input type="checkbox"/> Name	<input type="checkbox"/> Patient ID
<input type="checkbox"/> Check/Uncheck All	

BASIC DATA VISIBILITY Details ^

<input checked="" type="checkbox"/> Facility Information ⚠	<input checked="" type="checkbox"/> Annual Survey ⚠
<input checked="" type="checkbox"/> Monthly Reporting Plan ⚠	<input checked="" type="checkbox"/> Data Analysis

- 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.
- Please do not change the default selections for N/A boxes.
- 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.



You will know you have successfully conferred rights when you see this message at the top of your screen:

Confer Rights

Group	Group #	Date Last Modified
The Leapfrog Group - ASCs	57193	November 20, 2018
<input checked="" type="checkbox"/> Conferred Rights saved successfully for group 'The Leapfrog Group - ASCs'		

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/joingroup-current.pdf>.

MONTHLY REPORTING PLAN FORM

MONTHLY REPORTING PLAN BACKGROUND

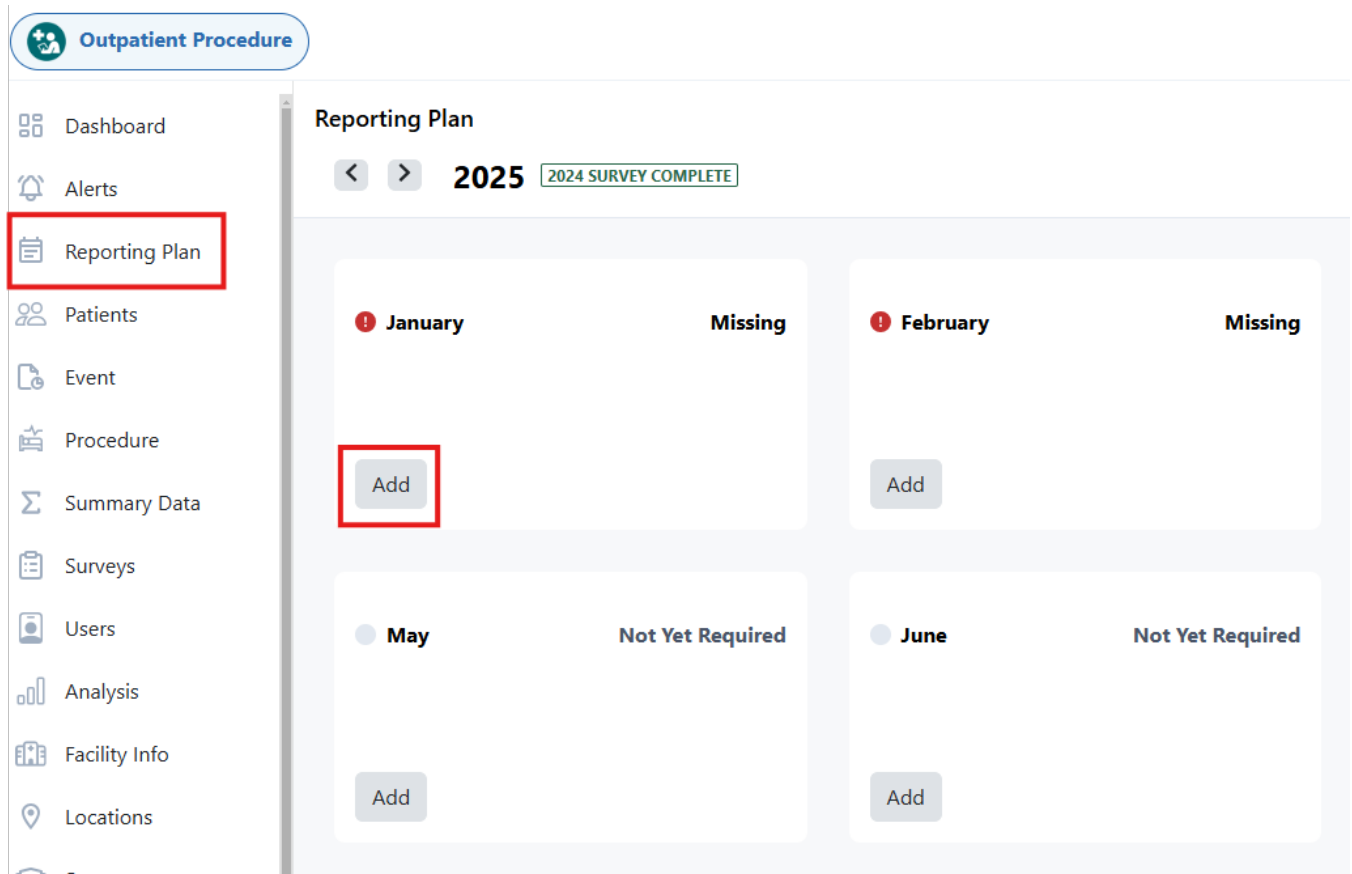
ASCs must submit the [Outpatient Procedure Component \(OPC\) Monthly Reporting Plan](#) form in NHSN for each month that they enter data into NHSN. The form should also be submitted for months that did not have any procedures or events. This form is used by NHSN to determine which data is “in-plan” and “off-plan.” Information about this distinction and the form can be found in the [NHSN OPC Manual](#) (chapter 2, page 1). NHSN’s instructions to complete the form can be found [here](#).

For the purposes of scoring this section of the Leapfrog ASC Survey, Leapfrog only considers “in-plan” reporting to be relevant as only in-plan data can be obtained by Leapfrog via NHSN. To achieve Leapfrog’s Standard for Infection Surveillance, ASCs must submit monthly reporting plans for each month of the reporting period selected in Section 3A of the Leapfrog ASC Survey 2.0.

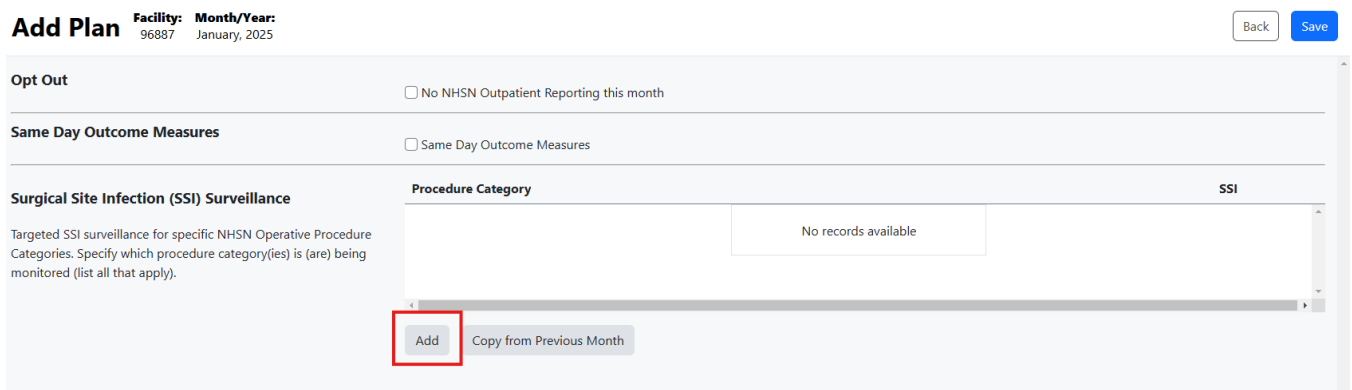
ASCs should **not** select “No NHSN Outpatient Procedure reporting this month” on their monthly reporting plan form as all reporting will then be considered “off-plan.”

SUBMITTING A NEW MONTHLY REPORTING PLAN FORM

1. Log into the Outpatient Component within NHSN at <https://sams.cdc.gov/>
2. In the top left of the screen, select **Reporting Plan > Add**.



3. Select the Month and Year.
4. If your ASC plans to report the data “in-plan,” then leave this **unchecked**: “No NHSN Outpatient Reporting this month.”
5. If your ASC plans to submit “in-plan” SSI data to NHSN, then add a row underneath “Surgical Site Infection SSI Surveillance” for each SSI procedure you plan to report. Click “Add Row” at the bottom to add additional procedures.



6. A grey box will appear and you can select the procedures you plan to add from a drop down menu.

Add Plan Facility: 96887 Month/Year: January, 2025 Back Save

Opt Out No NHSN Outpatient Reporting this month

Same Day Outcome Measures Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance Procedure Category SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

BRST - Breast surgery X

Add Copy from Previous Month

7. Click “Save” at the top when you are finished.

Edit Plan Facility: 96887 Month/Year: January, 2025 Back Save

Monthly Reporting Plan created successfully.

Opt Out No NHSN Outpatient Reporting this month

Same Day Outcome Measures Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance Procedure Category SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

BRST - Breast surgery X

HER - Herniorrhaphy X

LAM - Laminectomy X

KPRO - Knee prosthesis X

Add Copy from Previous Month

REVIEWING PREVIOUSLY SUBMITTED MONTHLY REPORTING PLAN FORMS

1. Log into the Outpatient Component within NHSN at <https://sams.cdc.gov/>
2. In the top left of the screen, select **Reporting Plan**.
3. You will see each month with options to edit or add reporting plans.

Reporting Plan

< > 2025 2024 SURVEY COMPLETE

<p>✓ January Defined</p> <p>4 Procedure Categories Monitored</p> <p>Edit</p>	<p>❌ February Missing</p> <p>Add</p>	<p>❌ March Missing</p> <p>Add</p>	<p>⚪ April Not Yet Required</p> <p>Add</p>
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REGENERATING DATA SETS AND DOWNLOADING REPORTS

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

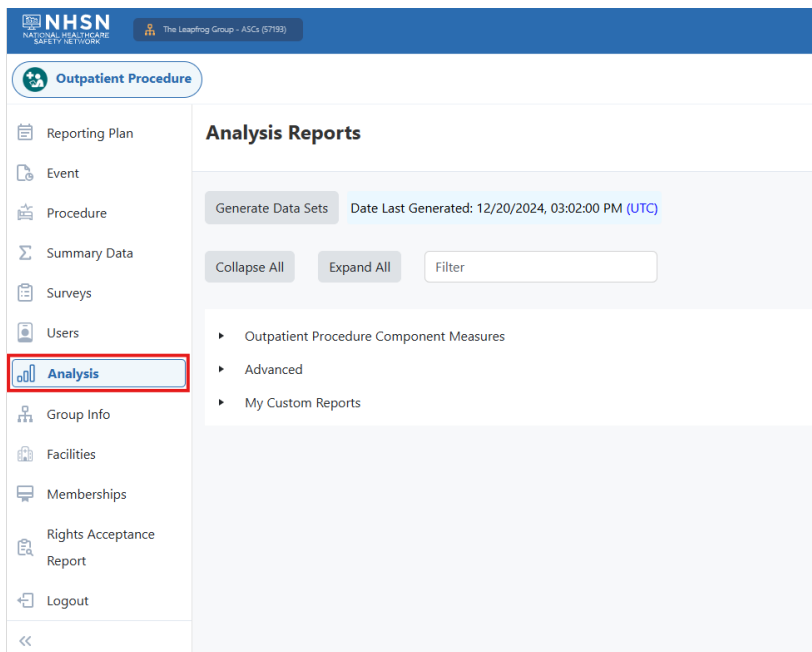
REGENERATING DATA SETS

Generating data sets 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 data sets.

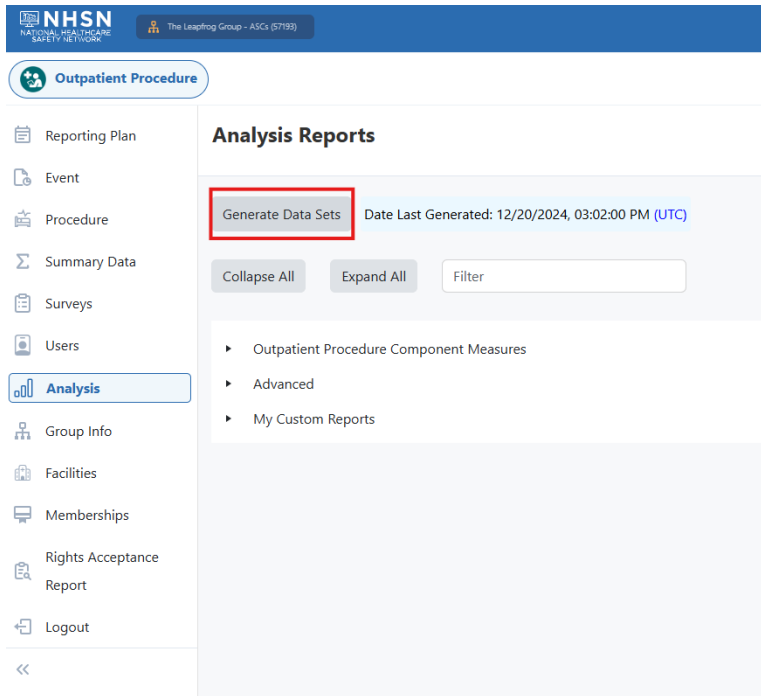
When you wish to view updates to the data contained in your NHSN reports or to include data entered since the data sets were last generated, you must regenerate data sets for those updates to be reflected. Data sets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate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

ASCs should regenerate data sets in NHSN by:

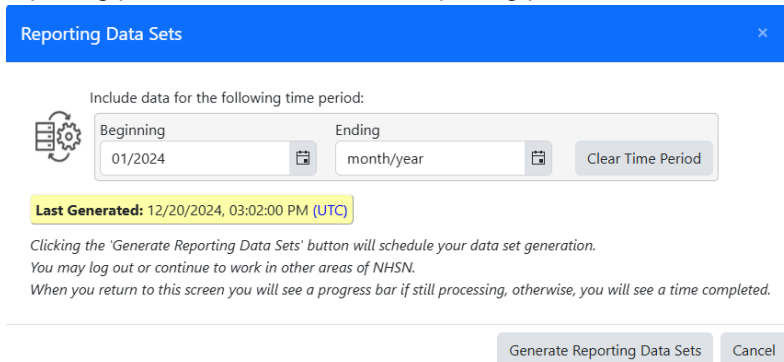
- Navigating to Analysis



- Click “Generate Data Sets



- Edit the “Beginning” date to 01/2025, and the ending date should be left blank. 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 yellow box confirms when the last successful regeneration occurred.

Reporting Data Sets ×

Include data for the following time period:

Beginning

Ending

Clear Time Period

Last Generated: 12/20/2024, 03:02:00 PM (UTC)

Clicking the 'Generate Reporting Data Sets' button will schedule your data set generation. You may log out or continue to work in other areas of NHSN. When you return to this screen you will see a progress bar if still processing, otherwise, you will see a time completed.

Generate Reporting Data Sets
Cancel

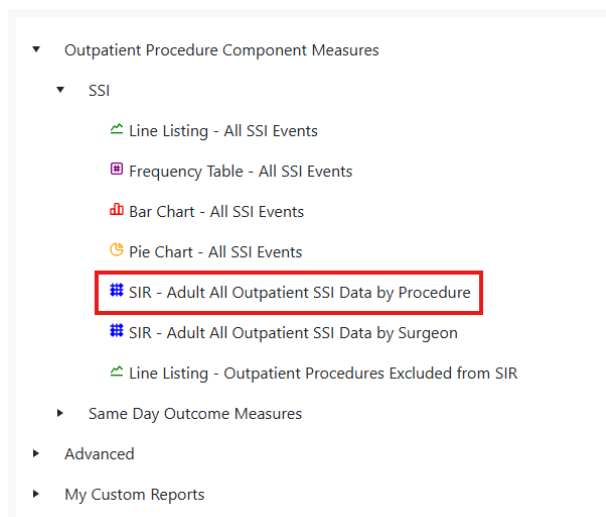
DOWNLOADING REPORTS FOR SSI

Surgical Site Infections (SSI)

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 > Outpatient Procedure Component Measures > SSI** after logging into the Outpatient Component within NHSN at <https://sams.cdc.gov/>:

- SIR – Adult All Outpatient SSI Data by Procedure



This report can be used to verify the data that Leapfrog is obtaining directly from NHSN for your facility.

Be sure you are using the correct date range when generating your NHSN report:

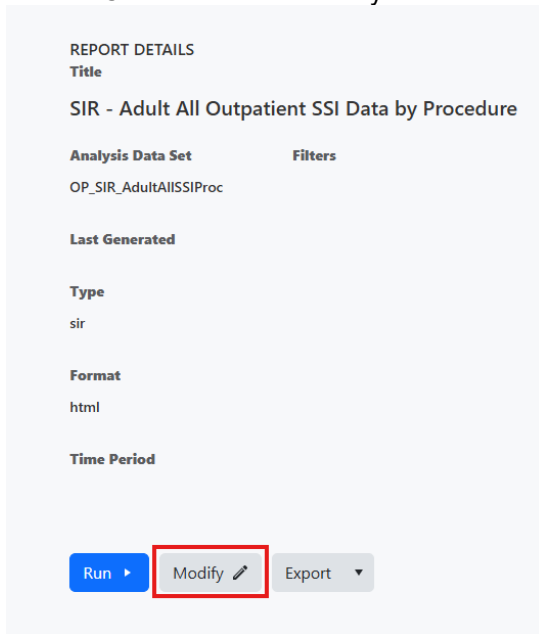
Data Download Dates:

- **June 22, 2026 - summaryYM, 01/2025 to 12/2025**

- **August 20, 2026 - summaryYM, 01/2025 to 12/2025**
- **October 22, 2026 - summaryYM, 07/2025 to 06/2026**
- **December 17, 2026 - summaryYM, 07/2025 to 06/2026**

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 “SIR – Adult All Outpatient SSI Data by Procedure”
2. Click and select “Modify”



REPORT DETAILS

Title
SIR - Adult All Outpatient SSI Data by Procedure

Analysis Data Set Filters
OP_SIR_AdultAllSSIProc

Last Generated

Type
sir

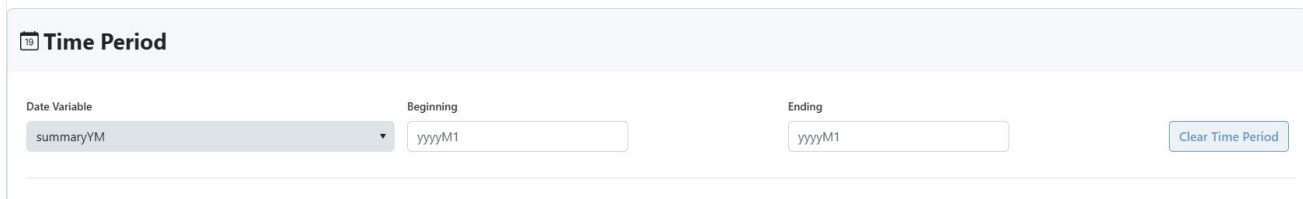
Format
html

Time Period

Run **Modify** Export

3. Select the “Time Period” tab. Then select **summaryYM** as the Date Variable and enter your beginning month and ending month in MM/YYYY format that matches the Data Download date:

- **June 22, 2026 - summaryYM, 01/2025 to 12/2025**
- **August 20, 2026 - summaryYM, 01/2025 to 12/2025**
- **October 22, 2026 - summaryYM, 07/2025 to 06/2026**
- **December 17, 2026 - summaryYM, 07/2025 to 06/2026**



Time Period

Date Variable Beginning Ending

summaryYM yyyyM1 yyyyM1

Clear Time Period

4. Scroll down to “Display Options” and change the value of the dropdown menu from Cumulative to **summaryYM** to get monthly data for the time period specified.

Display Options

SIR Options

Group By

summaryYM

Important Note: Do not make any other modifications to the report options to ensure that you are downloading the correct data.

5. After updating the time period and the group by options, select “Run” at the top of the screen.

Modify Report Back X Export Run Save

Analysis Data Set: OP_SIR_AdultAllSSIProc Last Generated: N/A (UTC) Show descriptive variable names

Title/Format

Title: SIR - Adult All Outpatient SSI Data by Procedure Format: HTML

You are not required nor are you able to enter data for these measures directly into the Survey. Reports should be used for verification purposes only.

DOWNLOAD COPY OF 2025 OUTPATIENT COMPONENT – ANNUAL ASC SURVEY TO REVIEW RESPONSES

ASCs can view their responses to the 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey directly within NHSN by following the instructions below. Please **print and save a copy** of your 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey for your records.

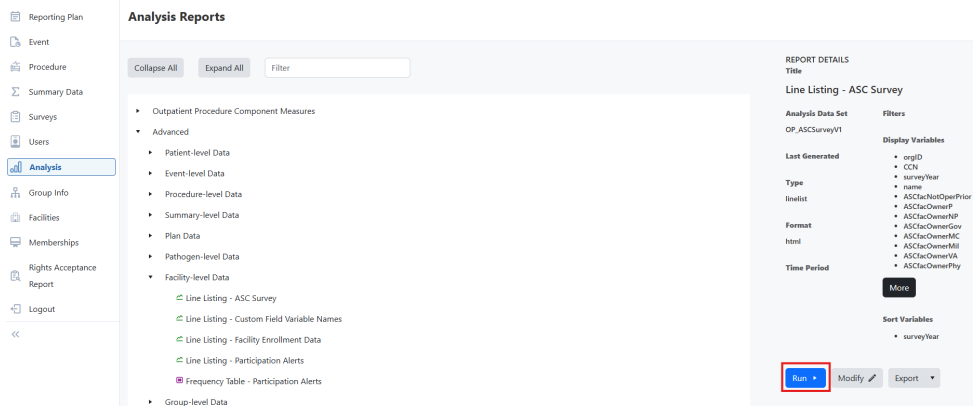
1. Log into the Outpatient Procedure Component within NHSN at <https://sams.cdc.gov/>
2. In the left-hand navigation, select “Surveys”
3. Enter your NHSN ID in the **Facility ID** search bar and ‘2025’ in the **Survey Year** search bar

Note: A survey will not display if your facility has not yet completed the 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey.

Alternatively, ASCs can obtain a report of their Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey by following the steps below:

1. Log into the Outpatient Procedure Component within NHSN at <https://sams.cdc.gov/>.
2. In the left-hand navigation, select “Analysis” then “Reports.”

3. In the “Advanced” folder, navigate to the “Facility-level Data” folder and select “Line Listing – ASC Survey.”
4. Click the “Line Listing – ASC Survey” report and hit “Run.”



5. Save a copy of this report.

Reminder: Copies of your facility’s 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey should be reviewed/saved on the same day as Leapfrog to ensure your data matches what Leapfrog has obtained. Facilities that do not complete the OPC Annual ASC Survey will be scored and publicly reported as “Limited Achievement” for Section 3A.

FREQUENTLY ASKED QUESTIONS

Q: WHAT DATA IS BEING REQUESTED?

A: 2025 Outpatient Procedure Component – Annual Facility Survey and Outpatient Procedure Component (OPC) Monthly Reporting Plans for Breast Surgery (BRST) Procedures, Herniorrhaphy (HER) Procedures, Knee Prosthesis (KPRO) Procedures, and Laminectomy (LAM) Procedure SSI Outcome 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.” An or in the template indicates that a particular piece of data is being requested by the Group. 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.

Q: HOW WILL THE DATA BE USED?

A: The data will be used to score your facility and publicly report results for Section 3A Infection Surveillance following Breast Surgeries, Laminectomies, Herniorrhaphies, or Knee Prosthesis Procedures on the Leapfrog ASC Survey 2.0. Scoring algorithms are available on the Scoring and Public Reporting [webpage](#).

Q: WILL LEAPFROG BE COLLECTING PATIENT IDENTIFIERS?

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

Q: WILL THE DATA BE SHARED WITH OTHER MEMBERS OF THE NHSN GROUP?

A: No, an ASC 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: WHO FROM OUR FACILITY NEEDS TO COMPLETE THE "JOIN GROUP" PROCESS IN NHSN?

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

Q: WILL LEAPFROG NOTIFY ASCS 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 Rights Template. ASCs will be prompted to review the updated Data Rights Template and re-accept it when the NHSN administrator logs 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 the surgical site infection measures.

Q: WHO SHOULD ASCS 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 - Toll-free: (877) 671-2901 or Email: samshelp@cdc.gov.