



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

Instructions for the 2026 Leapfrog ASC Public Reporting Program

CHANGE SUMMARY

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



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BACKGROUND INFORMATION

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

Additionally, ambulatory surgery centers (ASCs) that perform breast surgeries, laminectomies, herniorrhaphies, and/or knee prosthesis are required to join Leapfrog's National Healthcare Safety Network (NHSN) Group for ASCs (Group ID: 57193) in order for Leapfrog to download data on the following measures included in Section 3A Infection Surveillance of the 2026 Leapfrog ASC Survey 2.0:

- Surgical Site Infections (SSIs) for breast surgery (BRST), laminectomy (LAM), herniorrhaphy (HER), and knee prosthesis (KPRO) using an All SSI SIR model

Leapfrog will also be downloading a copy of the facility's 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey.

Data will be available on the ASC Details Page on July 12 and will be scored and [publicly reported](#) starting on July 25 for ASCs that 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.

For a facility's data to be published, facilities must:

- Join Leapfrog's NHSN Group for ASCs and review/accept Leapfrog's Data Rights Template by June 18*,
- Enter a valid NHSN ID in the Profile Section of the 2025 Leapfrog ASC Survey, and
- Submit the 2026 Leapfrog ASC 2.0 Survey by June 30.

* Facilities are not required to "re-join" Leapfrog's NHSN Group if they joined and conferred rights in previous Survey Cycles (April 1 – November 30). However, all facilities must review their Rights Acceptance Report by the first NHSN join-by date of each Survey Cycle.

All ASCs that have completed the steps above to have their surgical site infections data downloaded from NHSN are **required to download and save** reports from NHSN on the same day that Leapfrog will be downloading the data for all current group members to verify the data downloaded, scored, and publicly reported by Leapfrog. More information may be found below.



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 18, 2026 NHSN join-by 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

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 ASCs that have submitted a Survey by	SSI Reporting Period	Available on ASC Details Page and Public Reporting Website on
June 18, 2026	June 19, 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 21, 2026	August 31, 2026	01/01/2025 – 12/31/2025	September 10, 2026*
October 22, 2026	October 23, 2026	October 31, 2026	07/01/2025 – 06/30/2026	November 10, 2026*
December 17, 2026	December 18, 2026**	November 30, 2026	07/01/2025 – 06/30/2026	January 12, 2027*

* The Leapfrog ASC Survey closes on November 30, 2026. The last NHSN data download is on December 17, 2026 to incorporate any corrections facilities that joined by the last join date of December 17, 2026 may have made to their NHSN data since the last NHSN data download.

Leapfrog will download NHSN data four times according to the dates and reporting periods listed in the table above.

INSTRUCTIONS

JOINING LEAPFROG'S NHSN GROUP

STEP 1: ENROLL IN NHSN

Applies to ASCs that are not currently enrolled in NHSN.

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

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

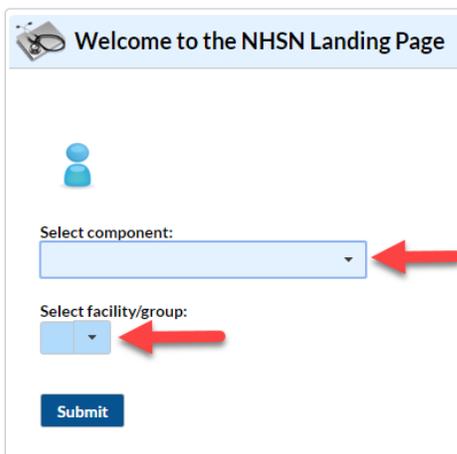
STEP 2: ADD THE OUTPATIENT PROCEDURE COMPONENT (OPC)

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

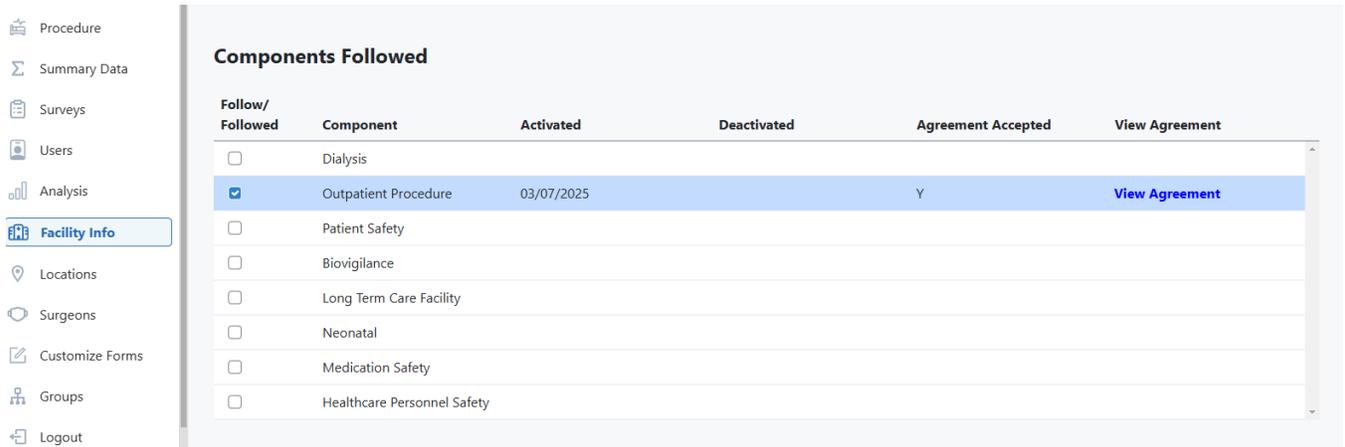
1. Log into NHSN (needs to be an individual with Administrator rights): <https://sams.cdc.gov/>.
2. Once logged in, select "NHSN Reporting."



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



4. Add the Outpatient Procedure Component (OPC) module. 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.

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

STEP 3: JOIN LEAPFROG’S NHSN GROUP FOR ASCS

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



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

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

- 5.

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:

6. Enter the following:
 - a. Group ID: **57193**
 - b. Group Joining Password: **LeapfrogASCsSurvey**
7. Select “**Join Group**” button.
8. 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="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.

9. 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 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

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

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
✔ Conferred Rights saved successfully for group 'The Leapfrog Group - ASCs'		

Important Note: ASCs must provide an accurate NHSN ID in the Profile Section of their Survey and submit a 2026 Leapfrog ASC Survey 2.0.

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

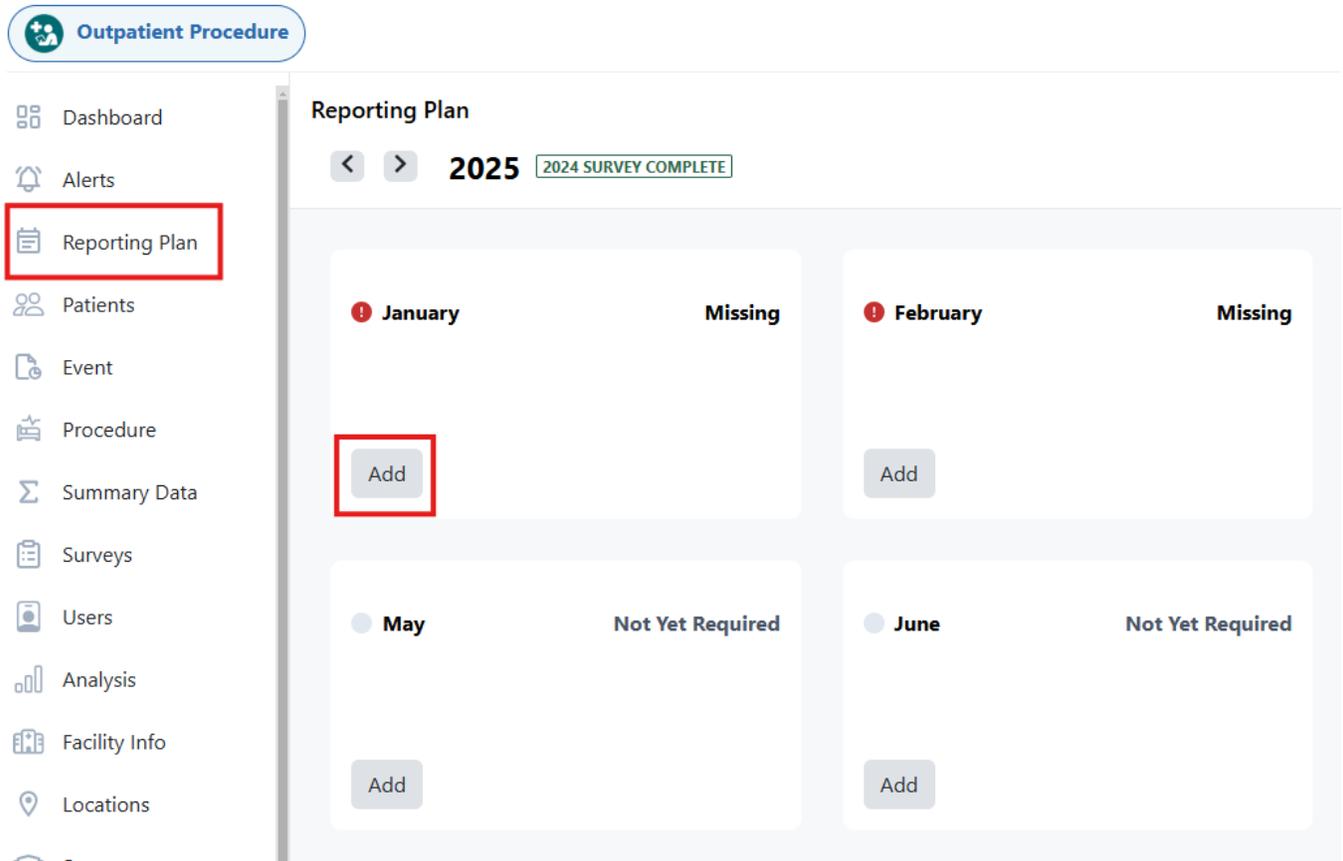
MONTHLY REPORTING PLAN BACKGROUND

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. For example, if an ASC indicates on the Leapfrog ASC Survey that they reported 6 months of applicable SSI procedure data to NHSN, then the ASC should submit 6 monthly reporting plans with all applicable SSI procedures selected. The ASC should **not** select “No NHSN Outpatient Procedure reporting this month” on their monthly reporting plan form as all reporting would 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**.



Outpatient Procedure

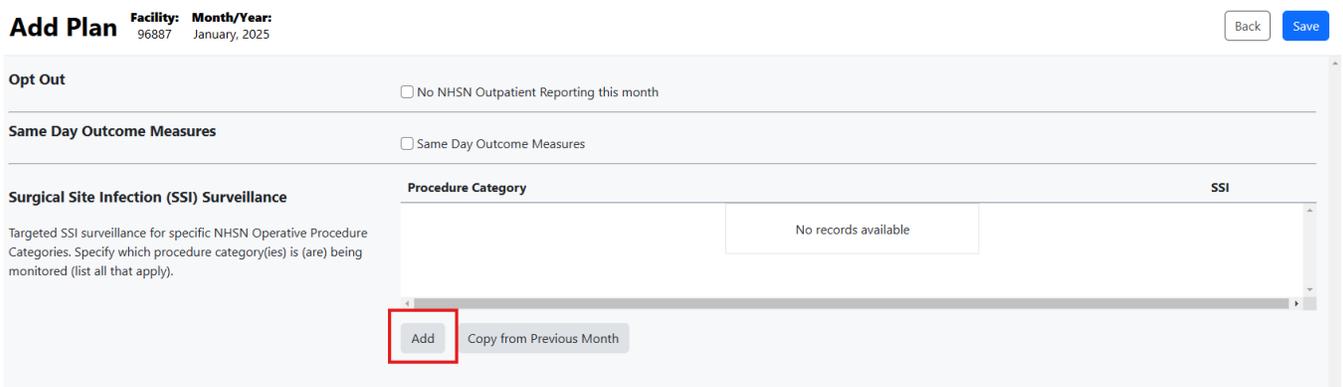
- Dashboard
- Alerts
- Reporting Plan**
- Patients
- Event
- Procedure
- Summary Data
- Surveys
- Users
- Analysis
- Facility Info
- Locations

Reporting Plan

< > **2025** 2024 SURVEY COMPLETE

! January	Missing	! February	Missing
Add		Add	
● May	Not Yet Required	● June	Not Yet Required
Add		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.



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).

No records available

Add Copy from Previous Month

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

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

HER - Herniorrhaphy

LAM - Laminectomy

KPRO - Knee prosthesis

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. There 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). Hospitals 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.

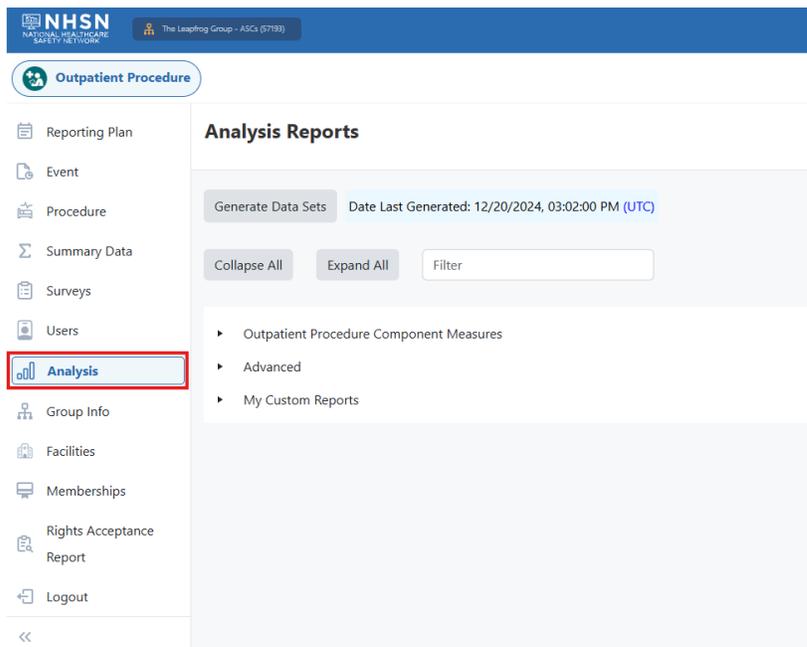
REGENERATING DATA SETS

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.

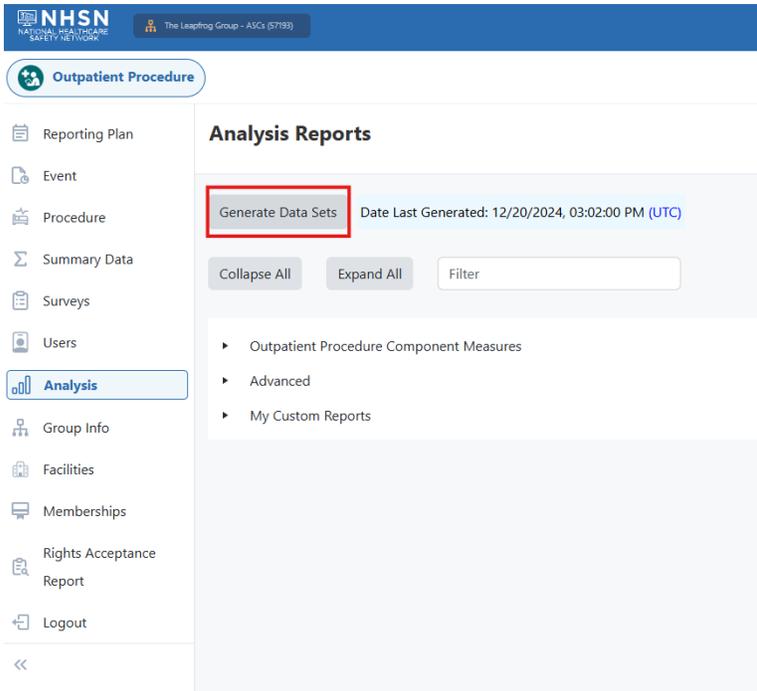
When you wish to view updates to the data contained in your NHSN reports or to include data entered since the data sets were last generated, you must regenerate data sets for those updates to be reflected. Data sets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate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

ASCs should regenerate data sets in NHSN by:

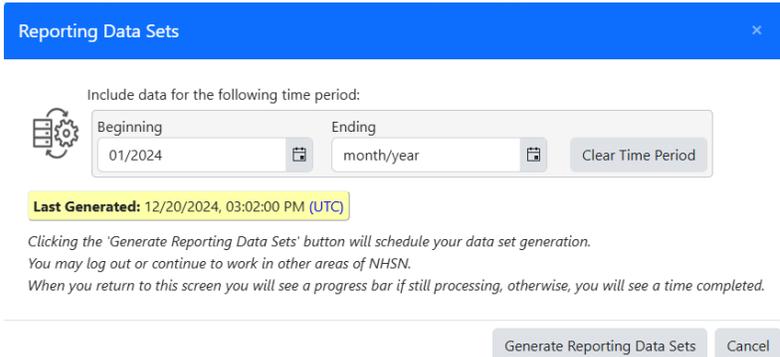
- Navigating to Analysis



- 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

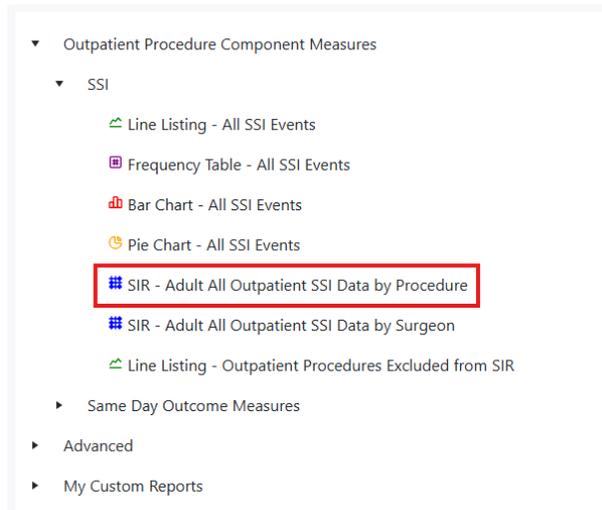
DOWNLOADING REPORTS FOR SSI

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: **summaryYM, Latest 12 months prior to Survey submission.**

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 for the latest 12 months prior to Survey submission.

Time Period

Date Variable: summaryYM Beginning: yyyyM1 Ending: 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 × 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

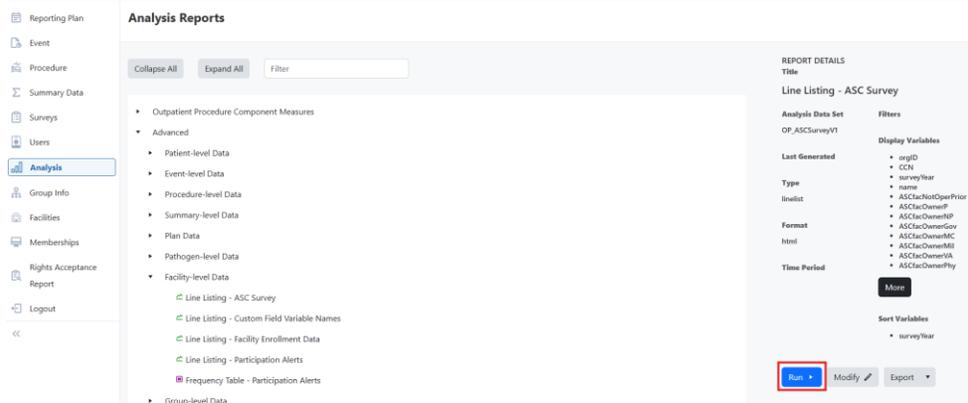
ASCs can view their responses to the 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey directly within NHSN by following the instructions below. Please **print and save a copy** of your 2025 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (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: The data being requested by Leapfrog is used to generate standardized infection ratios for surgical site infections within NHSN. 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 provide results for Section 3A NHSN Outpatient Procedure Component Module in the 2026 Leapfrog ASC Survey 2.0.

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: AFTER JOINING THE NHSN GROUP, WHAT ELSE IS REQUIRED?

A: When an ASC 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. Leapfrog requires that all ASCs in Leapfrog's NHSN Group review their Rights Acceptance Report annually, before the June 18, 2026 NHSN join-by-date. In addition to joining Leapfrog's NHSN Group for ASCs, facilities must provide a valid NHSN ID in the Profile Section, and submit a 2026 Leapfrog ASC Survey 2.0 by June 30. ASCs will be able to view the data that is being pulled into their Leapfrog ASC Survey by accessing their ASC Details Page on July 12. ASCs need to download their reports and a copy of their 2025 Outpatient Procedure Component (OPC) Ambulatory Surgery Center (ASC) Annual Facility Survey from NHSN on the same



day as Leapfrog to ensure that the SSI data downloaded by Leapfrog is accurate. See important dates and deadlines in the table above as well as the PDF "ASC NHSN Guidance: Join the Group, Review/Accept Data Rights Template, and Download Reports."

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: 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. This allows Leapfrog to obtain data for new ASCs that may not join the NHSN Group by the first deadline and to use the most current data. The reporting period for the surgical site infections is the latest 12 months prior to Survey submission. Within a reporting period, an ASC's data would only change if they update the surveillance or survey data submitted for that reporting period within NHSN.

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.