Instructions for Reporting *C. difficile* Infections (CDI) into CDC's National Healthcare Safety Network (NHSN)

Follow this easy guide to submit your *C. difficile* Infections (CDI) into CDC’s National Healthcare Safety Network (NHSN). Learn how to create a Monthly Reporting Plan, add Summary data and report *C. difficile* laboratory identified events.

**Due monthly by the 10th**

You must submit Summary Data each month even if you have no CDI events.

Click on NHSN Member Login and use your SAMS Grid Card to access NHSN applications. At the My applications page, select “NHSN Reporting” (You will never need to click “Enrollment”). Select component ‘Long Term Facility’. Select ‘family/group’ (your facility). Hit Submit.

**STEP 1: Set Up the Monthly Reporting Plan**

**At the NHSN Home Page:** Click Reporting Plan, Add, Select the Month & Year you are reporting. Under LabIDEvent Module Table, Specific Organism Type, use the drop-down menu to select CDIF-*C. difficile*, Click Save.

**TIPS**

1. Set up the Monthly Reporting Plan for each month separately, up to a year in advance.
2. For the pop-up message “No data found for X month, X year,” Click OK.
3. For the pop-up message, “LabID results must be reported for 6 consecutive months for the same pathogen to provide meaningful measures. Do you want to continue?” Click OK.
4. Never click the box beside ‘No Long Term Care Facility Component Modules Followed this Month’.

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STEP 2: Report your Monthly Summary Data

At the NHSN Home Page: Click Summary Data, Add, Select the Month & Year for your data. Data is reported a month behind (for example, enter March data in April and so forth). Enter the value for Resident Admissions, Resident Days, CDI Treatment Starts, and Number of Admissions on C. difficile Treatment. *If no resident had a positive C. difficile lab result, make sure to click on the “Report No Events” box under the C. difficile column. Click Save.

Make sure you see the message: 

Summary data saved successfully.

Before logging out of SAMS, click on Alerts to check for missing data and action items. Resolve any alerts appropriately.

If a resident tested positive for C. difficile, then go to Step 3 for instructions on how to report the Event.

TIPS

1. You must select Month and Year to accurately display the data you need to report.
2. Resident admissions: Include both new admissions and re-admissions when a resident was out of the facility >2 calendar days.
3. Resident days: Take the average census for the month and multiply by the # of days in the month. Ex: 100 residents x 30 days in month = 3000 resident days.
4. Number of admissions on C. difficile treatment: Count the number of residents who at the time of admission were receiving antibiotic therapy for C. difficile infection. Include both new admissions and re-admissions when a resident was out of the facility >2 calendar days.
5. Submit CDI Treatment Starts: For each day of the month, count and record the number of new prescriptions or orders for a medication (for example, antibiotic) given for residents suspected or diagnosed with having a C. difficile infection in the facility.
6. Click “Report No Events” box under the C. difficile column. Came in on C. difficile treatment does NOT count as an Event, only laboratory diagnosed cases count as an event.
STEP 3: Did you receive a positive *C. difficile* lab result this month on a resident?

If yes, refer to the algorithm and link below to determine if your resident is an EVENT and reportable in NHSN. If yes, refer to the algorithm using this link to determine if your resident is a LabID Event and reportable in NHSN.

At the NHSN Home Page, Click on Event, Add, & complete all fields with asterisks.

Refer to the case report form and instructions.

At the NHSN Homepage: Click Event, Add. Complete all mandatory fields marked with a red asterisk*. Click Save. Make sure Event is created successfully!

**TIPS**
1. You must add the Monthly Reporting Plan before entering a resident with a positive *C. difficile* lab result.
2. Report the positive *C. difficile* events when you receive the lab result. You can enter prior to submitting your Summary Data.
STEP 3: Did you receive a positive \textit{C. difficile} lab result this month on a resident?

\textbf{C. difficile Test Result Algorithm for Laboratory-Identified LabID Events}

Positive \textit{C. difficile} laboratory assay, tested on uniformed/loose stool specimen

\begin{itemize}
  \item \textbf{NO} \quad Non-duplicate
  \begin{itemize}
    \item Report as a CDI LabID Event
  \end{itemize}
  \item \textbf{YES} \quad Duplicate
  \begin{itemize}
    \item Not reported as a CDI LabID Event
  \end{itemize}
  \item Resident has positive \textit{C. difficile} laboratory assay in previous 2 weeks (< 15 days)
\end{itemize}

For questions & technical assistance:

Contact the SAMS Help Desk for login issues: Call 1-877-681-2901 or samshelp@cdc.gov

Contact NHSN for reporting questions, survey assistance, and adding users: NHSN@cdc.gov