NHSN Tip Sheet
NHSN Reporting Information

Nursing Home are required to report COVID-19 data elements to NHSN weekly by Sunday at 11:59 p.m. To ensure reporting compliance, consider these helpful tips and reminders.

- *Ensure more than one person has access to NHSN to complete mandatory reporting and is trained in data collection and reporting.*
  - Develop a plan for back-up reporting in the event the primary reporting person is absent, so there are no gaps in reporting by the facility.
  - If turnover is anticipated, to get another staff member access ASAP to NHSN as this process can be lengthy (may take up to four weeks).

- *Avoid waiting until Saturday or Sunday to report.*
  - For consistent data submission, identify a day of the week to submit.
  - Consider reporting twice a week.

- *If an outage occurs in the system when trying to submit data, keep a record/ document the outage and submit a ticket to nhsn@cdc.gov.*
  - This documentation may be helpful if the facility receives a F884 citation and wishes to IIDR.
  - Reattempt to submit data as soon as the outage has resolved.

- *Review each pathway for complete data before submitting.*
  - Review the entire NHSN data reporting immediately after submission to ensure all required pathways are submitted.
  - Double check data entered to ensure it meets data field requirements.
  - Review up-to-date and other key data elements to ensure accurate reporting.

- *Take and save a screen shot from the NHSN Data Entry Screen for each Surveillance Reporting Pathway, COVID-19 Vaccination Module and HCP influenza summary data.* Showing the dates that the data was created. This will be necessary in the event of a dispute.

- *Enforcement letters are routinely sent via email and placed in CASPER Facility folders.*
  - Ensure each facility has at least two persons who have access for CASPER (via CMSNet) *and* iQIES (must also have a HARP account).
  - Identify a process for checking CASPER folders weekly.

- *Develop a QAPI plan if gaps in the reporting process are identified or noncompliance occurs.*

- *Check the NHSN CDC LTC COVID-19 Module page routinely for updates.*