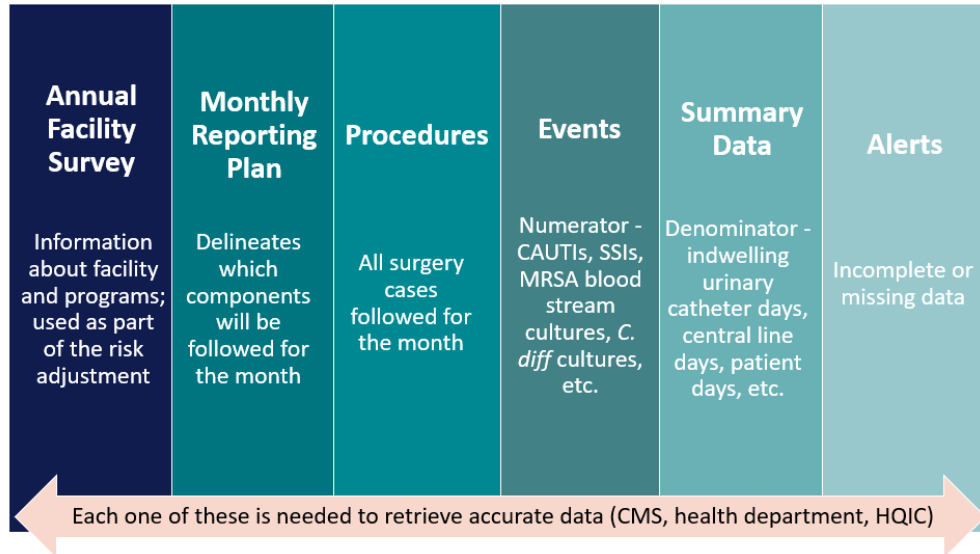


# NHSN: Monthly Checklist

[www.cdc.gov/nhsn/](http://www.cdc.gov/nhsn/)



**Enter Monthly Reporting Plan**

Instructions: [https://www.cdc.gov/nhsn/forms/instr/57\\_106.pdf](https://www.cdc.gov/nhsn/forms/instr/57_106.pdf)

**Device-Associated Module**

- Add locations (inpatient only)
- Check CLABSI, CAUTI, VAE, etc. as applicable

**Procedure-Associated Module**

- Add procedures
- Check IN and/or OUT

**Multi-Drug Resistant Organism Module**

- Select FACWIDEIN location and MRSA-MRSA
  - Check Lab ID Event Blood Specimens Only  
Note: Any ED and Obs units will be automatically added and populated)
- Select FACWIDEIN location and CDIF
  - Check Lab ID Event All Specimens  
Note: Any ED and Obs units will be automatically added and populated)

**Add Procedures**

- Add any required surgeries from CMS, the state, or facility (e.g., BRST, COLO, HYST, HPRO, KPRO)

**Add Events (numerators)**

- Add any CAUTI, CLABSI, SSI or VAE infections
- Add all MRSA blood stream cases (all blood specimens, not just those that are hospital-onset; inpatient and ED)
- Add all *C diff* cases (all specimens, not just those that are hospital-onset; inpatient and ED)

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- Add Summary Data** (denominators)  
**Device-Associated – ICU / Other Locations**  
Instructions: [https://www.cdc.gov/nhsn/forms/instr/57\\_118.pdf](https://www.cdc.gov/nhsn/forms/instr/57_118.pdf)
  - 1 summary data page entered for each inpatient location
    - Total Patient Days
    - Central Line Days
    - Urinary Catheter Days
    - Ventilator Days, if VAE is in monthly reporting plan
  - Check “Report No Events” for CLABSI, CAUTI, VAE, if applicable; if this is missed, it can fixed in “Alerts;” only mark items that are in the monthly reporting plan
  
- Add Summary Data** (denominators)  
**MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring**  
Instructions: [https://www.cdc.gov/nhsn/forms/instr/57\\_127.pdf](https://www.cdc.gov/nhsn/forms/instr/57_127.pdf)
  - 1 summary data page for FacWideln and each ED or Obs unit
    - Line 1 - Total Facility Patient Days inpt)  Line 3 - Patient Days
    - Line 1 - Total Facility Admissions  Line 3 - Admissions
    - Line 2 - Patient Days  Total Encounters (ED)
    - Line 2 - Admissions
  - Check “Report No Events” for MRSA and C diff, if applicable; if this is missed, it can fixed in “Alerts”
  - Quarterly: Add C diff test type (March, June, September, December)
  
- Remedy All Alerts**  
Instructions: <https://www.cdc.gov/nhsn/pdfs/gen-support/nhsn-alerts.pdf>
  - Incomplete Events  Incomplete Procedures
  - Missing Events  Missing Procedures
  - Incomplete Summary Data  Missing Procedure-associated Events
  - Missing Summary Data
  
- Generate Data Sets** (monthly or more often)
  
- Enter Annual Facility Survey (Patient Safety Component)** (Jan or Feb)  
Instructions: [https://www.cdc.gov/nhsn/forms/instr/57\\_103-TOI.pdf](https://www.cdc.gov/nhsn/forms/instr/57_103-TOI.pdf)