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<tr>
<td>CDI test type 'other' or downgrade</td>
<td>The method of CDI testing indicated in your LabID summary data or annual facility survey has been downgraded to a less sensitive method or reported as “other”. It is uncommon for a laboratory to change to a less sensitive CDI testing method, and almost all methods of laboratory testing for CDI will meet one of the testing categories listed in NHSN.</td>
<td>- Review the provided information to determine if the CDI test method was reported in error.&lt;br&gt;- If the incorrect method was reported on your LabID summary data, correct the summary data form to reflect the correct method (see: Appendix A. Find and Edit Summary Data).&lt;br&gt;- If the incorrect method was report on your annual facility survey, correct the annual survey to reflect the correct method (see: Appendix B. Find and Edit NHSN Annual Facility Survey).&lt;br&gt;- If the correct method of CDI testing was indicated or there is a question about which testing method to select, notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.</td>
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<tr>
<td>Consistently zero device and patient days</td>
<td>The number of reported device and patient days for a location has been reported as zero for at least 6 months.</td>
<td>- Navigate to the summary data in NHSN (see: Appendix A. Find and Edit Summary Data).&lt;br&gt;- Review the reported device and patient days for accuracy and enter any missing data.&lt;br&gt;- If the location has been closed, inactivate the location in NHSN (see: Appendix C. Find and Edit Location Information), remove it from your reporting plans (see: Appendix D. Find and Edit Monthly Reporting Plans), and notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.&lt;br&gt;- If the location was temporarily closed during the indicated months, notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.</td>
</tr>
<tr>
<td>Date data entry error</td>
<td>A potential data entry error involving admission and/or event date was identified for the event because the reported date of event was at least 365 days after the reported admission date.</td>
<td>- Find the indicated event in NHSN (see: Appendix E. Find and Edit Events).&lt;br&gt;- Review the dates of admission to facility, location and event date to ensure the event record is completely accurate. Correct any errors.&lt;br&gt;- If the event was reported accurately, notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.</td>
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<td>Error Type</td>
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| **Device days = patient days** | The number of reported central line or urinary catheter days is equal to the number of reported patient days and may represent a data entry error.                                                                                     | - Navigate to the summary data in NHSN (see: [Appendix A. Find and Edit Summary Data](#)).  
- Review the number of central line, urinary catheter and patient days reported and make any necessary corrections  
- If the number of device and patient days were reported accurately, notify MDH at MDH.HAI@state.mn.us. |
| **Device days error**     | The reported number of central line or urinary catheter days for the specified month is greater than the maximum number of patient days possible (i.e., #beds x #days in month) or the reported number of central line or urinary catheter days is greater than the reported patient days for that month. | - Navigate to the summary data in NHSN (see: [Appendix A. Find and Edit Summary Data](#)).  
- Review numbers of central line or urinary catheter days for the locations/dates specified, and correct the data if necessary.  
- If the number of beds listed for the unit is incorrect, correct the number of beds reported for the location within NHSN (see: [Appendix C. Find and Edit Location Information](#)).  
- If your electronic data source is over-counting central line or urinary catheter days, you should validate your electronic data source against manually collected data (see: [https://www.cdc.gov/nhsn/forms/instr/57_118.pdf](https://www.cdc.gov/nhsn/forms/instr/57_118.pdf)).  
- If the number of device days were reported accurately, notify MDH at MDH.HAI@state.mn.us. |
| **Duplicate event**       | Two or more events of the same HAI type with matching patient IDs (MRN) and event dates within the Repeat Infection Timeframe (RIT) were entered in NHSN, indicating that an event was entered multiple times.                                      | - Find the indicated events in NHSN (see: [Appendix E. Find and Edit Events](#)).  
- Review the events to determine which event should remain in NHSN. Ensure that the event information is complete and accurate.  
- Delete the duplicate event(s).                                                                                                                                                                                                 |

**GUIDE TO MDH NHSN DATA QUALITY REVIEWS**
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<th>Error Type</th>
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| Duplicate procedure              | Two or more procedures of the same type with matching patient IDs (MRN) and procedure dates were entered in NHSN, indicating that a procedure was entered multiple times.                                                   | - Find the indicated procedures in NHSN (see: [Appendix F. Find and Edit Procedures](#)).  
- If the duplicate procedure was entered in error, delete it.  
- If the duplicate procedure reflects a procedure subsequent to the initial operative procedure through the same incision within 24 hours, only one procedure should be reported in NHSN which reflects the combined duration of the procedures. If this is the case, update the procedure with the appropriate combined duration and delete the second procedure from NHSN.  
- If the procedures were reported accurately, notify MDH at [MDH.HAI@state.mn.us](mailto:MDH.HAI@state.mn.us). |
| Event reported with no denominator (summary) data | An HAI was reported for which no corresponding denominator (summary) data has been submitted.                                                                                                                 | - Navigate to the summary data in NHSN (see: [Appendix A. Find and Edit Summary Data](#)).  
- If summary data has not been submitted to NHSN, submit it and ensure the reporting plan was completed correctly (see: [Appendix D. Find and Edit Monthly Reporting Plans](#)).                                                                                                                   |
| Extremely high community-onset prevalence rate | The community-onset prevalence rate for MRSA or CDI is extremely high. Please note: this quality check is to ensure there was not a data entry error, not to identify facilities with high rates of infection. | - Navigate to the summary data in NHSN (see: [Appendix A. Find and Edit Summary Data](#)).  
- Review the reported values for MDRO and/or CDI admissions (see [MDRO/CDI Admissions](#)) and make any necessary corrections.  
- If the number of events and admissions were reported accurately, notify MDH at [MDH.HAI@state.mn.us](mailto:MDH.HAI@state.mn.us).                                                                                                                   |
| Extremely high SSI incidence     | The incidence of SSI is considered extremely high (≥50%). Please note: this quality check is to ensure there was not a data entry error, not to identify facilities with high rates of infection.                                 | - Verify the indicated number of procedures is correct.  
- If procedures were not reported to NHSN, report the missing procedures to NHSN.  
- If the number of procedures and SSI events were reported accurately, notify MDH at [MDH.HAI@state.mn.us](mailto:MDH.HAI@state.mn.us).                                                                                                                   |
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| Incomplete or excluded procedure               | A reported procedure is incomplete, missing variables required for NHSN risk adjustment, or reported with outlier values that exclude the procedure from NHSN calculations (including the Standardized Infection Ratio [SIR]). | - Find the indicated procedure in NHSN (see: Appendix F. Find and Edit Procedures).  
- Review the procedure to ensure all required information has been provided and variables indicated are accurate. Correct any errors.  
- If the procedure was reported accurately, notify MDH at MDH.HAI@state.mn.us. |
| Low admissions for LabID                       | Very few admissions were reported for the MRSA or CDI admission denominator, indicating potentially inaccurate denominator data. | - Navigate to the summary data in NHSN (see: Appendix A. Find and Edit Summary Data).  
- Review the number of MDRO or CDI admissions reported and correct the data if necessary (see: Appendix G. LabID Summary Data – MDRO and CDI Patient Days and Admissions).  
- If the number of MDRO or CDI admissions were reported accurately, notify MDH at MDH.HAI@state.mn.us.  

**MDRO Admissions** are the number of total facility admissions with counts from patient care units with unique CCNs (IRF and IPF) subtracted from the total.

\[
\text{MDRO admissions} = (\text{total admissions}) - (\text{IRF and IPF admissions})
\]

**CDI Admissions** are the number of total facility admissions with counts from patient care units with unique CCNs (IRF and IPF) and NICU and Well Baby locations subtracted from the total.

\[
\text{CDI admissions} = (\text{total admissions}) - (\text{IRF and IPF admissions}) - (\text{NICU and well baby admissions})
\]
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<th>Error Type</th>
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<th>Actions Needed</th>
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| Low patient days for LabID  | Very few patient days were reported for the MRSA or CDI patient day denominator, indicating potentially inaccurate denominator data. | - Navigate to the summary data in NHSN (see: Appendix A. Find and Edit Summary Data).<sup>1</sup>  
- Review the number of MDRO or CDI patient days reported and correct the data if necessary (see: Appendix G. LabID Summary Data – MDRO and CDI Patient Days and Admissions).  
- If the number of MDRO or CDI patient days were reported accurately, notify MDH at MDH.HAI@state.mn.us.  

**MDRO Patient Days** are the number of total facility patient days with counts from patient care units with unique CCNs (IRF and IPF) subtracted from the total.  

MDRO patient days = (total patient days) – (IRF and IPF patient days)  

**CDI Patient Days** are the number of total facility patient days with counts from patient care units with unique CCNs (IRF and IPF) and NICU and Well Baby locations subtracted from the total.  

CDI patient days = (total patient days) – (IRF and IPF patient days) – (NICU and well baby patient days) |
| Missing annual survey       | The NHSN Annual Facility Survey has not been submitted to NHSN by the deadline. | - Review the annual hospital survey (https://www.cdc.gov/nhsn/forms/57.103_pshospsurv_blank.pdf) and gather your facility’s responses.  
- Submit the annual survey within NHSN (see: Appendix B. Find and Edit NHSN Annual Facility Survey). |
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<th>Error Type</th>
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<tr>
<td><strong>Missing data for CMS deadline</strong></td>
<td>Data are missing for the upcoming CMS deadline.</td>
<td>- Navigate to the summary data in NHSN (see: Appendix A. Find and Edit Summary Data).&lt;br&gt;- If summary data has not been submitted to NHSN, submit it and report any events or report no events (see: Appendix H. How to Report No Events) if appropriate.&lt;br&gt;- If summary data has been reported to NHSN for the indicated months, ensure events were reported or report no events was indicated (see: Appendix H. How to Report No Events), and ensure the reporting plan was completed correctly (see: Appendix D. Find and Edit Monthly Reporting Plans).&lt;br&gt;- If the location has been closed, inactivate the location in NHSN (see: Appendix C. Find and Edit Location Information), remove it from your reporting plans (see: Appendix D. Find and Edit Monthly Reporting Plans), and notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.&lt;br&gt;- If the location has been renamed, notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.</td>
</tr>
<tr>
<td><strong>Missing report no events</strong></td>
<td>The “report no events” box was not checked for the indicated location or procedure and reporting is considered incomplete.</td>
<td>- For CLABSI/CAUTI/MRSA/CDI, navigate to the summary data in NHSN (see: Appendix A. Find and Edit Summary Data).&lt;br&gt;- For SSI, find the missing procedure-associated events alerts (see: Appendix H. How to Report No Events).&lt;br&gt;- Check the report no events box if appropriate (see: Appendix H. How to Report No Events) or submit any missing events to NHSN.</td>
</tr>
<tr>
<td><strong>Missing reporting plan</strong></td>
<td>The monthly reporting plan for HAI surveillance for a location or procedure is missing. All required HAI surveillance must be included in the monthly reporting plan to fulfill CMS reporting requirements.</td>
<td>- Find the indicated monthly reporting plan in NHSN (see: Appendix D. Find and Edit Monthly Reporting Plans).&lt;br&gt;- Add any missing information to the reporting plan or create a new plan, if necessary.&lt;br&gt;- If the reporting plan is complete, notify MDH at <a href="mailto:MDH.HAI@state.mn.us">MDH.HAI@state.mn.us</a>.</td>
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<tr>
<td>Error Type</td>
<td>Description</td>
<td>Actions Needed</td>
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| **Patient days error** | The reported number of patient days is greater than the maximum number of patient days possible (i.e., #beds x #days in month). | - Navigate to the summary data in NHSN (see: Appendix A. Find and Edit Summary Data).  
- Review numbers of patient days for the locations/dates specified, and correct the data if necessary.  
- If the number of beds listed for the unit is incorrect, correct the number of beds reported for the location within NHSN (see: Appendix C. Find and Edit Location Information).  
- If your electronic data source is over-counting patient days, you should validate your electronic data source against manually collected data (see: https://www.cdc.gov/nhsn/forms/instr/57_118.pdf).  
- If the number of patient days were reported accurately, notify MDH at MDH.HAI@state.mn.us. |
| **Patient ID error (event)** | Two or more events of the same HAI type, patient name, DOB, and event dates within the Repeat Infection Timeframe (RIT) were entered in NHSN, indicating that an event was potentially entered multiple times but with different patient IDs (MRN). | - Find the indicated events in NHSN (see: Appendix E. Find and Edit Events).  
- If the events represent two separate NHSN events, ensure that the same patient ID is used for the patient for each event so NHSN can correctly classify the event.  
- If the events represent the same event, delete the duplicate event.  
- If the events were reported accurately, notify MDH at MDH.HAI@state.mn.us. |
| **Patient ID error (procedure)** | Two or more procedures of the same procedure type, patient name, DOB, and procedure date were entered in NHSN, indicating that a procedure was potentially entered multiple times but with different patient IDs (MRN). | - Find the indicated procedures in NHSN (see: Appendix F. Find and Edit Procedures).  
- If the procedures represent two separate NHSN procedures, ensure that the same patient ID is used for both procedures.  
- If the procedures represent the same procedure, delete the duplicate procedure.  
- If the procedures were reported accurately, notify MDH at MDH.HAI@state.mn.us. |
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<th>Error Type</th>
<th>Description</th>
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| **Reporting gap**              | There is a gap in monthly reporting for a specific location or procedure.  | - Navigate to the summary data in NHSN (see: [Appendix A. Find and Edit Summary Data](#)).  
- If summary data has not been submitted to NHSN, submit it and report any events or report no events (see: [Appendix H. How to Report No Events](#)) if appropriate.  
- If summary data has been reported to NHSN for the indicated months, ensure events were reported or report no events was indicated (see: [Appendix H. How to Report No Events](#)), and ensure the reporting plan was completed correctly (see: [Appendix D. Find and Edit Monthly Reporting Plans](#)).  
- If the location/service was temporarily closed, notify MDH at MDH.HAI@state.mn.us. |
| **SSI event on procedure date**| A surgical site infection (SSI) event date is the same as the procedure date. | - Find the indicated event in NHSN (see: [Appendix E. Find and Edit Events](#)).  
- Review the event and correct the event date if necessary.  
- If the procedure date is incorrect, unlink the SSI event from the procedure (see: [Appendix I. Link/Unlink SSI Event to Procedure](#)), correct the procedure in NHSN (see: [Appendix F. Find and Edit Procedures](#)) and relink the SSI event to the procedure. |
| **Unlinked SSI event**         | A surgical site infection (SSI) event was reported but it is not appropriately linked to a surgical procedure. | - Find the indicated event in NHSN (see: [Appendix E. Find and Edit Events](#)).  
- Review the event and link to the appropriate procedure (see: [Appendix I. Link/Unlink SSI Event to Procedure](#)). If necessary, add the procedure to NHSN (see: [Appendix F. Find and Edit Procedures](#)). |
| **No (HAI type) errors identified** | CONGRATULATIONS— your data were reviewed for all the data quality issues described in this guide and no errors were identified for the time period reviewed (see report for time period). | Findings of ‘no errors identified’ do not ensure that the data submitted to NHSN are valid. All facilities are encouraged to run the NHSN Data Quality reports (see [https://www.cdc.gov/nhsn/pdfs/pscmanual/instructions_dq.pdf](https://www.cdc.gov/nhsn/pdfs/pscmanual/instructions_dq.pdf)) to monitor the quality of their data and the CMS SIR Reports to review their data for completeness and accuracy. |
Appendix A. Find and Edit Summary Data

1) Select “Summary” → “Find” in the blue NHSN navigation bar

![NHSN Navigation Bar](image)

2) Enter provided information into the “Patient Safety Summary Data” search fields and click the “Find” button

![Summary Data Search](image)

3) Identify the desired summary data and month from the “Summary List” results and click on the blue, underlined Summary ID to navigate to the summary data form.

![Summary List](image)

4) To edit the record, scroll to the bottom of the summary data page and click the “Edit” button. Make desired modifications and click the “Save” button to save your changes.
Appendix B. Find and Edit NHSN Annual Facility Survey

**Note:** The following must be completed by a user with administrative rights in NHSN

1) Select “Surveys” → “Find” in the blue NHSN navigation bar.

![Survey Navigation](image)

2) Search for the desired survey year and/or type from the drop down menus, and click the “Find” button

![Survey Search](image)

3) Identify the desired survey from the “Annual Survey List” results and click on the blue, underlined Survey Year to navigate to the annual survey form.

![Survey List](image)

4) To edit the survey, scroll to the bottom of the page and click the “Edit” button. Make desired modifications and click the “Save” button to save your changes.
Appendix C. Find and Edit Location Information

**Note:** The following must be completed by a user with administrative rights in NHSN

1) Select “Facility” → “Locations” in the blue NHSN navigation bar.

2) Leave the search fields on the “Locations” form blank and click the “Find” button to return a list of all locations mapped within your facility.

3) Identify the desired location from the Location Table and click on the blue, underlined “Your Code” value to populate the information for that specific location.

4) Make any desired modifications to the location information and click the “Save” button to save your changes.
Appendix D. Find and Edit Monthly Reporting Plans

1) Select “Reporting Plan” → “Find” in the blue NHSN navigation bar

2) Search for the desired month and year from the drop down menus, and click the “Find” button.

3) Identify the desired month from the “Monthly Reporting Plan List” results and click on the blue, underlined Month to navigate to the monthly reporting plan form.

4) To edit the record, scroll to the bottom of the reporting plan page and click the “Edit” button. Make desired modifications and click the “Save” button to save your changes.
Appendix E. Find and Edit Events

1) Select “Event” → “Find” in the blue NHSN navigation bar

2) Enter provided information into the “Find Event” search fields and click the “Find” button
3) Identify the desired event from the “Event List” results and click on the blue, underlined Event # to navigate to the event form.

4) To edit an existing event: Scroll to the bottom of the event page and click the “Edit” button. Make desired modifications and click the “Save” button to save your changes.

5) To delete an existing event: Review the event information and confirm you need to delete the event from NHSN. Scroll to the bottom of the event page and click the “Delete” button. This will permanently delete the selected event from NHSN.
Appendix F. Find and Edit Procedures

1) Select “Procedure” → “Find” in the blue NHSN navigation bar

2) Enter provided information into the “Find Procedure” search fields and click the “Find” button
3) Identify the desired procedure from the “Procedure List” results and click on the blue, underlined Procedure # to navigate to the procedure form.

4) To edit an existing procedure: Scroll to the bottom of the procedure page and click the “Edit” button. Make desired modifications and click the “Save” button to save your changes.

5) To delete an existing procedure: Review the procedure information and confirm you need to delete the procedure from NHSN. Scroll to the bottom of the procedure page and click the “Delete” button. This will permanently delete the selected procedure from NHSN.

Appendix G. LabID Summary Data – MDRO and CDI Patient Days and Admissions

1) Navigate to the desired summary data record (see: Appendix A. Find and Edit Summary Data) and edit the record.

2) Update the number of MDRO Patient Days/Admissions and/or CDI Patient Days/Admissions as needed.

Note: The numbers reported in these fields should reflect the number of patient days and admissions at your facility with the specified exclusions. These numbers should not reflect a count of patients with MDRO or CDI infections.
Appendix H. How to Report No Events

1) Central Line-Associated BSI (CLABSI) or Catheter-Associated UTI (CAUTI)
   a. Navigate to the desired summary data record (see: Appendix A. Find and Edit Summary Data) and edit the record.
   b. Check the CLABSI and/or CAUTI “Report No Events” box if appropriate. Click the save button.

   ![Report No Events Table]

2) MRSA or _C. difficile_ Infection (CDI) Laboratory-Identified (LabID) Events
   a. Navigate to the desired summary data record (see: Appendix A. Find and Edit Summary Data), edit the record.
   b. In the “MDRO & CDI Infection Surveillance or LabID Event Reporting” table, find the specified organism (MRSA or _C. difficile_) and check the “Report No Events” box if appropriate. Click the save button.

3) Surgical Site Infections (SSI)
   a. Select “Alerts” in the blue NHSN navigation bar
b. Under “Action Items” look for Missing Procedure-Associated Events and click the box

2

Missing Procedure-Associated Events


c. Review the months, procedures, and settings (inpatient/outpatient) listed and check the “Report No Events” box if appropriate. Then click the save button.

Appendix I. Link/Unlink SSI Event to Procedure

1) Navigate to the SSI event (see: Appendix E. Find and Edit Events) and click the “Edit” button.
2) Scroll to the “Event Information” section. Click the “Link to Procedure” button next to the procedure date.

3) Review the list of procedures and check the box next to the procedure the event is attributed to. Click the “Link” button.

4) Scroll to the bottom of the event page and click the “Save” button to save any changes.