C. difficile Reporting Guide for Long Term Care Facilities
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Before Submitting Data
Before submitting any data into the National Healthcare Safety Network (NHSN), facilities must complete the steps outlined below.

Enroll in NHSN
Facilities must fully enroll in NHSN. For instructions on how to complete this process, visit http://www.cdc.gov/nhsn/ltc/enroll.html.

Complete Facility Set-Up
Guidance and additional resources for completing facility set up can be found on the NHSN Set-up page at http://www.cdc.gov/nhsn/ltc/setup.html.

Begin C. difficile Surveillance Following NHSN Protocol
Collect required information for C. difficile laboratory identified (CDI LabID) events and monthly summary data, following the protocol available on the NHSN long-term care facility (LTCF) webpage for C. difficile surveillance: http://www.cdc.gov/nhsn/ltc/cdiff-mrsa/index.html. This page also includes template forms to assist in data collection if the facility doesn’t have a process in place to capture the necessary surveillance information.

Key points from the protocol published January 2016 include:

- Events reported should include non-duplicate C. difficile positive laboratory assays obtained from any resident who is receiving care at the facility. Below are important definitions that inform this process. Figure 1 and Table 1 on the following page provide additional explanation:
- All identified CDI LabID Events must be entered into NHSN using the specific location where the resident was assigned at the time of specimen collection.
- Lab results from outside facilities, before a resident’s admission, should not be included in LabID event reporting, including specimens collected while the resident was being cared for in a hospital.
- LabID Event reporting for LTCFs requires facility-wide inpatient (FacWIDEIn), which means all residents in all locations in the facility must be monitored for C. difficile infections.

Definitions

- **CDI Positive Laboratory Assay:** A positive laboratory test result for C. difficile toxin A and/or B (includes molecular assays [PCR] and/or toxin assays) – OR – a toxin-producing C. difficile organism detected by culture or other laboratory means performed on a stool sample.
- **CDI LabID Event:** Non-duplicate C. difficile positive laboratory assay tested on liquid or watery stool samples and obtained while resident is receiving care at the LTCF. (Note: per NHSN “a documented formed stool does not meet NHSN criteria for a CDI LabID Event. Check with facility’s lab to confirm they have a rejection policy in place for samples that do not conform to the shape of the container. If so, assume results came from appropriate specimens.)
- **Duplicate CDI Positive Laboratory Assay:** Any C. difficile positive laboratory test from the same resident following a previous C. difficile positive test within the past 14 days that was also collected at the facility. The day of specimen collection is considered as Day 1. (Note: It may be helpful to keep a “log” of positive C. difficile laboratory results from residents to keep track of duplicate test results.)
Figure 1. *C. difficile* Test Result Algorithm for LabID Events

![Diagram](image)

Table 1. Classification of CDI LabID Events as Duplicate
Assume all positive test results below are attributable to the same resident.

<table>
<thead>
<tr>
<th>Date of Positive <em>C. difficile</em> Lab Test</th>
<th>Duplicate?</th>
<th>Enter as a CDI LabID Event?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/2016</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>1/9/2016</td>
<td>Yes</td>
<td>No (within 2 weeks of positive test 1/3/2016)</td>
</tr>
<tr>
<td>1/20/2016</td>
<td>Yes</td>
<td>No (within 2 weeks of positive test 1/9/2016)</td>
</tr>
<tr>
<td>1/29/2016</td>
<td>Yes</td>
<td>No (within 2 weeks of positive test 1/20/2016)</td>
</tr>
<tr>
<td>2/23/2016</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Additional Resources
  - LabID Event Protocol for LTCF
  - LabID Event Form
  - Denominator (i.e. Summary Data) Form
  - CDC Location Labels and Location Descriptions
  - Training Videos
  - Webinar recording links
  - Additional support documents and guides
  - State contacts
  - *C. difficile* Initiative Frequently Asked Questions
Log In & Access Facility Home Page

In order to access a facility in NHSN, the individual user must first log in through the Secure Access Management Services, or SAMS, portal and then navigate to the Facility homepage within NHSN. NHSN is built to work best when using Internet Explorer 11.

Log In to SAMS

✓ Go to https://sams.cdc.gov (Tip: Save this website to your favorites for easy access)
✓ Click the “Login” button under External Partners – SAMS Grid Card

✓ Enter SAMS Username (email address) and password
Enter grid card credentials

Choose a login option

**External Partners**

**SAMS Grid Card**

SAMS has assigned you CDC GRID card number: 36792. Please ensure this number matches the serial number printed on the lower left of your card.

Grid Card: B4: D5: H1:

Login

For External Partners who have been issued a SAMS Grid Card.

**HHS Staff**

**PIV Login**

Click the Login button to sign on with a HHS PIV Card.

Login

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)

**AMS One Time Password**

OR

How to use OTP

Login

For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

Enter NHSN and Access Facility

Click the “NHSN Reporting” hyperlink
Select “Long Term Care Facility” as the component and the appropriate facility from the facility/group drop-down list. Click the “Submit” button.

Arrive at the Facility Home Page.
Verify Location Mapping
It is a good idea to check the facility location mapping before entering data to make sure it is current. If the same person is consistently submitting data, it may not be necessary to do this every month, however reviewing the location mapping may be particularly helpful for new users. The steps below walk through the process of reviewing and editing currently mapped locations, as well as adding new locations.

If new locations need to be added, reference the resources provided under Step 1 on the NHSN Set-Up page: http://www.cdc.gov/nhsn/ltc/setup.html and follow the instructions on the following page.

Review Mapped Locations
- Select “Facility” from left hand menu
- Select “Locations” from Facility submenu
- Select “Find” to view a location table and verify that all locations are mapped
Edit Mapped Locations

✓ Follow the instructions above to generate a list of locations and select the location that needs editing
✓ Make the necessary changes to the information in the editable fields
✓ Click on the “Save” button

Mandatory fields to “Add” or “Edit” a record marked with *

Add Locations

✓ Select “Facility” from left hand menu
✓ Select “Locations” from Facility submenu
✓ Enter the information in the editable fields
✓ Click on the “Add” button
Monthly Reporting Plan
Some facilities choose to set up their monthly reporting plans for the entire calendar year at one time, in which case it is a good idea to check the plan before submitting data to make sure it is current. Other facilities choose to update the reporting plan each month. The instructions below walk through both of these processes.

Review Monthly Reporting Plan
✓ Select “Reporting Plan” from the left hand menu
✓ Select “Find” from the Reporting Plan submenu
✓ Click on the “Find” button near the center of the screen

✓ Review the generated list of all reporting plans submitted by the facility
✓ Select a month to see the details of the reporting plan
Edit a Previously Submitted Reporting Plan

- Follow the instructions above to generate a list of submitted reporting plans and view the details of a specific month
- Click on the “Edit” button

- Update the editable fields
- Click on the “Save” button
Add a Reporting Plan
✓ Select “Reporting Plan” from the left hand menu
✓ Select “Add” from the Reporting Plan submenu
✓ Select the appropriate month and year from the drop down lists
✓ Under the LabID Event Module heading, “Facility wide Inpatient (FacWIDEIn)” will be the default for locations
✓ Select “CDIF – C. difficile” for specific organism type
✓ The check box for Lab ID Event All Specimens will auto-populate
✓ Click the “Save” button
Submit LabID Events

LabID Events can be entered anytime during the month as long as the corresponding monthly reporting plan has been submitted. When collecting data for the LabID events, refer to the LabID Event Protocol found on the NHSN LTCF webpage for *C. difficile* surveillance: [http://www.cdc.gov/nhsn/ltc/cdiff-mrsa/index.html](http://www.cdc.gov/nhsn/ltc/cdiff-mrsa/index.html). This page also includes a template form to assist in data collection if the facility doesn’t have a process in place to capture the necessary surveillance information and a related table of instructions.

Add Demographic and Resident Admission Information

- Select “Event” from left hand menu
- Select “Add” from Event submenu
- Enter the resident demographic data for the event. Required fields are marked with a red asterisk.
  - Resident ID – Unique number that will stay with the resident (e.g. Medical Record Number of Resident Number). Do not use room number or bed number as these change over time
  - Social Security Number – NHSN is a secure database, but if there are concerns or the person entering data does not have access to resident SSNs, 999-99-9999 can be used
  - Patient Gender – Male, Female, Other
  - Date of Birth
  - Ethnicity and Race (optional)
- Enter the resident admission information
  - Resident Type: short stay (100 days or less since admission) or long stay (more than 100 days since admission)
  - Date of First Admission to Facility: Admission date when resident has stayed in the facility without 30 or more consecutive days away. If resident has left the facility for 30 days or more, enter date of return.
  - Date of current admission: Most recent date of return if patient has left facility for more than 2 consecutive days since admission. If resident has not left the facility for 2 or more consecutive days, use date of first admission.

Add Event

Mandatory fields marked with *
Fields required for record completion marked with **
### Add LabID Event Information

- Select “LABID – Laboratory-identified MDRO or CDI Event” for Event Type
- Enter the data the specimen was collected
- Select “CDIF – C. Difficile” for Specific Organism Type
- Specimen Body Site/System and Specimen Source will auto-populate
- Select the resident care location at the time of specimen collection
- Select the primary resident service type
- Indicate if the patient has been transferred from an acute care facility in the past four weeks
  - If yes, enter the date of transfer
  - If yes, indicate if the resident was on antibiotic therapy for *C. difficile* at the time of transfer
- The field regarding previous infection or colonization is for NHSN internal use and will be auto-populated by NHSN as appropriate
- It is optional to create custom fields or add comments for internal LTCF use.
- Click on the “Save” button

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### Event Information

- **Event Type**: LABID - Laboratory-identified MDRO or CDI Event
- **Specific Organism Type**: CDIF - *C. difficile*
- **Specimen Body Site/System**: DIGEST - Digestive System
- **Specimen Source**: STOOL - Stool specimen
- **Resident Care Location**: 1N - 1 NORTH
- **Primary Resident Service Type**: GENNUR - Long-term general nursing
- **Date Specimen Collected**: 01/20/2017
- **Has resident been transferred from an acute care facility in the past 4 weeks**: Yes
- **If yes, date of last transfer from acute care to your facility**: 01/15/2017
- **If yes, was the resident on antibiotic therapy for *C. difficile* at the time of transfer**: No
- **Documented evidence of previous infection or colonization with this specific organism type from a previously reported LabID Event in any prior month?**: Yes

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### Custom Fields

- **TSF FROM TRENT**: 
- **TEST**: 
- **TSF FROM SANTA**: 
- **TEST2**: 

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### Comments

- Input comments for internal use.
Submit Monthly Summary Data
Each month the facility will need to enter monthly summary data including resident admissions, resident days and number of resident admissions on *C. difficile* treatment. This data must be submitted each month regardless of whether the facility has a CDI LabID Events to report. If the facility does not have any cases to report, it must indicate so on the Monthly Summary Data submission. When collecting monthly summary data, refer to the Instructions for Completion of the Long-term Care Facility Component – Denominators for LTCF table of instructions found on the NHSN LTCF webpage for *C. difficile* surveillance: http://www.cdc.gov/nhsn/ltc/cdiff-mrsa/index.html. This page also includes a template form to assist in data collection if the facility doesn’t have a process in place to capture the necessary surveillance information.

Add Monthly Summary Data
- Select “Summary Data” from left hand menu
- Select “Add” from Summary Data submenu
- Select the appropriate month and year from the drop down lists
Enter Monthly Summary Data

- Under the MDRO & CDI LabID Event Reporting heading enter the following for the month:
  - Number of resident admissions
  - Number of resident days
  - Number of admission on C. diff treatment

- On the line labeled “LabID Event (All Specimens)” check the radio button under *C. difficile*

- If the facility did not have any LabID CDI Events to report for the month, on the line labeled “Report No Events” check the box under *C. difficile*

- Click on the “Save” button
**Alerts**

Facilities must resolve alerts before data submission is considered complete. The most common reason for alerts when reporting in the LabID Event Module are missing summary data for the month and not checking the box “Report No Events” under the *C. difficile* column when there were no LabID CDI Events to report in a given month.

**Check and Resolve Facility Alerts**

- Select “Alerts” from left hand menu
- Click on the number in any displayed boxes to review alerts and complete the necessary steps for resolution