

## Avoiding Common NHSN Data Reporting Errors & F884 Citations

### What are the NHSN required pathways for reporting?

- There are six required pathways that must be completed for compliance. They include:
  - [Resident Impact and Facility Capacity](#)
  - [Staff and Personnel Impact](#)
  - [Supplies and PPE](#)
  - [Therapeutics](#)
  - [COVID-19 Vaccine for Residents](#)
  - [COVID-19 Vaccine for Staff](#)
- If your state does not have a pathway in place to report point-of-care COVID-19 [test results](#), NHSN provides a pathway to report

### What are some common reasons for citations and what can I do to help prevent citation?

- Reason: Not all elements within the six required pathways are complete.
  - **To Do:** Review each pathway for complete data before submitting. All areas in the calendar should show as green to confirm complete data.
- Reason: Not submitting data for a single pathway.
  - All pathways must be complete and submitted. Any missed pathway can result in a citation.
  - **To Do:** Review entire NHSN data reporting to ensure all required pathways are submitted.
- Reason: Having missing or blank data fields.
  - If a data field requires a number, even if the number is zero, then a “0” must be entered into the system or it will flag as missed data in the NHSN system.
  - **To Do:** Double check data entered to ensure it meets data field requirements.
- Reason: Not reporting data at least once every 7 days before the Sunday 11:59pm ET deadline.
  - If a facility waits longer than 7 days to submit or does not submit during the reporting week (before the Sunday 11:59pm ET deadline) it will result in a citation.
  - **To Do:**
    - Consider reporting at least twice a week for all pathways except vaccination.
    - Vaccination data is only reported once per reporting week.
    - Avoid waiting until Saturday or Sunday to report as issues arise that may delay reporting by a day, causing citation.
    - Have more than one person with security access to report to NHSN.

### What do I do when the facility data submission person leaves, is sick, retires, or goes on vacation?

- Facilities should have at least 2 people (we recommend three) with access and the ability to report facility data to NHSN.
  - Why? On average, it takes roughly 4-6 weeks to gain SAMS Level 3 access.
  - Having multiple people with the capability of reporting data to NHSN reduces the risk of non-compliance due to staffing issues.

**Where can I find additional information about training and data quality checks?**

- NHSN has a dedicated webpage to help improve data quality from upload to double checking the information entered. You can find it at: <https://www.cdc.gov/nhsn/training/ltc/index.html>
- You can also reach out to your QIN-QIO to help trouble shoot NHSN data submission problems. You can find your QIN-QIO contact at: <https://qioprogram.org/locate-your-qin-qio/>
- You can double check COVID-19 vaccination data by checking dates via line lists. Find out more at: <https://www.cdc.gov/nhsn/pdfs/ltc/covidvax/linelist-checkdates-508.pdf>
- Double checking data entry screens. Learn more at: <https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/data-entry-508.pdf>

**Can I share my SAMS Level 3 access with someone else, or can they use my SAMS Level 3 access to upload data if I leave the facility?**

- No. SAMS Level 3 access stays with the individual person. It is not tied to a facility. If the person with SAMS Level 3 access leaves the facility, is ill, retires, or goes on vacation someone else will need to have SAMS Level 3 access.
- **To Do:** Facilities should have at least two people with SAMS Level 3 access to ensure data reporting compliance.

**What if I get locked out of NHSN because of a password issue?**

- The lockout period is set for 2 hours.
- If possible, wait until after 2 hours have passed. Then click “Forgot your Password” to reset your password.