

FACILITY EVALUATION TOOL FOR NHSN READINESS IN FACILITY*

QIO FACILITY NHSN DATA CHECKLIST	Yes	No	Needs work	Assigned To
Basics				
1. Current Digital Certificates for all users (suggest more than 1)				
2. New NHSN Agreement completed				
3. Correct CCN number entered into NHSN				
4. NHSN training records for everyone entering or analyzing data				
Data Entry Processes				
1. Accurate monthly reporting plans completed that show which measures/data they are entering/tracking				
2. HAI data entered on a monthly basis				
3. All NHSN data entered within 30 days of the end of the previous month				
4. A new HAI plan entered or copied each month				
5. Appropriate boxes checked on the NHSN Infection Plan when entered				
6. Patient days and number of infections entered into summary report each month				
7. The correct monthly summary form filled out for the data being tracked (e.g. the device associated module Monthly Summary for CLABSI or CAUTI.) If tracking more than one module, may need more than one summary				
8. Data viewing rights are up to date for all those accessing data, including the QIO group or State group for the facility				
9. Aware of NHSN manual protocols for each module				
Events Report Processes				
1. Accurately entered events				
2. Correct event form for each event				
3. Number of events and rates calculated for accuracy				
4. Plan in place to address outliers and data inaccuracies				
Rates, Reports and Analysis				
1. Designated contact person for HAI tracking and data analysis				
2. Documented training in the use of NHSN for report building				
3. Evidence of reporting HAI tracking results to staff, management and administration				

*Evaluation may be repeated as necessary as issues are identified