



# **West Virginia Healthcare-Associated Infection Reporting Guide**

**November 13, 2009**

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*This Guide was developed by the West Virginia Health Care Authority, in collaboration with the West Virginia Healthcare-Associated Infection Control Advisory Panel.*

## I. Protocols and Procedures

### A. Legislative Authority

Pursuant to West Virginia Code §16-5B-17, West Virginia hospitals were to begin collecting and reporting data on healthcare-associated infections (HAI) on July 1, 2009. The statute requires the West Virginia Health Care Authority to convene the West Virginia Healthcare-Associated Infection Control Advisory Panel, whose duty is to assist the Health Care Authority in performing the following activities:

- Provide guidance to hospitals in their collection of information regarding healthcare-associated infections;
- Provide evidence-based practices in the control and prevention of healthcare-associated infections;
- Develop plans for analyzing infection-related data from hospitals;
- Develop healthcare-associated advisories for hospital distribution; and
- Determine a manner in which reporting of healthcare-associated infections is made available to the public in an understandable fashion.

HAI data are to be submitted by acute care hospitals to the Centers for Disease Control and Prevention's National Healthcare Safety Network (NHSN), in accordance with reporting guidelines determined by the Infection Control Advisory Panel and protocols established by NHSN. The Health Care Authority is to report in January of each year to the legislative oversight committee on health and human resources accountability, beginning in the year 2011. The report is to include summaries of the results of the required reporting and the work of the Infection Control Advisory Panel.

Additional information on the West Virginia Healthcare-Associated Infection Control Advisory Panel can be accessed at [www.hcawv.org/Infect/InfectHome.htm](http://www.hcawv.org/Infect/InfectHome.htm).

## **B. HAI Measures**

In spring 2009, two measures were chosen by the Infection Control Advisory Panel for reporting to the West Virginia Health Care Authority: Central line-associated laboratory-confirmed primary blood stream infections (CLABSIs) in medical, surgical, and medical/surgical intensive care units, including PICC lines; and influenza vaccination of healthcare personnel. Outlined below are specific reporting requirements for each measure.

### **1) Central Line-associated Blood Stream Infections**

- a. CLABSI data are required to be reported by acute care facilities with a medical, surgical, and/or medical/surgical intensive care unit.
- b. Data are to be collected beginning July 1, 2009 and submitted to NHSN within 30 days after the month's end.
- c. Data must be collected and reported in accordance with NHSN methods and protocols, as documented in NHSN materials available at: [www.cdc.gov/nhsn/library.html](http://www.cdc.gov/nhsn/library.html).
- d. Appropriate rights to the NHSN CLABSI data must be conferred to the West Virginia Health Care Authority as specified in Section IV.A of this Guide.

### **2) Healthcare Personnel Influenza Vaccinations**

- a. Due to current influenza challenges and the complexity of the NHSN Healthcare Personnel Influenza Vaccination module, the NHSN module is not required to be implemented during the 2009-2010 influenza season. Rather, information related to personnel influenza vaccinations should be submitted by all acute care hospitals (excluding state psychiatric facilities) to the West Virginia Health Care Authority, as requested on the provided forms (i.e., Monthly Vaccination Record and Hospital Influenza Survey).

- b. The Monthly Vaccination Record should contain aggregated monthly counts of personnel receiving influenza vaccinations based on the following guidelines:
  - i. Only report counts of seasonal influenza vaccinations received during the months of September 2009 through March 2010. Do not include counts of H1N1 vaccinations.
  - ii. Only include personnel directly employed by the hospital in counts reported on the Vaccination Record. Do not include counts for personnel not directly employed by the hospital, such as contract staff, volunteers, students, clergy, etc.
  - iii. Categorize personnel into one of the following three groups:
    - 1. Employees who provide direct patient care (i.e., employees who physically touch patients, such as physicians, nurses, technicians, aides, etc).
    - 2. Employees who work in clinical areas but do not provide direct patient care (i.e., employees who encounter patients but do not have direct physical contact, such as housekeepers, dietary staff, registration or billing staff, engineers, maintenance staff, etc.)
    - 3. Employees who do not work in clinical areas or provide direct patient care.
  - iv. Indicate on the Vaccination Record whether or not the reported counts include employees who received a vaccination off-site (i.e., at a facility other than your hospital).
  - v. Update and return the Vaccination Record to the Health Care Authority at the address and on the dates indicated on the form.

- c. The West Virginia Hospital Influenza Survey will collect counts of the total number of personnel employed during the vaccination season, general information about the facility, and details regarding the hospital vaccination program. The survey will be adapted from NHSN's *Healthcare Personnel Safety Component Annual Facility Survey* and *Post-season Survey on Influenza Vaccination Programs for Healthcare Personnel*. The West Virginia Hospital Influenza Survey will be distributed by March 1, 2010 and must be completed and returned to the Health Care Authority by April 30, 2010.
- d. The personnel influenza vaccination reporting requirements will be reassessed by the Infection Control Advisory Panel prior to the 2010-2011 influenza season.

## II. Reporting Timelines

### Key Dates Related to CLABSI Reporting

*Required: All acute care facilities with a medical, surgical, or medical/surgical intensive care unit.*

| Date   | Action   |
|--|--|
| July 1, 2009   | Begin collecting data on CLABSIs in medical, surgical, and medical/surgical intensive care units in accordance with NHSN methods and protocols   |
| August 30, 2009  | Complete all NHSN registration activities, including all required/appropriate training for NHSN and the Patient Safety component   |
| 30 days after the month's end, beginning August 30, 2009 | Submit monthly data on CLABSIs to NHSN   |
| September 18, 2009                                       | <ul style="list-style-type: none"> <li>• Join the NHSN group "West Virginia HAI Reporting" (instructions included in Section III)</li> <li>• Confer rights to CLABSI data to the "West Virginia HAI Reporting" group administrator (West Virginia Health Care Authority) (instructions included in Section IV.A and Section IV.C)</li> </ul> |

### Key Dates Related to 2009-2010 Healthcare Personnel Influenza Vaccination Reporting

*Required: All acute care facilities, excluding state psychiatric hospitals.*

| Date  | Action   |
|---|--|
| September 2009 – March 2010                                     | Collect data on seasonal influenza vaccinations received by personnel directly employed by the hospital  |
| As specified on the Vaccination Record, beginning Dec. 31, 2009 | Submit the Monthly Vaccination Record to the West Virginia Health Care Authority   |
| April 30, 2010  | Submit the West Virginia Hospital Influenza Survey to the West Virginia Health Care Authority. (The survey will be distributed by March 1, 2010) |

### III. Join the NHSN “West Virginia HAI Reporting” Group

Follow the steps below to join the “West Virginia HAI Reporting” group, which is administered by the West Virginia Health Care Authority. Only hospitals reporting CLABSI data are required to join the NHSN group.

- 1) Log in to NHSN using the Digital Certificate previously obtained during the NHSN registration process.
- 2) On the navigation bar (left side of screen), click on “Group” and select “Join.” The “Memberships” screen will appear (see Figure 1).
- 3) Enter the following Group ID and Password:
  - Group ID = 14840
  - Password = wvhaigroup
- 4) Click “Join Group.” A message will appear indicating that you have joined the group “West Virginia HAI Reporting” and that you must now confer rights to the group administrator.

Figure 1 – NHSN Group Memberships Screen



## IV. Confer Rights to the Group Administrator

Follow the steps below to allow the West Virginia Health Care Authority to view and analyze your facility's de-identified HAI data required for statewide reporting. This process will allow only the Health Care Authority to view your facility's de-identified data. Group members/facilities will not be able to view or analyze any data reported by other group members/facilities.

### A. Confer Rights to CLABSI Data

- 1) After completing the steps above to join the "West Virginia HAI Reporting" group, the screen "Confer Rights-Patient Safety" will be visible (see Figure 2).
- 2) In the section titled "General," confer the following rights by selecting the corresponding box:
  - a. Patient – Without Identifiers
  - b. Monthly Reporting Plan
  - c. Data Analysis
- 3) In the section titled "Surveys," enter the following information to confer rights to your facility's annual patient safety survey:
  - a. Year: Select "2009"
  - b. To Year: Leave blank - do not enter an end date
  - c. Survey Type: Select "Facility Survey Data"
- 4) In the section titled "Infection and other Events," enter the following information to confer rights to data on central line-associated bloodstream infections in intensive care units:
  - a. Plan: Select "In" from the drop-down menu to confer rights to event data outlined in the Monthly Reporting Plan (rather than data that may be entered but not outlined in the Plan).
  - b. Dates: Select months and years to confer rights to WVHCA beginning July 2009. Do not enter an end date.

- c. Event: Select “BSI-Bloodstream Infection (CLA).” After selecting this event, two additional fields will appear related to units/locations within your facility.
  - i. Location Type: Enter “CC” to confer rights to intensive care unit data.
  - ii. Location: This field will be populated with the “CC” units that your facility entered into NHSN and identified on the Monthly Reporting Plan. In accordance with the required reporting, data should be reported for all medical, surgical, and medical/surgical intensive care units within your facility. Select a “CC” Location in your facility from the drop-down menu.
  - iii. If there are multiple “CC” locations in your facility, click the “Add Row” button to confer rights to each “CC” location. Enter the information for Plan, Dates, and Event as outlined above.
- 5) After all required “CC” locations have been entered, click the “Copy Locations to Summary Data” button. Your information should then appear in the “Summary Data for Events” section below.
- 6) Click “Save”
- 7) A message should appear indicating that you have successfully conferred rights to the group.
- 8) Log out of NHSN

Figure 2 – NHSN Patient Safety Confer Group Rights Screen



**B. Confer Rights to Healthcare Personnel Influenza Vaccination Data**

The West Virginia Healthcare-Associated Infection Control Advisory Panel determined that the NHSN Healthcare Personnel Influenza Vaccination module is not required to be implemented during the 2009-2010 influenza season. Rather, hospitals should report aggregated vaccination counts directly to the West Virginia Health Care Authority, as outlined in Section I.B.2 of this Guide.

### C. Verify Rights were Conferred

Complete the following steps to ensure that data rights have been successfully conferred to the group administrator:

- 1) Log in to NHSN
- 2) On the navigation bar (left side of screen), click on “Group” and then select “Confer Rights.”
- 3) In the window that appears, the “West Virginia HAI Reporting” group should be listed. Highlight the group name and click “Confer Rights.”
- 4) Verify that the “Confer Rights-Patient Safety” screen is populated with the information you entered when following the steps in Section IV.A of this document. If this information does not appear, you have not successfully conferred rights to the group administrator – repeat the steps in Section IV.A.

### V. Technical Assistance

For additional information related to NHSN protocols, policies, or methods, refer to the following NHSN resources:

- Website: [www.cdc.gov/nhsn](http://www.cdc.gov/nhsn)
- Training Documents and Webcast Lectures: [www.cdc.gov/nhsn/training.html](http://www.cdc.gov/nhsn/training.html)
- Resource Library: [www.cdc.gov/nhsn/library.html](http://www.cdc.gov/nhsn/library.html)
- Email Contact: [NHSN@cdc.gov](mailto:NHSN@cdc.gov)

For additional information related to this Guide or West Virginia HAI reporting requirements, please contact:

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