



End-Stage Renal Disease Network Program

NHSN Monthly Task Checklist Outpatient Hemodialysis Clinics

The purpose of the NHSN Monthly Task Checklist is to assist facility NHSN users with monthly tasks required by CMS in NHSN. The checklist ensures facility compliance with NHSN activities. The checklist provides the task to complete (Task), when to complete the task (Due Date) and a link to instructions on how to complete the task (Resource).

Task	Due Date	Resource
<input type="checkbox"/> Collect current month's denominator/patient census data by vascular access type	First 2 working days of current month	Collect denominator/patient census data by vascular access type. Count each patient once; if patient has multiple accesses, count highest infection risk access only. Refer to Vascular Access Types NHSN vs CROWNWeb and section, Report Denominator Data Monthly of the Dialysis Event Protocol .
<input type="checkbox"/> Collect current month's numerator/dialysis event data	During entire current month	Collect numerator/dialysis event data (IV antimicrobial starts; positive blood cultures; pus, redness, or increased swelling at vascular access site) from your outpatients receiving chronic hemodialysis. Refer to section, Event Definitions and Key Terms of the Dialysis Event Protocol .
<input type="checkbox"/> Add monthly reporting plan for previous month	By last day of current month	Instructions for Monthly Reporting Plan
<input type="checkbox"/> Add denominator/patient census data for previous month	By last day of current month	Checklist-Reporting Denominator Data and Vascular Access Types
<input type="checkbox"/> Add numerator/dialysis event data for previous month	By last day of current month	Checklist-Reporting Numerator Dialysis Event Data
<input type="checkbox"/> Clean up any alerts that appear on your NSHN facility homepage	As they appear on your NHSN facility homepage	Log into NSHN and refer to the NHSN Online Manual by clicking the Help tab that appears on your NHSN facility homepage for assistance in resolving your alerts. Click Search and type in the word 'Alerts'.
<input type="checkbox"/> Analyze reported data to monitor your facility's compliance with the CMS NHSN reporting criteria	Monthly for previous month's data	Instructions for Creating and Correcting your CMS ESRD QIP Rule Report
<input type="checkbox"/> Analyze reported data to make sure data reported is accurate and complete	Monthly for previous month's data	3 Steps to Review Dialysis Event Surveillance Data
<input type="checkbox"/> Review your facility's Bloodstream Infection (BSI) rate to assess your facility's performance	Monthly for previous month's data	How to create and read a BSI Report