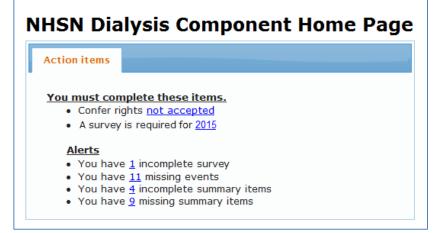# News from the Dialysis NHSN Helpdesk
Addressing NHSN Action Items and Alerts

"Action items" and "Alerts" are displayed on the Dialysis Component Home Page upon logging in to NHSN. They assist you to report completely and notify you when follow-up is necessary. Action Items and alerts are not punitive; they are merely reminders to take action.

NHSN Dialysis Component Home Page

Action items

You must complete these items.
- Confer rights not accepted
- A survey is required for 2015

Alerts
- You have 1 incomplete survey
- You have 11 missing events
- You have 4 incomplete summary items
- You have 9 missing summary items

👆 Action Items

"Confer rights not accepted" – Sharing Data with the Group

This action item indicates that the facility belongs to a group, but has not agreed to share its data as specified on the *current* Confer Rights template. The Facility Administrator should click on the "not accepted" link to review the Confer Rights template for the Group. Changes to the template are marked with an orange triangle (⚠).

To address this action item, either "Accept" the Confer Rights template or choose not to share data with the Group. Facilities can also choose which data are shared with the Group. You may opt out of sharing data by selecting the "N/A" (not applicable) checkbox in the corresponding section(s) of the Confer Rights template, and then accepting the template:

Prevention Process Measures ⚠								N/A
Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations
⚠ (All)		To			(ALL)	(ALL)		☑

Process Measures:
- Hand Hygiene   - Arterio...
- Hemodialysis Catheter Connection/Disconnection - Dialysi...
- Hemodialysis Catheter Exit Site Care   - Injectio...

The "N/A" checkbox allows a facility to *opt out* of sharing the section's data with the Group.

"A survey is required for [year]" – No Survey Entered in NHSN

An Outpatient Dialysis Center Practices Survey is required annually for the NHSN Dialysis Component. This action item appears on February 1st each year until the survey is started. If a survey has been started but is not complete, this Action Item changes to an "Incomplete Survey" alert.

👆 Alerts

Alerts are generated only for in-plan surveillance data (i.e., selections on the Monthly Reporting Plan). Clicking on the alerts links will bring you to the alerts tabs where the alert details are displayed.

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"Incomplete Survey" – Need to Finish Your Survey

An Outpatient Dialysis Center Practices Survey is required annually for the NHSN Dialysis Component. This alert appears if a survey has been started, but is not yet complete. Dialysis users can enter Dialysis Event Surveillance data for January 1st through April 30th without saving a completed survey. Beginning with data for May 1st, users are prevented from reporting surveillance data until an annual survey has been completed for the year.

"Missing events" – No Dialysis Events Reported

This alert reminds you that dialysis events have yet to be reported. These alerts appear when the dialysis event surveillance option is selected on the Monthly Reporting Plan and dialysis event summary data have been reported for the month, but the specified dialysis event type(s) have not yet been reported that month.

To address these alerts, you can either:
1. Report the event type on one or more **Dialysis Event** forms; or
2. If no events of that type occurred for the month, select the corresponding "Report No Events" checkbox(es) on the "Missing Events" alert tab (outlined by the green box, below) or on that month's **Denominators for Dialysis Event Surveillance** form.

Location	CDC Location	Month/Year	Alert Type	Event Type	Summary Data Form Type	Report No Events
DIALOP	OUT:NONACUTE:CLINIC:DIAL	01/2015	Census form but no events	DE - IV Antimicrobial Start	DA-DIAL	☐
DIALOP	OUT:NONACUTE:CLINIC:DIAL	01/2015	Census form but no events	DE - Positive Blood Culture	DA-DIAL	☐
DIALOP	OUT:NONACUTE:CLINIC:DIAL	01/2015	Census form but no events	DE - Pus, Redness, or Increased Swelling at the Vascular Access Site	DA-DIAL	☐

"Incomplete summary items" –Too Few Total Observations Reported

This alert occurs only for in-plan Prevention Process Measures Surveillance when too few total observations for that month have been reported.

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To address these alerts, you can either:

1. Access that month's **Prevention Process Measures Summary** form and update the number of total observations required for the month; or
2. If the month has passed and the minimum number of observations required by the Prevention Process Measures Protocol was not collected, you can permanently dismiss this alert by clicking the "Dismiss Alert" checkbox(es), then the "Save" button; or
3. Opt to remove the surveillance selection(s) from the Monthly Reporting Plan.

"**Missing summary items**"– No Summary Data Reported

This alert reminds you that no in-plan summary data have been reported. This alert most commonly refers to data missing for the **Denominators for Dialysis Event Surveillance** form or observations for the **Prevention Process Measures Summary** form.

To address these alerts, you can either:

1. Click the "Add Summary" hyperlink and report that month's summary data; or
2. Opt to remove the surveillance selection(s) from the Monthly Reporting Plan.

Questions about NHSN? Contact us at nhsn@cdc.gov with "Dialysis" in the subject line and we will respond to your inquiry within 5 business days.