

# Important Information about Annual Training

**This webinar is intended to provide guidance to Patient Safety Users of NHSN.**

**Members of the media are asked to disconnect from the live session now and contact the CDC Media Office at [media@cdc.gov](mailto:media@cdc.gov) with any questions.**

**For Continuing Education Credits, access <https://www.cdc.gov/nhsn/training/annualtraining.html>**

Chat and Q & A features are limited to only 1000 participants

Please refer to email dated 6/11 and 6/12 with subject line, “NHSN 2025 Annual Training – Day 2” for additional instructions and links.

# How to Communicate during Annual Training

## All Participants:

- This session is set up as “listen-only” so we will not be able to unmute you for questions

## First 1000 Participants:

- Chat and Q & A features are active
  - Chat is designated for technical support AND responses to knowledge checks
  - Q & A is designated for questions related to the topic
    - **No** specific case review will be addressed
    - All unanswered questions may be submitted to <https://servicedesk.cdc.gov/nhsncsp>

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# How to Communicate during Annual Training

## Participants with SAMS Access:

- Use the Annual Training Community to submit questions, link:  
[https://servicedesk.cdc.gov/nhsncsp?id=community\\_forum&sys\\_id=04e706581b21ee506b9f4000f54bcba2](https://servicedesk.cdc.gov/nhsncsp?id=community_forum&sys_id=04e706581b21ee506b9f4000f54bcba2)

## Participant without SAMS Access:

- Email [NHSN@CDC.gov](mailto:NHSN@CDC.gov) , use subject line: **2025 Annual Training**

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Please refer to email dated 6/11 and 6/12 with subject line, “NHSN 2025 Annual Training – Day 2” for additional instructions and links.



# Introduction to the NHSN Nurse Staffing Hours Indicator

**NHSN Protocol and Training Team (PaTT)**

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Please refer to email dated 6/11 and 6/12 with subject line, "*NHSN 2025 Annual Training – Day 2*" for additional instructions and links.

# Objectives

By the end of this session, you will be able to:

- Describe the reporting requirements
- Access the Monthly Survey for reporting
- Report nurse staffing data manually or CSV upload
- Identify analysis options for nurse staffing hours per patient days

# Background

- **Nursing workforce is the nation's largest healthcare profession**
- **Registered Nurses (RNs) is one of the largest segments of this workforce**
- **Number of jobs**
  - RN – nearly 4.7 million
  - LPN/LVN – 657,800
  - Nursing Assistants/Orderlies – 1,469,400

[1https://www.aacnnursing.org/news-data/fact-sheets/nursing-workforce-fact-sheet](https://www.aacnnursing.org/news-data/fact-sheets/nursing-workforce-fact-sheet)

[2https://www.bls.gov/](https://www.bls.gov/)

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# NHSN Nurse Staffing Hours Indicator

- Provide a mechanism for acute care hospitals to report nurse staffing data from their critical care unit/locations.
- Developed in collaboration with representatives from the American Nurses Association, American Association of Critical-Care Nurses and Press Ganey.
- Based on Press Ganey’s National Database of Nursing Quality Indicators® (NDNQI®)
  - NQF\*# 0204 – Skill mix (Registered Nurse [RN], Licensed Vocational/Practical Nurse [LVN/LPN], unlicensed assistive personnel [UAP], and contract)
  - NQF\*# 0205 - Nursing Hours per Patient Day (NHPPD)
- Pilot in 2023 with 30 facilities entering data

# Definitions

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Please refer to email dated 6/11 and 6/12 with subject line, “*NHSN 2025 Annual Training – Day 2*” for additional instructions and links.

# Nursing Staff

## Includes

- Registered Nurse (RN),
- Licensed Vocational/Practical Nurse (LVN/LPN), and
- Unlicensed Assistive Personnel (UAP)

Includes staff employed by the facility **and** temporary staff who are not employed by the facility (contracted/agency staff).

# Registered Nurse

Licensed RN assigned to a critical care unit/location and is included in the unit's actual staffing on the day the direct patient care hours are counted.

## Include

- Counted in the critical care unit's staffing plan for any given day of the reporting month
- Replaced if they call in/out sick
- Work hours are charged to the critical care unit's cost center

## Exclude

- Advanced Practice RNs (APRNs):
  - Performing the role of an institutionally credentialed provider (specifically, licensed provider). Institutionally credentialed providers may include physicians, Certified Registered Nurse Anesthetist (CRNAs), midwives, nurse practitioners, or physician assistants
- Primary responsibility is administrative in nature
- Part of a specialty team, patient educator, or case manager not assigned to a specific unit

# Licensed Vocational/Practical Nurse (LVN/LPN)

Licensed LPN/LVN assigned to a critical care unit/location and is included in the unit's actual staffing on the day the direct patient care hours are counted.

## Include

- Counted in the critical care unit's staffing plan for any given day of the reporting month
- Replaced if they call in/out sick
- Hours charged to the critical care unit's cost center

## Exclude

- Primary responsibility is administrative in nature
- Part of a specialty team, a patient educator, or case manager who is not assigned to a specific unit

# Unlicensed Assistive Personnel (UAP)

Individuals trained to function in an assistive role to nurses in the provision of patient care, as delegated by and under the supervision of the registered nurse.

## Include

Typical activities may include, but are not limited to

- Taking vital signs
- Bathing/feeding/dressing patients
- Assisting with other activities of daily living (transfer, toileting, ambulating)

## Exclude

- Unit secretaries, clerks, or schedulers, monitor technicians, & therapy assistants
- Orderlies or transportation staff responsible to assist with transport of the stable patient
- Student nurses fulfilling educational requirements
- Sitters not employed by the facility or employed by the facility but not providing typical UAP activities

# Direct Patient Care

- Patient-focused activities performed by nursing staff who are assigned to a specific unit performing care on/for patients who are assigned to the same unit.
- Count the number of hours worked by nursing staff assigned to the critical care unit/location, including overtime, who have direct patient care responsibilities for greater than 50% of their assigned shift. These hours are sometimes referred to as Productive Hours.

# Direct Patient Care

Patient-focused care activities include tasks that are patient-related, but occur away from the patient, such as, but not limited to:

- Admission, transfer, discharge activities
- Post-discharge communication
- Care coordination
- Documentation time
- Medication administration
- Monitor patients during transport within hospital or to/from other facilities
- Nursing rounds
- Nursing treatments
- Patient communication
- Patient screening (such as, risk and assessment)
- Patient teaching
- Tele-ICU care/ Tele-critical care
- Treatment planning
- Triage

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# Direct Patient Care Hours

The following are NOT direct patient care hours:

- Budgeted/scheduled hours not worked
- Vacation, sick, and leave time
- Orientation, education, and committee time
- Time where no direct patient care is provided due to on-call status or due to call-offs related to unit closing /low census/no patients

Direct Patient Care Hours include employee and contract staff hours in each nursing category reported.

# Critical Care Unit/Location

**Critical Care Unit/Location-** Highest level of care, includes all types of intensive care units. A unit/location that is mapped as one of the NHSN designated critical care units (locCDC) and denoted with location type as critical care (locationType = CC). For example, IN:ACUTE:CC:B indicates Burn Critical Care Unit

For facilities using the Patient Care Component in NHSN, these units should already be identified/mapped in NHSN.

## Total Patient Days

- The total number of patients in the unit per day during the calendar month.
- This count only includes patients present at the time the count is conducted and DOES NOT include patients who are admitted and discharged from the unit before or after the patient day count is performed.
- This count is typically conducted at midnight.

If your facility is reporting in the Patient Safety Component, Total Patient Days are already collected and reported.

# Total Patient Days

Patient day count process:

- Record the number of patients on the unit each day at a designated time, such as midnight.
- At the end of the month, sum the daily counts.

Total patient day counts for a critical care unit/location reporting Nurse Staffing Hours should match the patient day counts reported for the same location reporting Denominator Summary Data for one of the Device associated Event Modules.

**Report patient days in 'Summary Data' before reporting Nursing Hours. Total Patient Days will auto populate in the Nurse Staffing section of NHSN!**

# Reporting Requirements

For **voluntary** reporting of Nurse Staffing Hours

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# Reporting Requirements

To participate in **voluntary** reporting of nurse staffing hours:

- Facility must be enrolled in NHSN
- Critical Care Units must be “mapped” in NHSN
- Ideally report at the end of the month for the previous month
- Retrospective data maybe entered (as far back as January 2023)
- Reporting for all mapped critical care units is encouraged

# Reporting Process

The screenshot shows the NHSN (National Healthcare Safety Network) landing page. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". Below this is a dark blue header with the text "NHSN - National Healthcare Safety Network". The main content area has a light blue header with a microscope icon and the text "Welcome to the NHSN Landing Page". Below this is a user profile section with a blue person icon and a greyed-out name field. A dropdown menu titled "Select component:" is open, showing a list of options: Biovigilance, Dialysis, Healthcare Personnel Safety, Long Term Care Facility, Medication Safety (pilot facilities only), Neonatal, Outpatient Procedure, and Patient Safety. The "Patient Safety" option is highlighted with a red rectangular border.

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# Reporting Process



## Welcome to the NHSN Landing Page



Select component:

Patient Safety

Select facility/group:

Fac:

Submit

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# Entering Denominators on Summary Data

<b>NHSN Home</b>
Alerts
Dashboard ▶
Reporting Plan ▶
Patient ▶
Event ▶
Procedure ▶
Summary Data ▶
Hospital Respiratory Data ▶
Infectious Diseases of Public Health Concern ▶
Import/Export
Surveys ▶



## Denominators for Intensive Care Unit (ICU)/Other locations (not NICU or SCA)

Mandatory fields marked with \*

Facility ID

Location Code \*:

Month \*:

Year \*:

Patient days entered from the Summary data screen will auto populate the monthly summary

[Pri](#)

Denominator Data		
		Report No Events
Total Patient Days:	<input type="text"/>	
Central Line Days:	<input type="text"/>	CLABSI: <input type="checkbox"/>
Urinary Catheter Days:	<input type="text"/>	CAUTI: <input type="checkbox"/>
Ventilator Days:	<input type="text"/>	VAE: <input type="checkbox"/> PedVAE: <input type="checkbox"/> PedVAP: <input type="checkbox"/>

Sample Values For Estimating Denominator Data		
		Check Box(es) if Sampling Used
Sample Patient Days:	<input type="text"/>	
Sample Central Line Days:	<input type="text"/>	<input type="checkbox"/>
Sample Urinary Catheter Days:	<input type="text"/>	<input type="checkbox"/>

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# Reporting Process

The screenshot displays the NHSN Patient Safety Component Home Page. The top navigation bar includes the text "NHSN - National Healthcare Safety Network (ps1150-95cf7b597-mx6xt:80)". A left-hand navigation menu lists various options: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, COVID-19, Import/Export, Surveys, Analysis, Users, Facility, and Group. The "Surveys" option is highlighted with a red box, and a dropdown menu is open, showing "Add", "Find", "Incomplete", and "Monthly". The "Monthly" option in the dropdown is also highlighted with a red box and has a mouse cursor pointing to it. The main content area of the page is blurred.

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# Reporting Process - Manual Data Entry

Month

Auto populates

Select month

Select Year

Auto populates from Summary Data

Facility ID:  Month:  Year:

*NHSN Location Code	*Total# Productive RN Hours	*Total# Productive LPN/LVN Hours	*Total# Productive UAP Hours	*Total# Patient Days
ICU2				800
ICU				10
71ICU				1000


Total Patient Days must be edited/updated on the Summary Data Denominators page for this location.

**Save**

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# Reporting Process - Manual Data Entry



## Monthly Survey

Facility ID:  Month:  Year:

*NHSN Location Code	*Total# Productive RN Hours	*Total# Productive LPN/LVN Hours	*Total# Productive UAP Hours	*Total# Patient Days
ICU2				800
ICU				10
71ICU				1000

Total Patient Days must be edited/updated on the Summary Data Denominators page for this location.

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# CSV Upload

- Available for facility and group uploads
- Facility data can overwrite group data
- Group data cannot overwrite facility data
- CSV data will not overwrite patient days entered in summary denominator data
- Forms soon to be available on the Nurse Staffing Indicator webpage

# CSV Upload Template

	A	B	C	D	E	F	G	H	I
1	month	year	location	numRNHours	numLPNLVNHhours	numUAPHours	numPatDays	orgid	
2									
3									
4									
5									
6									
7									
8									
9									
10									

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# Facility CSV Upload



## Monthly Survey

Facility ID:  \*Month:  \*Year:

\*NHSN Location  
Code

\*Total# Productive  
RN Hours

\*Total# Productive  
LPN/LVN Hours

\*Total# Productive  
UAP Hours

\*Total# Patient Days

Total Patient Days must be edited/updated on the Summary Data Denominators page for this location.

Save

Import Monthly Survey for Nursing Hours

Back


Select Import  
Monthly Survey for  
Nursing Hours



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# Group Reporting

- **Group can upload data for multiple facilities in one upload**
- **Group data uploads do not edit or overwrite facility entered data**

 **Welcome to the NHSN Landing Page**

**Select component:**

**Select facility/group:**

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# Group CSV Upload

NHSN - National Healthcare Safety Network

**NHSN Home**

- Dashboard
- Reporting Plan
- Event
- Procedure
- Summary Data
- Surveys
- Analysis

**Find Monthly Survey**

Facility ID:

Month:

Year:

Select Month and year.  
Click on import monthly survey button.

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# Group CSV Upload

For information on the accepted file formats and content, click the Help link below.

 [Help](#)

No file chosen

Select choose file and then choose the appropriate file to upload. Click on Submit

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# Group CSV Upload

The screenshot shows the NHSN Import Editor interface. On the left is a navigation menu with items like Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, Hospital Respiratory Data, Infectious Diseases of Public Health Concern, Import/Export, Surveys, Analysis, Users, and Facility. The main area is titled 'Import Editor' and contains instructions: 'These records have no match in the database. For each record you have three options.' followed by a bulleted list: 'Leave the record as is. It will be inserted when you press the Submit button.', 'Ignore the record. Check the box in the Delete column and then press the Delete button.', and 'Edit the record. Press the Edit button if you need to change any of the record's fields.'

Below the instructions is a table with one record. The table has columns: Delete, Month, Year, Location, Total# Productive RN Hours, Total #Productive LPN/LVN Hours, and Total #Pr. The record shows Month: 3, Year: 2025, Location: ICU/CCU, Total# Productive RN Hours: 80.76, Total #Productive LPN/LVN Hours: 10.25, and Total #Pr: 12.5. There are 'Submit' and 'Back' buttons at the bottom left. A callout box at the bottom right says 'Click Submit button to save data'.

Delete	Month *	Year *	Location *	Total# Productive RN Hours *	Total #Productive LPN/LVN Hours *	Total #Pr
<input type="checkbox"/>	3	2025	ICU/CCU	80.76	10.25	12.5

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# Analysis Options

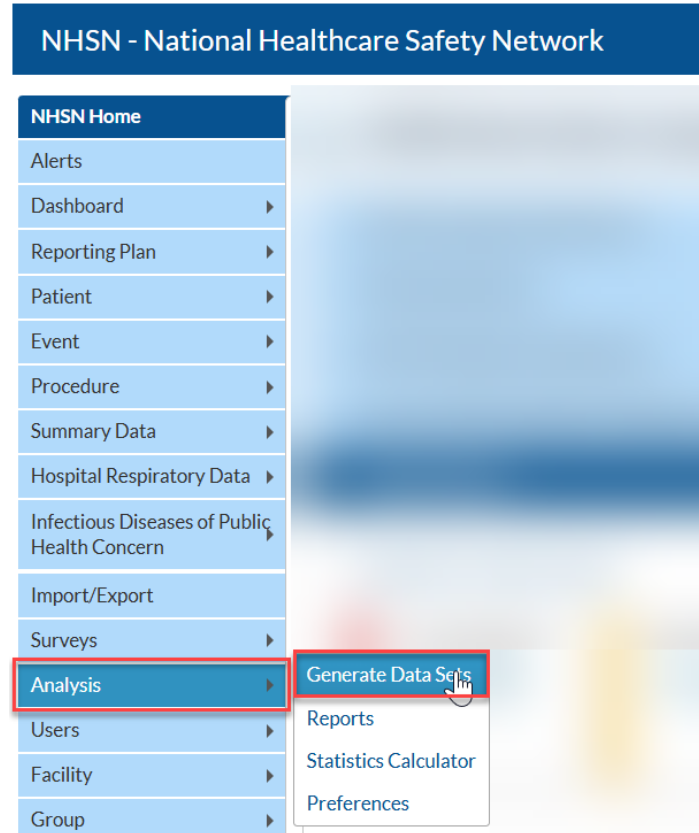
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# Generate Data Sets

- Generate Data Sets **before** running reports!



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# Analysis Options

- Analysis reports are available in the NHSN application
- Analysis can be performed at various levels:
  - Facility
  - CDC location code
  - Location type
- Includes rate tables for monitoring trends

The screenshot displays the NHSN - National Healthcare Safety Network interface. On the left is a navigation menu with items: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, Hospital Respiratory Data, Infectious Diseases of Public Health Concern, Import/Export, Surveys, Analysis, Users, Facility, and Group. The 'Analysis' menu item is highlighted, and a sub-menu is open showing options: Generate Data Sets, Reports, Statistics Calculator, and Preferences. A hand cursor is pointing at the 'Reports' option. The main content area is titled 'Analysis Reports' and features 'Expand All' and 'Collapse All' buttons, a search box, and a list of report categories: HAI Risk Adjusted Measure Reports (SIRs, SURs), HAI Detailed Reports (Line Lists, Rate Tables, etc.), Digital Quality Measure Reports (dQM), CMS Reports, Targeted Assessment for Prevention (TAP) Reports, Antimicrobial Use and Resistance Module, COVID-19 Module, Hospital Respiratory Data, Nursing Hours Per Patient Day (NHPPD), and Supplemental Reports. The 'Nursing Hours Per Patient Day (NHPPD)' category is highlighted with a red box, and its sub-items are visible: NHPPD Data, Line Listing - Hospital Monthly Survey, and Rate Table for Nursing Hours per Patient Days.

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# Understanding the Numerator

- Four separate numerators for each Critical Care Unit/Location:
  - **Total Nursing Staff:** Sum of total direct patient care nursing hours worked by all nursing staff (RNs, LPN/LVN, UAPs)
  - **RN Hours:** Direct patient care nursing hours worked by RNs
  - **LPN/LVN Hours:** Direct patient care nursing hours worked by LPNs/LVNs
  - **UAP Hours:** Direct patient care nursing hours worked by UAPs

# Understanding the Denominator

- **Total Patient Days:**
  - Number of patient days for each critical care unit/location during the calendar month
  - Must match the unit/location where nursing hours are reported
  - Patient day counts for Device-associated Modules align with NHPPD reports

**Total patient day counts for critical care units reported in the facility's Monthly Reporting Plan (MRP) for a Device-associated Event Module (Summary Data) will auto-populate on the Nurse Staffing Monthly Survey!**

# Metric: Nursing Hours Per Patient Days

$$\text{ALL Nursing Staff Hours per Patient Days (NHPPD)} = \frac{\text{Total Number of Productive Hours Worked by ALL Nursing Staff}}{\text{Total Number of Patient Days}}$$

$$\text{RNs Hours per Patient Days (RN-HPPD)} = \frac{\text{Total Number of Productive Hours Worked by RNs}}{\text{Total Number of Patient Days}}$$

$$\text{LPNs/LVNs Hours per Patient Days (LPN/LVP-HPPD)} = \frac{\text{Total Number of Productive Hours Worked by LPNs/LVNs}}{\text{Total Number of Patient Days}}$$

$$\text{UAP Hours per Patient Days (UAP-HPPD)} = \frac{\text{Total Number of Productive Hours Worked by UAPs}}{\text{Total Number of Patient Days}}$$

# Metric: Percent of Productive Hours Worked by Nursing Type

$$\textit{Pct of total productive hrs. worked by RNs} = \frac{\textit{Total Number of Productive Hours Worked by RNs}}{\textit{Total Number of Productive Hours Worked by ALL Nursing Staff}} \times 100$$

$$\textit{Pct of total productive hrs. worked by LPNs} = \frac{\textit{Total Number of Productive Hours Worked by LPNs/LVNs}}{\textit{Total Number of Productive Hours Worked by ALL Nursing Staff}} \times 100$$

$$\textit{Pct of total productive hrs. worked by UAPs} = \frac{\textit{Total Number of Productive Hours Worked by UAPs}}{\textit{Total Number of Productive Hours Worked by ALL Nursing Staff}} \times 100$$

# Resources

- **Nurse Staffing Hours Indicator Webpage**

- <https://www.cdc.gov/nhsn/psc/nshi/index.html>

- **NHSN Nurse Staffing Indicator Protocol**

- <https://www.cdc.gov/nhsn/psc/nshi/Nurse-Staffing-Indicator-Protocol508c.pdf>

- **Monthly Survey Form**

- <https://www.cdc.gov/nhsn/psc/nshi/Monthly-Survey-Form-508c.pdf>

PSC Modules, Events & Indicator	
Access relevant training, protocols, data collection forms and supporting materials for each module.	
<b>AUR Module</b> Antimicrobial Use & Resistance Options	<b>PNEU Events</b> Pneumonia (PedVAP) Events
<b>BSI Events</b> Bloodstream Infections	<b>SSI Events</b> Surgical Site Infection Events
<b>CLIP Events</b> Central Line Insertion Practice Adherence	<b>UTI Events</b> Urinary Tract Infections
<b>MDRO &amp; CDI Events</b> Multidrug-Resistant Organism & <i>C. difficile</i> Infections	<b>VAE</b> Ventilator-associated Events
<b>PedVAE</b> Pediatric Ventilator-associated Events	<b>NSHI</b> Nurse Staffing Hours Indicator

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# For NHSN questions or concerns related to the Annual Training

## Post questions in the Annual Training Community

Please submit questions to the NHSN Help Desk.

- Access new portal at <https://servicedesk.cdc.gov/nhsncsp> .
- If you do not have a SAMS login, or are unable to access Annual Training Community, you can still email the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) include **Annual Training 2025** in Subject Line

For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

