

Sepsis Prevention Assessment Tool (SPAT) Deployment Packet

This packet has been developed for use by partners in prevention as a component of the Centers for Disease Control and Prevention’s (CDC) Targeted Assessment for Prevention (TAP) Strategy. The resources below may be used by partners to guide them in the deployment of Sepsis Prevention Assessment Tool (SPAT). The SPAT and all other TAP Strategy tools and resources are publicly available for use at no cost. Optional technical assistance is also available from CDC upon request.

For more information, visit the [SPAT website](#).

For questions and requests for technical assistance, please email CDC at HAIPrevention@cdc.gov.

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Checklist for SPAT Deployment

The optional checklist below is provided to guide partners as they prepare to deploy the SPAT.

	Step	Description
<input type="checkbox"/>	Determine <i>where</i> to deploy Assessments	Assessments may be deployed across the entire facility or within select units. When making this decision, facilities may consider contextual factors (e.g., unit type, patient population, capacity, perceptions of healthcare personnel practices in a unit) and/or relevant data elements (e.g., NHSN data, infection counts, laboratory testing/specimen rejection, antibiotic use).
<input type="checkbox"/>	Determine <i>who</i> will be completing Assessments	Facilities are encouraged to collect as many Assessments as possible from a range of respondents. This may include frontline providers (e.g., nurses, nurse assistants, physicians), mid-level staff (e.g., Quality, Infection Prevention, unit/nurse managers), senior leadership, and ancillary staff (e.g., physical/occupational therapy, pharmacy).
<input type="checkbox"/>	Define timeline for collection	It may be helpful to define the start and end dates for Assessment collection, noting that this timeline may be extended as needed. In general, facilities collect Assessments for two weeks, but this can vary based on factors within the facility and units. Finding a time that best suits the facility can help optimize Assessment collection.
<input type="checkbox"/>	Select deployment method(s)	Facilities are encouraged to select the deployment method(s) that are best for them. It may be helpful to consider multiple methods based on staff roles and units (e.g., Microsoft Forms may be best for those with access to a computer, paper forms may be best for staff without computer access). For more details on each method, please review the <i>SPAT Deployment Methods</i> sheet on the following page. CDC can provide each facility with their selected deployment method(s), email HAIPrevention@cdc.gov for assistance.
<input type="checkbox"/>	Identify champions/cheerleaders	The greater the number of Assessments collected, the greater the ability to identify gaps. To increase participation, it may be helpful to identify ‘champions’ or ‘cheerleaders’ to encourage completion among staff. Support from leadership on the importance and intent of the Assessments may also improve participation.
<input type="checkbox"/>	Consider messaging to notify staff	Notifying senior and unit-level leadership about the Assessments (intent, collection period, staff/units participating, etc.) may help to ensure they are informed and supportive of staff taking the time to complete them. When asking staff to complete Assessments, describe the intent and relevant details (anonymous, ~10 minutes to complete, interested in their awareness and perceptions, facility point of contact information if needed for questions, etc.). Example language is provided on page 4 below.
<input type="checkbox"/>	Collect Assessments	Distribute the SPAT to frontline personnel using the method(s) selected. Work with leadership and champions/cheerleaders to encourage collection. Consider deployment during meetings or trainings to increase participation. Send/message periodic reminders for completion. <i>Optional</i> – Complete the SPAT Deep Dive Assessment. This is meant to be completed just once per facility by the Infection Preventionist, Director of Nursing, or lead of sepsis prevention activities at the facility.
<input type="checkbox"/>	Submit Assessments for summarization	<i>Optional</i> - Details on how to submit completed Assessments to CDC are included in the <i>SPAT Deployment Methods</i> sheet on the following page. CDC is available to summarize Assessments and create customized Feedback Reports for each facility. CDC can also provide summary tools for individual facilities to perform summarization independently if preferred.



SPAT Deployment Methods

Facilities may select one or more methods for deploying the SPAT. To facilitate deployment and collection, facilities are encouraged to select the methods that are best for them. It is also recommended that facilities pilot/test any electronic methods prior to distribution avoid technical difficulties. CDC can provide each facility with their selected deployment method(s) and assist with summarization of results. All Assessment and summarization tools are also available for partners to use independently (i.e., full use of the SPAT and accompanying tools does not require submission of assessments to CDC for technical assistance).

Method	Description	Tips	Submitting Assessments*
Paper	<ul style="list-style-type: none"> - Provide paper copies for staff to complete - Best for staff without computer access - Allows staff to complete at their own pace 	<ul style="list-style-type: none"> - Provide paper copies and a 'drop box' at a designated location - Distribute and collect during meetings, trainings, etc. 	<ul style="list-style-type: none"> - Send hardcopies to: Hospital Infection Prevention Team MS H16-3 Division of Healthcare Quality Promotion Prevention and Response Branch Centers for Disease Control & Prevention 1600 Clifton Rd NE. Atlanta, GA 30329 - Or, email scanned Assessments to HAIPrevention@cdc.gov
Microsoft Forms	<ul style="list-style-type: none"> - Available for partners with a Microsoft account (e.g., Outlook used for email) - CDC will provide the template, allowing partners to easily distribute to staff electronically and collect Assessments within their account - The link can be emailed to staff, added to an intranet page, opened on a shared computer or tablet, or shared with a QR code 	<ul style="list-style-type: none"> - Staff must complete in one sitting. If they close out of link, no answers will be submitted and they must re-open the link to complete the assessment - The same link can be opened multiple times on the same device or across multiple devices 	<ul style="list-style-type: none"> - Completed Assessments can be exported to Excel and securely sent to CDC for summarization - Email HAIPrevention@cdc.gov when your facility has finished collecting Assessments
REDCap	<ul style="list-style-type: none"> - Partners must have their own REDCap access to use this method - CDC will provide the template / data dictionary to import into REDCap 	<ul style="list-style-type: none"> - Useful for partners familiar with REDCap - Provides an electronic collection method alternative to Microsoft Forms 	<ul style="list-style-type: none"> - Export the responses from REDCap to Excel. When exporting the data report, select "CSV/Microsoft Excel (labels)" - Email HAIPrevention@cdc.gov when your facility has finished collecting Assessments
PDF Form	<ul style="list-style-type: none"> - Alternative electronic method, recommended only if facility is unable to use either Microsoft Forms or REDCap - Can be emailed to staff or saved on a shared desktop 	<ul style="list-style-type: none"> - Pilot electronic PDFs in each participating unit before distributing, as difficulties with firewalls may arise 	<ul style="list-style-type: none"> - Upon completion, staff are instructed to 'Save' PDF forms and email to HAIPrevention@cdc.gov - If completed forms are saved on a local computer, save in a zip folder and email to CDC

*Partners may request CDC's technical assistance to compile and summarize assessments. As such, completion of assessments is voluntary and is done so at the request of partners and their facilities (i.e., CDC is not requesting the completion of these assessments).



Tips for Assessment Collection Success

Example strategies below have been shared by facilities that have previously deployed TAP Facility Assessments and may help guide successful deployment efforts.

Focus on a shared mission for patient safety and sepsis prevention

- ❖ Communicate how important all staff input is for success
- ❖ In addition to reminders, tell staff why you are asking them to complete the Assessments
- ❖ Gain leadership and CEO buy-in
- ❖ Actively engage leaders within each unit
- ❖ Show appreciation to staff for completing Assessments
- ❖ Create a 'thank you' PowerPoint/poster/newsletter for staff, summarizing results and describing how their input will be used

Spread the word about Assessments multiple ways. Persistence pays off!

- ❖ Send both individual staff and facility-wide emails
- ❖ Send reminders to leadership
- ❖ Discuss with leadership at daily safety huddles
- ❖ Give 5-minute session to explain Assessments at staff forum meetings
- ❖ Use different Assessment methods for different groups, multimodal is often best (e.g., offering both paper and electronic)
- ❖ Motivate staff with small token of appreciation for completion, such as a treat for the unit with the most assessments or a gift card raffle

Example language to include in messaging to staff when distributing Assessments:

(This is provided as an example and should be tailored prior to distribution based on facility details)

As part of our quality improvement efforts for the prevention of sepsis, we are asking staff to please complete this Sepsis Prevention Assessment Tool (SPAT). We value your input and truly appreciate your feedback as we work together to improve patient safety.

This Assessment may be completed on paper [consider including information on where to obtain and return Assessments, if applicable] or through the Microsoft Forms link [include link, if applicable]. Please note, you will not be able to save your progress in Microsoft Forms, so please complete all questions before closing out of the link.

Please only complete this Assessment once. The Assessment will take approximately 10 minutes to complete, all responses are anonymous, and we will be collecting them until [include timeline]. Please contact [consider including information for point of contact] with any questions.