

## Adding Monthly Reporting Plans in the NHSN Application

**Outpatient Procedure Component** 

Note: These instructions assume your facility is enrolled with NHSN.

Background: Outpatient Procedure Component Monthly Reporting Plans are used by NHSN facilities to inform CDC which Outpatient Procedure Component modules are used during a given month.

## **Adding Monthly Reporting Plans in the NHSN Application**

- 1. To add an Outpatient Procedure Component (OPC) Monthly Reporting Plan:
  - a. Click **Reporting Plan** on the left-hand side of the OPC Home Page.
  - b. Select Add under the month you want to add a plan.

Dashboard	Reporting Plan							
Alerts	< > 2024 2023 SU	RVEY COMPLETE						
Reporting Plan								
Patients								
	January	Defined	February	Defined	March	Defined	April	Defined
b Event	Same Day Outcome Measu 1 Procedure Category Mon		0		0		1 Procedure Category Monitored	
Procedure								
🖸 Summary Data	Edit		Edit		Edit		Edit	
Surveys								
Users								
	May	Defined	🔮 June	Defined	🕑 July	Defined	Ø August	Defined
]] Analysis	1 Procedure Category Mon	itored	1 Procedure Category Monitored		1 Procedure Category Monito	ored	1 Procedure Category Monitored	
Facility Info								
Decations								
Surgeons	Edit		Edit		Edit		Edit	
L Groups								
	September	Defined	October	Defined	November	Missing	9 December	Missing
Health Monitor			-		. Hovember	wissing	A recember	wissing
E Logout	1 Procedure Category Mon	itored	Same Day Outcome Measures In 0	luded				
×								
	Edit		Edit		Add		Add	

- 2. You will now be directed to the **Add Plan** page.
  - a. If you <u>do not</u> have any OPC reporting for a month, click the checkbox next to **No NHSN Outpatient Reporting this month**.

Add Plan Facility: Month/Year: November, 2024		Back
Opt Out	No NHSN Outpatient Reporting this month	
Same Day Outcome Measures	Same Day Outcome Measures	
Surgical Site Infection (SSI) Surveillance	Procedure Category	SSI
Targeted SSI surveillance for specific NHSN Operative Procedure	No records available	*
Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).		-
	Add Copy from Previous Month	

b. To include Same Day Outcome Measures, click the checkbox next to **Same Day Outcome Measures** to include it the Monthly Reporting Plan

Add Plan Facility: Month/Year: November, 2024		Back Save
Opt Out	No NHSN Outpatient Reporting this month	
Same Day Outcome Measures	Same Day Outcome Measures	
Surgical Site Infection (SSI) Surveillance	Procedure Category	SSI
Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).	No records available	<b>A</b>
	1	
	Add Copy from Previous Month	

c. Select **Add** to add a Surgical Site Infection (SSI) Surveillance procedure category.

Add Plan Facility: Month/Year: November, 2024		Back
Opt Out	No NHSN Outpatient Reporting this month	
Same Day Outcome Measures	Same Day Outcome Measures	
Surgical Site Infection (SSI) Surveillance	Procedure Category	SSI
Targeted SSI surveillance for specific NHSN Operative Procedure	No records available	•
Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).		-
$\rightarrow$	Add Copy from Previous Month	

3. Using the drop-down box select your **Procedure Category(ies)** you plan to monitor over the course of your monthly reporting plan.

Add Plan Facility: Month/Year: November, 2024			Back	Sav	e
Opt Out	No NHSN Outpatient Reporting this month				
Same Day Outcome Measures	Same Day Outcome Measures				
Surgical Site Infection (SSI) Surveillance	Procedure Category	SS	1		
Targeted SSI surveillance for specific NHSN Operative Procedure			×	•	Save
Categories. Specify which procedure category(ies) is (are) being	AMP - Limb amputation				
monitored (list all that apply).	APPY - Appendix surgery				
	AVSD - AV shunt for dialysis			*	
	BILI - Bile duct, liver or pancreatic surgery				
	BRST - Breast surgery				
	CEA - Carotid endarterectomy				

a. More than one procedure category can be added to a monthly reporting plan. To add an additional category, select the **Add** button and select a procedure category.

Add Plan Facility: Month/Year: November, 2024			Ba	ck	Save
Opt Out	No NHSN Outpatient Reporting this month				
Same Day Outcome Measures	Same Day Outcome Measures				
Surgical Site Infection (SSI) Surveillance	Procedure Category	S	SI		
Targeted SSI surveillance for specific NHSN Operative Procedure	BRST - Breast surgery	•		×	*
Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).		•		×	
		t			-
	Add Copy from Previous Month				

- b. Procedure categories can be removed from a draft monthly reporting plan.
  - i. Select the "x" button to remove all procedure categories that were previously added.

Add Plan Facility: Month/Year: November, 2024			Back	Save
Opt Out	No NH5N Outpatient Reporting this month			
Same Day Outcome Measures	Same Day Outcome Measures			
Surgical Site Infection (SSI) Surveillance	Procedure Category	SSI	•	
Targeted SSI surveillance for specific NHSN Operative Procedure	BRST - Breast surgery		×	-
Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).			×	
				1
				*
	Add Copy from Previous Month			

c. Monthly reporting plans can be copied from the previous month by selecting the **Copy from Previous Month** button.

Add Plan Facility: Month/Year: November, 2024			Back Save
Opt Out	No NHSN Outpatient Reporting this month		
Same Day Outcome Measures	Same Day Outcome Measures		
Surgical Site Infection (SSI) Surveillance	Procedure Category		SSI
Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being		No records available	•
monitored (list all that apply).			
	Add Copy from Previous Month		

## d. Once your monthly reporting plan is complete select the **Save** button.

Add Plan Facility: Month/Year: November, 2024			Save
Opt Out	No NHSN Outpatient Reporting this month		
Same Day Outcome Measures	Same Day Outcome Measures		
Surgical Site Infection (SSI) Surveillance	Procedure Category	SSI	
Targeted SSI surveillance for specific NHSN Operative Procedure	BRST - Breast surgery	• 🗹 ×	-
-	BRST - Breast surgery	• • ×	•

## **Additional Resources**

If you have any questions, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. If you do not have a SAMS login or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov with 'OPC Monthly Reporting Plan Assistance' in the subject line.