



Outpatient Quality Program Systems and Stakeholder Support Team

ASC Guide: Traveling Through NHSN and Your ASC-20 Data Presentation Transcript

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Outpatient Quality Program Systems and Stakeholder Support Team

Karen

VanBourgondien: Hi, everyone. Welcome to *ASC Guide: Traveling through NHSN and Your ASC-20 Data*. We will be exploring tips, tricks and updates that will help you in successful reporting for this measure. My name is Karen. I also have Pam and Danielle with me today as your guides through ASC-20, and we have a lot to cover today.

Specifically on our trip today, we will be discussing the program requirements as it relates to the ASC-20 measure. We will also be discussing some key terms and updates as it relates to the ASC-20 measure and the NHSN surveillance tool. We will also be walking you through data entry in the surveillance tool. Lastly, we are going to show you how to check your data submission in the ASC Lookup Tool, the HQR system, and the NHSN system.

Before we get started on our journey with ASC-20 and NHSN, we are going to discuss the program requirements; meaning, what you need to know in order to meet the program requirements when reporting data for the ASC-20 measure.

As finalized in the calendar year 2022 final rule, facilities will collect the ASC-20 data for at least one self-selected week during each month. You are not required to submit weekly data for the purposes of this program. Now, having said that, the NHSN surveillance tool is set up to receive weekly data. So, the system will indicate that when you log into NHSN. You will see an alert box that will say Missing Weekly Summary. These alerts are soft reminders telling you that you have not submitted weekly data. Do not worry about these alerts as long as you have submitted your one week of data for the month. We are going to touch on these points again and show you that alerts box shortly.

So, again, as long as you submit that one self-selected week a month, you will meet program requirements. If you miss a week in a month, you will not meet program requirements. It is advised to select the second or third week in the month and the week that you select begins and ends in the month you are intending to enter data.

Outpatient Quality Program Systems and Stakeholder Support Team

The calendar grid in NHSN sometimes will have the first and last weeks of the month that begin and end in different months. We have had some confusion about that and people accidentally submitting data for the wrong month. So, we are going to revisit that in a little bit, and we are going to show you some screenshots of that for clarity.

These data that you submit once a month must be submitted by the quarterly deadline. For example, Quarter 1 data for the months of January, February and March, those data were due back on August 15th. So, you had several months to submit, change, delete and modify your data, any time from January up until that August 15th submission deadline. Now, the NHSN tool doesn't close, but any data that you submit after the submission deadline for the designated quarter will not be submitted to CMS and will not be used for the purposes of meeting program requirements.

At the submission deadline, NHSN takes a snapshot of the submitted data. That is what is sent and reported to CMS. So, if you enter your data after the deadline, your data will not be included in that snapshot and you will not meet program requirement.

Here we have the submission deadlines for the ASC measure. At the top, you have Quarter 1 and, as we just talked about, data for the quarter was due on August 15th. The next data submission deadline is for Quarter 2 and that should be submitted by November 15th. This will be for the reporting period of April through June. Please don't wait until November 15th to enter your data. You don't want to run into any last minute issues there.

So, you can see the deadlines here also for Quarter 3 and 4. So, a couple of important tips. Make sure that your facility's CCN is in the NHSN system. We've had quite a few facilities that used a temporary enrollment number, and they never went back in and added their CCN.

NHSN reports data to CMS by CCN, so we want to make sure you get credit for the work that you have done by having your CCN in the system

Outpatient Quality Program Systems and Stakeholder Support Team

So, make sure that your CCN is in the NHSN system. Also, make sure you enter your data by the submission deadline, I know we just talked about that. Although you can continue to enter data in the NHSN system after the submission deadline, these data will not be part of that snapshot that is taken at the submission deadline. Then, NHSN will not include your late data to CMS. By the way, this is a side note. Make sure that you have the correct NPI. Although NHSN does not require an NPI, the HQR system does, and you can run reports in HQR using the NPI. We have talked to some ASCs that could not find their data in our Lookup Tool because they were using the wrong NPI. So, more on that again shortly.

Let me touch on something here since we are hiking through nature. Our office is located in Tampa, and its hurricane season here in Florida. If your ASC was unable to submit any required information due to an extraordinary circumstance, such as a natural disaster; significant technical issue; or significant system issues, things of that nature, then your ASC can file an Extraordinary Circumstances Exceptions, or ECE [request]. If you choose to file an ECE [request], your ASC must submit that within 90 days of the date of that extraordinary circumstance that impacted your facility's performance on the measure. On the form you will be given the options of selecting web-based measures or claims-based measures. So, for the ASC-20 measure, you will select the web-based measures option. If you are requesting an extension, provide the reason you feel you will be able to restart data submission by a particular date. As an example, specify how the event that prevented your facility from submitting data will be resolved at the time you designate. Provide specific reasons for requesting the exception. If the event prevented your facility from submitting measure data or completing other program requirements, indicate that your facility is unable to complete program requirements or submit data and how long the reporting or submissions were impacted. Please provide any evidence or supporting documentation that your facility has documented for submitting these requests, and this could include photographs, web links, news articles, snapshots, emails, whatever you can think of, any kind of documentation that will sort of substantiate your request.

Outpatient Quality Program Systems and Stakeholder Support Team

However, please do not include any sort of Protected Health Information or Personally Identifiable Information in your request. You can submit your ECE [request] by the way of the Hospital Quality Reporting Portal, Managed File Transfer, or by emailing the form to QRFormsSubmission@hsag.com, or by secure fax. All of that information here is on the slide. I went over this ECE process in brief summary. If there is something that you would like more information on or any clarifying details, please access the link here for further details.

Okay, so now we are going to start our journey, and we are going to explore the NHSN system, entering your data, and how to check your data submission. So, let's start with exploring the NHSN system. For that, let me turn things over to Pam.

Pam Rutherford:

Thanks, Karen. As we hike through the NHSN system, we are going to cover a few common terms that you will encounter, situations and some updates.

First, if you are a new ASC, or new to reporting in NHSN, you are going to hear the terms "registration" and "enrollment" as it relates to gaining access into the NHSN system. You will also hear the words SAMS and Facility Administrator, and we are going to be going over these terms in just a minute.

Now, there is a five-step process in gaining access into NHSN. You will register your facility before you enroll. If you do not know if your ASC is enrolled, please call us, or send an email to NHSN with Check Enrollment status in the subject line. Now, registration into the NHSN system is completed after you agree to the Rules of Behavior in step two of the enrollment process.

Once you register, this will generate a SAMS invite. Now, SAMS stands for Secure Access Management System. It is very similar to having a HARP account to get into the HQR system.

Outpatient Quality Program Systems and Stakeholder Support Team

SAMS is the key to get into the NHSN building; it opens the door. Just your HARP account is the key to get into your HQR reporting system.

You will need to have a Facility Administrator to manage this access. Now, Facility Administrator is the term given by NHSN, and it is the person who in charge of the NHSN account, if you will. In the QualityNet system, this similar role is referred to as a Security Official. The Facility Administrator is usually the person enrolling the facility in the NHSN system and is the only person who can activate additional components for the facility, like add/edit/delete rights to the facility data, users, and users access. The Facility Administrator also has the authority to nominate or join groups for data sharing, and it is the only person who can reassign the role of the Facility Administrator to another user. There can only be one Facility Administrator per facility. Now, we have gone into detail on how to register, enroll, and gain access into NHSN in several previous webinars. If you need assistance with that aspect, give us a call or, better yet, access our archived webinars at the link provided here on the slide. NHSN also has some very good resources available on their website.

Now, let's talk about updating your ASC staff in NHSN. You can add additional users in the NHSN system from the Users option. That's on the blue tabs once you're logged in. Once an individual is added into the NHSN system, they cannot be deleted. However, they can be deactivated. If you need to deactivate someone's status, whether they are no longer with your facility or they are just not going to report anymore, whatever the situation, you can deactivate their status by choosing the Users tab from the NHSN navigation menu.

When the NHSN Facility Administrator role needs to be reassigned, and that Facility Administrator is still available, the current Facility Administrator can reassign this role in the NHSN system. This can be done from the Facility tab option from the NHSN navigation menu.

If the current Facility Administrator is no longer available, the Facility Administrator Change Request Form must be filled out.

Outpatient Quality Program Systems and Stakeholder Support Team

NHSN users should complete this form only to request reassignment of Facility Administrators when the currently-listed Facility Administrator is unavailable. Now, specifics on how to complete these tasks again are available at the direct link seen here in the gray box. Of course, you can always call us at 866-800-8756, and we are always glad to help.

A few reminders to let you know about here. If you need a Temporary Enrollment Number, that is provided by NHSN during the registration process. Understand that these Temporary Enrollment Numbers are only valid for 30 days. Please don't put that on email, that temporary enrollment, somewhere and forget about it for weeks. Thirty days, that is what you have to complete your registration and facility enrollment. If you go back and try to use this after 30 days, it will not work. If you do use a Temporary Enrollment Number, make sure that you add your CCN into NHSN upon completion of that NHSN enrollment process. Another reminder is to use the same email when registering and enrolling your ASC and your SAMS access request. The NHSN system likes everything to match up.

Reminder three is that you can use your SAMS credentials from a previous ASC to your new ASC. Your SAMS credentials belong to you and can be used at any facility you work. Just remember to update your current ASC facility in NHSN. Also, remember to log into SAMS at least every 60 days to keep your account in an active status.

Reminder number four: If you have a new email address and you want to update your NHSN and SAMS accounts to your wonderful new email address, then you must change your existing email in NHSN first and then your SAMS profile. You will be locked out of your account if you change the SAMS email address first.

Now, the NHSN system has had some updates. One of those updates is with respect to the Monthly Reporting Plan. NHSN completed the Monthly Reporting Plan, or MRP, auto-completion for those who were enrolled but had not submitted a Monthly Reporting Plan through May 2022.

Outpatient Quality Program Systems and Stakeholder Support Team

Now, this update eliminated your need to create a Monthly Reporting Plan. However, if you are new to the enrollment process in NHSN, you may not have been captured in this auto-completion, and you may have to create this Monthly Reporting Plan. If you need help with that, give us a call. We'll be glad to help.

Now, on the Monthly Reporting Plan page, be sure not check the No NHSN Health Care Personnel Safety Module Followed this Month box. Checking this box will prevent that month's data from being sent to CMS. So, if you did enter your data, it will not be captured. If your facility selected the No Health Care Personnel Safety Module Followed checkbox by mistake and still plan to submit data from January to May 2022, the Facility Administrator will need to email NHSN. The NHSN data entry page has also had some changes, which we will show you in the next section when we go over how to enter your data.

Also, there have been updates to the definition of "up to date." Most of you are aware that "up to date" was added in June. You can access the most current "up to date" guidance on the NHSN website. However, let's just talk about that a little bit.

For the "up to date" definition for Quarter 3, 2022, which began with the reporting week of June 27, 2022, there were additional modifications which are highlighted in yellow on the slide. Now, if you look at this table, it describes "up to date" for individuals under the age of 50 on the left and 50 and over on the right. Essentially, those 50 and over are considered up to date if they have received a second booster, or they received their first booster less than four months ago and they are not eligible for a second booster yet. For both categories, they have recently received all recommended doses in the primary series but are not yet eligible for a booster dose.

There are also guidelines for individuals with moderate to severe immunosuppressed conditions which can be seen in the bottom box.

Outpatient Quality Program Systems and Stakeholder Support Team

There were additional modifications for Quarter 4 which are for September 26th through December 25th, 2022, and this slide shows the updated definitions of up to date COVID-19 vaccination.

Now, the items in yellow are updates compared to the “up to date” definition. As you can see here, individuals are considered up to date if they have received an updated booster dose or received their last booster dose less than two months ago or they have completed their primary series less than two months ago. Now, this definition is the same for those who are moderately to severely immunocompromised. You can see that these changes will not incorporate the 50 and under and above criteria.

Now, here is a flow cart describing those changes to the Quarter 4 definition of “up to date.” This flow chart can help you determine when individuals are up to date according to the new definition.

In addition to “up to date,” some common questions we get are around vaccine terms and differentiating between boosters and additional doses. Here you can see what NHSN considers a Primary Vaccine Series booster dose. They have also added guidance on the Bivalent Booster. Guidance on these topics can be found on the NHSN website by accessing the link provided here on the slide. This will provide information on the term “up to date,” and it will also provide, you know, some example scenarios.

All right let’s stop here and check in with our wonderful travel guide. Danielle, what questions do you have for us?

Danielle Leffler:

Hey, Pam. I have a question related to enrollment and registration. The question is, “Why is it important to check the NHSN enrollment status of the ASC before starting the NHSN registration process?” This is a great question. Checking the enrollment status before you begin any registration process is important. As we said earlier, you can give us a call or email NHSN. If you choose to email NHSN, please put ASC-Check Enrollment Status in the subject line.

Outpatient Quality Program Systems and Stakeholder Support Team

Checking the enrollment status will prevent your ASC from becoming double enrolled, which could prevent your ASC's data from being sent to CMS. That's all for now, Pam.

Pam Rutherford:

Thank you, Danielle. Now we are going to move into the data entry portion. We are going to be exploring the data entry terrain where we will review how you enter your data in the NHSN system, so we will talk about those again as we go through. Some of you have not yet entered any data for ASC-20 and some of you may be on Quarter 3. Whatever the process, we will show you how to properly enter your data and the updates to the NHSN system. So, in order to do that, let me turn things back over to Karen. Karen!

**Karen
VanBourgondien:**

Thanks, Pam. Before we get started, here is a snapshot of the inclusion categories. We will be talking about these through this section as we show you the data entry questions in the NHSN system. You can access this same information by clicking on the link that we have here. I won't read all of these to you. but let me just point out a few things. There have been some changes to the Other Contract Personnel category. Also, there is a FAQ document on the NHSN website, and that is a very helpful document when you're trying to have clarity on these inclusion categories. Before I begin showing you the data entry pages, let me just let you know that you can't start and stop and not complete the data entry in the NHSN surveillance tool. It won't save incomplete data; you have to enter it all at once. So, sometimes people will write down their data on the blank forms that are available on NHSN and these blank forms can be accessed by the link that we have provided here on this slide. Also, an explanation breakdown of each question is also available on NHSN, and we do have the direct links to those documents as well here. These documents provide detailed instructions for completing each question required for data submission.

So, let's get started on our data entry in NHSN.

Outpatient Quality Program Systems and Stakeholder Support Team

So, where we are beginning here is, after you have signed in through the SAMS portal and you have selected NHSN Reporting, this is for people who have already registered and enrolled in NHSN and have access. This will take you to the landing page, and you are going to select Health Care Personnel Safety as the component in the drop-down menu. You are then going to select your ASC. For some of you, there will only be one selection, you know, if you only report data for one facility. So, once you selected those two options, you are then going to select Submit.

Before we get into the data entry, let me just address a very common point of confusion that I touched on earlier. When you are on the home page, you will have alerts on this NHSN home page for each week that you have not entered data. So, remember, earlier I talked about the system giving soft reminders as the NHSN surveillance tool is set up to receive weekly data. These Missing Weekly Summary Data alerts can be disregarded if you have completed data entry for at least one self-selected week for each month of the quarter. For the purposes of this program, you only have to submit that one self-selected week per month. You do not have to enter data weekly.

The majority of you will no longer need to create a Monthly Reporting Plan. However, if you are newly enrolled, you may have to do so. If that's the case and you do have to create a Monthly Reporting Plan, from the navigation bar on the left-hand side, hover your cursor over Reporting Plan and then select Add.

From the next page, you are going to select the month, which we have here as January, and the year. Do not select the No NHSN Health Care Personnel Safety Modules Followed this Month box. If you select that box and then enter your data, that data will not be sent to CMS. So, please do not check that box.

Now, you may get this alert box here. It is telling you that no data are found for January 2022.

Outpatient Quality Program Systems and Stakeholder Support Team

Well, if this is your first time going in for the month of January, that would be true. You haven't entered your data yet, so no worries. Just select the OK box. You will go down to Weekly COVID-19 Vaccination Module and select COVID-19 Vaccination Summary. Then, you are going to hit Save.

Whether you created a Monthly Reporting Plan or not, you will then go to the left-hand navigation bar and hover your cursor over Vaccination Summary. Then, select COVID-19 Weekly Vaccination Summary.

You will then see a screen in a calendar format for the vaccination summary data. You will select the week you wish to enter your data. Weeks with data entered will be green, while weeks without data entered will be this soft tan color. The color map is located up at the top of this screen. One thing to note for this reporting tool is it begins on Monday, and it ends on Sunday. So, the week you select, and, again, we mentioned this earlier, the week you select must begin and end in the same month. This should be the month that you intend to submit data.

So, this week that we selected here, this week begins May the 23rd, and it ends May the 29th. So, the data that would be entered for this week will be "counted" for May. Now, if you were to choose the last week here, which is May 30, where it begins, and it ends on June 5th. Then, if you entered data for that last week, your data would be applied to the month of June because that week ended with a June date. To avoid any mistakes or misappropriations, we just recommend you either choose the second or third week of the month. Also, as a quick reminder, the arrows at the top left will allow you to go back and forth to different weeks or months. This is handy if you are entering data for several months at a time. You can just use those arrows to go back and forth.

So, once you selected your week that you will enter data for, the data entry page will open. So, question number one is the number of health care personnel that were eligible to have worked at your ASC for at least one day during the week of the data collection.

Outpatient Quality Program Systems and Stakeholder Support Team

These data are divided into categories, as you see here. We talked about the inclusion criteria earlier in the presentation, so if you are not familiar with these categories, you can reference that document. Some keep it right next to their desk in a hard copy or keep a soft copy on their desktop. For most ASCs, this number will not fluctuate a great deal. These all have the red asterisks, and any red asterisks indicate a mandatory field. If a category does not apply, please enter 0. You can't leave anything empty. The gray-colored boxes will be auto-filled by the NHSN system. It will not save your data, by the way, with missing fields. So, again, you want to put 0s if you don't have a data element.

Remember you will have to enter your information all in one sitting. If you do not complete your data entry, you get up and you leave, something happened, you're interrupted. When you come back, your data won't be there. It won't save it. It won't save incomplete data. So, do the whole thing at once, and use those blank forms that we chatted about earlier. So, okay, that's question number one.

Question number 2 is the cumulative number of healthcare personnel from question number one who received COVID-19 vaccines. You will see here at the top of the slide that this view is from January through May. The reason for that is because there were updates to question number two. For those months, this is what the question will look like. You will be addressing the vaccine manufacturer.

Before we move on, let me just address the term "cumulative number." For this question, it means the number of people from question number one who have been vaccinated since 2020. It isn't the number of people who were vaccinated in the week that you are reporting. These numbers may not fluctuate, especially if you have stable staff.

To begin data entry for question two, you are going to click on that drop-down arrow, and the box showing the different vaccine manufacturers will open. Once you have selected the manufacturer, you will fill in the appropriate data for each vaccine as is applicable.

Outpatient Quality Program Systems and Stakeholder Support Team

You can select as many manufacturers that are necessary from the same drop-down box.

So, starting May 30th, 2022, and this is still with question number two, there was a change. Now for these months, this change was made to simplify reporting, and reporting by vaccine manufacturer for primary vaccine series was removed. You can see here on the slide the new version of the primary vaccine series for question number 2, it only has two questions.

Question number three is the number of health care personnel from question number one with other conditions. So, question 3.1 is the number of health care personnel that did not receive a vaccination due a medical contraindication to a COVID-19 vaccine, a medical contraindication. Question 3.2 is the total number of health care personnel that were offered the COVID-19 vaccine but declined. Religious or philosophical objections, and those that did not provide a reason for declining, those people should all be included in this category. Question 3.3 is the number of health care personnel from question one whose COVID-19 vaccination status could not be determined. So, if your facility does not have vaccination documentation for certain individuals, they would be included in this category.

So, before we go on, the sum of question number two and question number three must equal the sum of question one. So, if you're getting a bunch of error messages when you're trying to submit your data. it's probably because these numbers are not aligning up. So, when you select that Submit button, if you'd entered it incorrectly, you will get a message box letting you know that there was an error. Again, it's usually the numbers are just not adding up.

All right, so now we are going to move on to question four. This question also has had a change, and this is what the question looks like from the months of January through May.

Outpatient Quality Program Systems and Stakeholder Support Team

So, question four is the cumulative number of health care personnel with a complete primary vaccine series in question number two who have received an additional dose or booster of a COVID-19 vaccine. Just as in question 2, you will have to select all those additional doses or booster types from the drop-down box on the data entry screen. Just like number two, you can select more than one vaccine type. If you do not have any individuals who received an additional dose or booster of the COVID-19 vaccine, you should enter a 0 for question number four. The Any Additional Dose or Booster of COVID-19 Vaccine field will auto-populate using the data you enter for question number four.

For this same question, the changes were made and they began with May 30th, 2022. Again, just like question number two, the vaccine manufacturer was removed. So, rather than reporting by the manufacturer now, starting in May, you will report only the total number of health care personnel who have received any additional or booster doses since August of 2021.

For question number five, this also had an update. So, for question five, for the months of January through May, you will describe the availability of COVID-19 vaccines for your facility's health care personnel. For this timeframe, question 5.1, you will answer Yes or No if your facility is a COVID-19 vaccination provider. If that answer is No, question 5.2 will be greyed out because it would not apply to your facility. Question 5.2 is required if you answer Yes to 5.1, and it asks basically if the facility had a sufficient supply of the vaccine to offer your health care personnel.

Question 5.3 is required if you answer No to question 5.1. So, question 5.3 asks if your facility had other arrangements sufficient to offer all health care personnel the opportunity to receive COVID-19 vaccinations in the week you are reporting. Question 5.4 is optional and gives facilities the opportunity to describe any other COVID-19 vaccination supply-related issues at your facility.

Outpatient Quality Program Systems and Stakeholder Support Team

So, for question number five, beginning May 30, 2022, that question was changed, and the vaccine supply question was removed. This slide shows what question number five is asking for the reporting period beginning in June. The new question number five requires you to report the cumulative number of health care personnel who are up to date with COVID-19 vaccines. This is the point where “up to date” was added into the data submission tool. We also talked about the definition and the changes in the “up to date” definitions. Pam covered that earlier. If you need to access the most current guidance on “up to date” and other updates, you can access the link we have here on the slide. Once you save your data, if you want to make a copy of your submitted data, you can just right click on the data entry page and select Print or Save As.

Once the data are submitted, you will get a pop-up message indicating that you have successfully saved your record. Just click that OK box. There is nothing else that you need to do. You will then be redirected back to the calendar format, and the week on the calendar you just entered data will be green. You will just repeat this same process the next time you enter data. Remember, again, for the purposes of this program, you only need to enter data for one self-selected week a month of the quarter.

So, let’s take a break here and check in with our travel guide, Danielle. Danielle, what do you have for us time?

Danielle Leffler: Hey Karen. This time, I have a question about how the reporting weeks fall in the NHSN surveillance tool. The question is, “How do we classify a week that stretches across two months?” A week is designated as belonging to the month of the week-end date. For example, reporting data for the week of January 31 through February 6 is considered as submitting data for a week in February, not January, because that week ended in the month of February. If you choose the second or third week of the month to report data, you will not run into this issue.

Outpatient Quality Program Systems and Stakeholder Support Team

Karen, I have another good question: “On the HCP Safety Component home page, I have 37 NHSN Missing Weekly Summary Data alerts. I thought we only had to report one week per month.” You are correct. ASCs are required to report only one week per month to meet program requirements. The NHSN system is set up to receive data weekly; so, the system will issue those soft reminders. That’s all for now, Karen.

Karen

VanBourgondien: Thank you, Danielle. So, again, just to reiterate what Danielle said: If you choose the second or the third week of a reporting month, you will not get hung up with reporting data for the wrong month like Danielle explained. So, thank you, Danielle.

So, now you have entered your data; how do you check to make sure you successfully submitted? Well, great question! Let me turn things over to Pam to show you how to check your submission on our website QualityReportingCenter.com, how to check in HQR, and also how to check your data submission in NHSN. Pam.

Pam Rutherford

Thanks, Karen. All right, now we are going to begin by showing you the Lookup Tool on our website, QualityReportingCenter.com. You can see that web address here at the top of the slide. From this home page, you will select the ASC tab at the top. See the red square?

You will be directed to this page. Now, by the way, you know, you can see the Archived Events tab on this menu. That is where you would go to access any previous webinars. For our purposes today though, from the left navigation menu, I want you to click the down arrow next to the Data Dashboard. Then, select ASC Lookup Tool.

Now, this is the page that allows you to check on your web-based measures and your NHSN submissions. Please note this is not live data; it is updated based on data uploads provided by NHSN on a scheduled timeline. There is always a Data Last Updated date.

Outpatient Quality Program Systems and Stakeholder Support Team

See that at the bottom of the page? If you entered your data after this date, you will not see your data as entered in this tool.

Now, to verify your data, you will enter your ASC's NPI, which I am showing you here. You can also enter your ASC's CCN. If you do enter your CCN, make sure your C is capitalized. Once you enter one of those numbers, click Enter.

Now, data submission results are clearly identified with a Yes for the web-based measures you see at the top, ASC-9, -11, -13, and -14, because data were submitted. If No is displayed, it means that data for that measure was not submitted.

In the COVID-19 Vaccination Health Care Personnel results at the bottom, data reporting for the 2022 reporting period are displayed. In this case, each month or quarter displays a Yes or No. For a quarter value to display a Yes, an ASC must have reported vaccination summary data during at least one week of each month of the applicable quarter. With this fictitious ASC, they entered Quarter 1 data, as there is a Yes under Quarter 1, and this ASC has not yet entered Quarter 2 data, as evidenced by the No.

You can also check your submission in HQR. Remember, you log into HQR by going to HQR.CMS.gov. From the landing page of HQR, you can check your submission by running a Performance Report. You will select Program Reporting. Then, from the drop-down menu, you will select Performance Reports.

You will choose ASCQR under the Program box. Then, you will enter the encounter quarter you want to check. You will then select Export CSV. The bottom box is your result. It is a very simple CSV report that provides your ASC data, state, and national summary data for ASC-20. This is like a little sneak peek at your data and what will be publicly displayed. So, now again, this is not live data. It is dependent on data provided by NHSN, so always look at the last column where it says Last NHSN Update Date.

Outpatient Quality Program Systems and Stakeholder Support Team

That is the last date this information was updated. So, if you entered your data after this date, you are not going to see your data here.

You can also verify your data submission in the NHSN system. There is a quick reference guide and instructions available to you on NHSN by accessing the links here on the slide. To run a check on your submission in the NHSN system, you will once again need to log into SAMS and access NHSN. So, remember that is SAMS.CDC.gov. Okay?

From the NHSN home page, you will hover your cursor over the Analysis tab and select Generate Datasets. Generating datasets is the first step to performing analysis in NHSN. This process will freeze your NHSN data at a specific point in time and copy those data into defined datasets. Just as an FYI, any previous datasets will be overwritten.

Once you're on the Generate Data Sets screen, the Reporting Data Sets tab will open, and a time period can be specified that will apply to all analysis data sets. The Generate Reporting Datasets button will start the data set generation process. The Last Generated information you see next to the number three in the yellow box will tell you when your datasets were last generated and for which time period. This information will also appear in the footnotes of all reports.

Before we move on, this is an explanation of the various time periods you can choose. When the process starts, you'll see a new progress image appear on the Reporting Datasets tab. At this point, you can navigate to other areas of NHSN or log off. However, you cannot run analysis reports while datasets are generating.

Now, when datasets have generated, you'll receive an alert that they generated successfully. Nice! In addition, the date and time last generated will be updated. Then, at this point, you can run reports in Analysis.

Now your data sets have been generated. You will go back to the navigation pane on the left. Once again, hover your cursor on Analysis, but this time you are going to select Reports.

Outpatient Quality Program Systems and Stakeholder Support Team

Once you've generated your data sets, you are ready to run a line list. From the Analysis Reports screen, click on the COVID-19 Module folder. You will then select the COVID-19 Vaccination subfolder. For the purposes of the ASC-20, you will run a line listing report. So, you will select Line Listing – All COVID-19 Vaccination Cumulative Summary Data.

Once you do select that report, a pop-up box will appear that will allow you to Run Report, Modify Report, or Export Data Set. Run Report will provide output for all available data with default variables. Modify Report will allow you to set specific time frames, select variables, and sort data you're interested in looking at. The Export Data Set option allows you to transfer your data to several different file types, like Excel, simple text, etc. Okay? We went through this briefly so that you are aware. Access the link we provided on slide 52 for detailed instructions.

Okay, once more, let's check in with our travel guide. Danielle, what do you have for us?

Danielle Leffler: Hey, Pam, I have a couple of great questions about what you just covered. The first question is, "I have entered my data, but I want to make sure I did it right. How can I check my data submission?" You can verify your submission by using the ASC Lookup Tool on QualityReportingCenter.com, and you can access the Performance Report in the Hospital Quality Reporting system. However, those two ways do not have live data. Data for those are provided based on the data received from NHSN. Please make sure you look at the Date Last Updated. If you entered data after that date, your data will not be included. You can also run a line listing report in NHSN. You can do this in the NHSN system from the Analysis tab as we talked about a few minutes ago.

Pam, our second question is, "I entered my data for Quarter 1 August 16th. Will that still meet program requirements?" No. Data are frozen at midnight on the day of the reporting deadline.

Outpatient Quality Program Systems and Stakeholder Support Team

The CDC sends data to CMS according to CCN. If you did not submit your data by the reporting deadline, your ASC did not meet the program requirement for ASC-20. Those were great questions. Back to you, Pam.

Pam Rutherford: Thank you, Danielle. We hope this has been helpful to you. Please give us a call if we can help. We are your support contractor for the ASC Quality Reporting Program, and we are here to support and assist you. You can also email NHSN at the email here on the slide, and we have also placed the SAMS help desk number for you to call to ask specific questions regarding your SAMS credentials. We certainly thank everyone for joining us today, and we hope that you will join us the next time. Thanks, again.