Instructions for Completion of Denominators for Neonatal Intensive Care Unit (NICU) (CDC 57.116)

Data Field	Instructions for Data Collection
Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
Location code	Required. Enter the location code of the unit where you collect the data.
Month	Required. Record the 2-digit month during which the data were collected for this location.
Year	Required. Record the 4-digit year during which the data were collected for this location.
Birthweight Categories	Required. The birthweight categories are as follows: A = ≤750 g; B = 751-1000 g; C = 1001-1500 g; D = 1501-2500 g; E = >2500 g. Data on this form are stratified by this category.
Number of patients (Pts)	Required. For each day of the month selected, record the number of patients in each birthweight category on the unit. Record this number at the same time each day.
Number of patients with a central line (CL)	Conditionally required. Complete if you have chosen central line-associated bloodstream infection (CLABSI) as an event to follow in your Plan for this month for this unit. All patients with 1 or more central line(s) in place at the time of the count are included in the denominator regardless of the number of days the central line has been in place (i.e., central line day 1 and day 2 are included in the denominator count). Use the manual data collection method, to collect this data or capture the data electronically, as below: Manual Method: For each day of the month, at the same time each day, record the number of patients in each birthweight category on the selected unit who have 1 or more central line(s). Central line days are counted beginning with the date of insertion or, if the infant is admitted with a permanent line in place, the first day of access and continuing until the line is physically removed or the patient is discharged from the facility. "Access" is defined as line placement, infusion or withdrawal through the line. At the end of the month, total the daily counts and record the sums by birthweight category for the month, in the NHSN system for Central Line Days under the option to Add Summary Data. Electronic Capture: For any location, when denominator data are available from electronic sources (e.g., central line days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months.

Data Field	Instructions for Data Collection
	The validation of electronic counts should be performed for each location separately.

At the end of the month, record the sums of central line days by birthweight category for the month, in the NHSN system for Central Line Days under the option to Add Summary Data.

NOTES:
- Umbilical catheters are considered central lines.
- If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month. |
| Number of patients on a ventilator (VNT) | Conditionally required. Complete if you have chosen Pediatric Ventilator Associated Event (PedVAE) as an event to follow in your Plan for this month for this unit.
This field can optionally be completed even though Ventilator Associated Pneumonia (PedVAP) surveillance cannot be included in your plan in a NICU location.
All patients on a ventilator at the time of the count are included in the denominator regardless of eligibility for inclusion in PedVAP surveillance (i.e., ventilator day 1 and day 2 are included in the denominator count). Use the manual data collection method, to collect this data or capture the data electronically, as below:

Manual Method:

For each day of the month, at the same time each day, record the number of patients in each birthweight category on the selected unit who are on a ventilator. At the end of the month, total the daily counts and record the sums by birthweight category, in the NHSN system for Ventilator Days under the option to Add Summary Data.

Electronic Capture:

For any location, when denominator data are available from electronic sources (e.g., central line days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months.

The validation of electronic counts should be performed for each location separately. |

Data Field	Instructions for Data Collection
	At the end of the month, record the sums of ventilator days by birthweight category for the month, in the NHSN system for Ventilator Days under the option to Add Summary Data**.**
	NOTE: If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, it is recommended to attribute the infection to the previous month.
Number of patients with an indwelling urinary catheter (UrC)	Optional. This field can be completed even though NICU CAUTI surveillance cannot be included in your plan. All patients with an indwelling urinary catheter in place at the time of the count are included in the denominator regardless of the number of days the catheter has been in place (i.e., catheter day 1 and day 2 are included in the denominator count). Use the manual data collection method, to collect this data or capture the data electronically, as below: Manual Method: For each day of the month, at the same time each day, record the number of patients in each birthweight category on the selected unit who have an indwelling urinary catheter. At the end of the month, total the daily counts and record the sums by birthweight category, in the NHSN system for Urinary Catheter Days under the option to Add Summary Data. Electronic Capture: For <u>any</u> location, when denominator data are available from electronic sources (e.g., central line days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months. The validation of electronic counts should be performed for each location separately. At the end of the month, record the sums of urinary catheter days by birthweight category for the month, in the NHSN system for Urinary Catheter Days under the option to Add Summary Data**.** **NOTE:** If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month.

Data Field	Instructions for Data Collection
Total	Required. Totals for each column should be calculated. This is the number that will be entered into the NHSN application.
Report No Events	While not on the paper data collection form, when completing summary data entry on-line, if no events included on your monthly reporting plan are reported, you will be required to check the appropriate Report No Events box(es), i.e., CLABSI. .
Custom Fields	Optional. Up to 50 fields may be customized for local or group use in any combination of the following formats: date (MMDDYYYY), numeric, or alphanumeric. **NOTE:** Each Custom Field must be set up in the Facility/Custom Options section of NHSN before the field can be selected for use.

Instructions for Completion of PedVAE Optional Denominators for Neonatal Intensive Care Unit (NICU)

Data Field	Instructions for Data Collection
Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
Location code	Required. Enter the location code of the unit where you collect the data.
Month	Required. Record the 2-digit month during which the data were collected for this location.
Year	Required. Record the 4-digit year during which the data were collected for this location.
Gestational Age Categories	Optional. The gestational age categories are as follows: A = Extremely preterm (<28 weeks), B =Very preterm (28 to <32 weeks), C = Moderate to late preterm (32 to <37 weeks), D = Term (≥37 weeks)
Number of patients (Pts)	Optional. For each day of the month selected, record the number of patients in each gestational age category on the unit. Record this number at the same time each day.
Number of patients on a ventilator (VNT)	Optional. Complete if you have chosen Pediatric Ventilator Associated Event (PedVAE) as an event to follow in your Plan for this month for this unit. Manual Method: For each day of the month, at the same time each day, record the number of patients in each birthweight category on the selected unit who are on a ventilator. At the end of the month, total the daily counts and record the sums by birthweight category, in the NHSN system for Ventilator Days under the option to Add Summary Data.

Data Field	Instructions for Data Collection
	Electronic Capture: For <u>any</u> location, when denominator data are available from electronic sources (e.g., central line days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months. The validation of electronic counts should be performed for each location separately. At the end of the month, record the sums of ventilator days by birthweight category for the month, in the NHSN system for Ventilator Days under the option to Add Summary Data. **NOTE:** If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, it is recommended to attribute the infection to the previous month.
Total	Optional. Totals for each column should be calculated. This is the number that will be entered into the NHSN application.
Report No Events	While not on the paper data collection form, when completing summary data entry on-line, if no events included on your monthly reporting plan are reported, you will be required to check the appropriate Report No Events box(es), i.e., PedVAE .
Custom Fields	Optional. Up to 50 fields may be customized for local or group use in any combination of the following formats: date (MMDDYYYY), numeric, or alphanumeric. **NOTE:** Each Custom Field must be set up in the Facility/Custom Options section of NHSN before the field can be selected for use.

Instructions for Completion of Denominators for Specialty Care Area (SCA)/Oncology (ONC) (CDC 57.117)

Data Field	Instructions for Data Collection
Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
Location code	Required. Enter the location code of the unit where you collect the data.
Month	Required. Record the 2-digit month during which the data were collected for this location.
Year	Required. Record the 4-digit year during which the data were collected for this location.
Number of patients	Required. For each day of the month selected, record the number of patients on the unit. Record this number at the same time each day.
Number of patients with 1 or more central lines	Conditionally required. Complete if you have chosen central line-associated bloodstream infection (CLABSI) as an event to follow in your Plan for this month. All patients with 1 or more central line(s) in place at the time of the count are included in the denominator regardless of the number of days the central line has been in place (i.e., central line day 1 and day 2 are included in the denominator count). Use the manual data collection method, to collect this data or capture the data electronically, as below: Manual Method:
Temporary	For each day of the month, at the same time each day, record the number of patients on the selected unit who have 1 or more non-tunneled and non-implanted central lines. At the end of the month, total the daily counts and record the sum for the month in the NHSN system for Temporary Central Line Days under the option to Add Summary Data.
Permanent	For each day of the month, at the same time each day, record the number of patients on the selected unit who have 1 or more tunneled or implanted central lines beginning on the first day the permanent line was inserted or was accessed (if the patient was admitted with the central line in place) and continuing until the line is physically removed or the patient is discharged. "Access" is defined as line placement, infusion or withdrawal through the line. At the end of the month, total the daily counts and record the sum for the month in the NHSN system for Permanent Central Line Days under the option to Add Summary Data. Electronic Capture:

Data Field	Instructions for Data Collection
	For <u>any</u> location, when denominator data are available from electronic sources (e.g., central line days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months. The validation of electronic counts should be performed for each location separately. At the end of the month, record the sums for the month in the NHSN system separately for Permanent Central Line Days and for Temporary Central Line Days (see Manual Method above) under the option to Add Summary Data. **NOTES:** • If a patient has both a temporary and a permanent line in place, count only the temporary line. • If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month.
Number of patients with a urinary catheter	Conditionally required. Complete if you have chosen catheter-associated urinary tract infection (CAUTI) as an event to follow in your Plan for this month. All patients with an indwelling urinary catheter in place at the time of the count are included in the denominator regardless of the number of days the catheter has been in place (i.e., catheter day 1 and day 2 are included in the denominator count).). Use the manual data collection method, to collect this data or capture the data electronically, as below: Manual Method: For each day of the month, at the same time each day, record the number of patients on the selected unit who have an indwelling urinary catheter. At the end of the month, total the daily counts and record the sum for the month in the NHSN system for Urinary Catheter Days under the option to Add Summary Data Electronic Capture: For <u>any</u> location, when denominator data are available from electronic sources (e.g., urinary catheter days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months.

Data Field	Instructions for Data Collection
	The validation of electronic counts should be performed for each location separately.

At the end of the month, record the sum of urinary catheter days in the NHSN system for Urinary Catheter Days under the option to Add Summary Data.

NOTE: If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month. |
| Number of total patients on a ventilator | Conditionally required. Complete if you have chosen ventilator-associated event (VAE—for adults), pediatric ventilator-associated event (PedVAE) or pediatric ventilator-associated pneumonia (PedVAP) as an event to follow in your Plan for this month.
All patients on a ventilator at the time of the count are included in the denominator regardless of eligibility for inclusion in VAE, PedVAE or PedVAP surveillance (i.e., ventilator day 1 and day 2 are included in the denominator count). Similarly patients excluded from VAE surveillance due to mode of ventilator support (i.e., high frequency ventilation, extracorporeal life support) are included in the denominator.

For each day of the month, at the same time each day, record the total number of patients on the selected unit who are on a ventilator (to include those on an APRV mode and excluded mode and those who have been ventilated < 3 days)

NOTE: If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month. |
| Number of patients on APRV | Optional. : This field is an optional field and should only be completed if you have chosen VAE as an event to follow in your Plan for this month. For each day of the month, at the same time each day (and at the same time that "Total Patients" is assessed), record the number of patients on the selected unit, among the total number of patients on that unit who are on a ventilator, who are on Airway Pressure Release Ventilation (APRV) or a related mode of mechanical ventilation (e.g., BiLevel, Bi Vent, BiPhasic, PCV+, DuoPAP). |
| Number of Episodes of Mechanical Ventilation | Optional. This field is an optional field if you have chosen VAE or PedVAE as an event to follow in your Plan for this month. Count all patients, regardless of eligibility for inclusion in VAE or PedVAE surveillance, that were on mechanical ventilation in the location on the first day of the month. On each |

Data Field	Instructions for Data Collection
	subsequent day, count each additional patient that was started on mechanical ventilation. This would include those that are admitted to the location already on mechanical ventilation, those that are newly ventilated and any previously ventilated patients who have new episodes of mechanical ventilation occurring during the same month. At the end of the month total all counts. Day 1 Episodes plus all subsequent day Episodes equals the total EMV for the month. **NOTE:** An episode of mechanical ventilation is defined by the number of consecutive days during which the patient was mechanically ventilated. A period of at least 1 calendar day off the ventilator, followed by reintubation or re-initiation of mechanical ventilation, defines a new episode of mechanical ventilation. A patient may have more than one episode of mechanical ventilation per month.
Total	Required. Totals for each column should be calculated. This is the number that will be entered into the NHSN application.
Report No Events	While not on the paper data collection form, when completing summary data entry on-line, if no events included on your monthly reporting plan are reported, you will be required to check the appropriate Report No Events box(es), i.e., CLABSI, CAUTI, VAE, PedVAP.
Custom Fields	Optional. Up to 50 fields may be customized for local or group use in any combination of the following formats: date (MMDDYYYY), numeric, or alphanumeric. **NOTE:** Each Custom Field must be set up in the Facility/Custom Options section of NHSN before the field can be selected for use.

Instructions for Completion of Denominators for Intensive Care Unit (ICU)/Other Locations (Not NICU or SCA) (CDC 57.118)

Data Field	Instructions for Data Collection
Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
Location code	Required. Enter the location code of the unit where you collect the data.
Month	Required. Record the 2-digit month during which the data were collected for this location.
Year	Required. Record the 4-digit year during which the data were collected for this location.
Number of patients	Required. For each day of the month selected, record the number of patients on the unit. Record this number at the same time each day.

NOTE: If participating in weekly denominator sampling, in addition to daily recording of the number of patients on the unit, the number of patients present on the unit must be identified and recorded for the day that weekly device day sampling is collected, i.e. central line days, urinary catheter days. This data must be identified and entered into NHSN in the Sample Values for Estimating Denominator Data section under the option to Add Summary Data. |
| Number of patients with 1 or more central lines | Conditionally required. Complete if you have chosen central line-associated bloodstream infection (CLABSI) as an event to follow in your Plan for this month. All patients with 1 or more central line(s) in place at the time of the count are included in the denominator regardless of the number of days the central line has been in place (i.e., central line day 1 and day 2 are included in the denominator count). Use one of the two manual data collection methods, to collect this data or capture the data electronically, as below:

Manual Methods:

Daily collection: For each day of the month, at the same time each day, record the number of patients on the selected unit who have 1 or more central lines. Only record 1 central line day for a patient that has more than 1 central line in place. At the end of the month, total the daily counts and record the sum for the month in the NHSN system for Central Line Days under the option to Add Summary Data.

Sampling (weekly): On a designated day each week (e.g., every Tuesday), at the same time during the month, record the number of patients on the selected unit who have 1 or more central lines. Only record 1 central line day for a patient that has more than 1 central line in place. At the end of the month, total the sampled counts and record the |

Data Field	Instructions for Data Collection
	sum for the month in the NHSN system for Central Line Days under the option to Add Summary Data.

Evaluations of this method have repeatedly shown that use of Saturday or Sunday generate the least accurate estimates of denominator data, therefore, these days should not be selected as the designated day.[6-8] If the day designated for the collection of sampled data is missed, collect the data on the next available day instead.

When these data are entered, the NHSN application will calculate an estimate of central line-days.

Electronic Capture:

For any location, when denominator data are available from electronic sources (e.g., central line days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months.

The validation of electronic counts should be performed for each location separately.

At the end of the month, record the sum of central line day counts in the NHSN system for Central Line Days under the option to Add Summary Data.

NOTES:
- If the patient has only a tunneled or implanted central line, begin recording days on the date the central line was inserted or the first day the line was accessed if the patient was admitted to the facility with the line in place and continue until the line is physically removed or the patient is discharged. "Access" is defined as line placement, infusion or withdrawal through the line.
- If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month. |
| Number of patients with a urinary catheter | Conditionally required. Complete if you have chosen catheter-associated urinary tract infection (CAUTI) as an event to follow in your Plan for this month. All patients with an indwelling urinary catheter in place at |

Data Field	Instructions for Data Collection
	the time of the count are included in the denominator regardless of the number of days the catheter has been in place (i.e., catheter day 1 and day 2 are included in the denominator count).Use one of the two manual data collection methods to collect this data or capture the data electronically, as below: Manual Methods: Daily collection: For each day of the month, at the same time each day, record the number of patients on the selected unit who have an indwelling urinary catheter. At the end of the month, total the daily counts and record the sum for the month in the NHSN system for Urinary Catheter Days under the option to Add Summary Data. Sampling (weekly): On a designated day each week (e.g., every Tuesday), at the same time during the month, record the number of patients on the selected unit who have an indwelling urinary catheter. This data must be identified and entered into NHSN in the Sample Values for Estimating Denominator Data section under the option to Add Summary Data. At the end of the month, total the sampled counts and record the sum for the month in the NHSN system for Urinary Catheter Days under the option to Add Summary Data. Evaluations of this method have repeatedly shown that use of Saturday or Sunday generate the least accurate estimates of denominator data, therefore, these days should not be selected as the designated day.[6-8] If the day designated for the collection of sampled data is missed, collect the data on the next available day instead. When these data are entered, the NHSN application will calculate an estimate of urinary catheter days. Electronic Capture: For any location, when denominator data are available from electronic sources (e.g., urinary catheter days from electronic charting), these sources may be used as long as the counts are not substantially different (+/- 5%) from manually-collected, once a day counts, pre-validated for a minimum of three months. The validation of electronic counts should be performed for each location separately.

Data Field	Instructions for Data Collection
	At the end of the month, record the sum of urinary catheter day counts in the NHSN system for Urinary Catheter Days under the option to Add Summary Data. **NOTE:** If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month.
Number of total patients on a ventilator	Conditionally required. Complete if you have chosen ventilator-associated event (VAE—for adults), pediatric ventilator-associated event (PedVAE) or pediatric ventilator-associated pneumonia (PedVAP) as an event to follow in your Plan for this month. All patients on a ventilator at the time of the count are included in the denominator regardless of eligibility for inclusion in VAE, PedVAE or PedVAP surveillance (i.e., ventilator day 1 and day 2 are included in the denominator count). Similarly patients excluded from VAE surveillance due to mode of ventilator support (i.e., high frequency ventilation, extracorporeal life support) are to be include in the denominator. For each day of the month, at the same time each day, record the total number of patients on the selected unit who are on a ventilator (to include those on an APRV mode and excluded mode and those who have been ventilated < 3 days). **NOTE**: If a device has been pulled on the first day of the month in a location where there are no other device days in that month, and a device-associated infection develops after the device is pulled, attribute the infection to the previous month.
Number of patients on APRV	Optional. This field is an optional field if you have chosen VAE as an event to follow in your Plan for this month. For each day of the month, at the same time each day (and at the same time that number of total patients on a ventilator is assessed), record the number of patients on the selected unit, among the total number of patients on that unit who are on a ventilator, who are on Airway Pressure Release Ventilation (APRV) or a related mode of mechanical ventilation (e.g., BiLevel, Bi Vent, BiPhasic, PCV+, DuoPAP).
Number of Episodes of Mechanical Ventilation	Optional. This field is an optional field if you have chosen VAE or PedVAE as an event to follow in your Plan for this month. Count **all** patients, regardless of eligibility for inclusion in VAE surveillance, that were on mechanical ventilation in the location on the first day of the

Data Field	Instructions for Data Collection
	month. On each subsequent day, count each additional patient that was started on mechanical ventilation. This would include those that are admitted to the location already on mechanical ventilation, those that are newly ventilated and any previously ventilated patients who have new episodes of mechanical ventilation occurring during the same month. At the end of the month total all counts. Day 1 Episodes plus all subsequent day Episodes equals the total EMV for the month. **NOTE**: An episode of mechanical ventilation is defined by the number of consecutive days during which the patient was mechanically ventilated. A period of at least 1 calendar day off the ventilator, followed by reintubation or re-initiation of mechanical ventilation, defines a new episode of mechanical ventilation. A patient may have more than one episode of mechanical ventilation per month.
Total	Required. Totals for each column should be calculated. This is the number that will be entered into the NHSN application.
Report No Events	While not on the paper data collection form, when completing summary data entry on-line, if no events included on your monthly reporting plan are reported, you will be required to check the appropriate Report No Events box(es), i.e., CLABSI, CAUTI, VAE, PedVAE, PedVAP.
Custom Fields	Optional. Up to 50 fields may be customized for local or group use in any combination of the following formats: date (MMDDYYYY), numeric, or alphanumeric. **NOTE:** Each Custom Field must be set up in the Facility/Custom Options section of NHSN before the field can be selected for use.