





ICAR, INFECTION CONTROL AND RESPONSE ACTIVITIES

Leigh Ann Hixon BSN, RN
Antimicrobial Stewardship Nurse Manager
Alabama Department of Public Health (ADPH)









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Learning Objectives

- Participants will have knowledge of the ICAR
- Explain the reasons for completing an ICAR








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Bureau of Communicable Diseases

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Infectious Diseases & Outbreaks (ID&O) Division




- Healthcare Infection Control Assessment and Response Program Coordinator (Tammy Langlois, BSN, RN)
- Healthcare Infection Control Assessment and Response Disease Intervention Specialist (Kahlia Bell, BArch)
- Healthcare Infection Control Assessment and Response Staff Nurse (Miriam Lee, BSN, RN)
- Antimicrobial Stewardship Manager (Leigh Ann Hixon, BSN, RN)



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Healthcare Infection Control Assessment and Response Activities

- Create a state inventory of healthcare settings with an infection control point of contact at each facility
- Using CDC's readiness assessment tools to assess healthcare facilities and determine gaps in infection control
- Address gaps (mitigate gaps)
- Conduct follow-up assessments as needed at the request of the facility



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INFECTION CONTROL ASSESSMENT TOOL




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Infection Control Assessment Tools


- Developed by CDC
- Separate tools for acute care, long-term care, outpatient, and hemodialysis
- Non-regulatory




- Assess infection prevention practices






- Address identified gaps



- Guide quality improvement activities






- Reduce/eliminate HAI



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CDC's Infection Prevention and Control Assessment Tool for Long Term Care Facilities Looks At:

- Facility Demographics
- Infection Control Program & Infrastructure
- Direct Observation of Practices
- Infection Control Guidelines/Resources

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Sample: Infection Control & Prevention Assessment Tool for Long Term-Care Facilities...demographics

Section 1: Facility demographics

Facility Name (for health department use only)

Health Facility Organization (H for health department use only)

State assigned Unique ID

Date of Assessment

Type of Assessment On-site Other (specify):

Rationale for Assessment (Select all that apply) Outbreak Report from accrediting organization or state survey agency Needs data (if available) Collaborative (specify partner(s)) Other (specify):

Is the facility licensed by the state? Yes No




Is the facility certified by the Centers for Medicare & Medicaid Services (CMS)? Yes No

Facility type Nursing home Intermediate care facility Assisted living facility Other (specify):

Number of licensed beds

Full staff hours per week devoted to infection prevention and control activities

Is the facility affiliated with a hospital? Yes No

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Infection Control Program and Infrastructure

Section 2: Infection Control Program and Infrastructure

Elements to be assessed	Assessment	Notes/areas for improvement
A. The facility has identified a person (e.g., staff, consultant) who is responsible for coordinating the IC program.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
B. The person responsible for coordinating the infection prevention program has received training in IC. <i>Examples of training may include: Successful completion of initial and/or recertification exams developed by the Certification Board for Infection Control & Epidemiology; Participation in infection control courses organized by the state or recognized professional society (e.g., APIC, IAHIC).</i>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
C. The facility has a process for reviewing infection surveillance data and infection prevention activities (e.g., presentation at QA committee).	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
D. Written infection control policies and procedures are available and based on evidence-based guidelines (e.g., CDC/NACFAC, regulations (CFR), or standards).	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
E. Major policies and procedures should be tailored to the facility and extend beyond OSHA bloodborne pathogen training or the CMS State Operations Manual.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
F. Written infection control policies and procedures are reviewed at least annually or according to state or Federal requirements, and updated as appropriate.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
G. The facility has a written plan for emergency preparedness (e.g., pandemic influenza or natural disasters).	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>








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Healthcare Community




- Assessments are conducted in the following healthcare settings to determine gaps in infection control:
 - acute care hospitals
 - ambulatory surgical centers
 - assisted living facilities
 - nursing homes
 - hemodialysis centers
 - rehabilitation centers



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ICARS Completed for Nursing Homes




- As of August 25, 2017, there were 87 ICARs that have been completed in LTCF healthcare setting



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ICAR



- The CDC tools are available online for you to print and complete. Please select the tool for Long Term Care Facilities
- Upon completion of the tool, please email the saved document to HAI@ADPH.state.al.us. Also remember to include your facility name in the subject line
- You can access the tool at the following link:
<http://www.alabamapublichealth.gov/infectiousdiseases/infection-prevention.html>



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Please Send Contact Info

- In order to create the state inventory for LTCF, we are asking that you please send your infection control point of contact at each facility to the HAI Staff at HAI@adph.state.al.us




Enrolling Your LTCF in NHSN (National Healthcare Safety Network)

5-Step Enrollment for Long-term Care Facilities

- Step 1: Training and Preparation
- Step 2: Agree to NHSN Rules of Behavior and Register Facility
- Step 3a: Register with SAMS
- Step 3b: Complete and Submit Identity Proofing Verification
- Step 4: Submit NHSN Forms Electronically
- Step 5: Sign and Send Consent






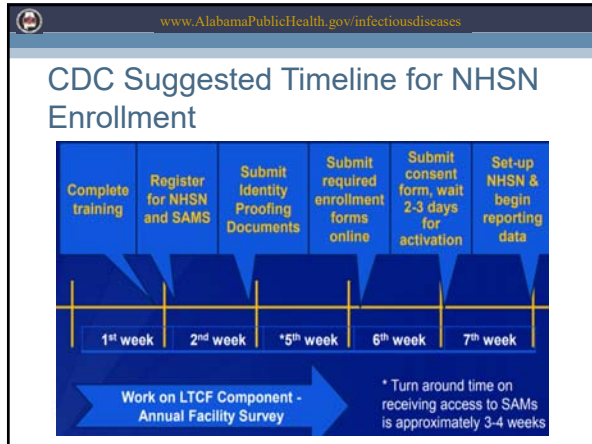


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Learning Objectives

- Define the key personnel roles for a facility enrolled in NHSN
- Describe the information needed to enroll a LTCF into NHSN
- Explain the steps for submitting information during the NHSN enrollment process










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Who can enroll a facility into NHSN?




- Any person in a LTCF can be given permission to enroll the facility into NHSN; this is often the person who oversees the infection prevention program activities
- The person assigned to enroll the LTCF into NHSN is called the "NHSN Facility Administrator"
- Before you start the enrollment process for LTCF, decide with your facility leadership who will become the point of contact for NHSN enrollment
 - It may help to have more than one person learning about the NHSN enrollment process to provide additional support

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Key Personnel Roles: The NHSN Facility Administrator


- Responsible for NHSN enrollment and coordination of users collecting data and reporting this data for the LTCF
- This person has authority within NHSN to
 - Add or remove NHSN users for a facility
 - Manage each users' activities (e.g., reporting data, editing data, or analyzing data) within NHSN
 - Add, edit & delete facility data
 - Nominate (or join) groups for sharing data
- If the NHSN Facility Administrator changes positions or leaves the facility, he or she can reassign the role to another user

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Who should you choose as your NHSN Facility Administrator?


- Select someone who is already familiar with infection surveillance activities in your facility
 - This person may be your director of nursing, assistant director of nursing, staff educator, or even the MDS coordinator, if he/she is familiar with data management and infection prevention
- Although only one person in your facility will have the role of NHSN Facility Administrator – consider training a second person on the NHSN enrollment/data submission process as back-up



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Other Key Personnel Roles

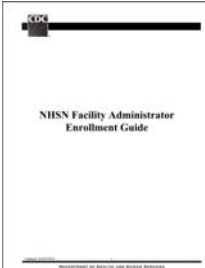

- NHSN LTCF Contact Person
 - Serves as the main point of contact between CDC and the facility
 - Often the NHSN Facility Administrator also serves as the NHSN Contact Person, but it could be someone else
- NHSN Users (Facility Administrator is a user too!!)
 - Other staff at a facility can become NHSN users for an enrolled LTCF
 - NHSN “user rights” include: viewing, entering, editing or analyzing data in NHSN
 - The NHSN Facility Administrator can add or remove people as NHSN users for their facility and assigns rights to give him/her access to a facility’s NHSN data



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NHSN Facility Administrator Enrollment Guide

- This guide is a general NHSN enrollment resource, not specific to LTCF
- This guide is available on the CDC NHSN Enrollment for LTCF web page:
 - <https://www.cdc.gov/nhsn/lc/enroll.html>

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5-Step Enrollment Process for Long-term Care Facilities

- Step 1: • Training and preparation for enrollment
- Step 2: • Request to enroll your facility in NHSN
- Step 3a: • Register with the Secure Access Management System (SAMS)
- Step 3b: • Complete identity verification process and receive confirmation of SAMS/NHSN access
- Step 4: • Access NHSN Enrollment and submit annual facility survey electronically
- Step 5: • Print, sign and mail the facility consent form to CDC and receive confirmation of your facility's enrollment into NHSN

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Step 1 – Training and Preparation

- The main forms you will need to review before starting the enrollment process include:
 - The NHSN Enrollment Checklist
 - The NHSN Facility Contact Form
 - The LTCF Annual Facility Survey
 - For additional information, you can also download the NHSN Facility Administrator Enrollment Guide
- Each of these items can be downloaded from the following link: <https://www.cdc.gov/nhsn/ltc/enroll.html>

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Documents to review: Enrollment Checklist for LTCF

- The 2 page checklist outlines each step in the NHSN enrollment process
- It provides estimates for how much time each step will take and allows you to track your progress
- Complete all steps and forms in order because you will need this information when you are enrolling into NHSN

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Documents to review: The NHSN Facility Contact Form

- This form collects contact information for the LTCF and the people coordinating NHSN use
- You will need the CMS Certification Number (CCN) for your facility
- Note: In the unlikely event your facility does not have a CCN, please contact NHSN@cdc.gov to receive an enrollment number




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Documents to review: The NHSN Facility Contact Form, continued

- NHSN Components: Indicate which component your facility will use:
 - Select the Long Term Care Facility component - indicated by the arrow on the right
 - Remember, LTCFs can also report into the Healthcare Personnel Safety Component (to track staff Influenza vaccination)
 - Selection for Healthcare Personnel Safety component is indicated by the arrow on the left




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The NHSN Facility Contact Form, page 2

- You may designate a different point of contact for each NHSN component that your facility uses
- If the NHSN Facility Administrator will be the primary point of contact for your LTCF you don't have to list additional staff




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Step 2 - Register

- Following successful registration, you will immediately receive a welcome to NHSN email
- You will also receive an email invitation to register for SAMS access (step 3a) similar to the following
- Be sure to print this email out because it has information you need to register for SAMS



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Secure Access Management (SAMS)

- SAMS provides secure online access to and exchange of information between CDC and public health partners
- Users receive an invitation to register with SAMS which provides instructions for registration and identify proofing in order to obtain access to CDC applications, including NHSN
- During registration the user sets a password which expires every 60 days
- The user is also issued an electronic grid card which adds an additional level of security when logging in to the system

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Step 3a - SAMS Registration

- The Invitation to Register email contains your Username and Password for SAMS registration




Enter Temporary Username and Password from "Invitation to Register" email. Link to site: <https://sams.cdc.gov>

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Step 3a - SAMS Registration

- After accepting the Rules of Behavior, enter the required registration information and click Submit.



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Step 3b - Identity Proofing


- After accepting the SAMS Rules and Behaviors, you will receive an email which contains all the information and documentation for "Identity Verification". **(Print this email out because it contains a document which must be completed)**
- Carefully follow the instructions in the email to insure the enrollment process is not delayed




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Registration Approval

- Once your identity documentation has been processed you will receive confirmation of approval for SAMS access via email
- You will also be issued an electronic grid card which is used when logging into the system along with your username and password
- Note: The option to log in using only your username and password only provides Level 2 security access. In order to gain Level 3 access, which is necessary for NHSN use, you must use your SAMS grid card
- Electronic grid cards are mailed to the address used in registration and can take up to 3 weeks to receive



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Step 4 - Facility Contact Information




- Fields with a red asterisk within the electronic enrollment MUST be completed to save your work
- Facilities which are CMS-certified should have a certification number (CCN)
- If your facility does not have a CCN contact the NHSN help desk samshelp@cdc.gov or 1-877-681-2901 M-F, 8a to 6p EST
- Facilities within the Department of Veterans Affairs (VA) Healthcare System, may have a VA station code instead of a CCN

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Facility Information



- Select most appropriate Facility Type from:
 - LTC-ASSIST - Assisted Living or Residential Care Facility
 - LTC-DEVDIS – Facility Caring for Individuals with Developmental Disabilities
 - LTC-SKILLNURS - Skilled Nursing Facility or Nursing Home
- *Select the NHSN components in which your facility will participate:*
 - Long-Term Care Facility - for tracking infections
 - Healthcare Personnel Safety - for tracking staff influenza vaccination
- *The NHSN Facility Administrator is the person enrolling the facility*
 - **IMPORTANT!** Use the same email address as in steps 2 and 3

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Step 4 - Facility Contact Information

- LTCF Component enrollment requires a LTCF Contact Person
 - This should be the person who will be most involved with LTCF surveillance
 - It can be the same person as the Facility Administrator

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Step 4: Complete Annual Facility Survey

Regulatory Facility marked with *

Facility ID: MT Nursing Home (111111) Survey Year: 2012
 National Provider ID: 12345678901234567890 State Provider #: _____

Facility Characteristics

Facility ownership: Facility type: Certification: State: District:

In the previous calendar year:

Average daily occupancy:

Number of short-stay residents:

Number of long-stay residents:

Average Length of Stay for Short-stay residents:

Average Length of Stay for Long-stay residents:

Number of New Admissions:

Number of Deaths:

On the day of this survey, indicate the number of residents receiving the following primary services types. (00 only one service. A total should sum to resident census on day of survey completion.)

a. Long-term General Nursing:

b. Long-term Behavioral:

Hint: Reference your completed form, "LTCF –Annual Facility Survey"

**Remember you cannot partially complete an online form, save and return*

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Step 4 - Submit Forms Electronically

- Once information is saved, a green checkmark displays next to it
 - You can print a completed survey for your records
- Once all required information is entered and saved, click 'Submit'
 - If you print your survey, don't forget to press submit!**
- Once required forms are submitted, a confirmation message will display on your screen
- Facility Administrator will immediately receive an NHSN email with a link to your consent form
 - If you do not receive this email, contact the NHSN Helpdesk at NHSN@cdc.gov**




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Step 5 - Sign and Send Consent





- NHSN email, subject line "NHSN Facility enrollment submitted" links to your consent form
 - Consent forms are facility-specific, you must print the consent form provided in the email link
- You have 30 days to open the link and print the form
- Once printed, CDC must receive it within 60 days

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Step 5 - Sign and Send Consent

- Agreement to Participate and Consent includes:
 - NHSN Purposes
 - Eligibility
 - Data collection and reporting requirements
 - Assurance of Confidentiality
- Must be signed by
 - Long-term Care Facility Contact Person
 - Your facility Leadership
- Requires signature from the highest level administrator at your facility

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Step 5 – Sign and Send Consent

- 2-3 business days after NHSN receives signed consent form, NHSN will activate your facility
- The NHSN Facility administrator will receive email notification of facility activation from NHSN

From: NHSN (CDC)
Sent: Wednesday, March 15, 2018 4:02 PM
To: Subject: NHSN enrollment approval

To: NHSN Facility Administrator
From: NHSN
Date: 03/15/2018
Subject: NHSN enrollment approval




Your facility or group has been approved as a new member of NHSN. Welcome!

Facility Name: Abia's Test Facility
Facility ID #: 00000

As the Facility Administrator, you will now need to access the NHSN application through SAMS by entering the NHSN Reporting activity. Once in the NHSN application, your first task should be to add those individuals who need to use the application ("Users").

Once you add a user, that person will receive an email prompting her/him to register with SAMS.


If you have any questions about NHSN, please contact us at nhsn@cdc.gov or <http://www.cdc.gov/nhsn>

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SUCCESS! Your facility is now approved to report into NHSN




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Enrollment is complete: Next is NHSN Set-Up

Set-up is required before data can be reported


- Complete the LTCF Set-up training (<https://www.cdc.gov/nhsn/ltc/setup.html>) and map locations 44 minutes
- Set-up NHSN for your facility
 - Create Monthly Reporting Plans (required) 7 minutes
 - Add users & assign user rights (optional) 6 minutes



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IMPORTANT!!

- Email is the only way NHSN has to communicate with you
- You will need to email NHSN@cdc.gov with any changes in your email address



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Where can I find more information?

- To email questions to the NHSN Helpdesk:
nhsn@cdc.gov
- For general enrollment resources
<https://www.cdc.gov/nhsn/enrollment>
- LTCF specific enrollment and reporting resources
<https://www.cdc.gov/nhsn/LTC>
- National Nursing Home Quality Improvement Campaign
<https://www.nhqualitycampaign.org/cdifficileAntibioticStewardship.aspx>







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Resources:

[Enrolling in NHSN:](#)

Adapted slides from CDC presentation:
<https://www.cdc.gov/nhsn/pdfs/training/ltc/LTCE-Enrollment-training.pdf>





Thank you!

Any Questions?

