

# NHSN Data Checklist

This checklist helps your facility report data to the National Healthcare Safety Network. Please complete all items to ensure you properly report your facility's data to NHSN and fully share it with EQIC. Contact your project manager with any questions.

✓ **Confirm that your hospital is enrolled in the EQIC group on NHSN**

Group #: 22808

Password: eQIC2022!

✓ **Review the rights conferral template**

The [rights conferral template](#) specifies data elements that will be reported to EQIC. Check and confirm "N/A" boxes are not checked off for any data elements that need to be reported.

✓ **Review the monthly reporting plan**

Completing the [monthly reporting plan](#) is a requirement for *each* month that a facility intends to report data. Additionally, NHSN allows facilities to report up to one year of monthly reporting plans. Facilities may complete plans for each month of the year to stay ahead of schedule and edit if needed.

✓ **Review the patient safety component — annual hospital survey**

Facilities that submit data to NHSN are required to complete an [annual hospital survey](#) for the calendar year prior to the current year. For example, at the beginning of 2024, a facility must complete a 2023 annual facility survey containing data from 2023. Surveys must be completed by March 1 each year. If the facility survey is not submitted by March 1, monthly reporting plans cannot be entered until the annual survey is completed.

✓ **Review and resolve any NHSN alerts and data issues**

NHSN "alerts" can be found in the Action Items section of NHSN's website. They guide facilities to any missing or incomplete items related to reporting (i.e., missing procedures, events, summary items, etc.). NHSN provided a [detailed list of alerts](#) with steps to resolve them.