



# ASC NHSN GUIDANCE: JOIN THE GROUP, REVIEW/ACCEPT DATA RIGHTS TEMPLATE, AND DOWNLOAD REPORTS

Instructions for the 2024 Leapfrog ASC Survey

## CHANGE SUMMARY

Any changes to this guidance document that are published after April 1 will be listed here:



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## BACKGROUND INFORMATION

Joining The Leapfrog Group's NHSN Group for ASCs is one of two options for authenticating your facility for the purposes of requesting a [security code](#) to access the [Online ASC Survey Tool](#).

Additionally, ambulatory surgery centers (ASCs) are required to join Leapfrog's National Healthcare Safety Network (NHSN) Group for ASCs (Group ID: 57193) in order for Leapfrog to download data on the following measures included in Section 4B NHSN Outpatient Procedure Component Module of the 2024 Leapfrog ASC Survey:

- Same Day Outcome Measures (SDOM): patient burns, falls, "wrong" event, and all-cause hospital transfer/admission
- Surgical Site Infections (SSIs) for breast surgery (BRST), laminectomy (LAM), herniorrhaphy (HER), and knee prosthesis (KPRO) using an All SSI SIR model

Leapfrog will also be downloading a copy of the facility's 2023 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey.

Data will be available on the ASC Details Page on July 12 and will be scored and [publicly reported](#) starting on July 25 for ASCs that submit a Survey by the [June 30 Submission Deadline](#). After July 25, the ASC Details Page and public reporting website will be refreshed monthly within the first five (5) business days of each month to reflect Surveys submitted or resubmitted between July 1 and November 30 and previously submitted Surveys that were corrected before January 31. Survey Results are frozen from February to July 25.

For a facility's data to be published, facilities must:

- Join Leapfrog's NHSN Group for ASCs and review/accept Leapfrog's Data Rights Template by June 20\*,
- Enter a valid NHSN ID in the Profile Section of the 2024 Leapfrog ASC Survey, and
- Submit the 2024 Leapfrog ASC Survey by June 30.

\* Facilities are not required to "re-join" Leapfrog's NHSN Group if they joined and conferred rights in previous Survey Cycles (April 1 – November 30). However, all facilities must review their Rights Acceptance Report by the first NHSN join-by date of each Survey Cycle.

All ASCs that have completed the steps above to have their same day outcome measures and surgical site infections data downloaded from NHSN are **required to download and save** reports from NHSN on the same day that Leapfrog will be downloading the data for all current group members to verify the data downloaded, scored, and publicly reported by Leapfrog. More information may be found below.



## IMPORTANT NOTES

### NOTE FOR ASCS THAT PREVIOUSLY JOINED LEAPFROG'S NHSN GROUP

While ASCs who have previously joined Leapfrog's NHSN Group will remain in the Group from year-to-year, Leapfrog requires that all ASCs in Leapfrog's NHSN Group review their Rights Acceptance Report annually, before the June 20, 2024 NHSN join-by date. Additionally, please confirm that you have given Leapfrog access to data from your 2023 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey.

### NOTE REGARDING MONTHLY REPORTING PLANS

ASCs must submit a monthly reporting plan in the NHSN Outpatient Procedures Component for each month of the reporting period for BOTH Same Day Outcome Measures (SDOMs) and each applicable surgical site infection measure, **even if that month had no events or procedures**. Please see [pages 10-13](#) for more information. ASCs that have not submitted a monthly reporting plan will be scored and publicly reported as “Limited Achievement.”

### NOTE REGARDING DOWNLOADING REPORTS FOUR TIMES PER YEAR

ASCs should follow the instructions provided on [below](#) on how to regenerate data sets, and save copies of the NHSN 2023 Outpatient Procedure Component – Annual ASC Survey, SSI, and SDOM Reports on the [same day](#) that Leapfrog will be downloading the data from NHSN for all current group members. These dates may be reviewed in the second column of the [Deadlines and Reporting Periods](#) table below.

Data entered into NHSN are not static and may be updated by ASCs at any time. Therefore, if your ASC makes any updates to their data for SDOM, SSI, or in the Outpatient Procedure Component – Annual ASC Survey after Leapfrog's NHSN download dates, the reports downloaded by your ASC **will not match** the reports downloaded by Leapfrog, even if they are for the same reporting period.

For this reason, Leapfrog encourages all ASCs to regenerate data sets and download their reports and a copy of their 2023 Outpatient Procedure Component – Annual Ambulatory Surgery Center Survey from NHSN on the [same day](#) as Leapfrog to ensure that the SSI and SDOM data downloaded by Leapfrog is accurate. Facilities submitting a 2024 Leapfrog ASC Survey by the Submission Deadline of June 30, 2024 should follow the instructions below to download reports from NHSN on June 21, 2024. This data will be available on the ASC Details Page on July 12 and scored and [publicly](#) reported by Leapfrog on July 25.

## DEADLINES AND REPORTING PERIODS

Join by	Leapfrog will download data from NHSN for all current group members on	Data downloaded from NHSN will be scored and publicly reported for ASCs that have submitted a Survey by	SDOM and SSI Reporting Period	Available on ASC Details Page and Public Reporting Website on
June 20, 2024	June 21, 2024	June 30, 2024	Latest 6 months prior to Survey submission	July 12, 2024 Details Page July 25, 2024 Public Reporting Website
August 22, 2024	August 23, 2024	August 31, 2024	Latest 6 months prior to Survey submission	September 9, 2024
October 23, 2024	October 24, 2024	October 31, 2024	Latest 6 months prior to Survey submission	November 7, 2024
December 18, 2024	December 19, 2024*	November 30, 2024	Latest 6 months prior to Survey submission	January 8, 2025

\* The Leapfrog ASC Survey closes on November 30, 2024. The last NHSN data download is on December 19, 2024 to incorporate any corrections facilities that joined by the last join date of December 18, 2024 may have made to their NHSN data since the last NHSN data download.

Leapfrog will download NHSN data four times according to the dates and reporting periods listed in the table above.

## INSTRUCTIONS

### JOINING LEAPFROG'S NHSN GROUP

#### **STEP 1:** ENROLL IN NHSN

*Applies to ASCs that are not currently enrolled in NHSN.*

1. Enroll in NHSN by following the enrollment steps outlined by NHSN at <https://www.cdc.gov/nhsn/ambulatory-surgery/enroll.html>.
2. Complete the set-up instructions at <https://www.cdc.gov/nhsn/ambulatory-surgery/setup.html>.

ASCs that are already enrolled and have completed the set-up in NHSN can skip to Step 2.

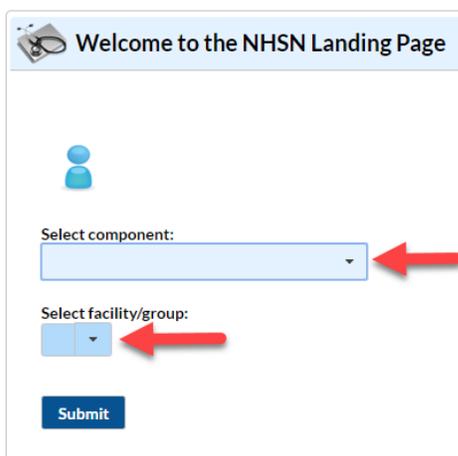
#### **STEP 2:** ADD THE OUTPATIENT PROCEDURE COMPONENT (OPC)

*Applies to ASCs that are enrolled in NHSN, but only using the Healthcare Personnel Safety Component (HCP) to report healthcare personnel vaccination data and/or not already enrolled in the OPC.*

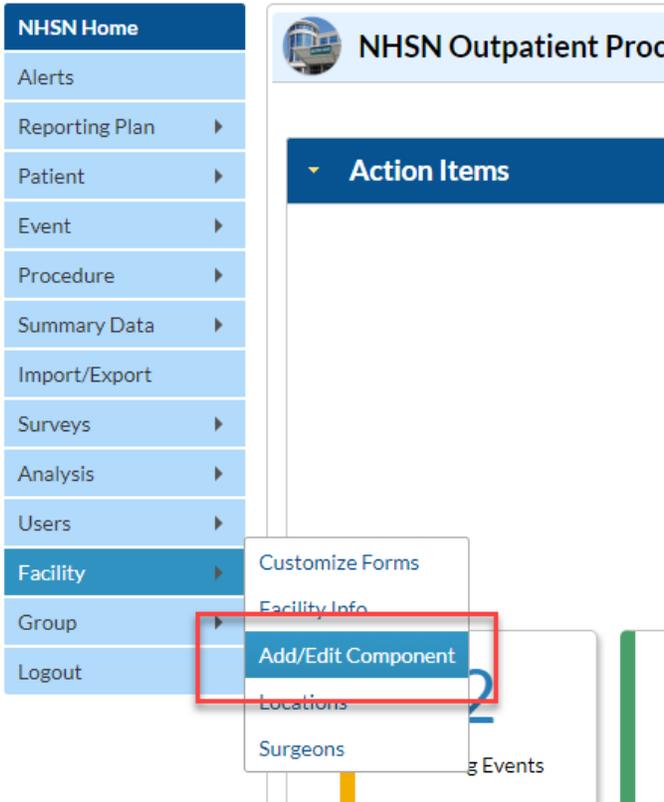
1. Log into NHSN (needs to be an individual with Administrator rights): <https://sams.cdc.gov/>.
2. Once logged in, select "NHSN Reporting."



3. Select the component your facility has access to, select your Facility, and then "Submit."



4. Add the Outpatient Procedure Component (OPC) module. Select “Facility,” then “Add/Edit Component.” Select “Outpatient Procedure” and “Update.”



### Components Followed

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input type="checkbox"/>	Healthcare Personnel Safety				
<input type="checkbox"/>	Long Term Care Facility				
<input checked="" type="checkbox"/>	Outpatient Procedure	12/04/2018		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Patient Safety				

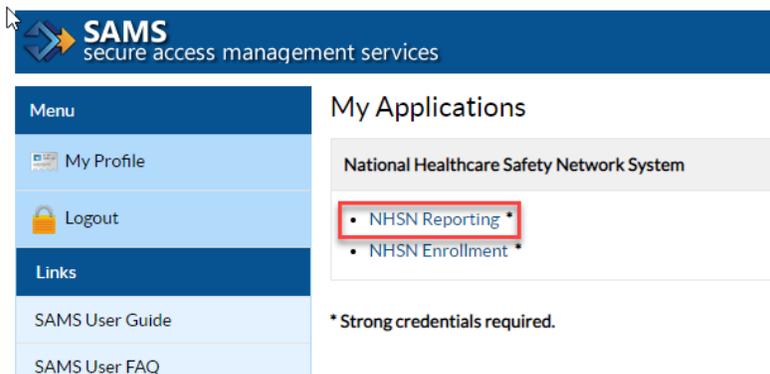
5. Complete an OPC – Annual ASC Survey.

ASCs that are already enrolled in NHSN and are participating in the Patient Safety Component for SSI surveillance are automatically enrolled in the new OPC and can skip to Step 3.

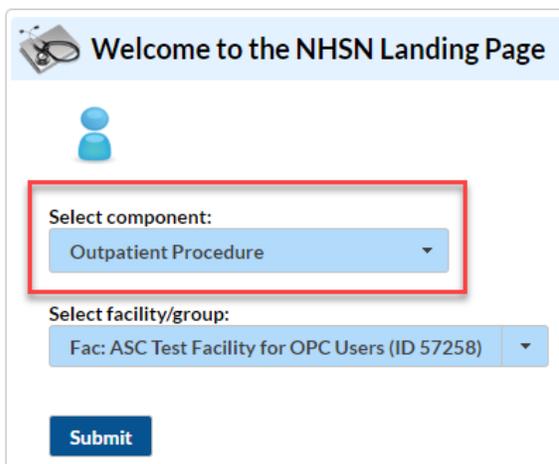
### **STEP 3: JOIN LEAPFROG’S NHSN GROUP FOR ASCS**

*Applies to all ASCs that want to use NHSN as their authentication method and have Leapfrog download data on measures included in Section 4B NHSN Outpatient Procedure Component Module of the 2024 Leapfrog ASC Survey.*

1. Log into NHSN (needs to be an individual with Administrator rights): <https://sams.cdc.gov/>.
2. Once logged in, select “NHSN Reporting.”



3. Select “Outpatient Procedure” for the component, select your Facility, and then “Submit.”

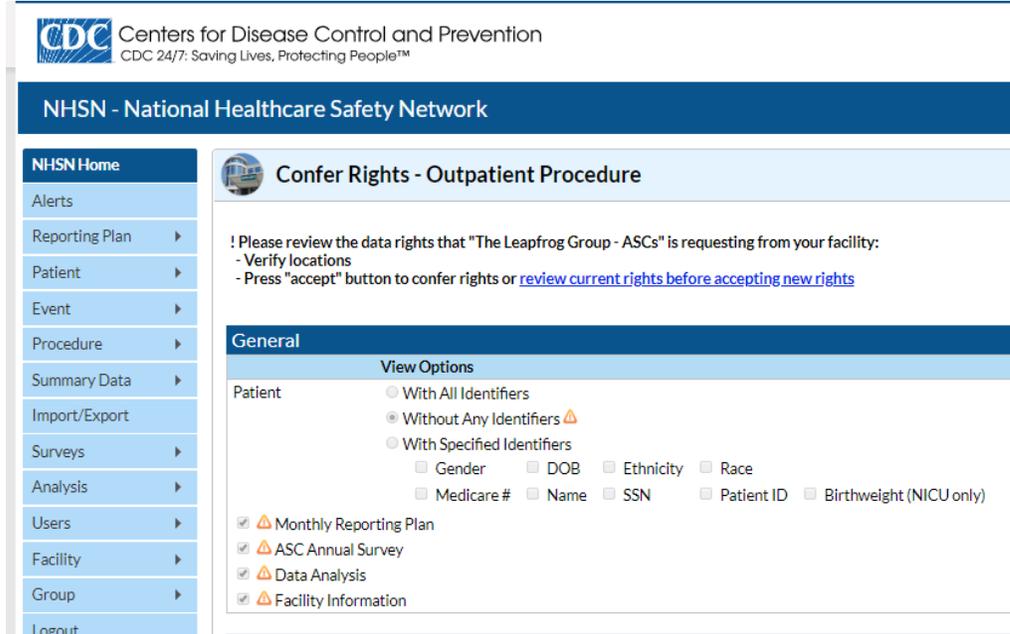


4. Select "**Group**" and then "**Join**."



The screenshot shows the NHSN Memberships page. On the left is a navigation menu with 'Group' highlighted. A dropdown menu is open, showing 'Join' as the selected option. The main content area is titled 'Memberships' and contains a section for 'Groups that have access to this facility's data' with 'Confer Rights' and 'Leave Group(s)' buttons. Below this is a form to 'Enter ID and Password for this facility to join a new group'. The form has a 'Group ID' field with the value '57193' and a 'Group Joining Password' field with masked characters. A 'Join Group' button is next to the password field. A 'Back' button is at the bottom of the form. A red box highlights the 'Join' option in the dropdown menu.

5. Enter the following:
  - a. Group ID: **57193**
  - b. Group Joining Password: **LeapfrogASCSurvey**
6. Select "**Join Group**" button.
7. After agreeing to the message, you will be brought to the "**Confer Rights-Outpatient Procedure**" screen where you will see the data that Leapfrog is requesting access to.



The screenshot shows the NHSN Confer Rights - Outpatient Procedure screen. At the top, there is a warning message: '! Please review the data rights that "The Leapfrog Group - ASCs" is requesting from your facility: - Verify locations - Press "accept" button to confer rights or [review current rights before accepting new rights](#)'. Below the message is a 'General' section with 'View Options' for 'Patient' data. The options are: 'With All Identifiers', 'Without Any Identifiers' (selected), and 'With Specified Identifiers'. Under 'With Specified Identifiers', there are checkboxes for Gender, DOB, Ethnicity, Race, Medicare #, Name, SSN, Patient ID, and Birthweight (NICU only). At the bottom, there are four checked items: 'Monthly Reporting Plan', 'ASC Annual Survey', 'Data Analysis', and 'Facility Information'.

**Note:** Leapfrog’s Data Rights Template was last updated on November 20, 2018.

8. You will need to review the requested information and select “**Accept**” at the bottom of the screen in order to share your data with Leapfrog. Users will be prompted to review and accept the Data Rights Template any time Leapfrog makes updates to the data they are requesting access to. Failure to accept these changes means that Leapfrog will no longer be able to obtain data for your facility and your facility will be reported as "Declined to Respond" for measures in Section 4B.

Events						
Includes Applicable Denominators and "No Events" Indicators						
Plan	Month	Year	To	Month	Year	Event
In	January	2018	To			OPSDOM - Same Day Outcome Measures
In	January	2018	To			OPSSI - Surgical Site Infection
	Procedure: (ALL)					Setting: <input checked="" type="checkbox"/> OUT

- a.  and  indicate that the relevant piece of data is being requested by the Group.
- b. The  icon indicates areas of the data rights template that have changed (either a new request or the Group has removed the request).
- c. The Group will specify criteria for plan status, time period, and event or denominator type for events and denominators.
- d. Please do not change the default selections for N/A boxes.
- e. The Data Rights Template will automatically include all applicable procedures. The facility must select the “Accept” button at the bottom of the screen in order to accept the template of data rights and share data with Leapfrog.

Events						
Includes Applicable Denominators and "No Events" Indicators						
Plan	Month	Year	To	Month	Year	Event
In	January	2018	To			OPSDOM - Same Day Outcome Measures
In	January	2018	To			OPSSI - Surgical Site Infection
	Procedure: (ALL)					Setting: <input checked="" type="checkbox"/> OUT

**Important Note:** ASCs must provide an accurate NHSN ID in the Profile Section of their Survey and submit a 2024 Leapfrog ASC Survey.

For more information on the OPC, please see: <https://www.cdc.gov/nhsn/pdfs/newsletters/opc-nl-nov18-508.pdf>. More detailed instructions on joining groups in NHSN and accepting the data requested are available here: <http://www.cdc.gov/nhsn/pdfs/groups-startup/joininggroup-current.pdf>.

**MONTHLY REPORTING PLAN FORM**

## MONTHLY REPORTING PLAN BACKGROUND

ASCs must submit the [Outpatient Procedure Component \(OPC\) Monthly Reporting Plan](#) form in NHSN for each month that they enter data into NHSN. The form should also be submitted for months that did not have any procedures or events. This form is used by NHSN to determine which data is “in-plan” and “off-plan.” Information about this distinction and the form can be found in the [NHSN OPC Manual](#) (chapter 2, page 1). NHSN’s instructions to complete the form can be found [here](#).

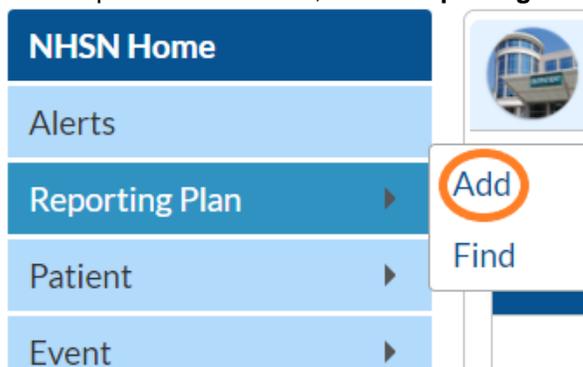
For the purposes of scoring this section of the Leapfrog ASC Survey, Leapfrog **only** considers “in-plan” reporting to be relevant as only in-plan data can be obtained by Leapfrog via NHSN. For example, if an ASC indicates on the Leapfrog ASC Survey that they reported 6 months of SDOM and applicable SSI procedure data to NHSN, then the ASC should submit 6 monthly reporting plans with SDOM and all applicable SSI procedures selected. The ASC should **not** select “No NHSN Outpatient Procedure reporting this month” on their monthly reporting plan form as all reporting would be considered “off-plan.” If the ASC has no events or procedures to report, they should still submit a monthly reporting plan and then report no events or no procedures in their Missing Events and Missing Procedures pages. These two pages can be accessed by following these steps:

1. Log into the Outpatient Component within NHSN at <https://sams.cdc.gov/>.
2. In the top left of the screen, select **Event > Incomplete** or **Procedure > Incomplete**.
3. Select the “Missing Events” or “Missing Procedures” tabs at the top.
4. Click the checkbox next to the month without events or procedures.
5. Click save at the bottom when you are finished.



## SUBMITTING A NEW MONTHLY REPORTING PLAN FORM

1. Log into the Outpatient Component within NHSN at <https://sams.cdc.gov/>
2. In the top left of the screen, select **Reporting Plan > Add**.



3. Select the Month and Year.

4. If your ASC plans to report the data “in-plan,” then leave this **unchecked**: “No NHSN Outpatient Reporting this month.”
5. If your ASC plans to submit “in-plan” SDOM data Same Day Outcome Measure data to NHSN, then check **“Same Day Outcome Measures.”**
6. If your ASC plans to submit “in-plan” SSI data to NHSN, then add a row underneath “Surgical Site Infection SSI Surveillance” for each SSI procedure you plan to report. Click “Add Row” at the bottom to add additional procedures.
7. Click “Save” at the bottom when you are finished.
8. For SDOM data, navigate to **Summary Data -> Add** to add numerator and denominator information for each month. See NHSN’s [OPC Same Day Outcome Measures](#) document for measure specifications and instructions on how to report this information. Per page 5, if no events occurred during the reporting month, select “No Same Day Outcome Measures (events) reported this month” on the denominator form.

 **Add Monthly Reporting Plan**

Mandatory fields marked with \*

Facility ID \*: ASC Test Facility for OPC Users (ID [REDACTED]) ▾  
 Month \*: April ▾  
 Year \*: 2021 ▾  
 No NHSN Outpatient Reporting this month

**Same Day Quality Measures**

Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance**

Targeted SSI surveillance for specific NHSN Operative Procedure Categories

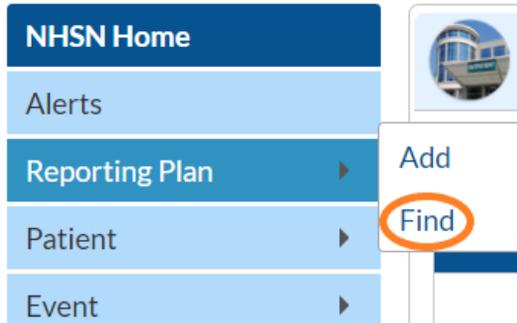
Actions	Specify which procedure category(ies) is (are) being monitored (list all that apply):	SSI
	BRST - Breast surgery ▾	OUT: <input checked="" type="checkbox"/>
	HER - Herniorrhaphy ▾	OUT: <input checked="" type="checkbox"/>
	KPRO - Knee prosthesis ▾	OUT: <input checked="" type="checkbox"/>
	LAM - Laminectomy ▾	OUT: <input checked="" type="checkbox"/>

**Add Row** Clear All Rows Copy from Previous Month

**Save** Back

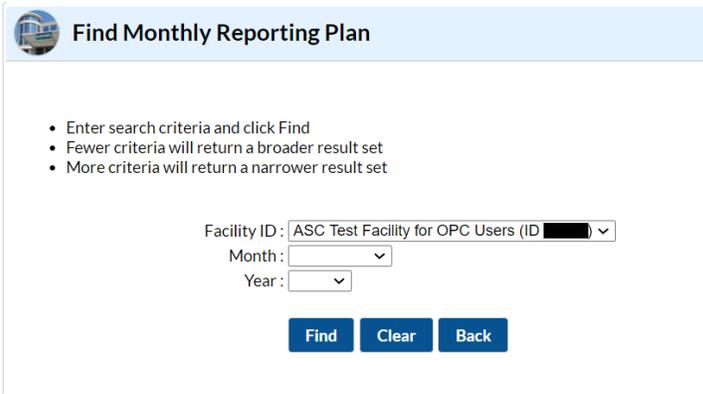
**REVIEWING PREVIOUSLY SUBMITTED MONTHLY REPORTING PLAN FORMS**

1. Log into the Outpatient Component within NHSN at <https://sams.cdc.gov/>
2. In the top left of the screen, select **Reporting Plan > Find**.



- NHSN Home
- Alerts
- Reporting Plan Add
- Patient Find
- Event

- Fill in the Month and Year and click “Find.” You can also leave the Month and Year field blank to see all submitted forms:



**Find Monthly Reporting Plan**

- Enter search criteria and click Find
- Fewer criteria will return a broader result set
- More criteria will return a narrower result set

Facility ID: ASC Test Facility for OPC Users (ID [redacted])

Month: [dropdown]

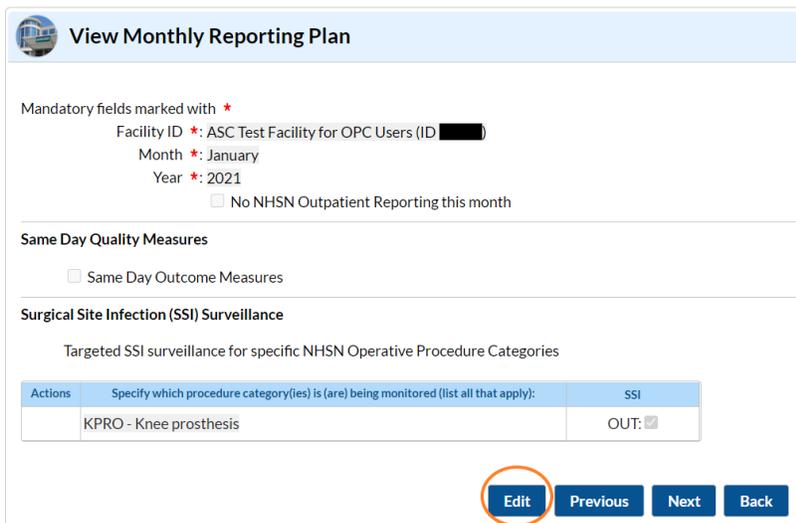
Year: [dropdown]

[Find](#) [Clear](#) [Back](#)

- Click the blue link under “Month” for the correct month.

Page 1 of 3			View 1 - 10 of 25
Month	Year	Facility ID	
<a href="#">January</a>	2021	[redacted]	

- Select “Edit” at the bottom of the next page to edit the form.



**View Monthly Reporting Plan**

Mandatory fields marked with \*

Facility ID \*: ASC Test Facility for OPC Users (ID [redacted])

Month \*: January

Year \*: 2021

No NHSN Outpatient Reporting this month

Same Day Quality Measures

Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance

Targeted SSI surveillance for specific NHSN Operative Procedure Categories

Actions	Specify which procedure category(ies) is (are) being monitored (list all that apply):	SSI
	KPRO - Knee prosthesis	OUT: <input checked="" type="checkbox"/>

[Edit](#) [Previous](#) [Next](#) [Back](#)

- Remember to click “Save” when you are done editing.

## REGENERATING DATA SETS AND DOWNLOADING REPORTS

Data is obtained directly from CDC's National Healthcare Safety Network (NHSN). Hospitals should regenerate data sets and download reports directly from NHSN **on the same dates as Leapfrog** for the purposes of verifying your data by following the instructions below.

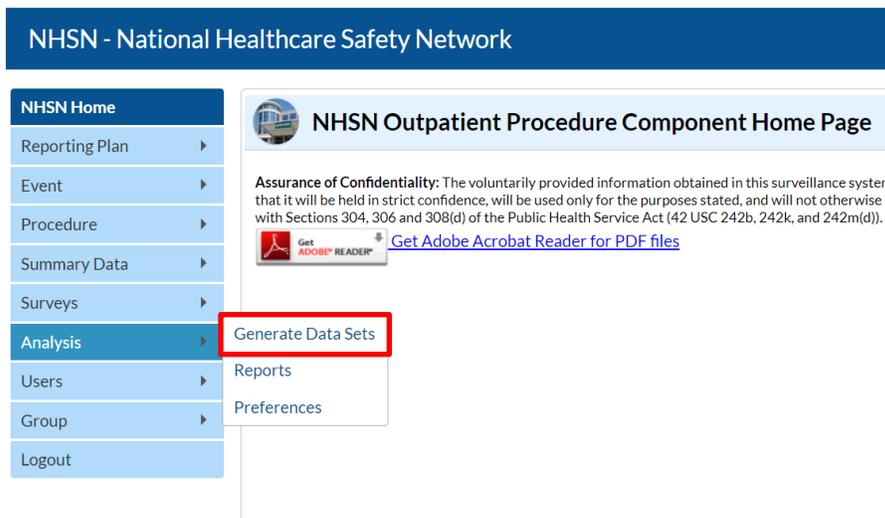
### REGENERATING DATA SETS

Generating data sets is the first step to performing analysis in NHSN. This process will freeze your NHSN data at the current date and time by copying those data into defined data sets.

When you wish to view updates to the data contained in your NHSN reports or to include data entered since the data sets were last generated, you must regenerate data sets for those updates to be reflected. Data sets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate data sets.

ASCs should regenerate data sets in NHSN by:

- Navigating to Analysis -> Generate Data Sets



NHSN - National Healthcare Safety Network

NHSN Home

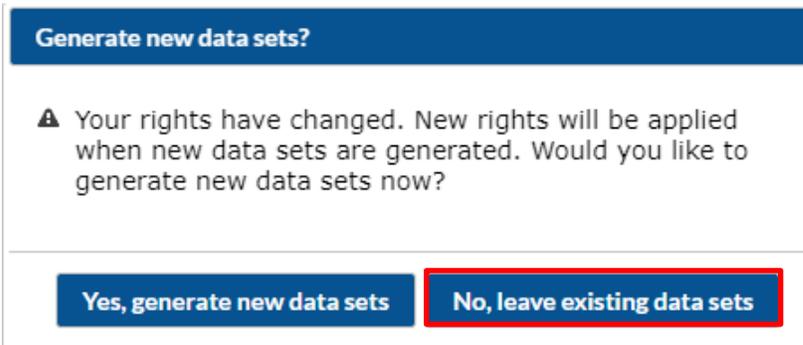
- Reporting Plan
- Event
- Procedure
- Summary Data
- Surveys
- Analysis**
  - Generate Data Sets**
  - Reports
  - Preferences
- Users
- Group
- Logout

NHSN Outpatient Procedure Component Home Page

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be used with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

Get Adobe Reader for PDF files

- Select "No, leave existing data sets" in the pop-up.

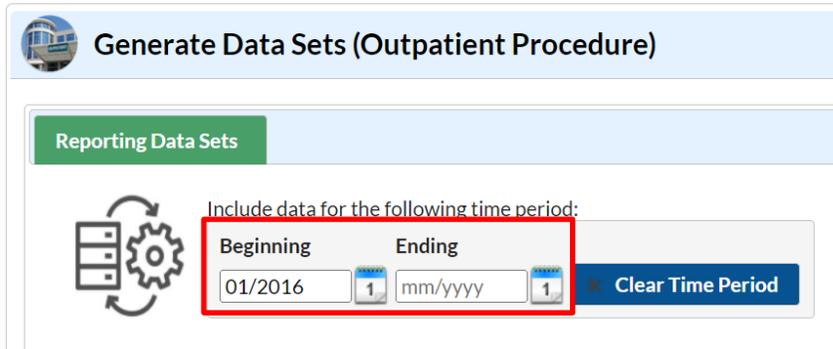


**Generate new data sets?**

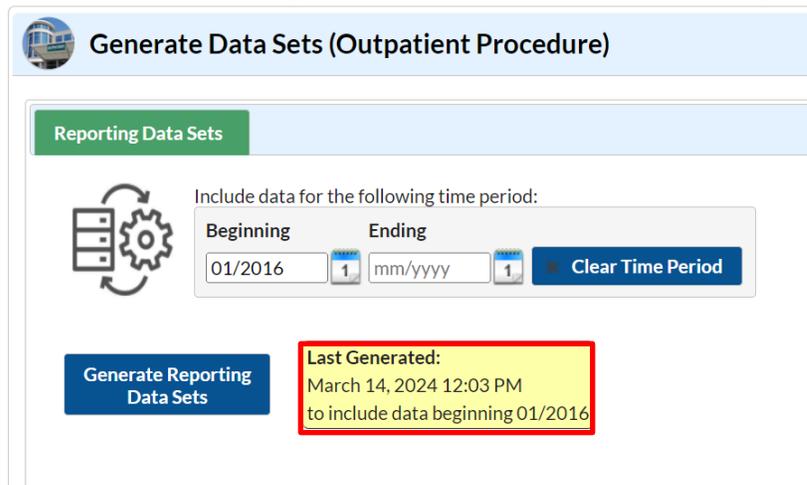
⚠ Your rights have changed. New rights will be applied when new data sets are generated. Would you like to generate new data sets now?

Yes, generate new data sets    **No, leave existing data sets**

- Do not edit the “Beginning” or “Ending” dates. The beginning date should auto-fill to 01/2016, and the ending date should be left blank. Note that this is not the reporting period; we will select the reporting period when we download the reports.



- Click “Generate Reporting Data Sets” and allow the application to run.
  - While the regeneration is occurring, you can log out or continue to work in other areas of NHSN. When you return to the “Generate Data Sets” screen, you will see a progress bar if still processing, otherwise, you will see a time completed.
- The box on the bottom right confirms when the last successful regeneration occurred.



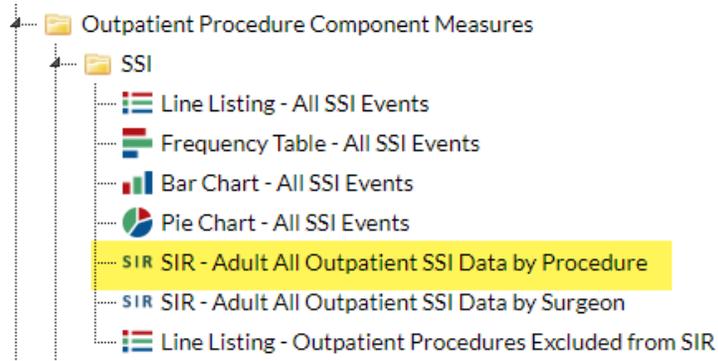
## DOWNLOADING REPORTS FOR SSI AND SDOM

### **Surgical Site Infections (SSI)**

Data is obtained directly from CDC’s National Healthcare Safety Network (NHSN). Reports should be **downloaded directly from NHSN and saved** for the purposes of verifying your data by following the instructions below.

The following reports are accessible under **Analysis > Reports > Outpatient Procedure Component Measures > SSI** after logging into the Outpatient Component within NHSN at <https://sams.cdc.gov/>:

- SIR – Adult All Outpatient SSI Data by Procedure

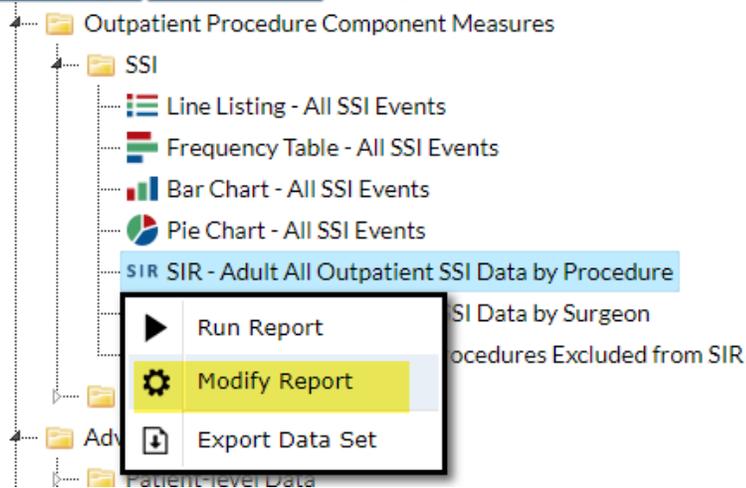


This report can be used to verify the data that Leapfrog is obtaining directly from NHSN for your facility.

Be sure you are using the correct date range when generating your NHSN report: **summaryYM Latest 6 months prior to Survey submission.**

You will need to modify your NHSN reports to get the appropriate SIR for the reporting period. To update your NHSN report, follow these instructions before running:

1. Select “SIR – Adult All Outpatient SSI Data by Procedure”
2. Right click and select “Modify Report”



3. Select the “Time Period” tab. Then select **summaryYM** as the Date Variable and enter your beginning month and ending month in MM/YYYY format for the latest 6 months prior to Survey submission.

**Modify "SIR - Adult All Outpatient SSI Data by Procedure"**

Show descriptive variable names ([Print List](#))

Analysis Data Set: OP\_SIR\_AdultAllSSIProc

Title/Format	<b>Time Period</b>	Filters	Display Options
--------------	--------------------	---------	-----------------

Time Period:

Date Variable	Beginning	Ending	
summaryYM ▾	MM/YYYY	MM/YYYY	<b>Clear Time Period</b>
<input type="checkbox"/> Enter Date variable/Time period at the time you click the Run button			

- Select the "Display Options" tab and change the value of the dropdown menu from Cumulative to **summaryYM** to get monthly data for the time period specified.

**Modify "SIR - Adult All Outpatient SSI Data by Procedure"**

Show descriptive variable names ([Print List](#))

Analysis Data Set: OP\_SIR\_AdultAllSSIProc

Title/Format	Time Period	Filters	<b>Display Options</b>
--------------	-------------	---------	------------------------

SIR Options:

Group by: summaryYM ▾

**Important Note:** Do not make any other modifications to the report options to ensure that you are downloading the correct data.

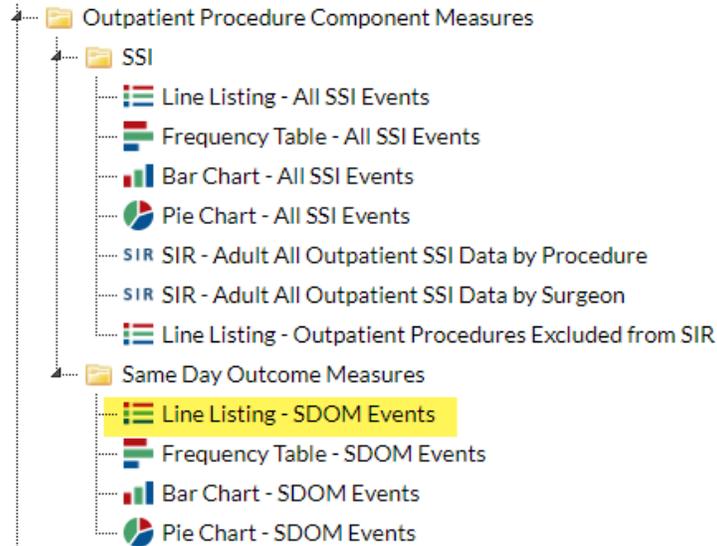
- After updating the time period and the group by options, select "Run."

You are not required nor are you able to enter data for these measures directly into the Survey. Reports should be used for verification purposes only.

**Same Day Outcome Measures (SDOM)**

The following reports are accessible under **Analysis > Reports > Outpatient Procedure Component Measures > Same Day Outcome Measures** after logging into the Outpatient Component within NHSN at <https://sams.cdc.gov/>:

- Line Listing – SDOM Events



1. Select the “Time Period” tab. Then select **evntDateYM** as the Date Variable and enter the beginning month and the ending month in MM/YYYY format for your latest 6 months prior to Survey submission.

#### Modify "Line Listing - SDOM Events"

Show descriptive variable names ([Print List](#))

Analysis Data Set: OP\_SDOM\_Events    Type: Line Listing

Title/Format

**Time Period**

Filters

Display Variables

Sort Variables

Display Options

Time Period:

Date Variable

Beginning

Ending

evntDateYM ▾

MM/YYYY

MM/YYYY

**Clear Time Period**

Enter Date variable/Time period at the time you click the Run button

**Reminder:** These reports should be downloaded by ASCs from NHSN on the **same day** as Leapfrog, to ensure your data matches what Leapfrog has obtained.

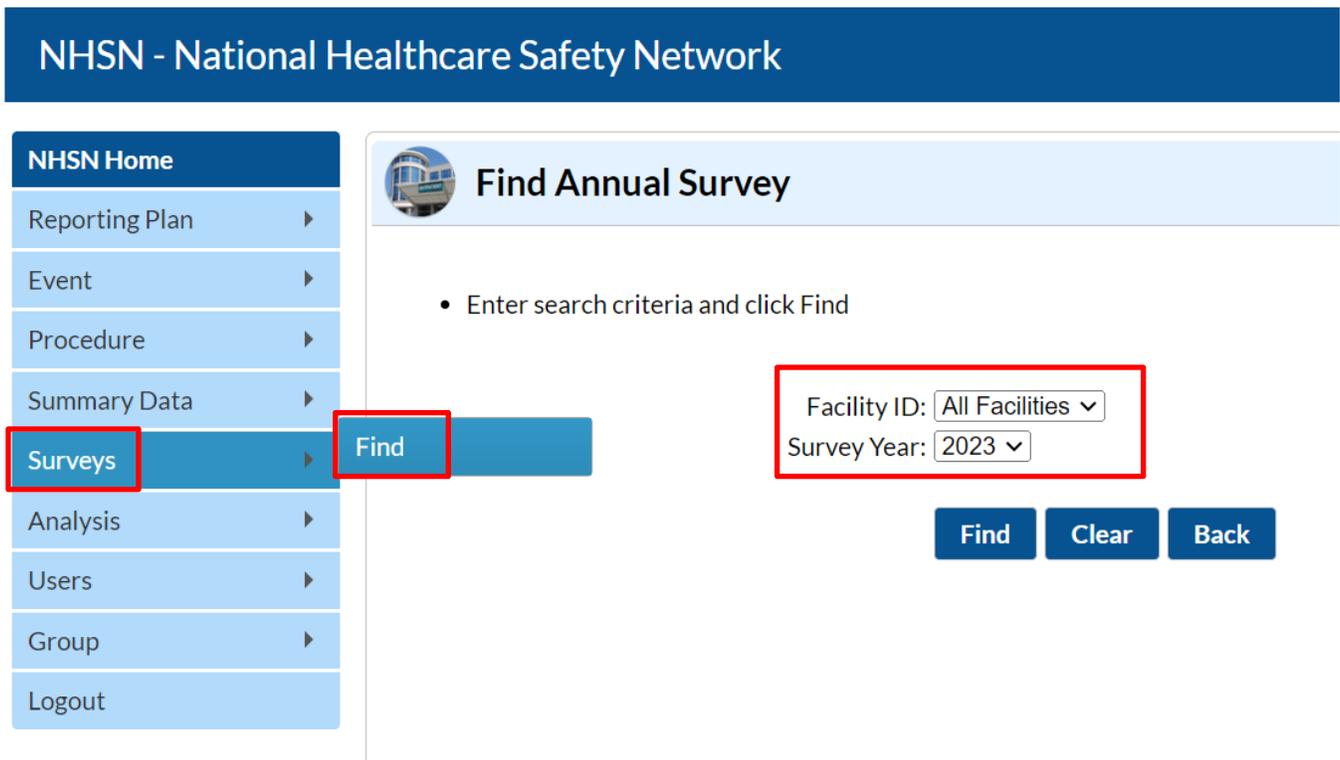
### DOWNLOAD COPY OF 2023 OUTPATIENT COMPONENT – ANNUAL ASC SURVEY TO REVIEW RESPONSES

ASCs can view their responses to the 2023 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey directly within NHSN by following the instructions below. Please **print and save a copy** of your 2023 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey for your records.

1. Log into the Outpatient Procedure Component within NHSN at <https://sams.cdc.gov/>
2. In the left-hand navigation, select “Surveys” then “Find”
3. On the “Find Annual Survey” page, select the following:

- a. **Facility ID:** <Your Facility Name and NHSN ID>
  - i. *This should automatically default to the facility you are logged in as.*
- b. **Survey Year:** <2023>

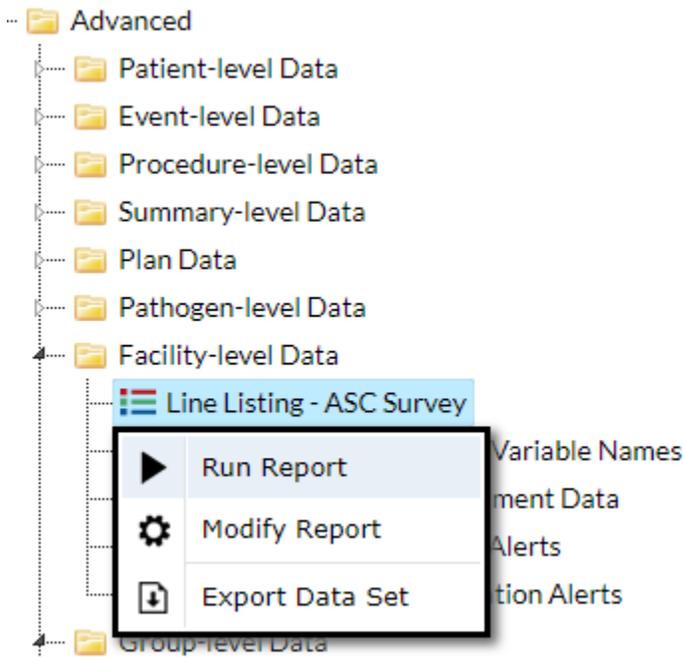
A screenshot is provided below for your reference:



Note: A survey will not display if your facility has not yet completed the 2023 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey.

Alternatively, ASCs can obtain a report of their Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey by following the steps below:

1. Log into the Outpatient Procedure Component within NHSN at <https://sams.cdc.gov/>.
2. In the left-hand navigation, select “Analysis” then “Reports.”
3. In the “Advanced” folder, navigate to the “Facility-level Data” folder and select “Line Listing – ASC Survey.”
4. Right-click the “Line Listing – ASC Survey” report and hit “Run Report.”



5. Save a copy of this report.

**Reminder:** Copies of your facility’s 2023 Outpatient Procedure Component (OPC) – Annual Ambulatory Surgery Center (ASC) Survey should be reviewed/saved on the [same day](#) as Leapfrog to ensure your data matches what Leapfrog has obtained. Facilities that do not complete the OPC Annual ASC Survey will be scored and publicly reported as “Limited Achievement” for Section 4B.

## FREQUENTLY ASKED QUESTIONS

### Q: WHAT DATA IS BEING REQUESTED?

**A:** The data being requested by Leapfrog is used to generate standardized infection ratios for surgical site infections within NHSN. It is also used to obtain information on your facility's same day outcome measures. Immediately after joining the Group, the facility will be taken to a screen listing the data that the Group is

requesting access to, referred to as the "Data Rights Template." An  or  in the template indicates that a particular piece of data is being requested by the Group. The Data Rights Template will automatically include all applicable procedures. The facility must select the "Accept" button at the bottom of the screen in order to accept the template of data rights and share data with Leapfrog.

### Q: HOW WILL THE DATA BE USED?

**A:** The data will be used to score your facility and provide results for Section 4B NHSN Outpatient Procedure Component Module in the 2024 Leapfrog ASC Survey.

### Q: WILL LEAPFROG BE COLLECTING PATIENT IDENTIFIERS?

**A:** No, Leapfrog will not be collecting any patient identifiers. When reviewing the Data Rights Template, ASCs will see that we are requesting patient data "without any identifiers."

### Q: WILL THE DATA BE SHARED WITH OTHER MEMBERS OF THE NHSN GROUP?

**A:** No, an ASC that joins a group does not have access to any data from other facilities in the group. Data will only be shared with Leapfrog.

### Q: WHO FROM OUR FACILITY NEEDS TO COMPLETE THE "JOIN GROUP" PROCESS IN NHSN?

**A:** An administrative-level NHSN user is needed to join a Group within NHSN and complete the "Confer Rights" process.

### Q: AFTER JOINING THE NHSN GROUP, WHAT ELSE IS REQUIRED?

**A:** When an ASC first joins the group they are asked to "confer rights" to the Leapfrog Group, which specifies the data that would be shared with Leapfrog. Leapfrog has set up a Data Rights Template, which specifies the data we are requesting. Leapfrog requires that all ASCs in Leapfrog's NHSN Group review their Rights Acceptance Report annually, before the June 20, 2024 NHSN join-by-date. In addition to joining Leapfrog's NHSN Group for ASCs, facilities must provide a valid NHSN ID in the Profile Section, and submit a 2024 Leapfrog ASC Survey by June 30. ASCs will be able to view the data that is being pulled into their Leapfrog ASC Survey by accessing their ASC Details Page on July 12. ASCs need to download their reports and a copy of their 2023 Outpatient



Procedure Component (OPC) Ambulatory Surgery Center (ASC) Annual Facility Survey from NHSN on the same day as Leapfrog to ensure that the SSI and SDOM data downloaded by Leapfrog is accurate. See important dates and deadlines in the table above as well as the PDF "ASC NHSN Guidance: Join the Group, Review/Accept Data Rights Template, and Download Reports."

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**Q: WILL LEAPFROG NOTIFY ASCS IF THE DATA RIGHTS TEMPLATE IS UPDATED AND THEY NEED TO RE-ACCEPT IT WITHIN NHSN?**

**A:** Yes, Leapfrog will e-mail the NHSN administrator of each facility that is a member of our NHSN group if we update the Data Rights Template. ASCs will be prompted to review the updated Data Rights Template and re-accept it when the NHSN administrator logs into NHSN. Failure to do so will result in leaving Leapfrog's NHSN Group and Leapfrog will no longer be able to obtain NHSN data for your facility on the surgical site infection measures and the same day outcome measures.

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**Q: HOW OFTEN IS LEAPFROG UPDATING THE DATA? WON'T REGULAR UPDATING CAUSE CHANGES TO THE DATA?**

**A:** Leapfrog will obtain data from NHSN four times. This allows Leapfrog to obtain data for new ASCs that may not join the NHSN Group by the first deadline and to use the most current data. The reporting period for the same day outcome measures and surgical site infections is the latest 6 months prior to Survey submission. Within a reporting period, an ASC's data would only change if they update the surveillance or survey data submitted for that reporting period within NHSN.

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**Q: WHO SHOULD ASCS CONTACT IF THEY HAVE OTHER QUESTIONS?**

**A:** Please contact Leapfrog's Help Desk: <https://leapfroghelpdesk.zendesk.com>. Some questions may need to be re-directed to NHSN - Toll-free: (877) 671-2901 or Email: [samshelp@cdc.gov](mailto:samshelp@cdc.gov).