How to Submit *Clostridium difficile* Infection (CDI) Data

To access the Centers for Disease Control and Prevention (CDC) National Healthcare Safety Network (NHSN), visit [https://nhsn2.cdc.gov](https://nhsn2.cdc.gov) and enter your Secure Access Management Services (SAMS) grid card credentials.

- **SAMS Username** – Your complete email address used for SAMS registration.
- **SAMS Password** – The password that you created during the SAMS registration process or last updated. If you forget your password, click the “Forgot Password” link for assistance.

### The Following Data Should Be Electronically Submitted in the NHSN

#### Step 1
If you have not already done so, enter a Monthly Reporting Plan for the respective month - A monthly reporting plan (MRP) must be added before the system will allow you to enter your data. The MRP informs CDC that the facility is participating in the CDI Module.

- Select “Reporting Plan” > “Add” > Month > Year
- LabID Event Module Only – Under “Specific Organism Type”, select “CDIF – *C. difficile*” and make sure the “Lab ID Event All Specimens” box is checked then select save.

#### Step 2
Enter CDI LabID Event(s), if applicable - select the “Event” tab in the NHSN application and “Add” all non-duplicate positive CDI LabID events that were collected from residents within your facility for the month that meet CDC NHSN criteria. Click the following links to view data fields that are required for each positive CDI LabID Event.

- **CDI LabID Event Form** at [https://goo.gl/hnDofX](https://goo.gl/hnDofX)
- **Instructions for completing the CDI LabID Event Form for LTCF** at [https://goo.gl/yfKVZa](https://goo.gl/yfKVZa)

#### Step 3
Enter Summary Data - select the “Summary Data” tab to add:

- **Total Resident-Days for the Month** – count your census for each day of the month then sum the resident days for the entire month.
- **Total Resident Admissions** (new admissions and readmissions) for the month.
- **Total Residents Admitted on *C. difficile* Treatment** for the month.

#### Step 4
If applicable, Resolve Alerts (i.e., missing and/or incomplete data for previous months).

- Select the “Alerts” tab in the navigation bar to view missing and/or incomplete data.

Don’t forget to check “Report No Events” under the *C. difficile* row if there were no positive labID event(s) within your facility for the reporting month.