Dear Colleagues,

The purpose of this note is to clarify the data collection and reporting requirements of our improvement project.

Data should be collected and reported on a monthly basis. As the data collection forms request, the data should include number of line days and number of infections sorted by weight category. This allows us to calculate rates of infections while also having the raw data available for other comparisons. Data for any given month is due by the 15th of the following month and the data should be emailed to CCSQI.

All sites except new members of the collaborative, have submitted data, for January through June 2007 (using the 2007 CDC/NHSN definitions operative for 2007). We are requesting that *all* members, both old and new, submit data for July through December 2007 by March 1, 2008. Definitions and forms for data entry are, as previously agreed to, titled: “NI Reporting Conventions-adopted 11-06-08” and “Data Reporting Form 2007 Revised 1-22-2008”. (A note for new members: if you have these data for all of 2007, then we would encourage you to submit them in order to increase the sample size of baseline data for your analysis.)

For the 2008 data collection effort, we have created new documents that reflect the CDC/NHSN revised definitions and conventions for counting line days. The specifics of the new definitions are shown in the document titled: “NI Reporting Conventions Proposed 2008” (note: the document shows the 2007 version with changes tracked for the 2008 edition and the actual 2008 verbiage in an uncluttered format). For those interested in reviewing the actual CDC/NHSN communications describing these changes, we have included both the short-version (NHSN December 2007 Newsletter) and the long-version (NHSN Patient Protocol Manual January 2008). **Please note that the entire collaborative will need to read and critique the proposed revisions to these definitions; we will use a portion of our first phone call on 2/11/2008 for this purpose.**

The new document for reporting your monthly “laboratory-confirmed catheter-associated blood stream infections” and line day experience is titled: Data Reporting Form 2008. We request that sites submit their data by the 15th of the month following the reporting period. Please be sure to use the data entry spaces to record interventions initiated during each month. These observations may be used to create your own annotated run charts. (Illustrated instructions for producing annotated run charts are available on the website.) We are also happy to help sites create their own annotated run charts if they are interested.

We are developing a FAQ (Frequently Asked Questions) aid to this process (see FAQ Data definitions, conventions and entry on the website).

If you have technical questions regarding the submission of data, please contact [david.wirtschafter@juno.com](mailto:david.wirtschafter@juno.com); if your questions relate to the analysis of these data, please contact Michael Seid at [michael.seid@cchmc.org](mailto:michael.seid@cchmc.org) .