COVID-19 Hospital Data Transition: Guidance for Bulk Uploaders

What is a Bulk Uploader?

State or territorial jurisdictions, hospital associations, healthcare systems, and third-party vendors who **submit data on behalf of multiple hospitals** are bulk uploaders. The transition steps needed differ based on the bulk upload scenario or how information is uploaded to HHS.

If your facility reports their data individually to HHS, you are **not** a bulk uploader – view the page on individually reporting facilities for steps needed.

Bulk Upload Scenarios for Reporting COVID-19 Hospital Data

(Select scenario to link to specific guidance)

- Jurisdiction Reporting on Behalf of Facilities (Jurisdiction submits data to HHS)
    - Facility where a jurisdiction bulk uploads on their behalf
- Jurisdiction Reporting on Behalf of Facilities (Jurisdiction uses a third-party vendor [for example, a Juvare* product such as EMResource, WebEOC] to submit to HHS)
    - Facility where a jurisdiction bulk uploads on their behalf
- Hospital Systems Reporting at an Enterprise/Corporate Level or on Behalf of Multiple Facilities

How will bulk upload data submission take place in the NHSN application?

Bulk uploaders will report COVID-19 hospital data to NHSN using the Groups function. Jurisdictions submitting data on behalf of facilities will use **NHSN Supergroups** and hospital systems submitting data on behalf of facilities will use **NHSN Standard Groups**.

The primary differences between NHSN Supergroups and NHSN Standard Groups are 1) how they are managed and 2) the requirement (or not) to have facilities confer rights, or grant permission, for others to report on their behalf.

- Standard groups
    - Created and managed by health system/other reporting entity
    - Used by hospital system reporting at the enterprise level or on behalf of multiple facilities
    - Require each facility to confer data rights in the NHSN application via the define rights template

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- Supergroups
  - Created by NHSN; managed by Group Administrator from the jurisdiction
  - Used by jurisdictions reporting on behalf of facilities
  - Does NOT require facilities to confer rights. Instead, NHSN confers rights on behalf of facilities.

Important: All states, regardless of their bulk upload scenario, will have Supergroups created specifically for viewing COVID-19 hospital data. *Note: Your facility's NHSN administrator will receive an email to notify you that you have been added to a Supergroup - this email is for awareness only and does not require action.*

Jurisdiction Reporting on Behalf of Facilities (Jurisdiction submits to HHS)

Information for state and territorial jurisdictions who report directly to TeleTracking or Direct to HHS Protect.

Overview: In order to minimize effort for the jurisdictions and ensure a smooth transition, NHSN will create Supergroups for all states and territories. As stated above, Supergroups differ from standard NHSN groups in that Supergroups are created and updated by NHSN. These Supergroups will be separate from any current state Groups in NHSN and are being specifically created for COVID-19 hospital data reporting. NHSN will create the Supergroups, add the designated Group Administrator, and add facilities from the jurisdiction to the Supergroup.

NHSN will contact your jurisdiction's designated Group Administrator to notify them that the Supergroup has been finalized.

Group Administrator: An individual from the jurisdiction will be designated as the Group Administrator and added by NHSN to the Supergroup in that role. The primary responsibility of the Group Administrator is to add additional users from the jurisdiction to the Supergroup and communicate with NHSN regarding any facilities that should be added or removed from the Supergroup.

If the Group Administrator is not already an NHSN user, they will receive a Secure Access Management Services (SAMS) invitation during group setup. The Group Administrator will complete the SAMS registration steps in order to access the Supergroup within NHSN. See SAMS steps: https://www.cdc.gov/nhsn/sams/about-sams.html

Facility Enrollment: Facilities must be enrolled in NHSN to be added to the Supergroup. NHSN is working with the jurisdiction partners to identify facilities not currently enrolled. Facilities with questions about enrollment or their NHSN enrollment status should contact NHSN@cdc.gov with the subject line "**COVID-19 Hospital.**"

Adding Additional Users to the Supergroup: The Group Administrator of the Supergroup will add additional jurisdiction users by first logging in to the Supergroup in the NHSN application. Then select Users and Add from the left navigation panel. Next, complete the resulting form to add a new user and assign their User Rights within the Group.

Final Steps: The final steps for bulk uploaders who currently report to TeleTracking or Direct to HHS Protect on behalf of facilities are (1) setting up the reporting method, and (2) completing data submission testing during the testing window of late-October 2022 – mid-December 2022. Options for reporting method include comma-separated values (CSV) file and application programming interface (API). More detailed information and training on both setting up the reporting method (especially the API process) and data submission testing will be provided once the Supergroups have been created.

Facilities Where Jurisdictions Report on Their Behalf

The jurisdiction who is reporting on behalf of facilities will handle transition tasks. The only responsibility of the facility is to ensure they are enrolled in NHSN. Most facilities are enrolled in NHSN, and NHSN is working with the jurisdiction partners to identify facilities not currently enrolled. If there is a facility that has questions about enrollment or would like confirmation on if they are enrolled in NHSN, contact NHSN@cdc.gov with the subject line "**COVID-19 Hospital**." Facilities are encouraged to ensure that the individual(s) responsible for COVID data within their facility have access to NHSN to ensure they can view/access the data.

Jurisdiction Reporting on Behalf of Facilities

(Jurisdiction uses a third-party vendor [such as a Juvare* product] to submit to HHS)

Information for state and territorial jurisdictions who have Juvare* to submit data on their behalf.

Overview: In order to minimize effort for the jurisdictions and ensure a smooth transition, NHSN will create Supergroups for all states and territories. As stated above, Supergroups differ from standard NHSN groups in that Supergroups are created and updated by NHSN. These Supergroups will be separate from any current state Groups in NHSN and are being specifically created for COVID-19 hospital data reporting. NHSN will create the Supergroups, add the designated Group Administrator, and add facilities from the jurisdiction to the Supergroup.

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The only difference between this scenario and jurisdictions reporting on behalf of facilities and submitting to HHS is that Juvare* will handle setting up the reporting method (CSV, API) and data submission testing for the Juvare* Supergroup. **Note:** Facilities in jurisdictions where Juvare* submit data on their behalf will be members of two Supergroups, one for the state and one for Juvare*. *The facility's NHSN administrator will receive emails to notify them that their facility has been added to each Supergroup this email is for awareness only and does not require action.*

NHSN will contact your jurisdiction's designated Group Administrator to notify them that the Supergroup has been finalized.

Group Administrator: An individual from the jurisdiction will be designated as the Group Administrator and added by NHSN to the Supergroup in that role. The primary responsibility of the Group Administrator is to add additional users from the jurisdiction to the Supergroup and communicate with NHSN regarding any facilities that should be added or removed from the Supergroup.

If the Group Administrator is not already an NHSN user, they will receive a Secure Access Management (SAMS) invitation during group setup. The Group Administrator will complete the SAMS registration steps in order to access the Supergroup within NHSN. See SAMS steps: https://www.cdc.gov/nhsn/sams/about-sams.html

Facility Enrollment: Facilities must be enrolled in NHSN to be added to the Supergroup. NHSN is working with the jurisdiction partners to identify facilities not currently enrolled. Facilities with questions about enrollment or their NHSN enrollment status should contact NHSN@cdc.gov with the subject line "**COVID-19 Hospital**."

Adding Additional Users to the Supergroup: The Group Administrator of the Supergroup will add additional jurisdiction users by first logging in to the Supergroup in the NHSN application. Then select Users and Add from the left navigation panel. Next complete the resulting form to add a new user and assign their User Rights within the Group.

Final Steps (handled by Juvare*): The final steps will be handled by Juvare* and include setting up the reporting method and complete the data submission testing during the testing window of late-October 2022 – mid-December 2022.

Facilities Where Jurisdictions Report on Their Behalf

The jurisdiction who is reporting on behalf of facilities will handle transition tasks. The only responsibility of the facility is to ensure they are enrolled in NHSN. Most facilities are enrolled in NHSN, and NHSN is working with the jurisdiction partners to identify facilities not currently enrolled. If there is a facility that has questions about enrollment or would like confirmation on if they are enrolled in NHSN, contact NHSN@cdc.gov with the

subject line "**COVID-19 Hospital**." Facilities are encouraged to ensure that the individual(s) responsible for COVID data within their facility have access to NHSN to ensure they can view/access the data.

Hospital Systems Reporting at an Enterprise Level or on Behalf of Multiple Facilities

[Guidance for Hospital Systems Using an Existing NHSN Group](#)

[Guidance for Hospital Systems Creating a New NHSN Group](#)

Overview: Hospital systems will be able to report data for multiple facilities using NHSN Groups – these are standard NHSN Groups and differ from Supergroups. There are a few key differences between Groups and Supergroup:

- NHSN standard Groups are created and managed by health system or reporting entity instead of by NHSN.
- Facilities who are part of the Group will need to confer rights, or grant permission in the NHSN application, for the reporting entity to report on the facilities' behalf.

Important: Your hospital system may already have a Group available in NHSN that can be used for the COVID-19 hospital data reporting. The guidance below differentiates among those systems planning to leverage an existing Group and those needing to create a new Group.

If you are a facility where a hospital system is reporting on your behalf, see the **facility steps** noted within the directions below.

Facility Enrollment: Facilities must be enrolled in NHSN to be added to a Group. NHSN is working with the jurisdiction partners to identify facilities not currently enrolled. Facilities with questions about enrollment or their NHSN enrollment status should contact NHSN@cdc.gov with the subject line "**COVID-19 Hospital**."

Guidance for Hospital Systems Using an Existing NHSN Group

How do I know if my system has an existing Group?

Note: For the Group-level users within the hospital system, it is helpful to be in contact with the NHSN Facility Administrators or NHSN users within your system, as you will need access to individual facilities enrolled in NHSN to complete the steps to identify if your system has an existing NHSN Group.

1. Log into an NHSN facility within your hospital system

- **Tip**: Ensure the facility you choose has been enrolled and active in NHSN for several years as the more newly enrolled facilities may not have been added to a Group yet, if a Group exists for your system.

2. When logged in to the facility, select **Group** and then **Confer Rights** on the Left-Hand Navigational Panel

3. At the top of the Confer Rights page, you will see the section "Groups that have access to the Facility's data."

4. If your facility has joined a NHSN Group and conferred rights, the Group will be listed in the "Groups that have access to the Facility's data" box.
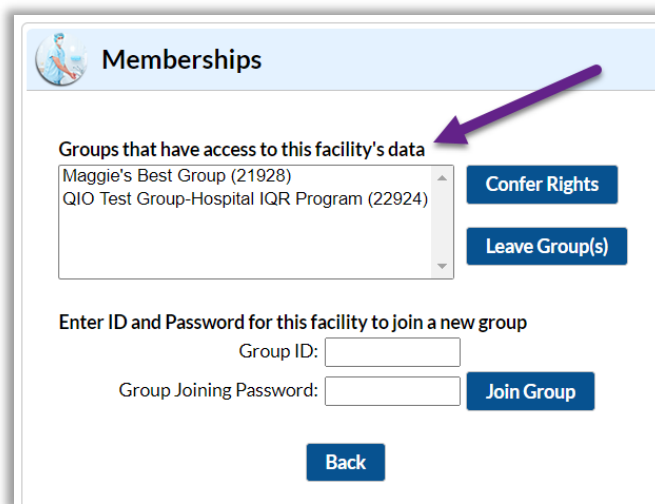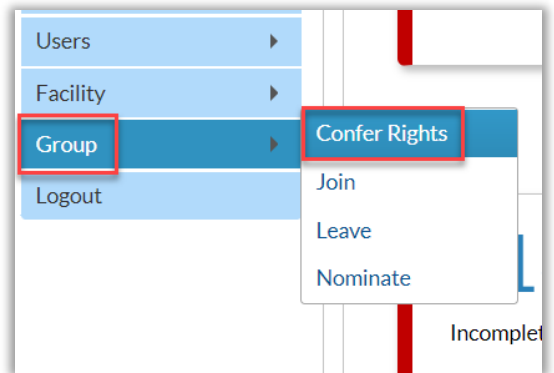
If after taking the above steps, you are unsure if your system has an existing Group, contact NHSN@cdc.gov with the subject line "COVID-19 Hospital."

If or when you do identify an existing Group that your system would like to use for COVID-19 hospital reporting, contact the Group Administrator to request:

- Additional users be added to the Group for COVID-19 hospital data reporting (if needed)
- Additional facilities be added to the Group (if needed)

Adding Additional Users to the Group: The Group Administrator will add additional users by first logging in to the Group in the NHSN application. Then select Users and Add from the left navigation panel. Next, complete the resulting form to add a new user and assign their User Rights within the Group.

Adding a Facility to a Group:

Group step: A Group will provide joining facilities:

- The Group's 5-digit NHSN ID number
- The Group's joining password

Facility step: NHSN Facility Administrators will select Group and then Join on the NHSN navigation bar to join a Group.
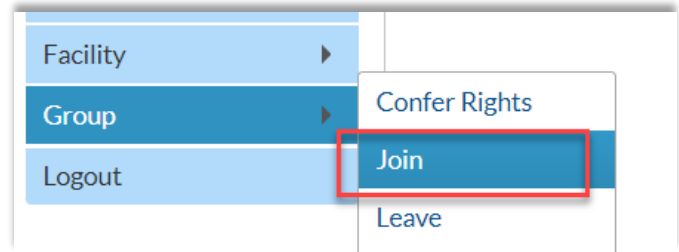
From the Memberships page, the **facility** will:
1. Enter the 5-digit NHSN ID
2. Enter the joining password (case sensitive)
3. Select Join Group
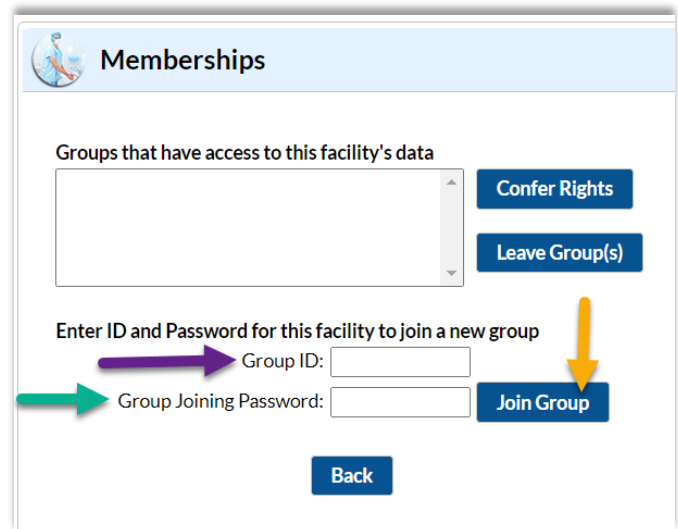
After selecting Join Group, the facility will receive the below warning pop-up and select **OK** to acknowledge and proceed.

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The **facility** will then accept the Confer Rights template:

- Immediately after joining the Group, the facility will be taken to a screen listing the data for which the Group is requesting access (the rights template)

- Select the fields for COVID-19 and then **Accept** at the bottom of the page
    - COVID-19 View Data – facility granting Group permission to view their COVID-19 hospital data
    - COVID-19 CSV Data Upload – facility granting Group permission to submit data on their behalf

- You will be redirected back to the Memberships page and confirm that data rights to the group have been conferred
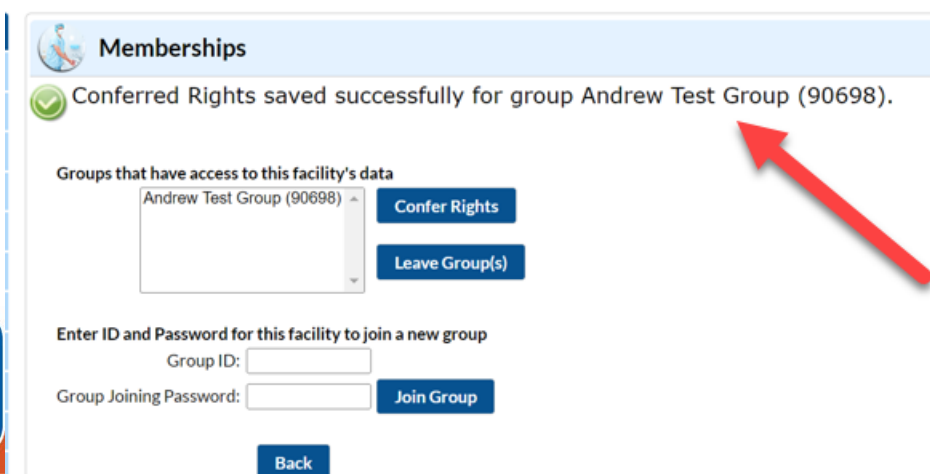
Guidance for Hospital Systems Creating a New NHSN Group

If the hospital system does not currently have a NHSN Group, or the system would like to have one specifically for COVID-19 hospital reporting, a new Group can be created in NHSN.

Step 1: Identify the Group Administrator

The Group Administrator is the individual who will work most closely with the Group's member facilities. While only <u>one</u> person can be made the Group Administrator, other users can be given administrative rights in the Group to assist with managing the data, adding additional users to the Group, and other responsibilities for managing the Group.

The role of Group Administrator can also be reassigned to other users in NHSN as needed. NHSN recommends having a plan of succession for the Group Administrator, and the role should be updated by the current Group Administrator before they leave their role, retire, etc.

Group Administrator Guide and manuals can be accessed at: https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf.

Step 2. Nominate the Group

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The Group Administrator must identify a facility currently enrolled in NHSN to nominate the Group (create the group), and the facility user nominating the group must be the NHSN Facility Administrator. **Only one facility should nominate the Group.** The NHSN Facility Administrator in the nominating facility will log into NHSN and navigate to the left-hand menu and select Group and Nominate.
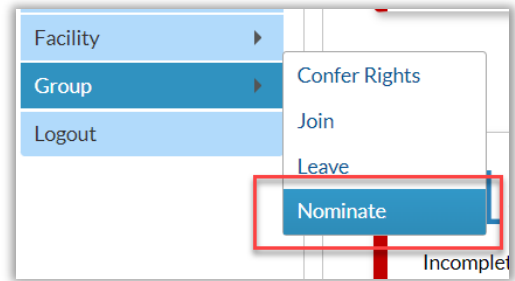
The Group Administrator should provide the nominating Facility Administrator with the Group's name, Group type, and Group Administrator contact information. On the Nominate Group page, the nominating Facility Administrator will complete the required Group information as provided by the Group Administrator.

Note: If the Group Administrator is not a current NHSN user, the Facility Administrator will need to add them as a new user in NHSN. The Group Administrator will then receive an email containing the Group's 5-digit NHSN ID number and SAMS invite (if needed).

Once the Group Administrator is added to the nominated Group and completes SAMS registration, they can access the Group. To log in to the Group:

- o Log in to SAMS and select NHSN Reporting
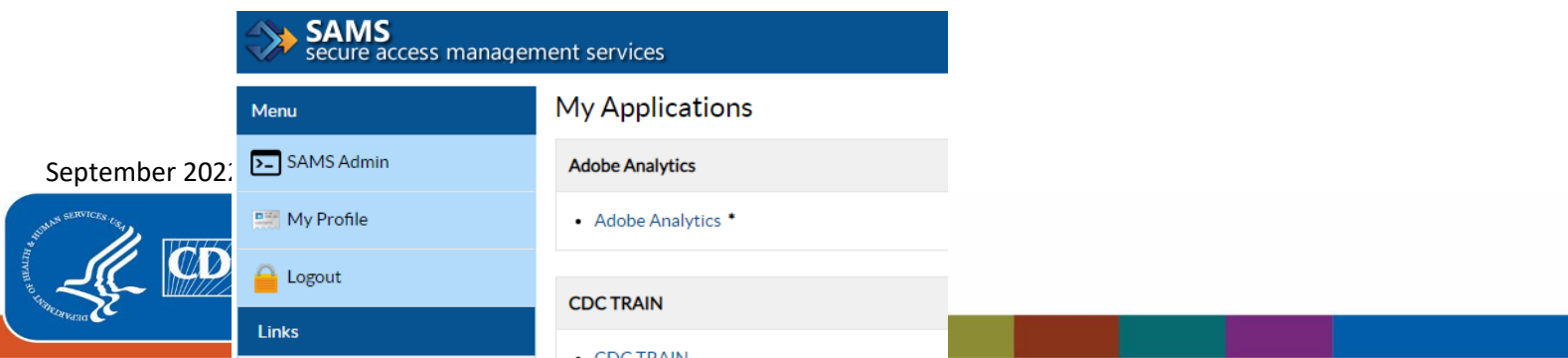
o Select Patient Safety Component
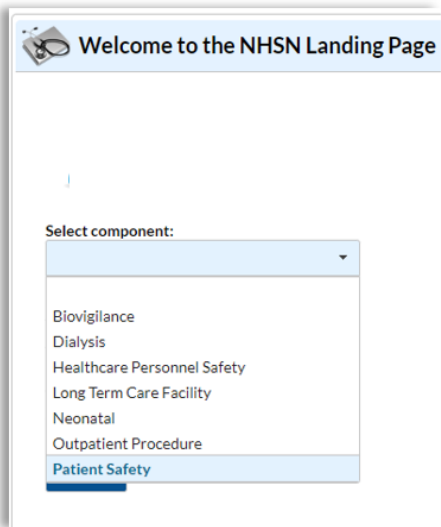
o Select the Group

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Step 3. Create Joining Password

When a new Group is created, a Joining Password must be set up in order for facilities to join the Group and allow the Group user to view the data. The Group Administrator will log in to the new Group and select **Group** and then select **Joining Password** within the Group.
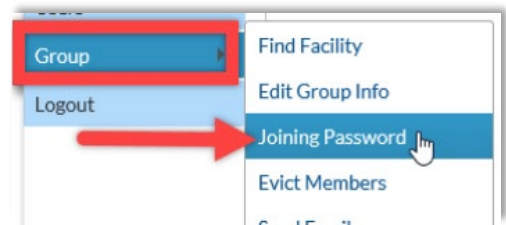
The Group Administrator will enter a password in the text box. *Remember that this password must be shared with all facilities joining the Group.*

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Step 4. Define Rights

The Group Administrator will navigate to the left-hand menu and select "Group" and then "Define Rights" to access the Define Rights Template (DRT). When the page loads, notice the options: COVID-19 View Data and COVID-19 CSV Data Upload; select both options. Scroll down to the bottom of the page and click Save to save the update.
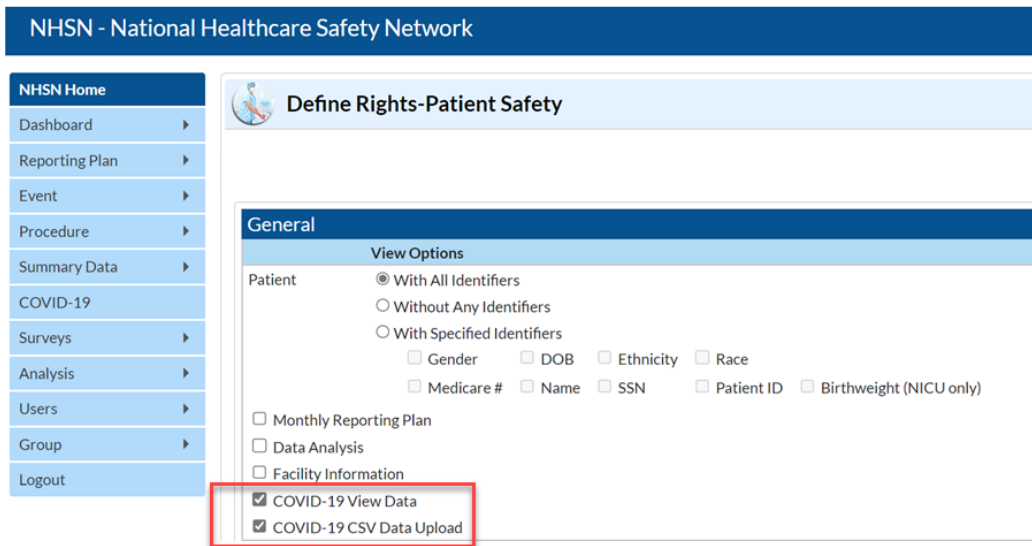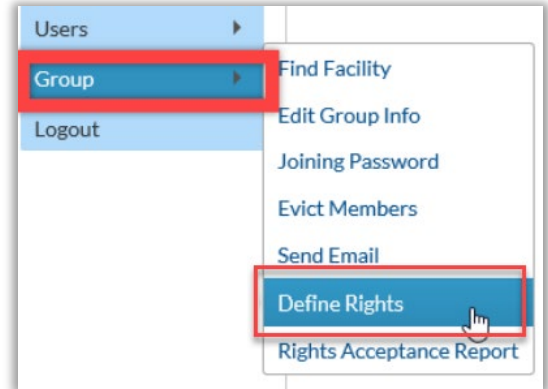

Step 5. Add Facilities to the Group

Once the Group and Joining Password have been created and Define Rights Template complete, facilities can then be added to the Group.

**Group step:** A Group user will provide joining facilities with:

- The Group's 5-digit NHSN ID number
- The Group's joining password

Facility step: NHSN Facility Administrator will select Group and then Join on the NHSN navigation bar to join a Group.
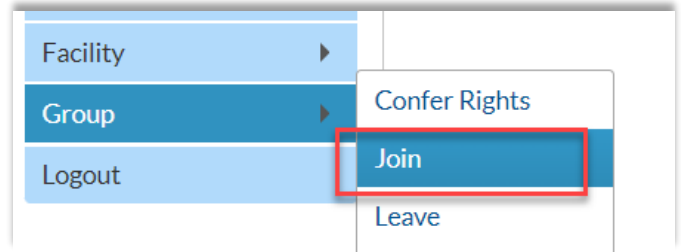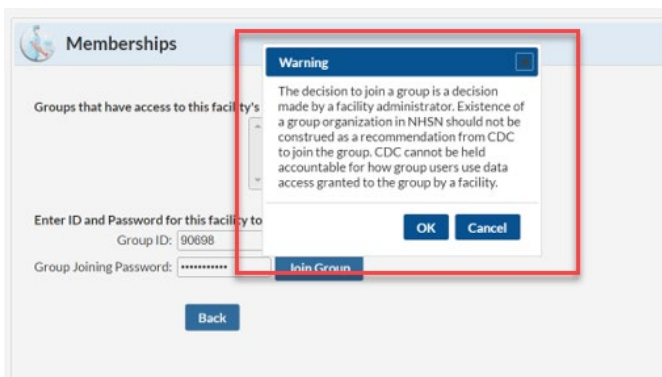
From the Memberships page, the facility will:
1. Enter the 5-digit NHSN ID
2. Enter the joining password (case sensitive)
3. Select Join Group
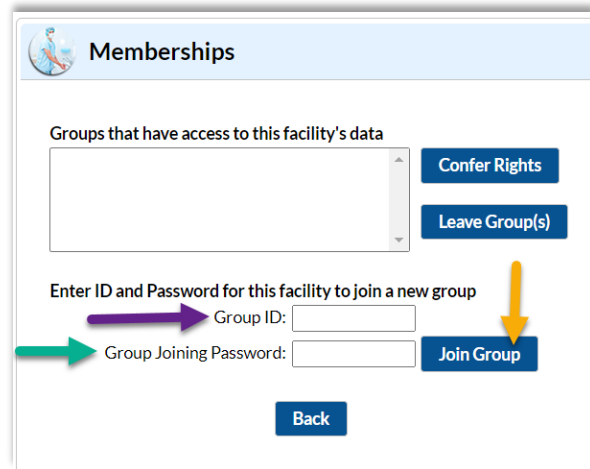
After selecting Join Group, the facility will receive the below warning pop-up and select **OK** to acknowledge and proceed.

The **facility** will then accept the Confer Rights template:

- Immediately after joining the Group, the facility will be taken to a screen listing the data for which the Group is requesting access (the rights template)

- Select the fields for COVID-19 and then **Accept** at the bottom of the page

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- You will be redirected back to the Memberships page and confirm that data rights to the group have been conferred

Step 6. Add Additional Users to the Group

The Group Administrator can add additional users to the Group. Steps to add a new user are detailed here: https://www.cdc.gov/nhsn/pdfs/Add-User-508.pdf

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Final Steps: After an existing Group has been selected for use or a new Group created, the final steps for Hospital Systems Reporting at an Enterprise Level or on Behalf of Multiple Facilities are (1) setting up the reporting method, and (2) completing data submission testing during the testing window of late-October 2022 – mid-December 2022. Options for reporting method include CSV and API. More detailed information and training on both setting up the reporting method (especially the API process) and data submission testing will be provided at a later date.

Resources

- Please check the Transition webpage for updated information and scheduled trainings: https://www.cdc.gov/nhsn/covid19/transition.html

Questions?

- Contact the NHSN help desk via email at NHSN@cdc.gov, using the subject line: "**COVID-19 Hospital**"

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