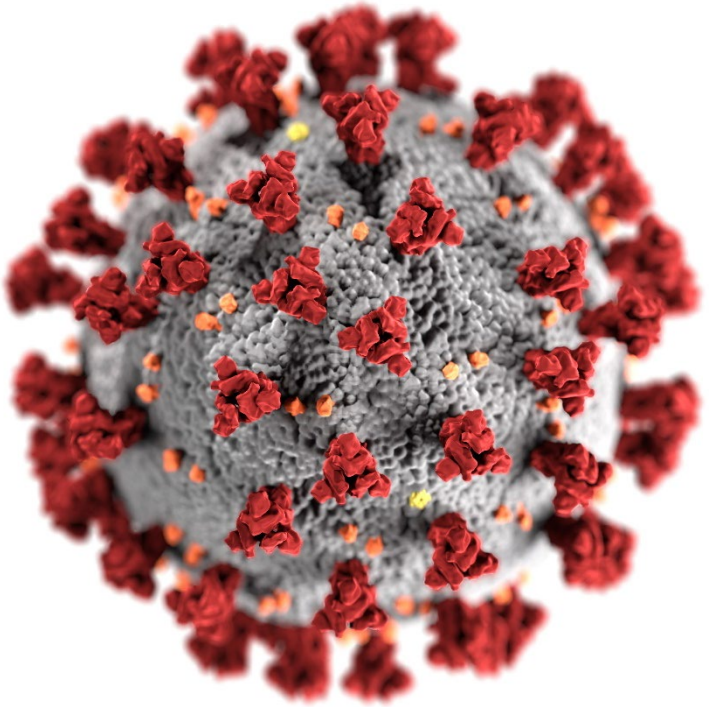
COVID-19 Hospital Data

COVID-19 Hospital Data: Overview of Bulk Submission

September 2022



cdc.gov/coronavirus

COVID-19 Hospital Data Transition

General Information

Important Reminders

- On December 31, 2022, the TeleTracking contract will expire, and reporting will transition to NHSN
- Transition webpage and resources: https://www.cdc.gov/nhsn/covid19/transition.html
- Transition preparation will be ongoing with additional webinars, standing meetings, and frequent webpage updates

Important Reminders continued

- Reminder that reporting activities will not change until mid-December 2022
  - Continue reporting as usual
- There will be **no impact or changes** to reporting for the LTCF, Dialysis, and Healthcare Personnel Vaccination COVID-19 modules in NHSN
- There will be no significant changes to the reporting questions as result of this transition
- Process for reporting will remain the same
- Reporting capabilities for web interface, CSV upload, and API will remain the same
- Data will still be aggregated into HHS Protect

Timeline and Important Dates

- October 1, 2022 (recommended)
  - Obtain access/active user in NHSN
- Late October 2022 – mid-December 2022
  - Module available in NHSN for data submission testing
- Mid-December 2022
  - Reporting transition

Key Information

What is a Bulk Uploader?

- Jurisdictions, hospital associations, healthcare systems, and third party vendors who submit data **on behalf of multiple hospitals** are bulk uploaders

- There are three different scenarios for bulk upload reporting of hospital COVID-19 data

Bulk Upload Scenarios for Reporting COVID-19 Hospital Data

- Jurisdiction Reporting on Behalf of Facilities (Jurisdiction submits to HHS)
- Jurisdiction Reporting on Behalf of Facilities (Jurisdiction submits to Juvare to submit to HHS)
- **Hospital Systems Reporting at an Enterprise Level or on Behalf of Multiple Facilities**

- Jurisdictions who are NOT bulk uploaders will still have supergroups created for them

NHSN Groups

- Hospital systems will be able to report data for multiple facilities using NHSN Groups
- Group-level users can submit data on behalf of facilities within the Group
- Any entity can maintain a Group in NHSN (health departments, corporate health systems, and/or third-party vendors)
- A facility that joins a Group does not have access to any data from other facilities in the Group
- Facilities may join multiple Groups

Supergroups versus Standard NHSN Groups

- You may have heard “Supergroups” mentioned in previous communications. These differ from standard or regular NHSN groups:
  - 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
  - Supergroups
    - Created by NHSN; managed by Group Administrator from the jurisdiction
    - Used by states reporting on behalf of facilities

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

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

- Will use standard groups (not supergroups)
  - Group will be managed by the hospital system
  - System will set up (or tweak) the Group, add facilities to the Group, and the facilities will need to confer rights
    - Right conferral: grant permission for reporting entity to report on the facility's behalf

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

1. Identify the NHSN facility administrator for facilities
2. Ensure all reporting facilities are enrolled
3. Determine plan for reporting
   - Leverage existing Group (if available)
   - Create new Group
4. Setup reporting method (CSV, API)
5. Data submission testing

Step 1: Identify NHSN Facility Administrator

- The NHSN Facility Administrator will:
  - **Add a facility to a Group**
  - **Nominate a Group to initiate creation of a new Group**
- Contact facility infection prevention and control department
- If unable to identify an NHSN user at the facility or there is no longer an NHSN user at the facility:
  - Email NHSN@cdc.gov and provide the following
    - Email subject line: “COVID-19 Hospital”
    - Facility name
    - Facility address (including zip code)
    - CCN (if applicable)

Step 2: Facility Enrollment

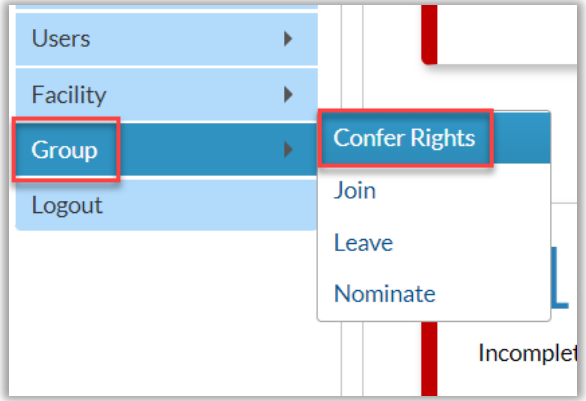
- **Important:** Most hospitals are already enrolled in NHSN
- Facilities must be enrolled in NHSN to be added to a Group
- **Please do not begin enrolling a facility without confirmation from NHSN that enrollment is needed**

Step 2: Facility Enrollment continued

- How do I know if my facility is enrolled?
  - NHSN will be able to identify facilities that are not currently enrolled through the process of reviewing the NHSN orgID files
    - Jurisdictions will receive communication on facilities that need to enroll and enrollment steps in the coming weeks
  - Reach out to infection prevention and control department
- If a facility cannot identify if they are enrolled contact:
  - NHSN@cdc.gov for next steps on enrollment
  - Subject line: **COVID-19 Hospital**

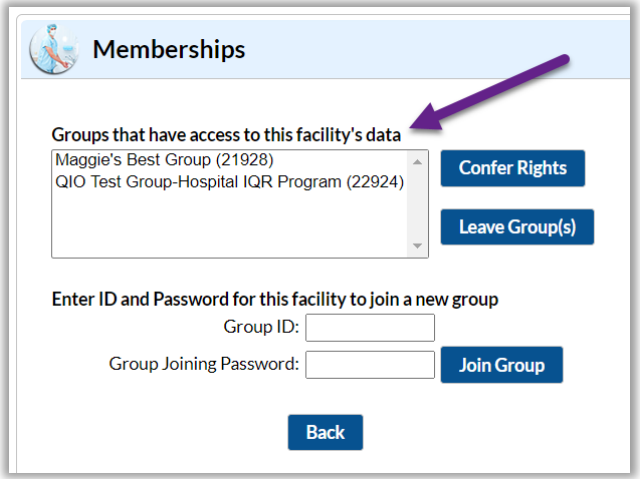
Step 3: Determining Plan for Reporting – Leverage existing Group – How do I know if my system has an existing Group?

- Log into an NHSN facility within your hospital system
- If you do not have access to an NHSN facility, reach out to a facility within your hospital system enrolled in NHSN
  - Remember, the infection prevention and control department can help identify NHSN users for a facility
- When logged in to the facility, select **Group** and then **Confer Rights** on the Left-Hand Navigational Panel



Step 3: Determining Plan for Reporting – Leverage existing Group – How do I know if my system has an existing Group?

- At the top of the Confer Rights page, you will see the section “Groups that have access to the Facility’s data.”
- 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 still unable to determine if your system has an existing Group, reach out to NHSN@cdc.gov



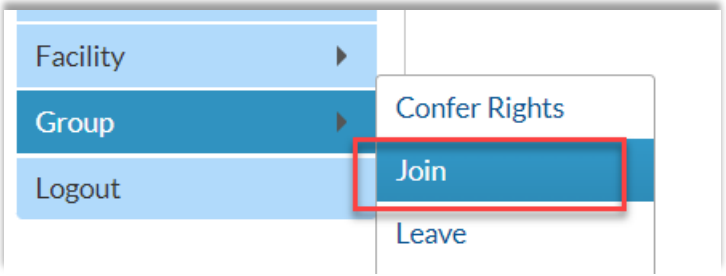
Step 3: Determining Plan for Reporting – Leverage existing Group

- Once an existing Group has been identified:
  - Communicate with Group Administrator to add additional users to the Group for COVID-19 hospital reporting (if needed)
  - Add additional facilities to the Group (if needed)

Step 3: Determining Plan for Reporting – Leverage existing Group, Adding a Facility to a Group

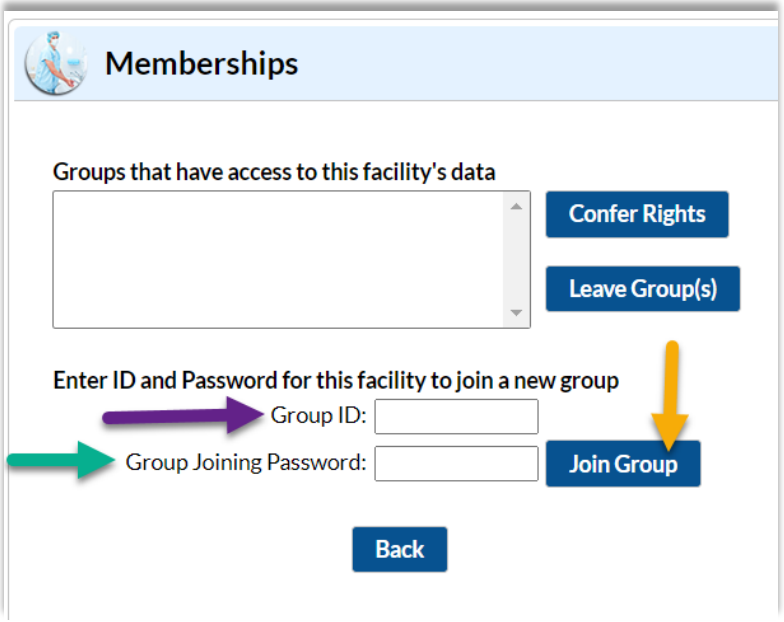
- **Group step:** The Group Administrator will provide joining facilities:
  - The Group's 5-digit NHSN ID number
  - The Group's joining password

- **Facility step:** NHSN Facility Administrator will select Group and then Join on the NHSN navigation bar to join a Group



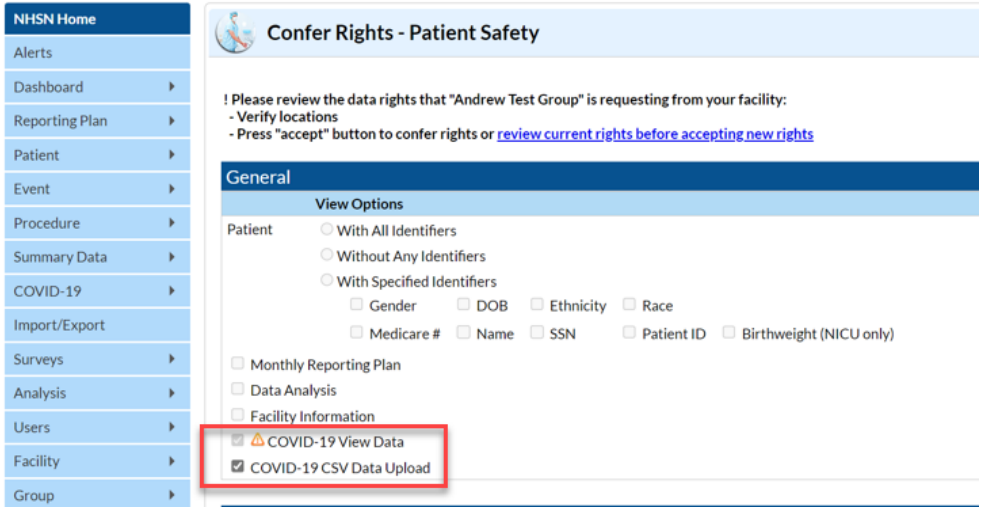
Step 3: Determining Plan for Reporting – Leverage existing Group, Adding a Facility to a Group continued

- **Facility step:** From the Memberships page
  - 1. Enter the 5-digit NHSN ID
  - 2. Enter the joining password (case sensitive)
  - 3. Select Join Group



Step 3: Determining Plan for Reporting – Leverage existing Group, Adding a Facility to a Group continued

- **Facility step:** Accept the confer right template
  - Immediately after joining the Group, the facility will be taken to a screen listing the data the Group is requesting access to (the rights template)
  - Select the fields for COVID-19
  - You will be redirected back to the Member page and confirm the rights to the group have been conferred



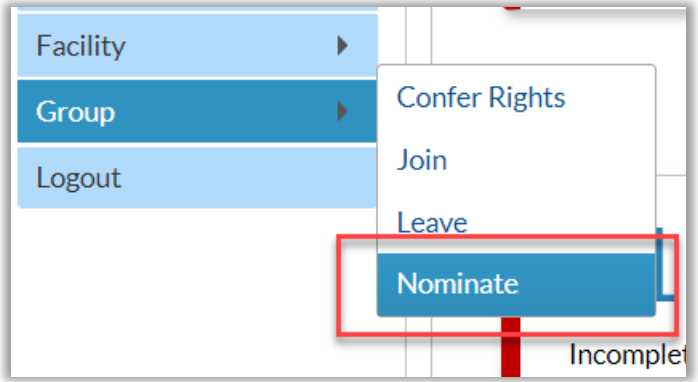
Step 3: Determining Plan for Reporting – Create New Group

- If your system does not currently have a NHSN Group or you would like to have one specifically for the COVID-19 hospital reporting, you can create a new Group in NHSN
- Steps to create a Group:
    1. Identify the Group Administrator
    2. Nominate the Group
    3. Create Joining Password
    4. Define Rights
    5. Adding Facilities
    6. Add Additional Users

Identify the Group Administrator

- The individual who will work regularly with the Group's member facilities
- Only **one** person can be made the Group Administrator, but other users can be given administrative rights in the group
- The role of Group Administrator can also be reassigned to other users in NHSN as needed
- Group Administrator Guide and manuals are available at: https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf

Nominate the Group



- A facility that is currently enrolled in NHSN must be identified by the Group Administrator to nominate the Group.
- The user nominating the group must be the NHSN Facility Administrator for the facility.
- ***Only one facility should nominate the Group.***
- The nominating facility NHSN user must log into NHSN and navigate to the left-hand menu and select **Group** and **Nominate**.

Nominate the Group continued

- On the Nominate Group page, the nominating facility will complete the information provided by the Group Administrator
  - Group's name
  - Group type
  - Group Administrator Information
    - Will need to create a new user in NHSN if the Group Administrator is not a current user
- The Group Administrator will receive an email containing the Group's 5-digit NHSN ID number and SAMS invite (if needed).

Nominate Group

Note: This form should be used for nominating organizations that serve as groups. If the proposed administrator for the group is already a user in the NHSN system, check the **Use Existing NHSN User** option below. For that case you will be prompted to enter the unique e-mail address of that person.

If the proposed administrator does not already exist, check the **Create New NHSN User** option. For that case you will be prompted to provide a User ID for that user along with the persons name, email addres and phone number.

Enter group data

Mandatory fields marked with *

Group Name *:

Type of Group *: HCSP - Healthcare system, Private, for profit

If group type is **Other**, enter type here:

Group Administrator Information *

○ Use existing NHSN user ○ Create new NHSN user

Note: To specify a new user as the administrator of this group, enter that persons name, email address, and phone number, and then hit the **Submit** button. The new group administrator will be notified when th group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

Create new NHSN user

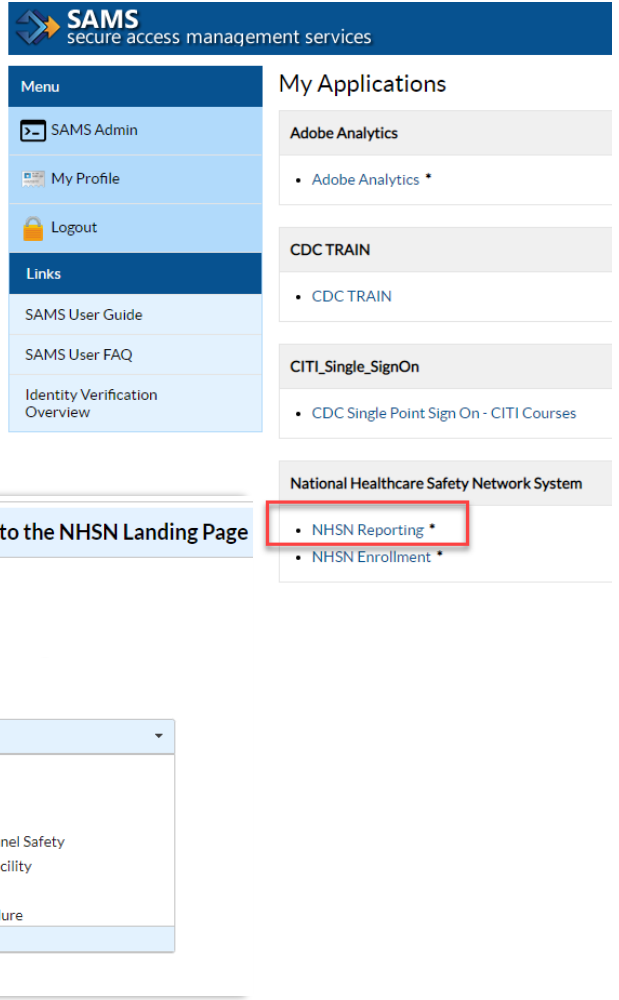
Administrator User ID *: Up to 32 letters and/or numbers, no spaces or special characters

First Name *: Middle Name:

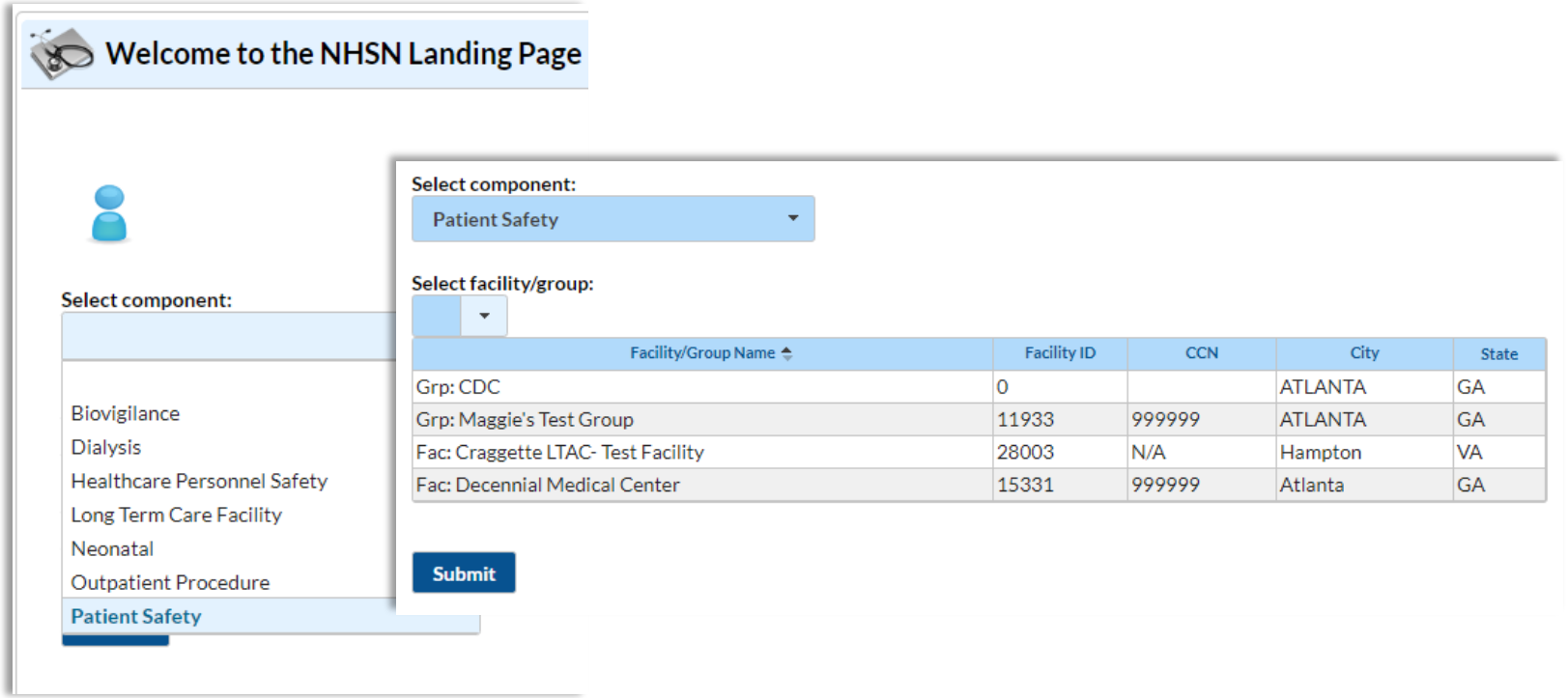
Last Name *: Title:

Logging in to the Group

- Once the Group Administrator is added to the nominate Group and completes SAMS registration, they can access the Group:
  - Log in to SAMS and select NHSN Reporting
  - Select Patient Safety Component
  - Select the Group

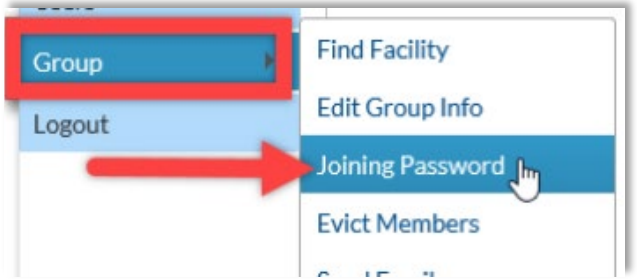


Logging in to the Group continued



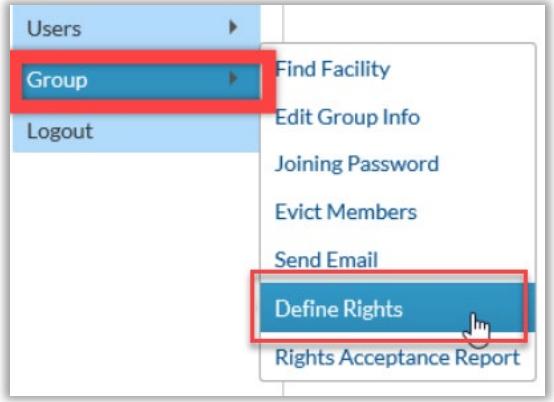
Create Joining Password

- 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.
- Select **Group** and then **Joining Password**
- Enter a password in the text box. *Remember that this password will be shared to all facilities joining the group.*



Define Rights

- Select **Group** and then **Define Rights** to access the Define Rights Template (DRT)
- Select COVID-19 options



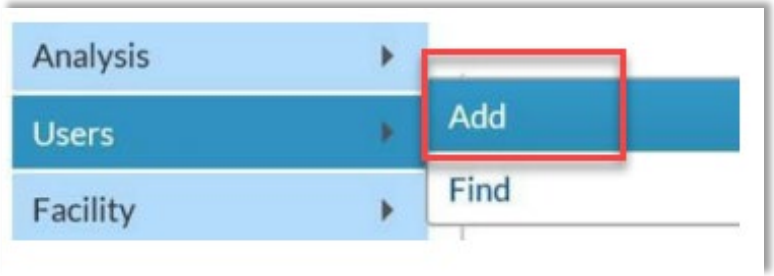
Adding Facilities to the Group

- Once the Group and Joining Password have been created and Define Rights Template complete, facilities can be added to the Group.
  - The Group Administrator will provide the 5-digit NHSN ID number Group's joining password to the facilities that need to join the Group.

Refer back to the section beginning on slide 21 of this presentation for instructions on joining a Group.

Adding Additional Users to the Groups

- The Group Administrator can add NHSN users at the Group level
- Steps to add a new user: https://www.cdc.gov/nhsn/pdfs/Add-User-508.pdf



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

- Set up reporting method
  - CSV
  - API
- Data submission testing – late October 2022 – mid-December 2022
  - More details to come

Overview of API Steps (High-level)

- Register with SAMS
  - Reach out to NHSN@cdc.gov to request a SAMS invite
- Reach out to let NHSN know you will need account for API activity
  - One contact/steward for account
    - Receive emails from SAMS, updates passwords, etc.
- Receive emails with the System Account Name and the web service(s) you've received access to and set up password

Overview of API Steps (High-level) continued

- User will use username and password to request bearer token from SAMS
- Use token to call the NHSN COVID-19 API

Resources and Q&A

Resources

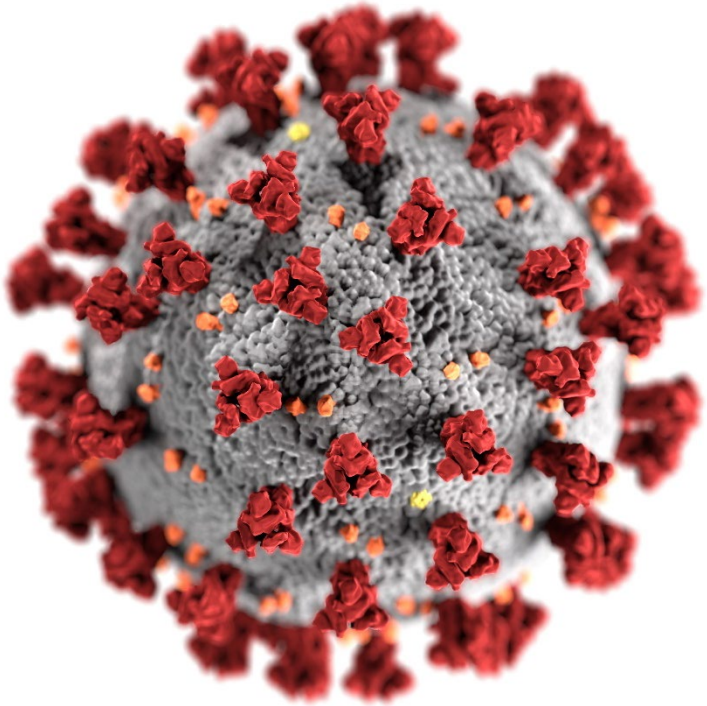
- Transition Webpage https://www.cdc.gov/nhsn/covid19/transition.html

- Replay of today's webinar:
  - Thursday, September 29th from 3:00 - 4:00 ET (Replay)

Questions

- NHSN@cdc.gov
  - Subject line: "**COVID-19 Hospital**"

Thank you!



For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

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