This training session will focus on how to Set up a Facility, specific to the

Healthcare Personnel Safety Component.
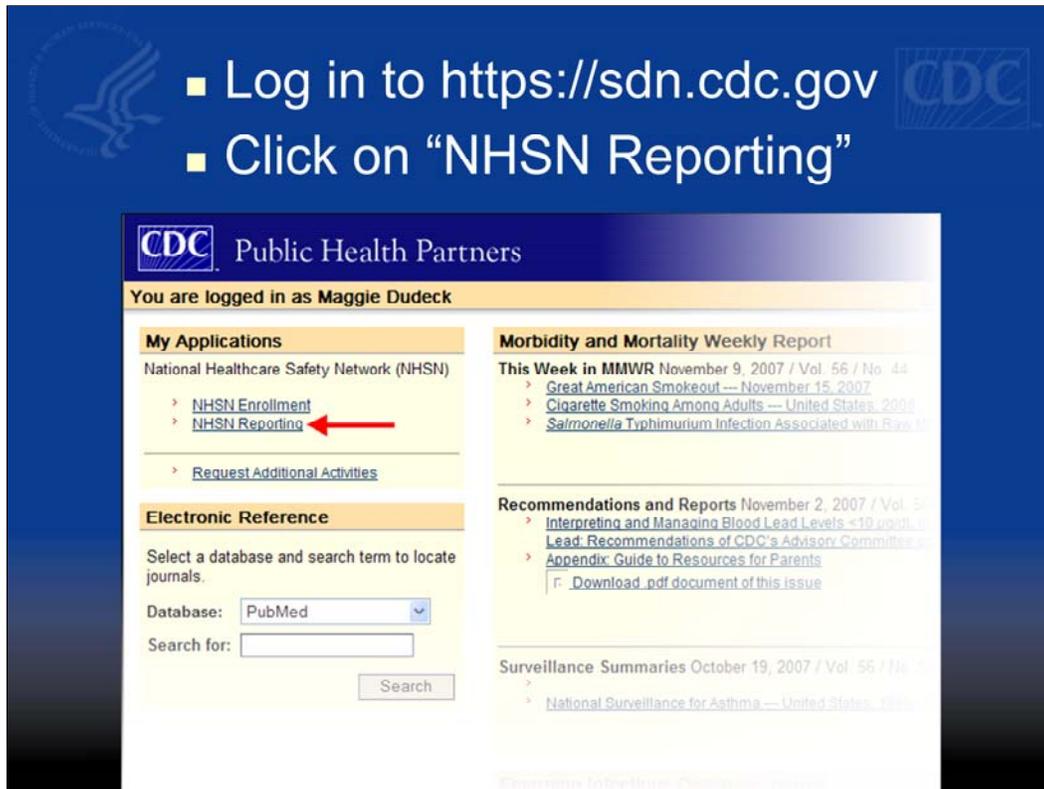
The objectives for this training session include: reviewing how locations are used in NHSN, illustrating how to add users, locations, devices, occupations, departments, and supervisors, and discuss how a facility can import healthcare worker demographic data.
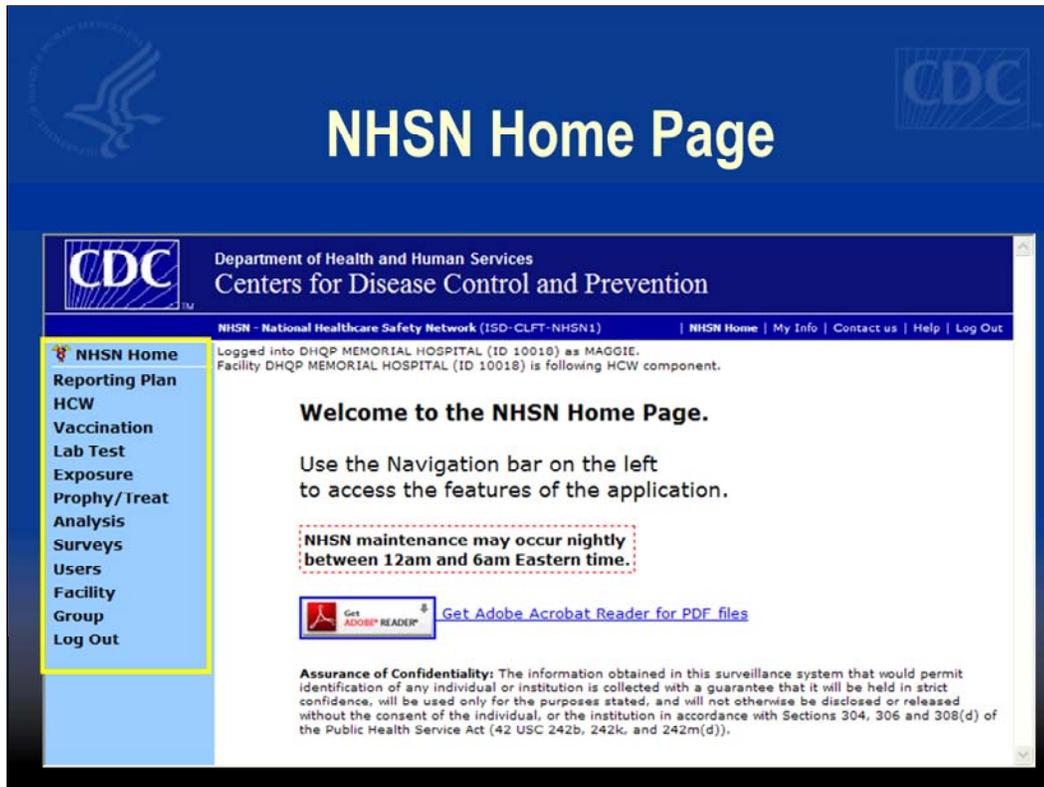
Narrative: Once your facility has been activated in the Healthcare Personnel

Safety Component, log in to the SDN website and click on NHSN Reporting.
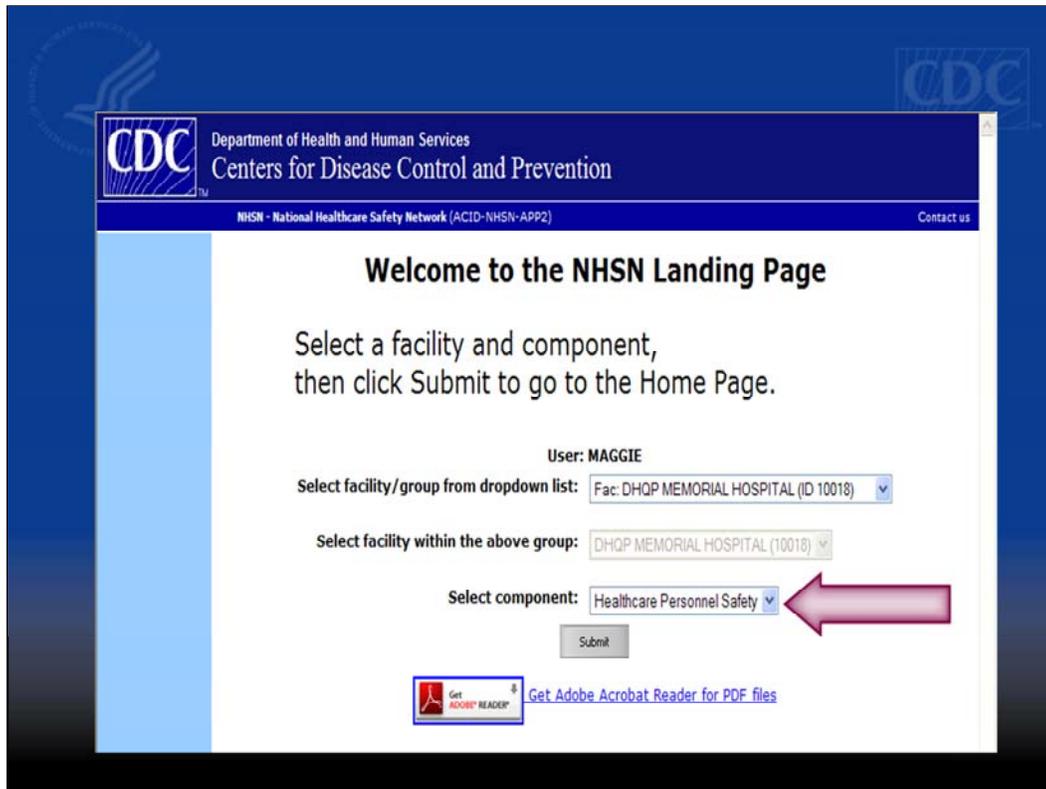
Narrative: If your facility is joined to more than one component, you will be taken to the NHSN Landing page. Here, you can select "Healthcare Personnel Safety" for the component and click submit.

NHSN Home Page

Narrative: You will then be taken to the NHSN Home Page. This is also the page you will see if your facility is joined to the Healthcare Personnel Safety Component only.

The Navigation Bar on the left will direct you to various functionalities of NHSN, including the set up tasks we will discuss today.

Once the enrollment process is complete, the NHSN Facility Administrator can add users. A person cannot get a digital certificate until the Facility administrator has added him or her as a user and the new user has completed training. Please note that each user in NHSN must have his or her own digital certificate.
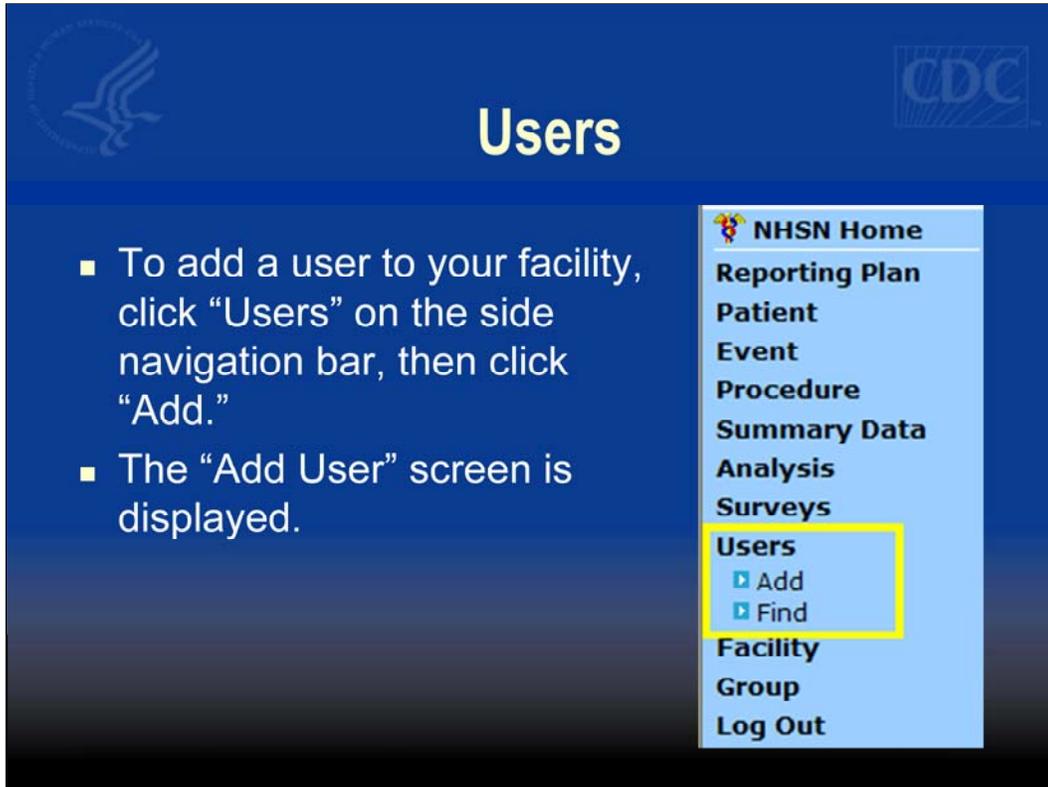
To add a user to your facility, click "Users" on the navigation bar, then click "Add." The "Add User" screen will be displayed.

This is what the "Add User" screen looks like. There are only four required fields on this screen, however, more information can be entered if desired. Let's take a closer look at this screen.

The first item is User ID. Each user must be assigned a unique user ID. Although the user ID will be displayed when the user is logged in to NHSN, it is not used in order to log in to NHSN. The user ID can be any combination of up to 32 letters and/or numbers. Spaces and special characters are not allowed.

The next two required fields are the user's first and last names. Other optional information, such as title and user type can also be entered. User type may include Occupational Health Professional, as shown here, or it could be Data Entry Staff, Hospital Epidemiologist, etc. This list is defined by NHSN.

The next few pieces of information include the user's contact information. Please note that the only piece of contact information required is the user's email address. This must be the same email address that the user will indicate when applying for his or her digital certificate.

Please make sure the user's email address is correct. Entering an incorrect email address will prevent the new user from obtaining a digital certificate and gaining access to NHSN.

After the user's information has been entered, the next step is to assign user rights. This is a snapshot of what the Edit User Rights screen looks like. Notice that there are multiple categories for assigning rights, including "Customize rights".

## Users

**About User Rights:**

- When a new user is added to NHSN, he or she must be assigned rights to the facility's data. If rights are not assigned, the user will not have access to any data, other than his or her own contact information.

- User rights can be assigned by activity - view, enter, analyze - or be customized as desired.

- The assigned rights will not only determine the new user's required trainings, but also determine the options available to him or her on the navigation bar.

There are a few important points to keep in mind when assigning user rights. If rights are not assigned when a user is added, they will not have access to any data in NHSN, other than his or her own contact information. A user can be assigned various levels of rights to data in the facility. This may be by activity, such as view, enter, or analyze data. Assigning a user as an "Administrative User" for one or more components will give them the same rights as a facility administrator – meaning the user will be able to add other users and perform other set-up and management functions. Customizing rights allow the facility administrator to allow a user to only add/edit/delete/analyze certain pieces of data, for example, Laboratory testing.

The assigned rights will not only determine the new user's required trainings, but also determine the options available to him or her on the navigation bar.

After the user's rights have been assigned and saved, the user will receive an email from NHSN with instructions to access his or her unique Rules of Behavior and how to obtain a digital certificate.

Locations

- Locations are used to stratify data in NHSN. Before any data can be entered, facility-specific locations must be identified and set up. Locations are defined as physical areas of the facility.
- In the Healthcare Personnel Safety Component, this refers to any area of the facility where healthcare personnel work or have access.

Narrative: The next task in setting up a facility is to add locations. Before we review how to add locations, let's talk about how locations are used in NHSN. Locations are used to stratify data in NHSN. Before any data can be entered, including healthcare worker demographic data, facility-specific locations must be identified and set up.

Locations are defined as physical areas of the facility and, in the Healthcare Personnel Safety Component, refer to any area of the facility where healthcare personnel work or have access.
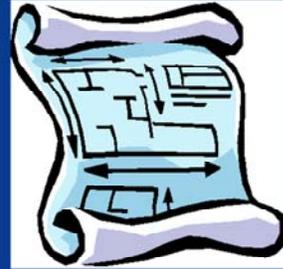
**Locations**

- If a facility is already enrolled in NHSN, locations will have been set up but some non-patient care areas may need to be added
- A location used in only one component can be edited or deactivated by any user with rights to edit location records
- A location used in more than one Component can only be edited by the Facility Administrator. However, a location can be activated or deactivated by any user with rights to do so.

It's important to understand the management of locations should the facility be enrolled in more than one component in NHSN. If a facility is already enrolled in NHSN, for instance in the Patient Safety Component, locations will have been set up but some non-patient care areas may need to be added for the Healthcare Personnel Safety Component. A location used in only one component can be edited or deactivated by any user with rights to edit location records. A location used in more than one Component can only be edited by the Facility Administrator. However, a location can be activated or deactivated by any user with rights to do so.

**Locations**

- You will "map" each location in the facility to a standard CDC Location. The CDC Location descriptions must be reviewed before mapping facility-specific locations.

Each facility is required to map each location in their facility to a standard CDC Location. The CDC Location descriptions must be reviewed before mapping facility-specific locations.

This slide shows a snapshot of the CDC Locations and Descriptions document, used when mapping your locations.

Narrative: When setting up patient care areas, it's important to remember the 80% rule. The specific CDC location for a patient care area is determined by the type of patients receiving care, therefore, 80% of the patients must be of a consistent type to classify the location as that specific type.

Narrative: If your facility participates in the Patient Safety Component, you should discuss the mapping of Patient Care areas with your Facility Administrator and NHSN Patient Safety Primary Contact. All locations set up in NHSN are used in all components, so each location only needs to be set up once.

Narrative: After you have reviewed your facility's locations and the CDC locations, it's time to add locations. To do this, go to the Navigation bar and click "Facility" and then "Locations." You will be taken to the Locations screen.

Narrative: The first step in setting up locations is to assign your facility's location code and label. Your facility's location code and label will appear in the location drop-down menu throughout NHSN. The code and label can be the same, but should be something that you will recognize. In this example, I am setting up a Pediatric ICU and in my facility, we refer to this location as 61 East.

Narrative: Next, you will need to map your location code and label to the appropriate CDC Location. Because defining locations will direct CDC to put your data into a specific "bucket" for aggregate analyses and location mappings cannot be edited once data are entered, please be sure to choose the correct CDC Location description. In this example I have mapped my location to the CDC location "Pediatric Medical Critical Care." The default status is set to "Active."

Once you have you entered the required information, click "Add." You will see a message at the top of the screen confirming the location was successfully added.

**Devices**

- Allows monitoring the implementation and discontinuation of such devices along with their scope of use
- Can be set up prior to or during the reporting of Blood/Body Fluid percutaneous exposures

Narrative: The next piece of the Healthcare Personnel Safety Component set up is adding devices. Devices are used in NHSN when reporting percutaneous injuries in the Blood & Body Fluid exposure module. Devices can be set up prior to or during the reporting of a Blood/Body Fluid
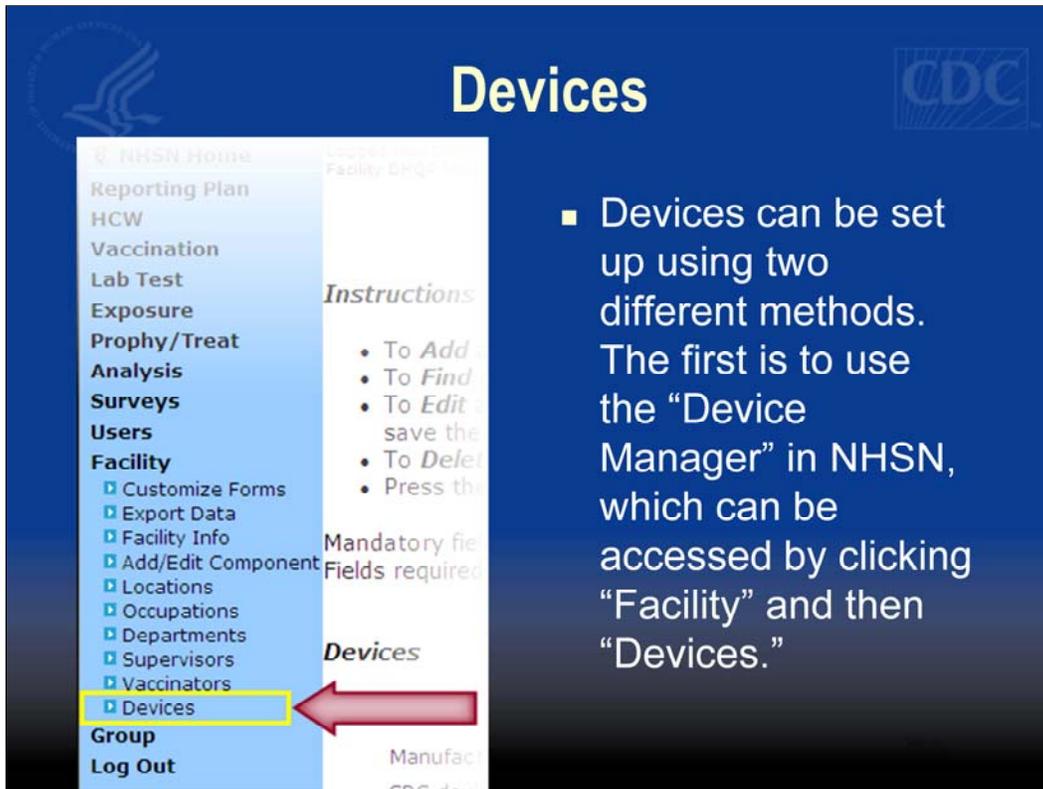
Devices can be set up using two different methods. The first is to use the "Device Manager" in NHSN, which can be accessed by clicking "Facility" and then "Devices."

You will be brought to the Device Manager screen. The fields marked with a red asterisk are required in order to save a device.

Narrative: You'll notice that adding devices is similar to adding locations in that you must specify the code and label used by your facility and then map to a standard CDC description. In addition, you are asked to provide details on whether the device has a safety feature, scope of use of the product, and implementation month and year. Please note that including information about scope of use and implementation is optional in the Device Manager.

Once all required data are entered, click "Add." Again, a message will appear at the top confirming that the device was successfully added.

Devices can also be added while entering a Blood/Body Fluid exposure record. We refer to this as adding a device on the fly.

When adding a device from the Exposure screen, click "Add Device" and the device manager screen will be displayed. Once all of the required information has been entered, click "Add" to return to the Exposure screen.
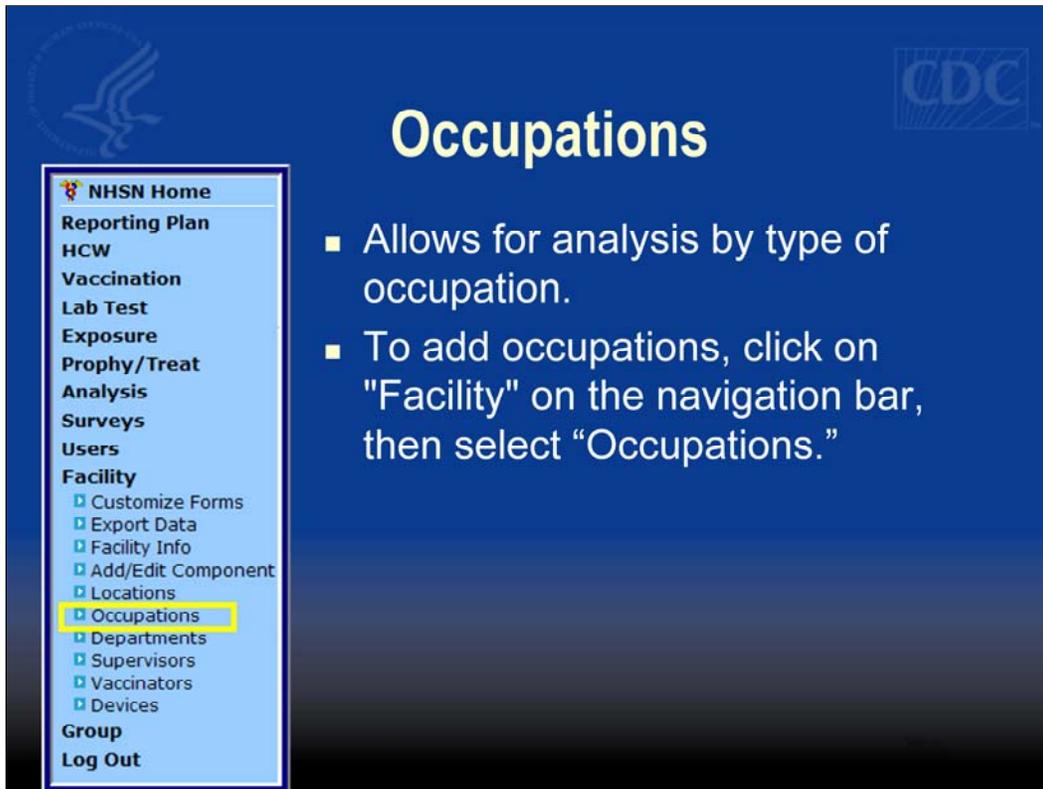
## Occupations

- Allows for analysis by type of occupation.
- To add occupations, click on "Facility" on the navigation bar, then select "Occupations."

NHSN Home
Reporting Plan
HCW
Vaccination
Lab Test
Exposure
Prophy/Treat
Analysis
Surveys
Users
Facility
- Customize Forms
- Export Data
- Facility Info
- Add/Edit Component
- Locations
- Occupations
- Departments
- Supervisors
- Vaccinators
- Devices
Group
Log Out

Another step in the set up process is to add occupations. This allows for analysis by type of occupation. To add occupations, click on "Facility" on the navigation bar, then select "Occupations."

Narrative: On the occupations screen, enter the facility's code and
description for an occupation. This, of course, will be mapped to a standard
CDC occupation code. All of the occupation codes are included in the NHSN
Manual: Healthcare Personnel Safety Component Protocol.

When you have entered all of the required information, click "Add." A message will appear at the top of the screen confirming the occupation was successfully added.

Department and Supervisor are optional healthcare worker demographic data fields that can be useful for analysis. These must be set up prior to entering or importing healthcare worker demographic data. These codes can be added by clicking Facility, and then Departments or Supervisors. Please note that these items are not mapped to standard CDC codes.

When adding a department, enter your facility's department code and description. Similarly, when adding a supervisor, enter the supervisor code and the supervisor name. Notice that supervisor name is an optional field.

The next item to discuss is the importation of healthcare worker demographic data. If healthcare worker demographic data are not imported, they can be entered on the fly when creating an exposure or vaccination record. The import file must be an ASCII comma delimited text file format. The required file format is available in the document library on the NHSN website.

## Importing HCW Demographic Data

- Tips:
  - You must delete the header line from the CSV file prior to importing the data.
  - You must have set up location and occupation codes prior to importing.
  - If importing department and supervisor information, these must be set up prior to importing.
  - All facility specific codes in the import file <u>must match</u> the facility specific codes in NHSN.

If you are going to import healthcare worker demographic data, there are a few pieces of information to keep in mind. First, you must delete the header line from the CSV file prior to importing. Second, you must have set up location and occupation codes prior to importing. Third, if you'll be importing the department and supervisor, those codes must also be set up prior to importing. And finally, all facility specific codes in the import file must match the facility specific codes in NHSN.

## Importing HCW Demographic Data

- When you are ready to import healthcare worker data, click HCW, then "Import."

**Department of Health and Human Services**
**Centers for Disease Control and Prevention**

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)        | NHSN Home | My Info | Contact us | Help | Log Out

- NHSN Home
- Reporting Plan
- HCW
  - Add
  - Find
  - Import
- Vaccination
- Lab Test
- Exposure
- Prophy/Treat
- Analysis
- Surveys
- Users
- Facility
- Group
- Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as MAGGIE.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following HCW component.

### Import HCW Data

For information on the accepted file formats and content, click the Help button.

[Help]

**Select Data file**

[_____] [Browse...]

[Submit] [Back]

When you are ready to import healthcare worker demographic data, click HCW, then Import.

On the "Import" screen, click "Browse" to find the appropriate import file.
Once found, click "Submit."

The next screen that appears will contain a list of data that will be imported. From this screen, you can choose to import the data, make edits to the data, or delete records.

When you have confirmed the data are ready to be imported, click "Update." A message will pop up confirming that you wish to import the data. Click "Ok" to continue the import, or "Cancel" to cancel the import. When the data are imported, the confirmation message will appear, as shown.

**Summary**

In this training you learned:
- How locations are used in NHSN
- How to add:
  - Users
  - Locations
  - Devices
  - Occupations
  - Departments
  - Supervisors
- How a facility can import HCW demographic data

In summary, this training session reviewed each piece of the facility set up process for the Healthcare Personnel Safety Component. This included how to add users, how to add locations and how locations are used in NHSN, how to add devices, occupations, departments, and supervisors. And finally, we discussed how a facility can import healthcare worker demographic data.

If you have questions, please contact us at nhsn@cdc.gov Additionally, we have provided a few web addresses with additional resources and documentation. Thank you!