



Biovigilance Component Hemovigilance Module Data Sharing in NHSN – Creating and Maintaining a Group



Objectives

- ❑ **Describe the Group function**
- ❑ **Outline the steps in creating a Group**
- ❑ **Describe how to maintain a Group**

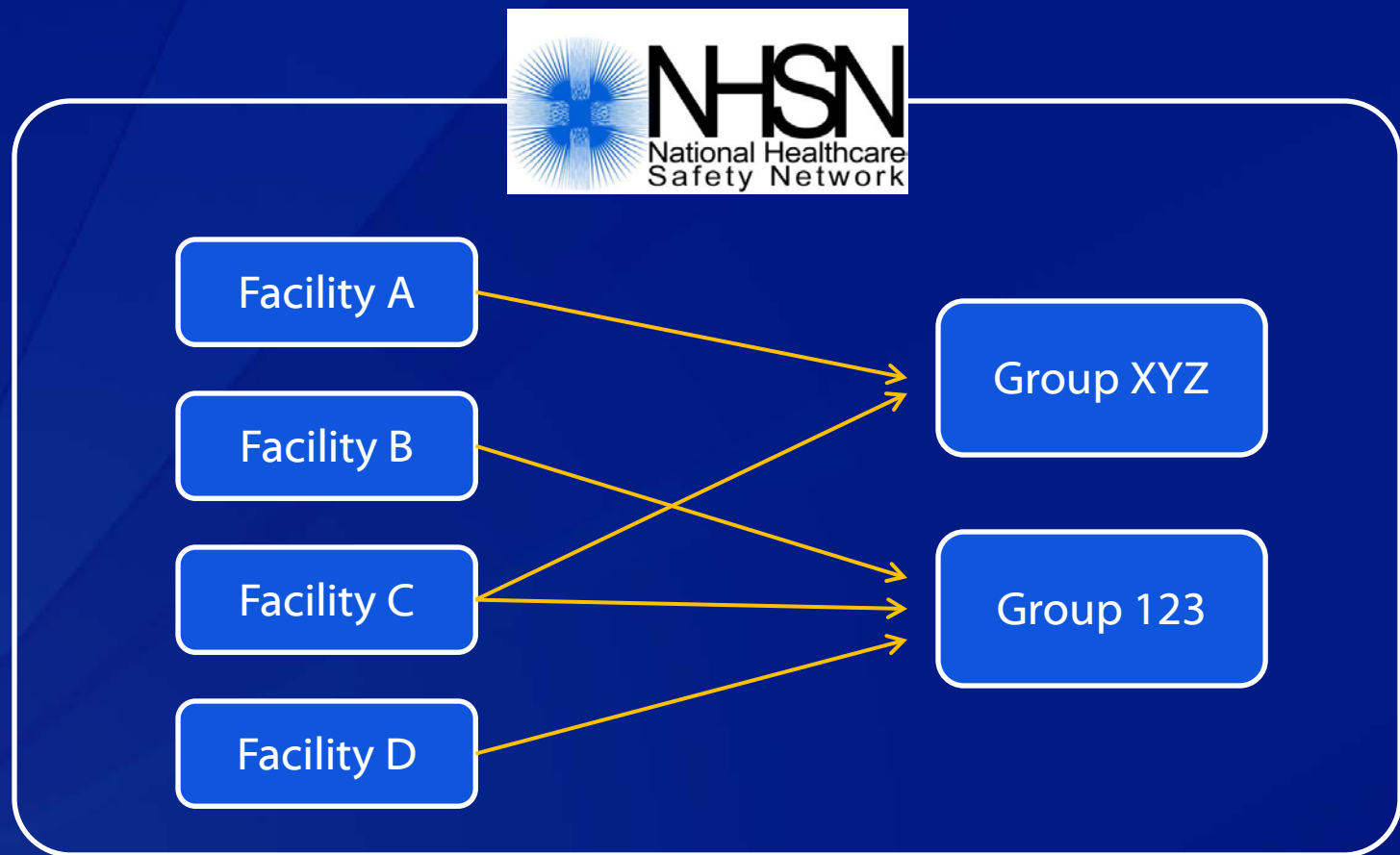


Data Sharing in NHSN

- ❑ Only healthcare facilities can enter data into NHSN, but facilities in NHSN may choose to share all or some of their data with organizations using the Group function.**
- ❑ Healthcare facilities may join multiple Groups in NHSN.**

What is a Group?

A Group is a collection of facilities in NHSN that have agreed to share specified data with other organizations.



What Kind of Organizations can Maintain a Group in NHSN?

- ❑ **Any organization can maintain a Group in NHSN.**
 - State health departments
 - Hospital systems
 - Quality improvement organizations
 - Patient safety organizations
 - Federal agencies
 - Blood collectors
- ❑ **Organizations can have more than one Group in NHSN.**

Who Has Access to the Group Function?

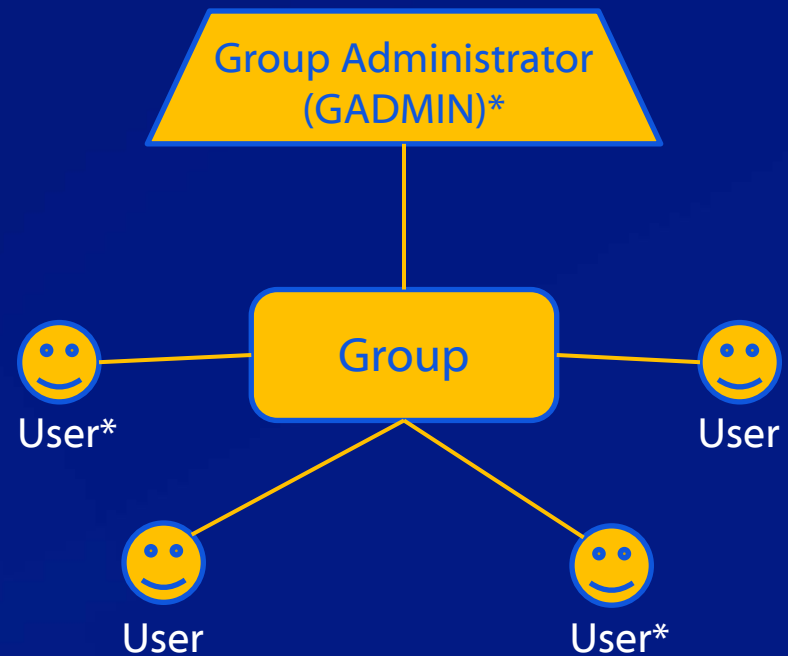
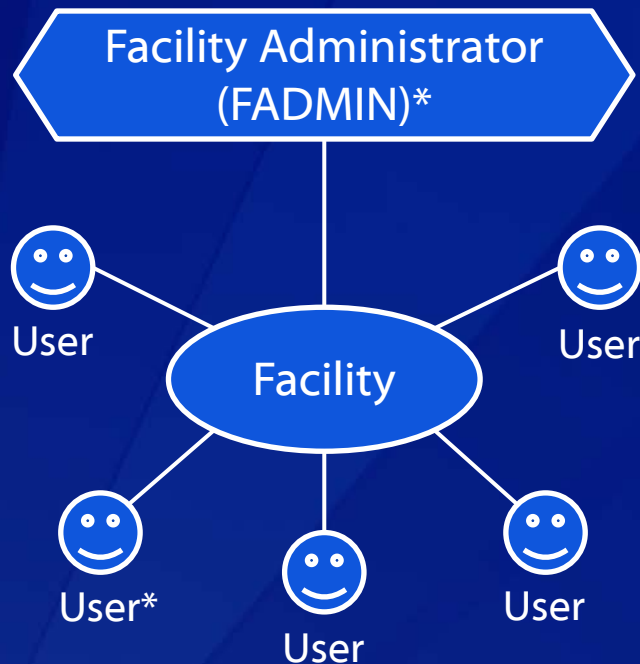
❑ On the Facility Side:

- Only users with Administrator rights can nominate, join, leave, or confer rights to a Group.
- All other facility users do not have rights to the Group function.

❑ On the Group Side:

- Group users with Administrator rights can add other Group users, invite facilities to join the Group, and request access to data from facilities.
- Group users without Administrator rights can only view and analyze facility data.

What's the Difference Between a Facility User and a Group User?



A facility that joins a Group is not a Group user.

* Users with Administrator rights

Do Facilities have Access to Data from other Facilities in the Group?

A facility that joins a Group does not have access to data from other facilities in the group.



State Health Dept.
Group users: State Epi (GADMIN),
HAI Coordinator, State Med Officer

Hospital A



Hospital B



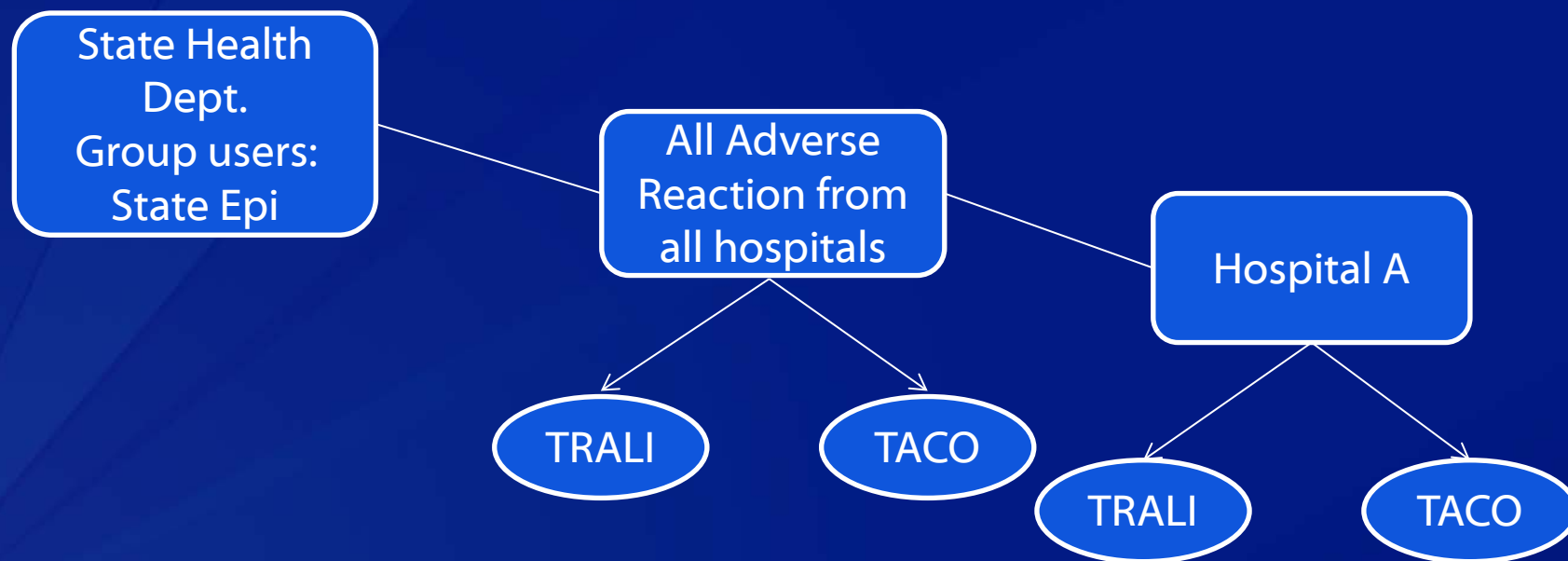
Hospital C



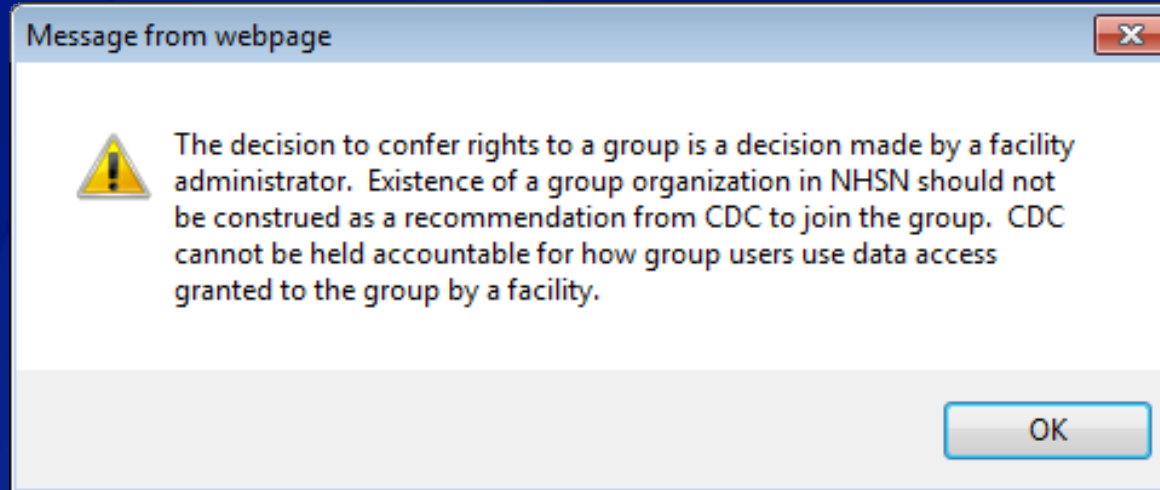
Hospital D

What Level of Data can be Shared by Facilities to Groups?

- ❑ Groups can have access to aggregate data and record-level data (i.e., forms entered into NHSN).
- ❑ For example, a State Health Department can look at:
 - All TRALI or TACO from all facilities in the Group
 - All TRALI or TACO from Hospital A
 - A TACO from a specific patient in Hospital A



Is Data Protected When Sharing with a Group?



- ❑ Data is NOT protected by CDC when sharing with a Group.
- ❑ It is the responsibility of the Group to protect Group data.
- ❑ CDC cannot be held accountable for how a Group uses a facility's data.

Who completes the step?

1. Group

2a. Group

2b. Facility

3. Group

4. Group

5. Group

6. Group

How is a Group Created?

1. Identify a GADMIN

2a. Seek a Nomination from a Facility

2b. Nominating a Group

3. Read Rules of Behavior and Obtain a Digital Certificate

4. Set a Joining Password

5. Create Define Rights Template

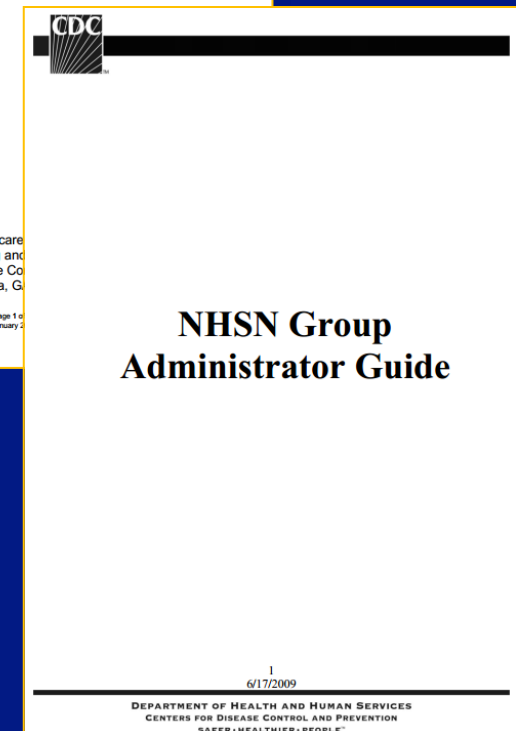
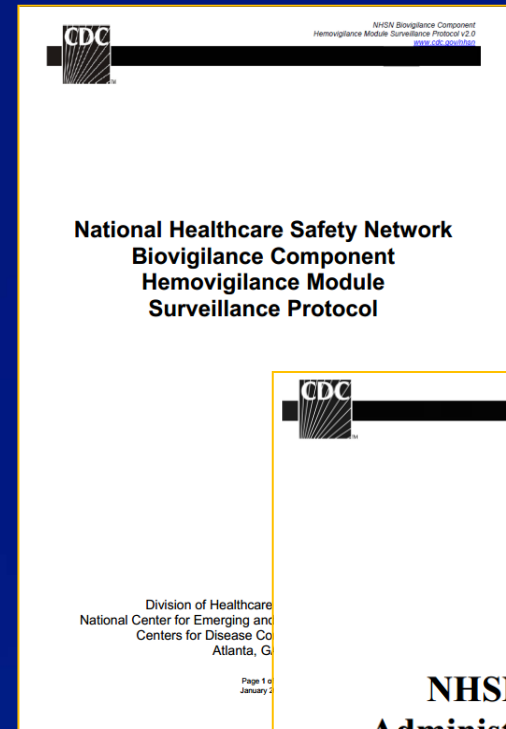
6. Invite Facilities to Join the Group

Step 1 – Identify a GADMIN

- ❑ **The organization seeking to become a Group selects a person to be the GADMIN.**
 - This person should be someone who will work regularly with the facilities that join the Group and manage the Group's users.
- ❑ **A Group can only have one GADMIN.**
 - The GADMIN can add other Group users and grant user rights (including Administrator rights), invite facilities to join the Group, and request access to data from facilities.
 - The GADMIN role can be reassigned as needed.

Step 1 – Identify a GADMIN

- ❑ **The GADMIN must read:**
 - The NHSN Group Administrator Guide
 - The Biovigilance Component Surveillance Protocol
- ❑ **Both are available at**
<http://www.cdc.gov/nhsn/group-users/index.html>



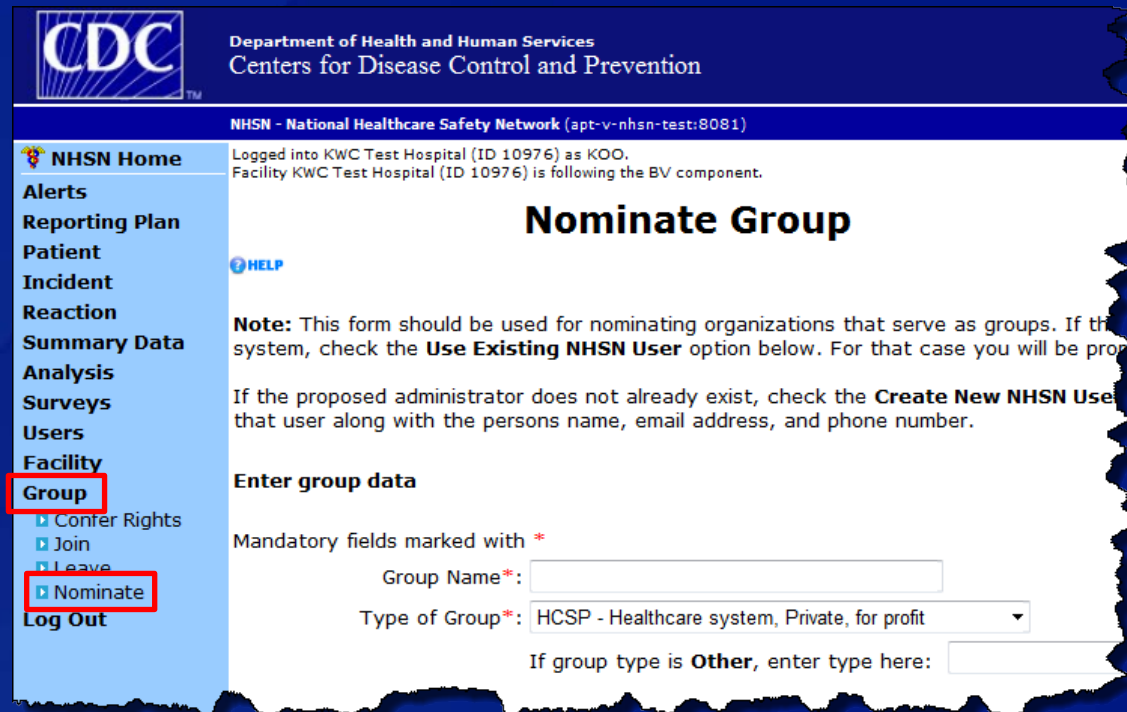


Step 2a – Seek a Nomination from a Facility

- ❑ **The GADMIN contacts a facility *currently* participating in NHSN to nominate the Group.**
 - Only facility users with Administrator rights can nominate a Group.
- ❑ **The GADMIN provides the facility user with Administrator rights with:**
 - the Group's name and organization type
 - the GADMIN's contact information

Step 2b – Nominating a Group

- ❑ The **Nominate Group** page is completed by the facility.
 - Only **ONE** facility should nominate the Group.
 - The nominating facility does not automatically join the Group.
- ❑ A facility user with **Administrator** rights selects **“Group,”** then **“Nominate.”**

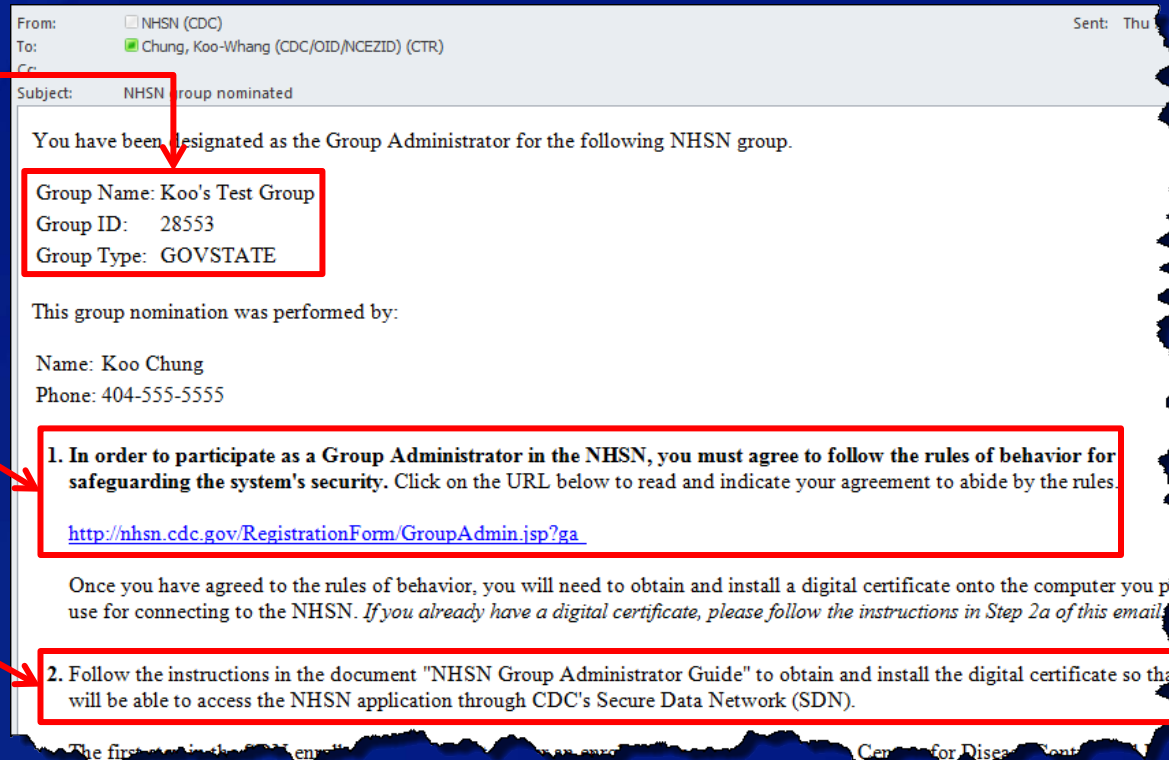


The screenshot shows the CDC NHSN (National Healthcare Safety Network) interface. The header includes the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". Below the header, it says "NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8081)". The left sidebar contains a menu with items: NHSN Home, Alerts, Reporting Plan, Patient, Incident, Reaction, Summary Data, Analysis, Surveys, Users, Facility, Group (highlighted with a red box), and Log Out. Under the Group menu, there are sub-items: Confer Rights, Join, Leave, and Nominate (highlighted with a red box). The main content area is titled "Nominate Group" and includes a "HELP" link. A note states: "Note: This form should be used for nominating organizations that serve as groups. If the system, check the **Use Existing NHSN User** option below. For that case you will be prompted to enter the user's name, email address, and phone number." Below the note, it says: "If the proposed administrator does not already exist, check the **Create New NHSN User** option below. For that case you will be prompted to enter the user's name, email address, and phone number." The "Enter group data" section contains two mandatory fields: "Group Name*" (a text input field) and "Type of Group*" (a dropdown menu with the selected value "HCSP - Healthcare system, Private, for profit"). Below these fields, it says: "If group type is **Other**, enter type here:" followed by a text input field.

Step 3 – Read Rules of Behavior and Obtain a Digital Certificate

After the nomination has been submitted to NHSN, the GADMIN will receive an “NHSN group nominated” email containing information on:

Group information



Rules of Behavior

Digital certificate instructions



Step 4 – Set a Joining Password

- ❑ **Once the GADMIN has obtained a digital certificate and accessed NHSN, the GADMIN creates the joining password.**
 - The joining password is case sensitive and special characters are not recommended.
 - The GADMIN can change the password at any time.

Step 4 – Set a Joining Password

- ❑ The GADMIN selects “Group,” then “Joining Password.”
- ❑ Enter and verify the new password, then select “Set Password.”

The screenshot displays the NHSN (National Healthcare Safety Network) web interface. At the top, the CDC logo is on the left, and the text 'Department of Health and Human Services Centers for Disease Control and Prevention' is on the right. Below this, a navigation bar shows 'NHSN - National Healthcare Safety Network' and a link to 'NHSN Home'. The main content area is titled 'Memberships' and shows the user is logged in as 'KWC' for 'Koo's Test Group (ID 28553)'. A list of facilities is shown, with 'NHSN Test KWC Memorial (24976)' selected. To the right of this list is a button labeled 'Evict Member(s)'. Below the facility list, there is a section titled 'Set joining password for this group' which contains two input fields: 'New Password:' and 'Verify New Password:'. To the right of these fields is a button labeled 'Set Password'. At the bottom right of this section is a 'Back' button. On the left side of the interface, there is a vertical menu with various options. The 'Group' option is highlighted with a red box, and the 'Joining Password' option is also highlighted with a red box. Other options in the menu include 'Reporting Plan', 'Incident', 'Reaction', 'Summary Data', 'Analysis', 'Surveys', 'Users', 'Find Facility', 'Edit Group Info', 'Evict Members', 'Send Email', 'Define Rights', 'Rights Acceptance Report', and 'Log Out'.

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

NHSN - National Healthcare Safety Network | NHSN Home

NHSN Home
Reporting Plan
Incident
Reaction
Summary Data
Analysis
Surveys
Users
Group
Find Facility
Edit Group Info
Joining Password
Evict Members
Send Email
Define Rights
Rights Acceptance Report
Log Out

Logged into Koo's Test Group (ID 28553) as KWC.
All Facilities Selected.

Memberships

Facilities whose data can be accessed by this group

NHSN Test KWC Memorial (24976)

Evict Member(s)

Set joining password for this group

New Password:

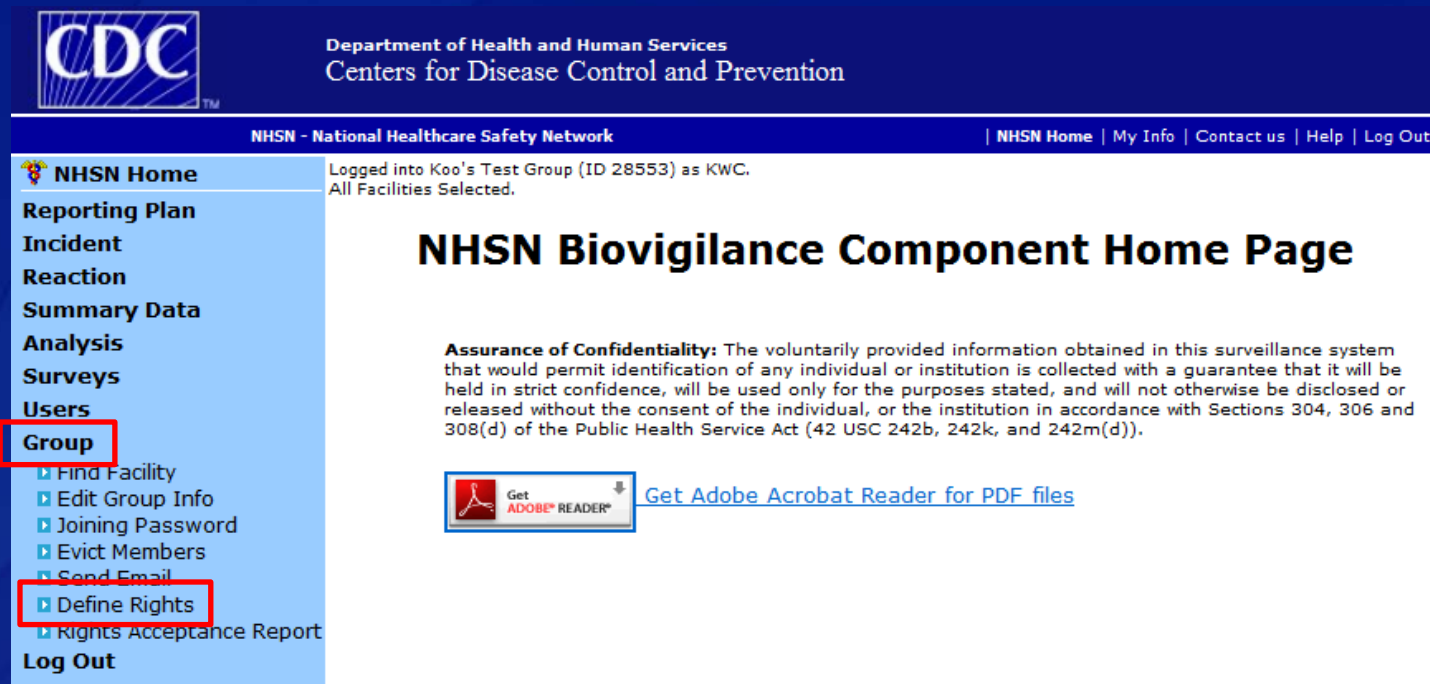
Verify New Password:

Set Password

Back

Step 5 – Create a Define Rights Template

- ❑ GADMIN selects “Group,” then “Define Rights.”
- ❑ The GADMIN uses the “Define Rights - Biovigilance” screen to specify the data the Group is requesting.



The screenshot displays the NHSN Biovigilance Component Home Page. At the top, the CDC logo is on the left, and the text "Department of Health and Human Services" and "Centers for Disease Control and Prevention" is on the right. Below this is a navigation bar with "NHSN - National Healthcare Safety Network" on the left and links for "NHSN Home", "My Info", "Contact us", "Help", and "Log Out" on the right. The main content area is titled "NHSN Biovigilance Component Home Page". On the left side, there is a vertical menu with the following items: "NHSN Home", "Reporting Plan", "Incident", "Reaction", "Summary Data", "Analysis", "Surveys", "Users", "Group", "Find Facility", "Edit Group Info", "Joining Password", "Evict Members", "Send Email", "Define Rights", "Rights Acceptance Report", and "Log Out". The "Group" and "Define Rights" items are highlighted with red boxes. The main content area also includes a section titled "Assurance of Confidentiality" with a paragraph of text, and a link to "Get Adobe Acrobat Reader for PDF files" with a small Adobe Reader icon.

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

NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact us | Help | Log Out

Logged into Koo's Test Group (ID 28553) as KWC.
All Facilities Selected.

NHSN Biovigilance Component Home Page

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

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Step 5 – Create a Define Rights Template

The “General” section of the “Define Rights –Biovigilance” page contains five options.

The screenshot displays the CDC NHSN interface for the 'Define Rights-Biovigilance' page. The header includes the CDC logo and the text 'Department of Health and Human Services, Centers for Disease Control and Prevention'. The user is logged into 'Alexis Test Group 2 (ID 10556) as KOO'. The left sidebar contains a navigation menu with options like 'NHSN Home', 'Reporting Plan', 'Incident', 'Reaction', 'Summary Data', 'Analysis', 'Surveys', 'Users', 'Group', and 'Log Out'. The main content area is titled 'Define Rights-Biovigilance' and includes a prompt to select rights for facilities joining Alexis Test Group 2. The 'General' section is highlighted, and a red box encloses the following options: 'Patient', 'Monthly Reporting Plan', 'Annual Hemovigilance Facility Survey', 'Data Analysis', and 'Facility Information'. To the right, the 'View Options' section shows 'Without Any Identifiers' selected, with checkboxes for 'With All Identifiers', 'With Specified Identifiers', 'Gender', 'DOB', 'Ethnicity', and 'Race'.

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

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081) | NHSN Home | My In

Logged into Alexis Test Group 2 (ID 10556) as KOO.
All Facilities Selected.

Define Rights-Biovigilance

! Please select the rights that facilities joining Alexis Test Group 2 will confer

Biovigilance

General

View Options

- ☐ With All Identifiers
- ☒ Without Any Identifiers
- ☐ With Specified Identifiers ☐ Gender ☐ DOB ☐ Ethnicity ☐ Race

☒ Patient

☒ Monthly Reporting Plan

☒ Annual Hemovigilance Facility Survey

☒ Data Analysis

☒ Facility Information

Step 5 – Create a Define Rights Template

□ General section

- Patient – Three options for sharing patient information are available:
 - With All Identifiers – All patient information entered on the Adverse Reaction form will be shared with the Group.
 - Without Any Identifiers – None of the patient information entered on the Adverse Reaction form will be shared with the Group (except the underlying reason for transfusion).
 - With Specified Identifiers – Only specified identifiers (gender, DOB, Ethnicity, and Race) will be shared with the Group.

General	
View Options	
Patient	<input type="radio"/> With All Identifiers
	<input checked="" type="radio"/> Without Any Identifiers
	<input type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race

Step 5 – Create a Define Rights Template

□ General section, cont.

- Monthly Reporting Plan – This option will share all reporting plans with the Group.
- Annual Hemovigilance Facility Survey – This option will share all surveys with the Group.
- Data Analysis – This option allows the Group to use the analysis functions that are built into NHSN to view facilities data.
- Facility Information – This option will share all facility identifiers found on the Facility Information screen (facility-side) with the Group.
 - Facility name, address, CCN, AHA ID, contact information, etc.

Monthly Reporting Plan	<input checked="" type="checkbox"/>
Annual Hemovigilance Facility Survey	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Step 5 – Create a Define Rights Template

❑ Incident and Adverse Reactions

- This section allows Groups to request Incident and/or Adverse Reaction records using the Event drop-down menu.
- 'All' Plan options will give Groups access to all records. 'In' Plan options will allow Groups to specify time periods.
- Groups can add additional rows using the Add Row button.

The screenshot displays a web interface titled "Incidents and Adverse Reactions". It features a table with the following columns: Plan, Month, Year, Month, Year, and Event. The first row of the table has a trash icon in the Plan column and dropdown menus for the other columns. Below the table, there are two buttons: "Add Row" and "Clear All Rows". The "Event" dropdown menu is open, showing three options: "(All)", "Adverse Reaction", and "Incident". Below the table, there is a section titled "Summary Data for Events" with a table that has columns for Plan, Year, Month, and Year.

Step 5 – Create a Define Rights Template


□ Summary Data for Events

- This section allows Groups to request Monthly Incident Summary records.

□ Denominator Data for Events

- This section allows Groups to request Monthly Reporting Denominators records.


Summary Data for Events

Plan	Month	Year	to	Month	Year
	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>

Add Row

Clear All Rows

Denominator Data for Events

Plan	Month	Year	to	Month	Year
	(All)	<input type="text"/>	to	<input type="text"/>	<input type="text"/>

Add Row

Clear All Rows



Example of a Define Rights Template

□ General Section

- Patient with all identifiers – All patient information entered on the Adverse Reaction form by the facility will be shared with the Group.
- Monthly Reporting Plan and Annual Facility Survey records will be shared with the Group.
- Data Analysis allows the Group to use the Analysis features in NHSN to view facility data.
- Facility Information – Facility information will be shared with the Group.

General	
View Options	
Patient	<input checked="" type="radio"/> With All Identifiers <input type="radio"/> Without Any Identifiers <input type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Annual Hemovigilance Facility Survey	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Example of a Define Rights Template

❑ Incidents and Adverse Reactions

- First line – Adverse reaction records from 1/2011 to current will be requested.
- Second line – Incident records from 1/2011 to 12/2012 will be requested.
- We recommend selecting “In” for Plan option. This allows Groups to filter data by time period.

Incidents and Adverse Reactions

	Plan	Month	Year	to	Month	Year	Event
	In ▼	1 ▼	2011 ▼	to	▼	▼	Adverse Reaction ▼
	In ▼	1 ▼	2011 ▼	to	12 ▼	2012 ▼	Incident ▼

Add RowClear All Rows


Example of a Define Rights Template


□ Summary Data for Events

- Monthly Incident Summary records from 1/2011 to 12/2012 will be requested.

□ Denominator Data for Events

- All Monthly Denominators data will be requested.
- Selecting “All” Plan option does not allow the group to filter data by time period.

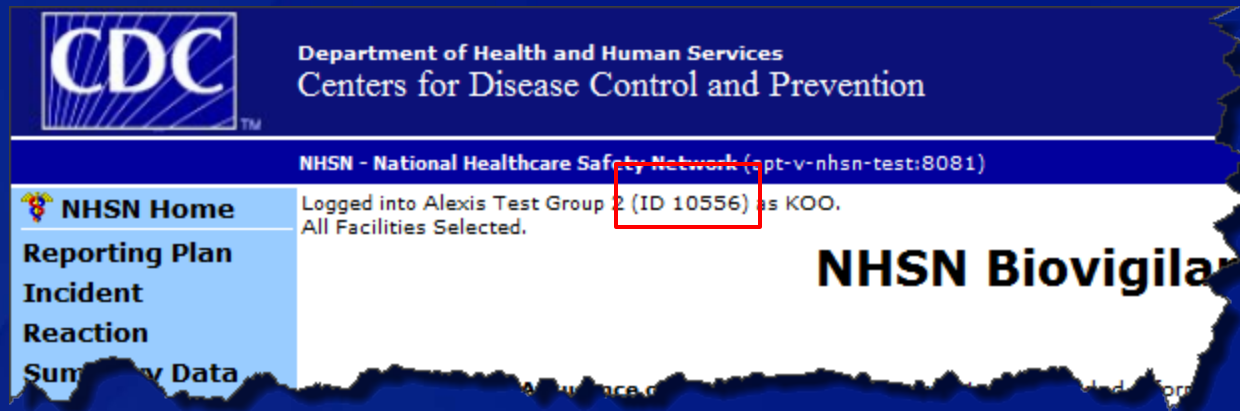
Summary Data for Events					
Plan	Month	Year		Month	Year
 In	1	2011	to	12	2012
<div>Add Row Clear All Rows</div>					

Denominator Data for Events					
Plan	Month	Year		Month	Year
 (All)			to		
<div>Add Row Clear All Rows</div>					

Step 6 –Invite Facilities to Join the Group

❑ The Group should contact (call, email, etc.) interested facilities and provide them with:

1. The five-digit Group ID number
 - The Group ID can be found on the “NHSN group nominated” email (step 3) or on the top-left corner of the Biovigilance Component homepage.



2. The joining password
 - The password was created by the GADMIN in step 4.

Maintaining a Group

A Group user with Administrator rights has access to features on the navigation bar (i.e., the User and Group tab) to help keep track of facilities and users within the Group.

The screenshot displays the NHSN Biovigilance Component interface. At the top, the CDC logo and the text 'Department of Health and Human Services Centers for Disease Control and Prevention' are visible. Below this, the 'NHSN - National Healthcare Safety Network' header is present. The left navigation bar includes links for 'NHSN Home', 'Reporting Plan', 'Incident', 'Reaction', 'Summary Data', 'Analysis', 'Surveys', 'Users', and 'Group'. The 'Users' and 'Group' sections are highlighted with a red box, indicating the area of focus. The 'Group' section contains a list of actions: 'Find Facility', 'Edit Group Info', 'Joining Password', 'Evict Members', 'Send Email', 'Define Rights', and 'Rights Acceptance Report'. The main content area shows the 'NHSN Biovigilance Component' title and an 'Assurance of Confidentiality' statement. A 'Get Adobe Acrobat Reader' button is also visible at the bottom.

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

NHSN - National Healthcare Safety Network

Logged into Koo's Test Group (ID 28553) as KWC.
All Facilities Selected.

NHSN Biovigilance Component

Assurance of Confidentiality: The voluntarily provided information would permit identification of any individual or institution is collected in confidence, will be used only for the purposes stated, and will not be used for the identification of the individual, or the institution in accordance with Section 242b, 242k, and 242m(d)).

Get Adobe Acrobat Reader for PDF files

- Find Facility
- Edit Group Info
- Joining Password
- Evict Members
- Send Email
- Define Rights
- Rights Acceptance Report

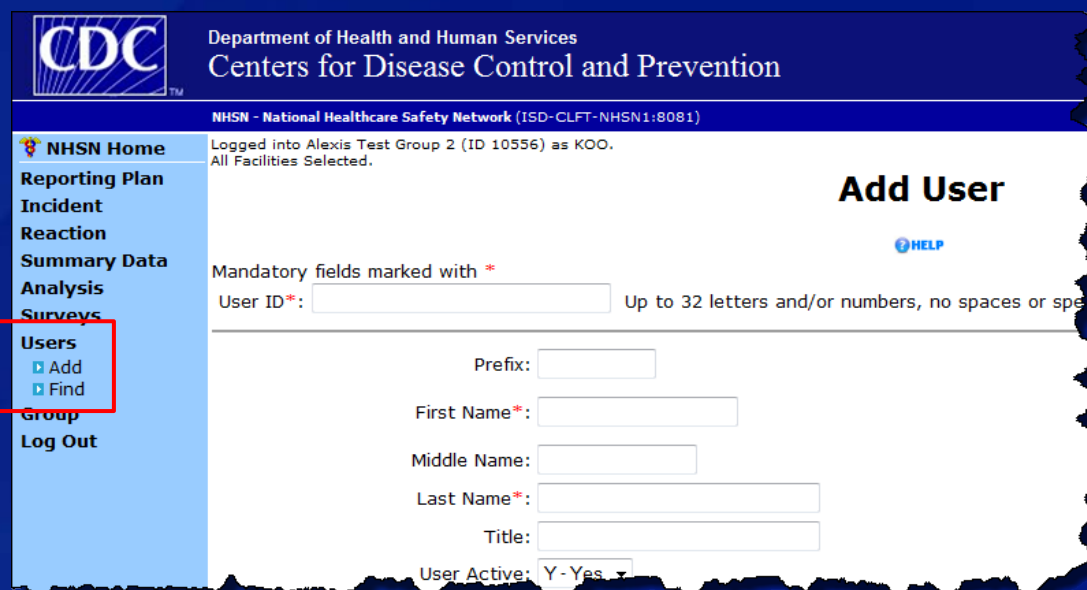
Log Out

Maintaining a Group

- ❑ **Find Facility – Groups can search for the contact information of a facility within the Group.**
 - The Group must have rights to 'Facility Information' on the 'Define Rights-Biovigilance' page to see facility contact information.
- ❑ **Edit Group Info – Groups can update their contact information.**
- ❑ **Joining Password – Groups can reset the password.**
- ❑ **Evict Members – Groups can remove facilities from the Group.**
- ❑ **Send Email – Groups can email facilities directly through NHSN.**
- ❑ **Define Rights – Groups can set-up or make changes to the 'Define Rights-Biovigilance' page.**

Maintaining a Group

- ❑ The GADMIN selects “Users,” then “Add.”
- ❑ The GADMIN should add additional Group users.
 - Once a Group user is added, the user will receive an email with instructions on obtaining a digital certificate.
 - Only apply for a digital certificate if the user does not already have one.



The screenshot shows the NHSN (National Healthcare Safety Network) interface. The top header includes the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below this, a blue bar displays "NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081)". The main content area is titled "Add User" and includes a "HELP" link. A sidebar on the left contains a navigation menu with the following items: "NHSN Home", "Reporting Plan", "Incident", "Reaction", "Summary Data", "Analysis", "Surveys", "Users" (highlighted with a red box), "Group", and "Log Out". Under the "Users" item, there are two sub-options: "Add" and "Find". The main form area contains the following fields and text: "Mandatory fields marked with *", "User ID*: [text box] Up to 32 letters and/or numbers, no spaces or spe", "Prefix: [text box]", "First Name*: [text box]", "Middle Name: [text box]", "Last Name*: [text box]", "Title: [text box]", and "User Active: Y-Yes [dropdown menu]".

Maintaining a Group

- ❑ The GADMIN selects “Group,” then “Rights Acceptance Report.”
 - Groups can view which facilities have accepted the ‘Confer Rights-Biovigilance’ page.
 - Groups will not have access to data from facilities that recently joined the Group until the facility accepts the ‘Confer Rights-Biovigilance’ page.

The screenshot shows the NHSN (National Healthcare Safety Network) interface. At the top, the CDC logo and "Department of Health and Human Services, Centers for Disease Control and Prevention" are visible. Below this, the NHSN logo and "NHSN - National Healthcare Safety Network" are displayed. A navigation bar includes links for "NHSN Home", "My Info", "Contact us", "Help", and "Log Out". The main content area is titled "Rights Acceptance Report" and shows a table of facilities. The table has columns for "Facility name", "Facility ID", "Accepted Date", "Defined Date", and "Status". Two facilities are listed: "NHSN Harvey Test Memorial" (ID 15709, Not Accepted) and "NHSN Test KWC Memorial" (ID 24976, Accepted). The interface also includes a sidebar with a "Group" menu and a "Log Out" button.

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

NHSN - National Healthcare Safety Network

NHSN Home | My Info | Contact us | Help | Log Out

Logged into Koo's Test Group (ID 28553) as KWC.
All Facilities Selected.

Rights Acceptance Report

First | Previous | Next | Last

Displaying 1 - 2 of 2

Facility name	Facility ID	Accepted Date	Defined Date	Status
NHSN Harvey Test Memorial	15709	Sep 6 2012 1:49PM	Jun 13 2013 12:23PM	Not Accepted
NHSN Test KWC Memorial	24976	Jun 13 2013 12:24PM	Jun 13 2013 12:23PM	Accepted

First | Previous | Next | Last

Displaying 1 - 2 of 2

Back

Group

- Find Facility
- Edit Group Info
- Joining Password
- Evict Members
- Send Email
- Define Rights
- Rights Acceptance Report**

Log Out

Summary

- ❑ Any organization can become a Group in NHSN.
- ❑ Groups can only be nominated by an active NHSN facility.
- ❑ GADMIN sets the joining password and the 'Define Rights-Biovigilance' template for the Group.
- ❑ Facilities join a Group using the Groups ID number and joining password.
- ❑ Facilities can join multiple Groups.
- ❑ A facility that joins a Group does not have access to data from other facilities in the Group.



**Questions or Need Help?
Contact User Support**

