



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



# Objectives

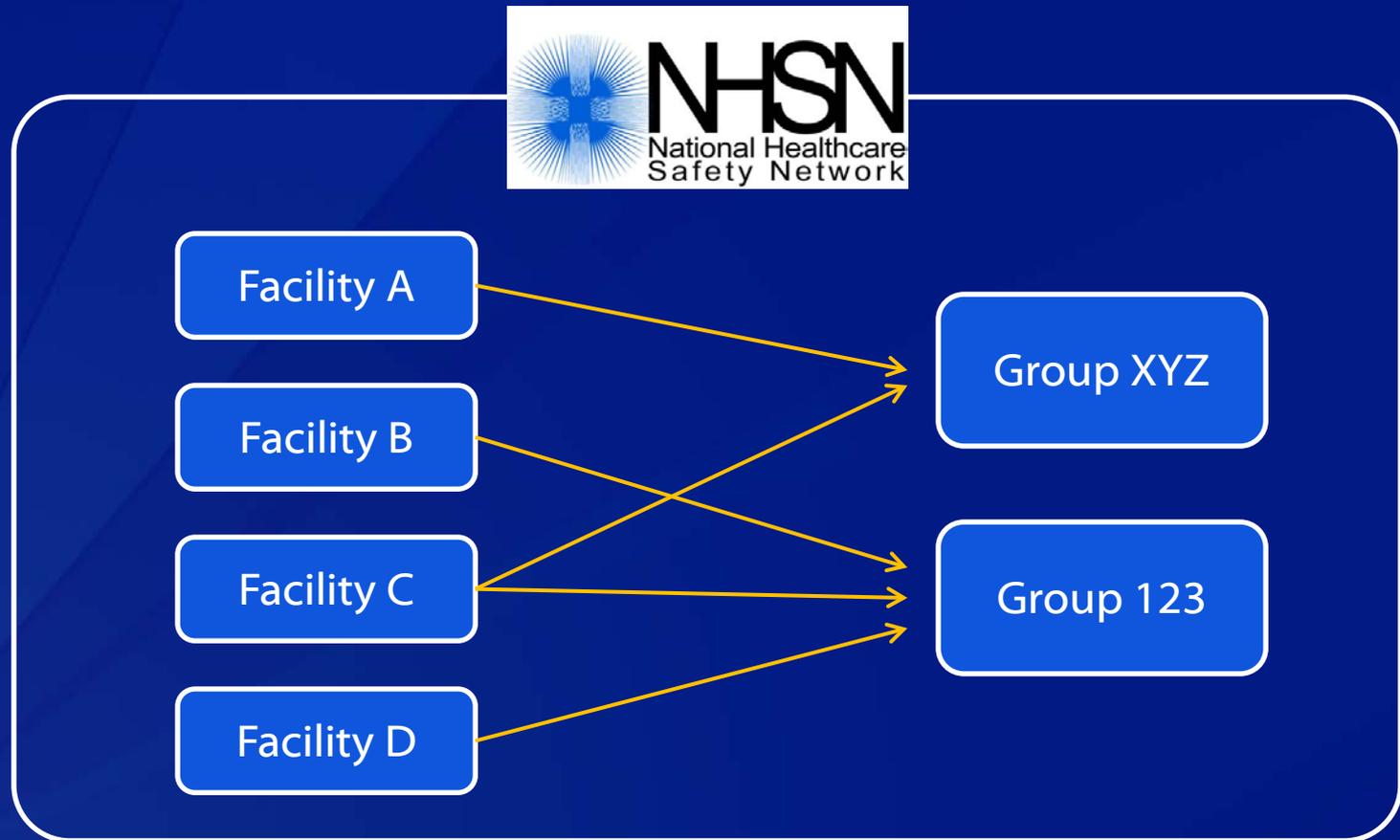
- ❑ **Describe the Group function**
- ❑ **Outline the steps in creating a Group**
- ❑ **Describe how to maintain a Group**

## **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?

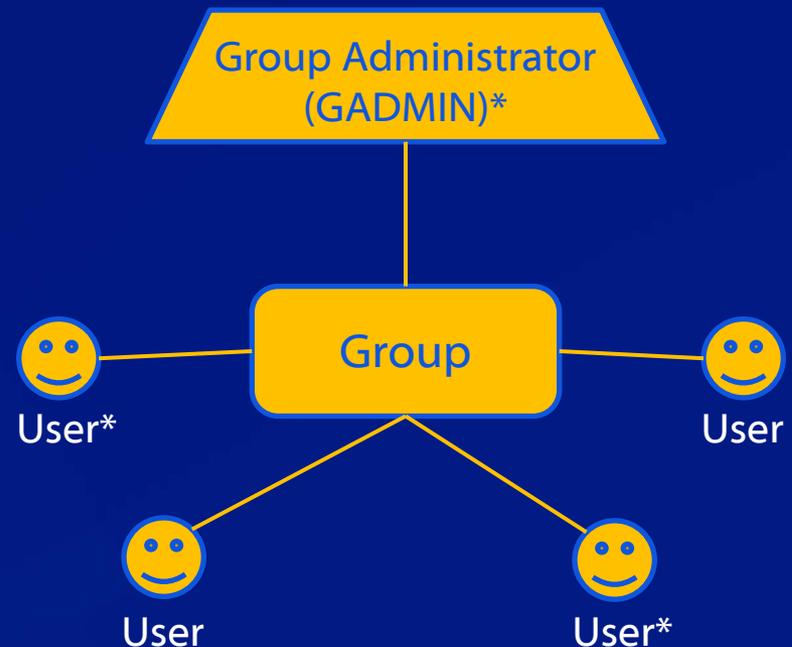
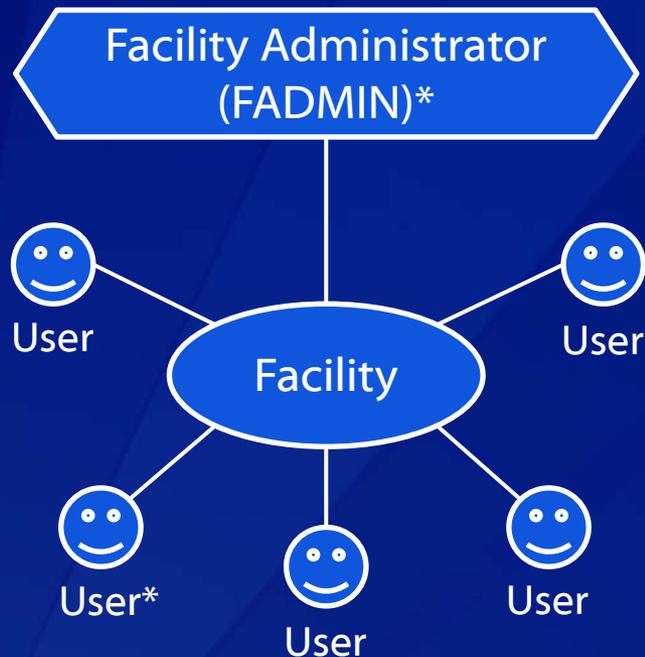
## ❑ On the Facility Side:

- 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.**

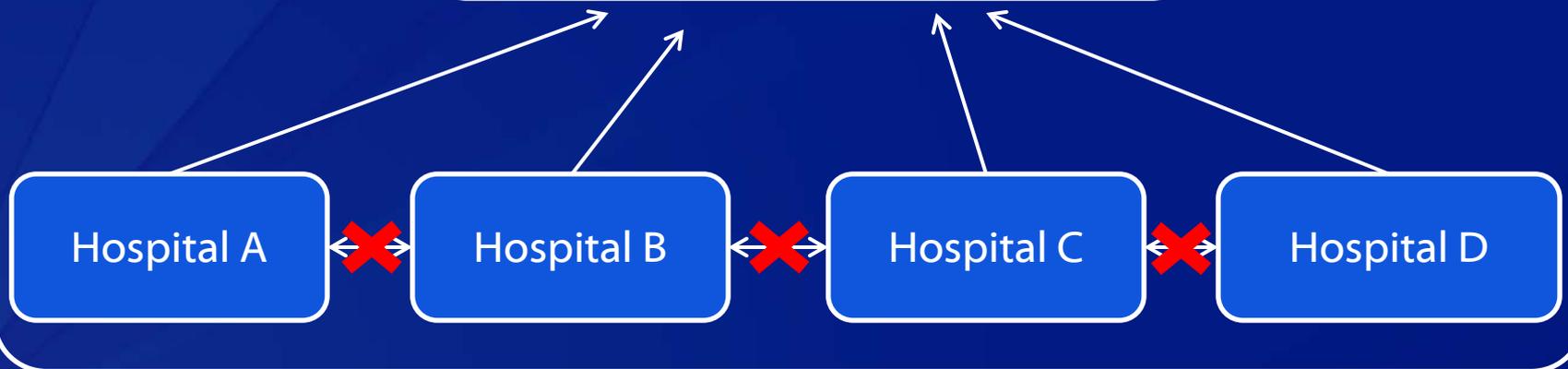
\* Users with Administrator rights

# 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.

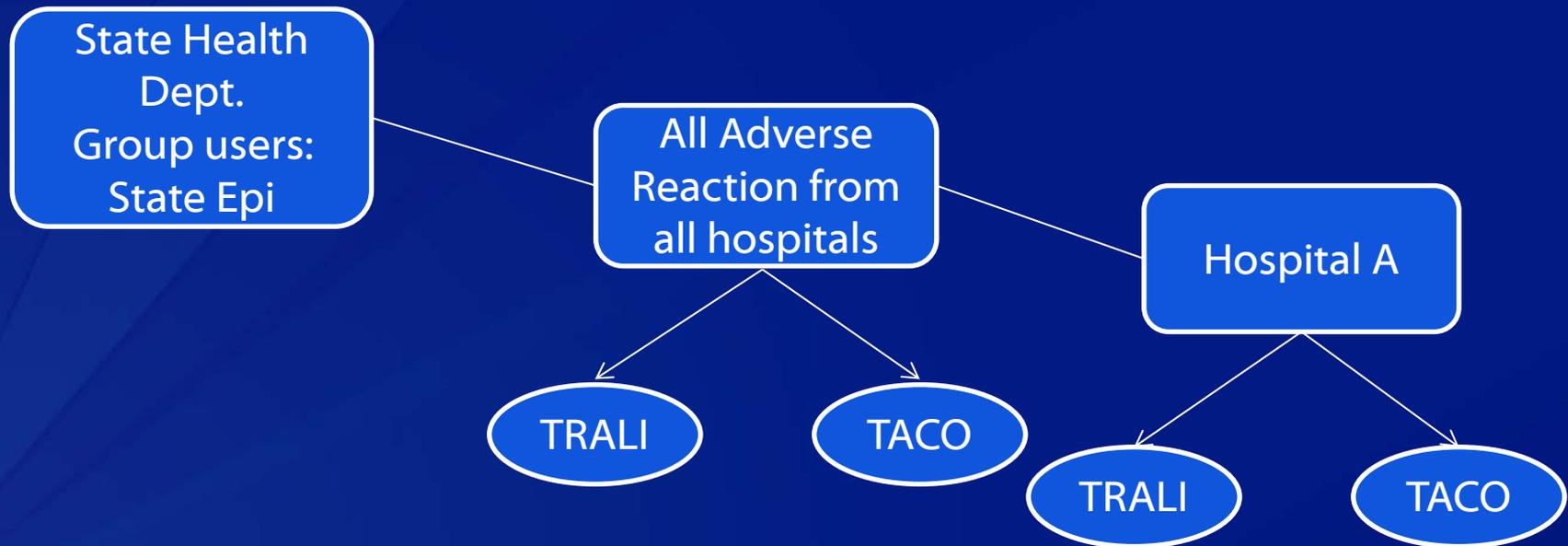


State Health Dept.  
Group users: State Epi (GADMIN),  
HAI Coordinator, State Med Officer

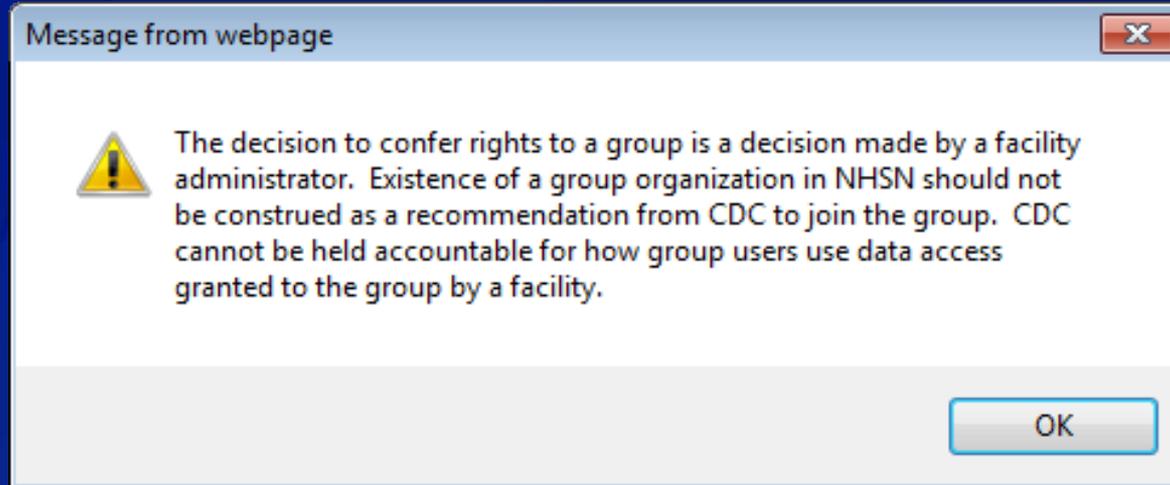


# What Level of Data can be Shared by Facilities to Groups?

- ❑ 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

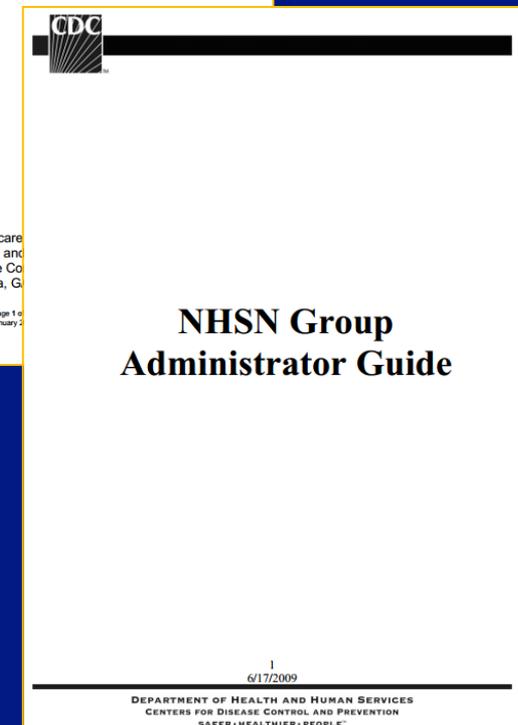
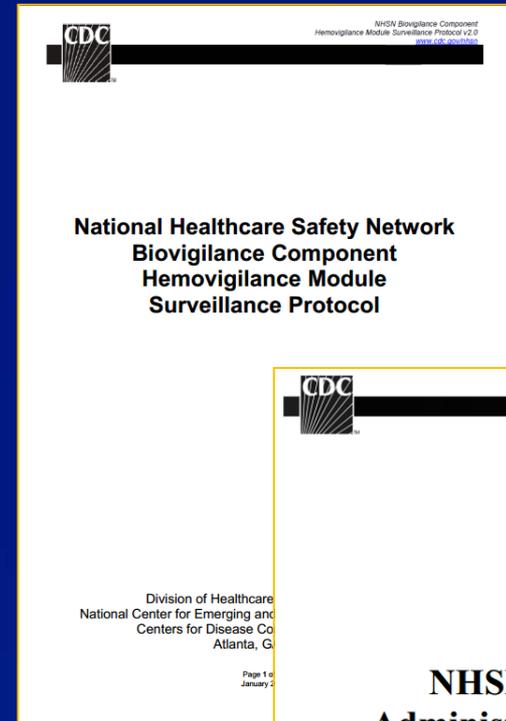
6. Invite Facilities to Join the Group

## 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.”**

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

NHSN - National Healthcare Safety Network (apt-v-nhsn-test:8081)

**NHSN Home** Logged into KWC Test Hospital (ID 10976) as KOO.  
Facility KWC Test Hospital (ID 10976) is following the BV component.

### Nominate Group

**HELP**

**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 for the user's name, email address, and phone number.

If the proposed administrator does not already exist, check the **Create New NHSN User** option below. For that case you will be prompted for the user's name, email address, and phone number.

**Enter group data**

Mandatory fields marked with \*

Group Name\*:

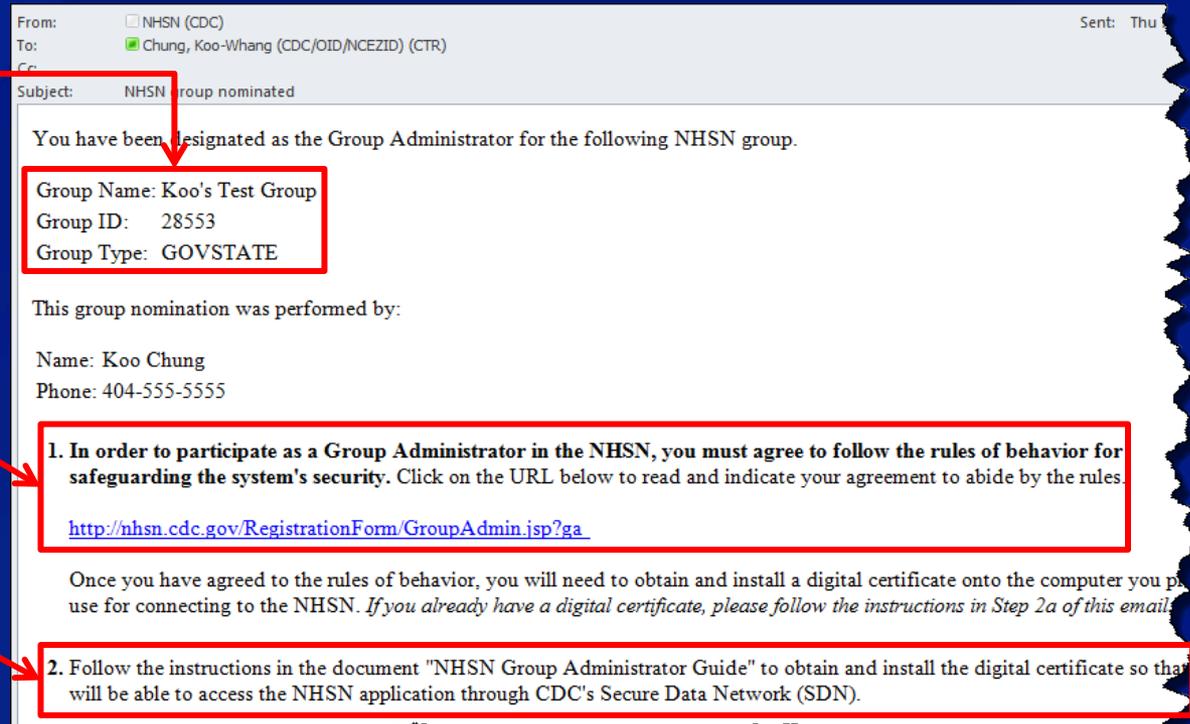
Type of Group\*: HCSP - Healthcare system, Private, for profit

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

# 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 CDC NHSN 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 'NHSN Home'. The main content area is titled 'Memberships' and shows 'Logged into Koo's Test Group (ID 28553) as KWC. All Facilities Selected.' Below this, there is a section for 'Facilities whose data can be accessed by this group' with a table containing one entry: 'NHSN Test KWC Memorial (24976)'. To the right of this entry is an 'Evict Member(s)' button. Below the table is a section titled 'Set joining password for this group' with two input fields: 'New Password:' and 'Verify New Password:'. The 'Set Password' button is highlighted with a red box. A 'Back' button is located at the bottom right. On the left side, a navigation menu is visible with 'Group' and 'Joining Password' highlighted with red boxes.

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

NHSN - National Healthcare Safety Network | NHSN Home

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

**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

# 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.

**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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**Navigation Menu:**

- 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

# Step 5 – Create a Define Rights Template

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

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	<input type="checkbox"/>
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

## □ 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.

The screenshot shows a software interface with a 'General' section. Underneath, there is a 'View Options' section for 'Patient' information. It contains three radio button options: 'With All Identifiers', 'Without Any Identifiers' (which is selected), and 'With Specified Identifiers'. The 'With Specified Identifiers' option is followed by four checkboxes for 'Gender', 'DOB', 'Ethnicity', and 'Race', all of which are currently unchecked.

## 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, to, Month, Year, and Event. The "Event" column has a dropdown menu open, showing three options: "(All)", "Adverse Reaction", and "Incident". Below the table, there are two buttons: "Add Row" and "Clear All Rows". At the bottom of the interface, there is a section titled "Summary Data for Events" with a partially visible table header containing "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"/>	<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"/>	<input type="text"/>	<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 ▾

# 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	to	Month	Year
 In	1	2011	to	12	2012
Add Row		Clear All Rows			

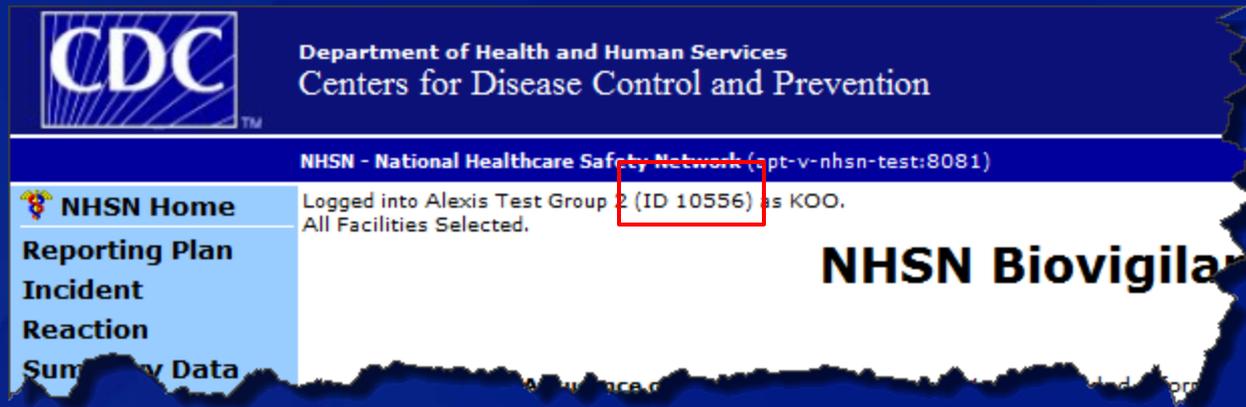
Denominator Data for Events					
Plan	Month	Year	to	Month	Year
 (All)			to		
Add Row		Clear All Rows			

## 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.

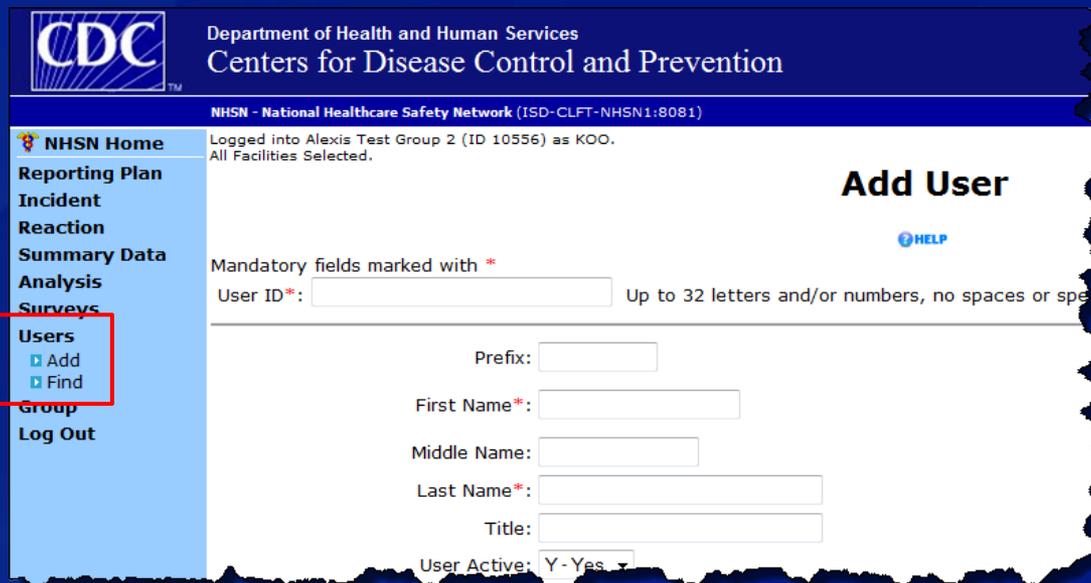
The screenshot displays the NHSN National Healthcare Safety Network interface. At the top, the CDC logo is on the left, and the text "Department of Health and Human Services Centers for Disease Control and Prevention" is on the right. Below this is a dark blue header with "NHSN - National Healthcare Safety Network" and a user status message: "Logged into Koo's Test Group (ID 28553) as KWC. All Facilities Selected." The main content area is titled "NHSN Biovigilance Component" and includes an "Assurance of Confidentiality" notice. A red box highlights the navigation menu on the left, which includes the following items: NHSN Home, Reporting Plan, Incident, Reaction, Summary Data, Analysis, Surveys, Users, Group (with a sub-menu), and Log Out. The sub-menu for "Group" contains: Find Facility, Edit Group Info, Joining Password, Evict Members, Send Email, Define Rights, and Rights Acceptance Report. An Adobe Reader watermark is visible at the bottom of the screenshot.

## **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 web interface. At the top left is the CDC logo. The header text reads "Department of Health and Human Services Centers for Disease Control and Prevention". Below this is a blue bar with "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 menu with items: "NHSN Home", "Reporting Plan", "Incident", "Reaction", "Summary Data", "Analysis", "Surveys", "Users", "Group", and "Log Out". The "Users" item is highlighted with a red box and contains sub-items "Add" and "Find". The main form area contains the following fields: "User ID\*" (with a note "Mandatory fields marked with \*"), "Prefix", "First Name\*", "Middle Name", "Last Name\*", "Title", and "User Active" (a dropdown menu set to "Y-Yes").

# 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 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 is a navigation bar with 'NHSN - National Healthcare Safety Network' and 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, Accepted Sep 6 2012 1:49PM, Defined Jun 13 2013 12:23PM, Status Not Accepted) and 'NHSN Test KWC Memorial' (ID 24976, Accepted Jun 13 2013 12:24PM, Defined Jun 13 2013 12:23PM, Status Accepted). A 'Back' button is visible below the table. On the left side, there is a navigation menu with 'Group' selected and 'Rights Acceptance Report' highlighted in red.

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
<a href="#">NHSN Harvey Test Memorial</a>	15709	Sep 6 2012 1:49PM	Jun 13 2013 12:23PM	Not Accepted
<a href="#">NHSN Test KWC Memorial</a>	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**

