Data Sharing in NHSN: Creating a Group

July 2017

Objectives

❑ Describe the Group function in NHSN

❑ Outline the steps in creating a Group

❑ Introduce the template of defined rights that Group creates for data sharing

What are NHSN Groups?

A Group is a collection of facilities that have joined together within the NHSN framework to share some or all of their data at a single (Group) level for a mutual purpose (e.g., performance improvement, state and/or public reporting).

The Group Function

- ❑ Only healthcare facilities can enter data into NHSN
- ❑ Facilities can share their data with other entities via NHSN's Group function
- ❑ Any entity can maintain a Group in NHSN (state health departments, hospital systems, quality improvement organizations, etc.)
- ❑ Facilities join and provide access to data requested by Group within the NHSN application

The Group Function

❑ Group users can view and analyze data they are given access to from all facilities at once or for each individual facility in the Group

❑ A facility that joins a Group <u>does not</u> have access to any data from other facilities in the Group

❑ Facilities may join multiple Groups

Steps to Creating a Group in NHSN

1. The Group identifies a Group Administrator, who completes required reading

2. The Group Administrator reaches out to a NHSN facility and asks them to nominate the Group

3. The Group Administrator completes SAMS (secure access management services) registration after the Group is nominated

4. The Group Administrator adds additional users to the Group and sets a joining password

5. The Group Administrator creates a template of data rights that will be accepted by Group members

6. The Group Administrator provides the Group ID and joining password to Group members

7. Facilities join the Group and accept the data rights template to share requested data with the Group

Step 1 – Identify Group Administrator

❑ The Group Administrator should be the person 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 person who serves as Group Administrator can be reassigned within NHSN when needed.

Group Administrator Reading

❑ The Group Administrator should read the NHSN Group Administrator Guide, review the appropriate NHSN component manual, and view the Group training slidesets on the NHSN website

❑ Group Administrator Guide and manuals are available at https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf
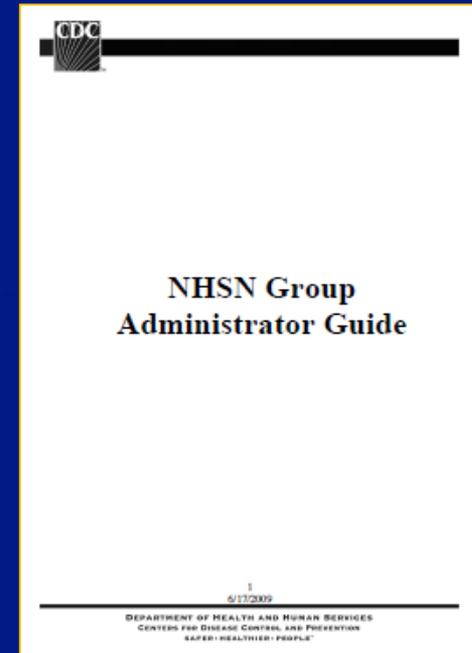
Step 2 – Nominating the Group

- The Group Administrator must identify a facility currently participating in NHSN to nominate the Group

- The facility logs in to NHSN and selects the Group>Nominate tabs in the NHSN navigation bar to reach the Nominate Group screen

- Group Administrator will need to provide the facility with the Group's name, Group type, and the Group Administrator's contact information

- Only ONE facility should nominate the Group!

- The facility that nominates the Group does not automatically become a member

Step 2 – Nominating the Group

□ **Facility must specify whether Group Administrator is a current or new NHSN user**

Step 2 – Nominating the Group

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 the 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

Field		Field	
Administrator User ID *:	[ ] Up to 32 letters and/or numbers, no spaces or special characters		
First Name *:	[ ]	Middle Name:	[ ]
Last Name *:	[ ]	Title:	[ ]
Address, line 1 *:	[ ]		
Address, line 2:	[ ]		
Address, line 3:	[ ]		
City *:	[ ]		
State *:	[⌄]	Zip Code *:	[ ] - [ ]
Phone *:	[ ]	Ext:	[ ]
Fax:	[ ]		
Pager Number:	[ ]		
E-mail *:	[ ]		

Submit   Back

❑ Facility will complete this screen if the Group Administrator is a new NHSN user

Step 2 – Nominating the Group

❑ Facility will complete this screen if the Group Administrator is an existing NHSN user

❑ The email address entered on this screen must be the same as the email address in the Group Administrator's SAMS account (check with Verify User button)

Step 3 – Obtain SAMS Access

- ❑ After the nomination screen is submitted in NHSN, the Group Administrator will receive an email containing the Group's 5-digit NHSN ID number
- ❑ The email will also contain a link the Group Administrator can use to register with CDC's Secure Access Management Services (SAMS)
- ❑ NHSN users with current SAMS access do not need to register a second time
- ❑ Review instructions in the NHSN Group Administrator Guide for more information on SAMS registration

Step 3 – Obtain SAMS Access

❑ Once SAMS access is acquired, the Group Administrator will have access to the Group in NHSN

Step 4 – Add Additional Group Users

❑ The Group Administrator can add other staff members at the Group level as NHSN users by selecting Users>Add from the navigation bar

❑ Note: Group Administrator creates the User ID* (ex. JSMITH)

Step 4 – Assign User Rights

- ❑ Assign and save rights based on the access you want the user to have

- ❑ Customizing rights is not recommended for most users

- ❑ Users will not be able to access NHSN without having assigned rights

Step 4 – Set Group Joining Password

❑ Groups in NHSN are protected with a joining password

❑ The joining password is shared with facilities that will become members of the Group

❑ The Group Administrator sets the joining password by selecting Group and Joining Password in NHSN

❑ The joining password is case sensitive and special characters are not recommended

❑ The Group Administrator can change or reset the password at any time

Step 4 – Set Group Joining Password

❑ The Group Administrator enters the joining password in the boxes, then clicks the Set Password button to complete Group setup

Step 5 – Set Up Rights Template

❑ The Group Administrator creates a template of data elements that member facilities will share with the Group

❑ Group Administrator uses Define Rights option to specify which facility-level data the Group is requesting access to

Step 5 – Set Up Rights Template

❑ **Please refer to the Guide to Setting Up the Confer Rights Template for more information** https://www.cdc.gov/nhsn/pdfs/groups-startup/TemplateSetup_PS-current.pdf

Step 6 – Inviting Member Facilities

- ❑ After creating the rights template, the Group Administrator contacts potential member facilities by email with an invitation to join the Group.

- ❑ The invitation must include the Group's NHSN ID and Joining Password.

- ❑ The Administrator may wish to include with the invitation a summary and reasoning for the data elements on the rights template.

- ❑ The Administrator may also wish to include any helpful information regarding data use and security.

Step 7 – Facilities Join & Accept Template

❑ After receiving the invitation from the Group Administrator, an administrative-level user in the invited facility can enter the Group ID and joining password.

Step 7 – Facilities Join & Accept Template

❑ After a facility joins a Group successfully, they will be taken directly to the template of rights the Group has created

Tracking Group Membership

❑ **The Rights Acceptance Report** can be used to track which facilities have joined a Group and whether they have accepted the Group's template of rights

Tracking Group Membership

❑ The Rights Acceptance Report will be reset each time the Group updates or saves its template of defined rights.

NOTE: If you see a line of asterisks under Facility Name, ******* the specific facility has never conferred rights to your template. They have joined your group but have not conferred rights.

Summary

- Any entity can form a Group in NHSN
- Facilities who join a Group cannot see any other Group member's data
- Facilities can join multiple Groups
- Any active NHSN facility can nominate a Group
- Group Administrator sets a joining password and a template of rights for the Group
- Facilities join a Group using the Group's NHSN ID number and joining password
- Facilities accept rights template after they join a Group

NHSN Help Desk – nhsn@cdc.gov

NHSN Home Page – https://www.cdc.gov/nhsn