



Groups in Biovigilance

SAFER • HEALTHIER • PEOPLE™

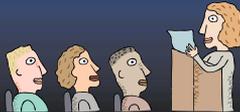
1

Welcome to the National Healthcare Safety Network training on Groups in Biovigilance.



Target Audience

- Facilities interested in joining or creating a group in NHSN
- Organizations that become a Group in NHSN
- This training assumes you have viewed Training 1: Biovigilance Component Overview training slides



This training is intended for facilities interested in joining or nominating a Group in NHSN and organizations that become a Group in NHSN. This training assumes you have viewed Training 1: Biovigilance Component Overview Training Slides.



Objectives

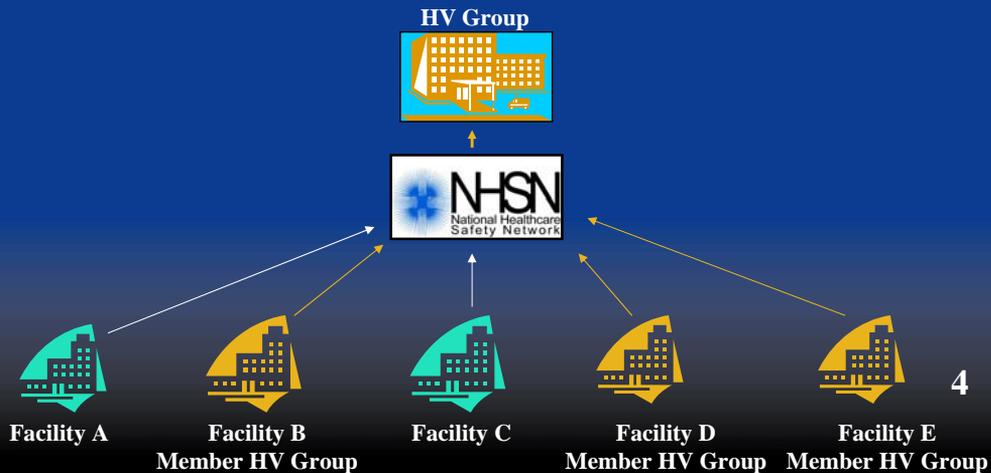
- Review the definition of a Group in NHSN
- Demonstrate how to nominate a Group
- Discuss the steps taken by a new Group Administrator
- Discuss the steps taken by a Facility Administrator (or user with administrative rights)
- Describe how a facility can join and confer rights to a Group
- Review example of Conferred Rights

The objectives of this training are to review the definition of a Group in NHSN, demonstrate how to nominate a Group, discuss the steps taken by a new Group Administrator, discuss the steps taken by the Facility Administrator or user with administrative rights, describe how a facility can join and confer rights to a Group, and review an example of Conferred Rights.



What is a Group?

- 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).



4

What is a Group in NHSN? 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 (for example, for performance improvement or state and/or public reporting). In the example on this slide, facilities B, D, and E have joined the HV Group. They enter data into NHSN and by “conferring rights” to HV Group, give HV Group the ability to see the data that they have entered into NHSN.



Nominate a Group Facility Administrator...

- Selects Nominate from the Group section of NHSN navigation bar
- Enters the name and type of Group
- Enters the information about the Group Administrator
- Submits



NOTE: Nominating a group does not automatically join the facility to the Group.

The first step is to nominate a Group. This is done by a Facility Administrator from one of the facilities that will participate in the Group. The Facility Administrator selects Group – Nominate on the left navigation bar, then enters the name and types of group, information about the Group Administrator, and clicks on the “Submit” button. Please note that by nominating a Group the Facility Administrator has not yet joined his/her own facility to the group.



F.Y.I.

Only one NHSN facility completes this step!



Centers for Disease Control and Prevention

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

Logged into Pleasant Valley Hospital (ID 10312) as RUBY.
Facility Pleasant Valley Hospital (ID 10312) is following the BV component.

Nominate Group

[HELP](#)

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 and initial password for that user along with the person's name, email address, and phone number.

Enter group data

Mandatory fields marked with *

Group Name*:

Type of Group*:

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

Group Administrator Information*

Use existing NHSN user Create new NHSN user

6

Let's take a look at how this appears on the NHSN screen. In this example, the Facility Administrator from Pleasant Valley Hospital has nominated HV Test Group, a patient safety organization. Since the Group Administrator is not a current NHSN user click on the circle to, "Create new NHSN user."

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 person's 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

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*:

Enter information about the Group Administrator. Only certain fields are required. The name and email address of the Group Administrator are very important and must be entered.



Once nominated, Group Administrator ...

- Receives an email notification from NHSN containing the Group ID and instructions about obtaining a digital certificate
 - If Group Administrator already has a digital certificate, will not need a new one
 - Just request a new program/activity:
 - Program: National Healthcare Safety Network (NHSN)
 - Activity: NHSN Reporting



NOTE: Groups do not enroll!

Once the Group Administrator has been nominated, an email notification will be sent from NHSN that contains the Group ID number and instructions for obtaining a digital certificate. If the Group Administrator already has a digital certificate, another one will not be necessary. He/she would just request a new program/activity. For this, it would be Program – NHSN, Activity – NHSN Reporting. Although the Group Administrator must have a digital certificate, the Group does not enroll in NHSN!



Email from NHSN to Group Administrator



You have been designated as the Group Administrator for the following NHSN group.

Group Name : HV Test

Group ID : 10001

Group Type : Quality Improvement/Patient Safety Organization

This group nomination was performed by:

Name : Jane Doe

Phone : 404-555-1234

In order to access NHSN, you will need to obtain and install a digital certificate onto the computer you plan to use for connecting to the NHSN.

Please print a copy of the document entitled "SDN Enrollment Guide: A Guide for using the Secure Data Network to Obtain a Digital Certificate and to Enroll in a CDC Program" from the following URL ... etc.

Here is an example of the email the Group Administrator receives once the Group has been nominated by a facility. The email contains the Group ID number the Group Administrator will share with joining facilities.



After acquiring digital certificate, Group Administrator ...

- Logs in to NHSN Reporting and sets Group joining password
- Shares the Group ID and joining password with those NHSN facilities that should join the Group



NOTE: The Group ID is a 5-digit number assigned by NHSN, not the Group Name.

After acquiring his/her digital certificate, the Group Administrator logs into NHSN Reporting and sets a Group joining password. The Group ID and password are then shared with all the NHSN facilities that should join the group. Remember that the Group ID is the 5-digit number assigned by NHSN. It is NOT the Group Name.



Group Administrator Sets Joining Password



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

NHSN - National Healthcare Safety Network

NHSN Home Logged into Maggie's Test Group (ID 11933) as MAGGIE.
All Facilities Selected.

Memberships

Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Surveys
Users
Organization
 Organization Info
 Find
 Joining Password
 Evict Members
Log Out

Facilities whose data can be accessed by this group

Enter and verify the joining password.
Click "Set Password."

Set joining password for this group

New Password:

Verify New Password:

Set Password

Back

11

To set the joining password, the Group Administrator goes into NHSN and selects Organization – Joining Password from the left navigation bar, enters and verifies the password, and clicks on “Set Password.”



Facility Administrator Joins a Group

- From the Group section of NHSN navigation bar, the Facility Administrator selects Join
- Enters the Group ID
- Enters the Group Joining Password



The Group ID and Joining Password are provided by the Group Administrator

Once the Group ID number and joining password have been received from the Group Administrator, the Facility Administrator (or facility user with administrative rights) joins the Group for his/her own facility. From the Group section of the navigation bar he/she selects Join and then enters the Group ID and Group Joining Password.



Join a Group

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

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home

Logged into Pleasant Valley Hospital (ID 10312) as RUBY.
Facility Pleasant Valley Hospital (ID 10312) is following the BV component.

Memberships

Groups that have access to this facility's data

- A1 Test Group (10318)
- Another Test Group (10436)
- MMS Test Group3 (10300)
- Test Group for Blaine (10288)

Confer Rights HELP

Leave Group(s) HELP

Enter ID and Password for this facility to join a new group

Group ID:

Group Joining Password:

Join Group HELP

Back

Left Sidebar:

- NHSN Home
- Reporting Plan
- Patient
- Incident
- Reaction
- Summary Data
- Analysis
- Surveys
- Users
- Facility
- Group
 - Confer Rights
 - Join
 - Leave
 - Nominate
- Log Out

This is the Group Membership page in NHSN where Group ID and Joining Password are entered as described in the previous slide. Notice that a facility can participate in multiple groups as shown in the box that states, "Groups that have access to this facility's data."



Join a Group

Once the Facility Administrator clicks on “Join Group,” this message will appear. “The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.”



Facility Administrator Confers Rights to a Group



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

Logged into Pleasant Valley Hospital (ID 10312) as RUBY.
Facility Pleasant Valley Hospital (ID 10312) is following the BV component.

Confer Rights-Biovigilance

Please select the rights that group 'AABB Group' should have to facility 'Pleasant Valley Hospital'

Patient Safety **Healthcare Personnel Safety** **Biovigilance**

General

	View Options
Patient	<input checked="" type="checkbox"/> With Identifiers <input type="checkbox"/> Without Identifiers
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Annual Hemovigilance Facility Survey	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>

Incidents and Adverse Reactions

Plan	Month	Year	Month	Year	Event
(All)			to		(All)

Add Row Clear All Rows

Summary Data for Events

Plan	Month	Year	Month	Year
(All)			to	

The Facility Administrator confers rights to a Group. This means that the Facility Administrator selects the information from his/her facility that the Group will be allowed to access.



About Conferring Rights

- Group is given rights to access certain data from a facility
- Group can analyze the data of its member facilities
- NHSN facilities in the Group cannot see one another's
 - data
- Facilities can confer rights
 - By Component

17

Let's talk about conferring rights. A Group is given rights to access certain data from a facility. A Group can analyze the data of its member facilities. NHSN facilities that participate in a Group cannot see one another's data. Facilities can confer rights to the Group by Component, Plan Status, Date Range, and Event.



Confidentiality of Data

- The Assurance of Confidentiality that is provided to NHSN facilities by CDC applies to information reported to CDC through NHSN that is maintained and used by CDC in aggregate reports
- Once rights have been conferred by a facility to a Group, CDC cannot be held accountable for how the Group uses the facility's data and there is no assurance of confidentiality
- Before conferring rights to any Group, a facility may want to work with the Group to ensure that any necessary documentation or mechanisms are in place to protect the confidentiality of its data to the extent possible.



The Assurance of Confidentiality that is provided to NHSN facilities by CDC applies to information reported to CDC through NHSN that is maintained and used by CDC in aggregate reports. Once rights have been conferred by a facility to a Group, CDC cannot be held accountable for how the Group uses the facility's data and there is no assurance of confidentiality. Before conferring rights to any Group, a facility may want to work with the Group to ensure that any necessary documentation or mechanisms are in place to protect the confidentiality of its data to the extent possible.



Confer Rights to a Group Biovigilance Component



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

Logged into Pleasant Valley Hospital (ID 10312) as RUBY.
Facility Pleasant Valley Hospital (ID 10312) is following the BV component.

Confer Rights-Biovigilance

Please select the rights that group 'AABB Group' should have to facility 'Pleasant Valley Hospital'

Patient Safety | **Healthcare Personnel Safety** | **Biovigilance**

General

	View Options
Patient	<input checked="" type="checkbox"/> With Identifiers <input type="checkbox"/> Without Identifiers
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Annual Hemovigilance Facility Survey	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>

- Confer rights to patient data, with or without identifiers
 - Identifiers include all patient information including patient name, date of birth, gender, race/ethnicity
- Conferring rights to the Annual Hemovigilance Facility Survey will include facility contact information: name, address, phone, and facility type

18

Now let's look at how rights can be conferred to a Group in Biovigilance. Confer rights to patient data with or without identifiers. Identifiers include all patient information including patient name, date of birth, gender, and race/ethnicity, so if the Group is going to perform analysis using any of these fields, rights will have to be conferred, "with identifiers." Conferring rights to information on the Annual Hemovigilance Facility Survey will include access to facility contact information: name, address, phone, and facility type.

Confer Rights to a Group Biovigilance Component

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

Logged into Pleasant Valley Hospital (ID 10312) as RUBY.
Facility Pleasant Valley Hospital (ID 10312) is following the BV component.

Confer Rights-Biovigilance

Please select the rights that group 'AABB Group' should have to facility 'Pleasant Valley Hospital'

Patient Safety | **Healthcare Personnel Safety** | **Biovigilance**

General

View Options

Patient With Identifiers Without Identifiers

Monthly Reporting Plan

Annual Hemovigilance Facility Survey

Data Analysis

Incidents and Adverse Reactions

Plan	Month	Year	Month	Year	Event
(All)			to		(All)

Add Row Clear All Rows

Summary Data for Events

Plan	Month	Year	Month	Year
(All)			to	

- Plan options include: All, In, Out, and Both
- Event is Adverse Reaction or Incident
- Summary Data include Blood Product Incidents Reporting – Summary Data & Hemovigilance Monthly Reporting Denominators

19

Plan options include “All” or access to data “In” or “Out” of plan, and for any time period. Currently, Biovigilance only allows entry of “In” plan data. By selecting “In” rather than “All” you will also be required to select your time periods (month/year) for which the group has access to your data. Event will either be Adverse Reaction or Incident. Summary data include Blood Product Incidents Reporting – Summary Data and Hemovigilance Monthly Reporting Denominators.



Facility Administrator Manages Group Memberships



The screenshot shows the NHSN Facility Administrator interface. At the top, it displays the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below this, it indicates the user is logged into Pleasant Valley Hospital (ID 10312) as RUBY. The main navigation menu on the left includes options like Reporting Plan, Patient, Incident, Reaction, Summary Data, Analysis, Surveys, Users, Facility, and Group. Under the Group menu, "Confer Rights", "Join", "Leave", and "Nominate" are listed, with "Leave" highlighted in yellow. The main content area is titled "Memberships" and shows a list of groups with access to the facility's data: A1 Test Group (10318), Another Test Group (10436), MMS Test Group3 (10300), and Test Group for Blaine (10288). To the right of this list are buttons for "Confer Rights" and "Leave Group(s)", each with a "HELP" icon. Below the list, there is a section for "Enter ID and Password for this facility to join a new group" with input fields for "Group ID:" and "Group Joining Password:", and a "Join Group" button with a "HELP" icon. A "Back" button is located at the bottom right of the main content area.

The Facility Administrator manages the Group memberships. A facility can be a member of more than one Group as shown on this slide. If the facility needs to leave the Group, the Facility Administrator would perform this action.



Example



Facility A has joined a patient safety organization reporting Group. As part of the Group's intent to collect data from Group facilities, rights must be conferred for the following, beginning January, 2009:

1. Patient information with identifiers
2. Monthly Reporting Plan
3. Analysis
4. Annual Facility Survey
5. In-plan adverse reaction events
6. In-plan incident events
7. In-plan incident reporting – summary data
8. Monthly denominators

21

Now let's look at an example. Facility A has joined a patient safety organization reporting Group. As part of the Group's intent to collect data from group facilities, rights must be conferred beginning January, 2009 and ending December, 2009. In this example, rights to patient information including identifiers, Monthly Reporting Plan, Analysis, Annual Facility Survey, in-plan adverse reaction events, in-plan incident events, in-plan incident reporting – summary data, and monthly denominators will need to be conferred.



Example: Facility Administrator Joins Group



- One facility has nominated the patient safety organization as a Group
- Once nominated, the Group Administrator, obtains digital certificate, logs into NHSN, and sets up the Group Joining Password
- Group Administrator provides Facility Administrator with Group ID and Group Joining Password
- Facility Administrator joins Group

Group ▢ Confer Rights ▢ Join ▢ Leave ▢ Nominate Log Out	Enter ID and Password for this facility to join a new group	
	Group ID: <input type="text" value="10516"/>	<input type="button" value="Join Group"/> HELP
	Group Joining Password: <input type="password" value="•••••"/>	

22

One facility nominated the patient safety organization as a Group. Once nominated, the Group Administrator obtains a digital certificate, logs into NHSN, and sets the Group Joining Password. The Group Administrator then provides all Facility Administrators (like the one from Facility A) with the Group ID and Group Joining Password. The Facility Administrator then joins the Group by selecting Group – Join from the navigation bar in NHSN as shown at the bottom of this slide.

Example: Facility Administrator Confers rights to Group



Analysis
Surveys

Users

Facility

Group

Confer Rights

Join

Leave

Nominate

Log Out

Patient Safety

Healthcare Personnel Safety

Biovigilance

General

View Options

Patient	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> With Identifiers	<input type="radio"/> Without Identifiers
Monthly Reporting Plan	<input checked="" type="checkbox"/>		
Annual Hemovigilance Facility Survey	<input checked="" type="checkbox"/>		
Data Analysis	<input checked="" type="checkbox"/>		

Incidents and Adverse Reactions

Plan	Month	Year	to	Month	Year	Event
In	1	2009	to	12	2009	Adverse Reaction
In	1	2009	to	12	2009	Incident

Add Row

Clear All Rows

Summary Data for Events

Plan	Month	Year	to	Month	Year
In	1	2009	to	12	2009

Add Row

Clear All Rows

Denominator Data for Events

Plan	Month	Year	to	Month	Year
In	1	2009	to	12	2009

23

After joining the Group, the Facility Administrator confers rights. This screen shows an example of the rights the administrator selected. Rights are conferred to data reported beginning January, 2009 and ending December, 2009 and include patient information with identifiers, Monthly Reporting Plan, Analysis, Annual Facility Survey, in-plan adverse reaction events, in-plan incident events, in-plan incident reporting – summary data, and monthly denominators.



Let's Review!



In this session we:

- Reviewed the definition of a Group in NHSN
- Demonstrated how to Nominate a Group
- Discussed the steps taken by a new Group Administrator
- Discussed the steps taken by the Facility Administrator or the facility user with administrative rights
 - Joining a Group
 - Conferring rights to a Group
- Reviewed an example of Conferred Rights

24

Let's review what was discussed in this session. We reviewed the definition of a Group in NHSN and demonstrated how a Facility Administrator nominates a Group. Then we discussed the steps taken by the Group Administrator and the Facility Administrator (or the facility user with administrative rights). The Facility Administrator joins the Group and Confers rights to the Group. Finally, we viewed an example of Conferred Rights.



Questions or Need Help? Contact User Support



That concludes our training on Groups in Biovigilance. If you have questions or need help, please contact NHSN@cdc.gov. Thank you!