



Data Sharing in NHSN: Creating a Group

June 2011

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**

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 does not have access to any data from other facilities in the Group**
- ❑ **Facilities may join multiple Groups**

Steps to Creating a Group in NHSN

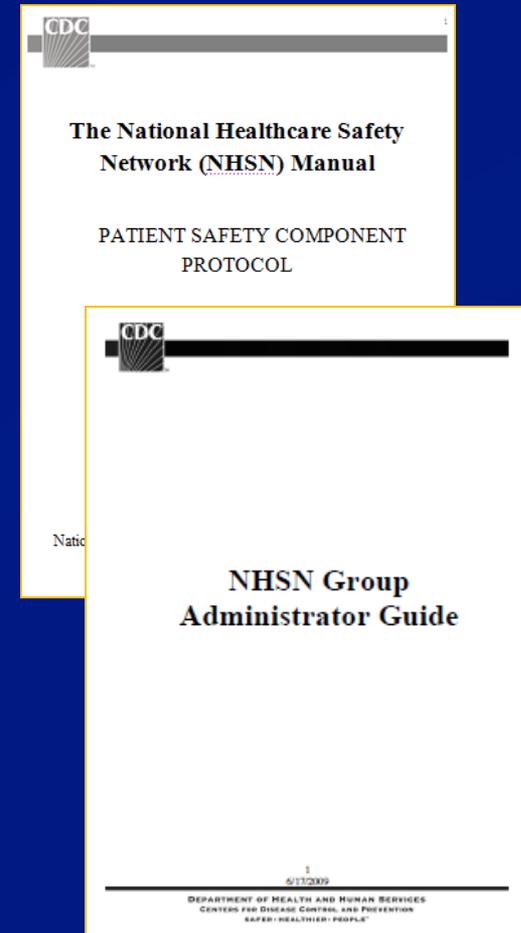
1. The Group identifies a Group Administrator, who completes required reading
2. The Group Administrator reaches out to an NHSN facility and asks them to nominate the Group
3. The Group Administrator obtains a digital certificate after the Group is nominated
4. The Group Administrator adds additional 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 a 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**

Step 1 – 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 available at <http://www.cdc.gov/nhsn> (follow link to Resource Library)



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 Group and Nominate in the NHSN navigation bar to reach the Nominate Group screen**
 - ❑ Group Administrator will need to provide the facility with the Group's name and 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



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Logged into DHQP Memorial Hospital (ID 10000) as PAULM.
Facility DHQP Memorial Hospital (ID 10000) is following the PS 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

The facility must specify whether Group Administrator is a current or new NHSN user

Step 2 – Nominating the Group

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*:	<input type="text"/>	Up to 32 letters and/or numbers, no spaces or special characters	
First Name:	<input type="text"/>		Middle Name: <input type="text"/>
Last Name*:	<input type="text"/>		Title: <input type="text"/>
Address, line 1:	<input type="text"/>		
Address, line 2:	<input type="text"/>		
Address, line 3:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	<input type="text"/>	Zip Code: <input type="text"/> - <input type="text"/>
Phone*:	<input type="text"/>		Ext: <input type="text"/>
Fax:	<input type="text"/>		
Pager Number:	<input type="text"/>		
E-mail*:	<input type="text"/>		

Submit

Back

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

Step 2 – Nominating the Group

Group Administrator Information*

Use existing NHSN user Create new NHSN user

Note: To nominate an existing NHSN user as the administrator of this new group, you must specify the e-mail address of that person.

Once the e-mail address has been typed in, select the "Verify User" button below.
Then verify that the information retrieved below is correct before proceeding.

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.

Use existing NHSN user

E-mail*:

First name:

Middle name:

Last name:

Verify User

Click to verify the e-mail address provided above (recommended before proceeding).

- ❑ 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 on the Group Administrator's digital certificate (check with Verify User button)

Step 3 – Obtain Digital Certificate

- ❑ 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 obtain a digital certificate**
- ❑ Current users of NHSN do not need to obtain a new digital certificate to access the Group**
- ❑ Follow instructions in Group Administrator Guide to successfully download and install digital certificate**

Step 3 – Obtain Digital Certificate



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NHSN Home

Logged into NHSN State Users Test Group (ID 15144) as PAULM.
All Facilities Selected.

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NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

Assurance of Confidentiality: The 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)).

**NHSN maintenance may occur nightly
between 12am and 6am Eastern time.**



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- ❑ **Once the certificate is installed properly, the Group Administrator will have access to the Group in NHSN**

Step 4 – Add Additional Group Users



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[NHSN Home](#)

Logged into NHSN State Users Test Group (ID 15144) as PAULM.
All Facilities Selected.

Add User

[HELP](#)

Mandatory fields marked with *

User ID*: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name *:

Middle Name:

Last Name *:

Title:

User Active:

User Type:

Phone Number:

Extension:

Fax Number:

E-mail Address*:

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

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



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▸ Find Facility

▸ Edit Group Info

▸ **Joining Password**

▸ Evict Members

▸ Define Rights

▸ Rights Acceptance Report

Log Out

Logged into Paul's Test Group (ID 10676) as PAULM.
All Facilities Selected.

Memberships

Facilities whose data can be accessed by this group

--

Evict
Member(s)

Set joining password for this group

New Password:

Verify New Password:

Set
Password

Back

- ❑ 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



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▸ Find Facility

▸ Edit Group Info

▸ Joining Password

▸ Evict Members

▸ Define Rights

▸ Rights Acceptance Report

Log Out

Logged into Paul's Test Group (ID 10676) as PAULM.
All Facilities Selected.

Memberships

Facilities whose data can be accessed by this group

Evict
Member(s)

Set joining password for this group

New Password:

Verify New Password:

Set
Password

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

Step 5 – Set Up Rights Template



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Find Facility

Edit Group Info

Joining Password

Evict Members

Define Rights

Rights Acceptance Report

Log Out

Logged into Paul's Test Group (ID 10676) as PAULM.
All Facilities Selected.

Define Rights-Patient Safety

! Please select the rights that facilities joining "Paul's Test Group" will confer

HELP

Patient Safety

Healthcare Personnel Safety

Biovigilance

General

View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers Gender DOB Ethnicity Race

Monthly Reporting Plan

Data Analysis

Facility Information

Surveys

Year

Year

Survey Type



to

Please refer to the "Confer Rights Template" guide for more information

Step 6 – Contact Facilities

- ❑ The Group Administrator must provide facilities that want to join the Group with the Group's 5-digit NHSN ID number and joining password**
- ❑ Groups should also provide potential member facilities with information about what data the Group will be requesting and instructions for modifying the confer rights template (if necessary)**

Step 7 – Facilities Join & Accept Template



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Nominate

Log Out

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

Memberships

Groups that have access to this facility's data

Confer Rights

Leave Group(s)

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

Group ID:

Group Joining Password:

Join Group

Back

- Facility enters Group ID number and joining password on the Memberships screen

Step 7 – Facilities Join & Accept Template



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▢ Confer Rights

▢ Join

▢ Leave

▢ Nominate

Log Out

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

Confer Rights-Patient Safety

✔ Facility 'Pleasant Valley Hospital' has successfully joined group 'Paul's Test Group'. You should now confer rights to that group.

! Please review the data rights that "Paul's Test Group" is requesting from your facility:

- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

HELP

Patient Safety

Healthcare Personnel Safety

Biovigilance

General

View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers Gender DOB Ethnicity Race

Monthly Reporting Plan

Data Analysis

Facility Information

Surveys

Year Year Survey Type

N/A

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

Tracking Group Membership



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Log Out

Logged into Paul's Test Group (ID 10676) as PAULM.
All Facilities Selected.

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Use the Navigation bar on the left to access the features of the application.

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- ❑ 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



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Logged into Paul's Test Group (ID 10676) as PAULM.
All Facilities Selected.

Rights Acceptance Report

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Facility name	Facility ID	Accepted Date	Defined Date	Status
DHQP MEMORIAL HOSPITAL	10018	Apr 21 2011 3:30PM	Apr 21 2011 1:52PM	Accepted
Mount Sinai Medical Center	10127	Apr 21 2011 1:55PM	Apr 21 2011 1:52PM	Accepted
Pleasant Valley Hospital	10312	Apr 27 2011 2:09PM	Apr 21 2011 1:52PM	Accepted
DHQP Memorial Annex	10401	Apr 21 2011 3:29PM	Apr 21 2011 1:52PM	Accepted

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- ❑ The Rights Acceptance Report will be reset each time the Group updates its template of defined 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**
- ❑ **An active NHSN facility nominates 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 – <http://www.cdc.gov/nhsn>

