Data Sharing in NHSN: Creating a Group

February 2015
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 security access through SAMS 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 member facilities
6. The Group Administrator provides the Group ID and joining password to member facilities
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/group-users/](http://www.cdc.gov/nhsn/group-users/)
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
The facility must specify whether Group Administrator is a current or new NHSN user.
Step 2 – Nominating the Group

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: 

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 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 instructions 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 **NHSN Group Administrator Guide** for more information on SAMS registration.
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 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

The Group Administrator enters the joining password in the boxes, then clicks the Set Password button to complete Group setup.
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 on the NHSN web site 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

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

- Enter ID and Password for this facility to join a new group.
  - Group ID: [Input Field]
  - Group Joining Password: [Input Field]

- Memberships screen showing groups with access to facility's data.
After facility joins a Group successfully, they will be taken directly to the template of rights that the Group has created.
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 its template of defined rights.

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

Displaying 1 - 4 of 4
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