



Data Sharing in NHSN: Joining a Group and Accepting the Confer Rights Template

June 2011

Objectives

- ❑ **Describe the Group function in NHSN**
- ❑ **Outline the steps to joining a Group in NHSN**
- ❑ **Discuss data sharing with Groups and the data rights template**

The Group Function

- ❑ Any entity can maintain a Group in NHSN (state health departments, hospital systems, quality improvement organizations, etc.)
- ❑ Facilities can share data with these partners and agencies using NHSN's Group function
- ❑ Facilities join and provide access to data requested by Group within the NHSN application
- ❑ A facility that joins a Group does not have access to any data from other facilities in the Group
- ❑ Facilities may join multiple Groups

Joining a Group in NHSN

- ❑ **Groups in NHSN have a 5 digit ID number and are protected with a joining password set by the Group Administrator**
- ❑ **A Group should provide facilities that would like to join with:**
 - ❑ The Group's 5-digit NHSN ID number
 - ❑ The Group's joining password
- ❑ **Facilities select Group and then Join in the NHSN navigation bar to join a Group**

Joining a Group in NHSN



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

Memberships

Groups that have access to this facility's data

--

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

- ❑ Facility enters the 5-digit Group ID number in the Group ID field
- ❑ Facility enters the Group's joining password in the Group Joining Password field. The password is case-sensitive.
- ❑ Facility clicks on the Join Group button to join the Group

Joining a Group in NHSN



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▶ Confer Rights

▶ Join

▶ Leave

▶ Nominate

Log Out

Logged into DHQP Memorial Hospital (ID 10000) as PAULM.
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Memberships

Groups that have access to this facility's data

Group Name	Confer Rights	Leave Group(s)
	<input type="button" value="Confer Rights"/> HELP	<input type="button" value="Leave Group(s)"/> HELP

Enter ID and

Group Joining

Message from webpage

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.

- ❑ A warning message will pop up – facility user must read the message
- ❑ Facilities must click the OK button before they can proceed

Joining a Group – Group Data Rights



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Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as PAULM.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Confer Rights-Patient Safety

Facility 'DHQP MEMORIAL 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

General

	View Options
Patient	<input checked="" type="checkbox"/> With All Identifiers <input type="checkbox"/> Without Any Identifiers <input type="checkbox"/> 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"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Surveys

- Immediately after joining the Group, the facility will be taken to a screen listing the data that the Group is requesting access to**

Group Data Rights Template - Basics

General	
View Options	
Patient	<input checked="" type="checkbox"/> With All Identifiers  <input type="checkbox"/> Without Any Identifiers <input type="checkbox"/> 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"/> 
Data Analysis	<input checked="" type="checkbox"/> 
Facility Information	<input checked="" type="checkbox"/> 

- ❑ **X in a box indicates that the relevant piece of data is being requested by the Group**
- ❑ **The  icon indicates areas of the data rights template that have changed (Group either is requesting new data or removing request for data)**

Group Data Rights Template - Basics

Infections and other Events (Not specific to MDRO/CDI)							
Plan	Month	Year	Month	Year	Event	N/A	
<input type="checkbox"/>	In 1	2008	to	<input type="checkbox"/>	<input type="checkbox"/>	BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type:	Location:	Other Location Requirements:	Your Locations:			
	CC	(ALL)	You will share data for all ICUS.	22ICU - PEDIATRIC ICU, 3- WEST - PI			
<input type="checkbox"/>	In 1	2008	to	<input type="checkbox"/>	<input type="checkbox"/>	BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type:	Location:	Other Location Requirements:	Your Locations:			
	WARD	<input type="checkbox"/>	Please confer rights to one ward.	3E - SSI			
<input type="checkbox"/>	In 1	2008	to	<input type="checkbox"/>	<input type="checkbox"/>	SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure:	Setting:					
	KPRO - Knee prosthesis	In					

- ❑ For events and denominators, the Group specifies criteria for plan status, time period, and event or denominator type
- ❑ For events and denominators that are shared by location, facility is able to edit locations that are shared with the Group – the rest of the screen is not editable

Joining a Group – Group Data Rights

MDRO/CDI Summary Data (Denominators)

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
 In	1	2008	to		FACWIDE	FacWideIN		<input type="checkbox"/>	

Total Patient Days Total Admissions Total Encounters
For monitoring C. difficile in a FACWIDE location:
 Patient Days Admissions Encounters

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
------	-------	------	-------	------	---------------	----------	-----------------------------	----------------	-----

- ❑ At the bottom of the screen, facility must select one of two buttons:
 - ❑ Accept button accepts template of rights and shares data with Group
 - ❑ Back button does not accept the template of rights – Group will not have access to any facility data

Group Data Rights – More Training



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Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as PAULM.
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Confer Rights-Patient Safety

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! 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

General

	View Options
Patient	<input checked="" type="checkbox"/> With All Identifiers <input type="checkbox"/> Without Any Identifiers <input type="checkbox"/> 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"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Surveys

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

After Joining a Group and Accepting Rights



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Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as PAULM.
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Memberships

✔ Conferred Rights saved successfully for group Paul's Test Group (10676).

Groups that have access to this facility's data

Paul's Test Group (10676)	<input type="button" value="Confer Rights"/> ?HELP
	<input type="button" value="Leave Group(s)"/> ?HELP

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

Group ID:

Group Joining Password:

[?HELP](#)

- ❑ When the template is accepted, data sharing is complete
- ❑ Group will be added to the list of Groups the facility belongs to on the Memberships screen

Group Data Rights – Updated Template



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Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as PAULM.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Confer Rights Not Accepted List

Define rights have been changed or new locations have been added affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Displaying 1 - 1 of 1

Group Name	Group ID	Status	Status Date
Paul's Test Group	10676	Not Accepted	Apr 27 2011 3:06PM

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Displaying 1 - 1 of 1

- ❑ If a Group makes changes to the data rights they are requesting, the facility is notified immediately upon logging in to NHSN
- ❑ Facility can click on link under Group Name to view the updated data rights request and accept updated template or leave Group

Group Data Rights – Updated Template



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Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as PAULM.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Confer Rights-Patient Safety

! 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

General

	View Options
Patient	<input type="checkbox"/> With All Identifiers
	<input checked="" type="checkbox"/> Without Any Identifiers
	<input type="checkbox"/> 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"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Surveys

Year	Year	Survey Type	N/A
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- ❑ Note the icon on the lines where rights requested earlier in this guide have changed:
 - ❑ Group no longer wants access to patient identifiers
 - ❑ Group no longer wants access to surveys

Group Options – the Memberships Screen



The screenshot displays the NHSN Memberships screen. At the top left is the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". The top navigation bar includes "NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)" and links for "NHSN Home", "My Info", "Contact us", "Help", and "Log Out". A left sidebar menu lists various options: "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Analysis", "Surveys", "Users", "Facility", "Group" (with sub-options: "Confer Rights", "Join", "Leave", "Nominate"), and "Log Out". The main content area shows the user is logged in as PAULM. at DHQP MEMORIAL HOSPITAL. The title "Memberships" is centered. A green checkmark icon and text state: "Conferred Rights saved successfully for group Paul's Test Group (10676)". Below this, a section titled "Groups that have access to this facility's data" shows a list with "Paul's Test Group (10676)" selected. To the right of the list are two buttons: "Confer Rights" and "Leave Group(s)", each with a "HELP" icon. The "Confer Rights" button is highlighted with a red box. Below the list, there is a section "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. At the bottom center is a "Back" button.

- ❑ Facility can update locations being shared with Group using the Confer Rights button
- ❑ Facility can leave the Group and stop all data sharing using the Leave Group button

Summary

- ❑ **Facilities can share data with other entities using the Group function**
- ❑ **Facilities join a Group using the Group's 5 digit NHSN ID number and joining password**
- ❑ **Facilities must accept a template of requested data rights from the Group before any data is shared**
- ❑ **The data rights template is not editable by the facility, with the exception of locations for certain event or denominator types**
- ❑ **Facilities are notified when data requested by a Group changes**

NHSN Help Desk – nhsn@cdc.gov
NHSN Home Page – <http://www.cdc.gov/nhsn>

