



Data Sharing in NHSN: The Confer Rights Template (Patient Safety Component)

February 2015

Objectives

- ❑ **Review NHSN's Group function**
- ❑ **Demonstrate setup of the define rights template for Group users**
- ❑ **Demonstrate acceptance of the confer rights template for facility users**

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 Groups 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**

Creating a Group in NHSN

- ❑ Groups are created through nomination performed by an active NHSN facility
- ❑ After nomination, Group Administrator receives email with Group information and instructions for registering with SAMS
- ❑ Group Administrator sets a joining password on the Group and creates template of data elements that member facilities will share with the Group
- ❑ Group Administrator shares Group ID number and password with potential Group members
- ❑ More information in the **Guide to Creating a Group** on the NHSN web site

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
 - ❑ Information about data that Group is requesting from member facilities
- ❑ Facilities select **Group** and then **Join** in the NHSN navigation bar to join a Group
- ❑ More information in **Guide to Joining a Group** on the NHSN web site

The Confer Rights Template

- ❑ **Group Administrator creates a template of rights that is shared within NHSN with Group's member facilities**
- ❑ **Template specifies which data elements will be shared with Group**
- ❑ **Group members have limited ability to edit the template**
- ❑ **Group members accept the template of rights to complete data sharing with the Group**
- ❑ **Group can update the template as needed, and facilities must accept updated template to change data being shared with the Group**

Creating or Updating Template



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

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

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Group

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

- ❑ Group Administrator selects **Define Rights** in NHSN navigation bar to create or update template of rights

Template Setup – General Tips

The screenshot shows a web interface for setting up a survey template. At the top, there is a header labeled 'Surveys'. Below it is a table with three columns: 'Year', 'Year', and 'Survey Type'. The first 'Year' column contains a trash can icon to its left and a dropdown menu. The second 'Year' column contains the word 'to' to its left and a dropdown menu. The 'Survey Type' column contains a dropdown menu. Below the table are two buttons: 'Add Row' and 'Clear All Rows'.

- ❑ Leave the “To” year box blank to ask facilities to share data without an end date
- ❑ Use the trash can icon to remove a row from the template
- ❑ Use the **Add Row** button to add additional rows to a section of the template
- ❑ Use the **Clear All Rows** button to remove all of the rows entered in a section of the template

Template Setup (PS) – General

Define Rights-Patient Safety

! Please select the rights that facilities joining "Test Group for HAI" will confer [HELP](#)

Patient Safety

General

View Options

Patient With All Identifiers
 Without Any Identifiers
 With Specified Identifiers

Gender DOB Ethnicity Race
 Medicare # Name SSN Patient ID Birthweight (NICU only)

Monthly Reporting Plan
Data Analysis
Facility Information

❑ Patient (must select one radio button):

- **With All Identifiers** – all patient identifiers shared with Group
- **Without Any Identifiers** – no patient identifiers shared with Group
- **With Specified Identifiers** – select checkboxes for specific identifiers that will be shared with Group

Template Setup (PS) – General

Define Rights-Patient Safety

! Please select the rights that facilities joining "Test Group for HAI" will confer [HELP](#)

Patient Safety

General

View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers

Gender DOB Ethnicity Race

Medicare # Name SSN Patient ID Birthweight (NICU only)

Monthly Reporting Plan

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- ❑ **Select checkboxes to request access to:**
 - ❑ **Monthly reporting plans**
 - ❑ **Ability to analyze or export member facilities' data in NHSN**
 - ❑ **Member facilities' names (NOTE - Facility Information box **MUST** be selected for Group to have access to facility names!)**

Template Setup (PS) – Surveys

The screenshot shows a software interface titled "Surveys". It features a table with three columns: "Year", "Year", and "Survey Type". Each column has a dropdown menu. Below the table are two buttons: "Add Row" and "Clear All Rows".

- ❑ Use the Surveys section to request access to facilities' annual survey data
- ❑ Select types of survey(s) Group will receive using the Survey Type dropdown menu
- ❑ NOTE – some analysis options for surgical site infection surveillance require Groups to have access to annual facility survey data

Template Setup (PS) – Events

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Location type:		Location:		Other Location Requirements:		
<input type="text"/>		<input type="text"/>		<input type="text"/>		

- ❑ Use the Infections and Other Events section to request access to healthcare-associated infections and other NHSN-defined events
- ❑ Plan dropdown menu controls whether Group has access to in-plan data, out-of-plan data, both in- and out-of-plan data, or all data regardless of plan status
- ❑ Select event to be shared with the Group from Event dropdown menu

Template Setup (PS) – Events Section for Device-Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
In	January	2008				BSI - Bloodstream Infection (CLA)
Location type:		Location:		Other Location Requirements:		
<input type="text"/>		<input type="text"/>		<input type="text"/>		

Add Row Clear All Rows

- ❑ Device-associated module events (CLABSI, CAUTI, VAP, CLIP, DE) are shared by location
- ❑ Location Type dropdown menu limits units that show in Location dropdown menu
- ❑ Location dropdown allows Group to request access to events from CDC-defined location(s) of interest
- ❑ Other Location Requirements is a free-text field that can be used to provide guidance to facilities

Template Setup (PS) – Events Section for Device-Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
<input type="checkbox"/> In	January	2008				BSI - Bloodstream Infection (CLA)
Location type:		Location:		Other Location Requirements:		
CC		(ALL)		Share data from all CCs		

❑ Example:

- ❑ Group is requesting CLABSI data that is in-plan starting in Jan. 2008, going forward with no end date
- ❑ Location type CC and Location ALL indicates that Group is asking for access to CLABSI events from all critical care locations
- ❑ Group has used the Other Location Requirements to clarify data request for facilities

Template Setup (PS) – Events Section for Procedure-Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
In	January	2008				SSI - Surgical Site Infection
Procedure:						Setting:
<input type="text"/>						<input type="checkbox"/> IN <input type="checkbox"/> OUT

Add Row Clear All Rows

- ❑ Procedure-associated module events are shared by NHSN procedure category
- ❑ Procedure dropdown menu used to select the procedure for which facilities will share SSI events with the Group
- ❑ Setting checkboxes used to specify whether facilities will share SSI events that occur after inpatient procedures, outpatient procedures, or both

Template Setup (PS) – Events Section for Procedure-Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
<input type="checkbox"/> In	January	2008				SSI - Surgical Site Infection
Procedure:			Setting:			
HER - Herniorrhaphy			<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT			

❑ Example:

- ❑ Group is requesting SSI events that are in-plan starting in Jan. 2008, going forward with no end date
- ❑ Procedure code HER and checks in both setting boxes indicates that Group is requesting access to SSIs that occur following procedures that fall into the HER category in both inpatient and outpatient settings

Template Setup (PS) – MDRO/CDI Events

MDRO/CDI Events
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Location Type	Location	Other Location Requirements
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>				

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type:

Add Row Clear All Rows

- ❑ The MDRO/CDI Events section is used to request access to data collected from the MDRO/CDI module
- ❑ Structured similarly to device-associated module events section (request access to data by location)
- ❑ Additional requirement – select organism(s) of interest using checkboxes for **Specific Organism Type**

Template Setup (PS) – MDRO/CDI Events

MDRO/CDI Events
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements
In	January	2008	To		CC	(ALL)	Share IS events for MRSA

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type:
ALL Infection Events

Add Row Clear All Rows

- ❑ Requesting events for Infection Surveillance (IS) option:
 - ❑ Select location(s) of interest.
 - **NOTE** – IS surveillance cannot be done using the **FACWIDE** denominator
 - ❑ Select organism(s) of interest
 - ❑ Select specific infection event(s) of interest by type of HAI, or select **ALL Infection Events** to receive all events with selected organism(s)

Template Setup (PS) – MDRO/CDI Events

MDRO/CDI Events
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements
In	January	2008	To		FACWIDE	FacWIDEIn	Share FACWIDEIn for CDI

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type:
LABID - Laboratory-identified MDRO or CDI Event

Add Row Clear All Rows

- ❑ Requesting events for LabID Event option:
 - ❑ Select location(s) of interest
 - ❑ Select organism(s) of interest
 - ❑ Select specific event of interest – LabID (all events) or LabIDBld (blood events only)
 - NOTE - LabID surveillance for blood events only can only be done at the FACWIDE level

Template Setup (PS) – MDRO/CDI Process and Outcome Measures

MDRO/CDI Process & Outcome Measures

Plan MonthYear MonthYear Location TypeLocation Other Location Requirements

Process Measures

- Hand Hygiene
- Gown and Gloves

Organism	AST Process & Outcome Measures			AST Prevalence
	ASTAdm	AST D/T	AST Incidence	
<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Row Clear All Rows

- ❑ The MDRO/CDI Process and Outcome Measures section is used to request access to adherence to hand hygiene, gown and gloves, and active surveillance testing data
- ❑ Request data by location
- ❑ Use the checkboxes to indicate measure(s) and organism(s) of interest

Saving and Sending the Template

Define Rights-Patient Safety

Defined Rights saved successfully for 'Test Group for HAI'

[HELP](#)

Patient Safety

General

View Options

Patient With All Identifiers
 Without Any Identifiers
 With Specified Identifiers

Gender DOB Ethnicity Race
 Medicare # Name SSN Patient ID Birthweight (NICU only)

Monthly Reporting Plan
Data Analysis
Facility Information

- ❑ After completing template screen, click **Save** button at bottom of screen
- ❑ Message indicating successful creation of template will be displayed for confirmation
- ❑ Template will immediately be sent to all of Group's member facilities for acceptance

New or Updated Template – Facility Notification (Facility View)

NHSN Home Logged into NHSN Test Medical Clinic (ID 10864) as MICHAEL.
Facility NHSN Test Medical Clinic (ID 10864) is following the PS component.

Alerts
Reporting Plan
Patient
Event
Procedure
Summary Data
Import/Export
Analysis
Surveys
Users
Facility
Group
Log Out

Confer Rights Not Accepted List

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

[HELP](#)

Name ↕	Group ID	Status	Status Date
Test Group for HAI	35246	Not Accepted	Feb 20 2015 11:05AM

- ❑ The next time a facility in the Group logs in to NHSN, they will be immediately notified that Group's template has been sent
- ❑ Facility can click on link under Group Name to view the new template and accept proposed data rights
- ❑ Facility is not required to accept template immediately, but will be prompted every time they log in to NHSN

Template Acceptance Screen (PS) (Facility View)

Confer Rights-Patient Safety

! Please review the data rights that "Test Group for HAI" 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

With All Identifiers 

Without Any Identifiers 

With Specified Identifiers

Gender DOB Ethnicity Race

Medicare # Name SSN Patient ID Birthweight (NICU only)

Monthly Reporting Plan

Data Analysis

Facility Information

- ❑ Facility has the option to view current rights by clicking on link at top of template screen
- ❑ Template acceptance screen is locked for editing in most areas
- ❑ The  icon indicates a new or updated data element that is requested by the Group

Template Acceptance Screen (PS) (Facility View)

Surveys			
Year	Year	Survey Type	N/A
2008 to		Facility Survey Data	<input type="checkbox"/>
2008 to		Ambulatory Surgery Center Survey Data	<input type="checkbox"/>

Infections and other Events (Not specific to MDRO/CDI)					
Plan	Month	Year	Month Year Event	N/A	
In	1	2008 to		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 ↓
In	1	2008 to		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
		Location type:	Location:	Other Location Requirements:	Your Locations:
		WARD		Please confer rights to one ward.	0000 - IN, 3E - SSI, 4855 - PSYCHOL ↓
In	1	2008 to		SSI - Surgical Site Infection	<input type="checkbox"/>
		Procedure:	Setting:		
		KPRO - Knee prosthesis	In		

- ❑ **Areas of screen that can be edited by facility:**
 - **N/A – facilities can indicate that they do not perform surveillance for a requested event by selecting checkbox**
 - **Locations (DA and MDRO modules) – facilities can select relevant locations requested by Group**

Template Acceptance Screen (PS) – N/A Box (Facility View)

Surveys					
Year	Year	Survey Type	N/A		
2008 to		Facility Survey Data	<input type="checkbox"/>		
2008 to		Ambulatory Surgery Center Survey Data	<input checked="" type="checkbox"/>		

Infections and other Events (Not specific to MDRO/CDI)						
Plan	Month	Year	Month	Year	Event	N/A
In	1	2008 to			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 ↓
In	1	2008 to			BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
Location type:		Location:		Other Location Requirements:		Your Locations:
WARD				Please confer rights to one ward.		0000 - IN, 3E - SSI, 4855 - PSYCHOL ↓
In	1	2008 to			SSI - Surgical Site Infection	<input checked="" type="checkbox"/>
Procedure:			Setting:			
KPRO - Knee prosthesis			In			

- Example: Facility checked N/A for ASC Survey Data to indicate they do not complete an ASC survey and for SSI after KPRO procedures to indicate they do not perform this surveillance

Template Acceptance Screen (PS) – Locations (Facility View)

Infections and other Events (Not specific to MDRO/CDI)

Plan	Month	Year	to	Month	Year	Event	N/A
In	1	2008	to			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 ↑	
In	1	2008	to			BSI - Bloodstream Infection (CLA)	
Location type:		Location:		Other Location Requirements:			
WARD				Please confer rights to one ward.			
In	1	2008	to			SSI - Surgical Site Infection	
Procedure:		Setting:					
KPRO - Knee prosthesis		In					

Summary Data for Events

- 22ICU - PEDIATRIC ICU
- 3- WEST - PEDIATRIC CARD
- 5G - CARDIAC ICU
- 5PEDCC - PEDIATRIC MEDICAL CRITICAL CARE
- 61EAST - PEDIATRIC ICU
- 71ICU - 71 ICU CARDIAC
- 9W - SSI
- AA.CCU - SSI
- F.CARREC - SSI
- F.SICU - SSI
- ICU - ICU

Example:

- NHSN automatically selects all locations mapped as critical care locations since Group requested access to CLABSI events in all ICUs
- Facility has manually un-checked boxes for ICU locations where they do not do CLABSI surveillance

Accepting the Template (PS) (Facility View)

In 2015 To (ALL) 24-Hour Observation Area

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type:
LABID - Laboratory-identified MDRO or CDI Event

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
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- ❑ Facility reviews template and clicks the **Accept** button at the bottom of the page if they agree to share requested data with the Group
- ❑ Facility can use the **Back** button if they choose not to accept the template, preventing the Group from accessing requested data

Summary

- ❑ **Groups are responsible for creating a Confer Rights Template of data that they are requesting from facilities**
- ❑ **Template is automatically sent to Group's member facilities upon completion**
- ❑ **Facilities that join the Group after template has been released will be prompted to accept template as part of Group joining process**
- ❑ **Facilities can use editable fields (N/A and Your Locations) to modify data that Group has access to**

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