Joining a Group and Conferring Rights for Facilities Sharing Dialysis Event Data
Objectives

- Describe the Group function in NHSN
- Outline the steps for joining a group in NHSN
- Introduce the basics of the Confer Rights screen for the Patient Safety component
- Introduce the Confer Rights options relevant to Outpatient Hemodialysis Clinic locations that participate in Dialysis Event surveillance
The Group Function

- NHSN data are shared through the Group function
- Any entity can maintain a group in NHSN
  - State health departments, corporate dialysis chains, ESRD networks, etc.
- NHSN facilities choose whether to join a group and then agree to share specified data with the Group by conferring rights to those data
- A facility that joins a group does not have access to data from other facilities in the group
- Facilities may join multiple groups
Common Groups for Dialysis Settings

1. Affiliated facilities (e.g., satellite clinics) share data with their overarching organization
2. Unaffiliated facilities share data for a specific purpose (e.g., quality improvement, mandated reporting)

Group Example 1: Dialysis Org. A Corporate Level
- Dialysis Org. A Clinic 1
- Dialysis Org. A Clinic 2
- Dialysis Org. A Clinic 3

Group Example 2: Quality Improvement Org.
- Dialysis Clinic A
- Dialysis Clinic B
- Dialysis Clinic C

Note the direction of data sharing is from facility to Group only, not between facilities
Overview of Steps to Join

1. Facility Administrator receives Group ID and password for the group

2. Facility Administrator logs in to NHSN and uses the Group ID and password to join

3. Facility Administrator reviews the Confer Rights screen to determine which data will be shared with the group

4. If the Facility Administrator agrees to share these data, he or she clicks the “Accept” button at the bottom of the Confer Rights screen
Groups in NHSN have a 5-digit Group ID and are protected with a “Group Joining Password” set by the Group Administrator
- Password is case sensitive

A Group should provide facilities that would like to join with:
- The group’s 5-digit NHSN ID
- The Group Joining Password
- Information about what data the facility will be asked to share with the group
Joining a Group, Step 2

- The decision to join a group is made by a facility administrator.
- The Facility Administrator (or other user with administrative rights) chooses “Group,” then chooses “Join” from the NHSN navigation bar.
Joining a Group, Step 2

- Enter the Group ID and Group Joining Password
- Click the “Join Group” button to join the Group
Joining a Group, Step 2

- A message will be displayed – read it, then click “OK” to proceed with joining the group.

Groups that have access to this facility's data

Memberships

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.

Group ID: 10691

Group Joining Password: *******

Join Group

Back
Joining a Group, Step 3

- After acknowledging the message and clicking “OK,” the facility has officially joined the group
  - Confirmation message appears at the top of the screen

- At this point, the facility is now on the Confer Rights-Patient Safety screen, which lists the data that will be shared with the group
Symbols on the Confer Rights Screen, Step 3

- Each ✗ indicates which data the group is requesting are shared by the facility.

- The Alert icon⚠️ indicates which data have changed (i.e., the group is either requesting new data or removing a request for data).

<table>
<thead>
<tr>
<th>General</th>
<th>View Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient</td>
<td>✗ With All Identifiers ⚠️</td>
</tr>
<tr>
<td></td>
<td>Without Any Identifiers</td>
</tr>
<tr>
<td></td>
<td>With Specified Identifiers</td>
</tr>
<tr>
<td>Monthly Reporting Plan</td>
<td>✗ ⚠️</td>
</tr>
<tr>
<td>Data Analysis</td>
<td>✗ ⚠️</td>
</tr>
<tr>
<td>Facility Information</td>
<td>✗ ⚠️</td>
</tr>
</tbody>
</table>
How to Confer Rights, Step 4

- At the bottom of the screen, the Facility Administrator must select one of two buttons:
  - “Accept” button confers rights to share the specified data with group
  - “Back” button does not confer rights to data – the group will not have access to any facility data
Confirmation that Rights are Conferred, Step 4

When the template is accepted, data sharing is complete and a confirmation message displays.
Changes to Confer Rights After Joining

- If a group changes which data they want the facility to share, member facilities are notified after logging in to NHSN.

- Click the group name to view the updates and either accept the updated Confer Rights screen or leave the group.

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.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialysis Collaborative Example</td>
<td>10691</td>
<td>Not Accepted</td>
<td>Oct 11 2011 1:06PM</td>
</tr>
</tbody>
</table>
Leaving a Group

- Facilities can use the Memberships screen to leave a group at any time; select the group to which you want to leave and click the “Leave Group(s)” button.
View all Group Memberships

- All groups of which the facility is a member are listed on the Memberships screen.
DETAILS OF THE CONFERENCE RIGHTS SCREEN FOR DIALYSIS
Confer Rights Screen – Time Periods

- If no time period is specified, the group will have access to all reported data, both retrospectively and indefinitely into the future.

- None, one, or both date fields may be specified
  - In the example below, all surveys from 2011 forward will be shared.
Confer Rights Screen – Locations

- All applicable locations will automatically be selected under “Your Locations”

- If necessary, deselect any locations for which data should not be shared
Confer Rights Screen – N/A option

- You can also check the “N/A” (not applicable) box to prevent sharing data
In-Plan vs. Out-of-Plan Data Reporting

- Groups can request that facilities share data that are reported in-plan, out-of-plan, or both.

- This means that the dialysis events and denominator data to be shared depends on whether the facility has checked "DE" on the Monthly Reporting Plan.
In-Plan vs. Out-of-Plan Data Reporting

1. Dialysis data reported for October are in-plan because “DE” is checked.

2. Dialysis data reported for November are out-of-plan because “DE” is not checked.
Sharing General Information
Confer Rights Screen

- In the General section, the group can request that data include all, some, or no patient identifiers
- The group can request that the facility shares its Monthly Reporting Plans
- The “Data Analysis” box allows the group to analyze the facility’s data within NHSN
Sharing General Data
Confer Rights Screen

- If the “Facility Information” box is checked, the group will have access to a facility’s name and contact information.
- If this box is not checked, facilities will be anonymous members of the group.
The “Surveys” section allows groups to request that annual dialysis surveys are shared.
The “Infections and Other Events” section is used to share dialysis events

- These data may be shared either in-plan, out-of-plan, or both
Sharing Dialysis Denominators
Confer Rights Screen

- Dialysis denominator data (monthly dialysis patient census information) are shared under the “Summary Data for Events” section
  - The “Denominator Data for Events” section beneath it is used for procedure data, not dialysis, so it will likely be left blank
  - These data may also be shared either in- or out-of-plan, or both
Sharing Process & Outcome Measures
Confer Rights Screen

- Some dialysis facilities may use NHSN to report hand hygiene and/or gown and glove observations.
- These data can be shared under the “MDRO/CDI Process & Outcome Measures” section.
Facilities can share data with entities outside of CDC using the Group function.

In order for a Facility Administrator to join a group, the group must provide their 5-digit NHSN Group ID and Group Joining Password.

The Facility Administrator should review the Confer Rights screen to see which data will be shared with the group, then either accept the Confer Rights screen to share data or choose to leave the group.
Questions?

Email the NHSN Helpdesk at nhsn@cdc.gov

Dialysis Event Homepage
http://www.cdc.gov/nhsn/psc_da_de.html

More Group Guides
http://www.cdc.gov/nhsn/group/group-user-enroll.html

For more information please contact Centers for Disease Control and Prevention
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E-mail: cdcinfo@cdc.gov  Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.