

# User Rights in NHSN-AUR Module

## User Rights Overview

This document provides an overview of three levels of NHSN user rights (Administrator/All Rights, Analyze Data Rights, and Customized Rights) and how each level impacts the user so you can choose the correct level of rights for the new user. There are many other levels of user rights possible within NHSN but the three highlighted in this document are the most popular for users of the Antimicrobial Use and Resistance (AUR) Module. If you are unsure about the level of rights to select for a new user, email the NHSN Help Desk for assistance: [NHSN@cdc.gov](mailto:NHSN@cdc.gov).

**ADDING USERS:** New users can be added to the NHSN facility by any existing user with Administrator Rights following the steps below:

1. After logging into the NHSN facility, click Users then Add on the left-hand navigation bar.
2. On the Add User screen, enter the new user's information completing all fields that are marked with the red asterisk as required.
  - a. The User ID can be any combination of letters and numbers as decided upon by your facility. Common examples are first initial and last name or the employee's facility ID number.
  - b. If the user has more than one email address (for example, hospital email address and academic email address), confirm with the new user which email address they prefer to use for NHSN purposes. The user must use the same email address throughout NHSN and SAMS.
  - c. Click the blue Save button once the user information has been entered.
3. On the Add User Rights screen, select the appropriate level of rights for the new user. Review the below examples to determine the appropriate level of user rights.
4. Make your selections then click the blue Save button (Figure 1).

**Tip:** Administrative/All Rights and Analyze Data rights are not limited to just AUR data. Use the Customized Rights option to limit user rights to just AUR data.



Figure 1 Add User Rights Screen

User will be able to:	Administrator/ All Rights	Analyze Data Rights	Customized Rights
Add new users	•		
Add/Edit/Inactivate facility locations	•		
Add and edit monthly reporting plans	•		•
Import AUR Module CDA files	•		•
View and Analyze <u>all</u> NHSN data	•	•	



## User Rights – Administrator/All Rights

- Highest level of rights
- Can add new users
- Can add, edit and inactivate NHSN facility locations
- Can add and edit monthly reporting plans
- Can import all CDA file types
- Can produce analysis reports and view data for all parts of NHSN, not just AUR
- Can join NHSN Groups and accept Group conferred rights
- Can sign the NHSN Facility up for DIRECT CDA Automation

The highest level of rights available within NHSN is Administrator rights. Each facility can have only one NHSN Facility Administrator, but there can be multiple users with “Administrator” rights. When selecting Administrator, you will notice All Rights is automatically checked. Click Save, to save this level of user rights (Figure 2).

A user with Administrator-level rights has access to all tabs in the navigation bar, including the ability to upload all CDA file types and view facility-level information like the NHSN Location Manager (Figure 3).



Rights	Patient Safety
Administrator	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>

Customize Rights  **Advanced**

Effective Rights **Save** **Back**

Figure 2 Administrator/All Rights Screen



- NHSN Home
- Alerts
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
- Surveys
- Analysis
- Users
- Facility**
  - Customize Forms
  - Facility Info
  - Add/Edit Component
  - Locations**
  - Surgeons
  - CDA Automation
- Group
- Logout

Figure 3 Administrator/All Rights Navigation Bar

## User Rights – Analyze Data Rights

- Can view, but not add or edit monthly reporting plans
- Can produce analysis reports and view data for all parts of NHSN, not just AUR
- Cannot add new users
- Cannot view, add, edit or inactivate facility locations
- Cannot import CDA files
- Cannot view or join Groups

If you want the user to have access to view and analyze data but not upload any CDA files, add/edit monthly reporting plans, nor see facility-level information (for example, locations), you will want to select a lower level of user rights such as Analyze Data. This level of rights will give limited access to the user. When you select Analyze Data, View Data is automatically checked. Click Save (Figure 4).

Rights	Patient Safety
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input checked="" type="checkbox"/>
Customize Rights	<input type="checkbox"/>

Advanced

Effective Rights Save Back

Figure 4 Analyze Data Rights screen

As shown in Figure 5, the user with Analyze Data rights will see the Find option on available tabs, but not the Add or Edit options that were available to users with Administrator/All Rights. Additionally, the user cannot import CDA files. However, the user can run NHSN analysis reports for all data, including AUR, that have been entered/uploaded into the Patient Safety Component of the NHSN facility.

NHSN Home	
Alerts	
Reporting Plan	Find
Patient	
Event	
Procedure	
Summary Data	
Import/Export	
Surveys	
Analysis	
Logout	

Figure 5 Analyze Rights Navigation Bar

**Tip:** This level of user rights can generate data sets and produce and view analysis reports for all NHSN, not just AUR.

## User Rights – Customized Rights

- Can add and edit monthly reporting plans
- Can only import AUR CDA files
- Can only produce analysis reports and view AUR Module data, not the rest of NHSN (for example, HAI data)
- Cannot add new users
- Cannot view, add, edit, or inactivate facility locations
- Cannot view or join Groups

If you are adding a user that needs the ability to add, view and analyze only AUR data, select Customize Rights then click Advanced (Figure 6).

Rights	Patient Safety
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>
Customize Rights	<input checked="" type="checkbox"/>

Figure 6 Edit Rights screen

On the Customized Rights screen, select the appropriate boxes as shown below in Figure 7. These are the minimum effective rights recommended for a user to report to the NHSN AUR Module. Once the appropriate selections have been made, click the blue Save button at the bottom of the page.

Patient Safety			
<b>Patient</b>	View	Add,Edit,Delete	All Rights
Patient	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Event</b>	View	Add,Edit,Delete	All Rights
BJ - Bone and Joint Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAE - Ventilator-Associated Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR - Antimicrobial Resistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Denominator Data: Procedure/Summary</b>	View	Add,Edit,Delete	All Rights
AUR - Antimicrobial Use and Resistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DLA - Device Associated - DLAVOLV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MDRO - MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan</b>	View	Add,Edit	All Rights
Patient Safety Monthly Reporting Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Annual Survey</b>	View	Add,Edit	All Rights
Patient Safety Annual Facility Survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analysis</b>			
Patient Safety Data Analysis	<input checked="" type="checkbox"/>		

Figure 7 Customized Rights Screen

For this level of customized rights, the tabs in the navigation bar show options to add the Reporting Plan, find Events, delete AR Events as well as AU and AR Summary data, and generate data sets and analysis reports for AUR data only. As shown in Figure 8, the user with this level of rights can upload CDA files for the AUR Module only. In addition, they are not able to view data for other modules that are not in their Customized Rights.



Figure 8 Customized Rights Import/Export Screen

## Additional Resources

Updating User Information within NHSN – December 2014 NHSN Newsletter (page 14):  
<https://www.cdc.gov/nhsn/pdfs/newsletters/newsletter-dec2014.pdf>

AUR Module Protocol: <http://www.cdc.gov/nhsn/pdfs/pscmanual/11pscaurcurrent.pdf>

Surveillance for Antimicrobial Use & Resistance Module: <http://www.cdc.gov/nhsn/acute-care-hospital/aur/>