Enrolling Multiple Outpatient Dialysis Clinics in NHSN
Target Audience

- NHSN Facility Administrators with multiple outpatient dialysis clinics intending to participate in NHSN Patient Safety Component Dialysis Event Surveillance

- Examples of organizations with multiple outpatient dialysis clinics include:
  - A hospital with multiple satellite clinics
  - A chain of clinics under the same ownership
Mapping Locations in NHSN

- Set-up of an NHSN facility includes adding locations where surveillance will occur and mapping those surveillance locations to a corresponding CDC Location Label
  - Refer to the NHSN Facility Startup Guide for details
- Outpatient dialysis clinics that participate in Dialysis Event surveillance map the clinic to the ‘Outpatient Hemodialysis Clinic’ CDC Location Label
- Number of ‘Outpatient Hemodialysis Clinic’ locations should be limited to one per enrolled NHSN facility
  - Additional outpatient dialysis clinics that intend to participate in Dialysis Event surveillance should enroll separately
Enrolling Multiple Dialysis Clinics

- Some organizations will have multiple dialysis clinics to enroll
- The NHSN Facility Administrator can enroll multiple clinics using the same digital certificate
  - Must use the same email address each time!
- After the 1st clinic has completed enrollment, enrolling additional clinics is easier
Steps to Enroll Multiple Dialysis Clinics

I. Enroll one dialysis clinic completely

II. Gain the ability to enroll additional clinics
   - Request NSHN Enrollment activity
   - Wait for email confirmation

III. Enroll additional dialysis clinics
   - Start at NHSN enrollment Step 4 – Required Forms
     • Facility Contact Information
     • Outpatient Dialysis Center Practices Survey
   - Receive an email with a link to the Agreement to Participate and Consent
   - Return the signed consent form, wait 2-3 business days for facility to be activated
Requirement for NHSN Enrollment

- The NHSN Facility Administrator must have the ‘NHSN Enrollment’ Activity on his or her digital certificate
Getting the ‘NHSN Enrollment’ SDN Activity

- The ‘NHSN Enrollment’ Activity is exchanged for the ‘NHSN Reporting’ Activity on the user’s digital certificate when the first facility is activated
  - Enrollment first clinic completely is **Step I**

- **Step II**: regain the ‘NHSN Enrollment’ Activity on the digital certificate, the NHSN Facility Administrator must email the NHSN helpdesk at nhsn@cdc.gov
  - Explicitly state the need to enroll more than one Outpatient Dialysis Clinic in NHSN
  - List names of all facilities to be enrolled

- Once the request is processed, the NHSN Facility Administrator receives an email notification that the ‘NHSN Enrollment’ activity is approved
Begin Enrolling Additional Dialysis Facilities

- **Step III**: After email notification that the ‘NHSN Enrollment’ activity is approved, additional dialysis clinics can be enrolled

- To enroll additional dialysis clinics:
  - Log in to SDN at [https://sdn.cdc.gov](https://sdn.cdc.gov)
  - Click on the ‘NHSN Enrollment’ link
Begin at Enrollment Step 4 – Required Forms

- From the ‘NHSN Enrollment’ link, arrive at the NHSN Enroll Facility page
- Begin enrolling additional clinics from this step
  - NHSN Facility Administrator Enrollment Guide, Enrollment Step 4
Enrollment Step 4 – Required Forms

- Access and print required dialysis enrollment forms
  - Facility Contact Information form
  - Outpatient Dialysis Center Practices Survey

- Recommend completing the survey in advance for all facilities that will be enrolled
  - Available at [http://www.cdc.gov/nhsn/psc_da_de.html](http://www.cdc.gov/nhsn/psc_da_de.html)
Enrollment Step 4 – Required forms

- Access the ‘Enroll a facility’ link to submit the required forms information.
Enrollment Step 5 – Consent Form

- After ‘Facility Contact Information’ and ‘Outpatient Dialysis Center Practices Survey’ are saved and submitted online, enrollment confirmation appears and the Facility Administrator receives an email with a link to NHSN Agreement to Participate & Consent
  - If this email is not received within a few minutes of submitting the survey, contact the NHSN Helpdesk at nhsn@cdc.gov
Enrollment Step 5 – Consent Form

- Access the Agreement to Participate and Consent form from the email
  - Facilities have 30 days to open the link & print form

- Requires the highest level administrator’s signature
  - C-level executive if available (CEO, CFO, COO)
  - Medical director is acceptable for dialysis facilities that do not have a C-level executive

- Fax or mail the consent form to CDC
  - CDC must receive the signed consent form within 60 days

- Once received, CDC activates the facility and sends the Facility Administrator an email notification
Accessing NHSN Facilities

- All enrolled facilities and groups to which the user belongs appear in the facility/group dropdown list on the NHSN Landing Page.

Welcome to the NHSN Landing Page

Select a facility and component, then click Submit to go to the Home Page.
NHSN Groups for Data Sharing Between Separately Enrolled Facilities

- **Clinics can share data using the NHSN Group Function**
  - A Facility Administrator nominates a Group Administrator (he/she may nominate himself/herself)
  - Each facility confers rights to data to the Group
  - The Group will be able to view data for all member facilities

- **Refer to NHSN Group training for details**
Summary

- Some Facility Administrators need to enroll multiple dialysis clinics
- **Step I**: Enroll one dialysis clinic completely
- **Step II**: Gain the ability to enroll additional clinics by emailing the NHSN helpdesk
- **Step III**: Enroll additional clinics, beginning at NSHN Enrollment Step 4 for each additional clinic:
  - Complete required forms for each facility
    - Facility Contact Information
    - Outpatient Dialysis Center Practices Survey
  - Acquire consent for each clinic
- Create a Group for data sharing, if needed
Questions?

Contact the NHSN Helpdesk at
nhsn@cdc.gov

For more information please contact Centers for Disease Control and Prevention

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