Session 6: NHSN Group Function Overview for Long Term Care Facilities

Presenter: Lea Bargen, BBA
February 4, 2016
Objectives

- Describe the Group function in NHSN
- Outline the steps in creating a Group
- Introduce the template of defined rights that Group creates for data sharing
- How nursing home facilities join a group
- Group Analysis options
Overview of the NHSN 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
Group Administration

Creating a Group in NHSN

- Groups are created through nomination performed by an active NHSN facility. The Group Name and Group Administrator are chosen at this stage.

- After nomination, Group Administrator receives email with Group information, including the Group NHSN ID, and instructions for registering with SAMS if necessary.
Steps to Creating a Group in NHSN

1. The Group identifies a Group Administrator, who completes required reading
2. The Group Administrator reaches out to an existing NHSN facility and asks them to nominate the Group
3. The Group Administrator obtains security access through SAMS after the Group is nominated
4. The Group Administrator adds additional users to the Group and sets a joining password
5. The Group Administrator creates a template of data rights that will be accepted by member facilities
6. The Group Administrator provides the Group ID and joining password to member facilities
7. Nursing home facilities join the Group and accept the data rights template to share requested data with the Group
Step 1 – Identify Group Administrator

- The Group Administrator should be a person who will work regularly with the Group’s member facilities.

- Only one person can be made the Group Administrator, but other users can be given administrative rights in the Group.

- The person who serves as Group Administrator can be reassigned within NHSN when needed.
Group Administrator Reading

Group Administrator Guide and manuals are available at http://www.cdc.gov/nhsn/group-users/index.html
Step 2 – Nominating the Group

- The Group Administrator must identify a facility currently participating in NHSN to nominate the Group.

- The facility logs into NHSN and selects **Group and Nominate** in the blue, left-hand side, NHSN navigation bar to reach the Nominate Group screen.

- The Group Administrator will need to provide the facility with the Group’s name, group type, and the Group Administrator’s contact information.

- Only **ONE** facility should nominate the Group!

- The facility that nominates the Group **does not** automatically become a member.
The facility must specify whether Group Administrator is a current or new NHSN user.
Step 2 – Nominating the Group

- Facility will complete this screen if the Group Administrator is a new NHSN user.
Step 2 – Nominating the Group

Facility will complete this screen if the Group Administrator is an existing NHSN user.

The email address entered on this screen must be the same as the email address in the Group Administrator’s SAMS account. (check with Verify User button)
Step 3 – Obtain SAMS Access

- After the nomination screen is submitted in NHSN, the Group Administrator will receive an email containing the **Group’s 5-digit NHSN ID number** and instructions to register with CDC’s Secure Access Management Services (SAMS).

- NHSN users with current SAMS access do not need to register a second time.

- Review instructions in NHSN Group Administrator Guide for more information on SAMS registration.
Once SAMS access is acquired, the Group Administrator will have access to the Group in NHSN.
The Group Administrator can add other staff members at the Group level as NHSN users by selecting Users and Add from the navigation bar. (each user must obtain SAMS)
Step 4b – Assign User Rights

Administrator Tasks

...and sets User Rights

Edit User Rights

- Select one or more entries from the Facility List
- Hold the <Ctrl> key while clicking facility names to select multiple facilities

User ID: LBARGEN (ID 134746)

Facility List:

All Facilities
- 10864
- 33102
- 38920

<table>
<thead>
<tr>
<th>Rights</th>
<th>Patient Safety</th>
<th>Healthcare Personnel Safety</th>
<th>Biovigilance</th>
<th>Long Term Care</th>
<th>Dialysis</th>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

[Effective Rights] [Save] [Back]
Step 4c - Set Group Joining Password

Administrator Tasks

The Group Administrator sets a joining password, which member nursing home facilities will use when joining the Group.
Step 4c – Set Group Joining Password

- Groups in NHSN are protected with a joining password. The joining password is shared with facilities that will become members of the Group.

- The Group Administrator sets the joining password by selecting Group and Joining Password in NHSN.

- The joining password is case sensitive and special characters are not recommended. Keep it simple.

- The Group Administrator can change or reset the password at any time.
Existing Groups

- If you are planning to use an already existing NHSN QIN-QIO group, you need to make sure someone from that group adds you as a group user and assigns you with Long Term Care (LTC) Component rights. You will need to complete SAMS registration if you have not already done so.

- Each group user will need to make sure that you are logging into the LTC Component from the landing page.
Step 5 – Set Up Rights Template

Administrator Tasks

- The Group Administrator creates a template of data elements that member facilities will share with the Group.

- Group Administrator uses Define Rights option to specify which facility-level data the Group is requesting access to.
Step 5 – Set Up Rights Template

NOTE: No items on this portion of the template can be edited by facility users.

The project is not requesting access to Infections and Other Events data.
Step 5 – Set Up Rights Template

- The first area to complete is labeled ‘General’ and pertains to basic data.

- **Resident Identifiers**: For this project, select ‘Without Any Identifiers’. This means that no patient/resident identifiers will be shared with Group.

- **Other General Options**: For this project, select each option: Monthly Reporting Plan, Annual Facility Survey, Data Analysis, and Facility Information. **NOTE**: Facility Information box MUST be selected for Groups to have access to facility names.
The final area to complete is “Event Option(s)” and pertains to which event data will be shared with the group.

- **Event Options:** For this project, go to the “MDRO/CDI Events section.” Then select the Start/End Month/Year, Location Type and Location. For CDI LabID Event reporting for LTCFs, location type and location are limited to FACWIDEIN to correlate with the LabID Event protocol.

- “Other Location Requirements” is a free-text field that can be used to provide guidance to facilities.

- **Event Type:** LabID-Laboratory-identified MDRO or CDI Event is the only option.

- **Organism Type:** Select organism(s) of interest using checkboxes. For this project, select CDIF-C. difficile.
Step 5 – Set Up Rights Template

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

Specific Organism Type:
- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

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

MDRO/CDI Process & Outcome Measures

Process Measures
- Hand Hygiene
- Gown and Gloves

Add Row Clear All Rows
Save Back
Saving and Sending the Template

After completing the 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
After creating the rights template, the Group Administrator contacts potential member facilities by email with an invitation to join the Group.

The invitation must include the Group’s NHSN ID and Joining Password.

The Administrator may wish to include with the invitation a summary and reasoning for the data elements on the rights template.

The Administrator may also wish to include any helpful information regarding data use and security.
Step 7 - Joining an NHSN Group

Facility View

After receiving the invitation from the Group Administrator, an administrative-level user in the invited facility can enter the Group ID and joining password.
Step 7 - Joining an NHSN Group

Facility View

After the facility user enters the Group ID, the Joining Password, and clicks **JOIN GROUP**, he or she will be presented with the Group's right template for acceptance.

The ⬆️ icon indicates areas of the data rights template that are new to you. (or, for later use, items that have been modified by the group)
Step 7 - Joining an NHSN Group

Facility View

- The “N/A” box at the right of the line item, can be excluded from sharing, is the facility user’s only means of customizing the rights conferred. It is NOT advised.
Step 7- Joining an NHSN Group

Once the nursing home facility user has reviewed the rights template, he or she navigates to the bottom of the template and clicks ACCEPT. All data covered by the conferred rights are instantly accessible by Group users.
*Administrative-level nursing home facility users have the option to leave Groups.*
The Group View of NHSN

The Group's view of NHSN differs from the facility view in several important ways:

- Administrative Group users can set and reset the Joining Password.
- Evict member facilities.
- Email member facilities.
- Modify the rights template.
- View the current group membership using the Rights Acceptance Report.
Tracking Group Membership

The Rights Acceptance Report allows Group Users to see all facilities that have joined the Group, conferred rights to the Group, and the date of the most recent acceptance.

The Rights Acceptance Report will be reset each time the Group updates its template of defined rights. NOTE: If you see a line of asterisks under Facility Name, ******* that means that the specific facility has never conferred rights to your template. They have joined your group but have not conferred rights.
The Group View of NHSN Analysis Options

Group Users have access to both facility-level and group-level analysis reports.

Analysis > Output Options > Advanced > Facility-Level Data - shows the facility name, NHSN ID, CCN, state, and the facility administrator's contact information.
## Group Analysis

### Example of Facility Users Line Listing

| orgID | CCN  | CID          | name          | username | usertid | salutation | mname | surname | title          | contactType | userType | activeFlag | lastLoginPS | lastLoginDV | lastLoginIPS | lastLoginDIAL | lastLoginTLCF | addr1          |
|-------|------|--------------|---------------|----------|---------|------------|--------|---------|----------------|-------------|----------|------------|-------------|-------------|--------------|---------------|---------------|---------------|----------------|
| 11081 | N/A  | 0            | Amber HPS 622 | UFQ6     | 6422    |            | Y      | Smith   | LTTCF          | FADMIN      | OTH      | Y          |             |             |              |               |               | 600 River Ave  |
| 11081 | N/A  | 0.111.111.113| 203028        | UYQ2     | 2502    |            | Y      | Cradelle| BA/QA ANALYST | FADMIN      | OTH      | Y          |             |             |              |               |               | 000 River Ave  |
| 11083 | 3203028 | 0.111.111.113| LTC_Joseph-333| BWT1     | 2553    |            | Y      | Esquibel| RA/QA ANALYST | FADMIN      | OTH      | Y          |             |             |              |               |               | 2295 PARKLAKE DRVE |
| 11109 | 0133025 |              | Pike Nursing Home | RUDY     | 2532    |            | Y      | Phelps  | FADMIN          | OTH         | Y        |            |             |             |              |               |               | 100 Clifton Rd Ne |
| 11158 | N/A  | 0.111.111.113| Ambers LTCF   | HGY7     | 5991    |            | Y      | Doirier | FADMIN          | Y           | Y        |            |             |             |              |               |               | 1600 Clifton Rd |
| 11083 | 3203028 | 0.111.111.113| LTC_Joseph-333| WYX8     | 7111    |            | Y      | Awomolo | ICP             | Y           | Y        |            |             |             |              |               |               | 1600 Clifton Rd |
| 11109 | 0133025 |              | Pike Nursing Home | NIMALIE | 2605    |            | Y      | Stone   | FADMIN          | Y           | Y        |            |             |             |              |               |               | 24SEP2015 14:17:00 |
| 11109 | 0133025 |              | Pike Nursing Home | VTB9     | 7399    |            | Y      | Antilla| FADMIN          | Y           | Y        |            |             |             |              |               |               | 16NOV2015 13:01:00 |
Group-Level Data

This report will display the rights that the facility has conferred to your group.

**Note:** the default report can be very large, so you may want to filter it before running.
# Group Rights

## Membership Rights Line Listing Example

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<th>orgID</th>
<th>objectname</th>
<th>objectAction</th>
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<th>monthTo</th>
<th>yearProm</th>
<th>yearTo</th>
<th>locationType</th>
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<td>2013</td>
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<td></td>
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</tbody>
</table>
Group-Level Data
This table will display the Long-term care onset (LO) incident CDI rate for all facilities in a group by month.
### CDC Defined Output

**Group CDI Rate Table**

#### Rate Tables for CDI LabID Event Data

**Total CDI Rate**

As of: January 28, 2016 at 4:37 PM
Date Range: All LTL labID / RateSCDIF

**orgID=39455**

<table>
<thead>
<tr>
<th>summaryYM</th>
<th>location</th>
<th>ltcCDICount</th>
<th>num Res Days</th>
<th>ltcCDIRate</th>
</tr>
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<td>2015M01</td>
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<td>200</td>
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<td>120</td>
<td>500</td>
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</table>

Source of aggregate data: Not available

Data contained in this report were last generated on January 27, 2016 at 5:08 PM.

### National Healthcare Safety Network

**Rate Tables for CDI LabID Event Data**

**CDI Treatment Prevalence on Admission**

As of: January 28, 2016 at 4:37 PM
Date Range: All LTL labID / RateSCDIF

**orgID=39455**

<table>
<thead>
<tr>
<th>summaryYM</th>
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<th>num Res Adm</th>
<th>cdiTreatPrev</th>
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<td>30</td>
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<td>FACWIDEIN</td>
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</table>
## CDC Defined Output

### Overall Group LTCF-Onset (LO) CDI Rate Table

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<td>0.000</td>
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<td>FACWIDEIN</td>
<td>0</td>
<td>120</td>
<td>0.000</td>
</tr>
<tr>
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<td>FACWIDEIN</td>
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<td>290</td>
<td>34.483</td>
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</tr>
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Incident LO CDI LabID event counts include ACT-LO.
Recurrent CDI events are excluded.

Source of aggregate data: Not available.
Data contained in this report were last generated on January 27, 2016 at 1:33 PM.
Group Data Troubleshooting Basics

If and when Group users encounter trouble accessing facility data, the following checklist can be helpful in identifying the source of the problem:

- Confirm with the nursing home facility that they have joined your group and conferred rights to your group’s template.
- Confirm that the “N/A” box is not checked off on the facility’s template view.
- Confirm that pertinent locations are included in the Monthly Reporting Plans for the given data type.
- Confirm that the facility has no outstanding Participation Alerts related to the data type in question.
- If noting a discrepancy on analysis reports, confirm that all report filters are the same, and that data set generation has been done recently.
Any entity can form a Group in NHSN
Nursing home facilities who join a Group cannot see any other facility member’s data
Nursing home facilities can join multiple Groups
An active NHSN facility nominates a Group
Group Administrator sets a joining password and a template of rights for the Group
Nursing home facilities join a Group using the Group’s NHSN ID number and joining password
Nursing home facilities accept rights template after they join a Group
Use the Group Analysis output options to run facility & group-level reports
Thank you for your time!

NHSN Group Instructions & Guidelines

http://www.cdc.gov/nhsn/group-users/index.html

NHSN- NHSN@cdc.gov
SAMSHELP- samshelp@cdc.gov or call toll free 877-681-2901