



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

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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

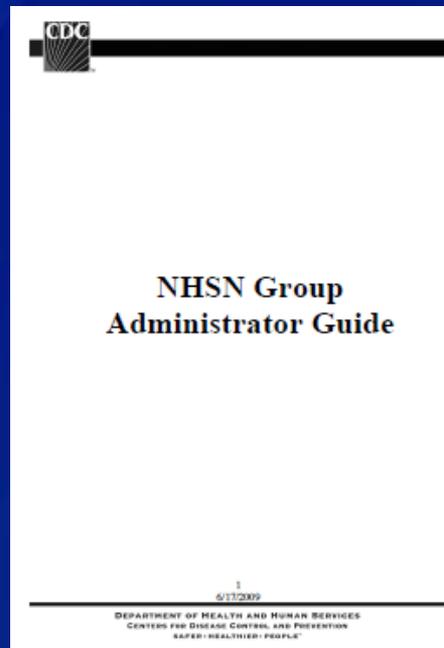
1. The Group identifies a Group Administrator, who completes required reading
2. The Group Administrator reaches out to an existing NHSN facility and asks them to nominate the Group
3. The Group Administrator obtains security access through SAMS after the Group is nominated
4. The Group Administrator 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

Step 2 – Nominating the Group



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

NHSN - National Healthcare Safety Network

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

NHSN Home

Reporting Plan

Patient

Event

Procedure

Summary Data

Import/Export

Analysis

Surveys

Users

Facility

Group

Confer Rights

Join

Leave

Nominate

Log Out

Logged into DHQP Memorial Hospital (ID 10000) as PAULM.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Nominate Group

[HELP](#)

Note: This form should be used for nominating organizations that serve as groups. If the proposed administrator for the group is already a user in the NHSN system, check the **Use Existing NHSN User** option below. For that case you will be prompted to enter the unique e-mail address of that person.

If the proposed administrator does not already exist, check the **Create New NHSN User** option. For that case you will be prompted to provide a User ID and initial password for that user along with the person's name, email address, and phone number.

Enter group data

Mandatory fields marked with *

Group Name*:

Type of Group*:

If group type is **Other**, enter type here:

Group Administrator Information*

Use existing NHSN user Create new NHSN user

- ❑ The facility must specify whether Group Administrator is a current or new NHSN user

Step 2 – Nominating the Group

Group Administrator Information*

Use existing NHSN user Create new NHSN user

Note: To specify a new user as the administrator of this group, enter that persons name, email address, and phone number, and then hit the **Submit** button. The new group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

Create new NHSN user

Administrator User ID*: Up to 32 letters and/or numbers, no spaces or special characters

First Name*: Middle Name:

Last Name*: Title:

Address, line 1*:

Address, line 2:

Address, line 3:

City*:

State*: ▼

Phone*: Zip Code*: -

Fax: Ext:

Pager Number:

E-mail*:

- ❑ Facility will complete this screen if the Group Administrator is a new NHSN user

Step 2 – Nominating the Group

Group Administrator Information*

Use existing NHSN user Create new NHSN user

Note: To nominate an existing NHSN user as the administrator of this new group, you must specify the e-mail address of that person.

Once the e-mail address has been typed in, select the "Verify User" button below.
Then verify that the information retrieved below is correct before proceeding.

The new group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

Use existing NHSN user

E-mail*:

First name:

Middle name:

Last name:

Verify User

Click to verify the e-mail address provided above (recommended before proceeding).

- ❑ 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

Step 3 – Obtain SAMS Access



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NHSN - National Healthcare Safety Network

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

NHSN Home

Logged into HAI National Coordinating Center (ID 38648) as LBARGEN.
All Facilities Selected.

Reporting Plan

Event

Summary Data

Analysis

Surveys

Users

Group

Log Out

NHSN Long Term Care Facility Component Home Page

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).



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- ❑ Once SAMS access is acquired, the Group Administrator will have access to the Group in NHSN.

Step 4a – Add Additional Group Users

Administrator Tasks



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NHSN - National Healthcare Safety Network

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

[NHSN Home](#)

Logged into Maggie's Test Group (ID 11933) as MICHAEL.
All Facilities Selected.

[Reporting Plan](#)

[Event](#)

[Procedure](#)

[Summary Data](#)

[Analysis](#)

[Surveys](#)

[Users](#)

[Add](#)

[Find](#)

[Group](#)

[Log Out](#)

Add User

[HELP](#)

Mandatory fields marked with *

User ID*: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name*:

Middle Name:

Last Name*:

Title:

User Active:

User Type:

Phone Number*:

Extension:

Fax Number:

E-mail Address*:

- ❑ 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

NHSN - National Healthcare Safety Network | [NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

NHSN Home | Logged into Test Group for HAI (ID 39894) as LBARGEN. All Facilities Selected.

Reporting Plan

Event

Summary Data

Analysis

Surveys

Users

- Add
- Find

Group

Log Out

Edit User Rights

[HELP](#)

- 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) v
***** (38920)

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care	Dialysis
Administrator	<input checked="" type="checkbox"/>				
Analyze Data	<input checked="" type="checkbox"/>				
View Data	<input checked="" type="checkbox"/>				

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.

The screenshot displays the NHSN Administrator interface. At the top left is the CDC logo, and to its right is the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below this is a dark blue header with "NHSN - National Healthcare Safety Network". The main content area is white and titled "Memberships" on the right. On the left is a blue sidebar menu with the following items: NHSN Home, Reporting Plan, Event, Procedure, Summary Data, Analysis, Surveys, Users, Group (with sub-items: Find Facility, Edit Group Info, **Joining Password**, Evict Members, Send Email, Define Rights, Rights Acceptance Report), and Log Out. The top right of the main area shows the user is logged in as MASHLEY. The main content area is divided into two sections: "Facilities whose data can be accessed by this group" (with an empty list box and an "Evict Member(s)" button) and "Set joining password for this group" (with "New Password:" and "Verify New Password:" input fields, a "Set Password" button, and a "Back" button).

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

NHSN - National Healthcare Safety Network

Logged into HAI National Coordinating Center (ID 38648) as MASHLEY.
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

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.

Welcome to the NHSN Landing Page

Select a component and facility,
then click Submit to go to the Home Page.

Select component:

Select facility/group from dropdown list:

- Bovigiance
- Dialysis
- Healthcare Personnel Safety
- Long Term Care Facility
- Patient Safety

Step 5 – Set Up Rights Template

Administrator Tasks

The screenshot displays the NHSN Administrator interface. At the top left is the CDC logo. The header text reads "Department of Health and Human Services" and "Centers for Disease Control and Prevention". Below this is a navigation bar with "NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)" and links for "NHSN Home", "My Info", "Contact us", "Help", and "Log Out". The main content area is titled "Memberships" and shows "Logged into Paul's Test Group (ID 10676) as PAULM. All Facilities Selected." The left navigation menu includes "NHSN Home", "Reporting Plan", "Event", "Procedure", "Summary Data", "Analysis", "Surveys", "Users", "Group", "Find Facility", "Edit Group Info", "Joining Password", "Evict Members", "Define Rights" (highlighted with a red box), "Rights Acceptance Report", and "Log Out". The main content area has a section "Facilities whose data can be accessed by this group" with an empty box and an "Evict Member(s)" button. Below that is a "Set joining password for this group" section with "New Password:" and "Verify New Password:" fields and a "Set Password" button. A "Back" button is at the bottom.

- ❑ 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

Logged into Test Group for HAI (ID 39894) as LBARGEN.
All Facilities Selected.

Define Rights-Long Term Care

! Please select the rights that facilities joining "Test Group for HAI" will confer

Long Term Care

General

	View Options
Resident	<input type="radio"/> With All Identifiers <input checked="" type="radio"/> Without Any Identifiers <input type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race <input type="checkbox"/> Medicare # <input type="checkbox"/> Name <input type="checkbox"/> SSN <input type="checkbox"/> Resident ID
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Long Term Care Annual Facility Survey	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

Infections and other Events (Does not include MDRO/CDI Module)
Includes Applicable Denominators and "No Events" Indicators

Month	Year	To	Month	Year	Event
 <input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Step 5 – Set Up Rights Template

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

Month	Year	Month	Year	Location Type	Location	Other Location Requirements
March	2016	To		FACWIDEIN	FACWIDEIN	

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

MDRO/CDI Process & Outcome Measures

Month	Year	Month	Year	Location Type	Location	Other Location Requirements
		To				

Process Measures

- Hand Hygiene
- Gown and Gloves

Add Row Clear All Rows

Save Back

Saving and Sending the Template

Logged into Test Group for HAI (ID 39894) as LBARGEN.
All Facilities Selected.

Define Rights-Long Term Care

Defined Rights saved successfully for 'Test Group for HAI'

Long Term Care

General

	View Options
Resident	<input type="radio"/> With All Identifiers <input checked="" type="radio"/> Without Any Identifiers <input type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race <input type="checkbox"/> Medicare # <input type="checkbox"/> Name <input type="checkbox"/> SSN <input type="checkbox"/> Resident ID
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Long Term Care Annual Facility Survey	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

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

Step 6 - Inviting Member Facilities

- ❑ 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.

The screenshot displays the NHSN web interface. At the top left is the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". Below this is the NHSN logo and the text "NHSN - National Healthcare Safety Network".

The left sidebar contains a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, Confer Rights, Join, Leave, Nominate, and Log Out. The "Join" option is highlighted.

The main content area shows the user is logged in as MASHLEY. The "Memberships" section is titled "Groups that have access to this facility's data" and contains a vertical list of groups with "Confer Rights" and "Leave Group(s)" buttons next to each. Below this is a section titled "Enter ID and Password for this facility to join a new group" which includes a "Group ID" field containing "35246", a "Group Joining Password" field with masked characters, and a "Join Group" button. A "Back" button is located at the bottom of this section.

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 rights template for acceptance.

Confer Rights-Long Term Care

! Please review the data rights that " QIN-QIO CDI NH group" is requesting from your facility:

- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

Long Term Care

General

	View Options
Resident	<input type="radio"/> With All Identifiers <input checked="" type="radio"/> Without Any Identifiers  <input type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race <input type="checkbox"/> Medicare # <input type="checkbox"/> Name <input type="checkbox"/> SSN <input type="checkbox"/> Resident ID
Monthly Reporting Plan	<input checked="" type="checkbox"/> 
Long Term Care Annual Facility Survey	<input checked="" type="checkbox"/> 
Data Analysis	<input checked="" type="checkbox"/> 
Facility Information	<input checked="" type="checkbox"/> 

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

MDRO/CDI Events

Includes Applicable Denominators and "No Events" Indicators

Month	Year	Month	Year	Location Type	Location	Other Location Requirements	N/A
▲ March	2016	To		FACWIDEIN	FACWIDEIN		<input type="checkbox"/>

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

Month	Year	Month	Year	Location Type	Location	Other Location Requirements	N/A
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Accept Back

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.

The Facility View of NHSN

The screenshot displays the NHSN Facility View interface. On the left is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, Confer Rights (highlighted), Join, Leave, Nominate, and Log Out. The main content area shows the user is logged into NHSN Test Medical Clinic (ID 10864) as MICHAEL. Below this, it lists groups with access to the facility's data: NHSN State Users Test Group #2 (20263), NHSN State Users Test Group #3 (22925), QIO Test Group-Hospital IQR Program (22924), and Test Group for HAI (35246). For the first three groups, there are 'Confer Rights' and 'View Group Administrator' buttons. For the 'Test Group for HAI' group, there is a 'Leave Group(s)' button. Below the group list, there is a section titled 'Enter ID and Password for this facility to join a new group' with input fields for 'Group ID' and 'Group Joining Password', and a 'Join Group' button. A 'Back' button is located at the bottom of this section.

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

Groups that have access to this facility's data

NHSN State Users Test Group #2 (20263)	Confer Rights	HELP	View Group Administrator
NHSN State Users Test Group #3 (22925)			
QIO Test Group-Hospital IQR Program (22924)			
Test Group for HAI (35246)	Leave Group(s)	HELP	

Enter ID and Password for this facility to join a new group

Group ID:

Group Joining Password: Join Group HELP

Back

* 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 ...

The screenshot displays the NHSN interface. At the top left is the CDC logo with the text "Department of Health and Human Services" and "Centers for Disease Control and Prevention". Below this is the header "NHSN - National Healthcare Safety Network" and "NHSN Home | My Info". The main content area is titled "NHSN Long Term Care Facility Component Home Page". A navigation menu on the left includes "NHSN Home", "Reporting Plan", "Event", "Summary Data", "Analysis", "Surveys", "Users", "Group", and "Log Out". The "Group" menu is highlighted with a red box and contains the following options: "Find Facility", "Edit Group Info", "Joining Password", "Evict Members", "Send Email", "Define Rights", and "Rights Acceptance Report". The main content area shows a login status: "Logged into Test Group for HAI (ID 39894) as LBARGEN. All Facilities Selected." Below this is a section titled "Assurance of Confidentiality" with a paragraph of text. At the bottom, there is a "Get Adobe Acrobat Reader for PDF files" button.

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 screenshot shows the NHSN interface for the Department of Health and Human Services, Centers for Disease Control and Prevention. The user is logged in as PAULM. The main content area displays the 'Rights Acceptance Report' for 'Paul's Test Group (ID 10676)'. The report shows a table of facilities with columns for Facility name, Facility ID, Accepted Date, Defined Date, and Status. The table lists four facilities: DHQP MEMORIAL HOSPITAL, Mount Sinai Medical Center, Pleasant Valley Hospital, and DHQP Memorial Annex, all with an 'Accepted' status. The 'Rights Acceptance Report' menu item in the left sidebar is highlighted with a red box.

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

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | Help | Log Out

Logged into Paul's Test Group (ID 10676) as PAULM.
All Facilities Selected.

Rights Acceptance Report

First | Previous | Next | Last Displaying 1 - 4 of 4

Facility name	Facility ID	Accepted Date	Defined Date	Status
DHQP MEMORIAL HOSPITAL	10018	Apr 21 2011 3:30PM	Apr 21 2011 1:52PM	Accepted
Mount Sinai Medical Center	10127	Apr 21 2011 1:55PM	Apr 21 2011 1:52PM	Accepted
Pleasant Valley Hospital	10312	Apr 27 2011 2:09PM	Apr 21 2011 1:52PM	Accepted
DHQP Memorial Annex	10401	Apr 21 2011 3:29PM	Apr 21 2011 1:52PM	Accepted

First | Previous | Next | Last Displaying 1 - 4 of 4

- NHSN Home**
- Reporting Plan
- Event
- Procedure
- Summary Data
- Analysis
- Surveys
- Users
- Group
 - Find Facility
 - Edit Group Info
 - Joining Password
 - Evict Members
 - Define Rights
 - Rights Acceptance Report**
- Log Out

The Group View of NHSN Analysis Options

Summary Data

Analysis

- Generate Data Sets
- Output Options

Surveys

Users

Super Group

Log Out

Long Term Care Facility Component
Analysis Output Options

Expand All Collapse All

- MDRO/CDI Module - LABID Event Reporting
- HAI Module
- Process Measures
- Advanced
 - Create New custom Option
 - Resident-level Data
 - Event-level Data
 - Summary-level Data
 - Plan Data
 - Pathogen-level Data
 - Facility-level Data**
 - CDC Defined Output
 - Line Listing - Facility Run Modify
 - Line Listing - Facility Survey Data Run Modify
 - Line Listing - Facility Users Run Modify
 - Group-level Data
 - CDC Defined Output
 - Line Listing - Group Rights Run Modify
 - My Custom Output
 - Published Output

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

National Healthcare Safety Network

Line Listing - Facility Users

As of: January 26, 2016 at 3:10 PM

Date Range: All LTCFACILITY_USERS

orgID	CCN	OID	name	username	userid	salutation	gname	mname	surname	title	contactType	userType	activeFlag	lastLoggedInPS	lastLoggedInBV	lastLoggedInHPS	lastLoggedInDIAL	lastLoggedInLTCF	addr1
11081	N/A		Amber HPS 622	IFQ6	6422		Yvonne		Smith		LTCF		Y	600 River Avenue
11081	N/A		Amber HPS 622	UYQ2	2562		Amber		Craggette		FADMIN	OTH	Y	13MAY2015:07:50:00	.	20FEB2015:15:08:00	.	05FEB2015:13:05:00	600 River Avenue
11083	323028	0.111.111.113.23028	LTC_Joseph -333	BWT1	2563		Joseph		Esquibel	BA/QA ANALYST	FADMIN	OTH	Y	.	.	20AUG2012:13:01:00	.	15JAN2015:11:00:00	2296 PARKLAKE DRIVE
11106	013025		Pike Nursing Home	RUBY	2592		Ruby		Phelps		FADMIN	OTH	Y	.	09NOV2015:10:56:00	05SEP2012:07:54:00	.	09NOV2015:14:08:00	1600 Clifton RD Ne
11156	N/A		Ambers LTCF	HGY7	5991		Tiffany		Dozier		FADMIN		Y	1600 Clifton Rd
11083	323028	0.111.111.113.23028	LTC_Joseph -333	WYK8	7111		Lola		Awomolo				Y	15JAN2015:10:50:00	
11106	013025		Pike Nursing Home	NIMALIE	2605		Nimalie		Stone			ICP	Y	24SEP2015:14:17:00	
11106	013025		Pike Nursing Home	VIB9	7399		Angela		Anttila				Y	16NOV2015:13:01:00	

Membership Rights

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.

The screenshot shows a software interface with a tree view of data categories. At the top, there are two buttons: "Expand All" and "Collapse All". Below them, the tree view lists several categories, each with a folder icon: "MDRO/CDI Module - LABID Event Reporting", "HAI Module", "Process Measures", "Advanced", "Resident-level Data", "Event-level Data", "Summary-level Data", "Plan Data", "Pathogen-level Data", "Facility-level Data", "Group-level Data", and "CDC Defined Output". A red arrow points to the "Advanced" folder, and another red arrow points to the "Group-level Data" folder. Below the tree view, there is a link: "Create New custom Option". At the bottom of the interface, there is a button labeled "Line Listing - Group Rights" with a document icon, and two buttons: "Run" and "Modify". A mouse cursor is hovering over the "Run" button.

Group Rights

Membership Rights Line Listing Example

National Healthcare Safety Network Line Listing of Membership Rights_MOD

As of: December 8, 2015 at 4:02 PM

Date Range: All LTCGROUPRIGHTS

parentOrgID	orgID	objectname	objectAction	monthFrom	monthTo	yearFrom	yearTo	locationType	resDays	admissions	summaryData	cdif	hh	gg
11260	11081		Analyze							
11260	11081	Resident with identifying data	View							
11260	11081	Monthly Reporting Plan data	View							
11260	11081	Facility Information	View							
11260	11081	Annual Facility Survey	View							
11260	11081	UTI Events	View	1	1	2012	2013	FACWIDEIN						
11260	11081	LabID Events	View	1	1	2012	2013	FACWIDEIN				Y		
11260	11081	UTI Summary Data	View	1	1	2012	2013	FACWIDEIN			Y			
11260	11081	MDRO Summary Data	View	1	1	2012	2013	FACWIDEIN	Y	Y		Y		
11260	11081	Prevention Process Measures	View	1	1	2012	2013	FACWIDEIN					Y	Y
11260	11083		Analyze							
11260	11083	Resident with identifying data	View							
11260	11083	Monthly Reporting Plan data	View							
11260	11083	Facility Information	View							
11260	11083	Annual Facility Survey	View							
11260	11083	UTI Events	View	1	1	2012	2013	FACWIDEIN						
11260	11083	LabID Events	View	1	1	2012	2013	FACWIDEIN				Y		
11260	11083	UTI Summary Data	View	1	1	2012	2013	FACWIDEIN			Y			
11260	11083	MDRO Summary Data	View	1	1	2012	2013	FACWIDEIN	Y	Y		Y		
11260	11083	Prevention Process Measures	View	1	1	2012	2013	FACWIDEIN					Y	Y

CDC Defined Output Group CDI Rate 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.

The screenshot shows the NHSN Home interface. The user is logged into the LTCF Test Group (ID 11260) as GVB3, with all facilities selected. The left sidebar contains navigation options: Reporting Plan, Event, Summary Data, Analysis, Surveys, Users, Group, Tools, and Log Out. Under the Analysis section, 'Generate Data Sets' and 'Output Options' are visible, with a red arrow pointing to 'Output Options'. The main content area is titled 'Long Term Care Facility Component Analysis Output Options' and includes 'Expand All' and 'Collapse All' buttons. A tree view shows the following structure:

- MDRO/CDI Module - LABID Event Reporting
 - All LabID Events
 - All MRSA LabID Events
 - All MSSA LabID Events
 - All C. difficile LabID Events
 - CDC Defined Output
 - Custom Output
 - All VRE LabID Events
 - All CephR- Klebsiella LabID Events
 - All CRE LabID Events
 - All CRE- Klebsiella LabID Events
 - All CRE- Ecoli LabID Events
 - All CRE- Enterobacter LabID Events
 - All Acinetobacter LabID Events

A blue callout box highlights the 'CDC Defined Output' folder under 'All C. difficile LabID Events'. Inside this folder, two options are listed: 'Line Listing - All CDI LabID Events' and 'Rate Tables for CDI LabID Event Data'. The 'Rate Tables for CDI LabID Event Data' option is circled in red, and a mouse cursor is shown clicking on its 'Run' button.

CDC Defined Output Group CDI Rate Table

Use scroll
bar to
view
tables

NHSN Output - Rate Tables for CDI LabID Event Data - Internet Explorer

File Edit View Favorites Tools Help

Rate Tables for CDI LabID Event Data

Total CDI Rate

As of: January 28, 2016 at 4:37 PM
Date Range: All LTCLABID_RATESCDIF

orgID=39455

summaryYM	location	ltcCDICount	num Res Days	ltcCDIRate
2015M01	FACWIDEIN	3	100	300
2015M02	FACWIDEIN	10	500	200
2015M03	FACWIDEIN	1	350	28.571
2015M04	FACWIDEIN	0	410	0
2015M05	FACWIDEIN	0	1250	0
2015M06	FACWIDEIN	0	1000	0
2015M07	FACWIDEIN	0	1000	0
2015M08	FACWIDEIN	0	500	0
2015M10	FACWIDEIN	0	205	0
2015M11	FACWIDEIN	6	120	500

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 LTCLABID_RATESCDIF

orgID=39455

summaryYM	location	num Res Adm CdifRx	num Res Adm	cdiTreatPrev
2015M01	FACWIDEIN	5	20	25
2015M02	FACWIDEIN	15	50	30
2015M03	FACWIDEIN	20	20	100
2015M04	FACWIDEIN	33	50	66
2015M05	FACWIDEIN	65	500	13

CDC Defined Output

Overall Group LTCF-Onset (LO) CDI Rate Table

National Healthcare Safety Network Rate Tables for CDI LabID Event Data Overall Group LTCF-Onset (LO) Incident CDI Rate

As of: February 2, 2016 at 4:32 PM
Date Range: All LTCLABID RATE\$CDIF

1	2	3	4	5
summaryYM	location	ItcCDILOIncCount	numresdays	ItcLOCDIIncRate
2012M01	FACWIDEIN	2	4,170	4.796
2012M02	FACWIDEIN	0	3,550	0.000
2012M03	FACWIDEIN	0	120	0.000
2012M04	FACWIDEIN	1	290	34.483
2012M05	FACWIDEIN	1	4,500	2.222
2012M06	FACWIDEIN	1	270	37.037
2012M08	FACWIDEIN	1	4,432	2.256
2012M10	FACWIDEIN	1	300	33.333
2013M01	FACWIDEIN	0	3,505	0.000
2013M04	FACWIDEIN	1	3,000	3.333
2013M05	FACWIDEIN	0	900	0.000
2013M06	FACWIDEIN	2	250	80.000
2013M07	FACWIDEIN	0	920	0.000
2014M02	FACWIDEIN	0	300	0.000
2014M03	FACWIDEIN	2	350	57.143
2014M04	FACWIDEIN	3	350	85.714
2015M01	FACWIDEIN	2	500	40.000
2015M02	FACWIDEIN	2	500	40.000
2015M03	FACWIDEIN	2	580	34.483
2015M04	FACWIDEIN	1	800	12.500
2015M06	FACWIDEIN	0	850	0.000

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

Summary

- ❑ 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