

Hospital Respiratory Data (HRD): Guidance for Bulk Uploaders

What is a Bulk Uploader?

State or territorial jurisdictions, hospital associations, healthcare systems, and third-party vendors who **submit data on behalf of multiple hospitals** are bulk uploaders.

If your facility reports their data individually to NHSN, you are **not** a bulk uploader.

How will bulk upload data submission take place in the NHSN application?

Bulk uploaders will report Hospital Respiratory Data to NHSN using the Groups function.

Important: Your hospital system may already have a Group available in NHSN that can be used for Hospital Respiratory Data reporting – for example, if there was a Group previously created for reporting of the COVID-19 data, the same Group can be used for reporting of HRD. The guidance below differentiates among those systems planning to leverage an existing Group and those needing to create a new Group.

If you are a facility where a hospital system is reporting on your behalf, see the **facility steps** noted within the directions below.

Facility Enrollment: Facilities must be enrolled in NHSN to be added to a Group.

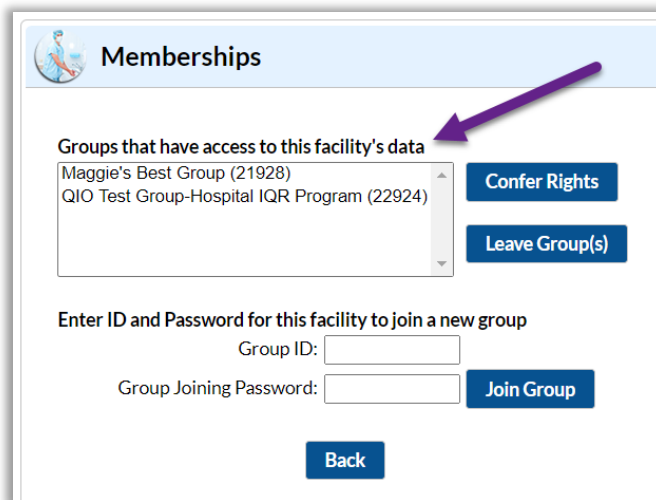
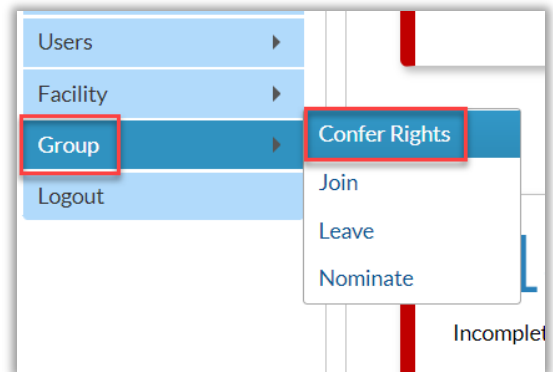
Guidance for Hospital Systems Using an Existing NHSN Group

How do I know if my system has an existing Group?

Note: For the Group-level users within the hospital system, it is helpful to be in contact with the NHSN Facility Administrators or NHSN users within your system, as you will need access to individual facilities enrolled in NHSN to complete the steps to identify if your system has an existing NHSN Group.

1. Log into an NHSN facility within your hospital system
 - **Tip:** Ensure the facility you choose has been enrolled and active in NHSN for several years as the more newly enrolled facilities may not have been added to a Group yet, if a Group exists for your system.

2. When logged in to the facility, select **Group** and then **Confer Rights** on the Left-Hand Navigational Panel
3. At the top of the Confer Rights page, you will see the section “Groups that have access to the Facility’s data.”
4. If your facility has joined a NHSN Group and conferred rights, the Group will be listed in the “Groups that have access to the Facility’s data” box.



If after taking the above steps, you are unsure if your system has an existing Group, contact NHSN@cdc.gov with the subject line “Hospital Respiratory Data.”

If or when you do identify an existing Group that your system would like to use for HRD reporting, contact the Group Administrator to request:

- Additional users be added to the Group for HRD reporting (if needed)
- Additional facilities be added to the Group (if needed)

Adding Additional Users to the Group: The Group Administrator will add additional users by first logging in to the Group in the NHSN application. Then select Users and Add from the left navigation panel. Next, complete the resulting form to add a new user and assign their User Rights within the Group.

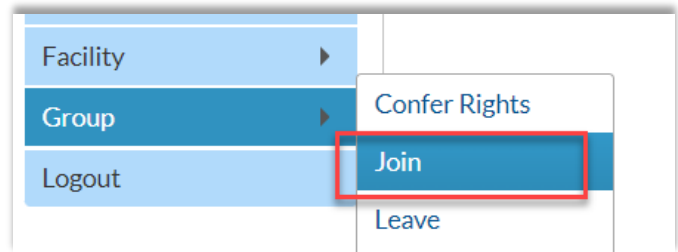


Adding a Facility to a Group:

Group step: A Group will provide joining facilities:

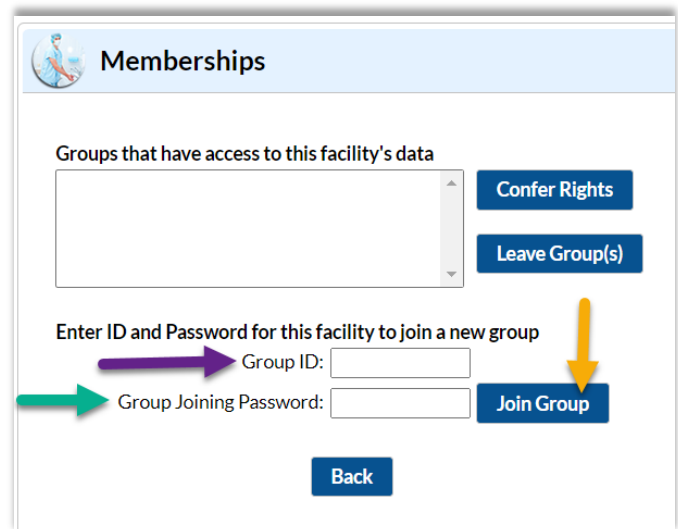
- The Group's 5-digit NHSN ID number
- The Group's joining password

Facility step: NHSN Facility Administrators will select Group and then Join on the NHSN navigation bar to join a Group.

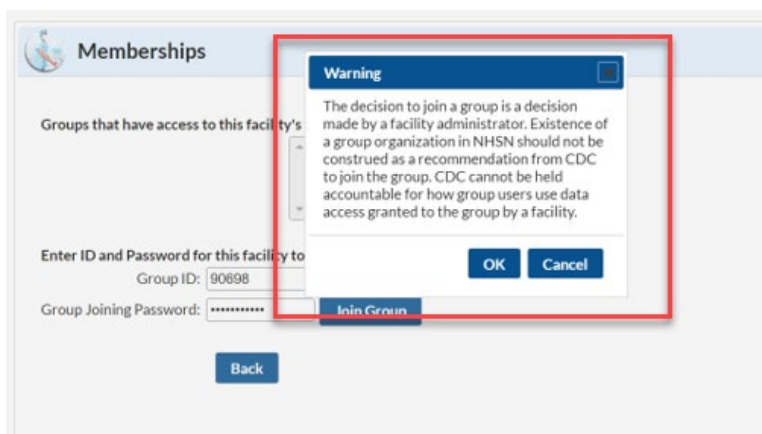


From the Memberships page, the **facility** will:

1. Enter the 5-digit NHSN ID
2. Enter the joining password (case sensitive)
3. Select Join Group

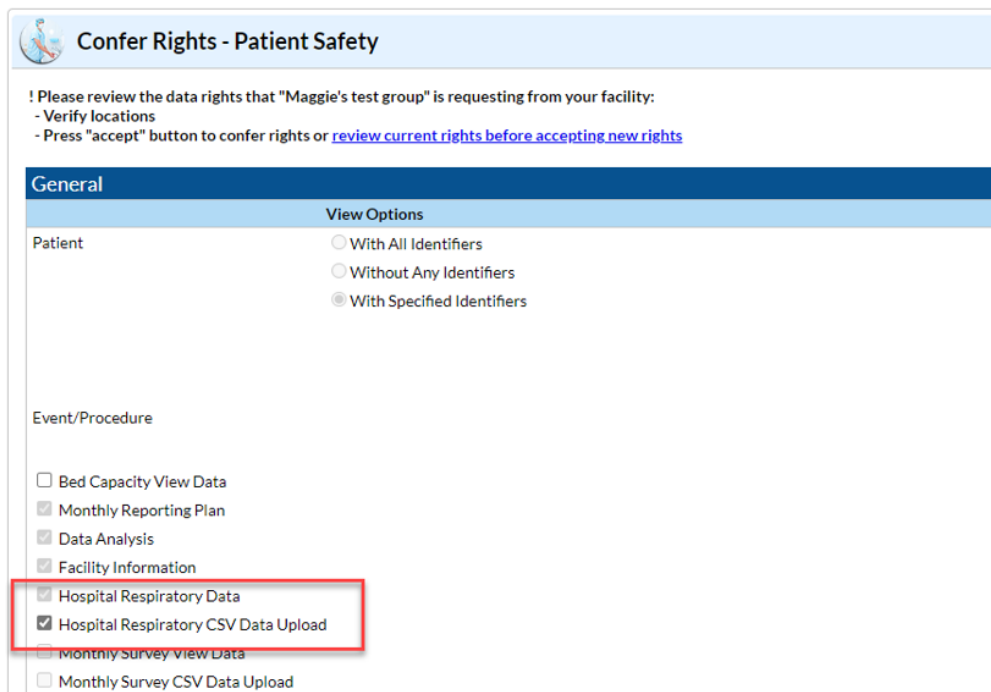


After selecting Join Group, the facility will receive the below warning pop-up and select **OK** to acknowledge and proceed.



The **facility** will then accept the Confer Rights template:

- Immediately after joining the Group, the facility will be taken to a screen listing the data for which the Group is requesting access (the rights template)
- Select the fields for Hospital Respiratory Data and then **Accept** at the bottom of the page
 - Hospital Respiratory Data – facility granting Group permission to view their HRD
 - Hospital Respiratory CSV Data Upload – facility granting Group permission to submit data on their behalf



Confer Rights - Patient Safety

! Please review the data rights that "Maggie's test group" is requesting from your facility:
- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

General

View Options

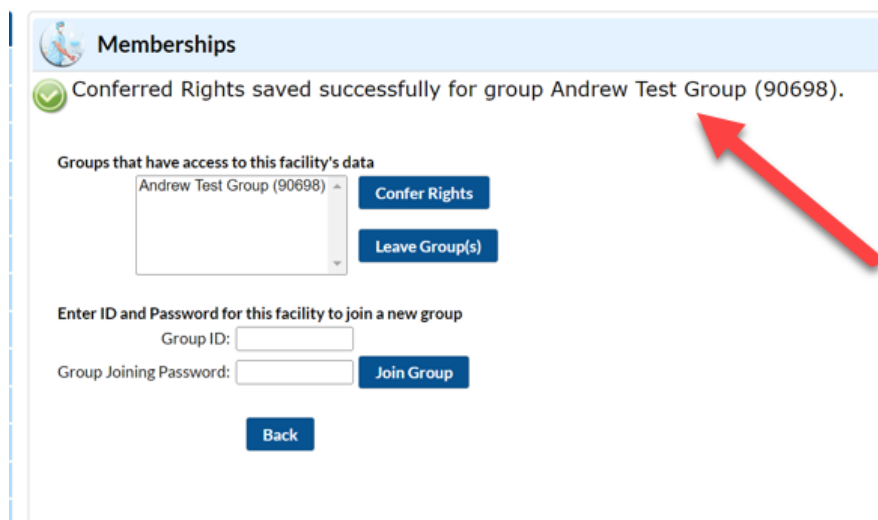
Patient

☐ With All Identifiers
☐ Without Any Identifiers
☒ With Specified Identifiers

Event/Procedure

☐ Bed Capacity View Data
☒ Monthly Reporting Plan
☒ Data Analysis
☒ Facility Information
☒ Hospital Respiratory Data
☒ Hospital Respiratory CSV Data Upload
☐ Monthly Survey View Data
☐ Monthly Survey CSV Data Upload

- You will be redirected back to the Memberships page and confirm that data rights to the group have been conferred



Memberships

✓ Conferred Rights saved successfully for group Andrew Test Group (90698).

Groups that have access to this facility's data

Andrew Test Group (90698)

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

Group ID:

Group Joining Password:

Guidance for Hospital Systems Creating a New NHSN Group

If the hospital system does not currently have a NHSN Group, or the system would like to have one specifically for Hospital Respiratory Data hospital reporting, a new Group can be created in NHSN.

Step 1: Identify the Group Administrator

The Group Administrator is the individual who will work most closely with the Group's member facilities. While only one person can be made the Group Administrator, other users can be given administrative rights in the Group to assist with managing the data, adding additional users to the Group, and other responsibilities for managing the Group.

The role of Group Administrator can also be reassigned to other users in NHSN as needed. NHSN recommends having a plan of succession for the Group Administrator, and the role should be updated by the current Group Administrator before they leave their role, retire, etc.

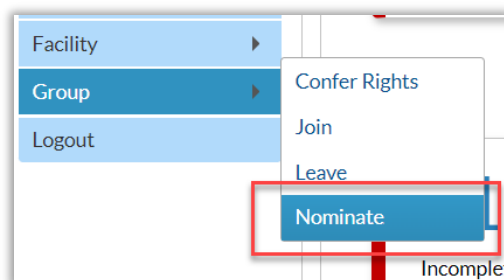
Group Administrator Guide and manuals can be accessed at: <https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf>.

Step 2. Nominate the Group

The Group Administrator must identify a facility currently enrolled in NHSN to nominate the Group (create the group), and the facility user nominating the group must be the NHSN Facility Administrator. **Only one facility should nominate the Group.** The NHSN Facility Administrator in the nominating facility will log into NHSN and navigate to the left-hand menu and select Group and Nominate.

The Group Administrator should provide the nominating Facility Administrator with the Group's name, Group type, and Group Administrator contact information. On the Nominate Group page, the nominating Facility Administrator will complete the required Group information as provided by the Group Administrator.

Note: If the Group Administrator is not a current NHSN user, the Facility Administrator will need to add them as a new user in NHSN. The Group Administrator will then receive an email containing the Group's 5-digit NHSN ID number and SAMS invite (if needed).





Nominate Group

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 for that user along with the persons 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

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 *:


Last Name *:

Middle Name:




Title:

Once the Group Administrator is added to the nominated Group and completes SAMS registration, they can access the Group. To log in to the Group:

- Log in to SAMS and select NHSN Reporting

**SAMS**
secure access management services

Menu

-  SAMS Admin
-  My Profile
-  Logout

Links

- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

My Applications

Adobe Analytics

- [Adobe Analytics *](#)

CDC TRAIN

- [CDC TRAIN](#)

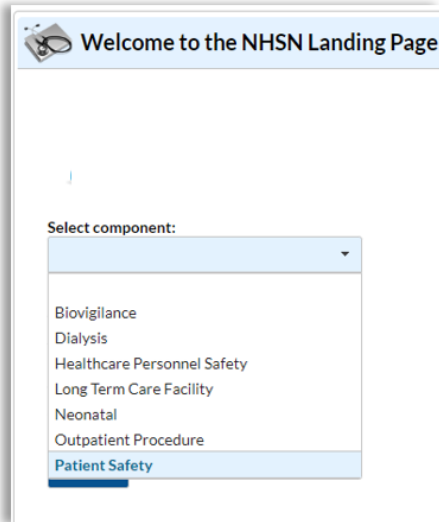
CITI_Single_SignOn

- [CDC Single Point Sign On - CITI Courses](#)

National Healthcare Safety Network System

- [NHSN Reporting *](#)
- [NHSN Enrollment *](#)

- Select Patient Safety Component

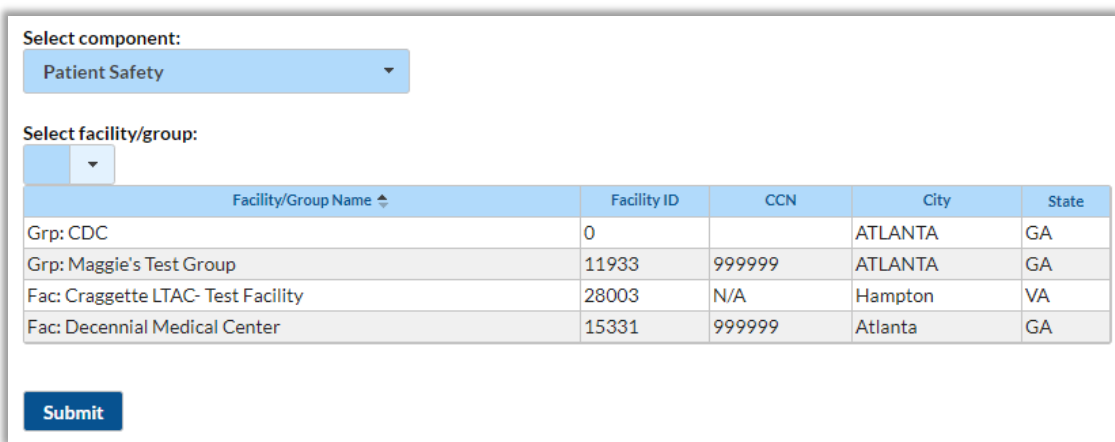


Welcome to the NHSN Landing Page

Select component:

- Biovigilance
- Dialysis
- Healthcare Personnel Safety
- Long Term Care Facility
- Neonatal
- Outpatient Procedure
- Patient Safety**

- Select the Group



Select component:
Patient Safety

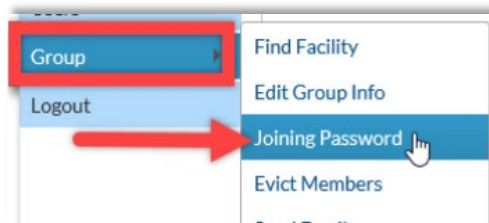
Select facility/group:

Facility/Group Name	Facility ID	CCN	City	State
Grp: CDC	0		ATLANTA	GA
Grp: Maggie's Test Group	11933	999999	ATLANTA	GA
Fac: Craggette LTAC- Test Facility	28003	N/A	Hampton	VA
Fac: Decennial Medical Center	15331	999999	Atlanta	GA

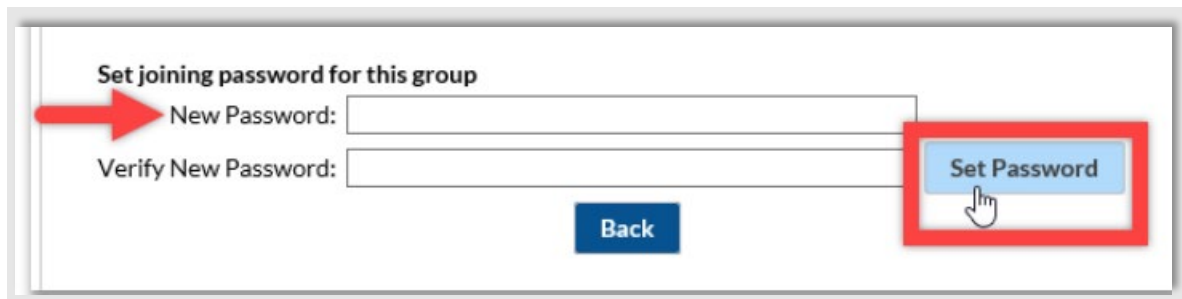
Submit

Step 3. Create Joining Password

When a new Group is created, a Joining Password must be set up in order for facilities to join the Group and allow the Group user to view the data. The Group Administrator will log in to the new Group and select **Group** and then select **Joining Password** within the Group.



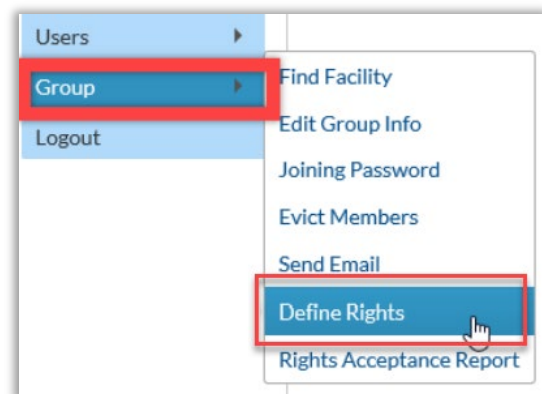
The Group Administrator will enter a password in the text box. ***Remember that this password must be shared with all facilities joining the Group.***




A screenshot of a web form titled "Set joining password for this group". It contains two text input fields: "New Password:" and "Verify New Password:". A red arrow points to the "New Password:" field. Below the fields is a blue "Back" button. To the right of the fields is a blue "Set Password" button, which is highlighted with a red rectangular box and a hand cursor icon.

Step 4. Define Rights

The Group Administrator will navigate to the left-hand menu and select "Group" and then "Define Rights" to access the Define Rights Template (DRT). When the page loads, notice the options: Hospital Respiratory Data and Hospital Respiratory Data CSV Data Upload; select both options. Scroll down to the bottom of the page and click Save to save the update.





Define Rights-Patient Safety

! Please select the rights that facilities joining "NHSN Test Super Group" will confer

General

View Options

Patient

☐ With All Identifiers
☐ Without Any Identifiers
☐ With Specified Identifiers

Event/Procedure

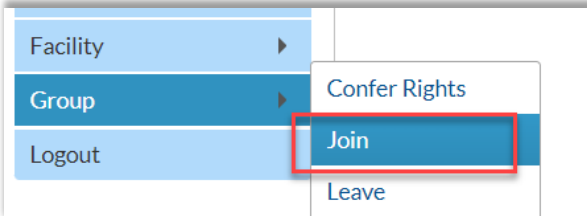
☐ Monthly Reporting Plan
☐ Data Analysis
☐ Facility Information
☐ Hospital Respiratory Data
☐ Hospital Respiratory CSV Data Upload
☐ Monthly Survey View Data
☐ Monthly Survey CSV Data Upload

Step 5. Add Facilities to the Group

Once the Group and Joining Password have been created and Define Rights Template complete, facilities can then be added to the Group.

Group step: A Group user will provide joining facilities with:


- The Group's 5-digit NHSN ID number
- The Group's joining password



Facility step: NHSN Facility Administrator will select Group and then Join on the NHSN navigation bar to join a Group.

From the Memberships page, the facility will:

1. Enter the 5-digit NHSN ID
2. Enter the joining password (case sensitive)
3. Select Join Group

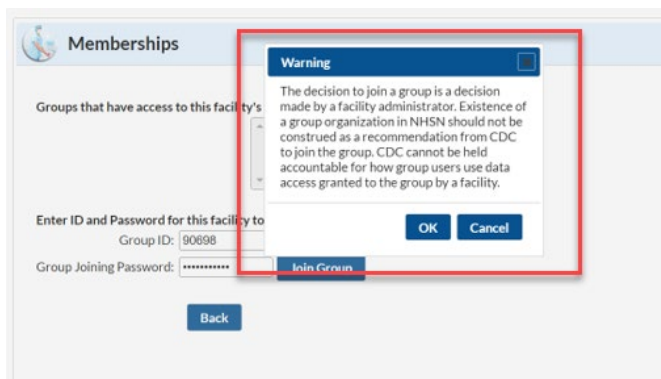


Memberships

Groups that have access to this facility's data

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

After selecting Join Group, the facility will receive the below warning pop-up and select **OK** to acknowledge and proceed.

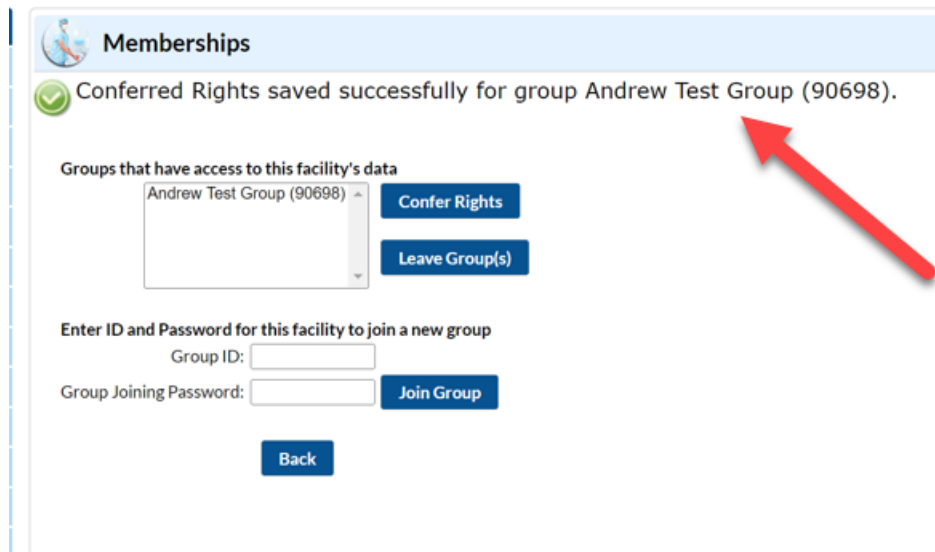


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- Select the fields for Hospital Respiratory Data and then **Accept** at the bottom of the page
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 - Hospital Respiratory CSV Data Upload – facility granting Group permission to submit data on their behalf

A screenshot of the 'Confer Rights - Patient Safety' page. The page has a header with a logo and the title 'Confer Rights - Patient Safety'. Below the header, there is a warning message: '! Please review the data rights that "Maggie's test group" is requesting from your facility:'. Below the warning, there are instructions: '- Verify locations' and '- Press "accept" button to confer rights or [review current rights before accepting new rights](#)'. The main content area is titled 'General' and contains a 'View Options' section with three radio buttons: 'With All Identifiers', 'Without Any Identifiers', and 'With Specified Identifiers' (which is selected). Below this, there is a list of data rights with checkboxes. A red box highlights the 'Hospital Respiratory Data' and 'Hospital Respiratory CSV Data Upload' checkboxes, both of which are checked. Other checkboxes include 'Bed Capacity View Data', 'Monthly Reporting Plan', 'Data Analysis', 'Facility Information', 'Monthly Survey View Data', and 'Monthly Survey CSV Data Upload'.

- You will be redirected back to the Memberships page and confirm that data rights to the group have been conferred



Step 6. Add Additional Users to the Group

The Group Administrator can add additional users to the Group. Steps to add a new user are detailed here: <https://www.cdc.gov/nhsn/pdfs/Add-User-508.pdf>

Final Steps: After an existing Group has been selected for use or a new Group created, the final steps for Hospital Systems Reporting at an Enterprise Level or on Behalf of Multiple Facilities are (1) setting up the reporting method, and (2) completing data submission testing during the testing window of late-October 2022 – mid-December 2022. Options for reporting method include CSV and API. More detailed information and training on both setting up the reporting method (especially the API process) and data submission testing will be provided at a later date.