



Occupational Health Safety Network

USER MANUAL

National Institute for Occupational Safety and
Health (NIOSH)

July, 2013



Revision History

Who	Date	Revision Description
C. Lloyd	5/14/2012	Initial document development
S. Nowlin	11/16/2012 – 3/06/2013	Edited, added content, and reorganized content
C. Lloyd	3/06-4/16	Edited, proofread
Lloyd, Nowlin, Sprigg	6/2013 – 7/2013	Updated to incorporate changes after beta testing

Using this Manual

The following symbols are used throughout this manual:

Highlighted Text Boxes

Password:

Yellow highlighting in text boxes indicates places where users can enter information.

Arrows



Red arrows direct users to click a button or link.

Bold Text

Screen names and/or items on screens are put in bold text in descriptive paragraphs.

Circles



Red circles draw attention to particular items on a screen that are being discussed.

OHSN USER MANUAL

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Disclaimer

OHSN Software Usage Disclaimer:

THE MATERIAL EMBODIED IN THIS SOFTWARE IS PROVIDED TO YOU “AS-IS” AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) OR THE UNITED STATES (U.S.) GOVERNMENT BE LIABLE TO YOU OR ANYONE ELSE FOR ANY DIRECT, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION, LOSS OF PROFIT, LOSS OF USE, SAVINGS OR REVENUE, OR THE CLAIMS OF THIRD PARTIES, WHETHER OR NOT CDC OR THE U.S. GOVERNMENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE POSSESSION, USE OR PERFORMANCE OF THIS SOFTWARE.

1 GENERAL INFORMATION

1.1 Introduction

The Occupational Health Safety Network (OHSN) is a voluntary and secure web-based occupational safety and health surveillance system developed by the National Institute for Occupational Safety and Health (NIOSH), part of the Centers for Disease Control and Prevention (CDC). The first version of OHSN addresses the healthcare sector, but NIOSH envisions that OHSN will expand to other industry sectors in the future.

The OHSN Healthcare Sector Component focuses on occupational safety and health issues among healthcare personnel (HCP), starting with HCP Traumatic Injury modules. OHSN currently allows healthcare facilities to track three types of traumatic injuries to healthcare personnel:

- 1) Slips, trips, and falls;
- 2) Musculoskeletal disorders resulting from patient movement or handling events; and
- 3) Workplace violence.

Purposes of OHSN

OHSN is designed to:

- Serve as a surveillance resource for U.S. workplaces
- Analyze and report workplace-specific and aggregated data to illustrate the magnitude of injury and illness events among workers and to monitor trends in these events

Benefits of Participating in OHSN

By using OHSN, facilities can:

- Benchmark their workplace's internal rates and trends against aggregate data from similar workplaces
- Receive assistance from NIOSH in comparing patterns of injuries (e.g., types of healthcare personnel involved, risk factors, circumstances causing injuries), and identifying the most promising prevention strategies
- Assess the impact of prevention efforts on occupational health and safety over time
- Identify effective and innovative intervention tools shared by NIOSH and other OHSN participating facilities

-
- Be part of a forum of leaders and champions from healthcare facilities and NIOSH to share lessons learned about preventing traumatic injuries among healthcare personnel
 - Track their own data to meet regulatory and accreditation requirements of OSHA and The Joint Commission

Data Security

NIOSH has managed many national occupational surveillance systems. We will maintain data security and integrity and ensure that data from facilities will be used only in aggregate for the stated purposes of analyzing data without personal or hospital identifiers.

How will Data be Used?

Data collected in OHSN will be used for improving worker safety at the local and national levels. At the national level, NIOSH will analyze and publish surveillance data, in aggregate and without personal or hospital identifiers, to estimate and characterize the national burden of healthcare-associated injuries. At the local level, the data analysis features of OHSN enable participating facilities to produce rate tables and graphs that compare the individual healthcare facility's rates with the national aggregate metrics.

A Forum for Prevention

The OHSN website also provides resources for potential safety interventions targeted to the needs of your facility. OHSN-participating facilities can suggest approaches and resources that they have found effective in reducing traumatic injuries to their healthcare personnel. Such a forum can also share resources, including those available through NIOSH and CDC, to help improve occupational safety and health.

1.2 References

1. NIOSH Occupational Health Safety Network (OHSN), <http://www.cdc.gov/niosh/topics/ohsn/>
2. The National Occupational Research Agenda (NORA), National Healthcare and Social Assistance Agenda, <http://www.cdc.gov/niosh/nora/comment/agendas/hlthcaresocassist/>, last viewed November 2012
3. CDC National Healthcare Safety Network (NHSN), <http://www.cdc.gov/nhsn/>

1.3 Points of Contact

For subject matter information, contact

- Ahmed Gomaa, MD, ScD, MSPH, Project Officer, Medical Epidemiologist at 513-841-4337, AGomaa@cdc.gov; or
- Sara Luckhaupt, MD, MPH, 513-841-4123, SLuckhaupt@cdc.gov.

For technical questions, contact

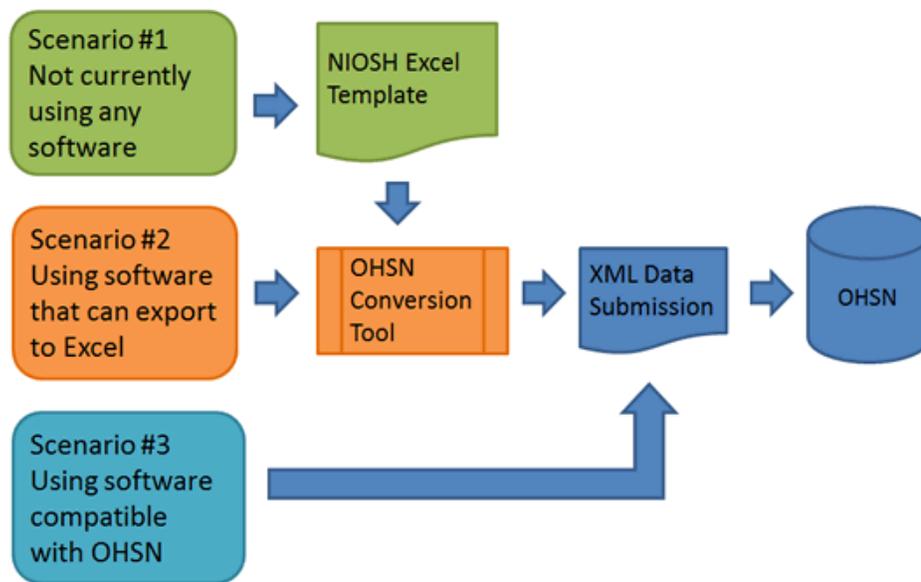
- Susan Sprigg, BSN, RN, 513-841-4335, SSprigg@cdc.gov.

2 SYSTEM ARCHITECTURE

2.1 Data Transmission Options

To achieve maximum participation by all US healthcare facilities, no matter how they are currently collecting occupational safety and health data, NIOSH offers multiple mechanisms for data transmission to OHSN.

Scenarios for Transmitting Data to OHSN



Files uploaded to OHSN must be in the standard file format designed for the OHSN system. NIOSH offers tools within OHSN to support users in producing the standard data submission file.

If your healthcare facility is not currently using any software to track occupational injury events (Scenario #1 in above diagram), you can use one of the provided Microsoft Excel Spreadsheets to track this information and to create the standard OHSN submission file. If you are currently using a software product (either commercially or internally developed) to track occupational injury events and have the ability to export your data from the software to Microsoft Excel (Scenario #2 in diagram above), you can use the mapping function in the OHSN Conversion Tool to crosswalk (convert) your data fields to the OHSN data fields and create the standard OHSN submission file.

NIOSH is working with major vendors and leaders from healthcare facilities to adapt their software so that files containing the required data for OHSN can be exported from systems already in use (Scenario #3 in diagram above). However, changes to existing software will take time to accomplish.

2.2 OHSN Output

OHSN enables users to calculate rates of specific types of events by hospital size/type, occupation category, contributing factors, and activities related to specific injuries using the system interface. Facilities can obtain this information 24 hours per day and can generate the information in a variety of ways to give an understanding of the injury and illness rates for the facility/system, both currently and historically. Four types of reports are available in OHSN: System Reports, Facility Reports, Comparison Reports and OHSN Averages & Percentiles Reports. These reports are limited based on user roles.

See Chapter 11, Reports, for more information on OHSN Output.

2.3 User Access Levels

OHSN provides for two primary user access levels: Healthcare Administrators and Healthcare Report Users. Your role determines your ability to access certain OHSN features. Healthcare Administrators and Healthcare Report Users can belong to one Healthcare Facility or be part of a Healthcare System.

For a Healthcare Facility:

1. Healthcare Facility Administrators

Healthcare Facility Administrators have all access rights to data and user information within their healthcare *facility*. A healthcare facility may or may not belong to a healthcare *system*. Facility Administrators can have access to more than one facility.

Healthcare Facility Administrators can:

- Upload and update facility information (denominators and injury/illness data)
- Add Administrators (up to five) and Report Users (unlimited) for the facility
- Modify roles or delete users within the facility
- Create and view reports for the facility

2. Healthcare Facility Report Users

Healthcare Facility Report Users can:

- Create and view reports for the facility

Healthcare Facility Report Users cannot:

- Upload or edit information about the facility
- Add, modify or delete users

For a System (a Healthcare System is made up of two or more facilities):

1. Healthcare System Administrators

Healthcare System Administrators have all access rights to the data and user information within their system.

Healthcare System Administrators can:

- Update information (denominators and injury/illness data) for facilities within the system
- Add Administrators (up to five) and Report Users (unlimited) within the system
- Allow Report Users to see reports for one or more facilities within the system
- Create and view reports for the system

2. Healthcare System Report Users

Healthcare System Report Users can:

- Create and view reports for one or more facilities within the system (based on permissions given by System Administrators)

Healthcare System Report Users cannot:

- Upload or edit information
- Add, modify or delete users

2.4 Contingencies and Alternate Modes of Operation

OHSN users will be informed via email in the event the system is unexpectedly down. Known downtime for maintenance will be posted in advance on the New/Updates box on the OHSN home page and email messages will be sent to users.

3 ACCESSING OHSN

You can access OHSN software directly using the following URL:

<http://wwwn.cdc.gov/NIOSH-OHSN/>

or

You can access OHSN software via the **NIOSH Occupational Health Safety Network** website at <http://www.cdc.gov/niosh/topics/OHSN>.

Click on the **OHSN System** menu option as shown below.

Workplace Safety & Health Topics

Workplace Safety and Health Topics

- Industries & Occupations
- Hazards & Exposures
- Diseases & Injuries
- Safety & Prevention
- **Occupational Health Safety Network (OHSN)**
 - About OHSN
 - Enrollment
 - Data Transmission and Output Reports
 - Resources and Related Links
 - OHSN System**
 - OHSN Documentation
 - Healthcare Personnel Traumatic Injury Modules
 - Project Updates and Contact Information
- Chemicals
- Emergency Preparedness & Response

Related Topics

- Healthcare
- Surveillance

NIOSH Homepage

- NIOSH A-Z
- Workplace Safety & Health Topics
- Publications and Products
- Programs

NIOSH > Workplace Safety and Health Topics > Safety & Prevention

Recommend Tweet Share

OCCUPATIONAL HEALTH SAFETY NETWORK (OHSN)

OHSN is a voluntary and secure electronic occupational safety and health surveillance system developed by the National Institute for Occupational Safety and Health (NIOSH), part of the Centers for Disease Control and Prevention (CDC). OHSN currently focuses on occupational safety and health issues in the Healthcare Sector, though it may expand to other industry sectors in the future. The first three modules address traumatic injury risks among healthcare personnel. With OHSN, healthcare facilities can submit the occupational health data they already collect to track their rates and to benchmark against other OHSN participants.

Purpose of OHSN: Provide tools for healthcare facilities to analyze existing injury and illness data and to benchmark against other OHSN participants; provide resources to target injury prevention efforts.

Click [here for Benefits](#) to workplaces participating in OHSN.

Occupational Health Safety Network (OHSN)

About OHSN OHSN Concept, Purposes, Benefits of Participation, Data Security, How data will be used	OHSN System Upload data and view OHSN reports (OHSN User Account Required)
Enrollment Start the enrollment process	OHSN Documentation User Manual, Training Guides, Rules of Behavior, Data Elements, Import Templates, Data Conversion Tools
Data Transmission and Output Reports Options for transmitting data to OHSN, Example Output Reports	Healthcare Personnel Traumatic Injury Modules Why OHSN is starting with the healthcare sector
Resources and Related Links NIOSH publications, Related NIOSH resources, Other CDC resources, External links	Project Updates and Contact Information Stakeholder meetings, Project status, News from software vendors

The **OHSN Home Page** is shown below. This screen welcomes the user, provides a brief description of the system, and will display messages to the user as appropriate, such as recent updates, planned down times, etc.

The screenshot shows the OHSN Home Page. At the top left is the CDC logo and text: "CDC Home", "Centers for Disease Control and Prevention", and "CDC 24/7: Saving Lives. Protecting People.™". At the top right is a search bar with "NIOSH" selected and "All CDC Topics" as an option, with a "SEARCH" button. Below the search bar is a link for "A-Z Index for All CDC Topics". The main header reads "Occupational Health Safety Network OHSN" with the NIOSH logo. A left sidebar contains "OHSN Home Page", "Log On", "Enrollment", and "Help". The main content area includes a "Welcome to OHSN" section with a description of the system, a "News / Updates" box, and a circular OHSN logo graphic.

OHSN Home Page Menu Options – NOT LOGGED ON	
Log On	Users with an existing OHSN account select this menu item to log on to the system.
Enrollment	To participate in OHSN, select this menu item to begin the enrollment process.
Help	Click this menu item to view the user support help options for OHSN.

4 ENROLLMENT

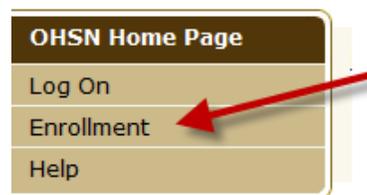
4.1 Enrollment Requirements

To maintain enrollment, the facility/system must

- Submit at least 6 months of data in each 12-month period.
- Agree to the Rules of Behavior. (See Appendix B.)

4.2 Submitting Enrollment Request

To request to be enrolled in OHSN, click the Enrollment menu item from the OHSN Home Page as shown below:



The **Enrollment** webpage will open (see below), providing instructions for enrollment.

OCCUPATIONAL HEALTH SAFETY NETWORK (OHSN)

- [Enrollment Form](#)

Enrollment

Steps to Enroll:

1. Submit the [Enrollment Web Form](#)
2. Within 10 business days of receiving the Enrollment Web Form, NIOSH will send you two documents for completion:
 - a. OHSN User List: This will indicate the identities of facility or system personnel who should have access to OHSN.
 - b. Data Use Agreement: We will mail you two copies of this document signed by NIOSH. Please sign both, keep one, and return the other to the address noted on the form. You can view a sample [Data Use Agreement](#)  here.
3. Within 10 business days of receiving the documents in item 2, NIOSH will email all OHSN users in your facility/system a user name and temporary password.
4. Upon initial log on, read and accept the [OHSN Rules of Behavior](#) .

If you have any questions please contact nioshohsn@cdc.gov or 513-841-4335.



Click on the **Enrollment Web Form** link and the following form will be displayed for interested participants to provide NIOSH with the required information to begin the enrollment process. All fields are required.

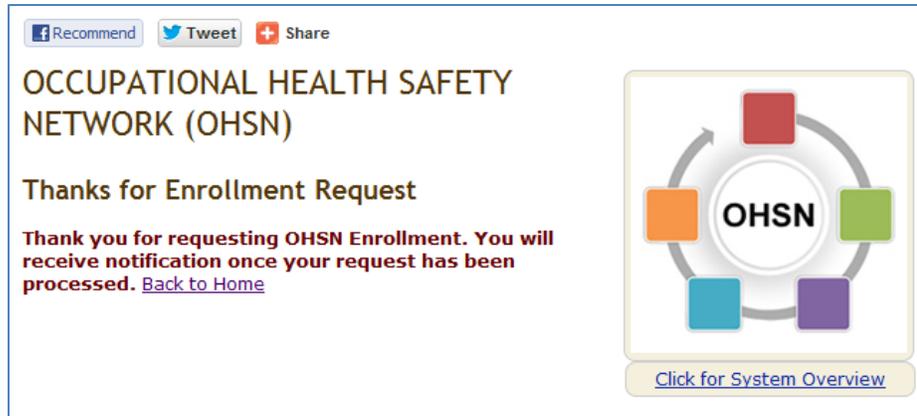
OHSN Enrollment Request Form

About OHSN	<h1 style="text-align: center;">OCCUPATIONAL HEALTH SAFETY NETWORK (OHSN)</h1> <h2 style="text-align: center;">Enrollment Request</h2> <p>Please send OHSN Enrollment Documents for my facility / system to join.</p> <p>We plan to join as a</p> <p><input type="radio"/> single healthcare facility <input type="radio"/> healthcare system with multiple facilities</p> <p>Healthcare Facility Name (if applicable): <input type="text"/></p> <p style="text-align: right;">City: <input type="text"/></p> <p style="text-align: right;">State: <input type="text"/></p> <p>Healthcare System Name (if applicable): <input type="text"/></p> <p style="text-align: right;">City: <input type="text"/></p> <p style="text-align: right;">State: <input type="text"/></p> <p>Point of Contact Name: <input type="text"/></p> <p>Point of Contact Email: <input type="text"/></p> <p>Point of Contact Phone Number: <input type="text"/></p> <p>Point of Contact Mailing Address: For receiving Federal Express documents. Please no PO Box – physical address only. <input type="text"/></p> <p>How are you currently tracking occupational injury events?</p> <p><input type="radio"/> Commercial Software (please specify) <input type="radio"/> Internally-developed Software <input type="radio"/> Excel <input type="radio"/> Hard copy <input type="radio"/> Other (please specify)</p> <p>Please contact nioshohsn@cdc.gov or 513-841-4335 with any questions.</p> <p>Contact information is collected by NIOSH for OHSN user support and account setup. NIOSH will not sell, exchange or otherwise make available information regarding OHSN accounts to anyone for any reason.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p>	
Enrollment		
►Enrollment Form		
Data Transmission and Output Reports		
Resources and Related Links		
OHSN System		
OHSN Documentation		
Healthcare Personnel Traumatic Injury Modules		
Project Updates and Contact Information		
NIOSH Homepage		

NIOSH A-Z
Workplace Safety & Health Topics
Publications and Products
Programs

Click the **Submit** button at the bottom of the page to send the request to NIOSH.

After clicking **Submit**, a message will appear on the screen confirming that NIOSH received the enrollment request. Additionally, an email will be sent to the email address provided in the enrollment form stating that NIOSH will contact the requestor within one week to begin the enrollment process.



NIOSH will help the requestor determine data conversion support needs, obtain information for user accounts, and discuss options for OHSN training.

NIOSH will set up the initial user account(s) based on information obtained during the enrollment process. (See Section 2.3 for more information about user accounts.)

Once NIOSH has set up the Healthcare System/Facility account(s), the account users will receive two emails providing information about accessing the OHSN system.

The first email sent will confirm that the OHSN account has been set up and will provide the user's log on name. See the example below.

A request has been submitted to grant the following user Administrator access to system T0002 – Anytown Healthcare System, Inc.:

Alex@anytown.com

This request has been initiated by Annieadmin@anytown.com

The second email sent will provide a temporary password for the user's OHSN account. The user will be required to change this password at first logon. The temporary password is sent separately for security reasons. (See below.)

Your password for the NIOSH Occupational Health Safety Network (OHSN) has been reset. If you think this is an error, please contact us at nioshohsn@cdc.gov.

Your temporary password is: Ye!XcL3Aj?jCid

Visit <http://www.cdc.gov/ohsn> to log on and select a new password.

4.3 OHSN Training

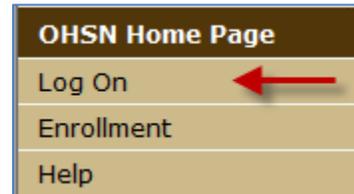
During the enrollment process, NIOSH will discuss training needs with the Healthcare Facility/System Administrator.

NIOSH plans to develop on-line training modules for OHSN in the future; information will be posted on the OHSN topic webpage.

5 LOG ON / LOG OFF

5.1 Logging On

From the **OHSN Home Page**, click the **Log On** menu item.



Enter your log on name (email address) and password, and then click **Log On**.

A screenshot of the Occupational Health Safety Network (OHSN) login page. The page title is "Occupational Health Safety Network". On the left, there is a menu titled "OHSN Home Page" with items "Log On", "Enrollment", and "Help". The "Log On" item is highlighted. Below the menu, there is a breadcrumb trail: "NIOSH > OHSN Home Page". The main heading is "Log on to OHSN". Below this, there are two input fields: "Email address:" and "Password:", both highlighted in yellow. At the bottom, there is a "Log On" button.

If the log on was successful, the **OHSN Home Page** should appear. (See Chapter 6.)

5.2 Logging On the First Time

The first time you log on to OHSN the OHSN Rules of Behavior will display.

Occupational Health Safety Network

NIOSH
NIOSH Home

OHSN Home Page
Log On
Enrollment
Help

NIOSH

Text size: S M L XL

OHSN Rules of Behavior

Please review the following Rules of Behavior for accessing OHSN. You must agree to these rules before you can access OHSN.

November 2012

Introduction

OHSN is a voluntary and secure electronic occupational safety and health surveillance system maintained by the National Institute for Occupational Safety and Health (NIOSH), part of the Centers for Disease Control and Prevention (CDC). OHSN processes and stores a variety of sensitive data. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These "Rules of Behavior" apply to all users of the OHSN web-based computer system including Healthcare System & Facility Administrators, Report Users, Data Managers, and NIOSH OHSN team members and their authorized contractors and agents (e.g., guest researchers, students).

Purpose

The rules of behavior are not to be used in place of existing policy; rather they are intended to enhance and further define the specific rules each user must follow while accessing and using OHSN. The rules are consistent with the policy and procedures described in the Department of Health and Human Services (DHHS) Information Security and Privacy Program and specific policy documents. The DHHS Information Security and Privacy program contains computer security guidance on a wide range of topics and describe the Information Technology Security Program that establishes policies, procedures, and responsibilities in the area of computer security within the Department.

Next responsibilities...

I acknowledge receipt of, understand my responsibilities, and will comply with the rules of behavior for OHSN.

Continue

You must read the Rules of Behavior for OHSN and check the box to acknowledge that you have read and will comply with these rules in order to continue with the log on.

Click the **Continue** button at the bottom of the screen to continue the log on process.

Occupational Health Safety Network

NIOSH
NIOSH Home

OHSN Home Page
Log On
Enrollment
Help

NIOSH

Text size: S M L XL

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Next responsibilities...

I acknowledge receipt of, understand my responsibilities, and will comply with the rules of behavior for OHSN.

Continue

Next, a screen will appear that will require you to change your password. Enter a new password in the **New Password** field and again in the **Confirm Password** field.

Passwords must be 8-30 characters and include at least 3 of the following 4 characters:

- Uppercase
- Lowercase
- Numeric
- Punctuation (There are no limitations on punctuation.)

(See Section 8.1.1 for more information about changing passwords.)

The screenshot shows the Occupational Health Safety Network (OHSN) interface. At the top left, there is a navigation menu with the following items: OHSN Home Page, Log On, Enrollment, and Help. The main content area is titled "Please Select a New Password". It features two input fields: "New Password:" and "Confirm Password:", both containing masked characters (dots). To the right of the "New Password:" field is a link for "Password Requirements". Below the input fields is a "Change Password" button.

Note: You cannot select as a password one that you have used within the past 20 times.

After clicking the **Change Password** button the following screen will appear, confirming that the password has been changed.

The screenshot shows the Occupational Health Safety Network (OHSN) interface after a successful password change. The top left navigation menu includes: OHSN Home Page, Reports, Data Submissions, Profiles, Prevention Resources, Log Off, and Help. The main content area displays "User Profile Updated" with the message "Your user profile has been updated successfully." Below this message are social sharing buttons for "Recommend", "Tweet", and "Share". The NIOSH logo and "NIOSH Home" text are visible in the top right corner. There are also icons for email, print, and social media in the bottom right corner.

5.3 Forgot Password

If you have forgotten your password, click the **Forgot Password** link on the Log On screen to request a new password from NIOSH.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Log On
Enrollment
Help

NIOSH > OHSN Home Page

Recommend Tweet Share

Log on to OHSN

Email address:

Password:

Log On

[Forgot Password?](#)

On the Request New Password screen, enter the email used for your OHSN account. Then click the **Request Password** button.

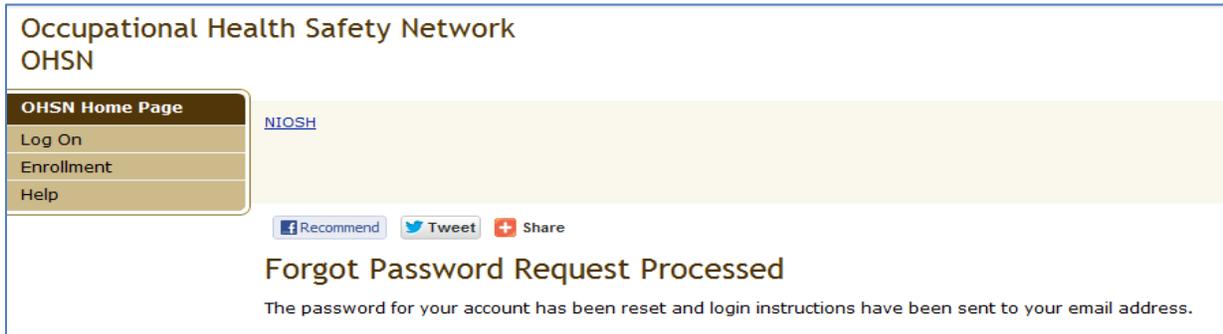
NIOSH > OHSN

Request New Password

Email address:

Request Password

Confirmation that the request was received and processed will be displayed on the screen as shown below.



Once the **Request Password** button is clicked from the Request New Password screen, the system will generate a new temporary password and send it to the email address provided.

Your password for the NIOSH Occupational Health Safety Network (OHSN) has been reset. If you think this is an error, please contact us at nioshohsn@cdc.gov.

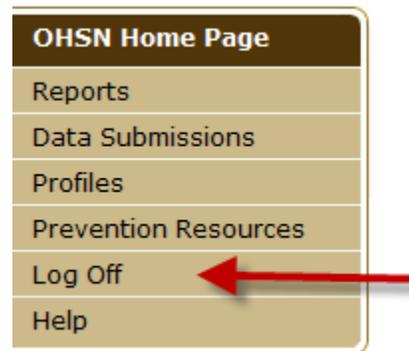
Your temporary password is: Ye!XcL3Aj?jCid

Visit <http://wwwn.cdc.gov/ohsn> to log on and select a new password.

When you log on with the new temporary password you will be required to change it again.

5.4 Logging Off

To log off OHSN, click the **Log Off** button from the OHSN menu.



6 OHSN DASHBOARD

After successfully logging on to OHSN, a dashboard screen (see below) will appear providing a quick overview of the data submitted by the facility to date. The dashboard will display alerts that the user should be aware of concerning data submissions, such as past due submissions.

My OHSN Dashboard

Anytown Hospital A (6000010)

Alerts

Your facility data for April 1 - May 31, 2013 is overdue. Please [submit your data](#) today.

Most Recent Submission		Organization Snapshot	
Reporting Period:	February 1 - March 31, 2013	Data Available:	January 1, 2012 - March 31, 2013
# of Events:	20	Total # of Events:	91

News / Updates	OHSN Support
Welcome to the Occupational Health Safety Network! For assistance in using the system, please refer to the User Documentation under the Help link on the left. This will provide you with both a User Manual and Training PowerPoints. You can also contact us directly at NIOSHOSHNSN@cdc.gov or 513-841-4335.	Hours of Operation Monday - Friday * 9:00 AM - 4:00 PM EST * excluding Federal Holidays NIOSHOSHNSN@cdc.gov 513-841-4335

If you have access to more than one healthcare facility, for example if you are a Healthcare System Administrator, the **OHSN Dashboard** screen will not appear until you have selected which organization you want to focus on.

The **Select Organization** screen will appear as shown below. Click on the down arrow of the Organization drop-down list to view the healthcare systems and facilities to which you have access.

OHSN Home Page

NIOSH > OHSN > St. Gomma's Hospital (6000000)

Recommend Tweet Share

Select Organization

Your user account is linked to multiple organizations. In order to complete your log in to OHSN you must select the healthcare facility or system that you wish to access.

Organization: Anytown Healthcare System (System)
Anytown Hospital A, Cincinnati, OH
Anytown Hospital B, Columbus, OH

Once you select the organization (healthcare system or facility), the **My OHSN Dashboard** screen associated with the selected organization will appear.

OHSN Home Page

NIOSH > OHSN > Anytown Hospital A (6000010)

Recommend Tweet Share

Select Organization

Your user account is linked to multiple organizations. In order to complete your log in to OHSN you must select the healthcare facility or system that you wish to access.

Organization: Anytown Hospital B, Columbus, OH

Select

My OHSN Dashboard

Anytown Hospital B (6000020)

Alerts

Your facility data for March 1 - May 31, 2013 is overdue. Please [submit your data](#) today.

Most Recent Submission	
Reporting Period:	January 1 - February 28, 2013
# of Events:	5

Organization Snapshot	
Data Available:	January 1, 2012 - February 28, 2013
Total # of Events:	76

News / Updates

Welcome to the Occupational Health Safety Network! For assistance in using the system, please refer to the User Documentation under the Help link on the left. This will provide you with both a User Manual and Training PowerPoints. You can also contact us directly at NIOSHOHSN@cdc.gov or 513-841-4335.

OHSN Support

Hours of Operation

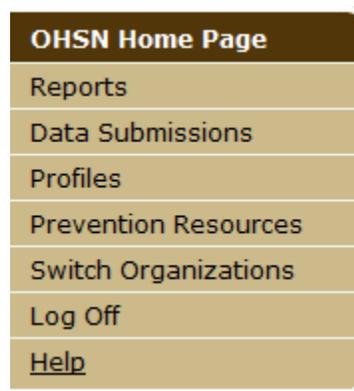
Monday - Friday *
9:00 AM - 4:00 PM EST
* excluding Federal Holidays

NIOSHOHSN@cdc.gov
513-841-4335

7 OHSN MENU

The **OHSN Menu** appears on the left side of each screen. Menu items will be slightly different depending on user access rights. Many of the main menu items contain additional submenu items. All menu and submenu items are described below.

OHSN Main Menu:



OHSN Menu and Submenu Items			
Main Menu Item	Sub-Menu item	Description	Who Can Access
Reports	My System	Create and/or view reports that summarize your healthcare system's data	<ul style="list-style-type: none"> • System Admin • System Report User
	My Facility	Create and/or view reports that summarize your healthcare facility's data	<ul style="list-style-type: none"> • System Admin • System Report User • Facility Admin • Facility Report User
	How Do I Compare?	Create and/or view reports that compare your facility or system to groups of others	<ul style="list-style-type: none"> • System Admin • System Report User • Facility Admin • Facility Report User
	OHSN Averages & Percentiles	Create and/or view reports that summarize all of the data from OHSN-participating facilities (No facility/system names are displayed)	<ul style="list-style-type: none"> • System Admin • System Report User • Facility Admin • Facility Report User

OHSN Menu and Submenu Items			
Main Menu Item	Sub-Menu item	Description	Who Can Access
Data Submissions	Upload New Data	Enter new data for your facility and/or system	<ul style="list-style-type: none"> • System Admin • Facility Admin
	Submission History	Provides a detailed listing of all data submissions	<ul style="list-style-type: none"> • System Admin • Facility Admin
	Tools	Provides the following tools to aid users in preparing their data for submission to OHSN: <ul style="list-style-type: none"> - OHSN Conversion Tool - Excel Spreadsheet for Required Data - Excel Spreadsheet for Required and Optional Data 	<ul style="list-style-type: none"> • System Admin • Facility Admin
Profiles	My Profile	View and/or modify your email address and password	All Users
	Facility Profile	View and/or modify the denominator data and settings for your facility	<ul style="list-style-type: none"> • System Admin • Facility Admin
	System Profile	View and/or modify the denominator data and settings for facilities in your system	<ul style="list-style-type: none"> • System Admin
Prevention Resources	n/a	Link to NIOSH, CDC and other organizations' publications on approaches to dealing with slips, trips and falls; patient handling; and workplace violence	All Users
Switch Organizations	n/a	Allows users associated with a Healthcare System to view/and or manage facilities within their system	System Admin or Facility Users who have access to multiple facilities
Help	OHSN User Manual	View and/or print OHSN User Manual	All Users
	FAQ	Read answers to frequently asked questions about OHSN	
	Contact Us / Feedback	Provides mechanism for users to send NIOSH questions and/or feedback about the OHSN system	
	OHSN Web Page	Opens the OHSN Topic Page on the NIOSH Internet site	
	About OHSN	Provides OHSN system version information and disclaimer	

8 PROFILES

8.1 User Profiles

Each OHSN user has an individual user profile. The **User Profile** screen allows you to:

- Verify the email address you used to log on to and communicate with OHSN
- View the current user roles you are assigned for a given facility/system
- Change your account password

To access and manage information in your OHSN profile click the **Profiles** menu item from the OHSN Main menu then select **My Profile** as shown below.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
Data Submissions
Profiles
► My Profile
Facility Profile
Prevention Resources
Log Off
Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Profiles

Recommend Tweet Share

User Profile

Email address: sxn1@cdc.gov
Current Role: Administrator

Old Password:

New Password: [Password Requirements](#)

Confirm Password:

Change Password

If your role(s) is/are incorrect, you must contact your Healthcare Facility or System Administrator to request a change in the system.

If your email address needs to be changed, contact OHSN User Support at: NIOSHOSH@cdc.gov. *Since the user's email address is used as the OHSN account ID, only a NIOSH OHSN System Administrator can make this change.*

Change Password

You can change your password by going to the **My Profile** screen. Enter your existing password in the **Old Password** field, a new password in the **New Password** field, and the same new password value in the **Confirm Password** field. Then click the **Change Password** button.

Occupational Health Safety Network
OHSN

NIOSH Home

NIOSH > OHSN > Ma'at Hospital (6000003) > Profiles

Recommend Tweet Share

User Profile

Email address: sxn1@cdc.gov

Current Role: Administrator

Old Password: [Masked]

New Password: [Masked] Password Requirements

Confirm Password: [Masked]

Change Password

If the password was changed successfully, a message will be displayed stating that the password was changed. The user will use the new password for all subsequent logon attempts.

Occupational Health Safety Network
OHSN

NIOSH Home

NIOSH > OHSN

Recommend Tweet Share

User Profile Updated
Your user profile has been updated successfully.

If the two values entered for the password are not equal, the user will receive the following error message:

Profile update was unsuccessful. Please correct the errors and try again.

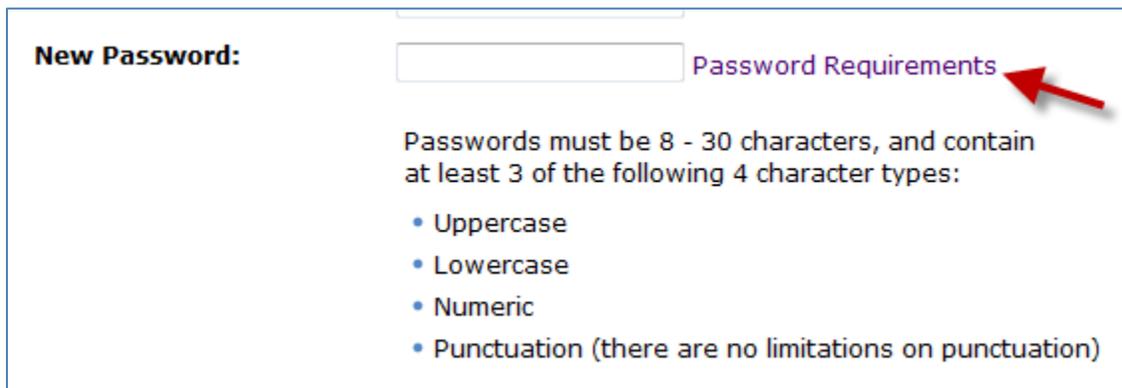
- **The new password and confirmation password do not match.**

If the password entered does not follow the required password rules, the following error message will be displayed:

Profile update was unsuccessful. Please correct the errors and try again.

- **The new password and confirmation password is invalid. Please see the password requirements.**

Click on the **Password Requirements** link to view these requirements.



New Password: [Password Requirements](#)

Passwords must be 8 - 30 characters, and contain at least 3 of the following 4 character types:

- Uppercase
- Lowercase
- Numeric
- Punctuation (there are no limitations on punctuation)

8.2 Healthcare Facility Profile

Healthcare Facility Administrators have access to the **Facility Profile**. If the facility is also part of a healthcare system, the Healthcare System Administrator would also have access to the facility's profile information. The **Facility Profile** screen allows you to:

- Verify that the facility organizational information is correct
- Make requests to add, edit, or remove user accounts for the facility
- Verify and/or update the facility denominator data

The Facility Profile screen contains three sections:

1. Facility Organization Information

This section is read only. It provides detailed information about the facility and the last submission of data to OHSN.

2. Facility Users

This section lists the users who have access to the facility data and what level of access each has. In this area, the Facility Administrator can add a new user, edit an existing user, or remove an existing user.

3. Current Denominator Data

Specifying denominator data allows the rate of occupational injuries to be computed.

Occupational Health Safety Network
OHSN


OHSN Home Page

Reports

Data Submissions

Profiles

My Profile

► Facility Profile

Prevention Resources

Log Off

Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Profiles

Facility Profile

Ma'at Hospital (6000003)

Facility ID:	6000003
Facility Name:	Ma'at Hospital (6000003)
Location:	Egypt, OH
Region:	Midwest Region
Service Type:	General medical and surgical
Control Type:	Nongovernment, not-for-profit
Join Date:	9/19/2012
Last Submission Date:	2/22/2013

* If any of the above information is incorrect, [contact us](#) to request changes.

Facility Users

Email address	Facility Role(s)		
ayg0@cdc.gov	Report User	Edit	Remove
dlz0@cdc.gov	Administrator	Edit	Remove
jnj7@cdc.gov	Report User	Edit	Remove

[Add User](#)

Current Denominator Data

Current as of: 1/2012

Total number of licensed beds: 186

Total number of admissions per month: 25

Total number of outpatient encounters per month: 50

Do you record occupational health events that occur among contract staff? Yes

FTE by Occupational Category

Occupational Category	Employee FTEs	Contractor FTEs
a. Physicians & dentists	15	2
b. Medical & dental residents/interns	12	0
c. Other trainees	0	0
d. Registered nurses	32	0
e. Licensed practical (vocational) nurses	8	0
f. Nursing assistive personnel	21	0
g. Radiology technicians	9	0
h. Laboratory technicians	14	0
i. Pharmacists, licensed	2	0
j. Pharmacy technicians	2	0
k. Respiratory therapists	5	0
l. All other personnel	43	0
Total	163	2

Event types reported Patient Handling and Movement
Slips, Trips and/or Falls
Workplace Violence

[Edit Denominator Data](#)

8.2.1 Adding New Facility Users

Facility Administrators can make a request to NIOSH to add a person as a new user for their facility in OHSN. In the **Facility Users** section of the **Facility Profile** screen, click the **Add User** button to allow a new user to have access to the facility data.

Facility Users

Email address	Facility Role(s)	
ayg0@cdc.gov	Report User	Edit Remove
dlz0@cdc.gov	Administrator	Edit Remove
jnj7@cdc.gov	Report User	Edit Remove

 [Add User](#)

After clicking the **Add User** button, the **Request a New Facility User** screen will appear as shown below:

Occupational Health Safety Network
OHSN

 NIOSH Home

OHSN Home Page
Reports
Data Submissions
Profiles
My Profile
Facility Profile
▶ **New Facility User**
Prevention Resources
Log Off
Help

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Profiles](#) > [Facility Profile](#)



Request a New Facility User

Ma'at Hospital (6000003)

New User's Email address:

Confirm User's Email address:

User Role:

- Administrator** - Full access to OHSN.
- Report User** - Limited to read access to reports.

[Send Request](#)

1. Enter a valid email address in the **New User's Email address** field and the **Confirm User's Email address** field.
2. Select whether the new user should have an Administrator or Report User access level. (See Section 2.3 for information on user access levels.)
3. Click the **Send Request** button.

Occupational Health Safety Network
OHSN

NIOSH Home

NIOSH > OHSN > Ma'at Hospital (6000003) > Profiles > Facility Profile

Recommend Tweet Share

Request a New Facility User

Ma'at Hospital (6000003)

New User's Email address:

Confirm User's Email address:

User Role:

Administrator - Full access to OHSN.

Report User - Limited to read access to reports.

After clicking **Send Request**, the following screen will appear as confirmation:

Occupational Health Safety Network
OHSN

NIOSH Home

NIOSH > OHSN > Ma'at Hospital (6000003) > Profiles > Facility Profile

Recommend Tweet Share

Request for New Facility User Sent

Your request to add a new user to your facility has been sent to NIOSH.

You will receive notification once your request has been processed.

Once NIOSH receives the request, one of the following processes will occur:

- If an OHSN user account does not already exist having the supplied email address, it will be added. A temporary password will be mailed to the new user with login instructions, as below:

You have been added as a user to the NIOSH Occupational Health Safety Network (OHSN).
If you think this is an error, please contact us at nioshohsn@cdc.gov.

Your temporary password is: <password>

Visit <https://wwwn.cdc.gov/niosh-ohsn> to log on and select a new password.

If the user account exists, but for a different facility or system, NIOSH will follow up with the Healthcare System Administrator to confirm the request, as below:

The following user has been granted access to your healthcare system, <system-name>:

<user-email-address>

If you think this is an error, please contact us at nioshohsn@cdc.gov.

If the Healthcare System Administrator confirms the request, an email will be sent to the existing user that access has been granted to this additional healthcare system.

8.2.2 Editing a User's Access Level

Facility Administrators can make a request to NIOSH to change a user's access level for their facility in OHSN. (See Section 2.3 for information on user access levels.) In the **Facility Users** section of the **Facility Profile** screen, click the **Edit** button for the user you wish to update.

Facility Users

Email address	Facility Role(s)	
ayg0@cdc.gov	Report User	 Edit Remove
dlz0@cdc.gov	Administrator	Edit Remove
jnj7@cdc.gov	Report User	Edit Remove

[Add User](#)

After clicking the **Edit** button, the **Edit User Request** screen will appear as shown below:

Occupational Health Safety Network
OHSN

 NIOSH Home

[OHSN Home Page](#)
Reports
Data Submissions
Profiles
My Profile
Facility Profile
► Edit Facility User
Prevention Resources
Log Off
Help

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Profiles](#) > [Facility Profile](#)



[Recommend](#) [Tweet](#) [Share](#)

Edit User Request

Ma'at Hospital (6000003)

User's Email address: ayg0@cdc.gov

User Role:

- Administrator - Full access to OHSN.
- Report User - Limited to read access to reports.

[Send Request](#)

Change the user's access level by selecting either the **Administrator** or **Report User** buttons.

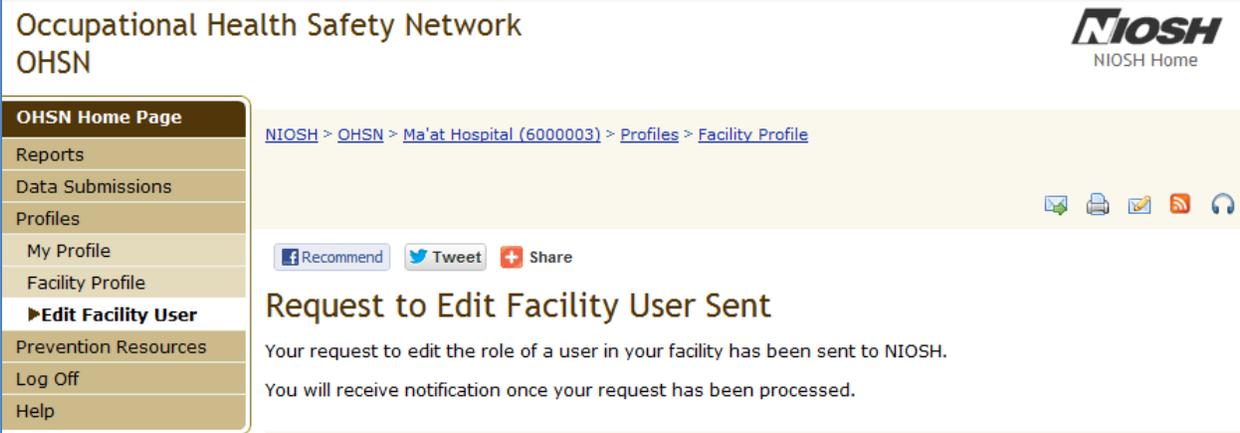
User Role:

Administrator - Full access to OHSN.

Report User - Limited to read access to reports.



After selecting the appropriate access level for the user, click the **Send Request** button and the following confirmation screen will appear.



Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
Data Submissions
Profiles
My Profile
Facility Profile
▶ **Edit Facility User**
Prevention Resources
Log Off
Help

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Profiles](#) > [Facility Profile](#)

[Recommend](#) [Tweet](#) [Share](#)

Request to Edit Facility User Sent

Your request to edit the role of a user in your facility has been sent to NIOSH.
You will receive notification once your request has been processed.

NIOSH will send a message to the Administrator and the Report User, as below:

Your request initiated by [sxn1@cdc.gov](mailto: sxn1@cdc.gov) to change the user role of [ayg0@cdc.gov](mailto: ayg0@cdc.gov) for facility Ma'at Hospital to the following has been sent to NIOSH:

Report User

You will receive notification once your request has been processed.

8.2.3 Removing a Facility User

Facility Administrators can make a request to NIOSH to remove a person as a user for their facility in OHSN. In the **Facility Users** section of the **Facility Profile** screen, click the **Remove** button for the user you wish to remove.

Facility Users

Email address	Facility Role(s)	
ayg0@cdc.gov	Report User	Edit Remove
dlz0@cdc.gov	Administrator	Edit Remove
jnj7@cdc.gov	Report User	Edit Remove

[Add User](#)

After clicking the **Remove** button, the **Remove User Request** screen will appear as shown below:

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
Data Submissions
Profiles
My Profile
Facility Profile
▶ Remove Facility User
Prevention Resources
Log Off
Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Profiles > Facility Profile

Recommend Tweet Share

Remove User Request

Ma'at Hospital (6000003)

Facility access is requested to be removed for the following user:

jnj7@cdc.gov

Click the 'OK' button to send a request to the NIOSH OHSN administrator to remove the user's access from your facility.

OK Cancel

Click the **Cancel** button to cancel the request and return to the Facility Profile screen.

Click the **OK** button to send a request to NIOSH to remove the user's access from your facility. After clicking **OK**, a confirmation message will be displayed as shown below:

Occupational Health Safety Network OHSN

OHSN Home Page

Reports

Data Submissions

Profiles

My Profile

Facility Profile

► Remove Facility User

Prevention Resources

Switch Organizations

Log Off

Help

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Profiles](#) > [Facility Profile](#)

 Recommend  Tweet  Share

Request to Remove Facility User Sent

Your request to remove a user from your facility has been sent to NIOSH.

You will receive notification once your request has been processed.

 Email  Print  Updates  Subscribe  Listen

NIOSH will notify the user and the Administrator, as below:

A request has been submitted to remove the following user's access from facility 6000003 - Ma'at Hospital:

inj7@cdc.gov

This request has been initiated by nioshohsn@cdc.gov.

Your request initiated by nioshohsn@cdc.gov to remove the following user's access from facility Ma'at Hospital has been sent to NIOSH:

inj7@cdc.gov

You will receive notification once your request has been processed.

8.2.4 Facility Denominator Data

Healthcare Facility Administrators can review and update their current denominator data in the **Current Denominator Data** section of the **Facility Profile** screen. Each facility is required to do this when it first joins OHSN and at the start of every calendar year after that. The information should be updated when significant changes occur during the course of a year, such as adding a new hospital wing.

The denominator data is used to calculate incidence rates for injuries and for use in benchmarking against other facilities.

To update your facility's denominator data, click the **Edit Denominator Data** button at the bottom of the **Facility Profile** screen as shown below.

Current Denominator Data

Current as of: 1/2012

Total number of licensed beds: 186

Total number of admissions per month: 25

Total number of outpatient encounters per month: 50

Do you record occupational health events that occur among contract staff? Yes

FTE by Occupational Category

Occupational Category	Employee FTEs	Contractor FTEs
a. Physicians & dentists	15	2
b. Medical & dental residents/interns	12	0
c. Other trainees	0	0
d. Registered nurses	32	0
e. Licensed practical (vocational) nurses	8	0
f. Nursing assistive personnel	21	0
g. Radiology technicians	9	0
h. Laboratory technicians	14	0
i. Pharmacists, licensed	2	0
j. Pharmacy technicians	2	0
k. Respiratory therapists	5	0
l. All other personnel	43	0
Total	163	2

Event types reported

Patient Handling and Movement
Slips, Trips and/or Falls
Workplace Violence

 [Edit Denominator Data](#)

The **Facility Denominator Data** screen will appear allowing you to edit the information.

Occupational Health Safety Network
OHSN

- OHSN Home Page**
- Reports
- Data Submissions
- Profiles
- My Profile
- Facility Profile
- ▶ Edit Denominator Data**
- Prevention Resources
- Log Off
- Help



NIOSH Home

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Profiles](#) > [Facility Profile](#)

Facility Denominator Data

Ma'at Hospital (6000003)

Current as of:

Total number of licensed beds:

Total number of admissions per month:

Total number of outpatient encounters per month:

Do you record occupational health events that occur among contract staff?

 Yes

 No

FTE by Occupational Category:

Occupational Category	Employee FTEs	Contractor FTEs
a. Physicians & dentists	15	2
b. Medical & dental residents/interns	12	0
c. Other trainees	0	0
d. Registered nurses	32	0
e. Licensed practical (vocational) nurses	8	0
f. Nursing assistive personnel	21	0
g. Radiology technicians	9	0
h. Laboratory technicians	14	0
i. Pharmacists, licensed	2	0
j. Pharmacy technicians	2	0
k. Respiratory therapists	5	0
l. All other personnel	43	0

Event types reported:

 Patient Handling and Movement

 Slips, Trips and/or Falls

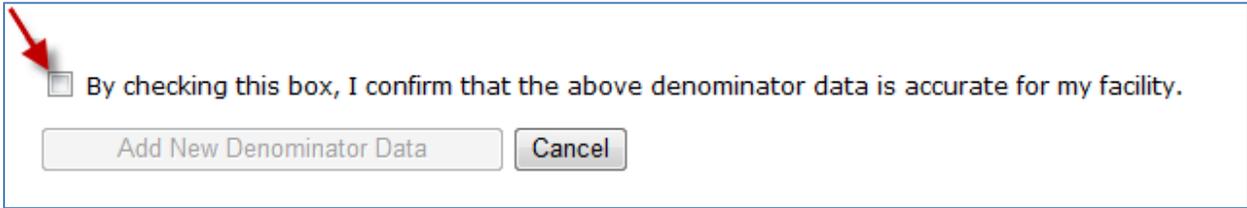
 Workplace Violence

By checking this box, I confirm that the above denominator data is accurate for my facility.

Facility Denominator Data Screen

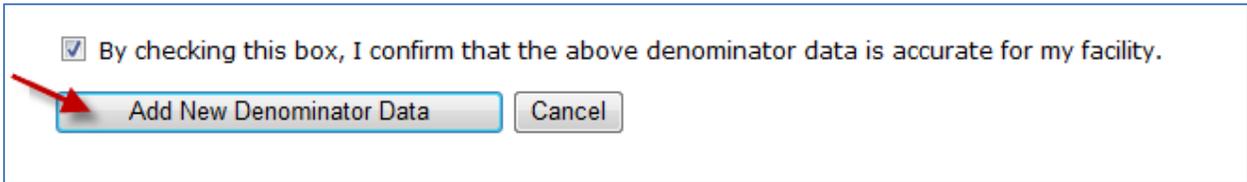
Field	Description	
Current as of:	<p>You must select a date. When you change the selection to one of the existing month/year selections, the current denominator data for that reporting period will be displayed so you can edit the values.</p> <p>If you select Add New from the drop-down menu, the screen will prompt you to specify the month and year.</p>	
Total number of licensed beds:	Enter a whole number larger than 0.	
Total number of admissions per month:	Enter a whole number larger than 0.	
Total number of outpatient encounters per month:	Enter a whole number larger than 0.	
Do you record occupational health events that occur among contractor staff - radio button	Select Yes or No . If you select Yes , the Contractor FTEs column will appear in the FTE by Occupation Category table.	
FTE by Occupation Category	Employee FTEs	You can change the values for each occupation category. Enter whole numbers larger than 0.
	Contractor FTEs	If your facility records occupational health events among contract staff, enter a whole number larger than 0.
Event types reported – check boxes Choose <i>at least one</i> box. If you receive the error message “No event types were selected,” you did not check at least one of the boxes above.	Patient Handling and Movement	
	Slips, Trips and/or Falls	
	Workplace Violence	
Confirm denominator check box	This box must be checked prior to updating any denominator data.	
Update Denominator Data button	Click this button to apply any changes made to the facility denominator data.	
Cancel button	Click this button to cancel any edits made and return to the Facility Profile screen.	

After you have updated the denominator data, check the **box** to confirm it is accurate for your facility.



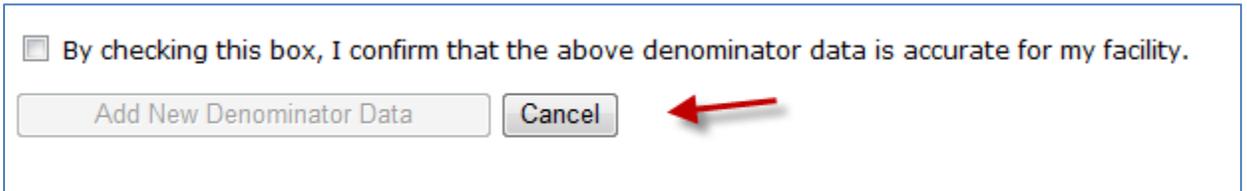
By checking this box, I confirm that the above denominator data is accurate for my facility.

Then click **Add New Denominator Data**.



By checking this box, I confirm that the above denominator data is accurate for my facility.

If the denominator data you have entered is not accurate, click **Cancel** and re-enter the data.



By checking this box, I confirm that the above denominator data is accurate for my facility.

8.3 Healthcare System Profile

Using the OHSN **Healthcare System Profile** screen, Healthcare System Administrators can manage the facilities within their system and the users who can view and/or manage system-level information.

To access this screen, click on the **Profiles** menu item from the OHSN main menu then click the **System Profile** menu option. An example Healthcare System Profile screen is shown below.



Recommend Tweet Share

My OHSN Dashboard

Anytown Healthcare System (System T0002)

Alerts
Your data for April 1 - May 31, 2013 is overdue. Please [submit your data](#) today.

Most Recent Submission	
Reporting Period:	February 1 - March 31, 2013
# of Events:	20

Organization Snapshot	
Data Available:	January 1, 2012 - March 31, 2013
Total # of Events:	167
# of Facilities:	2

News / Updates
Welcome to the Occupational Health Safety Network! For assistance in using the system, please refer to the User Documentation under the Help link on the left. This will provide you with both a User Manual and Training PowerPoints. You can also contact us directly at NIOSHOSHNS@cdc.gov or 513-841-4335.

OHSN Support
Hours of Operation
Monday - Friday *
9:00 AM - 4:00 PM EST
* excluding Federal Holidays
NIOSHOSHNS@cdc.gov
513-841-4335

8.3.1 Managing Facilities within a Healthcare System

A healthcare system is made up of two or more healthcare facilities. Healthcare System Administrators have all access rights to the data and user information within their healthcare system.

Healthcare System Administrators can:

- Add or remove facilities within their healthcare system
- Edit facility users and denominator data for facilities within their system
- Add additional Healthcare System Administrators (up to five)
- Add or remove System Report Users (unlimited)
- Create and view reports for the healthcare system

8.3.1.1 Adding a Facility to the Healthcare System

To add a facility to a healthcare system, click the **Add Facility** button in the Facilities section of the **Healthcare System Profile** screen as shown below.

Healthcare System Profile

Anytown Healthcare System (System T0002)

Healthcare System Name: Anytown Healthcare System
Healthcare System ID: T0002

Facilities

Facility ID	Facility Name	Location	Join Date	
6000010	Anytown Hospital A	Cincinnati, OH	1/15/2013	View Remove
6000020	Anytown Hospital B	Columbus, OH	1/15/2013	View Remove

[Add Facility](#) 

A new screen will appear allowing the Healthcare System Administrator to send a request to NIOSH to add a new facility to the healthcare system.

Enter the name of the facility to be added and the zip code. If the **AHA ID** and/or **Medicare ID** are known, please provide this information in the boxes provided. Click the **Send Request** button to submit the request.

Occupational Health Safety Network
OHSN

OHSN Home Page
Reports
Data Submissions
Profiles
My Profile
Facility Profile
System Profile
▶ **Add New Facility**
Prevention Resources
Switch Organizations
Log Off
Help

[NIOSH](#) > [OHSN](#) > [Anytown Healthcare System \(System T0002\)](#) > [Profiles](#) > [System Profile](#)

[Recommend](#) [Tweet](#) [Share](#)

Request a New Facility

Facility Details

Name of the facility:

ZIP Code where located:

AHA ID (if known):

Medicare ID (if known):

After clicking the **Send Request** button, a confirmation message will appear indicating that the request has been sent to NIOSH. (See below.)

NIOSH will contact the requestor to obtain additional information for the facility if needed and then add the facility to the healthcare system as soon as possible. If the facility is already enrolled in OHSN, NIOSH will send an invitation to the Facility Administrator to accept association with the requesting Healthcare System.

Occupational Health Safety Network
OHSN

OHSN Home Page

- Reports
- Data Submissions
- Profiles
 - My Profile
 - Facility Profile
 - System Profile
 - **New Facility**
- Prevention Resources
- Switch Organizations
- Log Off
- Help

[NIOSH](#) > [OHSN](#) > [Anytown Healthcare System \(System T0002\)](#) > [Profiles](#) > [System Profile](#)

 Recommend
  Tweet
  Share

Request for New Facility Sent

Your request to add a new facility to your system has been sent to NIOSH.
You will receive notification once your request has been processed.

 Email
  Print
  Updates
  Subscribe
  Listen

8.3.1.2 *Removing a Facility from the Healthcare System*

To remove a facility from a healthcare system, click the **Remove** button for the facility to be removed in the Facilities section of the **Healthcare System Profile** screen as shown below.

Facilities

Facility ID	Facility Name	Location	Join Date	
6000010	Anytown Hospital A	Cincinnati, OH	1/15/2013	View Remove
6000020	Anytown Hospital B	Columbus, OH	1/15/2013	View Remove
Add Facility				



A confirmation message will display in the next screen asking the Healthcare System Administrator to confirm the removal of the facility from the system. Click **OK** to send the removal request to NIOSH. Click **Cancel** to cancel the request.

The screenshot shows the OHSN Home Page navigation menu on the left, with 'Remove Facility' selected. The main content area displays the breadcrumb path: [NIOSH](#) > [OHSN](#) > [Anytown Healthcare System \(System T0002\)](#) > [Profiles](#) > [System Profile](#). Below the path are social media buttons for 'Recommend', 'Tweet', and 'Share'. The main heading is 'Remove Facility Request'. The text below reads: 'The following facility will be removed from my healthcare system: Anytown Hospital A'. A subtext instruction says: 'Click the 'OK' button to send a request to the NIOSH OHSN administrator to remove the facility from your system.' At the bottom, there are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button.

After clicking **OK**, the following screen will appear to indicate that the request to remove the facility from the system was sent to NIOSH.

The screenshot shows the OHSN Home Page navigation menu on the left, with 'Remove Facility' selected. The main content area displays the breadcrumb path: [NIOSH](#) > [OHSN](#) > [St. Susanna \(System T0003\)](#) > [Profiles](#) > [System Profile](#). Below the path are social media buttons for 'Recommend', 'Tweet', and 'Share'. The main heading is 'Request to Remove Facility Sent'. The text below reads: 'Your request to remove a facility from your system has been sent to NIOSH. You will receive notification once your request has been processed.' At the bottom, there are five icons with labels: 'Email', 'Print', 'Updates', 'Subscribe', and 'Listen'. The NIOSH logo and 'NIOSH Home' text are visible in the top right corner.

Once the facility is removed, NIOSH/OHSN will disable all facility user accounts for the given facility. To regain access, the facility must either be added to another healthcare system or re-enroll in OHSN. All data submitted prior to removal will be maintained.

NOTE: The OHSN application will not provide facility users with a method for removing their facility from a system or OHSN. In these cases, the facility must contact NIOSH.

8.3.2 Managing Healthcare System Users

8.3.2.1 Adding a User

Healthcare System Administrators can make a request to NIOSH to add a person as a new user for their healthcare system in OHSN. In the **System Users** section of the **Healthcare System Profile** screen, click the **Add User** button to allow a new user to have access to the healthcare system data.

System Users

Email address	System Role(s)	
dlz0@cdc.gov	Administrator	Edit Remove
sxn1@cdc.gov	Administrator	Edit Remove

[Add User](#) 

After clicking the **Add User** button, the **Request a New System User** screen will appear as shown below:

Occupational Health Safety Network OHSN

[NIOSH](#) > [OHSN](#) > [St. Susanna \(System T0003\)](#) > [Profiles](#) > [System Profile](#)

[Recommend](#) [Tweet](#) [Share](#)

Request a New System User

St. Susanna (System T0003)

New User's Email address:

Confirm User's Email address:

Access Level:

Administrator - Full access to OHSN.

Report User - Limited to read access to reports.

[Send Request](#) [Cancel](#)

1. Enter a valid email address in the **New User's Email address** field and the same valid email address in the **Confirm User's Email address** field.
2. Select whether the new user should have an Administrative or Report User access level. (See Section 2.3 for information on user access levels.)
3. Click the **Send Request** button.

Occupational Health Safety Network
OHSN

NIOSH > OHSN > St. Susanna (System T0003) > Profiles > System Profile

Recommend Tweet Share

Request a New System User

St. Susanna (System T0003)

New User's Email address:

Confirm User's Email address:

Access Level:

Administrator - Full access to OHSN.

Report User - Limited to read access to reports.

After clicking the **Send Request** button, the following screen will appear as confirmation.

Occupational Health Safety Network
OHSN

NIOSH Home

NIOSH > OHSN > St. Susanna (System T0003) > Profiles > System Profile

Recommend Tweet Share

Request for New System User Sent

Your request to add a new user to your system has been sent to NIOSH.
You will receive notification once your request has been processed.

Email Print Updates Subscribe Listen

Once NIOSH receives the request, one of the following processes will occur:

- If an OHSN user account does not already exist having the supplied email address, it will be added. A temporary password will be mailed to the new user with login instructions, as below:

You have been added as a user to the NIOSH Occupational Health Safety Network (OHSN). If you think this is an error, please contact us at nioshohsn@cdc.gov.

Your temporary password is: <password>

Visit <https://wwwn.cdc.gov/niosh-ohsn> to log on and select a new password.

- If the user account exists, but for a different facility or system, NIOSH will follow up with the Healthcare System Administrator to confirm the request, as below:

The following user has been granted access to your healthcare system, <system-name>:

<user-email-address>

If you think this is an error, please contact us at nioshohsn@cdc.gov.

If the Healthcare System Administrator confirms the request, an email will be sent to the existing user that access has been granted to this additional healthcare system.

8.3.2.2 Edit a System User's Access Level

Healthcare System Administrators can make a request to NIOSH to change a user's access level for their system in OHSN. (See Section 2.3 for information on user access levels.) In the **System Users** section of the **Healthcare System Profile** screen, click the **Edit** button for the user you wish to update.

System Users

Email address	System Role(s)	
dlz0@cdc.gov	Administrator	 Edit Remove
sxn1@cdc.gov	Administrator	Edit Remove

[Add User](#)

After clicking the **Edit** button, the **Edit User Request** screen will appear as shown below:



Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

[NIOSH](#) > [OHSN](#) > [St. Susanna \(System T0003\)](#) > [Profiles](#) > [System Profile](#)

[Recommend](#) [Tweet](#) [Share](#)

Edit User Request

St. Susanna (System T0003)

User's Email address: dlz0@cdc.gov

User Role:

- Administrator** - Full access to OHSN.
- Report User** - Limited to read access to reports.

[Send Request](#)

OHSN Home Page
Reports
Data Submissions
Profiles
My Profile
Facility Profile
System Profile
▶ **Edit System User**
Prevention Resources
Switch Organizations
Log Off
Help

Change the user's access level by selecting either the **Administrator** or **Report User** button.

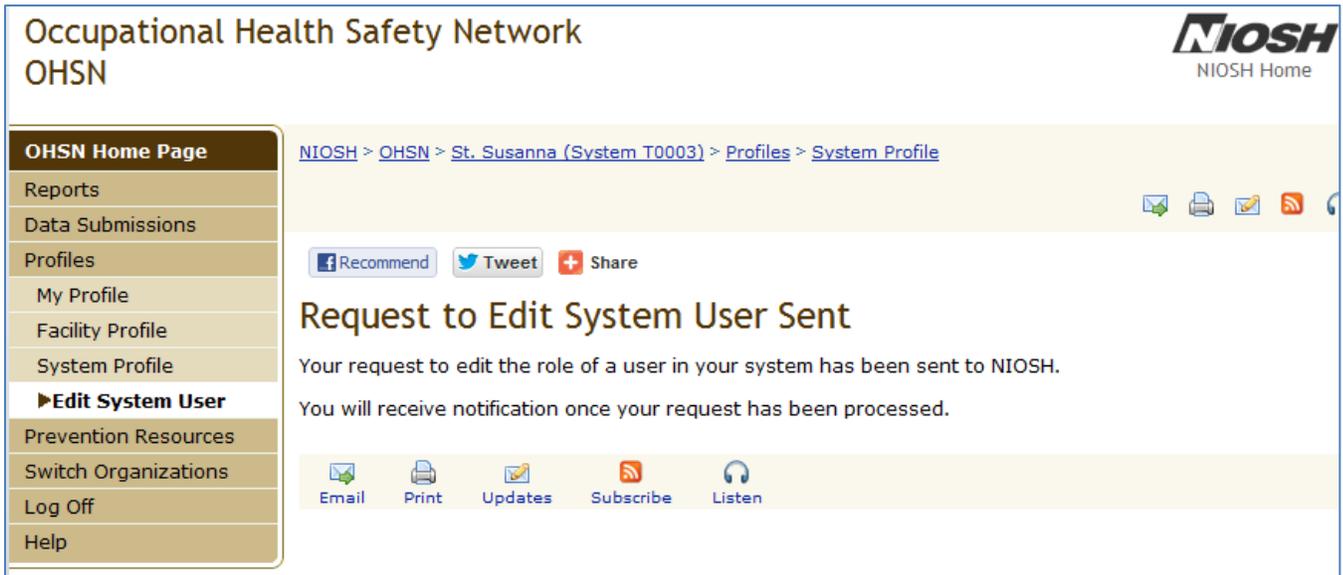
User Role:

Administrator - Full access to OHSN.

Report User - Limited to read access to reports.



After selecting the appropriate access level for the user, click the **Send Request** button and the following confirmation screen will appear.



Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
Data Submissions
Profiles
My Profile
Facility Profile
System Profile
▶ **Edit System User**
Prevention Resources
Switch Organizations
Log Off
Help

[NIOSH](#) > [OHSN](#) > [St. Susanna \(System T0003\)](#) > [Profiles](#) > [System Profile](#)

Recommend Tweet Share

Request to Edit System User Sent

Your request to edit the role of a user in your system has been sent to NIOSH.
You will receive notification once your request has been processed.

Email Print Updates Subscribe Listen

NIOSH will then notify the Administrator, as below:

Your request initiated by <Administrator> to grant the following user Report access to system St. Susanna has been sent to NIOSH:

dlz0@cdc.gov

You will receive notification once your request has been processed

And the new system user, as below:

A request has been submitted to grant the following user Report access to system St. Susanna:

dlz0@cdc.gov

This request has been initiated by <Administrator>.

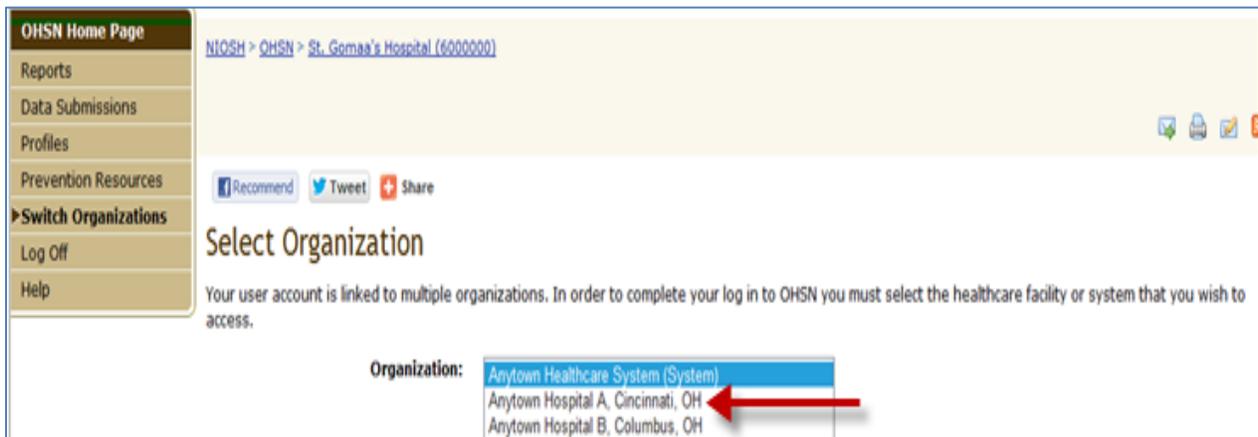
9 ACCESSING FACILITY DATA WITHIN A HEALTHCARE SYSTEM

Healthcare System Administrators or users who have access to more than one facility must select the facility to view/manage prior to uploading data, generating reports, or editing profiles.

To change the focus on which facility or healthcare system you wish to view/manage, click the **Switch Organizations** menu item from the OHSN main menu as shown below.



The **Select Organization** screen will appear. Click the down arrow on the organization text box and a drop-down list of all the facilities and healthcare systems for which you have access will be displayed. Click on the facility or healthcare system you wish to view or manage. Then click the **Select** button to switch the focus to that facility or system.



OHSN Home Page

- Reports
- Data Submissions
- Profiles
- Prevention Resources
- **Switch Organizations**
- Log Off
- Help

[NIOSH](#) > [OHSN](#) > [St. Gomma's Hospital \(6000000\)](#)

 Recommend  Tweet  Share

Select Organization

Your user account is linked to multiple organizations. In order to complete your log in to OHSN you must select the healthcare facility or system that you wish to access.

Organization:



10 SUBMITTING DATA

Files uploaded to OHSN must be in the standard file format designed for the OHSN system. NIOSH offers tools within OHSN to help users produce the standard data submission file.

If your healthcare facility is not currently using any software to track occupational injury events, you can use one of the provided Microsoft **Excel Spreadsheets** to track this information and to create the standard OHSN submission file.

If you are currently using a software product (either commercially or internally developed) to track occupational injury events and have the ability to export your data from the software to Microsoft Excel, you can use the mapping function in the **OHSN Conversion Tool** to crosswalk (convert) your data fields to the OHSN data fields and create the standard OHSN submission file.

If you are interested in modifying internally developed software to be directly compatible with OHSN, visit the **OHSN Software Compatibility Kit** section of the OHSN website at: <http://www.cdc.gov/niosh/topics/ohsn/documentation.html>. The NIOSH OHSN team can help guide you through this process.

To access these tools, click on the **Data Submissions** item on the OHSN main menu, then click the **Tools** menu item as shown below.



NOTE: NIOSH is currently working with major vendors and leaders from healthcare facilities to adapt their software so that files containing the required data for OHSN can be exported from systems already in use.

The **Tools** screen will appear showing OHSN data submission tools descriptions.

The screenshot shows the OHSN website interface. At the top left, it says "Occupational Health Safety Network OHSN". At the top right is the NIOSH logo with "NIOSH Home" below it. A breadcrumb trail reads "NIOSH > OHSN > Ma'at Hospital (6000003) > Data Submissions". Below the breadcrumb are social media buttons for "Recommend", "Tweet", and "Share". The main heading is "Tools". The text below reads: "OHSN provides a set of tools to assist your facility in producing an OHSN data submission. Click here to download the facility tool package." Below this is a list of tools:

- **OHSN Conversion Tool** - Windows desktop application that can be used to convert and validate Excel spreadsheet data into the OHSN XML format. This tool also includes functionality for mapping facility-specific coding systems to OHSN value sets
- **Excel Spreadsheet for Required Data Items** - An Excel spreadsheet that contains a column for each required data item. This spreadsheet has been formatted so that it can be used with the OHSN Conversion Tool.
- **Excel Spreadsheet for Required and Optional Data Items** - An Excel spreadsheet that contains a column for all supported data items. This spreadsheet has been formatted so that it can be used with the OHSN Conversion Tool.

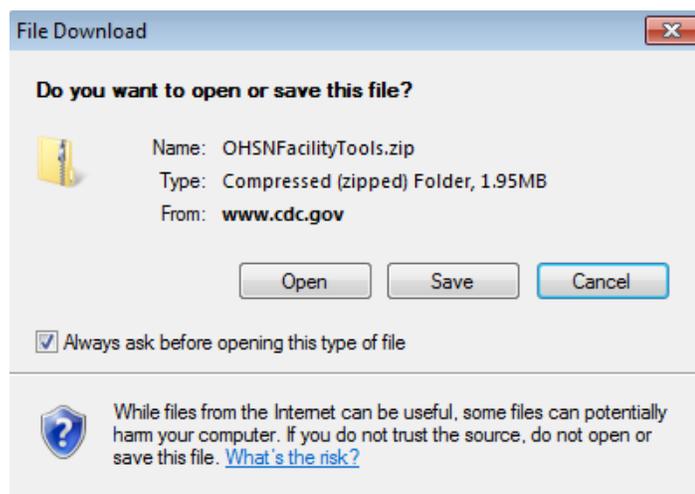
10.1 Downloading the OHSN Facility Tool Package

To download the OHSN facility tool package, click on the link:

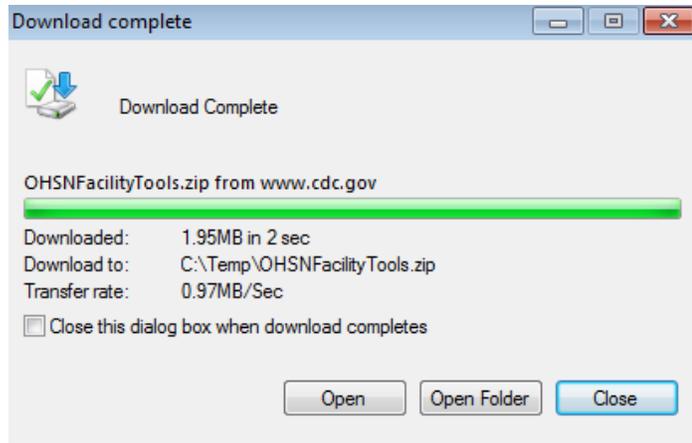
[Click here to download the facility tool package.](#)

When the dialog box appears, as shown to the right, click the **Save** button.

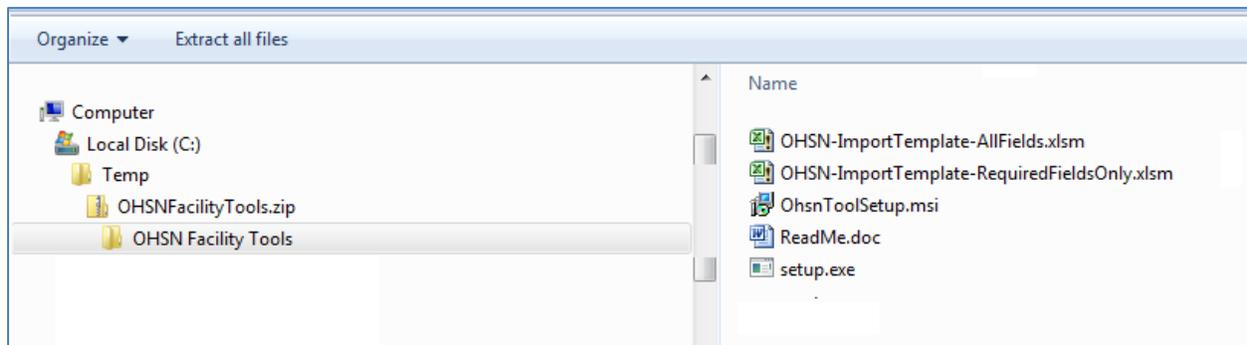
Save the .zip file to a location on your computer or network.



Once saved successfully, a message box should appear saying 'Download Complete.'



Below is a list of the files that should be in the OHSN Facility Tools folder if downloaded successfully.



10.2 Using the OHSN Excel Spreadsheet

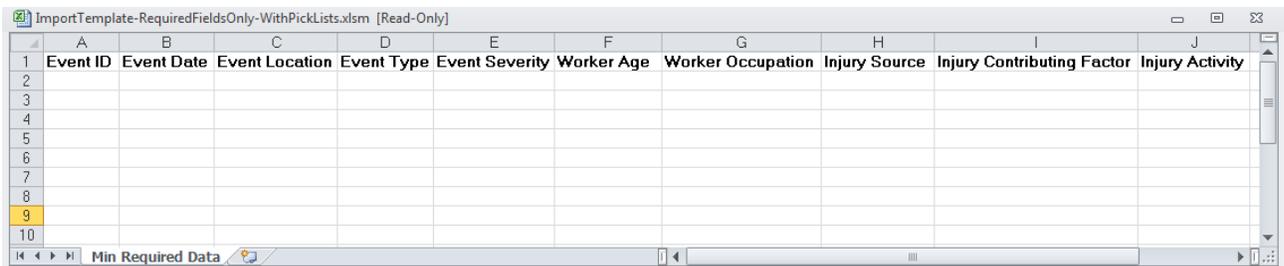
For healthcare facilities not currently using any software to track occupational injury events, NIOSH has developed standard Microsoft Excel spreadsheets with the OHSN data elements and standard value sets for each element. Facilities may choose to download one of the Excel files and directly enter the event data using drop-down menus with the OHSN data elements.

There are two options for using the MS Excel spreadsheet:

1. Spreadsheet for Required Data Items Only
2. Spreadsheet for all OHSN Data Items (Required and Optional)

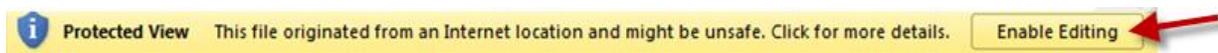
Copies of the two MS Excel spreadsheets can be found in the OHSN Facility Tools zip file. (See Section 10.1.)

Below is an example of the spreadsheet containing only the required data items for OHSN. If you open the Excel spreadsheet with both required and optional fields you will see more fields than shown in this example.



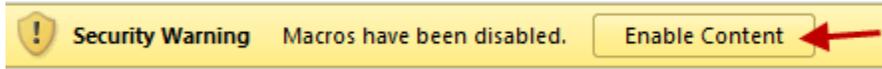
	A	B	C	D	E	F	G	H	I	J
1	Event ID	Event Date	Event Location	Event Type	Event Severity	Worker Age	Worker Occupation	Injury Source	Injury Contributing Factor	Injury Activity
2										
3										
4										
5										
6										
7										
8										
9										
10										

If the spreadsheet opens in 'Protected View' mode you will see a yellow bar at the top. Click the **Enable Editing** button in order to edit and save the file.

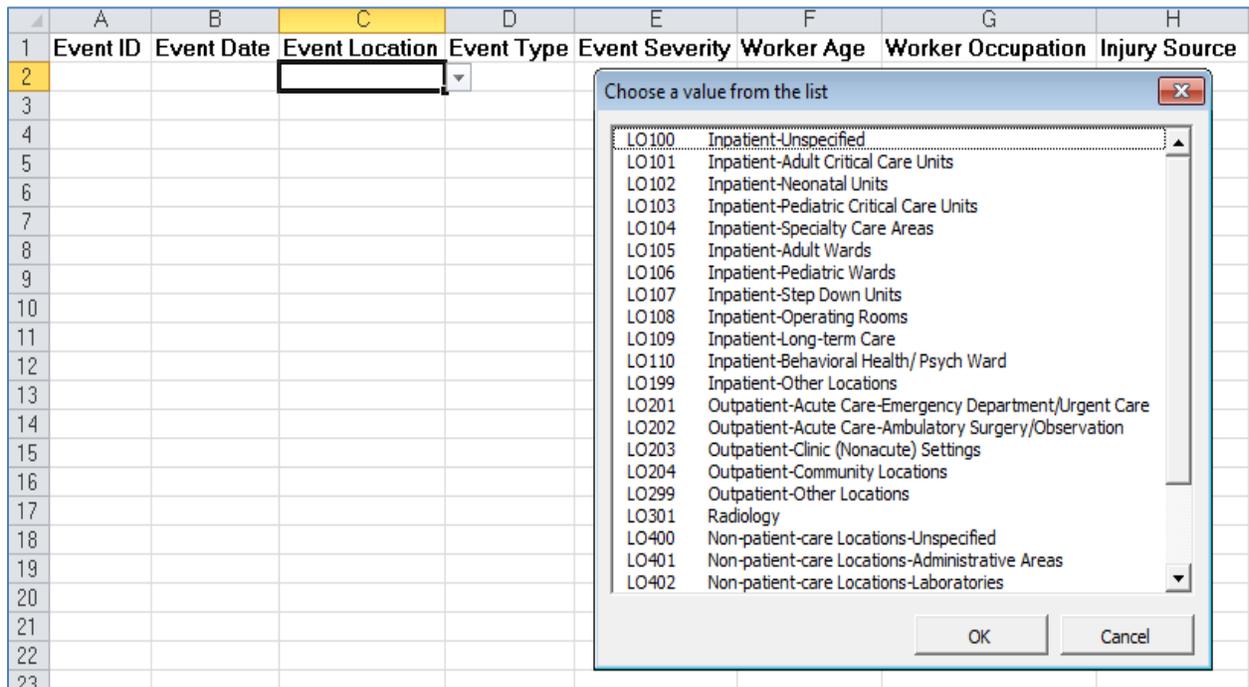


Save the spreadsheet to a location on your computer or network. We recommend saving the file with a name that includes the month of the data you are entering– for example, “OHSN_April_2012.” You may choose to create a new OHSN folder to hold these files.

If you see the following warning about macros being disabled, you will need to click the **Enable Content** in order for the OHSN supplied drop down lists to work (as described below).



Enter your data into the Excel file. Each column (except for columns A, B, and F) has help boxes that list the value sets. Double-click in the cell below the header to access the help boxes.



You can also access the list of codes using the drop-down arrows next to each cell; however, these will display only the codes, not the codes and descriptions. For more details on all fields and options, see the OHSN Data Elements and Value Sets information in Appendix B.

- **Event ID** (Column A): This is an ID that you select. It can be based on an ID in your existing tracking system or a random number. DO NOT include personal identifiers such as date of birth or social security number. Make the ID unique.
- **Event Date** (Column B): The date the event occurred, entered as MM-DD-YYYY.
- **Worker Age** (Column F): The age of the worker who was injured as a 2-digit number.

- All other Event/Injury Fields: Double click in the box for a list of options. Choose a value from the list and then click **OK**. There are options for Other or Unknown.
- The options for Column A through G remain consistent for each entry. The options for Column H through J vary according to the Event Type (Column D).

Special instructions for entering event data on Excel files for more than one facility:

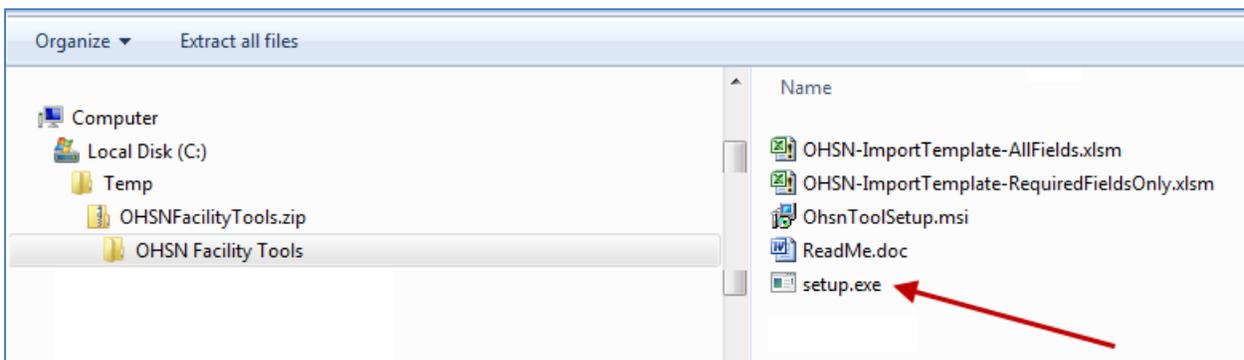
To enter event data for more than one facility, you must add two columns to the spreadsheet: **Facility ID** and **Facility Number** (see below). You must also group the data by Facility ID.

H	I	J	K	L
Injury Source	Injury Contributing Factor	Injury Activity	Facility ID	Facility No.

10.3 OHSN Conversion Tool

The OHSN Conversion Tool is a Windows desktop application that can convert and validate Excel spreadsheet data into the standard OHSN XML format needed for uploading to OHSN. This tool includes functions for mapping facility-specific codes to OHSN values. (See Section 10.3.2, Mapping Data to OHSN Standard Values.)

To install the OHSN Conversion Tool, double-click on the **setup.exe** file in the OHSN Facility Tools folder previously downloaded.



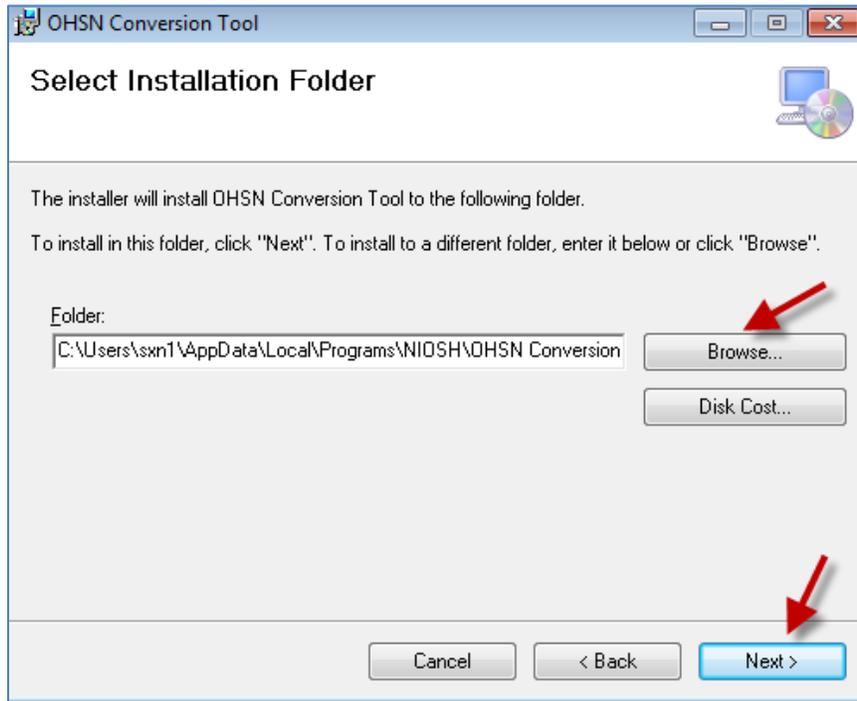
Next, the OHSN Conversion Tool Setup Wizard will appear. Click the **Next** button to continue.



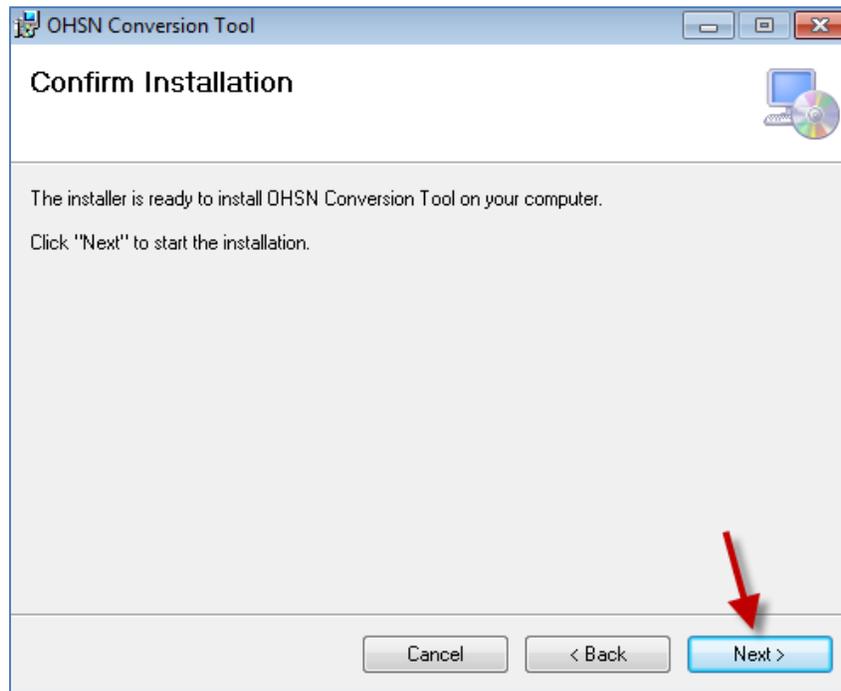
Read the license agreement and click the **I Agree** button then the **Next** button to continue.



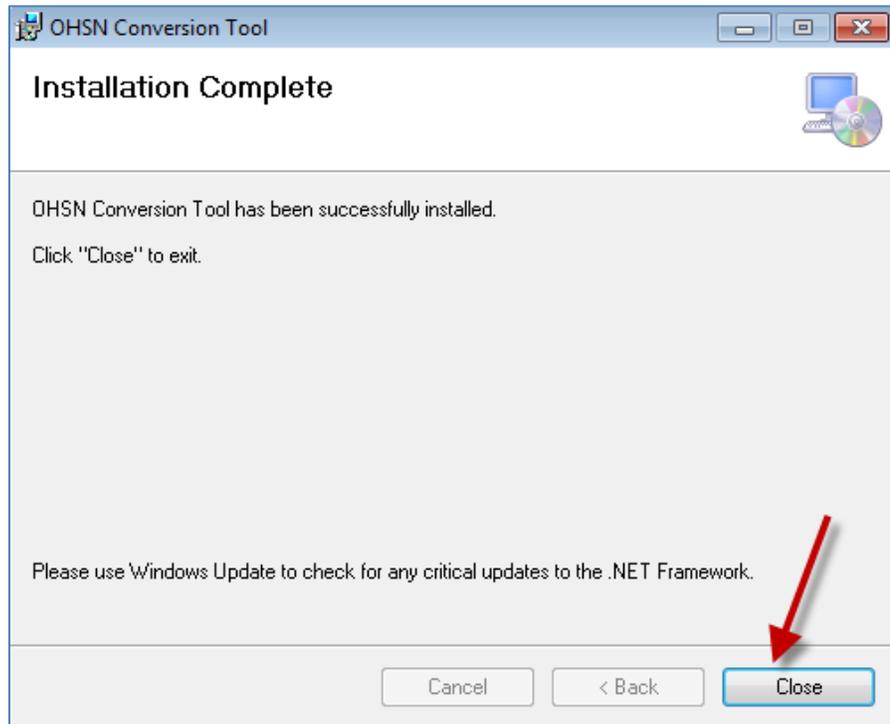
Select the folder where you wish to store the OHSN Conversion Tool using the **Browse** button, then click the **Next** button to continue.



Click the **Next** button on the next screen to confirm the installation of the tool.



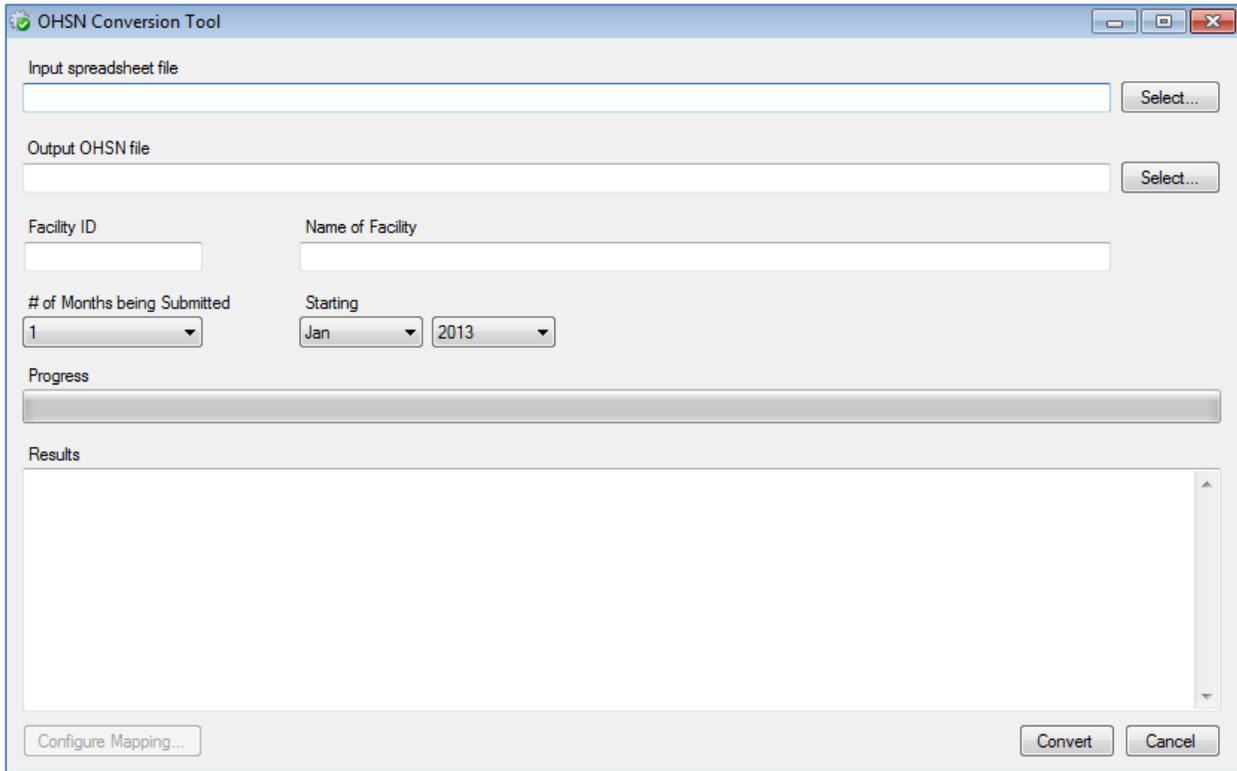
After a successful installation of the OHSN Conversion Tool, you should receive the following screen:



10.3.1 Validating an OHSN Excel Spreadsheet

Facilities that chose to use one of the Excel files to enter their facility event data can use the OHSN Conversion Tool to validate the data entered and create the OHSN XML file without going through a mapping process.

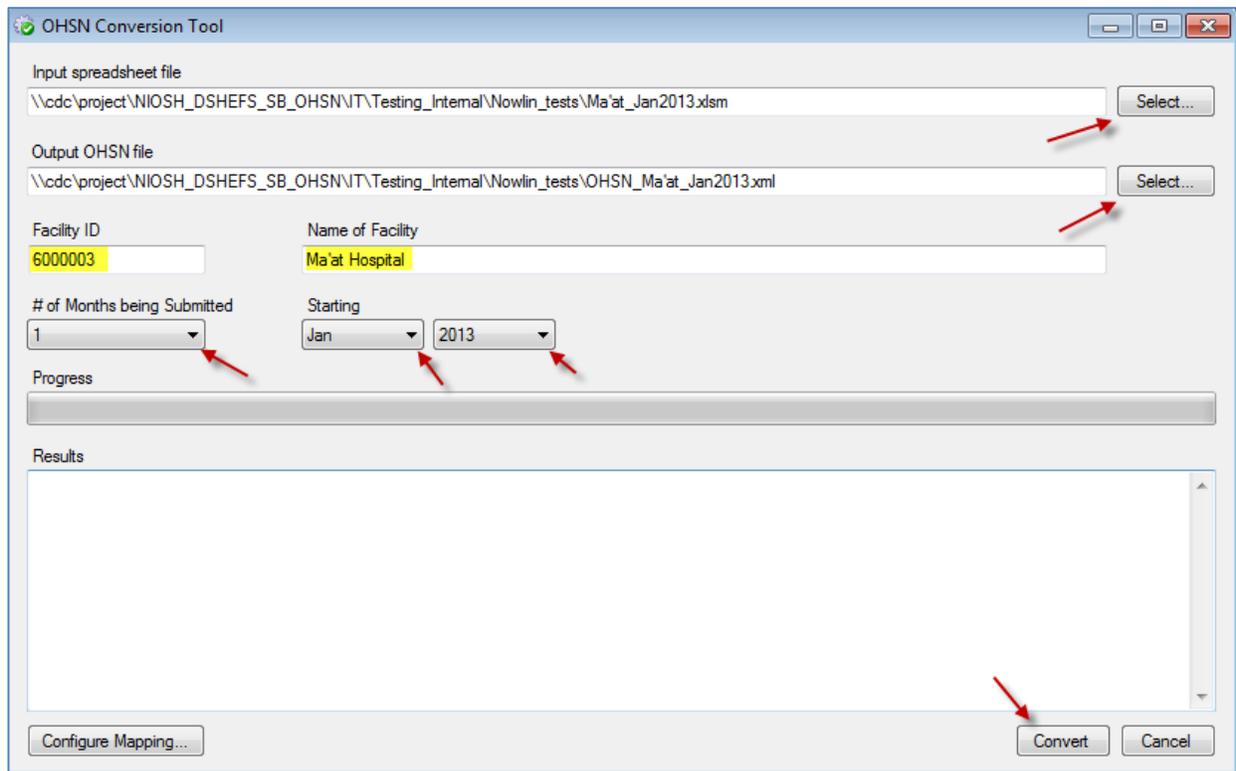
After opening the **OHSN Conversion Tool**, the following screen will appear:



OHSN Conversion Tool Screen	
Screen Item	Description
Input spreadsheet file	Use the Select button next to this field to select an input spreadsheet file from a dialog box or enter the full path and filename of the file to be converted to OHSN standard XML file.
Output OHSN file	Use the Select button next to this field to select an input spreadsheet file from a dialog box or enter the full path and filename for the OHSN XML file to be created. <i>The Tool will automatically suggest that the output file go in the same folder as the Input spreadsheet file, and add the word OHNS_ to the name: "OHSN_name of input file." Click Select to agree, or change as desired.</i>
Facility ID	Enter your facility ID.
Name of Facility	Enter the name of your facility.
# of Months being Submitted	Select from the drop down the number of months of data included in this file submission.

OHSN Conversion Tool Screen	
Screen Item	Description
Starting	Select from the drop down the starting month of the data included in this file submission. Select from the drop-down the year of the starting month.
Progress	Bar that will show the progress of the conversion process once started.
Results	May be blank or display error messages.
Configure Mapping	Click this button to create or edit a map that crosswalks facility-specific data to standard OHSN data elements and values.
Convert	Click this button to begin the conversion process to create the OHSN XML file.
Cancel	Click this button to cancel a conversion process.

Once all the required information is entered/selected on the OHSN Conversion Tool screen, click the **Convert** button. The process bar will show progress of the validation and conversion.



NOTE: If you entered more than one facility's data on the Excel spreadsheet (see Section 10.2), leave the **Facility ID** and **Name of the Facility** blank, as below, then click **Convert**.

OHSN Conversion Tool

Input spreadsheet file
\\cdc\project\NIOASH_DSHEFS_SB_OHSN\IT\Testing_Internal\Nowlin_tests\Ma'at_Jan2013.xsm

Output OHSN file
\\cdc\project\NIOASH_DSHEFS_SB_OHSN\IT\Testing_Internal\Nowlin_tests\OHSN_Ma'at_Jan2013.xml

Facility ID

Name of Facility

of Months being Submitted
1

Starting
Jan 2013

Progress

Results

Configure Mapping... Convert Cancel

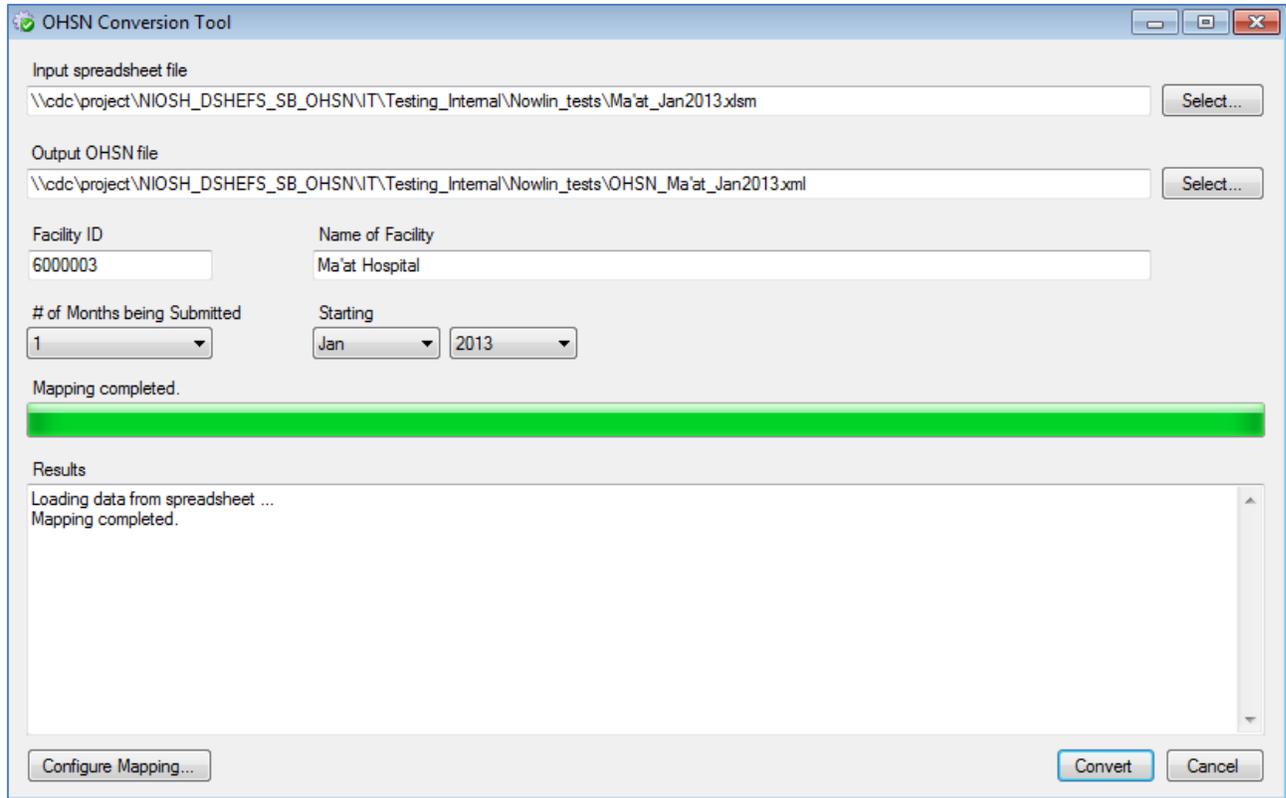
If no errors are found, the following screen will appear:

OHSN Data Conversion Report

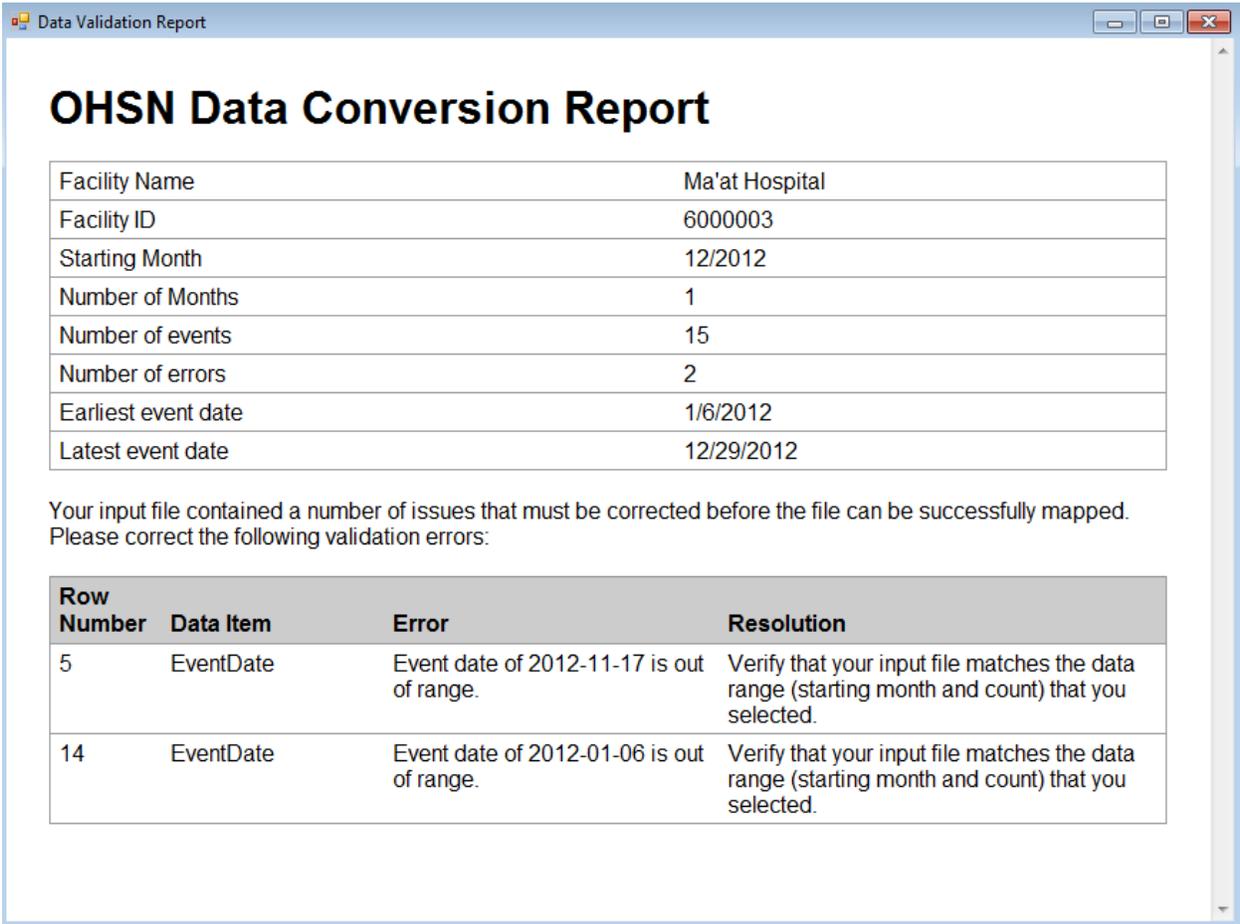
Facility Name	Ma'at Hospital
Facility ID	6000003
Starting Month	01/2013
Number of Months	1
Number of events	7
Number of errors	0
Earliest event date	1/5/2013
Latest event date	1/30/2013

Your data submission has been successfully mapped and is ready for transmission to OHSN.

The OHSN Conversion Tool screen will display messages that the mapping is complete. The OHSN XML file has been created and is ready to be uploaded. (See section 10.4, Uploading Data).



If errors are found in the data, the conversion tool will display a screen similar to the one below. Records with errors will be identified by row number so that you can make corrections in the input spreadsheet. Once the corrections are made, you can run the conversion tool again to validate and create the needed OHSN XML file for uploading.



The screenshot shows a window titled "Data Validation Report" with a scrollable content area. The main heading is "OHSN Data Conversion Report". Below it is a summary table with the following data:

Facility Name	Ma'at Hospital
Facility ID	6000003
Starting Month	12/2012
Number of Months	1
Number of events	15
Number of errors	2
Earliest event date	1/6/2012
Latest event date	12/29/2012

Below the summary table, a message states: "Your input file contained a number of issues that must be corrected before the file can be successfully mapped. Please correct the following validation errors:"

Below the message is a table with the following data:

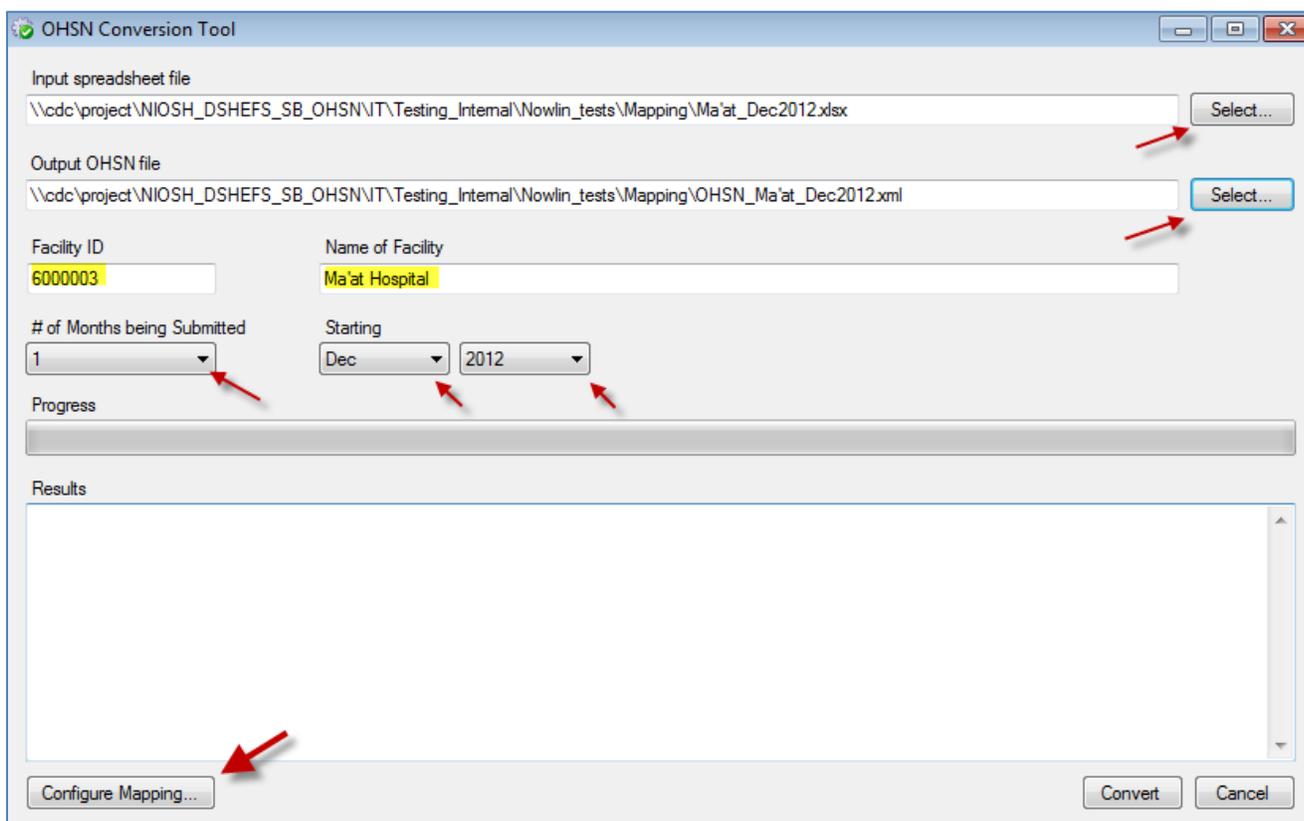
Row Number	Data Item	Error	Resolution
5	EventDate	Event date of 2012-11-17 is out of range.	Verify that your input file matches the data range (starting month and count) that you selected.
14	EventDate	Event date of 2012-01-06 is out of range.	Verify that your input file matches the data range (starting month and count) that you selected.

10.3.2 Mapping Facility Data to OHSN Standard Values

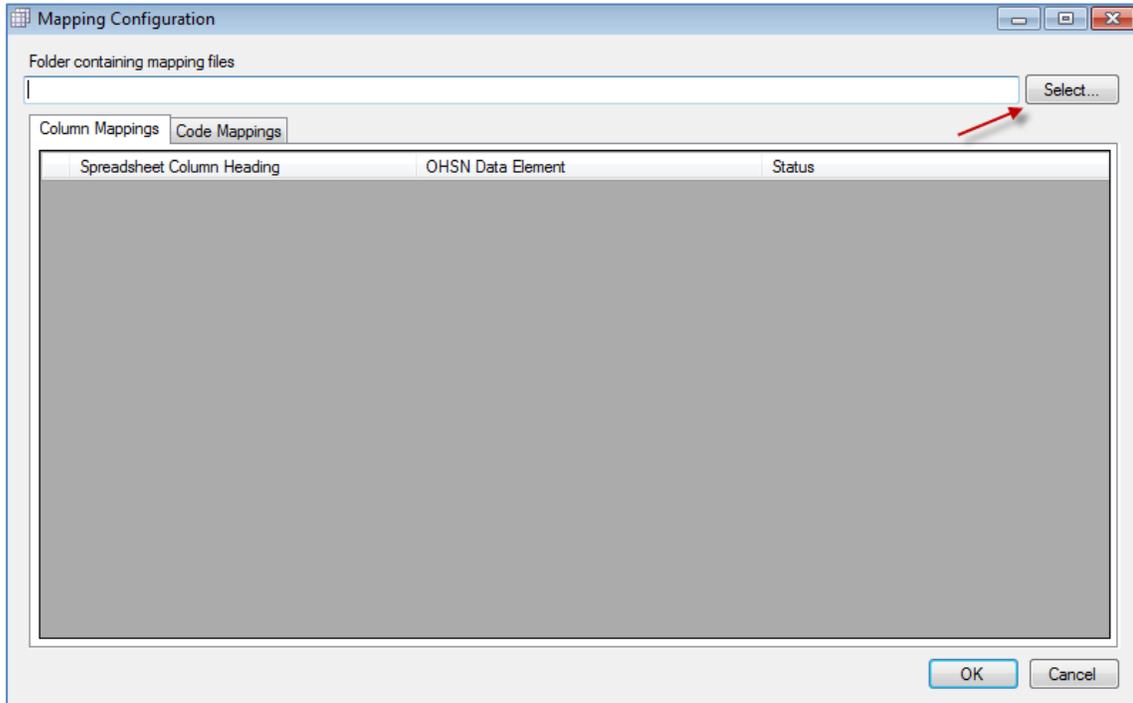
Facilities that *are using their own Excel spreadsheet for data collection or can export data from an existing software package into an Excel spreadsheet* can use the OHSN Conversion Tool to map their data fields and values to the standard OHSN fields and values. The results of the mapping process are stored so that they can be used again for the next month's data submission. In essence, the tool creates the crosswalk between the facility's data and the standard OSHN data requirements. The map needs to be created only once and can be updated if values change in the facility's data.

Systems with multiple facilities in one spreadsheet must group facility IDs together.

Enter or select the information required by the tool (see Section 10.3.1), then click the **Configure Mapping** button to begin the mapping process.



After clicking the **Configure Mapping** button, the following screen will appear requiring you to select the folder that will store the OHSN map to your data. Click the **Select** button to locate and create a folder.



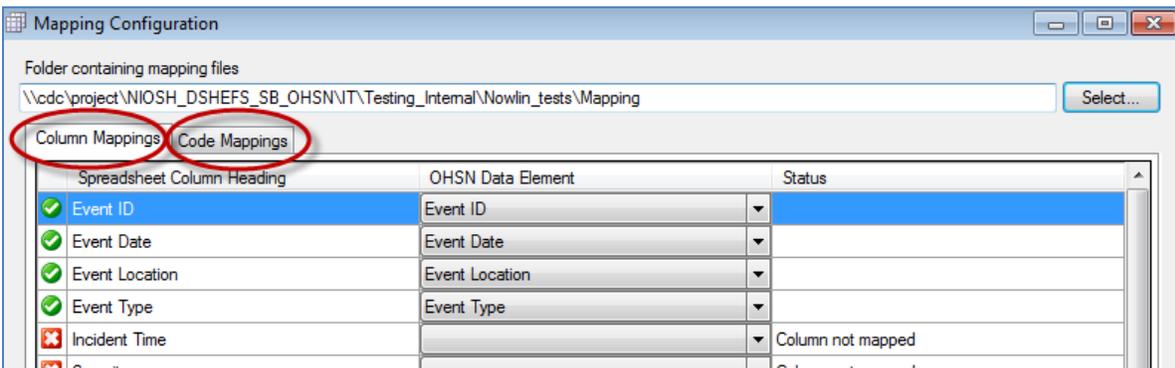
If you have already mapped data using the OHSN Conversion Tool, locate and select the folder you previously created. Otherwise, create a new folder with a distinctive title such as OHSN Mapping Files.

IMPORTANT NOTE: The mapping tool creates a CSV file for each data element. Each facility should only have one set of mapping files. If more than one user in the facility or system will be maintaining the mapping files, the Output OHSN file location selected should be on a shared network drive.

Once you select a folder to store the map, the tool will attempt to map as many of the data elements and values as it can automatically and provide you with a new **Mapping Configuration** screen to complete the process.

The **Mapping Configuration** screen has two tabs:

1. **Column Mappings** – used to identify which fields (data elements) from the input spreadsheet should correspond to OHSN data elements.
2. **Code Mappings** – used to crosswalk (convert) values for each field in the input spreadsheet to standard OHSN values for each OHSN data element.



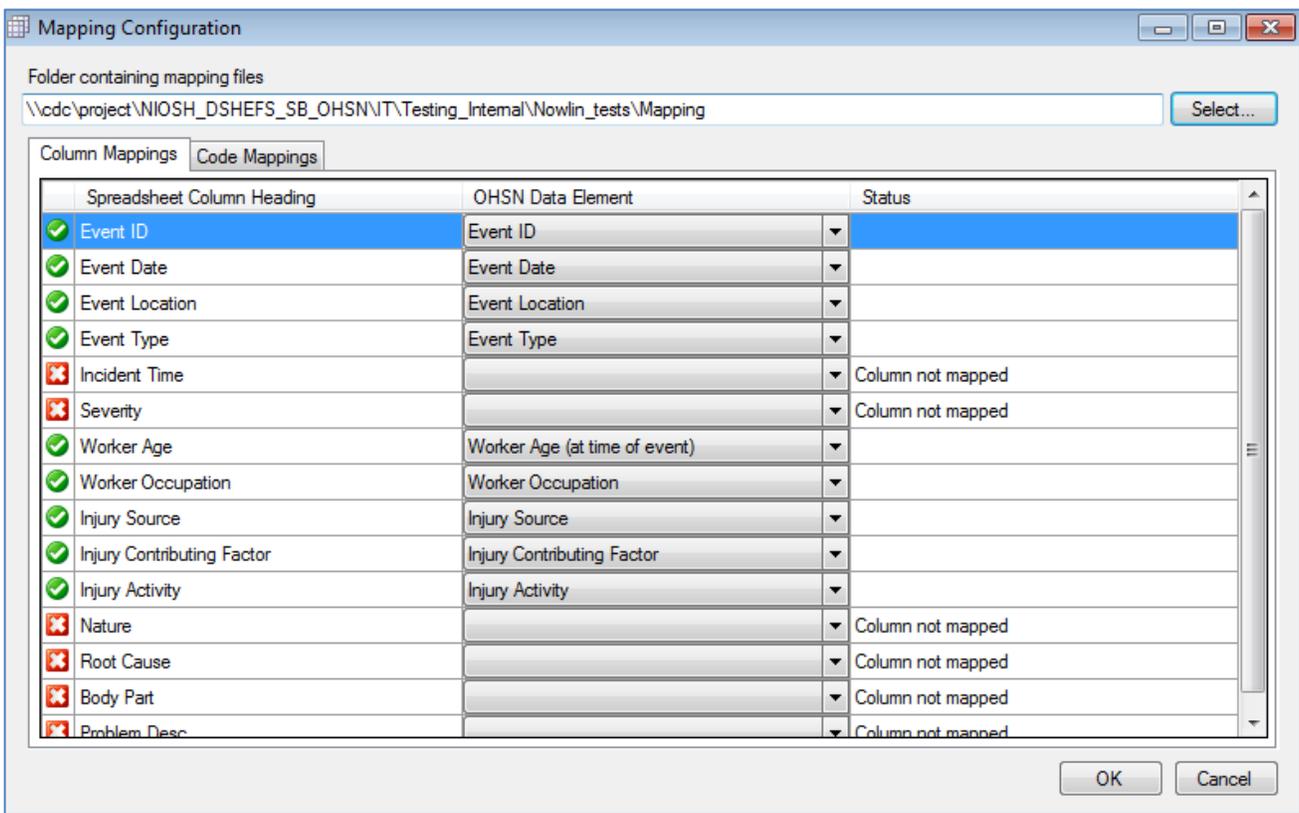
Column Mappings

There are three columns on the Column Mapping Screen:

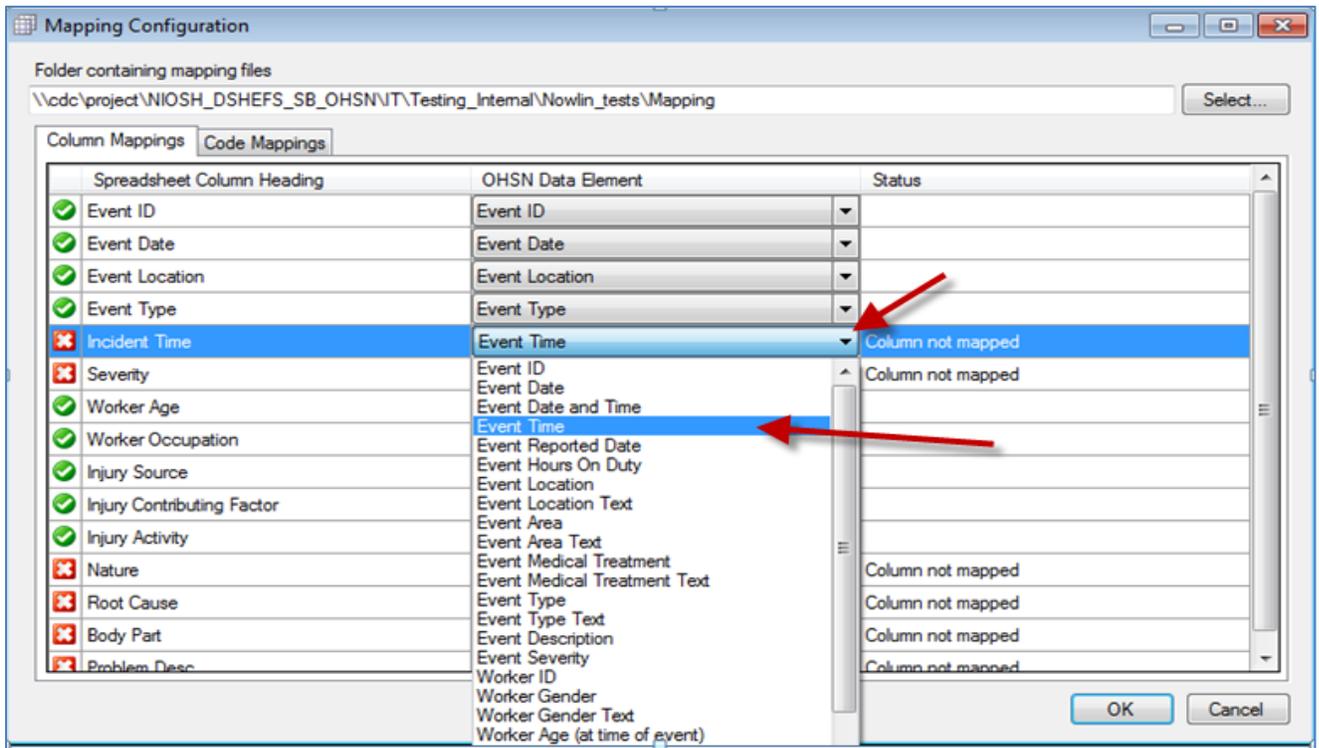
- **Spreadsheet Column Heading:** These are the column headings pulled directly from your facility Excel worksheet. Column headings for your facility must be located in the first row of your worksheet.
- **OHSN Data Element:** Drop-down menus with OHSN Standard Data Elements to choose from.
- **Status:** Indicates if the column has not yet been mapped.

In the example below, the OHSN Conversion Tool was able to automatically map several fields from the input spreadsheet to the correct corresponding OHSN data elements, such as Event ID, Event Date, Event Location, Event Type, Worker Age, etc. These fields will have a green check mark  in the **Spreadsheet Column Heading** column on the Column Mappings tab. If any of these mappings are incorrect, you can change it with the drop-down menu in the OHSN Data Element column.

Columns in the input spreadsheet that did not map automatically will have a red mark  next to the field name. These fields will need to be mapped manually.

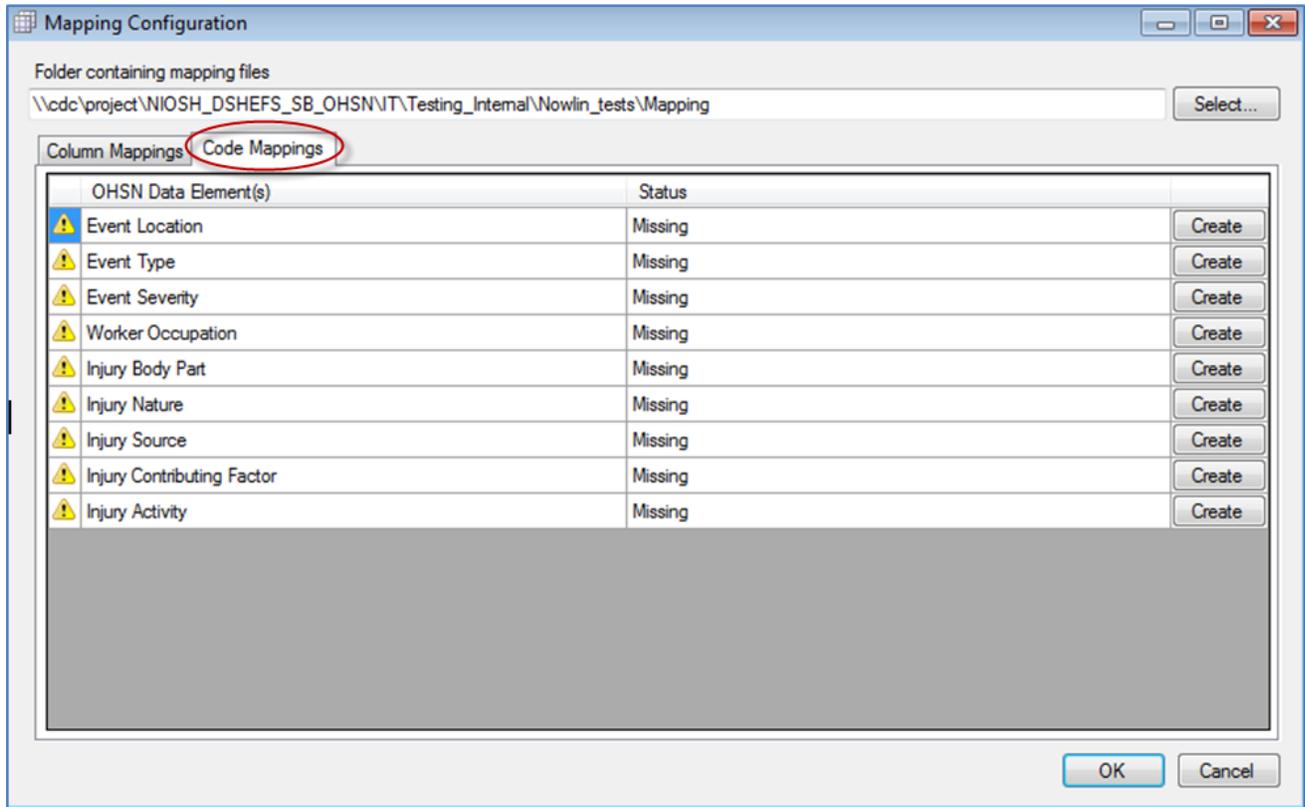


To map input spreadsheet fields to standard OHSN data elements, click the down arrow in the **OHSN Data Element** column for the field to be mapped. A drop-down list will display showing all OHSN data elements. Click on the data element that corresponds to the input data field as shown below.



Once all input spreadsheet fields are mapped, click the **OK** button. It is possible that some fields on the input spreadsheet will not have a corresponding OHSN data element. As long as all the required OHSN data elements have corresponding input fields, then extra fields can simply remain with the red X next to them. You can also choose the option to (**ignore**) the field from the OHSN Data Elements drop-down menu.

Next, each of the data element values from the input file will need to be mapped to OHSN standard data values. Click on the **Code Mappings** tab to begin mapping data element values.



There are three possible indicators for data element mappings on this screen:



Indicates codes for the data element have not yet been mapped.



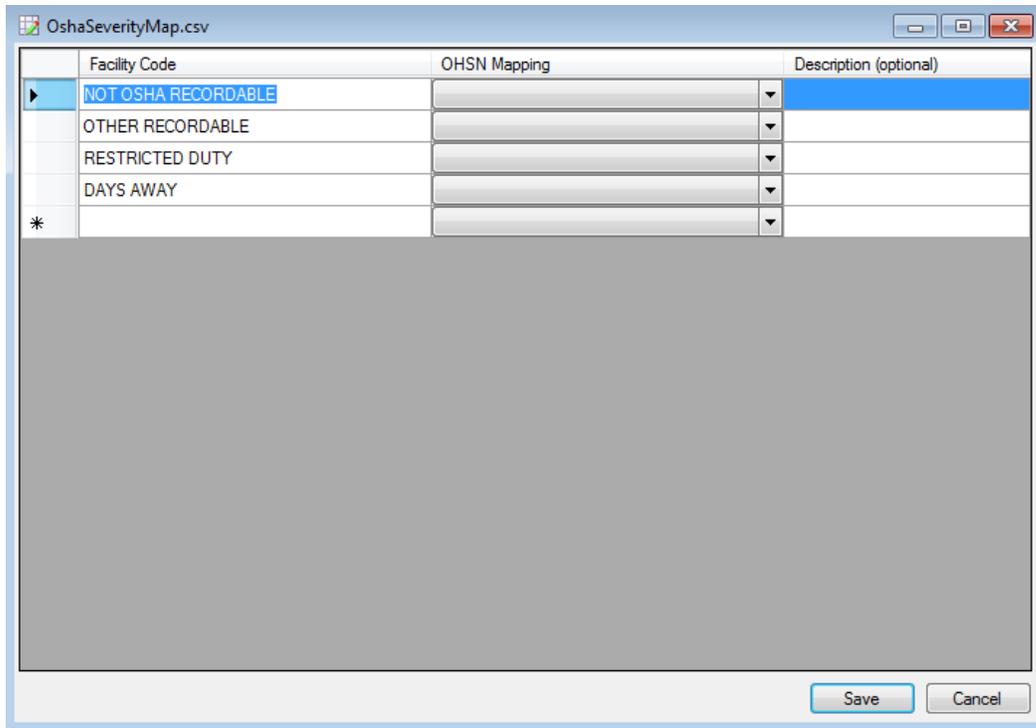
Indicates all codes for the data element have been mapped



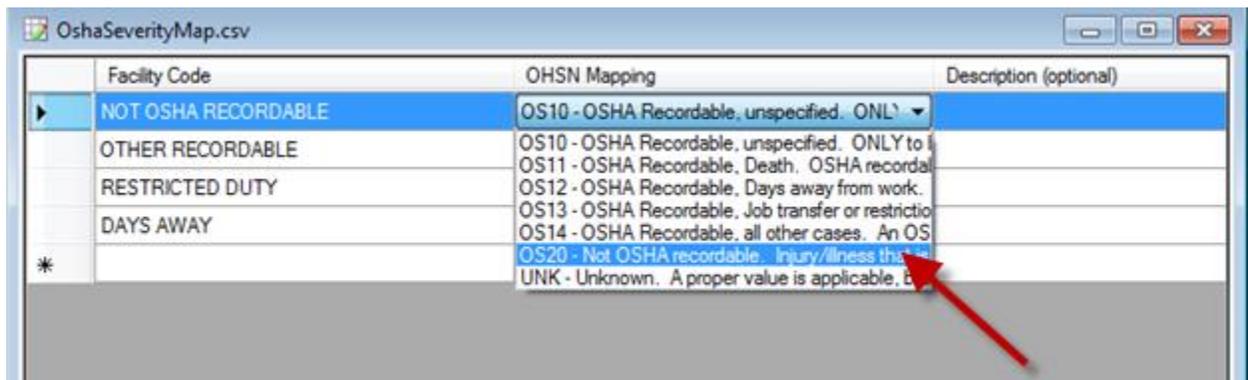
Indicates **not** all codes for the data element have been mapped.

Similar to the data element mapping, the input field values will need to be mapped to standard OHSN data element values. The OHSN Mapping Configuration screen for code mapping will display each OHSN data element that needs to be mapped.

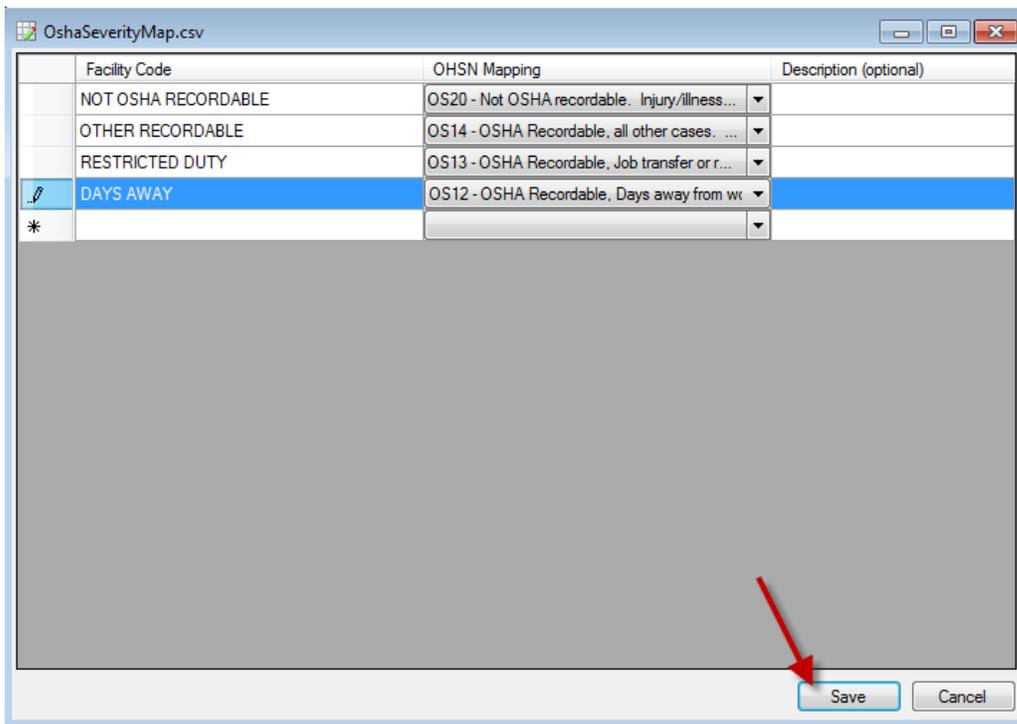
Click on the **Create** button for a data element on the **Code Mappings** screen (see above) to begin the code mapping process. A screen will appear showing all the unique values for that data element from the input spreadsheet, as shown below for the Event Severity data element.



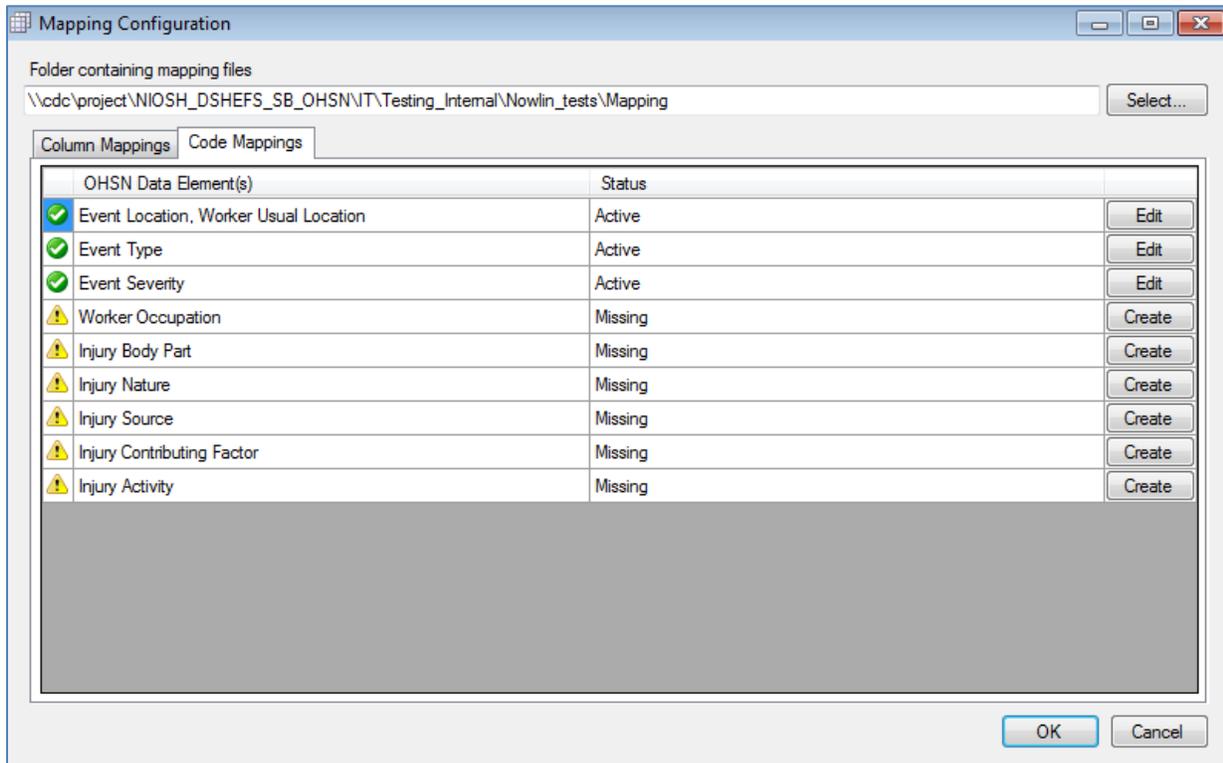
To assign (map) an OHSN value to each input value, click the down arrow in the OHSN Mapping column for each value and select the appropriate OHSN code. The example below shows that the OHSN value of **OS20 – Not OSHA recordable. Injury/illness this** was selected for the input value of ‘NOT OSHA RECORDABLE.’



The example below shows the OHSN standard data value selections for each of the input facility codes for Event Severity. Once all codes for the data element are mapped, click the **SAVE** button.

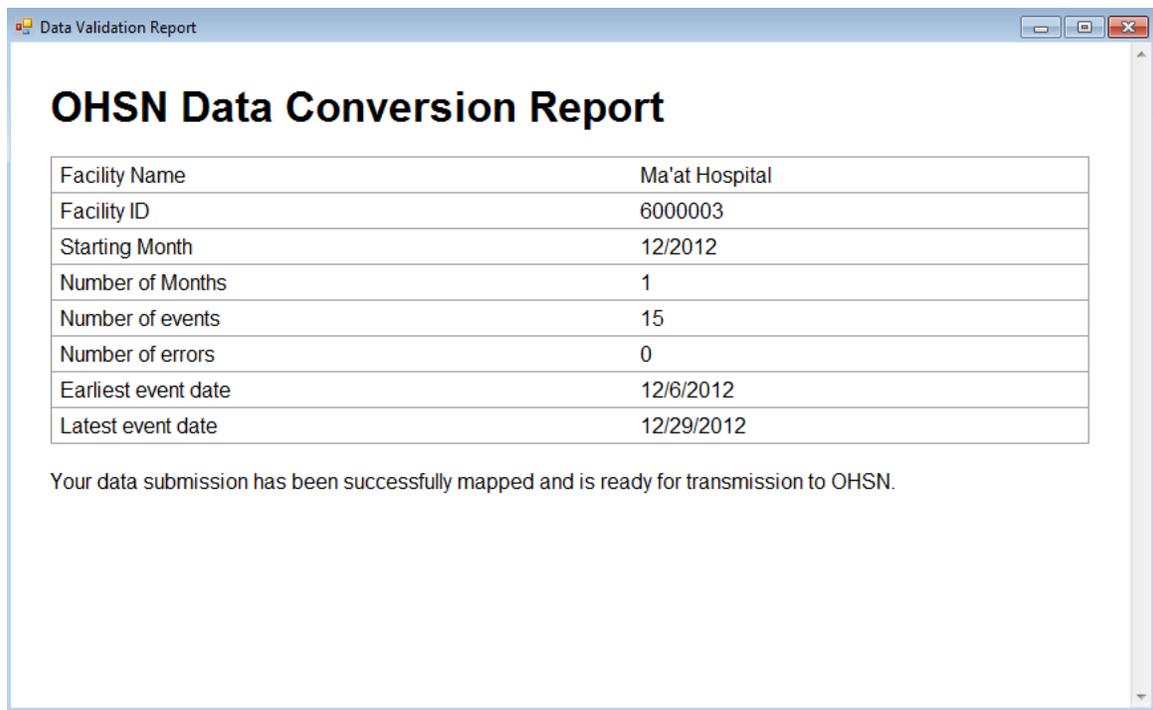
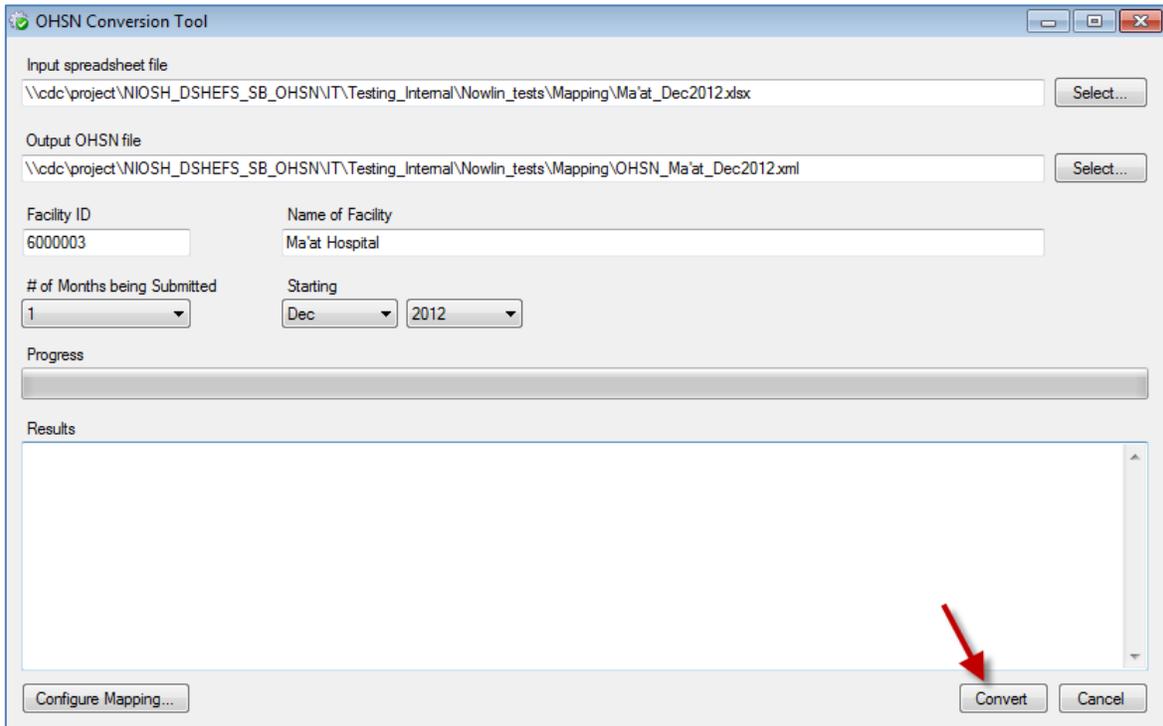


Continue with each data element to map their data values. As each data element is completed, a green check will appear next to it to indicate that a data value map has been created. Data element value maps can be edited as needed once created.



Once all data fields and field values have been mapped to the OHSN standard data element requirements, click **OK** to return to the OHSN Conversion Tool screen.

From the OHSN Conversion tool screen, click **Convert** to convert the input file to an OHSN XML file for uploading.



10.4 Uploading Data to OHSN

Once a standard OHSN XML file has been created it can be uploaded to the OHSN system. To upload a file, click the **Data Submissions** menu item on the OHSN main menu.



The **Upload New Data** screen will appear as shown below.



Use the **Browse** button to locate and select the file to be uploaded. The default name for your output file will have *OHSN_(original file name)*, and will be listed as an XML document. Once the file is selected, click the **Upload File** button to upload the file to OHSN.

Occupational Health Safety Network
OHSN

NIOSH Home

OHSN Home Page
Reports
Data Submissions
► Upload New Data
Submission History
Tools
Profiles
Prevention Resources
Log Off
Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Data Submissions

Recommend Tweet Share

Upload New Data

Ma'at Hospital (6000003)

Use the Browse button to select the data submission file that you want to upload. Once you have selected your file click on the Upload File button to start the upload process.

OHSN SODA XML File
\\cdc\project\NIOSH_DSHEFS_SB_OHSN\T\T

After clicking the **Upload File** button, the following screen will appear. You can check the **Submission History** page to confirm the file was uploaded and is awaiting NIOSH quality control.

Occupational Health Safety Network
OHSN

NIOSH Home

OHSN Home Page
Reports
Data Submissions
► Upload New Data
Submission History
Tools
Profiles
Prevention Resources
Log Off
Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Data Submissions

Recommend Tweet Share

Upload New Data

Ma'at Hospital (6000003)

Your data has been successfully validated and will be added to OHSN during the next scheduled import. Visit the [Submission History](#) page to check the status of your submission.

Click **Submission History** in the OHSN menu to view a history of all submissions to OHSN.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
Data Submissions
Upload New Data
► **Submission History**
Tools
Profiles
Prevention Resources
Switch Organizations
Log Off
Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Data Submissions

Recommend Tweet Share

Data Submission History

Ma'at Hospital (6000003)

Reporting Period	Event Count	Submission Type	Submitted On	Submitted By	Status
3/1/2013 - 5/31/2013					To Be Uploaded
2/1/2013 - 2/28/2013	5	Facility	2/22/2013	sxn1@cdc.gov	Awaiting NIOSH Review
1/1/2013 - 1/31/2013	7	Facility	2/22/2013	sxn1@cdc.gov	Imported
12/1/2012 - 12/31/2012	15	Facility	3/1/2013	sxn1@cdc.gov	Imported

Update Status

If you are not submitting data for a particular time period

OHSN requires at least 6 months of data submission out of every 12 to be considered an active module participants. There are two situations in which you may not be submitting data in a given time period:

1. If you had no injury events during that period: The Drop Down box under the Status Bar includes an option for **No Events Occurred**.
2. If you cannot submit data in that period: The Drop Down box under the Status column includes an option for **Not Participating**.

11 REPORTS

One of the major benefits of OHSN is its ability to give you real-time feedback on your facility's or healthcare system's occupational injury and illness data. OHSN is based on continuous data translation – as data are submitted monthly, they become part of your facility's ongoing confidential record. You can obtain this information 24 hours per day and you can generate the information in a variety of ways to give you an unprecedented depth of understanding of your injury and illness rates, both currently and historically. You can look at the data by event type, event location, job category, severity, and other factors.

Four types of reports are available in OHSN. They are limited based on user roles.

Report Type	Description	Accessible by
My Facility Reports	Display the data you have uploaded for your facility.	<ul style="list-style-type: none"> • Facility Admins • Facility Report Users <p><i>If facility is part of a healthcare system:</i></p> <ul style="list-style-type: none"> • System Admins • System Report Users
My System Reports	Display aggregate data uploaded for your system.	<ul style="list-style-type: none"> • System Admins • System Report Users
How Do I Compare?	Display data for your facility or system, benchmarked against aggregate data from a comparison group of your choosing.	<ul style="list-style-type: none"> • Facility Admins • Facility Report Users <p><i>If facility is part of a healthcare system:</i></p> <ul style="list-style-type: none"> • System Admins • System Report Users
OHSN Averages & Percentiles	Display aggregate data only for all OHSN participants, including rate, pooled mean, and percentile rates.	<ul style="list-style-type: none"> • Facility Admins • Facility Report Users <p><i>If facility is part of a healthcare system:</i></p> <ul style="list-style-type: none"> • System Admins • System Report Users

11.1 My Facility Reports

Healthcare Facility Administrators and Facility Report Users have access to reports that summarize facility-level data. To access the reports, click on the **Reports** menu item from the OHSN main menu and then click the **My Facility** option to view reports.

Occupational Health Safety Network
OHSN



NIOSH Home

NIOSH > OHSN > Ma'at Hospital (6000003) > Reports

OHSN Home Page

Reports

▶ My Facility

How Do I Compare?

OHSN Averages & Percentiles

Data Submissions

Profiles

Prevention Resources

Log Off

Help






 Recommend
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 Share

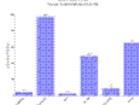
My Facility

Ma'at Hospital (6000003)

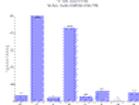
The following reports summarize the data for your facility.

Facility Reports

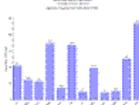
Overview Reports: Incidence Rates per Licensed Beds

Event Type	All event types	1 month	3 months	12 months	All months
 All event types	1 month	3 months	12 months	All months	
All Traumatic Injury events	1 month	3 months	12 months	All months	
Slips, Trips and/or Falls	1 month	3 months	12 months	All months	
Patient Handling events	1 month	3 months	12 months	All months	
Workplace Violence	1 month	3 months	12 months	All months	

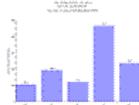
Occupation

Occupation	All event types	1 month	3 months	12 months	All months
 All event types	1 month	3 months	12 months	All months	
All Traumatic Injury Events	1 month	3 months	12 months	All months	
Slips, Trips and/or Falls	1 month	3 months	12 months	All months	
Patient Handling events	1 month	3 months	12 months	All months	
Workplace Violence	1 month	3 months	12 months	All months	

Event Location

Event Location	All event types	1 month	3 months	12 months	All months
 All event types	1 month	3 months	12 months	All months	
All Traumatic Injury Events	1 month	3 months	12 months	All months	
Slips, Trips and/or Falls	1 month	3 months	12 months	All months	
Patient Handling events	1 month	3 months	12 months	All months	
Workplace Violence	1 month	3 months	12 months	All months	

Event Severity

Event Severity	All event types	1 month	3 months	12 months	All months
 All event types	1 month	3 months	12 months	All months	
All Traumatic Injury Events	1 month	3 months	12 months	All months	
Slips, Trips and/or Falls	1 month	3 months	12 months	All months	
Patient Handling events	1 month	3 months	12 months	All months	
Workplace Violence	1 month	3 months	12 months	All months	

Module-Specific Reports: Incidence Rates per Licensed Beds

Injury Source for Slips, Trips and/or Falls	1 month	3 months	12 months	All months
Activity for Patient Handling events	1 month	3 months	12 months	All months
Contributing Factor for Workplace Violence events	1 month	3 months	12 months	All months

Custom Reports

Advanced Facility Report

11.1.1 Standard Facility Reports

The **My Facility** reports screen contains standard OHSN reports and an option to create customized reports about your facility. The standard reports provide graphic output for incidence rates per licensed beds in two categories:

Overview Reports by

- Event Type
- Occupation
- Event Location
- Event Severity

Module-Specific Reports by

- Injury Source for Slip, Trip and/or Fall events
- Activity for Patient Handling events
- Contributing Factors for Workplace Violence events

Each of the standard facility reports can be viewed in one of four different time periods. Data for the time period is composed of the last x number of months the facility submitted data:

- 1 month
- 3 months
- 12 months
- All months

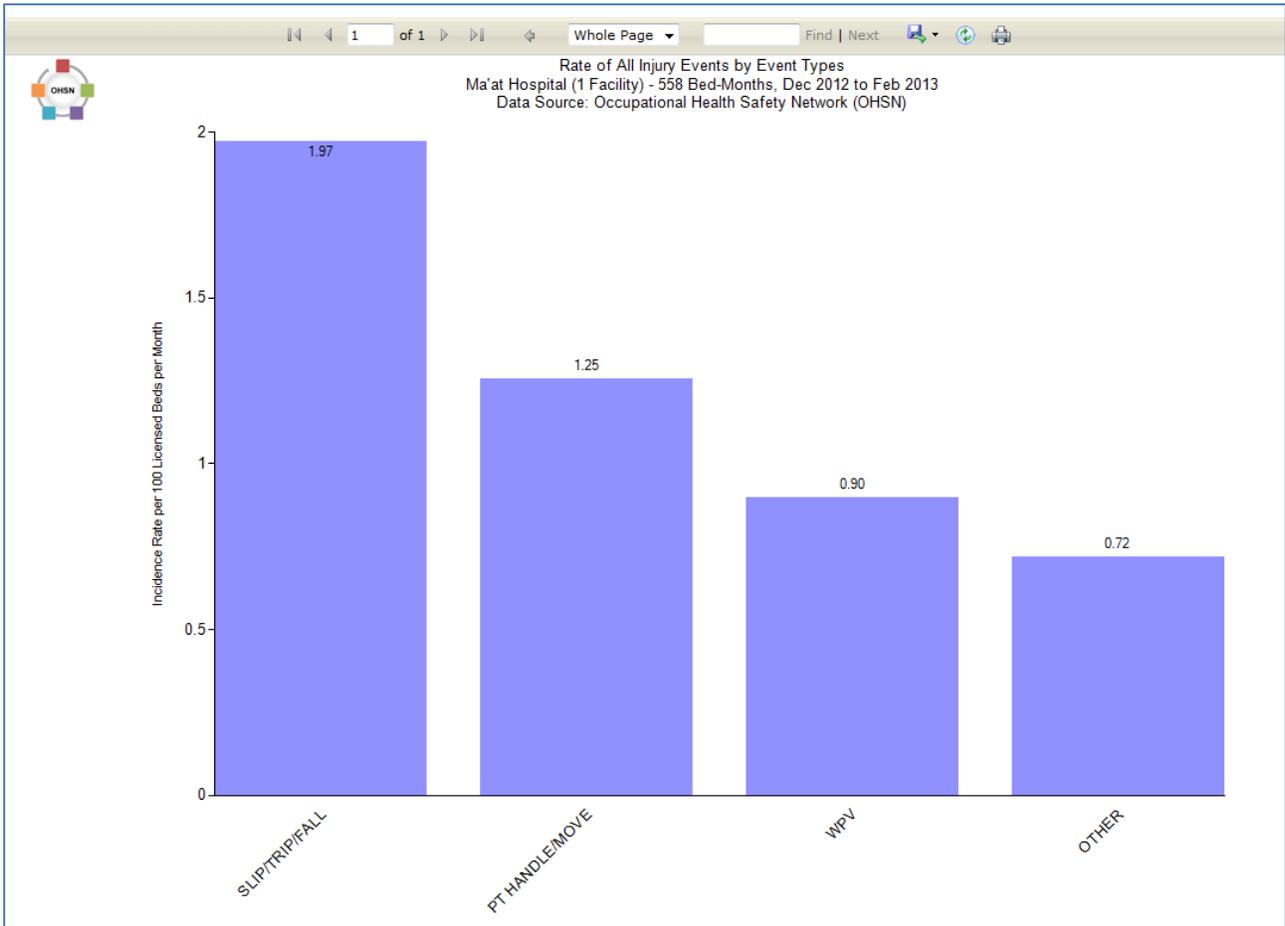
Note that the facility may not have submitted data for *consecutive* months.

Click on any of the report links ([1 month](#), [3 months](#), [12 months](#), [All months](#)) to display the report associated with that link.

The screenshot shows a web interface titled "Facility Reports". Under the heading "Overview Reports: Incidence Rates per Licensed Beds", there is a table with five rows of event types and four columns of time period links. A red arrow points to the "3 months" link in the second row.

Event Type	1 month	3 months	12 months	All months
All event types	1 month	3 months	12 months	All months
All Traumatic Injury events	1 month	3 months	12 months	All months
Slips, Trips and/or Falls	1 month	3 months	12 months	All months
Patient Handling events	1 month	3 months	12 months	All months
Workplace Violence	1 month	3 months	12 months	All months

Example standard facility report:



11.1.2 Custom Facility Reports

To produce a custom facility report, click the **Advanced Facility Report** link at the bottom of the **My Facility** reports screen as shown below:

Workplace Violence 1 month 3 months 12 months All months

Module-Specific Reports: Incidence Rates per Licensed Beds

Injury Source for Slips, Trips and/or Falls	1 month	3 months	12 months	All months
Activity for Patient Handling events	1 month	3 months	12 months	All months
Contributing Factor for Workplace Violence events	1 month	3 months	12 months	All months

Custom Reports

[Advanced Facility Report](#)

The **Advanced Facility Report** screen will appear, as shown below, providing options for selecting the information for a customized graphic report.

The screenshot shows the OHSN Advanced Facility Report interface. On the left is a navigation menu with options like 'OHSN Home Page', 'Reports', 'My Facility', and 'Advanced Facility Report'. The main content area has a breadcrumb trail: 'NIOSH > OHSN > Ma'at Hospital (6000003) > Reports > My Facility'. Below this are social media sharing buttons for Facebook, Twitter, and a general share button. The title is 'Advanced Facility Report Ma'at Hospital (6000003)'. The form contains several sections: 'Report Topic' (Event Type), 'Level of Detail' (Low), 'Display Order' (Standard), 'Incidence Rate/Count' (Incidence Rate per Licensed Beds), and 'Reporting Period' (Dec 2012, Jan 2013). A 'Filtering Options' section includes dropdowns for Event Type, Occupation, Event Location, and Event Severity. At the bottom are 'View Report' and 'Reset Report' buttons.

You can customize the graphs to meet your individual facility needs:

- By hospital type (including children's, general medical and surgical, acute long-term care, psychiatric, rehabilitation, surgical, other adult specialty, a hospital unit of an institution, and alcohol or other chemical dependency facilities)
- By hospital size
- By occupation category (including 15 direct patient care job titles and three non-direct patient care job titles)
- By contributing factors (such as common activities related to patient handling/movement events and activities related to specific injuries)
- By department where the event took place
- By severity of injury

Below is an example of a request for an advanced report for Ma'at Hospital that depicts the locations where slips, trips, and falls occurred as reported between Dec. 2012 and Feb. 2013:

OHSN Home Page
Reports
My Facility
► **Advanced Facility Report**
How Do I Compare?
OHSN Averages & Percentiles
Data Submissions
Profiles
Prevention Resources
Switch Organizations
Log Off
Help

NIOSH > OHSN > Ma'at Hospital (6000003) > Reports > My Facility

Recommend Tweet Share

Advanced Facility Report

Ma'at Hospital (6000003)

Report Topic: Event Location

Level of Detail: Low

Display Order: Standard

Incidence Rate/Count: Incidence Rate per Licensed Beds

Reporting Period: Dec 2012 Feb 2013

Filtering Options:

Event Type: STF

(All Slips, Trips and/or Falls event types)

Occupation: (All occupations)

Event Location: (All event locations)

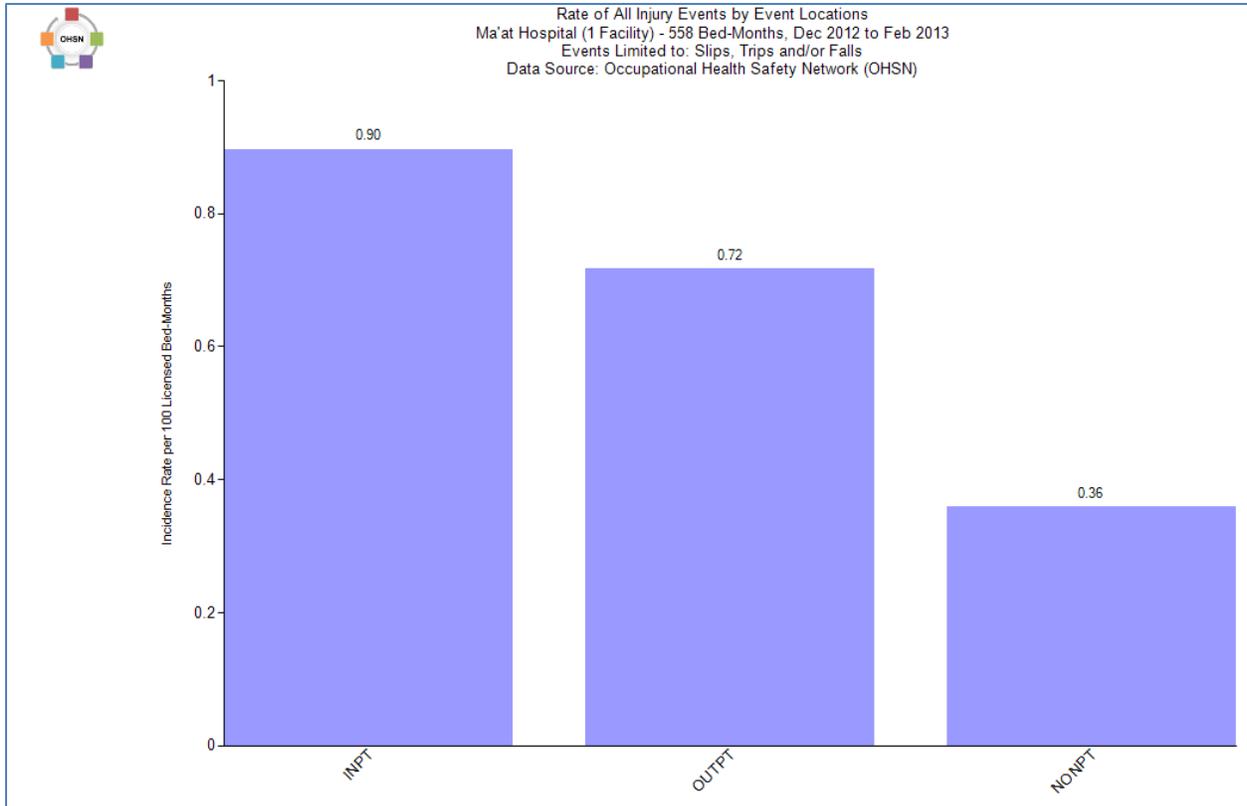
Event Severity: (All severities)

View Report Reset Report

Click **View Report** to see the report using the selections made (example below).

Click **Reset Report** to reset all fields to their default values.

Example Advanced Facility Report



11.2 System Reports

Healthcare System Administrators and System Report Users have access to reports that summarize the healthcare system level data. To access the reports, click on the **Reports** menu item from the OHSN main menu, then click the **My System** option.

Occupational Health Safety Network
OHSN

NIOSH Home

NIOSH > OHSN > St. Susanna (System T0003) > Reports

Recommend Tweet Share

My System
St. Susanna (System T0003)

The following reports summarize the data for your system.

System Reports

Report Topic: Event Type

Facilities: All facilities in my system

Reporting Period: 1 year

Incidence Rate/Count: Incidence Rate per Licensed Beds

Event Type: (All event types)

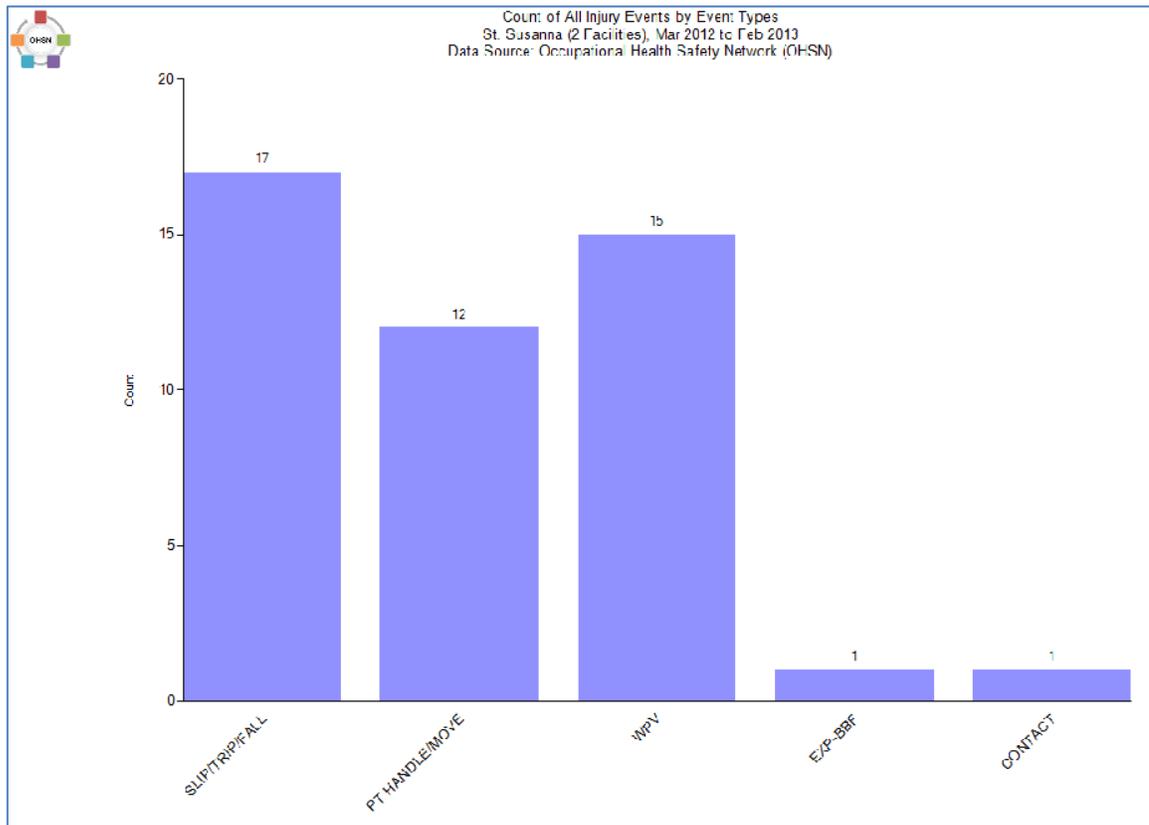
Event Severity: (All severities)

[View Report](#)

For More Reporting Options: [Advanced System Report](#)

The **My System** reports screen provides several options to view the healthcare system level data. Click on any of the drop-down lists to view the detailed options for each reporting variable.

The system report below is an example showing the total count of events by event type for all the facilities within the St. Susanna Healthcare System:



Healthcare System Administrators and Report Users can also use the advanced reporting option to generate more detailed reports about their healthcare system. Click the **Advanced System Reports** at the bottom of the **My System** reports screen to use this feature.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

NIOSH > OHSN > St. Susanna (System T0003) > Reports

My System
St. Susanna (System T0003)

The following reports summarize the data for your system.

System Reports

Report Topic: Event Type

Facilities: All facilities in my system

Reporting Period: 1 year

Incidence Rate/Count: Incidence Rate per Licensed Beds

Event Type: (All event types)

Event Severity: (All severities)

[View Report](#)

For More Reporting Options: [Advanced System Report](#)

The **Advanced System Report** screen is shown below along with an example of the report created by selecting specific factors in the drop-down menus. In the example, the Administrator wanted to see all injuries by occupation within the system.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
My System
▶ **Advanced System Report**
How Do I Compare?
OHSN Averages & Percentiles
Data Submissions
Profiles
Prevention Resources
Switch Organizations
Log Off
Help

[NIOSH](#) > [OHSN](#) > [St. Susanna \(System T0003\)](#) > [Reports](#) > [My System](#)

[Recommend](#) [Tweet](#) [Share](#)

Advanced System Report
St. Susanna (System T0003)

Report Topic: Occupation

Facilities: All facilities in system

Level of Detail: Low

Display Order: Standard

Incidence Rate/Count: Incidence Rate per Licensed Beds

Reporting Period: Dec 2012 Feb 2013

Filtering Options

Event Type: (All event types)

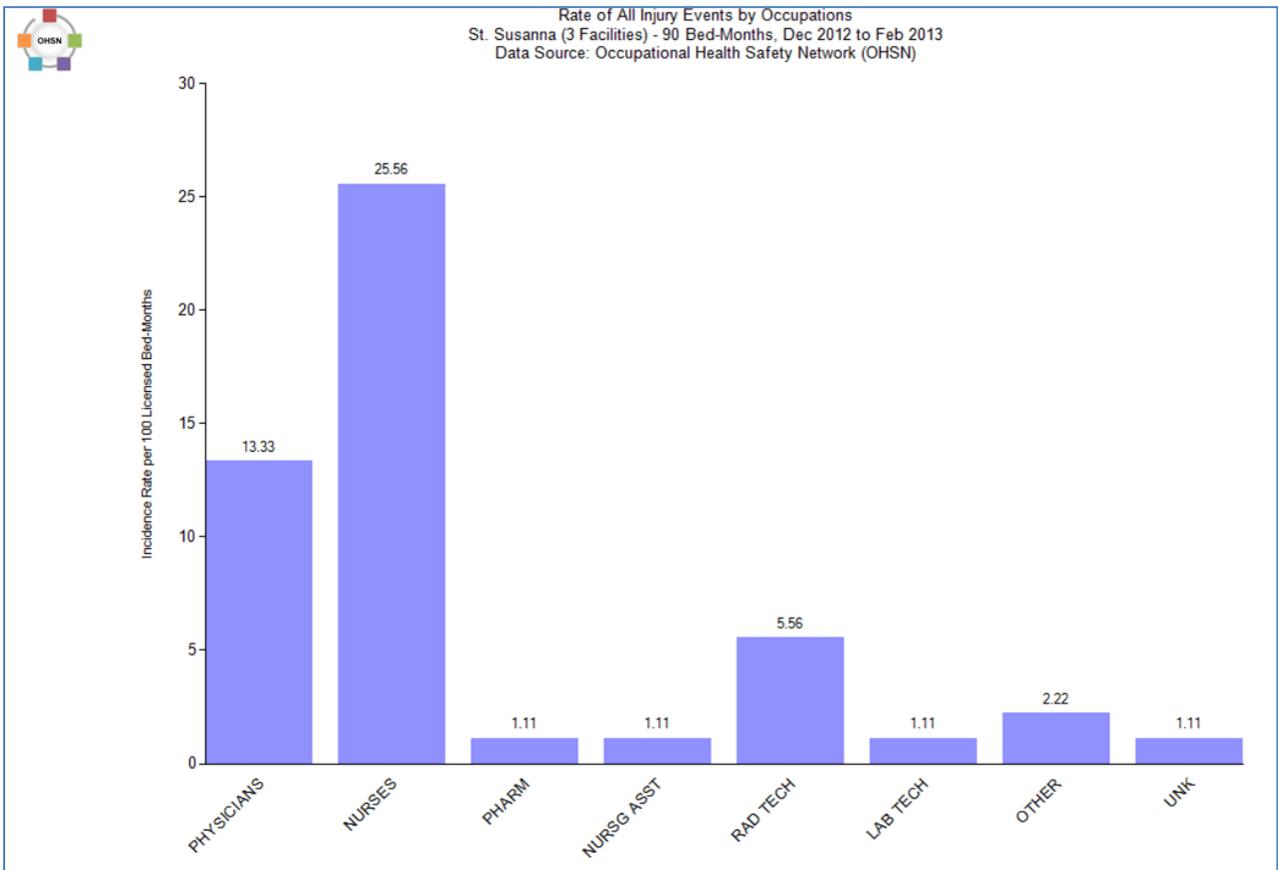
Occupation: (All occupations)

Event Location: (All event locations)

Event Severity: (All severities)

[View Report](#) [Reset Report](#)

Below is the report the System Administrator created based on the options selected:



11.3 Comparison Reports (Benchmarking)

Facilities and healthcare systems can benchmark their performance by comparing their injury rates with other facilities participating in OHSN. To do so, click the **How Do I Compare?** option from the OHSN **Reports** menu to view comparison report options.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
My Facility
▶ **How Do I Compare?**
OHSN Averages & Percentiles
Data Submissions
Profiles
Prevention Resources
Log Off
Help

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Reports](#)

Recommend Tweet Share

How Do I Compare?

Ma'at Hospital (6000003)

The following reports show how your facility compares to other groups within OHSN.

Comparison Reports

Compare My Facility to All Other Facilities Participating in OHSN

Overview Reports: Incidence Rates per Licensed Beds

Event Type	All event types	1 month	3 months	12 months	All months
	All Traumatic Injury events	1 month	3 months	12 months	All months
	Slips, Trips and/or Falls	1 month	3 months	12 months	All months
	Patient Handling events	1 month	3 months	12 months	All months
	Workplace Violence	1 month	3 months	12 months	All months

Occupation

Occupation	Slips, Trips and/or Falls	1 month	3 months	12 months	All months
	Patient Handling events	1 month	3 months	12 months	All months
	Workplace Violence	1 month	3 months	12 months	All months

Event Location

Event Location	Slips, Trips and/or Falls	1 month	3 months	12 months	All months
	Patient Handling events	1 month	3 months	12 months	All months
	Workplace Violence	1 month	3 months	12 months	All months

Event Severity

Event Severity	Slips, Trips and/or Falls	1 month	3 months	12 months	All months
	Patient Handling events	1 month	3 months	12 months	All months
	Workplace Violence	1 month	3 months	12 months	All months

Module-Specific Reports: Incidence Rates per Licensed Beds

Module-Specific Report	1 month	3 months	12 months	All months
Injury Source for Slips, Trips and/or Falls	1 month	3 months	12 months	All months
Activity for Patient Handling events	1 month	3 months	12 months	All months
Contributing Factor for Workplace Violence events	1 month	3 months	12 months	All months

Custom Reports

[Advanced Comparison Report](#)

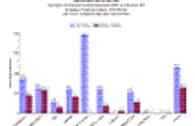
The **How Do I Compare** reports screen is set up similarly to the **My Facility** reports screen with the same set of standard facility reports and options.

Comparison Reports

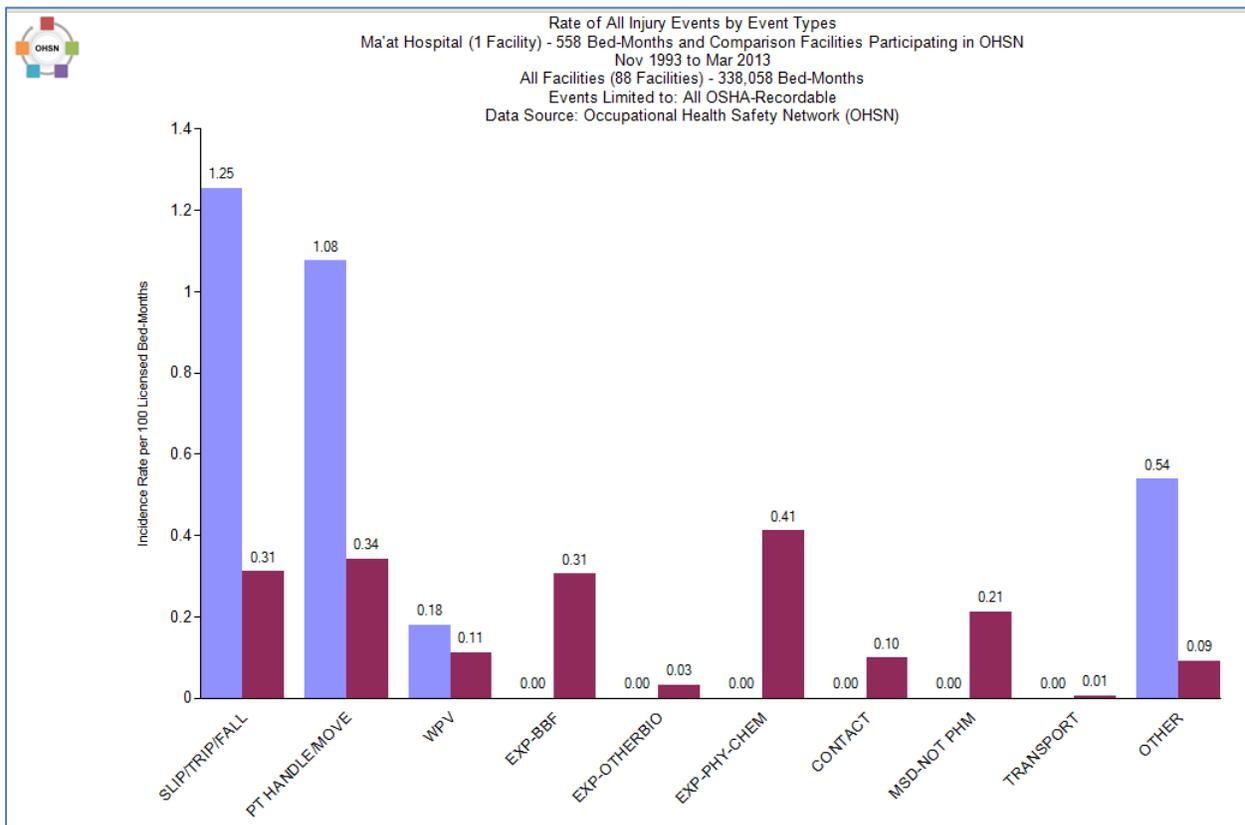
Compare My Facility to All Other Facilities Participating in OHSN

Overview Reports: Incidence Rates per Licensed Beds

Event Type	All event types	1 month	3 months	12 months	All months
	All Traumatic Injury events	1 month	3 months	12 months	All months
	Slips, Trips and/or Falls	1 month	3 months	12 months	All months
	Patient Handling events	1 month	3 months	12 months	All months
	Workplace Violence	1 month	3 months	12 months	All months



Click on any of the report links ([1 month](#), [3 months](#), [12 months](#), [All months](#)) to display the report associated with that link.



Blue = your facility

Red = all other facilities

To produce a custom comparison report, click the **Advanced Comparison Report** link at the bottom of the **How Do I Compare** reports screen as shown below:

Module-Specific Reports: Incidence Rates per Licensed Beds

Injury Source for Slips, Trips and/or Falls	1 month	3 months	12 months	All months
Activity for Patient Handling events	1 month	3 months	12 months	All months
Contributing Factor for Workplace Violence events	1 month	3 months	12 months	All months

Custom Reports

[Advanced Comparison Report](#) 

The Advanced Comparison Report options are similar to the options in the Facility or System Advanced System reports screen, see below.

Occupational Health Safety Network
OHSN

OHSN Home Page

Reports

My Facility

How Do I Compare?

► **Advanced Comparison Report**

OHSN Averages & Percentiles

Data Submissions

Profiles

Prevention Resources

Switch Organizations

Log Off

Help

[NIOSH](#) > [OHSN](#) > [Ma'at Hospital \(6000003\)](#) > [Reports](#) > [How Do I Compare?](#)

 Recommend

 Tweet

 Share

Advanced Comparison Report

Ma'at Hospital (6000003)

Report Topic:	Event Type <input type="text"/>
Comparison Facilities:	All facilities in OHSN <input type="text"/>
Level of Detail:	Low <input type="text"/>
Display Order:	Standard <input type="text"/>
Incidence Rate/Count:	Incidence Rate per Licensed Beds <input type="text"/>
Reporting Period:	Dec 2012 <input type="text"/> Jan 2013 <input type="text"/>

Filtering Options

Event Type:	(All event types) <input type="text"/>
Occupation:	(All occupations) <input type="text"/>
Event Location:	(All event locations) <input type="text"/>
Event Severity:	(All OSHA recordable events) <input type="text"/>

[View Report](#) [Reset Report](#)

11.4 OHSN Averages & Percentiles Reports

Click the **OHSN Averages & Percentiles** option from the OHSN **Reports** menu to view report options that show summaries of all the data in OHSN.

The screenshot displays the OHSN website interface. At the top left, the text reads "Occupational Health Safety Network OHSN". The NIOSH logo and "NIOSH Home" are in the top right. A navigation menu on the left lists: "OHSN Home Page", "Reports", "My Facility", "How Do I Compare?", "OHSN Averages & Percentiles" (highlighted with a red arrow), "Data Submissions", "Profiles", "Prevention Resources", "Log Off", and "Help". The breadcrumb trail is "NIOSH > OHSN > Ma'at Hospital (6000003) > Reports". Below the menu are social media buttons for "Recommend", "Tweet", and "Share". The main heading is "OHSN Averages & Percentiles" with the subtext "The following reports summarize all of the data in OHSN." The content area is titled "OHSN Summary Reports" and contains several sections of tables with links for different time periods (1 month, 3 months, 12 months, All months):

- Overview Tables: Incidence Rates per Licensed Beds**
 - Event Type**
 - Slips, Trips and/or Falls
 - Patient Handling events
 - Workplace Violence
 - Occupation**
 - Slips, Trips and/or Falls
 - Patient Handling events
 - Workplace Violence
 - Event Location**
 - Slips, Trips and/or Falls
 - Patient Handling events
 - Workplace Violence
 - Event Severity**
 - Slips, Trips and/or Falls
 - Patient Handling events
 - Workplace Violence
- Module-Specific Tables: Incidence Rates per Licensed Beds**
 - Injury Source for Slips, Trips and/or Falls
 - Activity for Patient Handling events
 - Contributing Factor for Workplace Violence events
- Custom Tables**
 - Advanced OHSN Averages and Percentiles

Similar to other standard reporting options, the OHSN Averages & Percentiles reporting options allow for selection from a set of standard reports for the data submissions for 1 month, 3 month, 12 months or all months. Advanced reporting options also exist having similar options as described in the Facility and System advanced reports sections.

Below is an example of one standard report selecting 12 months of averages and percentiles for all OHSN participating facilities on Event Location of Patient Handling and Movement, All OSHA-Recordable:

Pooled means and key percentiles of the distribution of traumatic injury event rates among healthcare personnel, by Event Locations, limited to Patient Handling and Movement, All OSHA-Recordable, Occupational Health Safety Network, Jun 2012 to May 2013

Facilities listed are: All Facilities
Injury Events Limited to: Patient Handling and Movement, All OSHA-Recordable

Traumatic injury event rate (per 100 beds)*				Percentile			
Event Locations	No. of Hospitals**	No. of Injury Events	No. of Bed-Months***	Pooled Mean	25%	50%	75%
Non-patient care locations							
Inpatient Locations	85	635	12,082	0.44	0.09	0.31	0.63
Outpatient Locations	85	116	12,082	0.08	0.00	0.03	0.17
Radiology	85	58	12,082	0.04	0.00	0.00	0.05
Non-patient-care Locations	85	18	12,082	0.01	0.00	0.00	0.00
Unknown	85	123	12,082	0.08	0.00	0.00	0.11
Summary							
All	85	950	12,082	0.66	0.26	0.49	1.09

*Injury event rate= $\frac{\text{Number of injury events}}{\text{Number of licensed beds}} \times 100$

**Number of locations meeting minimum requirements for percentile distributions if less than total number of locations. If this number <20, percentile distributions are not calculated.

***The total number of facility occupied beds may either be derived from the annual American Hospital Association survey or provided directly by participating facilities to OHSN.

12 HELP AND USER SUPPORT

OHSN provides several resources for users to obtain help and support. Click on the **Help** menu item in OHSN to view these resources as shown below.

The screenshot displays the Occupational Health Safety Network (OHSN) website. At the top left, the text reads "Occupational Health Safety Network OHSN". At the top right is the NIOSH logo with "NIOSH Home" underneath. A breadcrumb trail shows "NIOSH > OHSN > Ma'at Hospital (6000003)". Below the breadcrumb are social media sharing buttons for "Recommend", "Tweet", and "Share". A navigation menu on the left lists various options, with "Help" expanded to show sub-items: "OHSN Rules of Behavior", "User Documentation", "Contact Us / Feedback", "OHSN Topic Page", "FAQ", and "About OHSN". The main content area is titled "OHSN Online Help" and lists resources provided by NIOSH:

- **User Documentation:** Includes the OHSN User Manual, OHSN Training PowerPoints, and OHSN Rules of Behavior.
- **Contact Us/Feedback:** If you have specific questions that are not answered in these documents or have feedback about the system, use this link to contact us directly.
- **OHSN Topic Page:** Opens a browser window with the OHSN external topic page.
- **FAQ:** Frequently Asked Questions about using OHSN.
- **About OHSN:** Information on the current version and Disclaimer for OHSN.

12.1 OHSN User Documentation

OHSN user documentation can be found on the OHSN website at:

<http://nioshdev.cdc.gov/niosh/topics/ohsn/documentation.html>

A detailed OHSN User Manual is provided along with training guides and other tools to aid users of the OHSN system.

Workplace Safety & Health Topics

Workplace Safety and Health Topics

- Industries & Occupations
- Hazards & Exposures
- Diseases & Injuries
- Safety & Prevention
- Occupational Health Safety Network (OHSN)
 - About OHSN
 - Enrollment
 - Data Transmission and Output Reports
 - Resources and Related Links
 - OHSN System
 - OHSN Documentation**
 - Healthcare Personnel Traumatic Injury Modules
 - Project Updates and Contact Information
- Chemicals
- Emergency Preparedness & Response

Related Topics

- Healthcare
- Surveillance

NIOSH Homepage

- NIOSH A-Z
- Workplace Safety & Health Topics
- Publications and Products
- Programs

NIOSH > Workplace Safety and Health Topics > Safety & Prevention > Occupational Health Safety Network (OHSN)

Recommend Tweet Share

OCCUPATIONAL HEALTH SAFETY NETWORK (OHSN)



OHSN Documentation

- [OHSN User Manual](#)
- [OHSN Data Elements and Value Sets](#)

Training Guides

- [OHSN Overview](#)
- [Data Preparation](#)
- [Using OHSN Output Reports](#)
- [Notes on Severity Coding](#)

OHSN Facility Tools

The links below provide tools for healthcare facilities to use when participating in OHSN. The spreadsheet templates allow facilities to directly enter the event data using drop-down menus with the OHSN standard data elements. The OHSN Data Conversion and Mapping Tool enables mapping of facility specific values to OHSN standard values. Contact us at NIOSH_OHSN@cdc.gov or 513-841-4335 with questions on these items.

- [Import Template - All Fields](#)
- [Import Template - Required only fields](#)
- [OHSN Data Conversion and Mapping Tool](#)

OHSN Software Compatibility Kit

The link below provides tools to make existing commercial or custom developed software OHSN-compatible. Tools include an overview document; the SODA file, outlining the data formats used by the NIOSH Standard Occupational Data Architecture (SODA) for collecting data for OHSN; and sample source code for converting Excel files to SODA xml format. Contact us at NIOSH_OHSN@cdc.gov or 513-841-4335 with questions on these items.

[OHSN Software Compatibility Kit](#)

OHSN Other Documents

- [OHSN Rules of Behavior](#)
- [Sample Data Use Agreement](#)

12.2 Contact Us / Providing Feedback

To provide feedback on OHSN system performance and/or ask questions regarding the system functionality, click on the **Contact Us / Feedback** item under the **Help** menu item of the OHSN menu. The screen below will appear, allowing you to send a comment or question to NIOSH. After you click the **Submit** button, your comment/question will be sent to the NIOSH OHSN System Administrators who will respond as soon as possible.

The screenshot displays the OHSN Contact Us / Feedback page. On the left, a navigation menu lists various options, with 'Contact Us / Feedback' highlighted and indicated by a red arrow. The main content area features a breadcrumb trail: NIOSH > OHSN > St. Goma's Hospital (6000000) > Help. Below this are social media sharing buttons for Recommend, Tweet, and Share. The title 'Contact Us / Feedback' is prominently displayed. The form includes the following fields:

- Your Email Address:** hrt9@cdc.gov
- System Feature:** A dropdown menu currently showing 'OHSN Home Page / Dashboard'.
- Comment:** A large text area for entering the user's feedback or question.

A 'Submit Feedback' button is located at the bottom of the form.

To submit a question or comment to OHSN support

1. In the drop-down list under **System Feature**, select the appropriate feature.
2. Enter the question or comment. (Required)
3. Click **Submit** button.

Contact Us / Feedback

Your Email Address: hrt9@cdc.gov



System Feature:

OHSN Home Page / Dashboard ▾
OHSN Home Page / Dashboard
Enrollment
Reports
Data Submissions
Administration
Log On / Log Off
Forgot Password or Log On Name

Comment:



Submit Feedback

12.3 Frequently Asked Questions (FAQ)

NIOSH provides a page dedicated to frequently asked questions (FAQ) to help communicate resolutions to common issues. This page will be updated over time as more questions are received.

To view the FAQ page, click on the **FAQ** menu item under the **Help** menu and the following screen will appear:

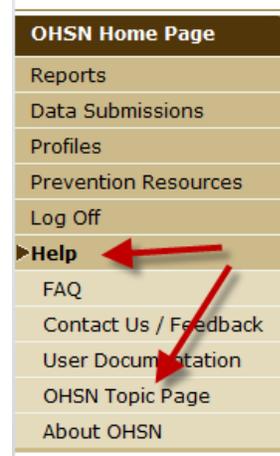


The screenshot shows the OHSN website interface. At the top left is the 'OHSN Home Page' navigation menu, with 'FAQ' highlighted. The main content area has a breadcrumb trail: [NIOSH](#) > [OHSN](#) > [St. Goma's Hospital \(6000000\)](#) > [Help](#). Below the breadcrumb are social media sharing buttons for 'Recommend', 'Tweet', and 'Share'. The main heading is 'Frequently Asked Questions'. The first question is 'How often must data be submitted to OHSN?' with the answer 'Data must be submitted once a month.' The second question is 'Can historical data be submitted to OHSN?' with the answer 'While submitting historical data is not required, you can submit this data to OHSN if you wish.'

12.4 OHSN Website (Topic Page)

A general topic page for the Occupational Health Safety Network (OHSN) is available from the CDC/NIOSH public website. This website provides information about the OHSN, its purpose and benefits, how to enroll, data requirements, and resources and related links.

To access the OHSN website, click the **OHSN Website** option from the **Help** menu.



<ul style="list-style-type: none"> Hazards & Exposures Diseases & Injuries Safety & Prevention ► Occupational Health Safety Network (OHSN) <ul style="list-style-type: none"> About OHSN Enrollment Data Transmission and Output Reports Resources and Related Links OHSN System OHSN Documentation Healthcare Personnel Traumatic Injury Modules Project Updates and Contact Information Chemicals Emergency Preparedness & Response 	<h3 style="text-align: center;">OCCUPATIONAL HEALTH SAFETY NETWORK (OHSN)</h3> <div style="text-align: right;">  </div> <p>OHSN is a voluntary and secure electronic occupational safety and health surveillance system developed by the National Institute for Occupational Safety and Health (NIOSH), part of the Centers for Disease Control and Prevention (CDC). OHSN currently focuses on occupational safety and health issues in the Healthcare Sector, though it may expand to other industry sectors in the future. The first three modules address traumatic injury risks among healthcare personnel. With OHSN, healthcare facilities can submit the occupational health data they already collect to track their rates and to benchmark against other OHSN participants.</p> <p>Purpose of OHSN: Provide tools for healthcare facilities to analyze existing injury and illness data and to benchmark against other OHSN participants; provide resources to target injury prevention efforts.</p> <p>Click here for Benefits to workplaces participating in OHSN.</p>								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Related Topics</p> <ul style="list-style-type: none"> Healthcare Surveillance </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>NIOSH Homepage</p> <ul style="list-style-type: none"> NIOSH A-Z Workplace Safety & Health Topics Publications and Products Programs </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Occupational Health Safety Network (OHSN)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>About OHSN OHSN Concept, Purposes, Benefits of Participation, Data Security, How data will be used</p> </td> <td style="width: 50%; padding: 5px;"> <p>OHSN System Upload data and view OHSN reports (OHSN User Account Required)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Enrollment Start the enrollment process</p> </td> <td style="padding: 5px;"> <p>OHSN Documentation User Manual, Training Guides, Rules of Behavior, Data Elements, Import Templates, Data Conversion Tools</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Data Transmission and Output Reports Options for transmitting data to OHSN, Example Output Reports</p> </td> <td style="padding: 5px;"> <p>Healthcare Personnel Traumatic Injury Modules Why OHSN is starting with the healthcare sector</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Resources and Related Links NIOSH publications, Related NIOSH resources, Other CDC resources, External links</p> </td> <td style="padding: 5px;"> <p>Project Updates and Contact Information Stakeholder meetings, Project status, News from software vendors</p> </td> </tr> </table> </div>	<p>About OHSN OHSN Concept, Purposes, Benefits of Participation, Data Security, How data will be used</p>	<p>OHSN System Upload data and view OHSN reports (OHSN User Account Required)</p>	<p>Enrollment Start the enrollment process</p>	<p>OHSN Documentation User Manual, Training Guides, Rules of Behavior, Data Elements, Import Templates, Data Conversion Tools</p>	<p>Data Transmission and Output Reports Options for transmitting data to OHSN, Example Output Reports</p>	<p>Healthcare Personnel Traumatic Injury Modules Why OHSN is starting with the healthcare sector</p>	<p>Resources and Related Links NIOSH publications, Related NIOSH resources, Other CDC resources, External links</p>	<p>Project Updates and Contact Information Stakeholder meetings, Project status, News from software vendors</p>
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<p>Enrollment Start the enrollment process</p>	<p>OHSN Documentation User Manual, Training Guides, Rules of Behavior, Data Elements, Import Templates, Data Conversion Tools</p>								
<p>Data Transmission and Output Reports Options for transmitting data to OHSN, Example Output Reports</p>	<p>Healthcare Personnel Traumatic Injury Modules Why OHSN is starting with the healthcare sector</p>								
<p>Resources and Related Links NIOSH publications, Related NIOSH resources, Other CDC resources, External links</p>	<p>Project Updates and Contact Information Stakeholder meetings, Project status, News from software vendors</p>								

12.5 About OHSN

This screen provides the OHSN system version number and date of current release and the CDC disclaimer for using the product.

Click the **About OHSN** option from the **Help** menu to view the contents of this screen.

Occupational Health Safety Network
OHSN

NIOSH
NIOSH Home

OHSN Home Page
Reports
Data Submissions
Profiles
Prevention Resources
Switch Organizations
Log Off
Help
OHSN Rules of Behavior
User Documentation
Contact Us / Feedback
OHSN Topic Page
FAQ
▶ **About OHSN**

NIOSH > OHSN > Ma'at Hospital (6000003) > Help

Recommend Tweet Share

Disclaimer

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System Information

Application Version:	1.0.0 Build 20
Database Version:	1.8
Environment:	Test

APPENDIX A – GLOSSARY

AHA – the American Hospital Association

AHA Number – the ID assigned by the American Hospital Association

Aggregate – collected from different sources and considered as a whole

Bed-months – calculated by multiplying the number of facility beds by the number of months that the facility participates in OHSN during the selected period.

Benchmarking – comparing a facility to others

BLS – Bureau of Labor Statistics

CDC – Centers for Disease Control and Prevention

Dashboard – a visual display of important information

Denominator data – information on healthcare facilities, including number of licensed beds, admissions per month, outpatient encounters per month, and full-time employees by occupational category

Event – in OHSN Data Elements, refers to the incident. Event types fall into three categories: Slips, Trips and Falls; Patient Handling/Movement; and Workplace Violence

Facility ID – a unique identifier for the facility; American Hospital Association IDs are preferred

FAQ – Frequently Asked Questions

FTE – Full Time Equivalent

Healthcare System – an organization made up of two or more healthcare facilities

Healthcare Facility -- an individual hospital or other entity providing health services

Home Page – the main web page of a website or application

Incidence Rate – a measure of the speed or frequency with which an event or circumstance occurs per unit of time, population, or other standard of comparison

Mapping Data – the process of matching data in one system to data in another system. OHSN provides a Mapping Tool to match data in a facility's value list to the OHSN value list.

NIOSH – National Institute for Occupational Safety and Health

NHSN – National Healthcare Safety Network (CDC)

OHSN – Occupational Health Safety Network

OHSN Module – a unit in OHSN; currently, OHSN includes three Traumatic Injury modules: Slips, Trips, and Falls; Patient Handling and Movement; and Workplace Violence

Report User – one of the roles assigned to OHSN users by a Healthcare System/Facility Administrator. Healthcare Facility Report users can create and view reports for the facility. They cannot upload or edit information about the facility or add, modify or delete users. Healthcare System Report Users can create and view reports for one or more facilities within the system based on permissions given by the Healthcare System Administrators. System Report Users cannot upload or edit information, or add, modify or delete users.

System Administrator – Healthcare – one of the user roles in OHSN. System Administrators have all access rights to the data and user information within their system.

System Administrator – Facility – one of the user roles in OHSN. Facility Administrators have all access rights to data and user information within their facility.

System Administrator – NIOSH – NIOSH staff who oversee the OHSN system

Upload - sending data from a local system to a remote system such as a server or another client with the intent that the remote system should store a copy of the data being transferred.

User – a person who will interact with a system (directly or indirectly); also called end user

User Account – the mechanism used to authenticate a user to a system. It allows the user to have authorized access to a system and to control access to that system’s features

User Interface – all of the ways by which users interact with a system, machine, device, computer program or other complex tool

XML – Extensible Markup Language, a web programming language

APPENDIX B – OHSN SYSTEM RESOURCES

OHSN Data Elements and Value Sets	http://www.cdc.gov/niosh/topics/ohsn/pdfs/OHSN%20Data%20Elements.pdf
OHSN Rules of Behavior	http://www.cdc.gov/niosh/topics/ohsn/pdfs/OHSNRulesofBehavior.pdf
Excel Template – required fields	http://www.cdc.gov/niosh/topics/ohsn/doc/OHSN-ImportTemplate-AllFields.xlsm
Excel Template – all fields	http://www.cdc.gov/niosh/topics/ohsn/doc/OHSN-ImportTemplate-RequiredFieldsOnly.xlsm
OHSN Data Conversion and Mapping Tool	http://www.cdc.gov/niosh/topics/ohsn/zips/OHSNFacilityTools.zip