



Data Sharing in NHSN: Joining a Group and Accepting the Confer Rights Template

July 2017

Objectives

- ❑ Describe the Group function in NHSN
- ❑ Outline the steps to joining a Group in NHSN
- ❑ Discuss data sharing with Groups and the data rights template

The Group Function

- ❑ Any entity can maintain a Group in NHSN (state health departments, hospital systems, quality improvement organizations, etc.)
- ❑ Facilities can share data with these partners and agencies using NHSN's Group function
- ❑ Facilities join and provide access to data requested by Group within the NHSN application
- ❑ A facility that joins a Group does not have access to any data from other facilities in the Group
- ❑ Facilities may join multiple Groups

Joining a Group

- ❑ Groups in NHSN have a 5 digit ID number and are protected with a joining password set by the Group Administrator
- ❑ A Group should provide facilities that would like to join:
 - The Group's 5-digit NHSN ID number
 - The Group's joining password
- ❑ Administrative-level users in the facility select **Group** and then **Join** on the NHSN navigation bar to join a Group

Joining a Group in NHSN

The screenshot shows the NHSN website interface. At the top, the CDC logo and text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives. Protecting People™" are visible. Below this is a dark blue header with "NHSN - National Healthcare Safety Network". A left-hand navigation menu includes items like "NHSN Home", "Alerts", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Surveys", "Analysis", "Users", "Facility", "Group", and "Logout". The "Group" menu item is expanded, showing options: "Confer Rights", "Join", "Leave", and "Nominate". The main content area is titled "Memberships" and contains a section "Groups that have access to this facility's data" with a text input field and "Confer Rights" and "Leave Group(s)" buttons. Below this is a red-bordered box titled "Enter ID and Password for this facility to join a new group" containing "Group ID:" and "Group Joining Password:" input fields, each with a "Join Group" button. A "Back" button is located below the red box.

- ❑ Facility enters the 5-digit Group ID number in the Group ID field
- ❑ Facility enters the Group's joining password in the Group Joining Password field
- ❑ Password is case-sensitive
- ❑ Facility clicks on the **Join Group** button to join the Group

Joining a Group in NHSN

NHSN Home

- Alerts
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout



Memberships

Groups that have access to this facility's data

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

Group ID:

Group Joining Password:

Warning

The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.

- ❑ A warning message will pop up – facility user must read the message
- ❑ Facilities must click the **OK** button before they can proceed

Joining a Group – Group Data Rights

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

NHSN - National Healthcare Safety Network

NHSN Home

- Alerts
- Reporting Plan ▶
- Patient ▶
- Event ▶
- Procedure ▶
- Summary Data ▶
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

Confer Rights - Patient Safety

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

General

View Options

Patient

With All Identifiers
 Without Any Identifiers ⚠
 With Specified Identifiers

Gender DOB Ethnicity Race
 Medicare # Name SSN Patient ID Birthweight (NICU only)

Monthly Reporting Plan ⚠
Data Analysis ⚠
Facility Information ⚠

Surveys

Year	Year	Survey Type
⚠ 2010	To	(All)

Note: only complete survey data are shared with groups.





Infections and other Events (Not specific to MDRO/CDI)


Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event
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- ❑ Immediately after joining the Group, the facility will be taken to a screen listing the data the Group is requesting access to (the rights template)

Group Data Rights Template - Basics

General	
	View Options
Patient	<input type="radio"/> With All Identifiers <input checked="" type="radio"/> Without Any Identifiers  <input type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race <input type="checkbox"/> Medicare # <input type="checkbox"/> Name <input type="checkbox"/> SSN <input type="checkbox"/> Patient ID <input type="checkbox"/> Birthweight (NICU only)
Monthly Reporting Plan	<input checked="" type="checkbox"/> 
Data Analysis	<input checked="" type="checkbox"/> 
Facility Information	<input checked="" type="checkbox"/> 

- ❑ Checked box indicates the relevant piece of data is being requested by the Group
- ❑ The  icon indicates areas of the data rights template that have changed (Group either is requesting new data or removing request for data)

Group Data Rights Template - Basics

Infections and other Events (Not specific to MDRO/CDI)						
Includes Applicable Denominators and "No Events" Indicators						
Plan	Month	Year	Month	Year	Event	
In	January	2015	To		BSI - Bloodstream Infection (CLA)	
	Location type: CC		Location: (ALL)		Other Location Requirements:	Your Locations All selected
In	January	2015	To		BSI - Bloodstream Infection (CLA)	
	Location type: CC_N		Location: (ALL)		Other Location Requirements:	Your Locations All selected
In	January	2013	To		BSI - Bloodstream Infection (CLA)	
	Location type: WARD		Location: Medical Ward		Other Location Requirements:	Your Locations All selected
In	January	2013	To		BSI - Bloodstream Infection (CLA)	
	Location type: WARD		Location: Surgical Ward		Other Location Requirements:	Your Locations All selected
In	January	2013	To		BSI - Bloodstream Infection (CLA)	
	Location type: WARD		Location: Medical/Surgical Ward		Other Location Requirements:	Your Locations No locations meet criteria

- ❑ For events and denominators, the Group specifies criteria for plan status, time period, and event or denominator type
- ❑ Red 'No locations meet criteria' message means the facility has no mapped locations for the specific location that is requested

Group Data Rights Template – Basics

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
In	January	2011	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: CC	Location: (ALL)			Other Location Requirements: Share CLABSI data from all ICUs.	Your Locations 41 selected
In	January	2012	To		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
	Location type: CC	Location: (ALL)			Other Location Requirements: Share CAUTI data from all ICUs.	Your Locations 4 selected
In	January	2012	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: COLO - Colon surgery				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	<input type="checkbox"/>
In	January	2011	To		BSI - Bloodstream Infection	<input type="checkbox"/>
	Location type: CC_N	Location: (ALL)			Other Location Requirements: Share CLABSI data from all neonatal ICUs.	All selected
In	January	2012	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: HYST - Abdominal hysterectomy				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	<input type="checkbox"/>

- ❑ The facility has the option to check the **N/A** box to the far right of each line item to exclude that item from being shared
- ❑ The facility can use 'Your Locations' drop-down boxes on the template to include or exclude specific locations
- ❑ The rest of the screen is not editable

Joining a Group – Group Data Rights

January 2016 To FACWIDE 24-Hour Observation Area All selected

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type:
LABIDBld - Laboratory-identified MDRO Event - Blood Specimen Only

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations
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Accept Back

- ❑ At the bottom of the screen, facility must select one of two buttons:
 - ❑ **Accept** button accepts template of rights and shares data with Group
 - ❑ **Back** button does not accept the template of rights – Group will not have access to any facility data

Group Data Rights – More Training

The screenshot shows the NHSN web application interface. At the top left is the CDC logo and the text "Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™". Below this is the "NHSN - National Healthcare Safety Network" header. A left-hand navigation menu includes links for NHSN Home, Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled "Confer Rights - Patient Safety" and contains a warning message: "Please review the data rights that 'LB Test Group' is requesting from your facility: - Verify locations - Press 'accept' button to confer rights or review current rights before accepting new rights". Below the message is a "General" section with "View Options" for Patient data, including radio buttons for "With All Identifiers", "Without Any Identifiers" (selected), and "With Specified Identifiers". Under "With Specified Identifiers", there are checkboxes for Gender, DOB, Ethnicity, Race, Medicare #, Name, SSN, Patient ID, and Birthweight (NICU only). Below these are checkboxes for "Monthly Reporting Plan", "Data Analysis", and "Facility Information", all of which are checked. A "Surveys" section includes a table with columns for "Year" and "Survey Type", showing a row for the year 2010 and "Survey Type (All)". A note states: "Note: only complete survey data are shared with groups." At the bottom is a section for "Infections and other Events (Not specific to MDRO/CDI)" with a sub-note: "Includes Applicable Denominators and 'No Events' Indicators". Below this is a table with columns for "Plan", "Month", "Year", "Month", "Year", and "Event".


Please refer to the [Guide to Setting Up the Confer Rights Template](#) on the NHSN web site for more detailed information and instructions


After Joining a Group and Accepting Rights

The screenshot displays the NHSN interface. At the top left is the CDC logo and text: "Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo and text: "National Healthcare Safety Network". Below the logos is a navigation bar with "NHSN - National Healthcare Safety Network" on the left and a user profile for "LBARGEN" at "11th SOW Test Facility B" on the right. A left-hand navigation menu includes: NHSN Home, Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled "Memberships" and features a green checkmark icon followed by the message: "Conferred Rights saved successfully for group LB Test Group (44783)". Below this is a section titled "Groups that have access to this facility's data" containing a list with two entries: "LB Test Group (44783)" and "Test Group for HAI (39894)". To the right of the list are two buttons: "Confer Rights" and "Leave Group(s)". Below the list is a section titled "Enter ID and Password for this facility to join a new group" with input fields for "Group ID:" and "Group Joining Password:", and a "Join Group" button. At the bottom of this section is a "Back" button.


- ❑ When the template is accepted, data sharing is complete
- ❑ Group will be added to the list of Groups the facility belongs to on the Memberships Screen

Group Data Rights – Updated Template

 Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

 NHSN
National Healthcare Safety Network


NHSN - National Healthcare Safety Network

 LBARGEN
11th SOW Test Facility A

NHSN Home

- Alerts
- Reporting Plan >
- Patient >
- Event >
- Procedure >
- Summary Data >
- Import/Export

Confer Rights Not Accepted List

 Define rights have been changed affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.

Name	Group ID	Status	Status Date
LB Test Group	44783	Not Accepted	Jan 19 2017 9:02AM

- ❑ If a Group makes changes to the data rights they are requesting, the facility is notified immediately upon logging in to NHSN
- ❑ Facility can click on link under Group Name to view the updated data rights request and accept updated template or leave Group

Group Options – the Memberships Screen

The screenshot displays the NHSN Memberships screen. At the top left is the CDC logo and text: "Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™". At the top right is the NHSN logo and text: "National Healthcare Safety Network". Below the logos is a navigation bar with "NHSN - National Healthcare Safety Network" on the left and a user profile "LBARGEN 11th SOW Test Facility A" on the right. A left sidebar contains a menu with items: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The "Group" item is highlighted, and a dropdown menu is open, showing options: Confer Rights, Join, Leave, and Nominate. The main content area is titled "Memberships" and contains a section "Groups that have access to this facility's data" with a table of groups and buttons to manage them. The table lists: 11th SOW Test Group (40938), LB Test Group (44783), Test Group for HAI (39894), Test Super Group (sgrp:41225), and Test Super Group 2 (sgrp:44302). Next to each group name are buttons for "Confer Rights" and "Leave Group(s)". Below the table is a section "Enter ID and Password for this facility to join a new group" with input fields for "Group ID:" and "Group Joining Password:", and a "Join Group" button. A "Back" button is located at the bottom of the main content area.

Groups that have access to this facility's data

11th SOW Test Group (40938)	Confer Rights
LB Test Group (44783)	Leave Group(s)
Test Group for HAI (39894)	
Test Super Group (sgrp:41225)	
Test Super Group 2 (sgrp:44302)	

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

Group ID:

Group Joining Password:

Group dropdown menu:

- Confer Rights
- Join
- Leave
- Nominate

- ❑ Facility can update locations being shared with Group using the **Confer Rights** button
- ❑ Facility can leave the Group and stop all data sharing using the **Leave Group** button

Summary

- ❑ Facilities can share data with other entities using the Group function
- ❑ Facilities join a Group using the Group's 5 digit NHSN ID number and joining password
- ❑ Facilities must accept a template of requested data rights from the Group before any data is shared
- ❑ The data rights template is not editable by the facility, with the exception of locations for certain event or denominator types
- ❑ Facilities are notified when data requested by a Group changes

NHSN Help Desk – nhsn@cdc.gov

NHSN Home Page – <https://www.cdc.gov/nhsn>

