

National Healthcare Safety Network (NHSN) HAI National Coordinating Center (NCC) Group

Joining the Group and Conferring Rights

This document provides instructions for joining the HAI National Coordinating Center (NCC) user group in NHSN for the 11th SOW. Facilities participating in the 11th SOW should expect to join a similar group for their local Quality Improvement Network (QIN) QIO.

The Centers for Disease Control and Prevention (CDC) does not send NHSN data to the NCC or to the QIN QIOs. These organizations must obtain data directly from hospitals by creating groups in NHSN, by which hospitals confer rights to the groups to view certain hospital data. The NCC and QIN QIOs can then analyze these data to measure improvement and help reduce the incidence of healthcare-acquired conditions to meet national and local priorities.

The following steps provide instructions on how to join the NCC Group under the patient safety component in NHSN and include screenshots from the group's rights template.

If you have any concerns about items being requested by the group, please contact your local QIN QIO.

Step 1

Confirm Administrative Privileges

The screenshot shows the NHSN Patient Safety Component Home Page. The top navigation bar includes the CDC logo and the text 'Department of Health and Human Services Centers for Disease Control and Prevention'. Below this, the NHSN logo and 'NHSN - National Healthcare Safety Network' are visible. The main content area is titled 'NHSN Patient Safety Component Home Page' and contains a message: 'Use the Navigation bar on the left to access the features of the application.' Below this message is a box labeled 'Action items' which states 'You have no action items.' At the bottom of the page, there is a confidentiality assurance and a link to 'Get Adobe Acrobat Reader for PDF files'.

Note that only administrator-level users can join and confer rights to groups on behalf of their facilities. You can confirm your user privileges by noting the options available in the left navigation bar. Administrative-level users will see the GROUP menu and its sub-options.

Step 2 Joining the HAI National Coordinating Center (NCC) Group

The screenshot shows the NHSN (National Healthcare Safety Network) interface. At the top, the CDC logo and text "Department of Health and Human Services, Centers for Disease Control and Prevention" are visible. Below this, the NHSN logo and "NHSN - National Healthcare Safety Network" are displayed. A user login message indicates the user is logged in as MASHLEY. The left sidebar contains a navigation menu with options: Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. Under the "Group" section, "Confer Rights", "Join", "Leave", and "Nominate" are listed, with "Join" highlighted in red. The main content area is titled "Memberships" and shows "Groups that have access to this facility's data". There are two buttons: "Confer Rights" and "Leave Group(s)", both with "HELP" links. A red box highlights a form titled "Enter ID and Password for this facility to join a new group". This form contains two input fields: "Group ID:" and "Group Joining Password:", followed by a "Join Group" button with a "HELP" link. A "Back" button is located below the form.

Navigate to Group > Join, and there you will have the opportunity to enter the NCC group's ID and joining password. The current credentials are below. Note that the password is case sensitive:

ID: 38648

Password: DMAIC

Click JOIN GROUP. If you receive the message that you have "entered the wrong group joining password," double-check the group ID and try reentering the password carefully. If the problem persists, contact your local QIN QIO for assistance.

Step 3 Review the Group Function Disclaimer

The screenshot shows the NHSN (National Healthcare Safety Network) interface. At the top left is the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". Below this is the NHSN logo and the text "NHSN - National Healthcare Safety Network". A user is logged in as "MASHLEY" for "QIN Q10s (ID 38920)".

The main content area is titled "Memberships" and contains a section for "Groups that have access to". Below this, there is a form to "Enter ID and Password for t" with fields for "Group ID:" and "Group Joining Password:". A "JOIN GROUP" button is visible.

A "Warning" pop-up window is overlaid on the page. The warning text reads: "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." The pop-up has "OK" and "Cancel" buttons at the bottom.

Once you've correctly entered the group ID and joining password and clicked JOIN GROUP, you will be presented with a warning message pop-up. Please read this message carefully and click OK.

Step 4

The HAI National Coordinating Center (NCC) Rights Template: General Items

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

NHSN - National Healthcare Safety Network

Logged into NHSN Test for QIN Q10a (ID 38920) as MASHLEY.
Facility NHSN Test for QIN Q10a (ID 38920) is following the PS component.

NHSN Home | My Info | Contact us | Help | Log Out

Confer Rights-Patient Safety

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

[HELP](#)

Patient Safety

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

Once you've joined the group and confirmed the disclaimer, you will be automatically presented with the rights conferral template for the NCC Group.

The icon indicates areas of the data rights template that are new to you (or, for later use, items that have been modified by the group).

The first area for your review is labeled "General" and pertains to basic data the group is requesting access to:

- **Patient Identifiers:** The NCC Group is not requesting access to any patient identifiers at this time.
- **Monthly Reporting Plan & Data Analysis:** These two items are necessary in order for the group to analyze your facility's data using NHSN reports.
- **Facility Information:** This item includes your facility's name and contact information. Without it, the group cannot identify your facility.

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

Step 5 The HAI National Coordinating Center (NCC) Rights Template: *Surveys*

Surveys ▲			
Year	Year	Survey Type	N/A
▲ 2013	To	Hospital Survey Data	<input type="checkbox"/>
Note: only complete survey data are shared with groups.			

The next section covers data from your facility's NHSN Annual Hospital Surveys. These data underpin several risk adjustment calculations in analysis reports and provide the group with facility demographic information.

The NCC Group is currently requesting access to Hospital Survey Data beginning in 2013 (as would have been entered into NHSN at the start of 2014).

Step 6 The HAI National Coordinating Center (NCC) Rights Template: *Infections and other Events*

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	2014	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements:	Your Locations All selected
▲ In	January	2014	To		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements:	Your Locations All selected
▲ In	January	2014	To		VAE - Ventilator-Associated Event	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements:	Your Locations All selected

This section covers infections and other events, including device-associated infections (numerator) and the corresponding summary data records (denominator).


The NCC Group is requesting access to central-line-associated blood stream infection (**CLABSI**) data, catheter-associated urinary tract infection (**CAUTI**) data, and ventilator-associated events (**VAE**) data. The group's request only covers in-plan records from January 2014 onward.

Antimicrobial Use and Resistance									
Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A

The NCC Group is not requesting access to Antimicrobial Use and Resistance data.

Step 7

The HAI National Coordinating Center (NCC) Rights Template: MDRO/CDI Events

MDRO/CDI Events 

Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A	
In	January	2014	To		FACWIDE	FacWIDEin		No locations meet criteria	<input type="checkbox"/>	
					Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE		Event Type: LABID - Laboratory-identified MDRO or CDI Event			
In	January	2015	To		(ALL)	Emergency Departmen		All selected	<input type="checkbox"/>	
					Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE		Event Type: LABID - Laboratory-identified MDRO or CDI Event			
In	January	2015	To		(ALL)	Pediatric Emergency Department		All selected	<input type="checkbox"/>	
					Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE		Event Type: LABID - Laboratory-identified MDRO or CDI Event			
In	January	2015	To		(ALL)	24-Hour Observation Area		All selected	<input type="checkbox"/>	
					Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE		Event Type: LABID - Laboratory-identified MDRO or CDI Event			

The final section of the template covers data for multi-drug-resistant organisms (MDRO) and *C. difficile* (CDI).

The NCC Group is requesting access to **CDI** laboratory-identified events and summary data for all facility-wide inpatient locations (FACWIDEIN). As of January 2015, NHSN protocols automatically add emergency department (ED) and observation area (OBS) locations whenever FACWIDEIN rights are conferred. Thus, included in the NCC Group's request are items for ED, Pediatric ED, and OBS locations.

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
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The NCC Group is not requesting access to Process & Outcome Measures data.

Step 8 Accepting the Template

MSSA - MSSA
 VRE - VRE

In January 2015 To (ALL) Pediatric Emergency Department 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:
LABID - Laboratory-identified MDRO or CDI Event

In January 2015 To (ALL) 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:
LABID - Laboratory-identified MDRO or CDI Event

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
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Once you have reviewed the template, navigate to the bottom of the page and click the ACCEPT button. The NCC Group can then view and analyze the data covered above.

If you have any concerns about items being requested on the rights template, please contact your local QIN QIO before accepting.