

Joining a Group and Conferring Rights for Facilities Sharing Dialysis Event Data



Objectives

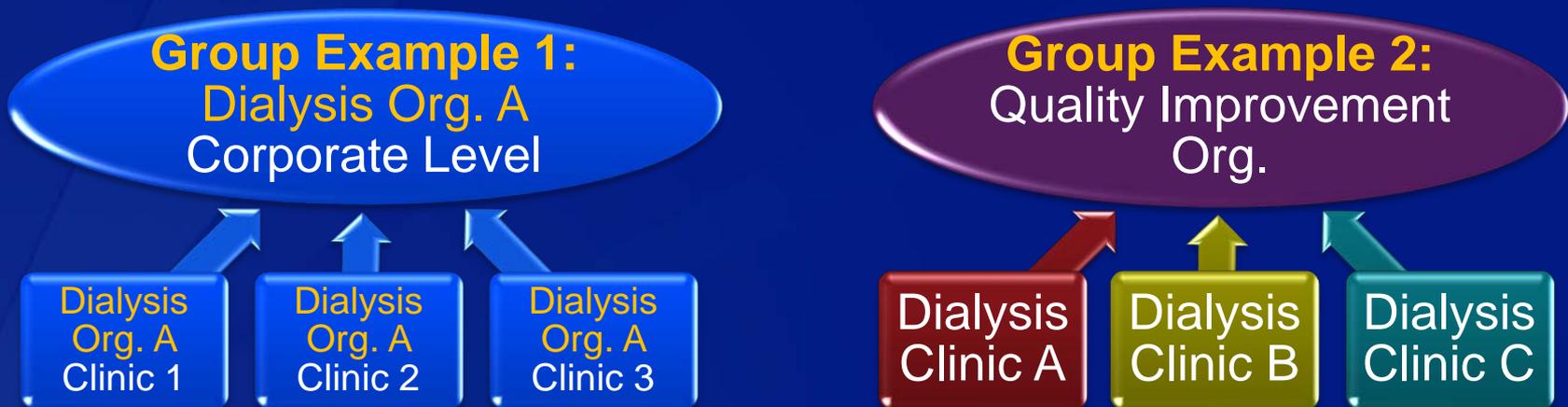
- ❑ Describe the Group function in NHSN
- ❑ Outline the steps for joining a group in NHSN
- ❑ Introduce the basics of the Confer Rights screen for the Patient Safety component
- ❑ Introduce the Confer Rights options relevant to Outpatient Hemodialysis Clinic locations that participate in Dialysis Event surveillance

The Group Function

- ❑ **NHSN data are shared through the Group function**
- ❑ **Any entity can maintain a group in NHSN**
 - State health departments, corporate dialysis chains, ESRD networks, etc.
- ❑ **NHSN facilities choose whether to join a group and then agree to share specified data with the Group by conferring rights to those data**
- ❑ **A facility that joins a group does not have access to data from other facilities in the group**
- ❑ **Facilities may join multiple groups**

Common Groups for Dialysis Settings

1. **Affiliated facilities (e.g., satellite clinics) share data with their overarching organization**
2. **Unaffiliated facilities share data for a specific purpose (e.g., quality improvement, mandated reporting)**



Note the direction of data sharing is from facility to Group only, not between facilities

Overview of Steps to Join

- 1. Facility Administrator receives Group ID and password for the group**
- 2. Facility Administrator logs in to NHSN and uses the Group ID and password to join**
- 3. Facility Administrator reviews the Confer Rights screen to determine which data will be shared with the group**
- 4. If the Facility Administrator agrees to share these data, he or she clicks the “Accept” button at the bottom of the Confer Rights screen**

What Facilities Need to Join, Step 1

- ❑ **Groups in NHSN have a 5-digit Group ID and are protected with a “Group Joining Password” set by the Group Administrator**
 - Password is case sensitive

- ❑ **A Group should provide facilities that would like to join with:**
 - The group’s 5-digit NHSN ID
 - The Group Joining Password
 - Information about what data the facility will be asked to share with the group

Joining a Group, Step 2



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Group

▢ Confer Rights

▢ Join

▢ Leave

▢ Nominate

Log Out

Groups that I

Enter ID and

Group Joining

- ❑ The decision to join a group is made by a facility administrator
- ❑ The Facility Administrator (or other user with administrative rights) chooses “Group,” then chooses “Join” from the NHSN navigation bar

Joining a Group, Step 2

- ❑ Enter the Group ID and Group Joining Password
- ❑ Click the “Join Group” button to join the Group



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Memberships

Groups that have access to this facility's data

Confer Rights [HELP](#)

Leave Group(s) [HELP](#)

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

Group ID:

Group Joining Password:

Join Group [HELP](#)

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Joining a Group, Step 2

- ❑ A message will be displayed – read it, then click “OK” to proceed with joining the group



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Log Out

Logged into Dialysis Test Facility 1 (ID 10001) as VET2.
Facility Dialysis Test Facility 1 (ID 10001) is following the PS component.

Memberships

Groups that have access to this facility's data

Message from webpage



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.

OK

Cancel

Group ID:

Group Joining Password:

Join
Group

HELP

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Joining a Group, Step 3

- ❑ After acknowledging the message and clicking “OK,” the facility has officially joined the group
 - Confirmation message appears at the top of the screen
- ❑ At this point, the facility is now on the Confer Rights-Patient Safety screen, which lists the data that will be shared with the group



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Confer Rights-Patient Safety

- ✓ Facility 'Dialysis Test Facility 1' has successfully joined group 'Dialysis Collaborative Example'. You should now confer rights to that group.

Please review the data rights that "Dialysis Collaborative Example" is requesting from your facility:

Symbols on the Confer Rights Screen, Step 3

- ❑ Each **X** indicates which data the group is requesting are shared by the facility
- ❑ The Alert icon  indicates which data have changed (i.e., the group is either requesting new data or removing a request for data)

General	
	View Options
Patient	<input checked="" type="checkbox"/> With All Identifiers  <input type="checkbox"/> Without Any Identifiers <input type="checkbox"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race
Monthly Reporting Plan	<input checked="" type="checkbox"/> 
Data Analysis	<input checked="" type="checkbox"/> 
Facility Information	<input checked="" type="checkbox"/> 

How to Confer Rights, Step 4

- **At the bottom of the screen, the Facility Administrator must select one of two buttons:**
 - “Accept” button confers rights to share the specified data with group
 - “Back” button does not confer rights to data – the group will not have access to any facility data

Process Measures:	Organism	AST Process & Outcome Measures			AST
		ASTAdm	AST D/T	AST Incidence	
<input checked="" type="checkbox"/> Hand Hygiene Gown and Gloves	MRSA VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accept Back

Confirmation that Rights are Conferred, Step 4



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Memberships

Conferral Rights saved successfully for group Dialysis Collaborative Example (10691).

Groups that have access to this facility's data

Dialysis Collaborative Example (10691)
--

[?HELP](#)

[?HELP](#)

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

Group ID:

Group Joining Password:

[?HELP](#)

- When the template is accepted, data sharing is complete and a confirmation message displays

Changes to Confer Rights After Joining

- ❑ If a group changes which data they want the facility to share, member facilities are notified after logging in to NHSN
- ❑ Click the group name to view the updates and either accept the updated Confer Rights screen or leave the group



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Confer Rights Not Accepted List

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

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Displaying 1 - 1 of 1

Group Name	Group ID	Status	Status Date
Dialysis Collaborative Example	10691	Not Accepted	Oct 11 2011 1:06PM

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Displaying 1 - 1 of 1

Leaving a Group

- Facilities can use the Memberships screen to leave a group at any time; select the group to which you want to leave and click the “Leave Group(s)” button



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Memberships

Groups that have access to this facility's data

Dialysis Collaborative Example (10691)

Confer
Rights

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Leave
Group(s)

HELP

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

Group ID:

View all Group Memberships

- All groups of which the facility is a member are listed on the Memberships screen



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Memberships

Groups that have access to this facility's data

Dialysis Collaborative Example (10691)
State Health Dept Group Example (10363)
ESRD Network Group Example (10666)

[Confer Rights](#) [HELP](#)

[Leave Group\(s\)](#) [HELP](#)

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

Group ID:

Group Joining Password:

[Join Group](#) [HELP](#)

DETAILS OF THE CONFER RIGHTS SCREEN FOR DIALYSIS

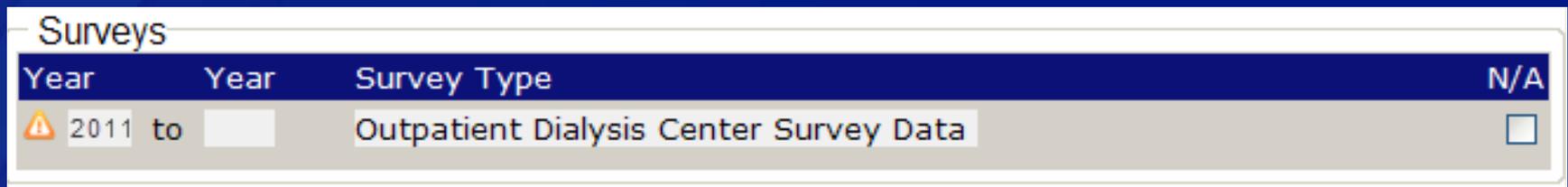
Confer Rights Screen – Time Periods

- ❑ If no time period is specified, the group will have access to all reported data, both retrospectively and indefinitely into the future



The screenshot shows a window titled "Surveys" with a table header containing "Year", "Year", "Survey Type", and "N/A". Below the header, there is a form row with a warning icon (a triangle with an exclamation mark) on the left. The form contains two empty text boxes separated by the word "to". Two red arrows point to these empty text boxes. To the right of the form is an unchecked checkbox.

- ❑ None, one, or both date fields may be specified
 - In the example below, all surveys from 2011 forward will be shared



The screenshot shows a window titled "Surveys" with a table header containing "Year", "Year", "Survey Type", and "N/A". Below the header, there is a form row with a warning icon (a triangle with an exclamation mark) on the left. The form contains the text "2011" in the first text box, followed by the word "to" and an empty text box. The "Survey Type" field contains the text "Outpatient Dialysis Center Survey Data". To the right of the form is an unchecked checkbox.

Confer Rights Screen – Locations

- All applicable locations will automatically be selected under “Your Locations”

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

Plan	Month	Year	Month	Year	Event	N/A
 (All)			to			DE - Dialysis Event <input type="checkbox"/>
Location type:	Location:		Other Location Requirements:		Your Locations:	
CLINIC	Outpatient Hemodialysis Clinic				OPDIALYSIS - DIALYSIS ↓	



- If necessary, deselect any locations for which data should not be shared

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

Plan	Month	Year	Month	Year	Event	N/A
 (All)			to			DE - Dialysis Event <input type="checkbox"/>
Location type:	Location:		Other Location Requirements:		Your Locations:	
CLINIC	Outpatient Hemodialysis Clinic				OPDIALYSIS - DIALYSIS ↑	
						<input checked="" type="checkbox"/> OPDIALYSIS - DIALYSIS
						<input type="checkbox"/> [INACTIVE] 10001 - OLD DIALYSIS

Confer Rights Screen – N/A option

- ❑ You can also check the “N/A” (not applicable) box to prevent sharing data

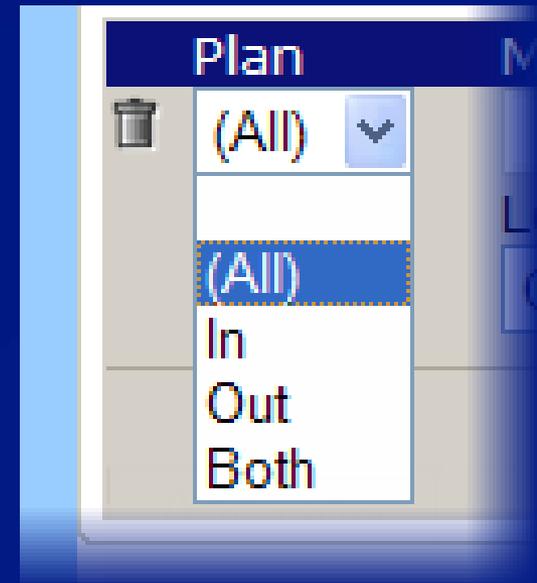
Infections and other Events (Not specific to MDRO/CDI) ⚠

Plan	Month	Year	Month	Year	Event	N/A
⚠ (All)			to		DE - Dialysis Event	<input checked="" type="checkbox"/>
Location type:		Location:		Other Location Requirements:	Your Locations:	
CLINIC		Outpatient Hemodialysis Clinic				



In-Plan vs. Out-of-Plan Data Reporting

- ❑ Groups can request that facilities share data that are reported in-plan, out-of-plan, or both
- ❑ This means that the dialysis events and denominator data to be shared depends on whether the facility has checked “DE” on the Monthly Reporting Plan



In-Plan vs. Out-of-Plan Data Reporting



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1. Dialysis data reported for October are in-plan because “DE” is checked

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View Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: Dialysis Test Facility 2 (10055)
Month*: October
Year*: 2011

Device-Associated Module [HELP](#)

Locations: CLA BSI DE VAP CAUTI CLIP

OPDIALYSIS - OUTPATIENT DIALYSIS

dialysis data are "in-plan" this month



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2. Dialysis data reported for November are out-of-plan because “DE” is not checked

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View Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: Dialysis Test Facility 2 (10055)
Month*: November
Year*: 2011

No NHSN Patient Safety Modules Followed this Month

Sharing General Information Confer Rights Screen

- ❑ In the **General** section, the group can request that data include all, some, or no patient identifiers
- ❑ The group can request that the facility shares its **Monthly Reporting Plans**
- ❑ The “**Data Analysis**” box allows the group to analyze the facility’s data within NHSN

The screenshot shows the NHSN Confer Rights screen. At the top, there are two tabs: "Patient Safety" and "Healthcare Personnel Safety". Below the tabs is a "General" section. A "View Options" header is present. The "Patient" section has three radio button options: "With All Identifiers", "Without Any Identifiers", and "With Specified Identifiers". The "With Specified Identifiers" option is selected, and it has four checkboxes: "Gender", "DOB", "Ethnicity", and "Race". The "Monthly Reporting Plan", "Data Analysis", and "Facility Information" sections each have a checkbox.

Section	Options
Patient	<input type="radio"/> With All Identifiers <input type="radio"/> Without Any Identifiers <input checked="" type="radio"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race
Monthly Reporting Plan	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>
Facility Information	<input type="checkbox"/>

Sharing General Data Confer Rights Screen

- ❑ If the “Facility Information” box is checked, the group will have access to a facility’s name and contact information
- ❑ If this box is not checked, facilities will be anonymous members of the group

The screenshot shows a web interface with two tabs: "Patient Safety" and "Healthcare Personnel Safety". Under the "General" section, there is a "View Options" header. Below it, there are several rows of settings:

View Options	
Patient	<input type="radio"/> With All Identifiers <input 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
Monthly Reporting Plan	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>
Facility Information	<input type="checkbox"/>

The "Facility Information" row is highlighted with a red rectangular border.

Sharing Dialysis Surveys Confer Rights Screen

- ❑ The “Surveys” section allows groups to request that annual dialysis surveys are shared

Surveys			
Year	Year	Survey Type	N/A
 <input type="text"/>	to <input type="text"/>	Outpatient Dialysis Center Survey Data	<input type="checkbox"/>

Sharing Dialysis Events Confer Rights Screen

- ❑ The “Infections and Other Events” section is used to share dialysis events
 - These data may be shared either in-plan, out-of-plan, or both

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

Plan	Month	Year	Month	Year	Event	N/A
⚠ (All)			to		DE - Dialysis Event	<input type="checkbox"/>
Location type:		Location:		Other Location Requirements:		Your Locations:
CLINIC		Outpatient Hemodialysis Clinic				OPDIALYSIS - DIALYSIS ↓

Sharing Dialysis Denominators Confer Rights Screen

- Dialysis denominator data (monthly dialysis patient census information) are shared under the “Summary Data for Events” section
 - The “Denominator Data for Events” section beneath it is used for procedure data, not dialysis, so it will likely be left blank
 - These data may also be shared either in- or out-of-plan, or both

Summary Data for Events 

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
 (All)			to		CLINIC	Outpatient Hemodialysis Clinic		OPDIALYSIS - DIALYSIS ↓	<input type="checkbox"/>

Denominator Data for Events

Plan	Month	Year	Month	Year	Procedure	Setting	N/A

Sharing Process & Outcome Measures Confer Rights Screen

- ❑ Some dialysis facilities may use NHSN to report hand hygiene and/or gown and glove observations
- ❑ These data can be shared under the “MDRO/CDI Process & Outcome Measures” section

MDRO/CDI Process & Outcome Measures 

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
 (All)			to		CLINIC	(ALL)		OPDIALYSIS - DIALYSIS 	<input type="checkbox"/>
Process Measures:					Organism	AST Process & Outcome Measures			
<input checked="" type="checkbox"/> Hand Hygiene						ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input checked="" type="checkbox"/> Gown and Gloves					MRSA				
					VRE				

Summary

- ❑ **Facilities can share data with entities outside of CDC using the Group function**
- ❑ **In order for a Facility Administrator to join a group, the group must provide their 5-digit NHSN Group ID and Group Joining Password**
- ❑ **The Facility Administrator should review the Confer Rights screen to see which data will be shared with the group, then either accept the Confer Rights screen to share data or choose to leave the group**

Questions?

Email the NHSN Helpdesk at nhsn@cdc.gov

Dialysis Event Homepage

http://www.cdc.gov/nhsn/psc_da_de.html

More Group Guides

<http://www.cdc.gov/nhsn/group/group-user-enroll.html>

For more information please contact Centers for Disease Control and Prevention

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The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.