



Data Sharing in NHSN: Creating a Group

July 2017

Objectives

- ❑ Describe the Group function in NHSN
- ❑ Outline the steps in creating a Group
- ❑ Introduce the template of defined rights that Group creates for data sharing



What are NHSN Groups?

A Group is a collection of facilities that have joined together within the NHSN framework to share some or all of their data at a single (Group) level for a mutual purpose (e.g., performance improvement, state and/or public reporting).



The Group Function

- ❑ Only healthcare facilities can enter data into NHSN
- ❑ Facilities can share their data with other entities via NHSN's Group function
- ❑ Any entity can maintain a Group in NHSN (state health departments, hospital systems, quality improvement organizations, etc.)
- ❑ Facilities join and provide access to data requested by Group within the NHSN application

The Group Function

- ❑ Group users can view and analyze data they are given access to from all facilities at once or for each individual facility in the Group
- ❑ A facility that joins a Group does not have access to any data from other facilities in the Group
- ❑ Facilities may join multiple Groups

Steps to Creating a Group in NHSN

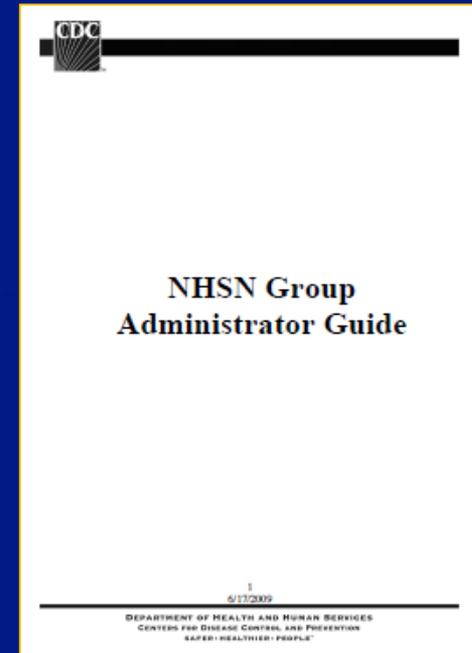
1. The Group identifies a Group Administrator, who completes required reading
2. The Group Administrator reaches out to a NHSN facility and asks them to nominate the Group
3. The Group Administrator completes SAMS (secure access management services) registration after the Group is nominated
4. The Group Administrator adds additional users to the Group and sets a joining password
5. The Group Administrator creates a template of data rights that will be accepted by Group members
6. The Group Administrator provides the Group ID and joining password to Group members
7. Facilities join the Group and accept the data rights template to share requested data with the Group

Step 1 – Identify Group Administrator

- ❑ The Group Administrator should be the person who will work regularly with the Group's member facilities.
- ❑ Only *one* person can be made the Group Administrator, but other users can be given administrative rights in the Group.
- ❑ The person who serves as Group Administrator can be reassigned within NHSN when needed.

Group Administrator Reading

- ❑ The Group Administrator should read the **NHSN Group Administrator Guide**, review the appropriate NHSN component manual, and view the Group training slidesets on the NHSN website
- ❑ Group Administrator Guide and manuals are available at <https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf>



Step 2 – Nominating the Group

- ❑ The Group Administrator must identify a facility currently participating in NHSN to nominate the Group
- ❑ The facility logs in to NHSN and selects the Group>Nominate tabs in the NHSN navigation bar to reach the Nominate Group screen
- ❑ Group Administrator will need to provide the facility with the Group's name, Group type, and the Group Administrator's contact information
- ❑ Only **ONE** facility should nominate the Group!
- ❑ The facility that nominates the Group does not automatically become a member

Step 2 – Nominating the Group

NHSN - National Healthcare Safety Network LBARGEN
11th SOW Test Facility C

NHSN Home

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

Nominate Group

Note: This form should be used for nominating organizations that serve as groups. If the proposed administrator for the group is already a user in the NHSN system, check the **Use Existing NHSN User** option below. For that case you will be prompted to enter the unique e-mail address of that person.

If the proposed administrator does not already exist, check the **Create New NHSN User** option. For that case you will be prompted to provide a User ID for that user along with the persons name, email address, and phone number.

Enter group data

Mandatory fields marked with *

Group Name *:

Type of Group *:

If group type is **Other**, enter type here:

Group Administrator Information *

Use existing NHSN user Create new NHSN user

If you select **Use existing NHSN user**, enter the e-mail address of the user who will be the administrator of this group, and then hit the **Submit** button. The new group administrator will be notified when the group is created, and will supply potential member facilities with the information necessary to join the group including the joining password.

If you select **Create new NHSN user**, enter the User ID, first name, last name, email address, and phone number of the user who will be the administrator of this group, and then hit the **Submit** button. The new group administrator will be notified when the group is created, and will supply potential member facilities with the information necessary to join the group including the joining password.

Administrator User ID *: Up to 32 letters and/or numbers, no spaces or special characters

Group menu:

- Confer Rights
- Join
- Leave
- Nominate**

- ❑ Facility must specify whether Group Administrator is a current or new NHSN user

Step 2 – Nominating the Group

Enter group data

Mandatory fields marked with *

Group Name *:

Type of Group *: HCSP - Healthcare system, Private, for profit

If group type is **Other**, enter type here:

Group Administrator Information *

Use existing NHSN user Create new NHSN user

Note: To specify a new user as the administrator of this group, enter that persons name, email address, and phone number, and then hit the **Submit** button. The new group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

Create new NHSN user

Administrator User ID *: Up to 32 letters and/or numbers, no spaces or special characters

First Name *:

Last Name *:

Middle Name:

Title:

Address, line 1 *:

Address, line 2:

Address, line 3:

City *:

State *:

Zip Code *: -

Phone *:

Ext:

Fax:

Pager Number:

E-mail *:

- ❑ Facility will complete this screen if the Group Administrator is a new NHSN user

Step 2 – Nominating the Group

Enter group data

Mandatory fields marked with *

Group Name *:

Type of Group *: HCSP - Healthcare system, Private, for profit

If group type is **Other**, enter type here:

Group Administrator Information *

Use existing NHSN user Create new NHSN user

Note: To nominate an existing NHSN user as the administrator of this new group, you must specify the e-mail address of that person.

Once the e-mail address has been typed in, select the "Verify User" button below.
Then verify that the information retrieved below is correct before proceeding.

The new group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

Use existing NHSN user

E-mail *:

First name:

Middle name:

Last name:

Click to verify the e-mail address provided above (recommended before proceeding).

- ❑ Facility will complete this screen if the Group Administrator is an existing NHSN user
- ❑ The email address entered on this screen must be the same as the email address in the Group Administrator's SAMS account (check with **Verify User** button)

Step 3 – Obtain SAMS Access

- ❑ After the nomination screen is submitted in NHSN, the Group Administrator will receive an email containing the Group's 5-digit NHSN ID number
- ❑ The email will also contain a link the Group Administrator can use to register with CDC's Secure Access Management Services (SAMS)
- ❑ NHSN users with current SAMS access do not need to register a second time
- ❑ Review instructions in the **NHSN Group Administrator Guide** for more information on SAMS registration

Step 3 – Obtain SAMS Access

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

NHSN
National Healthcare Safety Network

NHSN - National Healthcare Safety Network

LBARGEN
Test Group for HAI

NHSN Home

- Reporting Plan
- Event
- Procedure
- Summary Data
- Surveys
- Analysis
- Users
- Group
- Logout

NHSN Patient Safety Component Home Page

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

[Get Adobe Acrobat Reader for PDF files](#)

- ❑ Once SAMS access is acquired, the Group Administrator will have access to the Group in NHSN

Step 4 – Add Additional Group Users

NHSN Home

Alerts

Reporting Plan >

Patient >

Event >

Procedure >

Summary Data >

Import/Export

Surveys >

Analysis >

Users > Add

Facility > Find

Group >

Logout

Add User

Mandatory fields marked with *

User ID *: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name *:

Middle Name:

Last Name *:

Title:

User Active: Y - Yes ▼

User Type:

Member *: Extension:

Fax Number:

E-mail Address *:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County: ▼

Zip Code: Zip Code Ext.:

Home Phone Number: Home Extension:

Beeper:

Save Back

- ❑ The Group Administrator can add other staff members at the Group level as NHSN users by selecting **Users>Add** from the navigation bar
- ❑ **Note:** Group Administrator creates the User ID* (ex. JSMITH)

Step 4 – Assign User Rights

 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 ▶**
 - Add
 - Find
- Facility ▶
- Group ▶
- Logout

Edit User Rights

User ID: **LEA (ID 115521)**

Facility List:

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Advanced

- ❑ Assign and save rights based on the access you want the user to have
- ❑ Customizing rights is not recommended for most users
- ❑ Users will not be able to access NHSN without having assigned rights

Step 4 – Set Group Joining Password

- ❑ Groups in NHSN are protected with a joining password
- ❑ The joining password is shared with facilities that will become members of the Group
- ❑ The Group Administrator sets the joining password by selecting **Group** and **Joining Password** in NHSN
- ❑ The joining password is case sensitive and special characters are not recommended
- ❑ The Group Administrator can change or reset the password at any time

Step 4 – Set Group Joining Password

The screenshot shows the NHSN (National Healthcare Safety Network) 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 a header for "NHSN - National Healthcare Safety Network". On the left is a navigation menu with items like "Reporting Plan", "Event", "Procedure", "Summary Data", "Surveys", "Analysis", "Users", "Group", and "Logout". The "Group" item is selected, and a dropdown menu is open, with "Joining Password" highlighted. The main content area is titled "Memberships" and shows a list of facilities: "11th SOW Test Facility A (40852)", "11th SOW Test Facility B (40935)", "Cobb Test IRF (44098)", and "Cobb Test Psych (44334)". A "Set joining password for this group" form is highlighted with a red box, containing two input fields for "New Password:" and a "Set Password" button. A "Back" button is also visible below the form.

- ❑ The Group Administrator enters the joining password in the boxes, then clicks the **Set Password** button to complete Group setup

Step 5 – Set Up Rights Template

The screenshot displays the NHSN (National Healthcare Safety Network) interface. At the top, the CDC logo and 'Centers for Disease Control and Prevention' are visible on the left, and the NHSN logo and 'National Healthcare Safety Network' are on the right. Below the header, the page title is 'NHSN - National Healthcare Safety Network'. The main content area is titled 'Memberships' and shows a list of facilities whose data can be accessed by the group: '11th SOW Test Facility A (40852)', '11th SOW Test Facility B (40935)', 'Cobb Test IRF (44098)', and 'Cobb Test Psych (44334)'. There is an 'Evict Member(s)' button next to the list. Below the list, there is a section for 'Set joining password for this group' with a 'New Password' field and a 'Set Password' button. A 'Back' button is also present. On the left side, there is a navigation menu with options: 'NHSN Home', 'Reporting Plan', 'Event', 'Procedure', 'Summary Data', 'Surveys', 'Analysis', 'Users', 'Group', and 'Logout'. The 'Group' menu is expanded, showing options: 'Find Facility', 'Edit Group Info', 'Joining Password', 'Evict Members', 'Send Email', 'Define Rights', and 'Rights Acceptance Report'. The 'Define Rights' option is highlighted in blue.

- ❑ The Group Administrator creates a template of data elements that member facilities will share with the Group
- ❑ Group Administrator uses **Define Rights** option to specify which facility-level data the Group is requesting access to

Step 5 – Set Up Rights Template

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 NHSN - National Healthcare Safety Network

Define Rights-Patient Safety

! Please select the rights that facilities joining "Test Group for HAI" will confer

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 To Year Survey Type

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

To

- ❑ Please refer to the Guide to Setting Up the Confer Rights Template for more information https://www.cdc.gov/nhsn/pdfs/groups-startup/TemplateSetup_PS-current.pdf

Step 6 – Inviting Member Facilities

- ❑ After creating the rights template, the Group Administrator contacts potential member facilities by email with an invitation to join the Group.
- ❑ The invitation must include the Group's **NHSN ID** and **Joining Password**.
- ❑ The Administrator may wish to include with the invitation a summary and reasoning for the data elements on the rights template.
- ❑ The Administrator may also wish to include any helpful information regarding data use and security.

Step 7 – Facilities Join & Accept Template

The screenshot displays the NHSN (National Healthcare Safety Network) interface. At the top, the CDC logo and text "Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™" are visible. Below this is the "NHSN - National Healthcare Safety Network" header. 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 sub-options: "Confer Rights", "Join", "Leave", and "Nominate". The main content area is titled "Memberships" and features a globe icon. It lists "Groups that have access to this facility's data" with two entries: "LB Test Group (44783)" and "Test Group for HAI (39894)", each with a "Confer Rights" button and a "Leave Group(s)" button. A red-bordered box highlights the "Enter ID and Password for this facility to join a new group" section, which contains a "Group ID" field with the value "35246" and a "Group Joining Password" field with masked characters. A "Join Group" button is positioned to the right of the password field. A "Back" button is located below the red box.

- ❑ After receiving the invitation from the Group Administrator, an **administrative-level user in the invited facility** can enter the Group ID and joining password.

Step 7 – Facilities Join & Accept Template

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NHSN - National Healthcare Safety Network

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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- ❑ After a facility joins a Group successfully, they will be taken directly to the template of rights the Group has created

Tracking Group Membership

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

 NHSN
National Healthcare Safety Network

NHSN - National Healthcare Safety Network

LBARGEN
LB Test Group

NHSN Home

- Reporting Plan
- Event
- Procedure
- Summary Data
- Surveys
- Analysis
- Users
- Group**
 - Find Facility
 - Edit Group Info
 - Joining Password
 - Evict Members
 - Send Email
 - Define Rights
 - Rights Acceptance Report**
- Logout

Rights Acceptance Report

Facility name	Facility ID	Accepted Date	Defined Date	Status
DHQP Memorial Hospital	10000	Jan 9 2017 12:10PM	Sep 14 2016 2:32PM	Accepted
NHSN Test Medical Clinic	10864	Jan 11 2017 10:11AM	Sep 14 2016 2:32PM	Accepted
*****	40852		Sep 14 2016 2:32PM	Not Accepted
11th SOW Test Facility B	40935	Jan 18 2017 3:28PM	Sep 14 2016 2:32PM	Accepted
11th SOW Test Facility C	40936	Feb 10 2016 10:19AM	Sep 14 2016 2:32PM	Not Accepted

Page 1 of 1

View 1 - 5 of 5

Back

- ❑ **The Rights Acceptance Report** can be used to track which facilities have joined a Group and whether they have accepted the Group's template of rights

Tracking Group Membership

CDCCenters for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

NHSN
National Healthcare Safety Network

NHSN - National Healthcare Safety Network

LBARGEN
LB Test Group

Rights Acceptance Report

Facility name	Facility ID	Accepted Date	Defined Date	Status
DHQP Memorial Hospital	10000	Jan 9 2017 12:10PM	Sep 14 2016 2:32PM	Accepted
NHSN Test Medical Clinic	10864	Jan 11 2017 10:11AM	Sep 14 2016 2:32PM	Accepted
*****	40852		Sep 14 2016 2:32PM	Not Accepted
11th SOW Test Facility B	40935	Jan 18 2017 3:28PM	Sep 14 2016 2:32PM	Accepted
11th SOW Test Facility C	40936	Feb 10 2016 10:19AM	Sep 14 2016 2:32PM	Not Accepted

Page 1 of 1

View 1 - 5 of 5

Back

- Find Facility
- Edit Group Info
- Joining Password
- Evict Members
- Send Email
- Define Rights
- Rights Acceptance Report

- ❑ The Rights Acceptance Report will be reset each time the Group updates or saves its template of defined rights.

NOTE: If you see a line of asterisks under Facility Name, ***** the specific facility has never conferred rights to your template. They have joined your group but have not conferred rights.

Summary

- ❑ Any entity can form a Group in NHSN
- ❑ Facilities who join a Group cannot see any other Group member's data
- ❑ Facilities can join multiple Groups
- ❑ Any active NHSN facility can nominate a Group
- ❑ Group Administrator sets a joining password and a template of rights for the Group
- ❑ Facilities join a Group using the Group's NHSN ID number and joining password
- ❑ Facilities accept rights template after they join a Group

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