



# 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 (National Healthcare Safety Network) interface. At the top, the CDC logo and text 'Centers for Disease Control and Prevention' are visible. Below that is the NHSN logo and the text 'NHSN - National Healthcare Safety Network'. On the left is a navigation menu with items like 'NHSN Home', 'Alerts', '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 'Confer Rights' button and a 'Leave Group(s)' button. Below this is a red-bordered box titled 'Enter ID and Password for this facility to join a new group' containing a 'Group ID' field, a 'Group Joining Password' field, and 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



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



NHSN  
National Healthcare  
Safety Network



LEA  
DHQP Memorial Hospital

NHSN - National Healthcare Safety Network

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:

Back

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.

OK

Cancel

- ❑ 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

**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 ▶
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### Confer Rights - Patient Safety

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#### General

**View Options**

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Monthly Reporting Plan  ⚠  
Data Analysis  ⚠  
Facility Information  ⚠

#### Surveys

Year	To	Year	Survey Type
⚠ 2010			(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
------	-------	------	-------	------	-------

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 shows 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 "LBARGEN 11th SOW Test Facility B" on the right. A left-hand navigation menu lists: 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 text "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
<a href="#">LB Test Group</a>	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-hand navigation menu includes: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The "Group" menu item is expanded, showing a sub-menu with "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 "Confer Rights" and "Leave Group(s)". Below this 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 also present.

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

- ❑ 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](mailto:nhsn@cdc.gov)

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