



This training session will focus on how to Set up a Facility, specific to the Healthcare Personnel Safety Component.

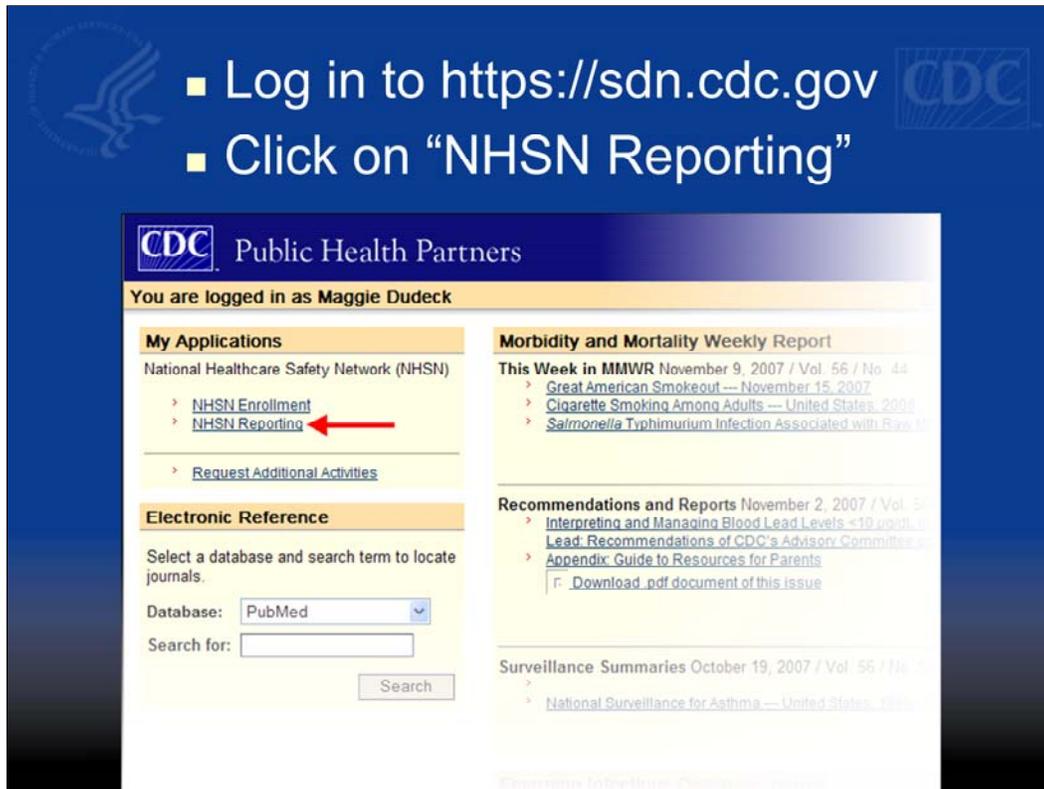


## Objectives

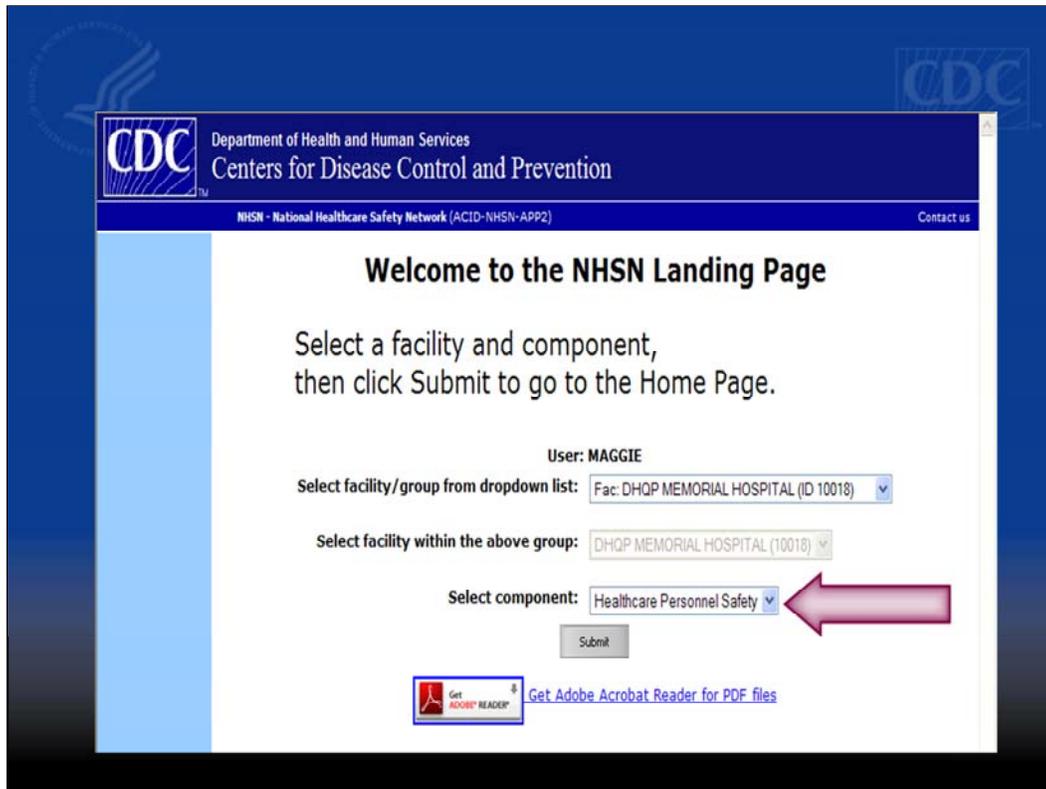
- Review how locations are used in NHSN
- Illustrate how to add:
  - Users
  - Locations
  - Devices
  - Occupations
  - Departments
  - Supervisors
- Discuss how a facility can import healthcare worker demographic data

The objectives for this training session include: reviewing how locations are used in NHSN, illustrating how to add users, locations, devices, occupations, departments, and supervisors, and discuss how a facility can import healthcare worker demographic data.

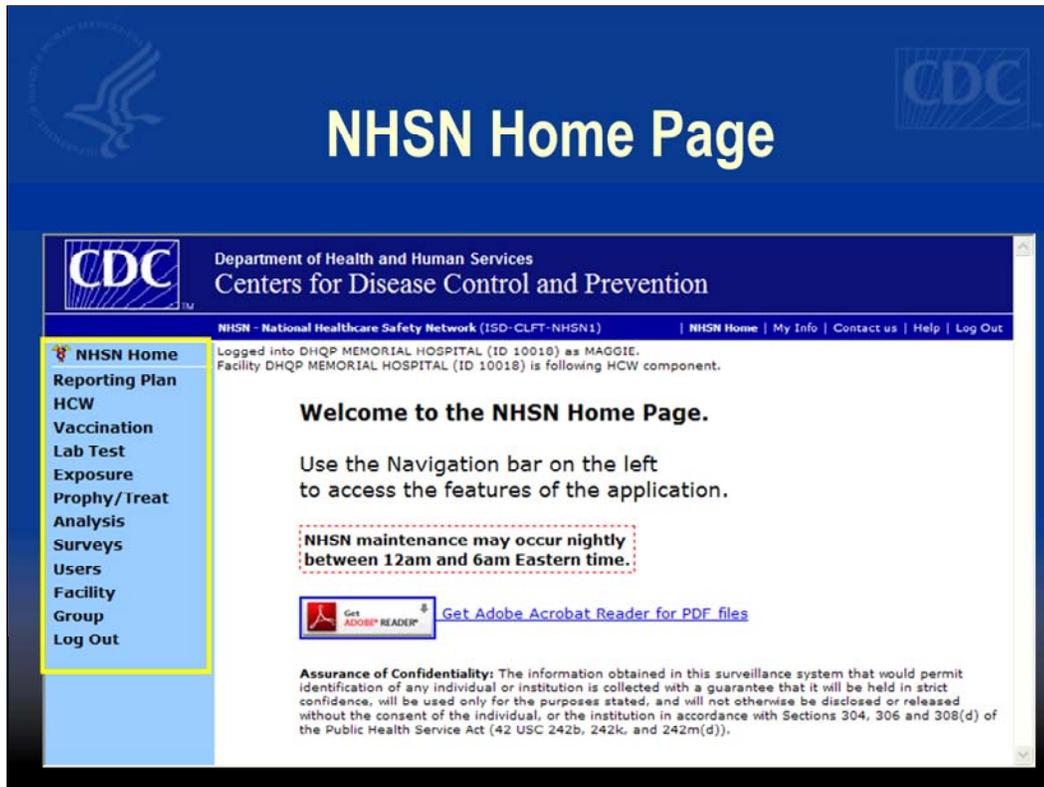
- Log in to <https://sdn.cdc.gov>
- Click on “NHSN Reporting”



Narrative: Once your facility has been activated in the Healthcare Personnel Safety Component, log in to the SDN website and click on NHSN Reporting.



Narrative: If your facility is joined to more than one component, you will be taken to the NHSN Landing page. Here, you can select “Healthcare Personnel Safety” for the component and click submit.



Narrative: You will then be taken to the NHSN Home Page. This is also the page you will see if your facility is joined to the Healthcare Personnel Safety Component only.

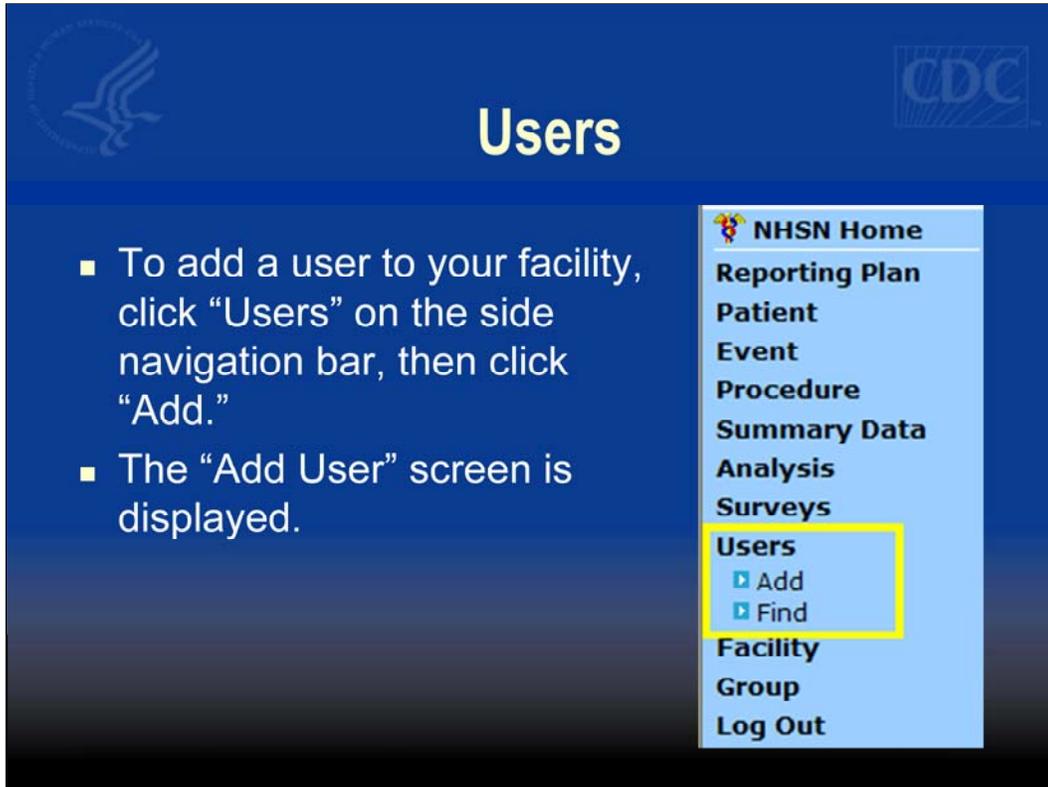
The Navigation Bar on the left will direct you to various functionalities of NHSN, including the set up tasks we will discuss today.



## Users

- Once the enrollment process is complete, the NHSN Facility Administrator can add users.
- A person cannot get a digital certificate until the Facility Administrator has added him or her as a user.
- Each user must have his or her own digital certificate.

Once the enrollment process is complete, the NHSN Facility Administrator can add users. A person cannot get a digital certificate until the Facility administrator has added him or her as a user and the new user has completed training. Please note that each user in NHSN must have his or her own digital certificate.

The image shows a screenshot of a web application interface. At the top left is the logo for the National Health Security Administration (HHS). At the top right is the CDC logo. The main heading is "Users". Below the heading is a list of navigation items: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Analysis, Surveys, Users, Facility, Group, and Log Out. The "Users" item is highlighted with a yellow box, and it has two sub-items: "Add" and "Find".

# Users

- To add a user to your facility, click “Users” on the side navigation bar, then click “Add.”
- The “Add User” screen is displayed.

**NHSN Home**

Reporting Plan

Patient

Event

Procedure

Summary Data

Analysis

Surveys

**Users**

- ▢ Add
- ▢ Find

Facility

Group

Log Out

To add a user to your facility, click “Users” on the navigation bar, then click “Add.” The “Add User” screen will be displayed.

**Users**

**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:

User Type:

Phone Number:  Extension:

Fax Number:

E-mail Address\*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

Zip Code:  Zip Code Ext.:

County:

Home Phone Number:  Home Extension:

Beeper:

This is what the "Add User" screen looks like. There are only four required fields, however more information can be entered if desired.

Let's take a closer look at this screen.

This is what the "Add User" screen looks like. There are only four required fields on this screen, however, more information can be entered if desired. Let's take a closer look at this screen.



# Users

- User ID
  - Each user must be assigned a unique user ID. Although the user ID is displayed in NHSN, it is not used to log in to NHSN.
  - The user ID can be any combination of up to 32 letters and/or numbers. Spaces and special characters are not allowed.

Mandatory fields marked with \*

User ID\*:

The first item is User ID. Each user must be assigned a unique user ID. Although the user ID will be displayed when the user is logged in to NHSN, it is not used in order to log in to NHSN. The user ID can be any combination of up to 32 letters and/or numbers. Spaces and special characters are not allowed.



# Users

## ■ User Name

- The user's first and last name are required.
- Optional information, such as title and user type can also be added.

Mandatory fields marked with \*

User ID\*:

---

Prefix:

First Name \*:

Middle Name:

Last Name \*:

Title:

User Active:

User Type:

The next two required fields are the user's first and last names. Other optional information, such as title and user type can also be entered. User type may include Occupational Health Professional, as shown here, or it could be Data Entry Staff, Hospital Epidemiologist, etc. This list is defined by NHSN.

 **Users** 

- User Contact Information
  - The only piece of contact information that is required is the user's valid email address. This email address must be the same one identified by the user during his or her application for a digital certificate.

Phone Number:  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:

The next few pieces of information include the user's contact information. Please note that the only piece of contact information required is the user's email address. This must be the same email address that the user will indicate when applying for his or her digital certificate.



## Users



NOTE: Please make sure the email address is correct! Entering an incorrect email address will prevent the new user from obtaining a digital certificate and from gaining access to NHSN.

Please make sure the user's email address is correct. Entering an incorrect email address will prevent the new user from obtaining a digital certificate and gaining access to NHSN.



# Users

- Edit User Rights
  - After entering the new user's information, click "Save."
  - The "Edit User Rights" screen will appear.

### Edit User Rights

[HELP](#)

User ID: **MAGGIE (ID 147)**

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"/>
Enter Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After the user's information has been entered, the next step is to assign user rights. This is a snapshot of what the Edit User Rights screen looks like. Notice that there are multiple categories for assigning rights, including "Customize rights".



## Users

- About User Rights:
  - When a new user is added to NHSN, he or she must be assigned rights to the facility's data. If rights are not assigned, the user will not have access to any data, other than his or her own contact information.
  - User rights can be assigned by activity - view, enter, analyze - or be customized as desired.
  - The assigned rights will not only determine the new user's required trainings, but also determine the options available to him or her on the navigation bar.

There are a few important points to keep in mind when assigning user rights. If rights are not assigned when a user is added, they will not have access to any data in NHSN, other than his or her own contact information. A user can be assigned various levels of rights to data in the facility. This may be by activity, such as view, enter, or analyze data. Assigning a user as an "Administrative User" for one or more components will give them the same rights as a facility administrator – meaning the user will be able to add other users and perform other set-up and management functions. Customizing rights allow the facility administrator to allow a user to only add/edit/delete/analyze certain pieces of data, for example, Laboratory testing.

The assigned rights will not only determine the new user's required trainings, but also determine the options available to him or her on the navigation bar.



## Users

- Once the user's rights have been assigned and saved, the user will receive an email from NHSN with instructions to access his or her Rules of Behavior and how to obtain a digital certificate.

After the user's rights have been assigned and saved, the user will receive an email from NHSN with instructions to access his or her unique Rules of Behavior and how to obtain a digital certificate.



## Locations



- Locations are used to stratify data in NHSN. Before any data can be entered, facility-specific locations must be identified and set up. Locations are defined as physical areas of the facility.
- In the Healthcare Personnel Safety Component, this refers to any area of the facility where healthcare personnel work or have access.

Narrative: The next task in setting up a facility is to add locations. Before we review how to add locations, let's talk about how locations are used in NHSN. Locations are used to stratify data in NHSN. Before any data can be entered, including healthcare worker demographic data, facility-specific locations must be identified and set up.

Locations are defined as physical areas of the facility and, in the Healthcare Personnel Safety Component, refer to any area of the facility where healthcare personnel work or have access.



## Locations

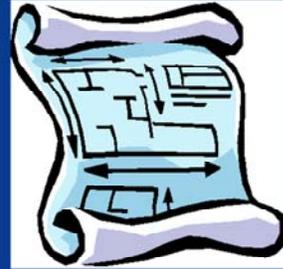
- If a facility is already enrolled in NHSN, locations will have been set up but some non-patient care areas may need to be added
- A location used in only one component can be edited or deactivated by any user with rights to edit location records
- A location used in more than one Component can only be edited by the Facility Administrator. However, a location can be activated or deactivated by any user with rights to do so.

It's important to understand the management of locations should the facility be enrolled in more than one component in NHSN. If a facility is already enrolled in NHSN, for instance in the Patient Safety Component, locations will have been set up but some non-patient care areas may need to be added for the Healthcare Personnel Safety Component. A location used in only one component can be edited or deactivated by any user with rights to edit location records. A location used in more than one Component can only be edited by the Facility Administrator. However, a location can be activated or deactivated by any user with rights to do so.



## Locations

- You will “map” each location in the facility to a standard CDC Location. The CDC Location descriptions must be reviewed before mapping facility-specific locations.



Each facility is required to map each location in their facility to a standard CDC Location. The CDC Location descriptions must be reviewed before mapping facility-specific locations.



# Locations



- A list of all standard CDC Locations and Descriptions can be found in the CDC Locations & Descriptions document.

CDC Location Label	Location Description
<b>INPATIENT LOCATIONS</b>	
<b>Inpatient Adult Critical Care</b>	
Burn Critical Care	Critical care area specializing in the care of patients with significant/major burns
Medical Cardiac Critical Care	Critical care area specializing in the care of patients with serious heart problems that do not require heart surgery.
Surgical Cardiothoracic Critical Care	Critical care area specializing in the care of patients following cardiac and thoracic surgery.
Medical Critical Care	Critical care area for patients who are being treated for nonsurgical conditions.
Medical/Surgical Critical Care	An area where critically ill patients with medical and/or surgical conditions are managed.
Neurologic Critical Care	Critical care area specializing in treating life-threatening neurological diseases.

This slide shows a snapshot of the CDC Locations and Descriptions document, used when mapping your locations.



## Locations: Patient Care Areas



- 80% Rule:
  - The specific CDC Location for a patient care area is determined by the type of patients receiving care.
  - 80% of the patients must be of a consistent type to classify the location as that specific type.

Narrative: When setting up patient care areas, it's important to remember the 80% rule. The specific CDC location for a patient care area is determined by the type of patients receiving care, therefore, 80% of the patients must be of a consistent type to classify the location as that specific type.



## Locations: Patient Care Areas



- If your facility participates in the Patient Safety Component, discuss these locations with your Facility Administrator and NHSN Patient Safety Primary Contact
- Each location in your facility should only be set up once!

Narrative: If your facility participates in the Patient Safety Component, you should discuss the mapping of Patient Care areas with your Facility Administrator and NHSN Patient Safety Primary Contact. All locations set up in NHSN are used in all components, so each location only needs to be set up once.

**Locations**

- To add locations, click on "Facility" on the navigation bar, then select "Locations." The following screen will appear:

**NHSN Home**

- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Analysis
- Surveys
- Users
- Facility
  - Customize Forms
  - Export Data
  - Facility Info
  - Add/Edit Component
  - Locations**
  - Surgeons
- Group
- Log Out

**Locations**

*Instructions*

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code\*

Your Label\*

CDC Location Description\*

Status\* Active

Bed Size\* 0  A bed size greater than zero is required for most inpatient locations.

Narrative: After you have reviewed your facility's locations and the CDC locations, it's time to add locations. To do this, go to the Navigation bar and click "Facility" and then "Locations." You will be taken to the Locations screen.



## Locations

- The first step is to assign your code and label for this location. The code and label will be how you refer to the location while entering healthcare worker demographic data and exposures.
- The code and the label can be the same. In this example, the label is more descriptive than the code.

Your Code\*: 61EAST  
Your Label\*: PEDIATRIC ICU  
CDC Location Description\*: Pediatric Medical Critical Care  
Status\*: Active

Find Add Clear

Narrative: The first step in setting up locations is to assign your facility's location code and label. Your facility's location code and label will appear in the location drop-down menu throughout NHSN. The code and label can be the same, but should be something that you will recognize. In this example, I am setting up a Pediatric ICU and in my facility, we refer to this location as 61 East.

# Locations

Your Code\*: 61EAST

Your Label\*: PEDIATRIC ICU

CDC Location Description\*: Pediatric Medical Critical Care

Status\*: Active

- Next, you will need to "map" your location code to a CDC Location Description. Choose the location type that most closely resembles your facility location. This is an important step because it directs CDC to put your data into a specific "bucket" for aggregate analyses.

Narrative: Next, you will need to map your location code and label to the appropriate CDC Location. Because defining locations will direct CDC to put your data into a specific "bucket" for aggregate analyses and location mappings cannot be edited once data are entered, please be sure to choose the correct CDC Location description. In this example I have mapped my location to the CDC location "Pediatric Medical Critical Care." The default status is set to "Active."



## Locations

- When you have entered the required information, click "Add."
- The following message will appear at the top of the screen:

 The location 'PEDIATRIC ICU' has been successfully added.

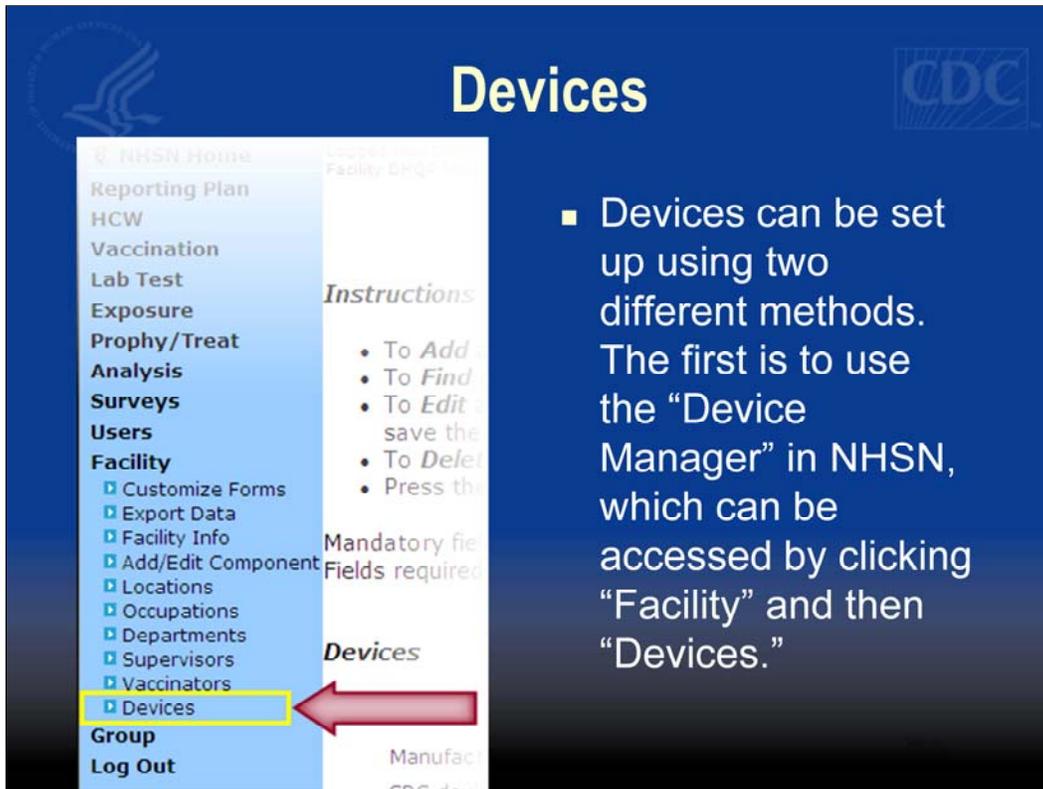
Once you have you entered the required information, click "Add." You will see a message at the top of the screen confirming the location was successfully added.



## Devices

- Allows monitoring the implementation and discontinuation of such devices along with their scope of use
- Can be set up prior to or during the reporting of Blood/Body Fluid percutaneous exposures

Narrative: The next piece of the Healthcare Personnel Safety Component set up is adding devices. Devices are used in NHSN when reporting percutaneous injuries in the Blood & Body Fluid exposure module. Devices can be set up prior to or during the reporting of a Blood/Body Fluid



The screenshot shows the NHSN Home page with a navigation menu on the left. The 'Facility' section is expanded, and the 'Devices' option is highlighted with a yellow box. A red arrow points from the 'Devices' option to the right. The main content area shows 'Instructions' and 'Devices' sections. The 'Instructions' section lists steps: 'To Add', 'To Find', 'To Edit', 'save the', 'To Delete', and 'Press the'. The 'Devices' section is partially visible, showing 'Mandatory field' and 'Fields required'.

# Devices

- Devices can be set up using two different methods. The first is to use the “Device Manager” in NHSN, which can be accessed by clicking “Facility” and then “Devices.”

Devices can be set up using two different methods. The first is to use the “Device Manager” in NHSN, which can be accessed by clicking “Facility” and then “Devices.”



# Devices



- You will be brought to the Device Manager screen. The fields marked with a red asterisk are required in order to save this device.

*Devices*

Your code\*:

Your label\*:

Manufacturer and model:

CDC device description\*:

CDC safety feature description\*:

Scope of use:

Implementation (Qtr/Yr):

Status\*:

You will be brought to the Device Manager screen. The fields marked with a red asterisk are required in order to save a device.



# Devices



- Map facility device code and label to standard CDC Device Description
- “Scope of Use” and “Implementation (Qtr/Yr)” are optional

**Devices**

Your code\*: EPIDUR

Your label\*: EPIDURAL NEEDLE

Manufacturer and model: ACME EPIDURAL NEEDLE SPT5

CDC device description\*: SPINAL - Spinal or epidural needle

CDC safety feature description\*: SLIDE - Sliding/gliding guard/shield

Scope of use: SA - Selected areas only

Implementation (Qtr/Yr): 1 2004

Status\*: Active

Find Add Clear

Narrative: You'll notice that adding devices is similar to adding locations in that you must specify the code and label used by your facility and then map to a standard CDC description. In addition, you are asked to provide details on whether the device has a safety feature, scope of use of the product, and implementation month and year. Please note that including information about scope of use and implementation is optional in the Device Manager.



## Devices

- Once all required fields have been completed, click “Add.”
- The following confirmation message will appear:

The device 'EPIDURAL NEEDLE' has been successfully added.

Once all required data are entered, click “Add.” Again, a message will appear at the top confirming that the device was successfully added.



# Devices



- Devices can also be added while entering a Blood/Body Fluid Exposure record.
- We call this adding a device “on the fly.”

**Add Exposure**

Mandatory fields marked with \*  
Fields required when Blood/Body Fluid Exposure is in Plan marked with †  
Fields required when Blood/Body Fluid Exposure with Exposure Management is in Plan marked with §

[Print PDF Form](#)

---

**Healthcare Worker Demographics**

Facility ID\*:  Exposure Event #: 474  
HCW ID\*:

Eye  Mouth  Nose  
 Other Specify:

---

**Percutaneous Injury**

Was the needle or sharp object visibly contaminated with blood prior to exposure?\*:

Depth of the injury?§:

What needle or sharp object caused the injury?§:   

Manufacturer and Model:   
Type of safety feature:

When did the injury occur?\*:

Devices can also be added while entering a Blood/Body Fluid exposure record. We refer to this as adding a device on the fly.



## Devices



- When adding a device from the Exposure screen, click “Add Device” and the device manager screen will be displayed.
- Click “Add” to return to the Exposure screen.

**Devices**

Your code\*: EPIDUR

Your label\*: EPIDURAL NEEDLE

Manufacturer and model: ACME EPIDURAL NEEDLE SPT5

CDC device description\*: SPINAL - Spinal or epidural needle

CDC safety feature description\*: SLIDE - Sliding/gliding guard/shield

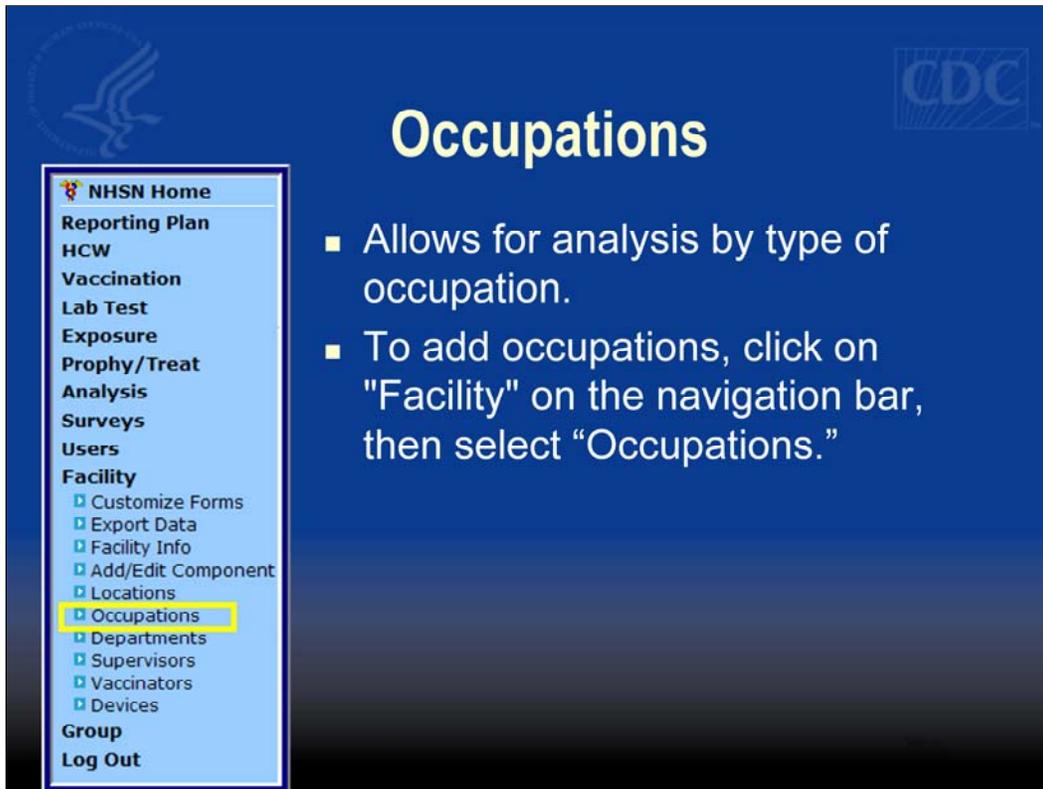
Scope of use: SA - Selected areas only

Implementation (Qtr/Yr): 1 2004

Status\*: Active

Add Back

When adding a device from the Exposure screen, click “Add Device” and the device manager screen will be displayed. Once all of the required information has been entered, click “Add” to return to the Exposure screen.



The image shows a screenshot of the NHSN Home navigation menu. The menu is displayed in a light blue box with a dark blue border. The items listed are: NHSN Home, Reporting Plan, HCW, Vaccination, Lab Test, Exposure, Propyl/Treat, Analysis, Surveys, Users, Facility, Group, and Log Out. The 'Facility' section is expanded, showing sub-items: Customize Forms, Export Data, Facility Info, Add/Edit Component, Locations, Occupations, Departments, Supervisors, Vaccinators, and Devices. The 'Occupations' item is highlighted with a yellow rectangular box. In the top right corner of the slide, there is a CDC logo.

# Occupations

- Allows for analysis by type of occupation.
- To add occupations, click on "Facility" on the navigation bar, then select "Occupations."

Another step in the set up process is to add occupations. This allows for analysis by type of occupation. To add occupations, click on "Facility" on the navigation bar, then select "Occupations."



# Occupations



- On the occupations screen, enter the facility's code and description for an occupation
- Map the facility's occupation code to a CDC-defined occupation code.

Occupation Code\*: MEDST  
Description\*: Medical Student  
CDC Code\*: MST - Medical Student  
Status\*: Active

Find Add Clear

Narrative: On the occupations screen, enter the facility's code and description for an occupation. This, of course, will be mapped to a standard CDC occupation code. All of the occupation codes are included in the NHSN Manual: Healthcare Personnel Safety Component Protocol.



## Occupations

- When you have entered all of the required information, click “Add.”
- The following confirmation message will appear:

 The occupation code 'MEDST' has been successfully added.

When you have entered all of the required information, click “Add.” A message will appear at the top of the screen confirming the occupation was successfully added.



The image shows a screenshot of the NHSN Home menu. The menu items are: NHSN Home, Reporting Plan, HCW, Vaccination, Lab Test, Exposure, Propyl/Treat, Analysis, Surveys, Users, Facility (with sub-items: Customize Forms, Export Data, Facility Info, Add/Edit Component, Locations, Occupations, Departments, Supervisors, Vaccinators, Devices), Group, and Log Out. The 'Departments' and 'Supervisors' items under the 'Facility' section are highlighted with a yellow box.

## Departments and Supervisors

- “Department” and “Supervisor” are optional healthcare worker demographic data fields that can be useful for analysis.
- These must be set up prior to entering/importing healthcare worker demographic data.
- Add by clicking
  - Facility > Departments
  - Facility > Supervisors
- Departments and Supervisors are not mapped to standard CDC codes.

Department and Supervisor are optional healthcare worker demographic data fields that can be useful for analysis. These must be set up prior to entering or importing healthcare worker demographic data. These codes can be added by clicking Facility, and then Departments or Supervisors. Please note that these items are not mapped to standard CDC codes.



## Departments and Supervisors

Department Code*	<input type="text"/>
Description:	<input type="text"/>
Status*	Active <input type="button" value="v"/>

Supervisor Code*	<input type="text"/>
Supervisor Name:	<input type="text"/>
Status*	Active <input type="button" value="v"/>

- For Departments, enter your facility's department code and description.
- For Supervisors, enter your facility's supervisor code and supervisor name.

When adding a department, enter your facility's department code and description. Similarly, when adding a supervisor, enter the supervisor code and the supervisor name. Notice that supervisor name is an optional field.



# Importing Healthcare Worker (HCW) Demographic Data

- HCW demographic data can be imported.
- If not imported, HCW demographic data can be entered “on the fly” when creating an exposure or vaccination record.
- Import file must be ASCII comma delimited text file format.
- HCW import file format available in NHSN Document Library.

**Importing Healthcare Worker Data**

The NHSN will allow importation of healthcare worker data in an ASCII comma delimited text file format. You can generate the import files from different external sources, such as databases or hospital information systems. You must have both Add and Edit HCW privileges for the facility you logged into.

NHSN Healthcare Worker Import File Format:

Field	Required/Optional	Values	Format
Healthcare Worker ID	Required		Character - Length 15
Social Security Number	Optional		Numeric - Omit the "-"
Worker's secondary ID	Optional		Character - Length 12
First name	Optional		Character - Length 30
Middle name	Optional		Character - Length 15
Last name	Optional		Character - Length 30
Street address, line 1	Optional		Character - Length 30
Street address, line 2	Optional		Character - Length 30

The next item to discuss is the importation of healthcare worker demographic data. If healthcare worker demographic data are not imported, they can be entered on the fly when creating an exposure or vaccination record. The import file must be an ASCII comma delimited text file format. The required file format is available in the document library on the NHSN website.



## Importing HCW Demographic Data



- Tips:
  - You must delete the header line from the CSV file prior to importing the data.
  - You must have set up location and occupation codes prior to importing.
  - If importing department and supervisor information, these must be set up prior to importing.
  - All facility specific codes in the import file must match the facility specific codes in NHSN.

If you are going to import healthcare worker demographic data, there are a few pieces of information to keep in mind. First, you must delete the header line from the CSV file prior to importing. Second, you must have set up location and occupation codes prior to importing. Third, if you'll be importing the department and supervisor, those codes must also be set up prior to importing. And finally, all facility specific codes in the import file must match the facility specific codes in NHSN.

# Importing HCW Demographic Data

- When you are ready to import healthcare worker data, click HCW, then “Import.”

The screenshot displays the NHSN (National Healthcare Safety Network) interface. At the top, the CDC logo is visible. The main header reads "Department of Health and Human Services Centers for Disease Control and Prevention". Below this, the NHSN logo and "National Healthcare Safety Network (ISD-CLFT-NHSN1)" are shown. The user is logged in as "MAGGIE" at "DHQP MEMORIAL HOSPITAL (ID 10018)". The left navigation menu includes "NHSN Home", "Reporting Plan", "HCW" (with sub-items "Add", "Find", and "Import" highlighted), "Vaccination", "Lab Test", "Exposure", "Prophy/Treat", "Analysis", "Surveys", "Users", "Facility", "Group", and "Log Out". The main content area is titled "Import HCW Data" and contains a "Help" button, a "Select Data file" section with a text input field and a "Browse..." button, and "Submit" and "Back" buttons at the bottom.

When you are ready to import healthcare worker demographic data, click HCW, then Import.

## Importing HCW Demographic Data

- On the “Import” screen, click “Browse” to find the appropriate import file.
- Once found, click “Submit.”

### Import HCW Data

For information on the accepted file formats and content, click the Help button.

Help

Select Data file

MyDocuments\HCWImport.csv

On the “Import” screen, click “Browse” to find the appropriate import file. Once found, click “Submit.”



# Importing HCW Demographic Data



- The next screen that appears will contain a list of data that will be imported.
- From this screen, you can choose to import the data, make edits to the data, or delete records.

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

**Inserts**

Delete	hcwid	ssn	id2	gname	mname	surname	addr1	addr2	addr3	city	state	zip	work
<input type="checkbox"/>	<a href="#">Edit</a>	46591133		JANE		DOE				ATLANTA	GA		

Update Delete Back

The next screen that appears will contain a list of data that will be imported. From this screen, you can choose to import the data, make edits to the data, or delete records.



## Importing HCW Demographic Data



- When you have confirmed the data are ready to be imported, click “Update.”
- A message will pop-up confirming that you wish to import the data. Click “Ok” to continue the import, or “Cancel” to cancel the import.



- When the data are imported, the following confirmation message will appear:

 The data file has been successfully imported.

When you have confirmed the data are ready to be imported, click “Update.” A message will pop up confirming that you wish to import the data. Click “Ok” to continue the import, or “Cancel” to cancel the import. When the data are imported, the confirmation message will appear, as shown.



## Summary

In this training you learned:

- How locations are used in NHSN
- How to add:
  - Users
  - Locations
  - Devices
  - Occupations
  - Departments
  - Supervisors
- How a facility can import HCW demographic data

In summary, this training session reviewed each piece of the facility set up process for the Healthcare Personnel Safety Component. This included how to add users, how to add locations and how locations are used in NHSN, how to add devices, occupations, departments, and supervisors. And finally, we discussed how a facility can import healthcare worker demographic data.



**Contact Information:**  
**nhsn@cdc.gov**

**Important web addresses:**

<http://www.cdc.gov/nhsn/index.html>  
<http://www.cdc.gov/nhsn/hps.html>  
<http://www.cdc.gov/nhsn/training.html>

If you have questions, please contact us at nhsn@cdc.gov. Additionally, we have provided a few web addresses with additional resources and documentation. Thank you!