Information provided is sourced from "NHSN Confer Rights to Group Training Session." *NHSN Enrollment*. Available at http://www.dhh.louisiana.gov/offices/miscdocs/docs-249/Infection%20Control/Enrolllment,%20Data%20Entry,%20Surveillance,%20Analysis.pdf. Centers for Disease Control and Prevention.2005; 370-381.

Quick Guide: Getting Started With NHSN

1. Review and accept 'Rules and Behavior'.
2. After registering, you will receive an email from CDC with instructions for obtaining a digital certificate.
3. Go to 'Secure Data Network' (sdn.cdc.gov) to apply for a digital certificate for NHSN enrollment activity. After which, you will receive an email with instructions for downloading and accessing NHSN enrollment.
4. Print and complete NHSN enrollment online and submit. CDC will then email you to confirm enrollment and website consent form.
5. Print, sign, and return signed consent form to NHSN. NHSN will activate your facility when consent is received.
6. After receiving NHSN Enrollment email, enrollment is complete and your NHSN application is ready for use!
7. You can access the NHSN application through the SDN by selecting the 'NHSN Reporting Activity'.

Adding Facility User Users

1. When the enrollment process is complete, NHSN Facility Administrator adds users. A person should not get a digital certificate until the Facility Administrator has added them as a user.
2. To add a new user to your facility, click on 'Users' then click on 'Add'.
3. Create a different User ID for each user you create. Use any combination of letters and/or numbers but spaces are not used. Remember to select 'Yes' for the 'User Active' option on the add user page. Though phone and fax are option, remember you must enter a valid email address.
4. On the 'Edit User Rights' page, a facility administrator can choose which rights to confer to the particular user. Given options are as follows: view data, enter data, analyze data, and all rights. The NHSN facility administrator can also choose to make the user an Administrative User. This will allow the user to add Locations and Surgeons.
5. Once a user is added, NHSN will send the user an email with the following:
    a. Agreement to follow the Rules of Behavior
    b. Instructions on obtaining and downloading a Digital Certificate
6. www.cdc.gov/ncidod/dhqp/nhsn_members.html

Adding the Infections Disease Epidemiology Group as Facility User

1. Contact IDES at raoult.ratard@la.gov when your facility is ready to add the group and confer rights. Once contacted, IDES will forward the facility administrator the **LAID** Group **(#15156)** and the joining password.
2. Specify what pieces of data you wish to share with LAID (e.g. bloodstream infections, surgical site infections, catheter related urinary tract infections, ventilator associated pneumonia) by 'conferring rights' to the LAID group.
3. Once completed, Infectious Disease Epidemiology will analyze and compare your information to aggregate data. The goals of this integration will be to compile reports on Louisiana's healthcare associated infections statistics.

NHSN Confer Rights to Group Training Session

April 19, 2007

NHSN Data Sharing: Group

- A state health department can enroll as a Group in NHSN
- An NHSN facility joins the Group
- Facility gives access rights to certain of its data to the Group
- Group can analyze the data of its member facilities
- NHSN facilities in the Group cannot see one another's data

New in this version

Allows the facilities to confer rights to the state or group in a more granular level than was previously available.

- By Plan status
- By Location
- By Date Range
- By Procedure/Setting
- By Event

Training Demonstration

- View rights for Analysis
- View rights for Annual Survey
- View rights for Monthly reporting plan
- View rights for Patients w/Identifiers
- Confer “In-Plan” SSIs for COLOs in full year of 2007.
- Confer “In-Plan” SSIs for CBGBs in full year of 2007.
- Confer “In-Plan” SSIs for CBGCs in full year of 2007.
- Confer “In-Plan” BSI – Bloodstream Infection for CLA for ICUs in full year of 2007.
- Confer “In-Plan” BSI – Bloodstream Infection for CLA for NICUs in full year of 2007.

Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact us | Help | Log Out

Logged into Medical Center East (ID 10000) as TCH.
Facility Medical Center East (ID 10000) is following PS component.

Confer Rights-Patient Safety

Please select the rights that group 'Test MMS2' should have to facility 'Medical Center East'

Patient Safety | Healthcare Personnel Safety

General

	View Options	
Patient	☑	○ With Identifiers ◉ Without Identifiers
Monthly Reporting Plan	☑	
Annual Hospital Survey	☑	
Data Analysis	☑	
AUR Microbiology Laboratory Data	☐	
AUR Pharmacy Data	☐	

Infections and other Events

Plan	Month	Year		Month	Year	Event
In	1	2007	to			BSI - Bloodstream Infection (CLA)
	Location type: CC			Location: ALL		
In	1	2007	to			SSI - Surgical Site Infection
	Procedure: CBGB - Coronary bypass w/ chest & donor incisions					Setting: In
In	1	2007	to			SSI - Surgical Site Infection
	Procedure: CBGC - Coronary bypass graft with chest incision					Setting: In

Add Row | Clear All Rows | Copy Locations to Summary Data | Copy Procs to Denominator data

Confer Rights to Group (cont.)

Infections and other Events

Plan	Month	Year		Month	Year	Event
In	1	2007	to			BSI - Bloodstream Infection (CLA)
	Location type: CC			Location: ALL		
In	1	2007	to			SSI - Surgical Site Infection
	Procedure: CBGB - Coronary bypass w/ chest & donor incisions					Setting: In
In	1	2007	to			SSI - Surgical Site Infection
	Procedure: CBGC - Coronary bypass graft with chest incision					Setting: In

Add Row | Clear All Rows | Copy Locations to Summary Data | Copy Procs to Denominator data

Summary Data for Events

Plan	Month	Year		Month	Year	Location Type	Location
In	1	2007	to			CC	ALL

Add Row | Clear All Rows

Denominator Data for Events

Plan	Month	Year		Month	Year	Procedure	Setting
In	1	2007	to			CBGB - Coronary bypass w/ chest & donor incisions	In
In	1	2007	to			CBGC - Coronary bypass graft with chest incision	In

Joining a Group for Training

On the navigation bar, click on **“Group”** and select **“Join”**. The **Memberships** screen will appear:

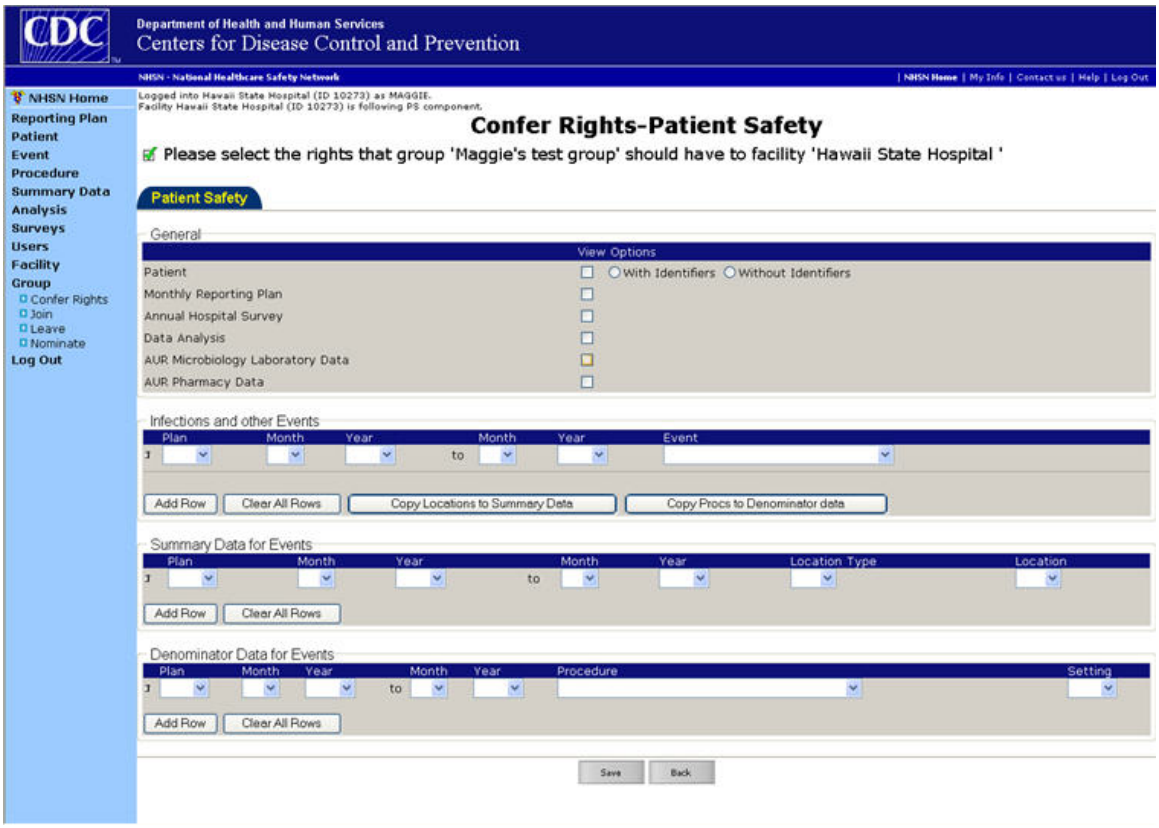
Enter the ‘11167’ for Group ID and ‘join’ as the password.

How to Confer Rights to a Group

NOTE: The decision to confer rights to 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.

1. On the navigation bar, click on **"Group"** and select **"Confer Rights"**. The **Memberships** screen will appear:

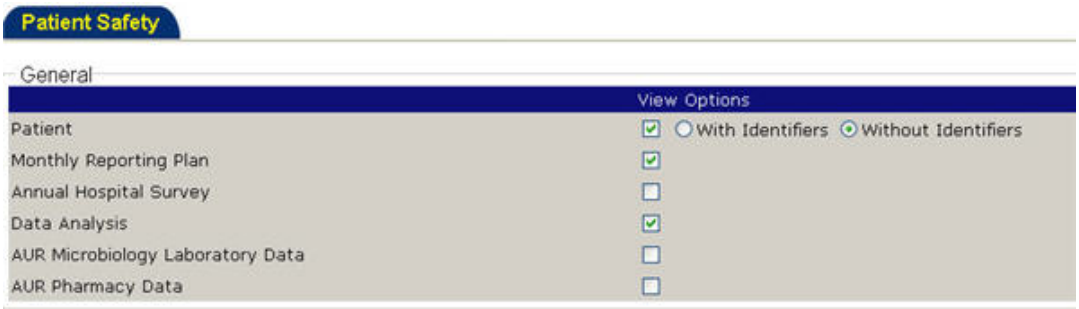
2. Select the Group to which you will confer rights and then click **"Confer Rights"**. The **Confer Rights** screen will appear:



3. Assign rights in each sub-section of the Confer Rights screen

General:

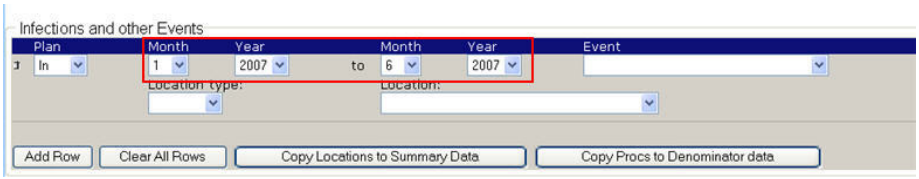
Select the rights you wish to confer by checking the box next to that area. For rights to patient data, also select whether the group will have rights to view patient data with or without identifiers. Below is an example of some general rights conferred to the group:



Infections and Other Events:

a. First, select a Plan category for which the event falls under.
   - All - All events of the type specified can be viewed, whether the event is in-plan or out-of-plan; this does <u>not</u> allow for time period selection.
   - In - All events of the type specified that are in the Monthly Reporting Plan.
   - Out - All events of the type specified that are not in the Monthly Reporting Plan.
   - Both - All events of the type specified, both in and out of plan.

b. Select a time period for the events in the Monthly Reporting Plan to be viewed. (NOTE: If you selected **'All'** , you will not be able to select a time period.)



c. Next, select the event to confer to the group.
   You have the option of selecting one event per row, or a pre-defined group of events in one row. These groups include:
   - **"All SSI and PPP"** : Confer rights to all SSI and PPP events for a chosen procedure and setting
   - **"All non-SSI and PPP"** : Confer rights to all non-SSI and PP events, such as BSI, VAP, CAUTI, etc, for a chosen location.

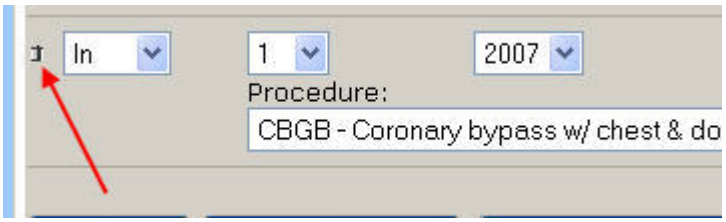
d. If you selected **SSI**, **PNEU (Procedure-associated)** or **All SSI and PPP** from the event menu:

- Select an NHSN Operative Procedure from the drop-down menu. If you wish to confer rights to all procedures, select **"ALL"**.
- Select the setting (In, Out, Both) for the selected NHSN Operative Procedure.
- If you would like to confer rights to another SSI or PPP event, click **"Add Row"** and repeat the above steps.
- Click **"Copy Procs to Denominator Data"**. This will copy the related date and procedure information to the Denominator Data section of the Confer Rights screen.

If you selected **BSI**, **UTI**, **PNEU (Ventilator-associated)**, **DI**, or **All non-SSI and PPP** from the event menu:

- Select a **"Location Type"**. Selecting the type of location will limit the locations that appear in the **"Location"**. If you wish to select your location from your full list of locations, you may select **"All"** for the location type.
- Select a **"Location"**. If you wish to confer rights to all of the locations of the specified location type, select **"All"** in the location list.
- If you would like to confer rights to another event and/or location, click **"Add Row"** and repeat the steps above.
- Click **"Copy Locations to Summary Data"**. This will copy the related date and location information to the Summary Data section of the Confer Rights screen.

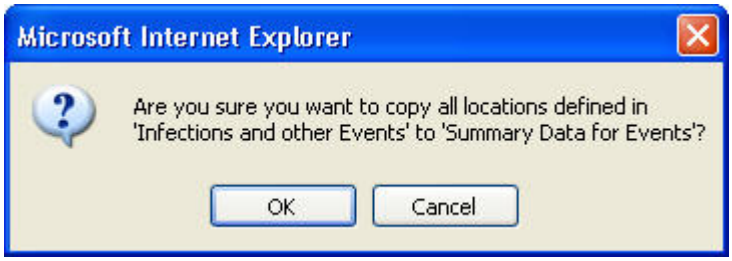
If you would like to remove a row, click on the trash can at the beginning of the row:



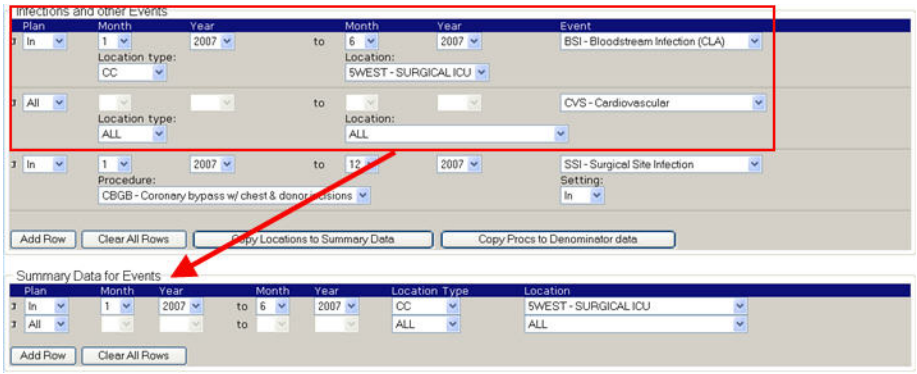
Summary Data for Events

a. If you have conferred rights to non-SSI and PPP events, you can copy the conferred rights by clicking on **"Copy Locations to Summary Data"**.

The following message will appear:



Click **"OK"**. The plan, date and location rights will be copied in the **Summary Data** section of the Confer Rights screen:



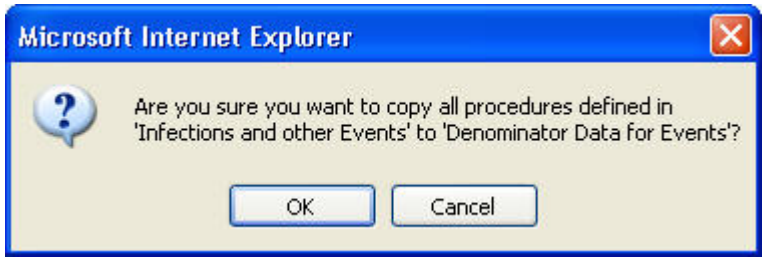
b. If you have not conferred rights to non-SSI and PPP events:
   - Select a Plan category for which the event falls under.
   - Then, select a time period for the summary data in the Monthly Reporting Plan to be viewed. (NOTE: If you selected **'All'**, you will not be able to select a time period.)
   - Select a **"Location Type"**. Selecting the type of location will limit the locations that appear in the **"Location"** list. If you wish to select your location from your full list of locations, you may select **"All"** for the location type.
   - Select a **"Location"**. If you wish to confer rights to all of the locations of the specified location type, select **"All"** in the location list.

   - If you would like to confer rights to another summary data location, click **"Add Row"** and repeat the steps above.

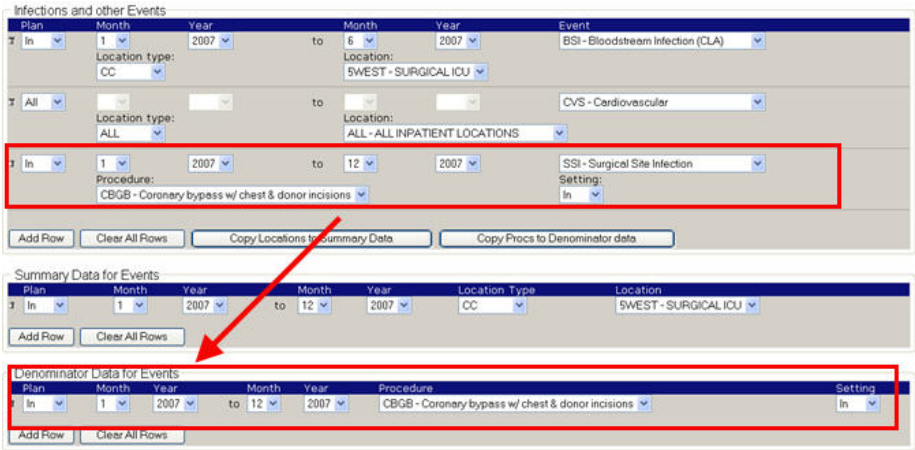
Denominator Data for Events

a. If you have conferred rights to SSI and PPP events, you can copy the conferred rights by clicking on **"Copy Procs to Denominator Data"**.

The following message will appear:



Click **"OK"**. The plan, date and procedure rights will be copied in the **Denominator Data** section of the Confer Rights screen:



b. If you have not conferred rights to SSI and PPP events:
   - Select a Plan category for which the procedure falls under.
   - Then, select a time period for the denominator data in the Monthly Reporting Plan to be viewed. (NOTE: If you selected **'All'**, you will not be able to select a time period.)
   - Select an NHSN Operative Procedure from the drop-down menu. If you wish to confer rights to all procedures, select **"ALL"**.
   - Select the setting (In, Out, Both) for the selected NHSN Operative Procedure.
   - If you would like to confer rights to another NHSN Operative Procedure, click **"Add Row"** and repeat the above steps.