



Overview of NHSN Enrollment & Groups

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Goals for Today

- Brief overview of the NHSN training requirements and the NHSN Enrollment process
- How to join a group & confer rights



NHSN Training Requirements

- NHSN requires that each user completes training relevant to their role in NHSN, prior to using NHSN
- Facility Administrators need to complete most of the training prior to starting the enrollment process
- Training not required prior to enrollment:
 - Analysis: Introduction
 - Analysis: Advanced
 - Groups
- Dialysis training is only required for Facility Administrators & users at an Outpatient Dialysis facility, or those performing surveillance in an Outpatient Dialysis location

NHSN Training: NHSN Webcasts

http://www.cdc.gov/ncidod/dhqp/nhsn_training.html

- Currently, training is available through archived webcasts
- Each webcast is 2 hours in length and includes corresponding slides in PDF documents
- 8 webcast videos total
- Windows Media Player required to view webcasts
- Available on NHSN Training website

The screenshot displays the NHSN Training website interface. At the top, there is a navigation bar with links for Home, About CDC, Press Room, A-Z Index, and Contact Us. The CDC logo is prominently featured on the left, and the text 'Department of Health and Human Services Centers for Disease Control and Prevention' is centered. A search bar and a 'Printer-friendly version' link are on the right. The main content area is titled 'National Healthcare Safety Network (NHSN)' and includes a brief description of the training. Below this, there are two columns: 'Infection Control Topics' with links to various topics, and 'Archived NHSN Training Sessions (by date)'. The sessions are listed by date, with the most recent being November 14, 2006, and the next being November 16, 2006. Each session entry includes the audience, topics, a 'Play Webcast Video' button with file size and duration, and a 'Training Slidesets' section with links to PDF documents.

Home | About CDC | Press Room | A-Z Index | Contact Us

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

Search:

[Infection Control Home](#) > [Protecting Patients](#) > [Surveillance](#) > [NHSN](#)

National Healthcare Safety Network (NHSN)

NHSN has provided training for its members on a routine basis. The following are the slidesets and webcasts from those training sessions.

Infection Control Topics

- > [Infection Control Home](#)
- > [Healthcare-Associated Infections](#)
- > [Protecting Patients](#)
- > [Protecting Healthcare Workers](#)
- > [Infection Control Guidelines](#)
- > [About DHQP](#)

Archived NHSN Training Sessions (by date)

November 14, 2006

Audience: All current NHSN Users, Sister Facilities, MRSA Prevention Initiative Hospitals, facilities in States requiring the use of NHSN for mandatory reporting.
Topics: Overview of NHSN, Device-associated module (CLABSI, VAP, CAUTI)

[Play Webcast Video](#) (12MB / 1.5 hours)
Windows Media Player Required 2

Training Slidesets

- > [Overview of NHSN](#) (335KB)
- > [CLABSI Protocols](#) (726KB)
- > [VAP](#) (406KB)
- > [CAUTI](#) (332KB)

November 16, 2006

Audience: All current NHSN Users, Sister Facilities, MRSA Prevention Initiative Hospitals, facilities in States requiring the use of NHSN for mandatory reporting.
Topics: Procedure-associated module (SSI, PPP), Medication-associated module

[Play Webcast Video](#) (12MB / 2 hours)
Windows Media Player Required 2

Training Slidesets

- > [SSI and PPP Protocols and Definitions](#) (761KB)
- > [Antimicrobial Use and Resistance Option](#) (2.64MB)

NHSN Resources

- > [Document Library](#)
- > [Newsletters](#)
- > [NHSN Report 2006](#)
AJIC, PDF (285KB, 12 pages)
- > [Training](#)
- > [Contact Us](#)

[CDC en Español](#)



The Future of NHSN Training



- Self-study, web-based training courses are in development
- Each course should take approx. 20-30 minutes to complete, with randomized 10 question quiz at end
- Must pass each course with 80% or better to be considered complete



The Future of NHSN Training



- Everyone will be required to complete each training course once, based on their rights/role
- Includes existing NHSN users
- Renewal of digital certificate will be dependent upon completion of individual's required courses
- Many courses will qualify for CE credit



Central Line-associated Bloodstream Infections (CLABSI)



Central Line-associated Bloodstream Infections (CLABSI)

[Begin](#)



Department of Health and Human Services

Centers for Disease Control and Prevention

Key Terms: Transfer Rule

If the BSI develops in a patient within 48 hours of transfer from one inpatient location to another, indicate the *transferring* location on the infection report.

Example: A patient with a central line is transferred from the Orthopedic ward to the Medical-Surgical ICU on Monday. On Tuesday afternoon, he spikes a fever and is determined to have a CLABSI. The location of the CLABSI is recorded as the Orthopedic Ward.

NOTE: It is not required to monitor for CLABSIs after the patient is discharged from the facility. However, if discovered, they should be reported to NHSN. No additional central line days are recorded.



Hide Menu

Introduction

Definitions & Protocols

Collecting CLABSI data

Using CLABSI data



Ventilator-associated Pneumonia (VAP)

Hide Menu

Introduction

Key Terms &
Protocols

Collecting
VAP Data

Using VAP
Data

References

Example:

On September 10, Susan Smith was intubated in the Emergency Department of General Hospital following a spontaneous pneumothorax which occurred at the school where she teaches. She was connected to a ventilator and transferred to the Respiratory ICU. On September 12 she was extubated and removed from the ventilator, but on September 13 it is determined that she meets the surveillance criteria for pneumonia.

Would this pneumonia be considered ventilator-associated? Please answer yes or no in the space provided.





Review VAP Definitions

Page 2 of 14

Which of the following is an acceptable culture specimen for meeting the PNU2 laboratory criterion:

- A. Lung parenchyma
- B. Bronchoalveolar lavage
- C. Protected specimen brushing
- D. All of the above

Cancel

Correct! - Windows Internet Explorer provided ...

Correct!



The Future of NHSN Training



- Available Fall 2008
- Stay tuned to the NHSN Members page for Training updates

Home | About CDC | Press Room | A-Z Index | Contact Us

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CDC en Español

Search:

[Infection Control Home](#) > [Protecting Patients](#) > [Surveillance](#) >

National Healthcare Safety Network (NHSN)

Overview | **How to Enroll** | NHSN Members

How to Enroll Your Facility in NHSN

Enrollment is open and available for hospitals and outpatient hemodialysis centers only. If your healthcare facility is one of the following: long-term acute care hospital, surgical hospital, nursing home, extended care facility, ambulatory surgical center, or home care, enrollment is currently unavailable. Please check back in October.

Enrolling in NHSN is a multiple step process, outlined below, that is completed by the person designated to serve as the Facility Administrator. The steps must be followed in the order listed to ensure a successful enrollment.

Before attempting to enroll, as the Facility Administrator you must:

1. Review the following documents:
 - ↓ [Purposes, Eligibility, Requirements and Confidentiality](#) ← April 2006 (46 KB / 2 pages)
 - ↓ [NHSN Facility Administrator Enrollment Guide](#) ← March 2007 (1.05 MB / 29 pages)
2. Review the "NHSN Manual: Patient Safety Protocol" and the required training sessions and slide sets:
 - ↓ [NHSN Manual: Patient Safety Component Protocol](#) ← May 2007 (1.3 MB / 92 pages)
 - > [Training Requirements for Facility Administrators](#) ←

When you have completed the required trainings and read the above documents, you are ready to enroll. Follow the steps below to complete the enrollment process.

[Printer-friendly version](#)

Infection Control Topics

- > [Infection Control Home](#)
- > [Healthcare-Associated Infections](#)
- > [Protecting Patients](#)
- > [Protecting Healthcare Workers](#)
- > [Infection Control Guidelines](#)
- > [Infection Control A-Z](#)
- > [About DHQP](#)

NHSN Resources

- > [Document Library](#)
- > [Newsletters](#)
- ↓ [NHSN Report 2006](#)
AJIC, PDF (285KB, 12 pages)
- > [Training](#)
- > [Contact Us](#)



NHSN Facility Administrator

- Only person who can enroll a facility
- Only one Facility Administrator per facility
- Responsible for initially adding users and assigning user rights
 - Additional users with administrative rights in NHSN can add other users



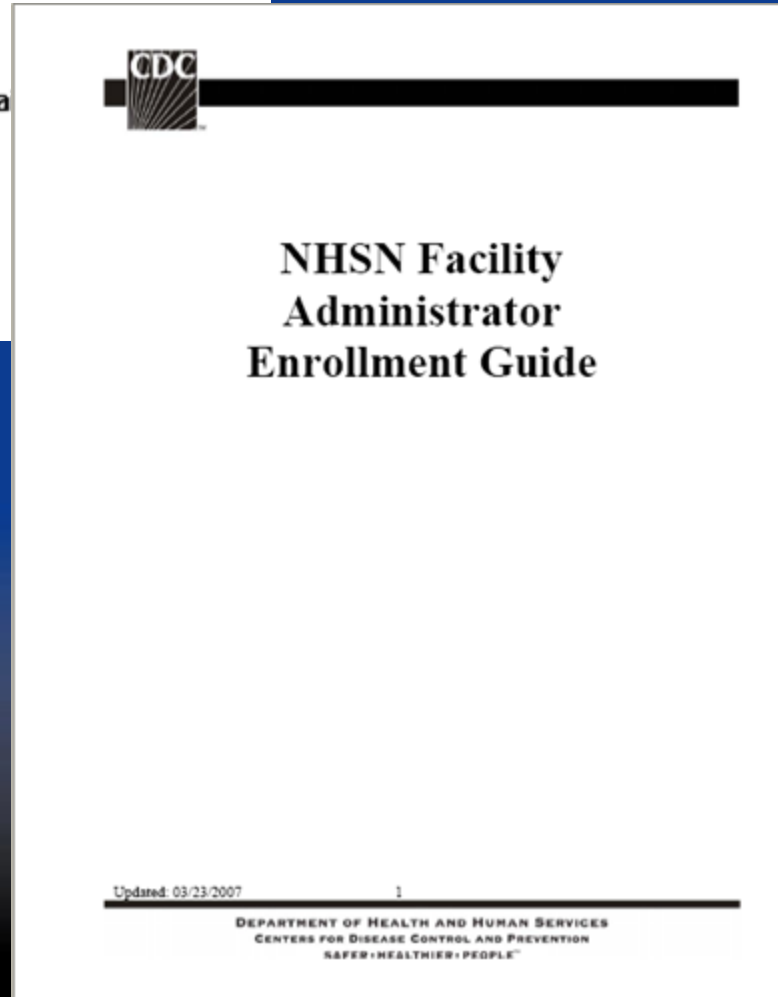
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March 2007 (1.05 MB / 29 pages)

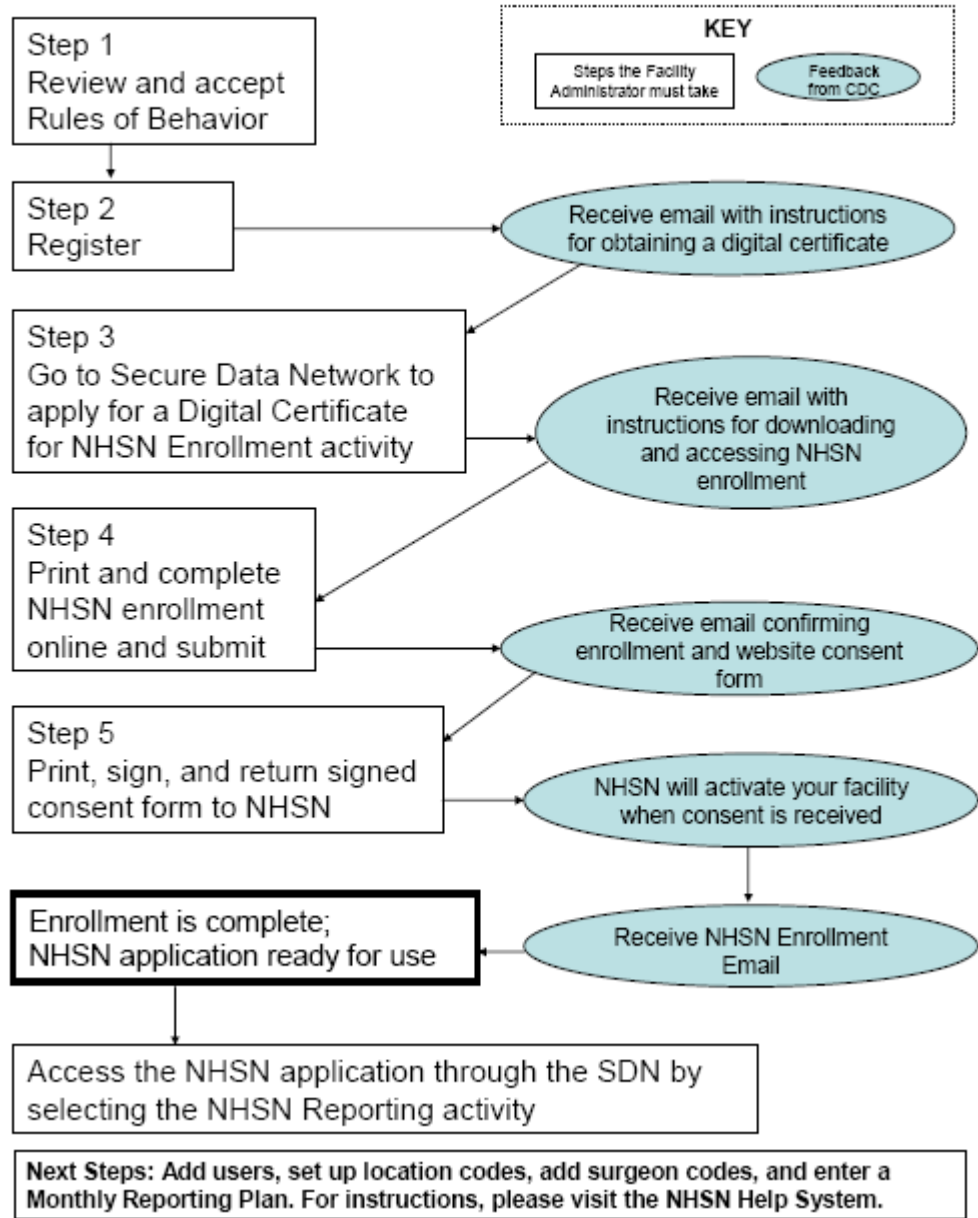
2. Review the “NHSN Manual: Patient Safety Protocol” and the required training slide sets:

- ↓ [NHSN Manual: Patient Safety Protocol](#)
January 2008 (1.21 MB / 98 pages)
- > [Training Requirements for Facility Administrators](#)





How do I get started in NHSN?



Step 1: Review & Accept the Rules of Behavior



- After you have completed the required trainings, go to:

<http://www.ncid.cdc.gov/RegistrationForm/admin.htm>

The screenshot shows the CDC Department of Health and Human Services website. The main heading is 'National Healthcare Safety Network (NHSN)'. Below this, the section is titled 'Facility/Group Administrator Rules of Behavior'. The text explains that users must agree to these rules for system security. A scrollable text box contains the following information:

NHSN, a surveillance system of the Centers for Disease Control and Prevention (CDC), allows participating healthcare facilities to enter data associated with healthcare safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, dialysis incidents, and healthcare worker vaccinations. NHSN provides analysis tools that generate reports using the aggregated data (reports about infection rates, national and local comparisons, etc). NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These "Rules of Behavior" apply to all users of the NHSN web-based computer system.

Purpose

At the bottom of the page, there is a 'Print Version' link (PDF, 87KB/13 pages), an 'Agree' button, and a 'Do Not Agree' button.

Step 2. Register



Personal Information

*Last name:

*First name:

Middle name:

*Email address:

Facility Identifier


*Please select a facility identifier:

CMS ID AHA ID VA Station Code
CDC Registration ID None

*Selected identifier ID:

NHSN Training Date

*I certify that I have completed all of the appropriate,

required NHSN trainings on: 

Reset

Save



IMPORTANT!!!

- You must use the same email address throughout the NHSN enrollment process. This includes your application for a digital certificate.
- Allow nhsn@cdc.gov and PHINTech@cdc.gov to come through your organization's email spam blockers



IMPORTANT!!

- Make sure the following site is listed as a trusted site in your browser and pop-ups are allowed:

***.cdc.gov**

Get email with instructions for obtaining digital certificate

Welcome! You are now registered in the National Healthcare Safety Network (NHSN).

In order to begin the NHSN enrollment process, you will need to obtain and install a digital certificate onto your computer.

Follow the instructions in the document "NHSN Facility Administrator Enrollment Guide" beginning at Step 3, to obtain and install the digital certificate so that you will be able to access the NHSN application through CDC's Secure Data Network (SDN). This document can be accessed at: http://www.cdc.gov/ncidod/dhqp/nhsn_documents.html .

From the Centers for Disease Control and Prevention - Digital ID Enrollment page, <https://ca.cdc.gov>, you will be prompted for the enrollment password, which is: !cdc_sdn_apply! (Be sure to include the exclamation points and use lower case and underscores.) Follow the onscreen instructions to apply for a digital certificate.

During the process, you will be prompted to select a Program and a Program-specific Activity.

For Program, select: **National Healthcare Safety Network (NHSN)**
For Activity, select: **NHSN Enrollment**

VERY IMPORTANT: After you obtain and install your digital certificate (Step 3d in the NHSN Facility Administrator Enrollment Guide), access the SDN (<https://sdn.cdc.gov>), enter your challenge phrase and select NHSN Enrollment from the list in the upper left corner titled "My Applications". This will launch the NHSN Enroll Facility page. **Be sure to indicate yourself as the NHSN Facility Administrator.**

If you have difficulties obtaining a digital certificate, please contact SDN at 800-532-9929 or 770-936-3636 or PHINTech@cdc.gov.

If you have any questions about NHSN, please contact us at 800-893-0485 or nhsn@cdc.gov. Information on NHSN is also available on the members' website at http://www.cdc.gov/ncidod/dhqp/nhsn_members.html .



Step 3: Go to SDN to apply for a digital certificate for NHSN Enrollment activity



What is the SDN?

- SDN = Secure Data Network
 - Provides security control services to most CDC systems, including NHSN
 - Physical and environmental controls – The computer room that houses NHSN is physically secure and environmental controls are used to protect NHSN computing resources from system damage or failure.
 - Network controls - The SDN is located behind a firewall and is protected by a centralized security gateway (proxy server).
 - User Authentication – All users must authenticate their identities with digital certificates



What is a Digital Certificate?

- A digital certificate provides an electronic means of proving your identity in order to securely conduct business with NHSN. Digital certificates provide the following benefits:
 - Data being sent to NHSN is encrypted so that only NHSN can read it
 - Provides assurance to NHSN that the data has not been changed in transit
 - Certifies that the certificate owner actually sent the transmission



Additional information about Digital Certificates

- User specific – do not share your digital certificate with another user!
- Installed on your computer (you may need the assistance of your IT department)
- Make a copy as soon as it is installed
- Can be installed on additional computers
- CDC pays for the digital certificate
- When applying, request - Program: National Healthcare Safety Network, Activity: NHSN Enrollment



Detailed instructions on how to obtain and install your digital certificate are included in Step 3 of the “NHSN Facility Administrator Enrollment Guide”.



Step 4: Complete NHSN enrollment online

- To access NHSN via the SDN, go to:
<https://sdn.cdc.gov>
- Enter your challenge phrase (created when you applied for a digital certificate)
- After you are logged in, click on “NHSN Enrollment”

The screenshot shows the CDC Public Health Partners website interface. At the top, it says "Public Health Partners" and "You are logged in as Maggie Dudeck". The main content is divided into three sections:

- My Applications:** Contains a link for "National Healthcare Safety Network (NHSN)" with a sub-link for "NHSN Enrollment" highlighted by a red arrow. There is also a link for "Request Additional Activities".
- Electronic Reference:** Includes a search box with "PubMed" selected in the database dropdown and a "Search" button.
- Morbidity and Mortality Weekly Report:** Lists "This Week in MMWR November 9, 2007 / Vol. 56 / No. 45" with links to "Great American Smokeout", "Cigarette Smoking Among Adults", and "Salmonella Typhimurium Infection".



Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Contact us

[Start](#)
[Leave Enroll](#)

Enroll Facility

Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)



If you have not completed these forms, obtain the forms now and complete them before proceeding

[Leader for PDF files](#)

The enrollment forms are also available on the NHSN members page, in the Document Library.



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NHSN - National Healthcare Safety Network

Contact us

[Start](#)
[Leave Enroll](#)

Enroll Facility

Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)



[Get Adobe Acrobat Reader for PC](#)

If you have already completed your Hospital Survey and Contact Information forms



[Start](#)
[Leave Enroll](#)

Facility Enrollment

Mandatory fields marked with *

[Print PDF Form](#)

Tracking #

Facility Information

Facility name*:

Address, line 1*:

Address, line 2:

Address, line 3:

City*:

County*:

State*:

Zip Code*: -

Main telephone number*:

For each identifier listed below, enter the number / code, or check Not Applicable if your facility does not have that identifier

AHA ID*:

Select if AHA ID Not Applicable

CMS ID*:

Select if CMS ID Not Applicable

VA station code*:

Select if VA Station Code Not Applicable

[Verify Data](#)

Click to verify values provided above before proceeding.

About the identifier



For each identifier listed below, enter the number / code, or check Not Applicable if your facility does not have that identifier

AHA ID*:

Select if AHA ID Not Applicable

CMS ID*:

Select if CMS ID Not Applicable

VA station code*:

Select if VA Station Code Not Applicable

Click to verify values provided above before proceeding.

- Enter only numbers – no dashes or spaces
- Enter only one identifier and check “N/A” for other identifiers
- If your data does not verify, contact NHSN
- If you do not have any of the listed identifiers, contact NHSN
- After data verifies, enter data from the Hospital Survey and submit.

Once enrollment is submitted, you will receive an email to access the Agreement to Participate and Consent form

From: NHSN
To: NHSN Facility Administrator
Sent:

Subject: NHSN facility enrollment submitted

The following facility has been submitted for enrollment in the NHSN:

Facility Name: DHQP Memorial Hospital
Tracking Number: 10000

NHSN Facility Administrator:

The NHSN Facility Administrator has 30 days to access the Agreement to Participate and Consent form at the following URL:

<http://server/enapp/enrollment.do?method=displayAgreement&trackingnum=xxxxx>

If this URL appears to be broken, please type the link on your browser address line. The complete address including trackingnum=xxxxx must be included in order to access the form.

Once the form has been accessed, the CDC system administrator must receive the original, signed copy of the Consent Form within 60 days or enrollment will be suspended. Mail the form to: NHSN Administrator, MS A-24, Centers for Disease Control and Prevention, 1600 Clifton Rd, NE, Atlanta, GA 30333.

If you have questions about NHSN, please contact us at nhsn@cdc.gov or 800-893-0485. For information on the NHSN, please visit the member's website at http://www.cdc.gov/ncidod/dhqp/nhsn_members.html .



**Step 5: Print, sign and
return signed Consent
Form to NHSN**



*Tracking # _____

Primary Contact(s)

As the Primary Contact(s), I/we consent to follow exactly the selected protocols and report complete and accurate data in a timely manner in order to maintain active status in the NHSN.

NHSN Patient Safety Primary Contact Person

*Name: _____

*Title: _____

*Signature: _____ *Date: _____

NHSN Healthcare Personnel Safety Primary Contact Person
(If different from Patient Safety Primary Contact)

*Name: _____

*Title: _____

*Signature: _____ *Date: _____

Official Authorized To Bind This Facility To The Terms Of This Agreement (e.g., COO/CBO/CFO)

As an official authorized to bind the facility specified below, I warrant that I have read and that I understand the terms of this agreement and hereby consent to allow the facility to participate in the NHSN.

*Name: _____

*Title: _____

*Signature: _____ *Date: _____

Facility Name:

*Main Facility Telephone Number: _____

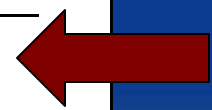
*Street Address: _____

*City: _____ *State: _____ *ZIP: _____ - _____

Must have
PS Primary
Contact
signature



Must have a
C-level
signature!





Agreement to Participate and Consent

- The original signed copy must be sent to CDC
- Send via U.S. mail
- NHSN will return any Agreement to Participate and Consent that is not completed correctly

NHSN will activate your facility when Consent is received and send you an enrollment approval email

To: NHSN Facility Administrator
From: NHSN
Date:
Subject: NHSN enrollment approved

Your facility has been approved as a new member of NHSN. Welcome!

Facility Name:
Facility ID #:

As the Facility Administrator, you will now need to access the NHSN through the SDN (<https://sdn.cdc.gov>) by selecting the NHSN Reporting activity. Once in the NHSN, your first task should be to add those individuals who need to use the NHSN ("users") in the Users section of the navigation bar. Add locations and surgeons from the navigation bar under the heading Facility.

Once you add a user, that person will receive an email prompting her/him to obtain a digital certificate. It is important that you verify the email address and inform the user to use the same address when applying for their digital certificate.

If you have any questions about NHSN, please contact us at 800-893-0485 or nhsn@cdc.gov. Information on NHSN is also available on the members' web site at https://www.cdc.gov/ncidod/dhqp/nhsn_members.html





Enrollment is complete!

NHSN Facility Administrator can now access NHSN Reporting through the SDN to add users and set up facility for reporting in NHSN.



Recap: 5 Step NHSN Enrollment Process

Facility Administrator -

1. Reviews and accepts Rules of Behavior
2. Registers
3. Applies for and installs an SDN digital certificate for NHSN Enrollment activity
4. Prints, completes and submits enrollment forms online
5. Prints, signs and returns Consent Form to NHSN

Click on NHSN Reporting



Public Health Partners

You are logged in as Maggie Dudeck

My Applications

National Healthcare Safety Network (NHSN)

- > [NHSN Enrollment](#)
- > [NHSN Reporting](#)



- > [Request Additional Activities](#)

Electronic Reference

Select a database and search term to locate journals.

Database:

Search for:

Search

Morbidity and Mortality Weekly Report

This Week in MMWR November 9, 2007 / Vol. 56 / No. 44

- > [Great American Smokeout — November 15, 2007](#)
- > [Cigarette Smoking Among Adults — United States, 2006](#)
- > [Salmonella Typhimurium Infection Associated with Raw Eggs](#)

Recommendations and Reports November 2, 2007 / Vol. 56

- > [Interpreting and Managing Blood Lead Levels <10 µg/dL in Lead: Recommendations of CDC's Advisory Committee on](#)
- > [Appendix: Guide to Resources for Parents](#)
- > [Download .pdf document of this issue](#)

Surveillance Summaries October 19, 2007 / Vol. 56 / No. 41

- > [National Surveillance for Asthma — United States, 1999](#)


NHSN is ready for users to be added and set up



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NHSN - National Healthcare Safety Network

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

 **NHSN Home**

Reporting Plan

Patient

Event

Procedure

Summary Data

Analysis

Surveys

Users

Facility

Group

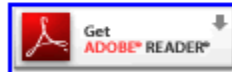
Log Out

Logged into DHQP Memorial Hospital (ID 10000) as MAGGIE.
Facility DHQP Memorial Hospital (ID 10000) is following PS component.

Welcome to the NHSN Home Page.

Use the Navigation bar on the left
to access the features of the application.

**NHSN maintenance may occur nightly
between 12am and 6am Eastern time.**



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

Assurance of Confidentiality: The 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)).

- Set up includes adding locations. **NOTE: Locations must be added before entering a monthly reporting plan.**



Adding Locations



- See “Enrollment & Set-Up” webcast for step-by-step training
- Refer to the CDC Locations section of the NHSN Manual: Patient Safety Component Protocol for CDC locations & descriptions
- Step-by-step instructions in NHSN Online Manual (“Help”)



Adding Users

- NHSN Home**
- Reporting Plan**
- Patient**
- Event**
- Procedure**
- Summary Data**
- Analysis**
- Surveys**
- Users**
 - Add
 - Find
- Facility**
- Group**
- Log Out**

- When adding users, make sure email address is correct!
- Step-by-step instructions can be found in NHSN Online Manual (“Help”)

Phone Number:

Fax Number:

E-mail Address*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

Zip Code:

County:

Home Phone Number:

Beeper:



NHSN Online Manual



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NHSN - National Healthcare Safety Network (1SD-CLFT-NHSN1)

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

- NHSN Home**
- Reporting Plan**
 - [Add](#)
 - [Find](#)
- Patient**
- Event**
- Procedure**
- Summary Data**
- Analysis**
- Surveys**
- Users**
- Facility**
- Group**
- Log Out**

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as MAGGIE.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following PS component.

Add Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*:

Month*:

Year*:

No NHSN Patient Safety Modules Followed this Month

[Print PDF Form](#)

Device-Associated Module



Locations CLA BSI DE VAP CAUTI CLIP

Procedure-Associated Module



Procedures SSI Post-procedure PNEU




- Welcome
- Popular Topics
- About NHSN
- Patient Safety Component
 - Definition of Key Terms
 - CDC Location Labels and Descriptions
 - Data Entry Instructions for NHSN Anr
 - Data Entry Instructions for the Patien
 - Patient Safety Monthly Reporting**
 - Patient Information
 - Event Information
 - Event Details
 - Device-Associated Module
 - Medication-Associated Module
 - Procedure-Associated Module
 - High Risk Inpatient Influenza Moc
 - How To
 - CDC HAI Definitions
 - Analysis

Device-Associated Module

NOTE: Locations must be set up in NHSN before entering a Plan for the Device-associated Module. For instructions on how to add a location, [click here](#).


Reporting Instructions

- Select the first inpatient location you wish to follow for the month.
- Select one or more events that will be monitored during the selected time period for that unit: Central line-associated blood stream infection (CLABSI), Dialysis incident (DI), Ventilator-associated pneumonia (VAP), Catheter-associated urinary tract infection (CAUTI).
- If you wish to follow the data collection plan from the previous month, select "Copy from Previous Month". Events and locations used in the previous month will automatically populate the fields.
- After selecting events for a location, click on "Add Rows" to add another unit.
- To delete one row, click on the trash can  on the left of the row you wish to delete.
- To clear all of the rows in this section, click on "Clear All Rows".
- For information on the data collection methodology for the Device-Associated Module, please [click here](#).

Procedure-Associated Module

Procedure-Associated Module

Reporting Instructions

- Select the first procedure you wish to follow for the month.
- Select one or more events that will be monitored during the selected time period for that procedure: Surgical Site Infection (SSI) and/or Post-Procedure Pneumonia (PPP).
- If you will be monitoring SSI, select the setting you would like to monitor during the selected time period for that procedure: IN - Inpatient, OUT - Outpatient, or BOTH - Inpatient and Outpatient.
- If you will be monitoring PPP, Inpatient is the only location option.
- If you wish to follow the data collection plan from the previous month, select "Copy from Previous Month". Events used in the previous month will automatically populate the fields.
- After selecting events for a location, click on "Add Rows" to add another unit.
- To delete one row, click on the trash can  on the left of the row you wish to delete.



Groups



What is a Group?

- 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).



Join a Group

- From the Group section of NHSN Nav Bar, the Facility Administrator selects Join
- Enters the Group ID
- Enters the Group Joining Password
 - Clicks on Join Group
- Group ID and joining password will be provided by an individual at the Group level



Join a Group



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NHSN - National Healthcare Safety Network (ACID-NHSN-APP2)

[NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

- NHSN Home**
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Analysis
- Surveys
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 - Confer Rights
 - Join**
 - Leave
 - Nominate
 - Log Out

Logged into Rumford Hospital (ID 10216) as MAGGIE.
Facility Rumford Hospital (ID 10216) is following PS component.

Memberships

Groups that have access to this facility's data

Confer Rights

Leave Group(s)

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

Group ID:

Group Joining Password:



Join a Group



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Logged into Rumford Hospital (ID 10216) as MAGGIE.
Facility Rumford Hospital (ID 10216) is following PS component.

Memberships

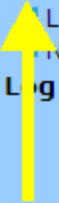
Microsoft Internet Explorer

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.

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

Group ID:

Group Joining Password:



Confer Rights to a Group



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Facility

Group

▢ Confer Rights

▢ Join

▢ Leave

▢ Nominate

Log Out

Logged into Rumford Hospital (ID 10216) as MAGGIE.
Facility Rumford Hospital (ID 10216) is following PS component.

Confer Rights-Patient Safety

✔ Facility 'Rumford Hospital ' has successfully joined group 'Maggie's test group'.
You should now confer rights to that group.

Patient Safety

General

	View Options
Patient	<input type="checkbox"/> With Identifiers <input type="checkbox"/> Without Identifiers
Monthly Reporting Plan	<input type="checkbox"/>
Annual Hospital Survey	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>
AUR Microbiology Laboratory Data	<input type="checkbox"/>
AUR Pharmacy Data	<input type="checkbox"/>

Infections and other Events

Plan	Month	Year	Month	Year	Event
🗑️	▼	▼	to	▼	▼
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
🗑️	▼	▼	to	▼	▼	▼
Add Row	Clear All Rows					

Denominator Data for Events



About Conferring Rights

- Facility gives access rights to certain pieces 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
- Facilities can confer rights
 - By Plan status
 - By Location
 - By Date Range
 - By Procedure/Setting
 - By Event



Confer Rights to a Group

Patient Safety

General

	View Options
Patient	<input checked="" type="checkbox"/> <input checked="" type="radio"/> With Identifiers <input type="radio"/> Without Identifiers
Monthly Reporting Plan	<input checked="" type="checkbox"/>
Annual Hospital Survey	<input checked="" type="checkbox"/>
Data Analysis	<input checked="" type="checkbox"/>
AUR Microbiology Laboratory Data	<input type="checkbox"/>
AUR Pharmacy Data	<input type="checkbox"/>

- Confer rights to patient data, with or without identifiers
- Conferring rights to the Annual Hospital Survey will allow the Group to see the Facility's name, address, phone, and facility type

Confer Rights to a Group



Infections and other Events

Plan	Month	Year	to	Month	Year	Event
<input type="checkbox"/> In	1	2007				BSI - Bloodstream Infection (CLA)
Location type:		Location:				
CC		ALL				
<input type="checkbox"/> In	1	2007				BSI - Bloodstream Infection (CLA)
Location type:		Location:				
CC_N		NICU - LEVEL 3 NICU				
<input type="checkbox"/> Both	1	2007	12	2007		EENT - Eye, Ear, Nose and Throat
Location type:		Location:				
WARD		72N - 72 NEURO UNIT				

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

- Plan options include: All, In, Out, and Both
- If “In” is selected, only rights to protocol events can be conferred (CLABSI, VAP, SSI, CAUTI, etc.)

Confer Rights to a Group



Summary Data for Events

	Plan	Month	Year		Month	Year	Location Type	Location
🗑️	In	1	2007	to			CC	ALL
🗑️	In	1	2007	to			CC_N	NICU - LEVEL 3 NICU
🗑️	Both	1	2007	to	12	2007	WARD	72N - 72 NEURO UNIT

- Can copy all locations to the Summary Data rights section

Confer Rights to a Group



Infections and other Events

Plan	Month	Year	Month	Year	Event
In	1	2007	to		SSI - Surgical Site Infection
Procedure: KPRO - Knee prosthesis					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
In	1	2007	to		CC_N	NICU - LEVEL 3 NICU
Both	1	2007	to	12	WARD	72N - 72 NEURO UNIT

Add Row Clear All Rows

Denominator Data for Events

Plan	Month	Year	Month	Year	Procedure	Setting
In	1	2007	to		KPRO - Knee prosthesis	In

- Can copy all procedures to the Denominator Data rights section

Managing Group Memberships



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Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as MAGGIE.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following PS component.

Memberships

Groups that have access to this facility's data

- Teresa's test group (10049)
- HCW Group (10168)
- Test Group MMS (10231)
- Test MMS2 (10240)
- Test Group MMS again (10246)

Confer
Rights

Leave
Group(s)

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

Group ID:

Group Joining Password:

Join
Group

Back



Contact Information:
nhsn@cdc.gov

Important web addresses:

http://www.cdc.gov/ncidod/dhqp/nhsn_members.html

http://www.cdc.gov/ncidod/dhqp/nhsn_training.html

http://www.cdc.gov/ncidod/dhqp/nhsn_howToEnroll.html