



Monthly Reporting Plans and Utilizing the Group Feature Within NHSN

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Objectives

- Define a monthly reporting plan and demonstrate set up
- Outline the NHSN group feature and related functions
- Identify group roles
- Briefly outline the steps of forming a group in NHSN
- Identify and demonstrate how to join a group in NHSN
- Outline the steps of leaving a group



Monthly Reporting Plans





Monthly Reporting Plans



- Inform the CDC which modules you will be participating in for the month.
- Inform the CDC which data to include in aggregate data used to publish NMSN annual report
- “Turn on” business rules which assist in applying definitions consistently



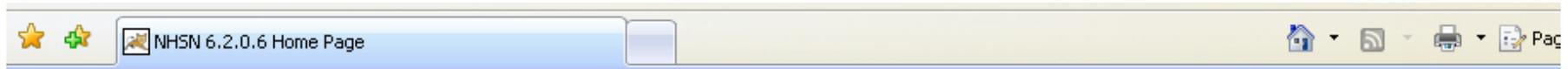
Monthly Reporting Plans

- A minimum of 6 months of data collection in at least one module required/year
- A plan must be entered for each month, even if it's to state that no modules followed that month
- Facilities that are group members will allow groups to access their in plan, out plan or both data





Adding a Monthly Plan



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

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FSA6.
 Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.



NHSN Patient Safety Component Home Page

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

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)).

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



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Adding a Monthly Plan

Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Add Monthly Reporting Plan

No data found for May, 2010

Mandatory fields marked with *

Facility ID*: DHQP MEMORIAL HOSPITAL (ID 10018) ▼

Month*: May ▼

Year*: 2010 ▼

No NHSN Patient Safety Modules Followed this Month

Device-Associated Module [HELP](#)

Locations CLA BSI DE VAP CAUTI CLIP



Adding a Monthly Plan

Add Row **Clear All Rows** **Copy from Previous Month**

Multi-Drug Resistant Organism Module [?HELP](#)

Locations: MICU - MEDICAL ICU

Specific Organism Type: MRSA - MRSA

Process and Outcome Measures

Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab Blood
<input type="checkbox"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Rows **Clear All Rows** **Copy from Previous Month**

Patient Influenza Vaccination Mod [?HELP](#)



Adding a Monthly Plan

Multi-Drug Resistant Organism Module [HELP](#)

Locations

MICU - MEDICAL ICU

Specific Organism Type

MRSA - MRSA

Process and Outcome Measures

Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Blood
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MICU - MEDICAL ICU

CDIF - C. difficile

Process and Outcome Measures

Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Blood
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Patient Influenza Vaccination Module [HELP](#)

Method A:
Method B:

Then choose Save



Group Functions within NHSN





Data Sharing in NHSN: Groups



- CDC does not send NHSN data to state health departments or other entities
- Health departments or others obtain data directly from NHSN facilities
 - A group is formed in NHSN
 - Facilities join the group and confer rights to certain data
- The group can analyze the data of its member facilities
- Facilities within the group cannot see each other's data



Data Sharing in NHSN: Groups

- Any entity can enroll as a group in NHSN (e.g., state health department, quality improvement organization, hospital system)
- NHSN facilities join the group using a group ID number and password provided by the Group Administrator
- Facility gives access rights to certain data to the group (“Conferring Rights”)



Forming a Group in NHSN



1. Complete required reading and training for the Group Administrator or Group User
2. An NHSN facility nominates the group
3. The Group Administrator obtains a digital certificate
4. The Group Administrator adds additional users to the group and sets a joining password.
5. The Group Administrator sends the Group ID and group joining password to facilities
6. Facilities join the group and confer some or all rights to data





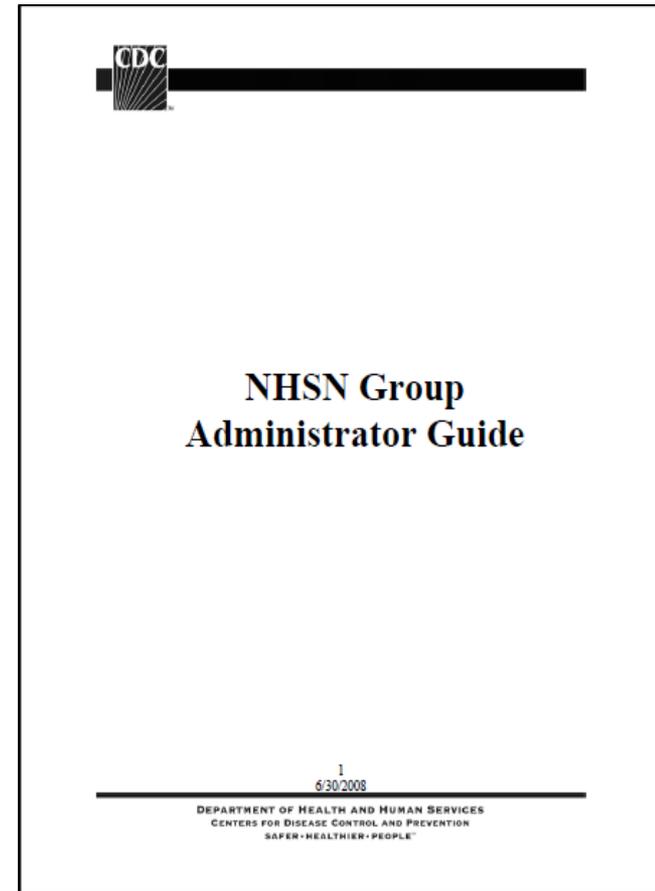
Materials and Training for Group Users



- The NHSN Group Administrator Guide
- The NHSN Patient Safety Component Manual and accompanying materials:
 - Tables of Instructions
 - Data Collection Forms

<http://www.cdc.gov/nhsn>

Follow link to “Resource Library” or the new NHSN Manual link





Group Administrator Adds The Group Users and Sets Password



- When the Group Administrator logs into NHSN Reporting, he or she will:
 - Set the group joining password
 - Add additional users at the group level (other state health department personnel)



The Group ID is a 5 digit number assigned by NHSN, not the Group Name.



The Group joining password is case sensitive and special characters are not recommended.



Group Administrator Invites Facilities to Join



- Group Administrator contacts facilities with group ID and joining password
- Facility Administrator logs in to NHSN and clicks on “Group” → “Join” in left hand navigation bar
- Facility Administrator enters group ID and joining password to join The Group



A facility can join as many groups as it wants or needs



Facility Administrator Confers Rights to The Group



- Facility gives access rights to certain pieces of its data to The Group
- The Group can analyze the data of its member facilities
- NHSN facilities in the group cannot see each other's data
- Facilities can confer rights in a variety of ways, including:
 - By event
 - By location
 - By date

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

Memberships

Groups that have access to this facility's data

- Alexis's Test Group (14823)
- Americ...
- Cathy's
- Georgi...
- Group

Enter

Windows Internet Explorer

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.

OK

Group Joining Password:

[Join Group](#)

[HELP](#)

[Back](#)

[HELP](#)

[HELP](#)



Facility Administrator Confers Rights to The Group



- The Group will need to provide guidance to member facilities about what data they need to share:
 - Events (**CLABSI? SSI? MDRO...which one? Others?**)
 - With or without patient identifiers
 - Locations (**ICUs? Specialty care? Med floors?**)
 - Time period





MDCH's Requested Rights



- MDCH:
 - MRSA LabID Events
 - CDAD LabID Events
 - Inpatient only (or Both for 1 facility)
 - Facility's choice of unit
 - Different from that reporting MRSA Infection Data to MPRO
 - Without patient identifiers
 - Reporting plan
 - Data analysis
 - Facility survey
 - Summary data
 - Minimum of 3 months

Other events appreciated





Facility Administrator



- Only one Facility Administrator per facility
- Facility administrator must complete required training
- Only person who can enroll a facility
 - ***NOTE: Facility Administrator must complete required NHSN training prior to enrolling***
- Responsible for initial set-up
 - Adding locations and surgeons
 - Adding users and assigning user rights
 - Joining The Group
 - Conferring rights to The Group



Summary of Responsibilities Within a Group



Name the Group	Group Administrator
Nominate Group Administrator	Facility Administrator
Set the Group Password and Distribute	Group Administrator
Communicate rights to confer	Group Administrator
Set Up Facility- locations, monthly reporting plans	Facility Administrator
Confer rights to The Group	Facility Administrator
Enter surveillance data	Facility User
Send data to The Group	Available after entered and saved



Conferring Rights

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FSA6.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Confer Rights-Patient Safety

✓ Facility 'DHQP MEMORIAL HOSPITAL' has successfully joined group 'Maggie's test group'.
You should now confer rights to that group.

HELP

Patient Safety

Healthcare Personnel Safety

Biovigilance

General

View Options

Patient With Identifiers Without Identifiers
Monthly Reporting Plan
Data Analysis



Surveys

Year	Year	Survey Type
2010	to 2010	Facility Survey Data

Add Row Clear All Rows

Infections and other Events (Not specific to MDRO/CDAD)



Conferring Rights

Summary Data for Events

Plan	Month	Year	to	Month	Year	Location Type	Location
Both	1	2010	to	12	2010	CC	MICU - MEDICAL ICU

Denominator Data for Events

Plan	Month	Year	to	Month	Year	Procedure	Setting
			to				

Summary Data for Vaccinations

Plan	Month	Year	to	Month	Year	Vaccination Type
------	-------	------	----	-------	------	------------------



Conferring Rights

MDRO/CDAD Events

Plan	Month	Year	to	Month	Year	Location Type	Location
Both	1	2010	to	12	2010	CC	MICU - MEDICAL ICU

Specific Organism Type:

- ACINE
- CDIF
- KLEB
- MRSA
- MSSA
- VRE

Event Type: LABID - Laboratory-identified MDRO or CDAD Event

MDRO/CDAD Summary Data (Denominators)

Plan	Month	Year	to	Month	Year	Location Type	Location
Both	1	2010	to	1	2010	CC	MICU - MEDICAL ICU

Admissions Patient Days Encounters



Conferred Rights Confirmed



Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FSA6.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Memberships

Conferred Rights saved successfully for group Maggie's test group (10297).

Groups that have access to this facility's data

- Another Test Group (10436) ▲
- HCW Group (10168) ☰
- Maggie's test group (10297)
- MMS Test Group3 (10300)
- RL Test Group (10596) ▼

Confer Rights [? HELP](#)

Leave Group(s) [? HELP](#)

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

Group ID:

Group Joining Password:

Join Group [? HELP](#)

Back



After Facilities Join The Group



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

NHSN - National Healthcare Safety Network Contact us

Welcome to the NHSN Landing Page

Select a facility and component,
then click Submit to go to the Home Page.

Select facility/group from dropdown list:

Select facility within the above group:

Select component:

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- The Group users (not individual facilities) can access data from all member facilities or select a single facility.



Group Level Analysis



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

NHSN - National Healthcare Safety Network | NHSN Home | My Info |

Logged into Cathy's test group (ID 14220) as PAULM.
All Facilities Selected.

Patient Safety Component

Analysis Output Options

- Device-Associated Module
 - All Device-Associated Events
 - Central Line-Associated BSI
 - CDC Defined Output
 - Line Listing - All CLAB Events
 - Frequency Table - All CLAB Events
 - Bar Chart - All CLAB Events
 - Pie Chart - All CLAB Events
 - Rate Table - CLAB Data for ICU-Other
 - Control Chart - CLAB Data for ICU-Other
 - Rate Table - UCAB/CLAB Data for NICU
 - Control Chart - UCAB/CLAB Data for NICU
 - Rate Table - CLAB Data for SCA
 - Control Chart - CLAB Data for SCA

- Many analysis options are available to The Group users from within NHSN



Group Level Analysis



The screenshot shows the NHSN web interface. At the top, the CDC logo and text 'Department of Health and Human Services Centers for Disease Control and Prevention' are visible. Below this is a navigation bar with 'NHSN - National Healthcare Safety Network' and 'NHSN Home'. A user status bar indicates 'Logged into Cathy's test group (ID 14220) as PAULM. All Facilities Selected.' The main content area is titled 'Export Output Options' and contains the text 'Exporting data set CLAB_Events: Select data export format'. A dropdown menu is open, listing several export formats: Microsoft Access table (*.mdb), Microsoft Access 97 table (*.mdb), delimited file (comma-separated values) (*.csv), delimited file (tab-delimited values) (*.txt), Excel spreadsheet (*.xls), Excel 5.0 or 7.0 (95) spreadsheet (*.xls), dBASE 5.0, IV, III+, III, and II files (*.dbf), and SAS for Windows V7/8/9 (*.sas7bdat). To the right of the dropdown are 'Export' and 'Back' buttons. On the left side of the interface is a vertical navigation menu with items: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Analysis (with sub-items 'Generate Data Sets' and 'Output Options'), Surveys, Users, Organization, and Log Out.

- NHSN data can be exported to various other programs for review and analysis.



Summary of the NHSN Group Function



- Any entity can form a group in NHSN
- An enrolled NHSN facility “nominates” the group
- Facilities join The Group and confer some or all rights to data
- The Group can analyze the data of its member facilities
- Facilities within The Group cannot see each other’s data
- Facilities can join as many groups as they like



Leaving The Group

- NHSN Home
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
- Analysis
- Surveys
- Users
- Facility
- Group ←
- Confer Rights
- Join
- Leave ←
- Nominate
- Log Out

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Leaving The Group



NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | [NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

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Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Memberships

Groups that have access to this facility's data

- Another Test Group (10436)
- HCW Group (10168)** ←
- Maggie's test group (10297)
- MMS Test Group3 (10300)
- TCH test group (10421)

[?HELP](#)
 [?HELP](#)

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

Group ID:

Group Joining Password: [?HELP](#)



Leaving the Group

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | Help | L

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FSA6.
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Memberships

Groups that have access to this facility's data

- Another Test Group (10436)
- HCW Group (1016)
- Maggie's test grou
- MMS Test Group3
- TCH test group (10

Enter ID and Pa

Group Joining Password:

Confer

Join Group

Back

HELP

HELP

HELP

HELP

HELP

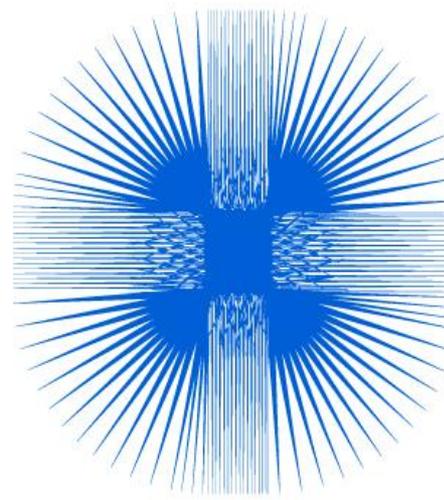
Windows Internet Explorer

The selected group(s) will no longer have access to current or historic data for this facility.

OK Cancel



You will receive a request to confirm



NHSN

National Healthcare
Safety Network

Contact Information:

nhsn@cdc.gov

Important web addresses:

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

<http://www.cdc.gov/nhsn/library.html>

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