

# Joining a Group and Conferring Rights for Facilities Sharing Dialysis Event Data



# Objectives

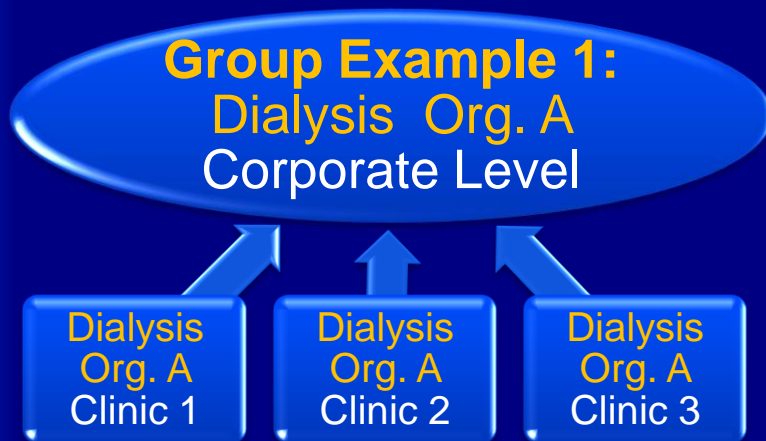
- ❑ Describe the Group function in NHSN
- ❑ Outline the steps to joining a group in NHSN
- ❑ Introduce the basics of the Confer Rights screen for the Patient Safety Component
- ❑ Introduce the Confer Rights options relevant to Outpatient Hemodialysis Clinic locations that participate in Dialysis Event surveillance

## The Group Function

- ❑ **NHSN data are shared through the group function**
- ❑ **Any entity can maintain a group in NHSN**
  - State health departments, corporate dialysis chains, ESRD Networks, etc.
- ❑ **NHSN facilities choose whether to join a group and then agree to share specified data with the Group by conferring rights to those data**
- ❑ **A facility that joins a Group does not have access to any data from other facilities in the Group**
- ❑ **Facilities may join multiple groups**

# Common Groups for Dialysis Settings

1. **Affiliated facilities (e.g., satellite clinics) share data with their overarching organization**
2. **Un-affiliated facilities share data for a specific purpose**
  - e.g., quality improvement, mandated reporting



Note the direction of data sharing is from facility to Group only, not between facilities


## Overview of Steps to Join

- 1. Facility Administrator receives Group ID and Group Joining Password from the group**
- 2. Facility Administrator logs in to NHSN and uses the Group ID and password to join**
- 3. Facility Administrator reviews the Confer Rights screen to determine which data will be shared with group**
- 4. If the Facility Administrator agrees to share these data, he or she presses the “Accept” button at the bottom of the Confer Rights screen**

## What Facilities Need to Join

- ❑ **Groups in NHSN have a 5 digit Group ID number and are protected with a joining password set by the Group Administrator**
  - Password is case sensitive
- ❑ **A Group should provide facilities that would like to join with:**
  - The group's 5-digit NHSN ID number
  - The group's joining password
  - Information about what data it will be asked to share with the group

# How to Join a Group



The screenshot shows the NHSN navigation bar with the following items: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Auto CDA Sim, Analysis, Surveys, Users, Facility, Group, Confer Rights, Join, Leave, Nominate, and Log Out. Two red arrows point to the 'Group' and 'Join' items.

- ❑ The Facility Administrator decides to join a Group
- ❑ To join, from the NHSN navigation bar choose “Group” then “Join”

# How to Join a Group

- ❑ Enter the Group ID and Group Joining Password
- ❑ Click on the “Join Group” button to join the Group



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[Group](#)

[Confer Rights](#)

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## Memberships

Groups that have access to this facility's data

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[HELP](#)

[HELP](#)

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

Group ID:

Group Joining Password:

[HELP](#)

# How to Join a Group

- ❑ A message will pop up – read it, then click “OK” to proceed with joining the group

The screenshot shows the NHSN interface. At the top left is the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below this is the NHSN logo and "NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081)". On the right, there are links for "NHSN Home", "My Info", "Contact us", "Help", and "Log Out". A navigation menu on the left includes "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Auto CDA Sim", "Analysis", "Surveys", "Users", "Facility", "Group", "Confer Rights", "Join", "Leave", "Nominate", and "Log Out". The main content area is titled "Memberships" and shows "Groups that have access to this facility's data". A message dialog box is overlaid on the page with the title "Message from webpage" and a close button (X). The message text reads: "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." Below the message are "OK" and "Cancel" buttons, with a mouse cursor clicking on the "OK" button. In the background, the "Group ID" field contains "10691", the "Group Joining Password" field is masked with four dots, and there is a "Join Group" button and a "Back" button.

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Logged into Dialysis Test Facility 1 (ID 10001) as VET2.  
Facility Dialysis Test Facility 1 (ID 10001) is following the PS component.

## Memberships

Groups that have access to this facility's data

**Message from webpage**

The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.

OK Cancel

Group ID: 10691

Group Joining Password: ●●●●

Join Group ?HELP

Back

# How to Join a Group

- ❑ After acknowledging the pop up message, the facility has officially joined the group
  - Confirmation message appears at the top of the screen
- ❑ At this point, the facility is now on the 'Confer Rights-Patient Safety' screen which lists which data will be shared with the group



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[NHSN Home](#)

[Reporting Plan](#)

[Patient](#)

[Event](#)

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[Summary Data](#)


[Import/Export](#)





## Confer Rights-Patient Safety

✔ Facility 'Dialysis Test Facility 1' has successfully joined group 'Dialysis Collaborative Example'.  
You should now confer rights to that group.

Please review the data rights that "Dialysis Collaborative Example" is requesting from your facility:

## Symbols on the Confer Rights Screen

- ❑ Each **X** indicates which piece of data the group is requesting that the facility shares
- ❑ The alert icon  indicates which piece of data has changed (the group either is requesting new data or removing a request for data)

General	
View Options	
Patient	<input checked="" type="checkbox"/> With All Identifiers  <input type="checkbox"/> Without Any Identifiers <input type="checkbox"/> With Specified Identifiers <input type="checkbox"/> Gender <input type="checkbox"/> DOB <input type="checkbox"/> Ethnicity <input type="checkbox"/> Race
Monthly Reporting Plan	<input checked="" type="checkbox"/> 
Data Analysis	<input checked="" type="checkbox"/> 
Facility Information	<input checked="" type="checkbox"/> 

## How to Confer Rights

- **At the bottom of the screen, the Facility Administrator must select one of two buttons:**
  - “Accept” button accepts the confers rights to share the specified data with group
  - “Back” button does not confer rights to data – the group will not have access to any facility data

The screenshot displays a web interface for configuring data sharing. It features a table with columns for 'Process Measures', 'Organism', and 'AST Process & Outcome Measures' (subdivided into 'ASTAdm', 'AST D/T', and 'AST Incidence'). The first row shows 'Hand Hygiene Gown and Gloves' (checked) for 'MRSA VRE'. Below the table are 'Accept' and 'Back' buttons, with red arrows pointing to them.

Process Measures:	Organism	AST Process & Outcome Measures		
		ASTAdm	AST D/T	AST Incidence
<input checked="" type="checkbox"/> Hand Hygiene Gown and Gloves	MRSA VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accept Back

# View all Group Memberships

- All groups of which the facility is a member are listed on the Memberships screen

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**NHSN Home**  
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Auto CDA Sim  
Analysis  
Surveys  
Users  
Facility  
Group  
    ▶ Confer Rights  
    ▶ Join  
    ▶ Leave  
    ▶ Nominate  
Log Out

## Memberships

**Groups that have access to this facility's data**

- Dialysis Collaborative Example (10691)
- State Health Dept Group Example (10363)
- ESRD Network Group Example (10666)

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](#)

## Summary

- ❑ **Facilities can share data with entities outside of CDC using the Group Function**
- ❑ **In order for a Facility Administrator to join a group, the group must provide their 5 digit NHSN Group ID number and joining password**
- ❑ **The Facility Administrator should review the Confer Rights screen to see which data will be shared with the group and then either accept the Confer Rights screen to share data or choose to leave the group**

# Questions?

- ❑ **NHSN Helpdesk – [nhsn@cdc.gov](mailto:nhsn@cdc.gov)**
- ❑ **Dialysis Event Homepage - [http://www.cdc.gov/nhsn/psc\\_da\\_de.html](http://www.cdc.gov/nhsn/psc_da_de.html)**
- ❑ **More Groups Guides - <http://www.cdc.gov/nhsn/library.html#group>**