National Healthcare Safety Network (NHSN)

Enrollment

And

Conferring Rights
Objectives

• Describe NHSN, its purposes, requirements, structure, and methodology
• Go over Checklist to get started with NHSN
• Explain the new confer rights template and what it means for you
• Answer any further questions
What is NHSN?

• NHSN is a secure internet based surveillance system that was created and is maintained by the Division of Healthcare Quality Promotion (DHQP) at CDC.

• Provides a tool for healthcare facilities to collect information about healthcare-associated infections (HAIs) and other adverse patient events using...
  – Standardized protocols
  – Standard definitions
  – Forms
  – Analysis with comparative national data
  – Outcome and process measures for performance improvement
Also....

NHSN facilitates reporting to both U.S. Center for Medicare and Medicaid Services (CMS) AND Arkansas Department of Health for Act 634
Confidentiality with NHSN

The voluntarily provided 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 Requirements

• When you join NHSN you sign an agreement to:
  – Submit a Monthly Reporting Plan to CDC
  – Use the CDC definitions and surveillance methodology
  – Report your data within 30 days of the end of the month
  – Complete an annual survey
  – Pass quality control checks
Why are we doing this?

- Improve patient outcomes
- Obtain “baseline” data
- Identify problems
- Evaluate control interventions
- Monitor quality of infection control practices
- Satisfy regulatory/ accreditation requirements
Checklist to get started

- Identify facility administrator
- CDC training
- Facility Administrator Registration
- Digital Certificate
- Facility Enrollment
- Facility Activation
- Facility Set up
- Monthly Reporting Plan
- Confer Rights
Identify the Facility Administrator

• The Facility Administrator should be your primary NHSN user, typically an IP or a hospital epidemiologist.
• They will have the most rights on the system
• The Facility Administrator will be responsible for enrolling the facility into NHSN.
• There can only be one facility administrator, however the facility administrator can add others to the system with various administrative rights.
• The facility administrator is the only person that can confer rights.
CDC Training

- www.cdc.gov/nhsn/training.html
- This training will take around 10 hours and must be completed before you enroll your facility.
- The training covers data collection, numerators, denominators, and data entry.
- Slides will serve as good references later on.
- The CDC enrollment guide will serve as a great resource during enrollment. It can be found at: www.cdc.gov/nhsn/library.html
Facility Administrator Registration

http://nhsn.cdc.gov/RegistrationForm/index.jsp

• Registration Begins on this page
• You must read and agree to the NHSN Facility/Group Administrator Rules of Behavior
Facility Administrator Registration continued

- Fill out personal information
- Select facility identifier that you would like to use.
  - CMS ID: CMS Certification Number (CCN) not your National Provider Identifier (NPI)
  - For hospitals participating in the CMS hospital inpatient reporting program must use the CCN
- Input the date that you completed your CDC training.
Digital Certificate

- The digital certificate authenticates your access to the CDC’s secure data network.
- Your registration conformation will include a link to apply for a digital certificate, follow the instructions in the email to apply.
- During this process you will decide on a password that will be known as your challenge phrase.
- When your digital certificate has been approved you will receive a second email with instructions on how to install it (instructions can also be found on page 6 of enrollment guide).
Notes on Digital Certificate Use

- Don’t apply for a digital certificate if you already have one.
- You may need assistance from your IT department in installing your certificate.
- Each individual must have their own digital certificate.
- Multiple digital certificates can be installed on a single computer.
- You can make copies of your digital certificate on multiple computers.
- Your digital certificate must be updated each year.
- You should save a backup copy of your certificate on a disk to ensure you will have it if you change computers.
SAMS

- Digital Certificates will be replaced by SAMS (Secure Access Management Services) at some point
- Once you are signed in to NHSN you will receive email communications from CDC about how and when this will take place
Facility Enrollment

• Begin by printing out forms prior to filling them out online
  • http://www.cdc.gov/nhsn/forms/57.101_FacConInf_BLANK.pdf
  • http://www.cdc.gov/nhsn/forms/57.103_PSHospSurv_BLANK.pdf
Facility Enrollment

• To access NHSN you must use internet explorer
• https://sdn.cdc.gov
• Click “NHSN Enrollment” in upper left area
• Complete the forms online.
• Print the “Agreement to Participate and Consent” form and have it signed by a hospital administrator.
• Return the form to CDC. They will notify you once they have activated your hospital on NHSN.
Facility Enrollment cont.
Facility Enrollment cont.

Facility Enrollment

Mandatory fields marked with *

Tracking # 40000

Facility Information

Facility name*: St. Somewhere Else Medical Center
Address, line 1*: 40000 Anyplace St.
Address, line 2: PO Box 2
Address, line 3:
City*: Somewhere
State*: GA
County*: Fulton
Zip Code*: 30111 - 2121
Main telephone number*: 555-555-5551

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*: 2555655 Select ✓ if CMS ID Not Applicable
VA station code*: Select ✓ if VA Station Code Not Applicable

[Click to verify values provided above before proceeding.]

Verify Data
Agreement to Participate and Consent

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: St. Someplace Medical Center
Tracking Number: 40000

NHSN Facility Administrator: Mary Andrus

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=xxxx 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 nhsl@cdc.gov. For information on NHSN, please visit the member’s website at http://www.cdc.gov/nicicd/hsp/nhsn_members.html.
You’re enrolled in NHSN!

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: St. Someplace Medical Center  
Facility ID #: 40000  

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 “Manage 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 nhsn@cdc.gov. Information on NHSN is also available on the members’ web site at http://www.cdc.gov/ncidod/dhgpp/nhsn_members.html
Adding Users

- Good idea to have multiple users in the case of turnover
- New users must complete the required NHSN training for the rights they will be assigned
Adding Users cont.

CDC

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

NHSN Patient Safety Component Home Page

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

Assurance of Confidentiality: The voluntarily provided 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.

Get Adobe Acrobat Reader for PDF files
Adding Users cont.

• create unique user ID that is not the facility ID# or your CMS #
• Each individual must have their own user ID
• Fill in the remaining information and push “save” at the bottom of the page
Adding Users cont.

Logged into State Users of NHSN Memorial (ID 15634) as MEERLEY. Facility State Users of NHSN Memorial (ID 15634) is following the PS component.

Click on User ADH123 (ID 20222) saved successfully. Please add rights for the new user.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Patient Safety</th>
<th>Healthcare Personnel Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>All Rights</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Analyze Data</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Add, Edit, Delete</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>View Data</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Customize Rights</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

State Users of NHSN Memorial (15634)

Facility List:

[Advanced]
Adding Users cont.

- Administrative User: If you check this box the User will be able to view, enter, and analyze all data, add other Users, Locations, and Surgeons and nominate and join Groups.
- View Data: If you check only this box, the User will be able to look at the data, but cannot enter, edit or analyze any data.
- Enter Data: If you check only this box, the User will be able to enter and edit the data.
- Analyze Data: If you check only this box, the User will be able to access the facility's datasets and can view and analyze data.
- All Rights: If you check this box, the User will be able to view, enter, edit and analyze data, but they will not be able to add or edit new Users, add Locations or Surgeons.
Adding Locations


Remember 80% rule

<table>
<thead>
<tr>
<th>CDC Location Label</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOCATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Adult Critical Care Units</td>
<td></td>
</tr>
<tr>
<td>Burn Critical Care</td>
<td>Critical care area specializing in the care of patients with significant/major burns.</td>
</tr>
<tr>
<td>Medical Cardiac Critical Care</td>
<td>Critical care area specializing in the care of patients with serious heart problems that do not require heart surgery.</td>
</tr>
<tr>
<td>Medical Critical Care</td>
<td>Critical care area for patients who are being treated for nonsurgical conditions.</td>
</tr>
<tr>
<td>Medical/Surgical Critical Care</td>
<td>An area where critically ill patients with medical and/or surgical conditions are managed.</td>
</tr>
<tr>
<td>Neurologic Critical Care</td>
<td>Critical care area specializing in treating life-threatening neurological diseases.</td>
</tr>
</tbody>
</table>
Adding Locations

NHSN Patient Safety Component Home Page

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

Logged in as MBERLEY.
NHSN Memorial (ID 15684) is following the PB component.

**Locations**

**Instructions**

- **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the Add button.
- **Find** a record, click on the Find button. One of more fields can be filled in to restrict the search to those values.
- **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.
- **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**: A bed size greater than zero is required for most inpatient locations.

Find  Add  Clear
Adding Locations Continued

- Your Code: Any reference for this location that will make sense to you
- Your Label: Area to give more detail to your code
- CDC Location Description: Choose CDC description that best describes this area. For more information reference chapter 15 at http://www.cdc.gov/nhsn/TOC_PSCManual.html
- Status: Active/Inactive
- Bed Size: Must enter number of beds in unit
- Finally, Click Add to finish
Adding Locations Finished

The location '2 NORTH ADULT MED/SURG' has been successfully added.

**Help 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
Adding a Monthly Reporting Plan

Note: you will not be able to input any data into NHSN for a month that has no plan.
Adding a Monthly Reporting Plan

Logged into State Users of NHSN Memorial (ID 15634) as MBERLEY. Facility State Users of NHSN Memorial (ID 15634) is following the PS component.

Add Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: State Users of NHSN Memorial (ID 15634)

Month*: 

Year*: 

☐ No NHSN Patient Safety Modules Followed this Month

Device-Associated Module 📄HELP
After you have filled out the form press “Save” at the bottom of the page.
Plan Added

Add Monthly Reporting Plan

Plan created successfully.

Mandatory fields marked with *

Facility ID*: State Users of NHSN Memorial (ID 15634)
Month*: 
Year*: 

- No NHSN Patient Safety Modules Followed this Month
Data sharing with groups

• A government health department (or other entity) can be nominated as a Group in NHSN
• An NHSN hospital joins the Group
• Hospital 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 Confer Rights Template

• With version of NHSN state creates the confer rights template for everyone in the group and each member approves it

• The template includes mandated HAIs as well as HAIs that can be reported on a voluntary basis
  – It is mandatory to report CLABSIs in the ICU and NICU
  – It is optional to report CLABSIs in other hospital areas, CAUTIs, and SSIs

This is a working document that can be adjusted to fit the needs of everyone in the group
Conferring Rights

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

NHSN Patient Safety Component Home Page

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

Logged into State Users of NHSN Memorial (ID 15634) as MBERLEY. Facility State Users of NHSN Memorial (ID 15634) is following the PS component.

Memberships

Groups that have access to this facility's data

Health Management Associates (15834)

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

Group ID: 15658
Group Joining Password: ********

ADH Group
Group ID: 15658
Password: Arkansas01
Conferring Rights Continued

Before you are allowed to precede to the next page this message will popup. This is a disclaimer message indicating that the decision to enter a group is the facilities own decision. Click Ok.
## General and Survey Sections

### General

<table>
<thead>
<tr>
<th>View Options</th>
<th>Patient</th>
<th>Monthly Reporting Plan</th>
<th>Data Analysis</th>
<th>Facility Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>With All Identifiers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Without Any Identifiers</td>
<td>🔄️</td>
<td>🔄️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Specified Identifiers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>DOB</td>
<td>Ethnicity</td>
<td>Race</td>
<td></td>
</tr>
</tbody>
</table>

### Surveys

<table>
<thead>
<tr>
<th>Year</th>
<th>Year</th>
<th>Survey Type</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄️</td>
<td>2011 to</td>
<td>Facility Survey Data</td>
<td></td>
</tr>
</tbody>
</table>

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Infections and other Events (Not specific to MRRO/CRP): [Image]

All rights listed above are required
The top two infections listed are required by Act 634. These are CLABSIs in the ICU and CLABSIs in the NICU (If your facility has one).
These infections are not required by the Act but may be reported voluntarily.
Events and Summary Data Sections

If you do not wish to report on these items then click the N/A box on the right and you will not report that data.
On voluntary reporting you may select which of your locations to report from.
If you have already selected N/A on event data the corresponding summary/denominator data will be marked as N/A automatically. Press “Accept” when you are finished.
If you are already a group member

[Image of NHSN - National Healthcare Safety Network]

Confer Rights Not Accepted List

⚠️ Define rights have been changed or new locations have been added affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group ID</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHSN State Users Test Group</td>
<td>15144</td>
<td>Not Accepted</td>
<td>Jul 8 2011 11:52AM</td>
</tr>
</tbody>
</table>

First | Previous | Next | Last
Final Notes about the Rights Template

• All voluntary data entered will have the same protections as the mandated data
• There is no penalty if you confer rights for one of the voluntary HAIs and then report no data for it
• The confer rights document can be changed as the need arises
Special Thanks...

- Wisconsin Department of Health
- Texas Department of Health
- APIC National
Questions?

Megan Berley
HAI Program
Arkansas Department of Health
Megan.Berley@arkansas.gov
501-661-2296