



# Data Sharing in NHSN: The Confer Rights Template (Patient Safety Component)

November 2019

# Objectives

- ❑ Review NHSN's Group function
- ❑ Demonstrate setup of the define rights template for Group users
- ❑ Demonstrate acceptance of the confer rights template for facility users

# The Group Function

- ❑ Any entity can maintain a Group in NHSN (state health departments, hospital systems, quality improvement organizations, etc.)
- ❑ Facilities can share data with these partners and agencies using NHSN's Group function
- ❑ Facilities join Groups and provide access to data requested by Group within the NHSN application
- ❑ A facility that joins a Group does not have access to any data from other facilities in the Group

# Creating a Group in NHSN

- ❑ Groups are created through nomination performed by an active NHSN facility
- ❑ After nomination, Group Administrator receives email with Group information and instructions for registering with SAMS
- ❑ Group Administrator sets a joining password on the Group and creates template of data elements that member facilities will share with the Group
- ❑ Group Administrator shares Group ID number and password with potential Group members (facilities)
- ❑ More information in the [Guide to Creating a Group](#) on the NHSN web site

# Joining a Group in NHSN

- ❑ Groups in NHSN have a 5 digit ID number and are protected with a joining password set by the Group Administrator
- ❑ A Group should provide facilities that would like to join with:
  - The Group's 5digit NHSN ID number
  - The Group's joining password
  - Information about data that Group is requesting from member facilities
- ❑ Facilities select **Group** and then **Join** tab in the NHSN navigation bar to join a Group
- ❑ More information in **Guide to Joining a Group** on the NHSN web site

# The Confer Rights Template

- ❑ Group Administrator creates a template of rights that is shared within NHSN with Group's member facilities
- ❑ Template specifies which data elements will be shared with Group
- ❑ Group members have limited ability to edit the template
- ❑ Group members accept the template of rights to complete data sharing with the Group
- ❑ Group can update the template as needed, and facilities must accept updated template to change data being shared with the Group

# Creating or Updating Template

The screenshot displays the NHSN web application interface. At the top left is the CDC logo and the text "Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™". Below this is a dark blue header with "NHSN - National Healthcare Safety Network".

The left navigation bar includes the following items: NHSN Home, Reporting Plan, Event, Procedure, Summary Data, Surveys, Analysis, Users, Group (selected), and Logout. A dropdown menu is open under "Group", listing: Find Facility, Edit Group Info, Joining Password, Evict Members, Send Email, and Define Rights (highlighted).

The main content area is titled "Memberships" and features a globe icon. It contains the following sections:

- Facilities whose data can be accessed by this group:** A list of facilities with their IDs: \*\*\*\*\* (10000), \*\*\*\*\* (45188), 11th SOW Test Facility A (40852), 11th SOW Test Facility B (40935), and 11th SOW Test Facility C (40936). An "Evict Member(s)" button is positioned to the right of the list.
- Set joining password for this group:** A section with a "New Password:" label and an input field, followed by a "Set Password" button.
- A "Back" button is located at the bottom of the main content area.

- ❑ Group Administrator selects **Define Rights** in NHSN navigation bar to create or update template of rights

# Template Setup – General Tips

Surveys				
	Year	To	Year	Survey Type
	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>

**Note: only complete survey data are shared with groups.**

- ❑ Leave the “To” year box blank to ask facilities to share data without an end date
- ❑ Use the trash can icon to remove a row from the template
- ❑ Use the **Add Row** button to add additional rows to a section of the template
- ❑ Use the **Clear All Rows** button to remove all of the rows entered in a section of the template



# Template Setup (PS)–General Section



## Define Rights–Patient Safety

! Please select the rights that facilities joining "LB Test Group" will confer

### General

#### View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers

Gender  DOB  Ethnicity  Race

Medicare #  Name  SSN  Patient ID  Birthweight (NICU only)

Monthly Reporting Plan



Data Analysis



Facility Information



## ❑ Patient (must select one radio button):

- **With All Identifiers** –all patient identifiers shared with Group
- **Without Any Identifiers** –no patient identifiers shared with Group
- **With Specified Identifiers** –select checkboxes for specific identifiers that will be shared with Group

# Template Setup (PS)–General Section

Define Rights-Patient Safety

! Please select the rights that facilities joining "LB Test Group" will confer

General

View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers

Gender  DOB  Ethnicity  Race

Medicare #  Name  SSN  Patient ID  Birthweight (NICU only)

Monthly Reporting Plan

Data Analysis

Facility Information

- ❑ Select checkboxes to request access to:
  - Monthly reporting plans
  - Ability to analyze or export member facilities' data in NHSN
  - Member facility names ( **NOTE**- Facility Information box **MUST** be selected for Group to have access to view facility names)

# Template Setup (PS)– Surveys

Surveys				
	Year	To	Year	Survey Type
	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>

**Note: only complete survey data are shared with groups.**

- ❑ Use the Surveys section to request access to facilities' annual survey data
- ❑ Select types of survey(s) Group will receive using the **Survey Type** dropdown menu

**NOTE**–some analysis options for surgical site infection surveillance require Groups to have access to annual facility survey data

# Template Setup (PS)– Events

Infections and other Events (Not specific to MDRO/CDI)  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

- ❑ Use the Infections and Other Events section to request access to healthcare-associated infections and other NHSN -defined events
- ❑ **Plan** dropdown menu controls whether Group has access to in-plan data, out -of-plan data, both in- and out -of-plan data, or all data regardless of plan status
- ❑ Select event to be shared with the Group from **Event** dropdown menu

# Template Setup (PS)– Events Section for Device-Associated Module


Infections and other Events (Not specific to MDRO/CDI)  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event
<input type="checkbox"/> In	January	2017	To		BSI - Bloodstream Infection (CLA)
		Location type:	Location:	Other Location Requirements:	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	

- ❑ Device-associated module events (CLABSI, CAUTI, VAP, CLIP, DE) are shared by location
- ❑ **Location Type** dropdown menu limits units that show in Location dropdown menu
- ❑ **Location** dropdown allows Group to request access to events from CDC-defined location(s) of interest
- ❑ **Other Location Requirements** is a free-text field that can be used to provide guidance to facilities

# Template Setup (PS)– Events Section for Device-Associated Module

Infections and other Events (Not specific to MDRO/CDI)  
Includes Applicable Denominators and "No Events" Indicators


Plan	Month	Year	To	Month	Year	Event
 In ▾	January ▾	2017 ▾	To	▾	▾	BSI - Bloodstream Infection (CLA) ▾
		Location type: CC ▾		Location: (ALL) ▾		Other Location Requirements: Share data from all CCs   ×

## *Example*

- ❑ Group is requesting CLABSI data that is in-plan starting in Jan. 2017, going forward with no end date
- ❑ Location type CC and Location ALL indicates that Group is asking for access to CLABSI events from all critical care locations
- ❑ Group has used the Other Location Requirements to clarify data request for facilities

# Template Setup (PS)– Events Section for Procedure-Associated Module

Infections and other Events (Not specific to MDRO/CDI)  
Includes Applicable Denominators and "No Events" Indicators


Plan	Month	Year	To	Month	Year	Event
 In	January	2017	To			SSI - Surgical Site Infection
		Procedure:			Setting: <input type="checkbox"/> IN <input type="checkbox"/> OUT	

- ❑ Procedure-associated module events are shared by NHSN procedure category
- ❑ **Procedure** dropdown menu used to select the procedure for which facilities will share SSI events with the Group
- ❑ Setting checkboxes used to specify whether facilities will share SSI events that occur after inpatient procedures, outpatient procedures, or both

# Template Setup (PS)– Events Section for Procedure -Associated Module

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

Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
 In	January	2017	To			SSI - Surgical Site Infection
Procedure:						Setting:
HER - Herniorrhaphy						<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT

## Example

- ❑ Group is requesting SSI events that are in-plan starting in Jan. 2017, going forward with no end date
- ❑ Procedure code HER and checks in both setting boxes indicate the Group is requesting access to only HER procedure data in both inpatient and outpatient settings



# Template Setup (PS)–MDRO/CDI Events

MDRO/CDI Events  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Specific Organism Type:				Event Type:			
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE				<input type="text"/>			

- ❑ The MDRO/CDI Events section is used to request access to data collected from the MDRO/CDI module
- ❑ Structured similarly to device -associated module events section (request access to data by location)
- ❑ Additional requirement –select organism(s) of interest using checkboxes for **Specific Organism Type**

# Template Setup (PS)–MDRO/CDI Events

MDRO/CDI Events  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements
In	January	2017	To		CC	(ALL)	Share IS events for MRSA
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input checked="" type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					ALL Infection Events		

Requesting events for Infection Surveillance (IS) option:

- ❑ Select location(s) of interest.
  - **NOTE**– Infection surveillance cannot be done using the FACWIDE denominator
- ❑ Select organism(s) of interest
- ❑ Select specific infection event(s) of interest by type of HAI, or select **ALL Infection Events** to receive all events with selected organism(s)

# Template Setup (PS)– MDRO/CDI Events

MDRO/CDI Events  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements
In	January	2017	To		FACWIDE	FacWIDEIn	Share FACWIDEIN for CDI
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					LABID - Laboratory-identified MDRO or CDI Event		
<b>Auto added rights for ED/OBS</b>							
In	January	2017	To		FACWIDE	Emergency Department	Share IS events for MRSA
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					LABID - Laboratory-identified MDRO or CDI Event		
In	January	2017	To		FACWIDE	Pediatric Emergency Department	Share IS events for MRSA

## Requesting events for LabID Event option:

- ❑ Select location(s) of interest
- ❑ Select organism(s) of interest - you can select more than one or all
- ❑ Select specific event of interest – LabID (all events) or LabIDBld (blood events only)
  - **NOTE**- LabID surveillance for blood events only can only be done at the FACWIDE level
  - ED, Pediatric ED 24 Hr. Observation Area locations are all automatically added to FACWIDEInlines

# Template Setup (PS)–MDRO/CDI Process and Outcome Measures

MDRO/CDI Process & Outcome Measures

Plan Month Year To Month Year Location Type Location Other Location Requirements

Process Measures

- Hand Hygiene
- Gown and Gloves

Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Row Clear All Rows

- ❑ The MDRO/CDI Process and Outcome Measures section is used to request access to adherence to hand hygiene, gown and gloves, and active surveillance testing data
- ❑ Request data by location
- ❑ Use the checkboxes to indicate measure(s) and organism(s) of interest

# Saving and Sending the Template

The screenshot displays the 'Define Rights-Patient Safety' interface. At the top, a success message is shown: 'Defined Rights saved successfully for 'LT Test Grp'', accompanied by a green checkmark icon. Below this, the 'General' section is visible, featuring 'View Options' with three radio buttons: 'With All Identifiers', 'Without Any Identifiers' (which is selected), and 'With Specified Identifiers'. Under 'With Specified Identifiers', there are several checkboxes for 'Gender', 'DOB', 'Ethnicity', 'Race', 'Medicare #', 'Name', 'SSN', 'Patient ID', and 'Birthweight (NICU only)'. At the bottom of the 'General' section, there are three checked checkboxes for 'Monthly Reporting Plan', 'Data Analysis', and 'Facility Information'.

- ❑ After completing template screen, click **Save** button at bottom of screen
- ❑ Message indicating successful creation of template will be displayed for confirmation
- ❑ Template will immediately be sent to all of Group's member facilities for acceptance

# New or Updated Template – Facility Notification (Facility View)

The screenshot shows the NHSN interface. At the top left is the CDC logo and text: 'Centers for Disease Control and Prevention CDC 24/7: Saving Lives, Protecting People™'. At the top right is the NHSN logo and text: 'National Healthcare Safety Network'. Below the logos is a navigation bar with 'NHSN - National Healthcare Safety Network' and a user profile for 'LBARGEN' at '11th SOW Test Facility A'. On the left is a sidebar menu with items: 'NHSN Home', 'Alerts', 'Reporting Plan', 'Patient', 'Event', 'Procedure', 'Summary Data', and 'Import/Export'. The main content area is titled 'Confer Rights Not Accepted List'. A red-bordered box contains a warning message: 'Define rights have been changed affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.' Below this message is a table with the following data:

Name	Group ID	Status	Status Date
<a href="#">LB Test Group</a>	44783	Not Accepted	Jan 19 2017 9:02AM

- ❑ The next time a facility in the Group logs in to NHSN, they will be immediately notified that Group's template has been sent
- ❑ Facility can click on the Group's Name link to view the new template and accept proposed data rights
- ❑ Facility is not required to accept template immediately, but will be prompted every time they log in to NHSN



# Template Acceptance Screen (PS) (Facility View)

**Confer Rights - Patient Safety**


! Please review the data rights that "Test Group for HAI" is requesting from your facility:  
- Verify locations  
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

**General**

**View Options**

Patient  With All Identifiers   
 Without Any Identifiers   
 With Specified Identifiers  
 Gender  DOB  Ethnicity  Race  
 Medicare #  Name  SSN  Patient ID  Birthweight (NICU only)

Monthly Reporting Plan   
Data Analysis   
Facility Information

- ❑ Facility has the option to view current rights by clicking on link at top of template screen
- ❑ Template acceptance screen is locked for editing in most areas
- ❑ The  icon indicates a new or updated data element that is requested by the Group

# Template Acceptance Screen (PS) (Facility View)

**Surveys**

Year	Year	Survey Type	N/A
2013	To	(All)	<input type="checkbox"/>

Note: only complete survey data are shared with groups.

**Infections and other Events (Not specific to MDRO/CDI)**  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
In	January	2015	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: CC	Location: (ALL)			Other Location Requirements:	
					Your Locations: 44 selected	
					<input checked="" type="checkbox"/> 1 - 11	
					<input checked="" type="checkbox"/> 12 WEST3 - W	<input type="checkbox"/>
					<input checked="" type="checkbox"/> 20000 - THIS LABEL	
					<input checked="" type="checkbox"/> [INACTIVE] 3 MS - MEDSURG ICU	
					<input type="checkbox"/> [INACTIVE] 3100 - 3100	<input type="checkbox"/>
					<input type="checkbox"/> [INACTIVE] 4WEST - 4 WEST MEDICAL ICU	
In	January	2013	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: WARD	Location: Medical Ward			Other Location Requirements:	
					Your Locations: All selected	
In	January	2013	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: WARD	Location: Surgical Ward			Other Location Requirements:	
					Your Locations: All selected	

## Areas of screen that can be edited by facility:

- **N/A boxes** – facilities can indicate that they do not perform or do not wish to share surveillance for a requested event by selecting **checkbox** (if checked, data will be excluded to the Group)
- **Your Locations** drop downs (DA and MDRO modules) – facilities can select relevant locations requested by Group



# Template Acceptance Screen (PS)–Locations (Facility View)

Infections and other Events (Not specific to MDRO/CDI)  
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
In	January	2011	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: CC	Location: (ALL)			Other Location Requirements: Share CLABSI data from all ICUs.	Your Locations 41 selected
In	January	2012	To		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
	Location type: CC	Location: (ALL)			Other Location Requirements: Share CAUTI data from all ICUs.	Your Locations 4 selected
In	January	2012	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: COLO - Colon surgery				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	<input checked="" type="checkbox"/> (NEW!) 12 WEST2 - W <input checked="" type="checkbox"/> 20000 - THIS LABEL <input checked="" type="checkbox"/> [(INACTIVE)] 3 MS - MEDSURG ICU <input checked="" type="checkbox"/> [(INACTIVE)] 3100 - 3100 <input type="checkbox"/> [(INACTIVE)] 4WEST - 4 WEST MEDICAL ICU <input type="checkbox"/> [(INACTIVE)] SAICU - SAICU
In	January	2011	To		BSI - Bloodstream Infection	<input type="checkbox"/>
	Location type: CC_N	Location: (ALL)			Other Location Requirements: Share CLABSI data from all neonatal ICUs.	All selected
In	January	2012	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: HYST - Abdominal hysterectomy				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	

## Example

- ❑ NHSN automatically selects all critical care locations mapped (active and inactive) since Group requested access to CAUTI events in all ICUs
- ❑ Facility has manually un-checked boxes for two inactive ICU locations where they do not wish to share or do not perform CAUTI surveillance

# Accepting the Template (PS) (Facility View)

In January 2016 To FACWIDE 24-Hour Observation Area All selected

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type:  
LABIDBld - Laboratory-identified MDRO Event - Blood Specimen Only

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations
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Accept Back

- ❑ Facility reviews template and clicks the **Accept** button at the bottom of the page if they agree to share requested data with the Group
- ❑ Facility can use the **Back** button if they choose not to accept the template, preventing the Group from accessing requested data

# Summary

- ❑ Groups are responsible for creating a Confer Rights Template of data that they are requesting from facilities
- ❑ Template is automatically sent to Group's member facilities upon completion
- ❑ Facilities that join the Group after template has been released will be prompted to accept template as part of Group joining process
- ❑ Facilities can use editable fields (N/A boxes and Your Locations drop downs) to modify data that Group has access to

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NHSN Home Page—[https:// www.cdc.gov/nhsn](https://www.cdc.gov/nhsn)

