

# MT Flex Grant & Hospital Engagement Network (HEN/HIIN) CDC/NHSN Join Group and Group Data Template

The purpose of this document is to provide instructions to facility NHSN administrators on joining and conferring rights to the MT Flex/HEN NHSN group for the HEN 2.0/HIIN project and MBQIP Healthcare Worker Immunization measure (OP-27).

There are two parts to completing this process:

1. Join the MT Flex/HEN group and
2. Review the confer rights template and “Accept” it at the bottom of the page.

These steps must be performed by a facility’s NHSN administrator. Contact [nhsn@cdc.gov](mailto:nhsn@cdc.gov) if you do not know your facility’s NHSN administrator or if you have technical issues with NHSN. You will need to complete the process for **each** the Healthcare Worker Immunization Component (MT Flex for MBQIP) and Patient Safety Component (MT HEN 2.0/HIIN – if participating).

## Joining the MT Flex/HEN Group in NHSN – Healthcare Personnel Safety Component

- 1) Log into NHSN and select the Healthcare Personnel Safety (MT Flex/MBQIP)

### Welcome to the NHSN Landing Page

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

Select component:

Select facility/group from dropdown list:

Select facility within the above group:

- 2) In the left hand column, click on Group, then Join. This will take you to the Memberships screen. Enter the **Group ID 44933** and Group Joining **Password flexhen**.
- 3) Click Join Group.

The left screenshot shows the NHSN 'Memberships' page. It features a sidebar with navigation options: Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. The main content area is titled 'Memberships' and includes a section for 'Groups that have access to this facility's data' with a table listing 'Test Group for HAI (39894)'. Below this is a section for 'Enter ID and Password for this facility to join a new group' with input fields for 'Group ID' and 'Group Joining Password', and a 'Join Group' button.

The right screenshot shows a 'Warning' dialog box overlaid on the NHSN interface. The dialog box contains the following text: '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.' At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

A pop-up warning message will appear. Click ok. You have now joined the group.

## MT Flex Group Data Template

On the next screen, (Confer Rights-Patient Safety), you will be able to review the data to which the MT Flex group will have access. Scroll down the screen to review the confer rights template.

- 1) Under the section titled “General,” the template shows the MT Flex group will have access to:
  - A. Patient data with NO identifiers
  - B. Healthcare Safety Monthly Surveillance Plan
  - C. Annual (HPSFACSURVEY)
  - D. Seasonal Flu Survey
  - E. HPS Data Analysis
  - F. Facility Information

The screenshot shows a web interface for 'Healthcare Personnel Safety' with a 'General' tab. A table lists data types and their access status. The 'View Options' for 'HCW' are set to 'Without Any Identifiers'. All other data types have their checkboxes checked.

	View Options
HCW	<input type="radio"/> With All Identifiers <input checked="" type="radio"/> Without Any Identifiers
Healthcare Safety Monthly Surveillance Plan	<input checked="" type="checkbox"/>
Annual ( HPSFACSURVEY)	<input checked="" type="checkbox"/>
Seasonal Flu Survey	<input checked="" type="checkbox"/>
HPS Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

- 2) At this time, the MT Flex group will only have data pertaining to 2015-2016 Flu Summary.

The screenshot shows the 'Flu Summary' section with a table. The 'Season' column has a dropdown menu set to '2015/2016'. The 'Type' column has a dropdown menu set to 'FLU - Influenza Vacc including Hospital'. There are 'Add Row' and 'Clear All Rows' buttons below the table.

Season	Type
2015/2016	FLU - Influenza Vacc including Hospital

- 3) To accept the reporting template and confer rights to your data to the MT HEN 2.0 group, please press “Accept” at the bottom of the page. You will receive a message saying your rights have successfully been conferred – the group name in your message will be “MHA\_FLEX\_HEN (44933)”

Conferral Rights saved successfully for group Test Group\_RR (43523).

## Joining the MT Flex/HEN Group in NHSN – Patient Safety Component

- 1) Log into NHSN and select the Patient Safety Component (HEN/HIIN)


### Welcome to the NHSN Landing Page

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

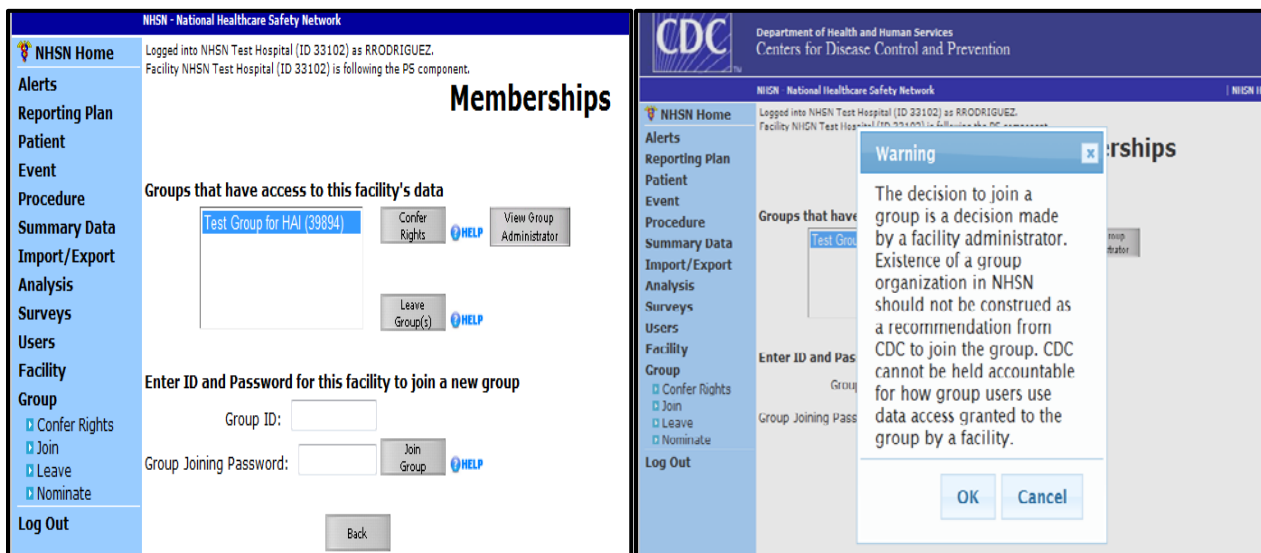
User: **RRODRIGUEZ (ID 147981)**

Select component:

Select facility/group from dropdown list:

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- 2) In the left hand column, click on Group, then Join. This will take you to the Memberships screen. Enter the **Group ID 44933** and Group Joining **Password flexhen**.
- 3) Click Join Group.

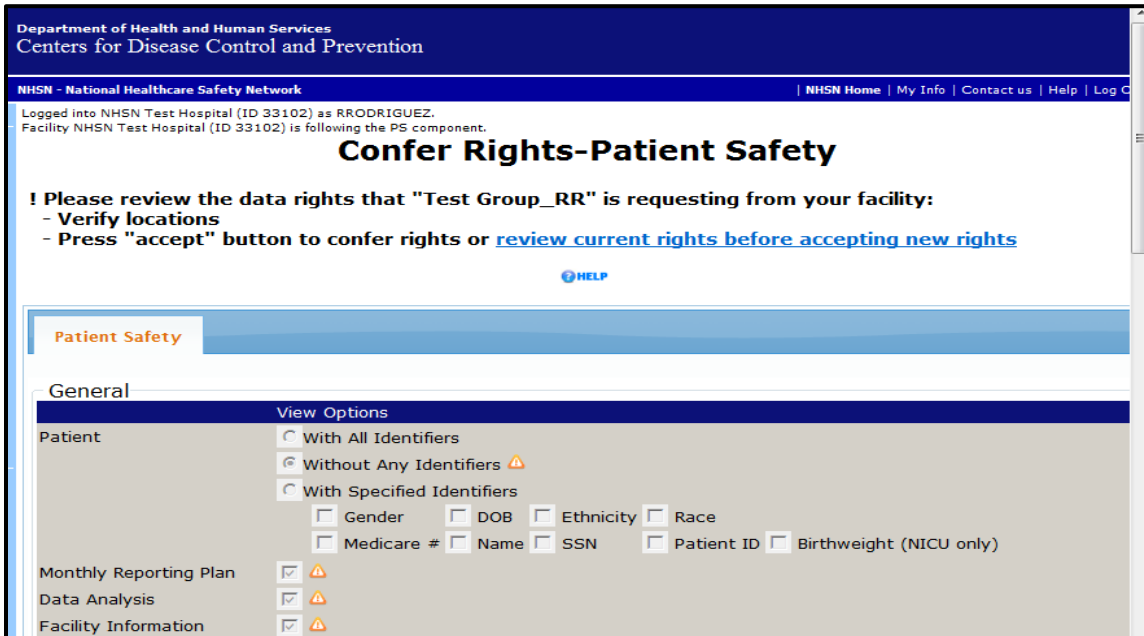


The screenshot shows the NHSN Memberships page. The left sidebar contains a navigation menu with 'Group' selected. The main content area shows 'Groups that have access to this facility's data' with a table listing 'Test Group for HAI (39894)'. Below this, there are fields for 'Enter ID and Password for this facility to join a new group' with 'Group ID' and 'Group Joining Password' input boxes, and a 'Join Group' button. A warning pop-up window is overlaid on the page, containing the following text: 'Warning: 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.' The pop-up has 'OK' and 'Cancel' buttons.

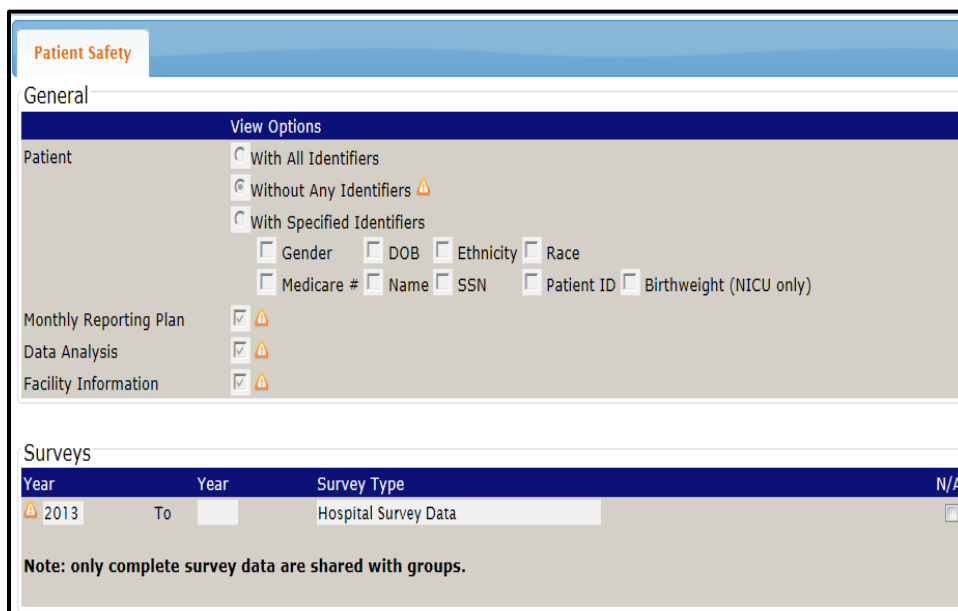
A pop-up warning message will appear. Click ok. You have now joined the group.

# MT HEN Group Data Template

1) On the next screen, (Confer Rights-Patient Safety), you will be able to review the data to which the MT HEN 2.0 group will have access. Scroll down the screen to review the confer rights template.




- 2) Under the section titled “General,” the template shows the MT HEN 2.0 group will have access to:
- Patient data with NO identifiers
  - Monthly Reporting Plans
  - Rights to analyze your data
  - Facility Information
  - Hospital survey data for 2014 until the end of the HEN 2.0 project







3) For "Infections and Other Events" the MT HEN 2.0 group will have access to:

Infection / Event	From where?	Time frame	Note
A. Central-line associated bloodstream infection (CLABSI)	All inpatient locations	2010 through the end of HEN 2.0	
B. Surgical Site Infection (SSI)	All inpatient locations	2010 through the end of HEN 2.0	The MT HEN 2.0 group will have access to data on all inpatient procedures that you have entered into NHSN. At a <b>minimum</b> you must report data on colon surgeries (COLO), abdominal hysterectomies (HYST), total hip replacements (HPRO) and total knee replacements (KPRO).
C. Catheter-associated urinary tract infection (CAUTI)	All inpatient locations except NICUs	2010 through the end of HEN 2.0	
D. Ventilator-associated event (VAE)	All inpatient locations	2013 through the end of HEN 2.0	

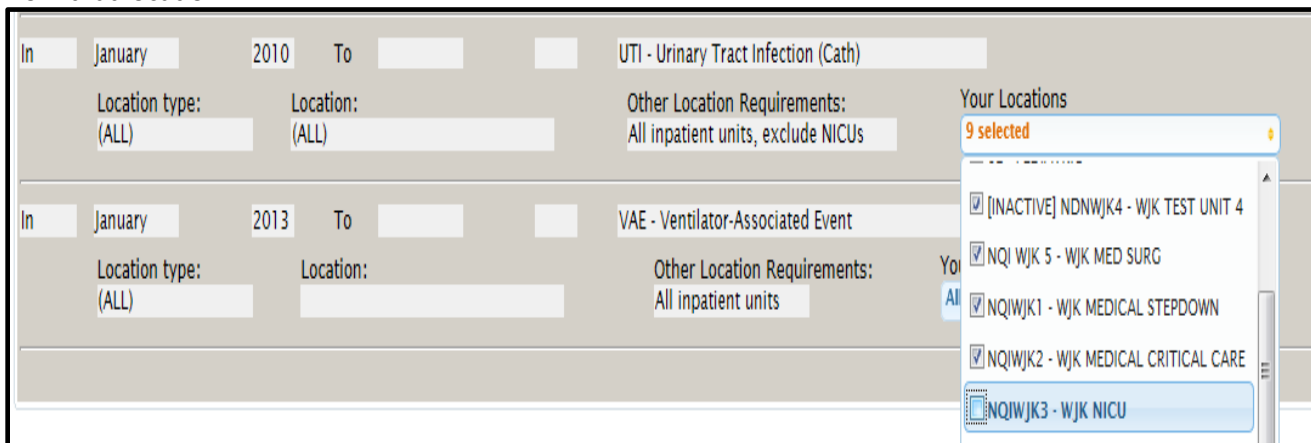
Infections and other Events (Not specific to MDRO/CDI) 

Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
 In	January	2010	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units	Your Locations All selected
 In	January	2010	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: (ALL)				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	
 In	January	2010	To		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units, exclude NICUs	Your Locations All selected
 In	January	2013	To		VAE - Ventilator-Associated Event	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units	Your Locations All selected

MT HEN/HIIN expects data from all inpatient locations. For CAUTI, **if you are a facility with NICUs**, please exclude these locations from the CAUTI section (section c above).

To exclude locations, click the arrow in the “Your locations” box and de-select that location. In the example below, location NQIWJK3 – WJK NICU has been de-selected for CAUTI and the MT HEN2.0 group will not have access to CAUTI data from that location.



4) At this time, the MT HEN 2.0 group will not have access to data under “Antimicrobial Use and Resistance”. The header appears, but there are no data details provided.



- 5) Under MDRO/CDI events MT HEN is asking for C. difficile laboratory ID events for the FACWIDEIN location from 2013 until the end of the project. FACWIDEIN refers to all of the facility’s inpatient units.
- i. For 2015, the FACWIDEIN location includes data from Emergency Departments and Observations Areas
  - ii. Note: if you get an error message under “Your Locations” that says “No locations meet criteria,” please ignore it.

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

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
In	January	2013	To		FacWide	FacWide		No locations meet criteria	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRULEB - 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					Event Type: LABID - Laboratory-identified MDRO or CDI Event				
In	January	2013	To		ALL	Emergency Departm		No locations meet criteria	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRULEB - 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					Event Type: LABID - Laboratory-identified MDRO or CDI Event				
In	January	2013	To		ALL	Pediatric Emergency Departme		No locations meet criteria	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRULEB - 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					Event Type: LABID - Laboratory-identified MDRO or CDI Event				
In	January	2013	To		ALL	24-Hour Observation Area		No locations meet criteria	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRULEB - 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					Event Type: LABID - Laboratory-identified MDRO or CDI Event				

6) Under MDRO/CDI Process & Outcome Measures, MT HEN is asking for the Hand Hygiene process measure from all locations from 2010 until the end of the project.

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A															
In	January	2010	To		(ALL)	(ALL)		All selected																
Process Measures: <input checked="" type="checkbox"/> Hand Hygiene <input type="checkbox"/> Gown and Gloves					AST Process & Outcome Measures: <table border="1"> <thead> <tr> <th>Organism</th> <th>ASTAdm</th> <th>AST D/T</th> <th>AST Incidence</th> <th>AST Prevalence</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> MRSA</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> VRE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					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"/>
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"/>																				
<input type="button" value="Accept"/> <input type="button" value="Back"/>																								

7) To accept the reporting template and confer rights to your data to the MT HEN 2.0 group, please press "Accept" at the bottom of the page. You will receive a message saying your rights have successfully been conferred – the group name in your message will be "MHA\_FLEX\_HEN (44933)"

Conferred Rights saved successfully for group Test Group\_RR (43523).

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