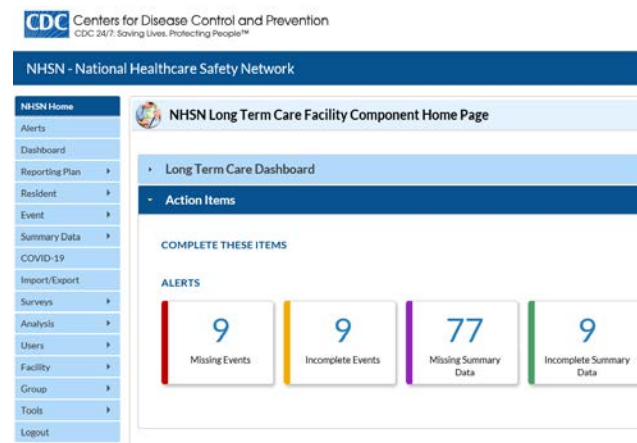
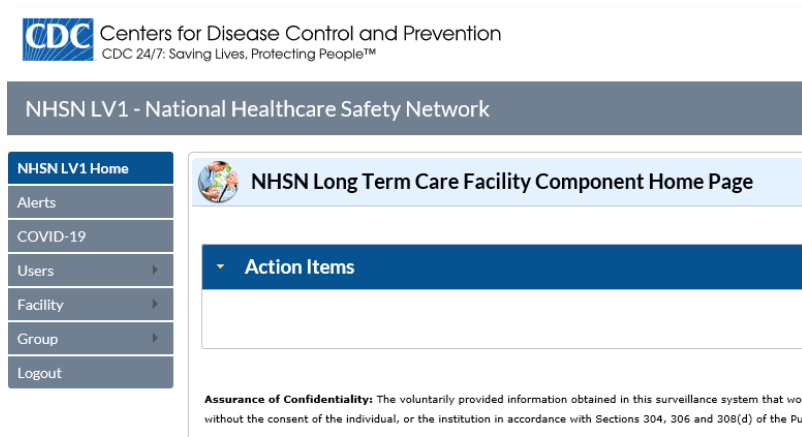


NATIONAL HEALTHCARE SAFETY NETWORK LONG-TERM CARE FACILITY (LTCF) Setting Up Groups

Description

As part of CDC's ongoing COVID-19 response, NHSN LTCFs are voluntarily entering counts of suspected and confirmed cases into NHSN using the newly created COVID-19 Module. The new module is a calendar-based form that collects data across four pathways: (1) Resident Impact and Facility Capacity, (2) Staff and Personnel Impact, (3) Supplies & Personal Protective Equipment, (4) Ventilator Capacity & Supplies. COVID-19 data are expected to be collected at the same time but may also be reported into the application retrospectively. NHSN anticipates that Groups will use the summary data for situational awareness and for public health response.

The steps below outline the process to set up and establish a Group where reported data from LTCFs will be viewable. Establishing a Group within NHSN will also allow for groups to bulk upload COVID-19 data. *Please note: if accessing NHSN through different levels of SAMS credentials, the interface will look slightly different (as shown below) but all functionality related to COVID-19 data reporting are the same.*



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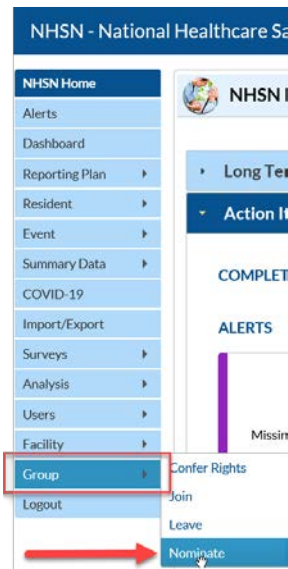
Nominating the Group

Step 1: Identify Group Administrator

A Group Administrator is an individual who will work regularly with the Group's member LTCFs. Only one person can be made the Group Administrator, but other users can be given administrative rights in the group. The role of Group Administrator can also be reassigned to other users in NHSN as needed.

Step 2: Nominate Group

A LTCF that is currently participating in the COVID-19 reporting must be identified by the Group Administrator to nominate the Group. The individual nominating the group must have administrative rights in the LTCF. **Only one facility should be nominating the Group.** The identified LTCF must log into NHSN and navigate to the left-hand menu and select "Group" and then "Nominate" as shown below.



On this screen, the facility needs to complete the information provided by the Group Administrator, including the Group's name, Group type, and Group Administrator contact.

The facility must identify whether the Group Administrator is a new NHSN user. If the Group Administrator is a new NHSN user, then the facility must complete the rest of the form under "Create new NHSN user".



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If the Group Administrator is a registered NHSN user, then the facility nominating the group will complete this form instead by selecting “*Use existing NHSN user*” where the form asks for *Group Administrator Information*.

NOTE: The email address provided for the existing NHSN user serving as the Group Administrator must match the email address used to create the Secure Access Management Services (SAMS) account. To verify the correct email address is entered, select *Verify User* after entering the email address.

Enter group data

Mandatory fields marked with *

Group Name *:

Type of Group *:

If group type is Other, enter type here:

Group Administrator Information *

Use existing NHSN user Create new NHSN user

Note: To nominate an existing NHSN user as the administrator of this new group, you must specify the e-mail address of that person.

Once the e-mail address has been typed in, select the “Verify User” button below.
Then verify that the information retrieved below is correct before proceeding.

The new group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

Use existing NHSN user

E-mail *:

First name:

Middle name:

Last name:

Click to verify the e-mail address provided above (recommended before proceeding).

After the information is entered for nominating a group and submitted in NHSN, the Group Administrator will receive an email containing the Group’s 5-digit NHSN ID number. This email also contains a link to register for SAMS, but users who already have registered for SAMS will not need to register a second time. Once the Group Administrator has SAMS access, the newly nominated group will be accessible.

For more information related to Group Administrator and the nomination of group process visit:

<https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf>

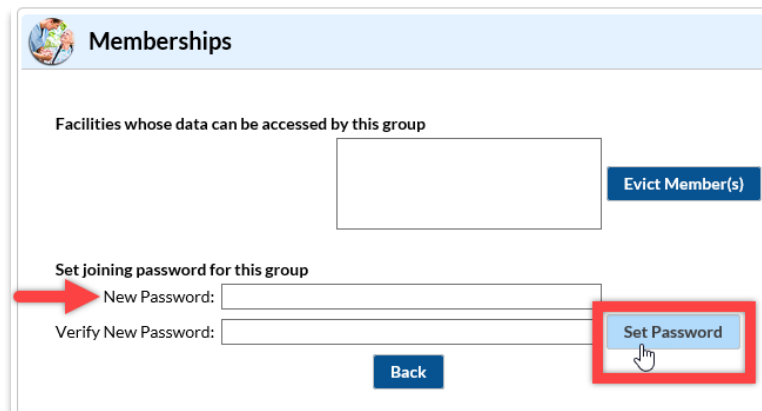
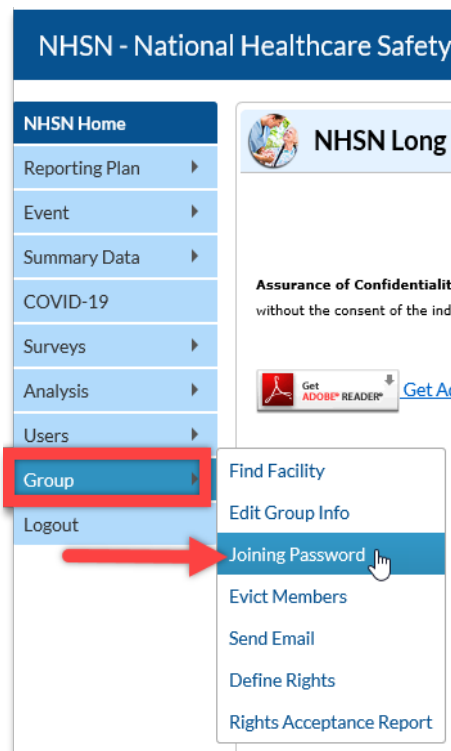


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Establishing the Group

Step 1: Create Joining Password

When a new group is created, a *Joining Password* must be set up in order for LTCFs to join the group and allow the group user to view the LTCFs data. Navigate to the left-hand menu and select “Group” and then “Joining Password”. On the next page, enter a password within the text box next to *New Password*. Remember that this password will be shared to all LTCFs joining this group. **Note:** passwords must be at least 8 characters long, alphanumeric, a mix of upper and lowercase letters, and contain at least one special character. Once a password has been set select *Set Password*.



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Step 2: Define Rights

Navigate to the left-hand menu and select “Group” and then “Define Rights” to access the Define Rights Template (DRT). When the page loads, notice the options for *COVID-19 View Data* and *COVID-19 CSV Data Upload* and select both options. Scroll down to the bottom of the page and click *Save* to save the update. This change will create an Alert with LTCF to re-confer to the Group.

Once the DRT is successfully saved, this message should appear at the top of the page:

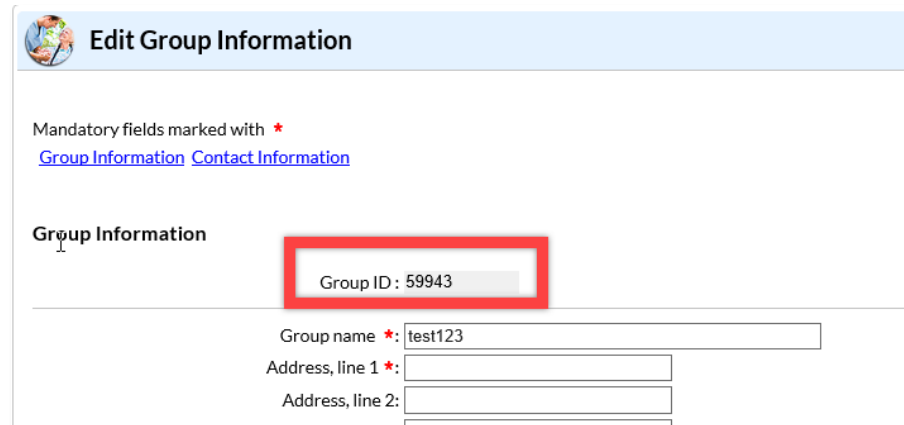
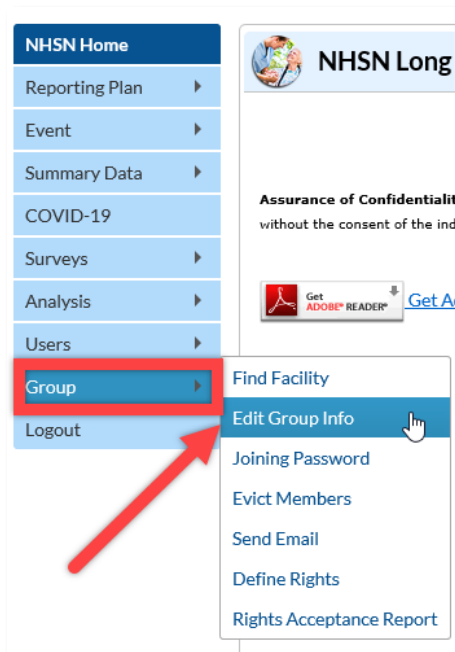
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Step 3: Communicate with LTCFs

Now that the group has been created with the *joining password* and the DRT is established, LTCFs can join the group.

Communicate with the LTCFs and invite them to join the group by providing the LTCFs the *Group ID* as well as the *joining password*.

To find the *Group ID* number, navigate to “Group” and then “Edit Group Info”. Once the Group ID and the joining password is provided to LTCFs, the facilities can join the Group by navigating to “Group” and then “Join Group” within their individual facility.



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Step 4: Adding Additional Group Users

The Group Administrator can add other staff members at the Group level as NHSN users to the Group by selecting “Users” and then “Add” from the left-hand navigation menu.

The image shows two screenshots from the NHSN interface. The left screenshot displays the navigation menu with 'Users' highlighted in red, and a red arrow pointing to the 'Add' button. The right screenshot shows the 'Add User' form with various input fields: User ID (with a note: 'Up to 32 letters and/or numbers, no spaces or special characters'), Prefix, First Name, Middle Name, Last Name, Title, User Active (dropdown), User Type (dropdown), Phone Number, Fax Number, E-mail Address, and Address, line 1. A blue arrow points from the form to a 'Save' button, which is also highlighted in red, and a 'Back' button.

The Group Administrator will create the UserID for the added user. Complete this form and select “SAVE”.

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After users are added, navigate to “Users” and then “Find” and assign rights for the user added. Customizing rights is not recommended for most users. **NOTE:** Users will not be able to access NHSN without having assigned rights.

Adding users can invite members who may not have SAMS access. Adding users by this method will initiate a SAMS Invitation through a link within a “Welcome to NHSN” email. The new user you are adding to the Group will need to agree to the Rules of Behavior within the SAMS invitation. **NOTE:** the members added to the Group do not need to be current NHSN users.

Edit User Rights

- Select one or more entries from the Facility List
- Hold the <Ctrl> key while clicking facility names to select multiple facilities

User ID: **JMAK (ID 445337)**

Facility List: **All Facilities**
Angela LTCF Test Facility (39455)

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care	Dialysis	Outpatient Procedure
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Rights **Save** **Back**

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FAQs:

1. *"I forgot my group's joining password."*

Answer: The group administrator, or any administrative user, can go to Group>Joining Password to reset it. You do not have to remember the previous one to reset. Just create a new one then hit Save. We recommend keeping these passwords simple. NHSN does not keep a record of these passwords.

2. *"How do we re-assign the group administrator?"*

Answer: Only the group admin can re-assign their role. The admin can select Group>Group Info. From the Edit Group Information screen, go to the Contact Information sections, near the bottom of the screen. Find "Group Administrator" on the list and click the "re-assign" button on the far right of the screen. You will be asked to find and select an existing user who will be re-assigned this role. You will need to add your new user first, if they are not existing. Once selected, remember to save the updated information on the Edit Group Information page. If your listed administrator is no longer available to make the change, please email NHSN@cdc.gov.

3. *"I accidentally created a group that I do not need, how do I delete it?"*

Answer: The group administrator can email NHSN@cdc.gov with the request and provide the group ID # and permission to have it withdrawn.

4. *"How do we add and deactivate users?"*

Answer: The group administrator or any administrative user may add or deactivate users.

How to add users: After selecting NHSN reporting, please go to the left navigation menu and click on Users>ADD and complete the required fields (marked with *) and SAVE at the bottom of the page. You will then be prompted to assign the



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new user rights that they will need to utilize NHSN. Click on SAVE at the bottom of page. Please check to ensure that you have made them an Active User.

Shortly after being added, your new user should receive an email confirmation asking them to click on the corresponding link to agree to the Rules of Behavior. Once they agree to the Rules of Behavior, and if they have not yet completed SAMS, our system gets prompted automatically to submit an invite to your user for SAMS. All users must complete SAMS for access to NHSN.

How to deactivate users: Go to USERS on the left navigation menu, select FIND, select FIND again on the bottom of the screen, select your user profile, go to EDIT. At the USER ACTIVE section of the screen, use the drop down and toggle to NO>SAVE. The system will not remove or delete that user's name, but their account will not be active.

5. *"How can I see what rights have been conferred from member facilities?"*

Answer: You can run a Membership Rights list in NHSN to review which data specifically is conferred to your Group from each facility. This is available under Analysis > Advanced> Group-level Data> Line Listing Membership Rights. This report will display the rights that the facility has conferred to your group. Note that the default report can be very large, so you may want to filter it before running.

Analysis > Output Options > Advanced > Facility-Level Data >> shows the facility name, NHSN ID, CCN, state, and the facility administrator's contact information

6. *"How can I evict a facility from the Group?"*

Answer: Select Group on the left-hand navigation menu > select "Evict members" > Select the desired facility within the popup and select "evict member/s" and follow the prompts.

