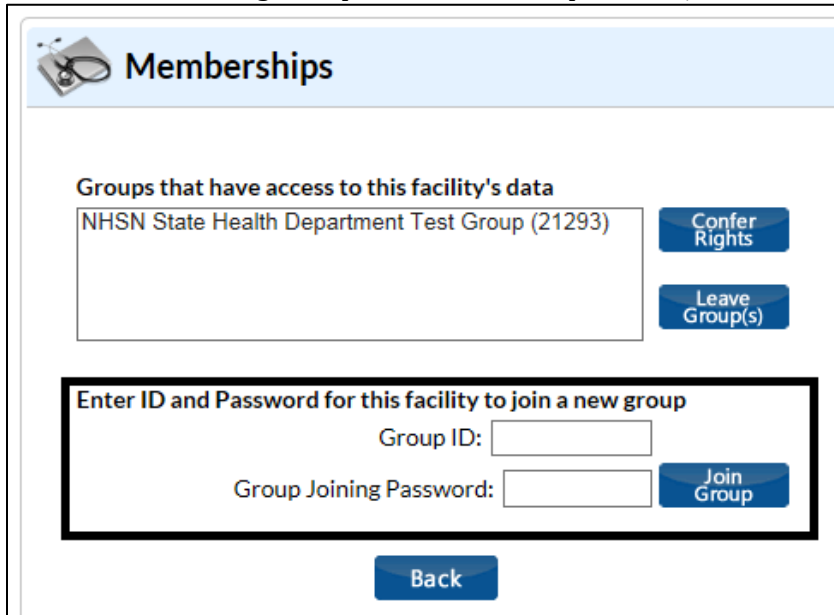

Instructions for Joining the Kansas Healthcare Collaborative HCP Influenza Immunization NHSN Group

For technical assistance, please contact Eric Cook-Wiens:
ecook-wiens@khconline.org or 785-235-0763 ext.1324

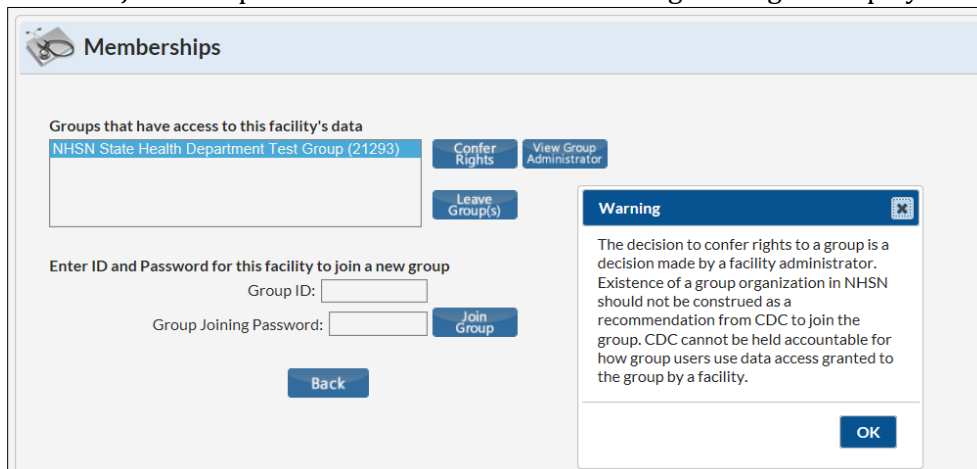
1. Log into CDC NHSN and enter the *Healthcare Personnel Safety* Component. Click on the Group heading in the left-hand navigation pane. Under Group, select “Join”.



The screenshot shows the 'Memberships' page in NHSN. It features a section titled 'Groups that have access to this facility's data' with a list containing 'NHSN State Health Department Test Group (21293)'. To the right of this list are buttons for 'Confer Rights' and 'Leave Group(s)'. Below this is a section titled 'Enter ID and Password for this facility to join a new group' which is highlighted with a red box. This section contains input fields for 'Group ID:' and 'Group Joining Password:', and a 'Join Group' button. A 'Back' button is located at the bottom of the page.

2. Enter the appropriate Group ID and password (case sensitive) to join:
Group Name: **Kansas Healthcare Collaborative HCP Immunization**
Group ID: **41226**
Password: **immcollaborative**

3. Click on “Join Group” and click “OK” when the warning message is displayed.



The screenshot shows the 'Memberships' page with a warning message displayed. The 'Join Group' button from the previous step is now highlighted. The warning message reads: 'Warning: The decision to confer rights to 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.' An 'OK' button is located at the bottom right of the warning message box.

- Once you join the group, you will be taken to a page to review the data fields requested for the collaborative. Once you agree to accept the template, you will be asked to confer rights to the Kansas Healthcare Collaborative.

NHSN - National Healthcare Safety Network

Confer Rights-Healthcare Personnel

! Please review the data rights that "Test Group KHC" is requesting from your facility:
 - Verify locations
 - Press "accept" button to confer rights

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

Exposures				
Month	Year	Month	Year	Event

- The Kansas Healthcare Collaborative administers group 41226 for Healthcare Personnel Immunizations. The template is set up to receive data without personnel identifiers.

Define Rights-Healthcare Personnel

! Please select the rights that facilities joining "Kansas Healthcare Collaborative HCP Immunization" will confer

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

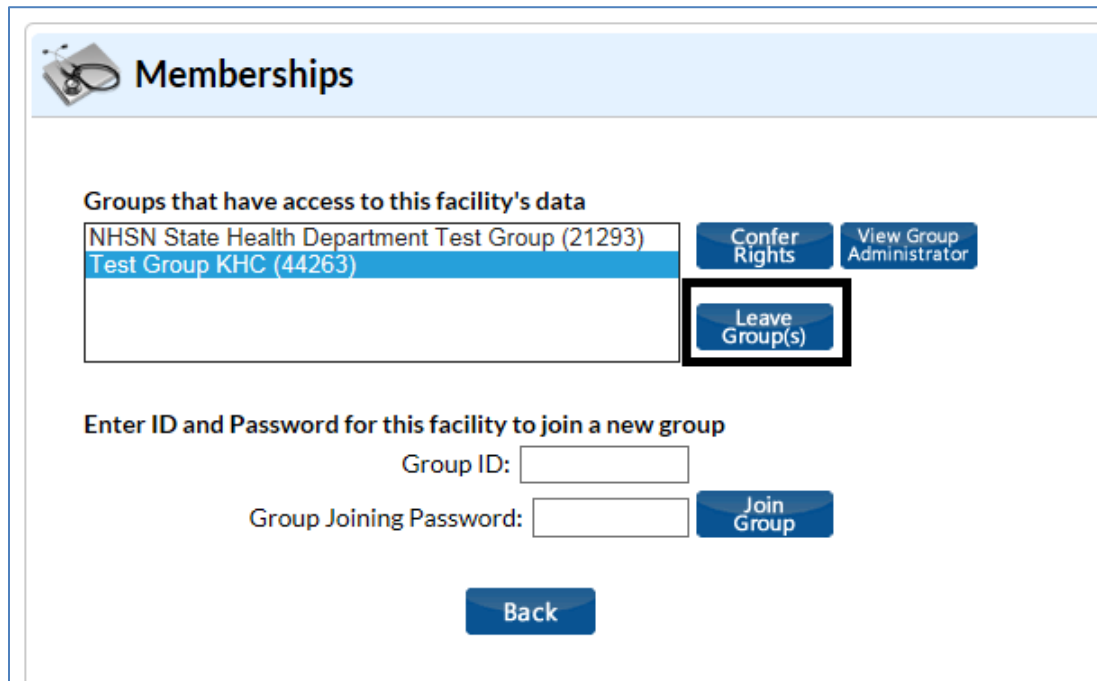
Required Surveys		
Year	Year	Survey Type
<input type="text"/>	To <input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/> <input type="button" value="Clear All Rows"/>		

Exposures					
Month	Year	To	Month	Year	Event
<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/> <input type="button" value="Clear All Rows"/>					

Flu Summary	
Season	Type
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/> <input type="button" value="Clear All Rows"/>	

Once you have reviewed the template, click on the "Accept" button on the bottom of the page. This will mean that your hospital has agreed to share data on these measures with the Kansas Healthcare Collaborative. Clicking on the "Back" button means your hospital does not accept the template and will not share data with the Kansas Healthcare Collaborative.

6. Leaving the Kansas Healthcare Collaborative group. If at any time your hospital elects to not submit data to the Kansas Healthcare Collaborative through NHSN, you can leave the group as shown below.



The screenshot shows the 'Memberships' page in NHSN. At the top, there is a header with a stethoscope icon and the title 'Memberships'. Below this, a section titled 'Groups that have access to this facility's data' contains a table with two rows: 'NHSN State Health Department Test Group (21293)' and 'Test Group KHC (44263)'. To the right of the table are three buttons: 'Confer Rights', 'View Group Administrator', and 'Leave Group(s)'. The 'Leave Group(s)' button is highlighted with a black border. Below the table, there is a section titled '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. At the bottom center, there is a 'Back' button.

Useful links

NHSN Help Desk: nhsn@cdc.gov

NHSN Homepage: www.cdc.gov

Kansas Healthcare Collaborative Homepage: www.khconline.org

For technical assistance, please email Eric Cook-Wiens, KHC Data and Measurement Director, ecook-wiens@khconline.org or 785-235-0763 ext.1324.