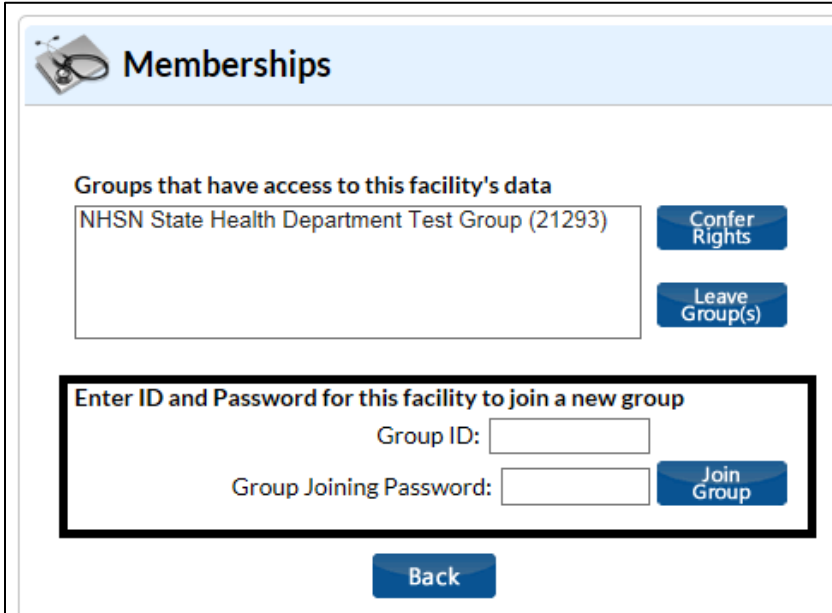


Instructions for Joining the Kansas Healthcare Collaborative HCP Influenza Immunization NHSN Group

For technical assistance, please contact Rob Rutherford:
rrutherford@khconline.org or 785-235-0763 ext.1326

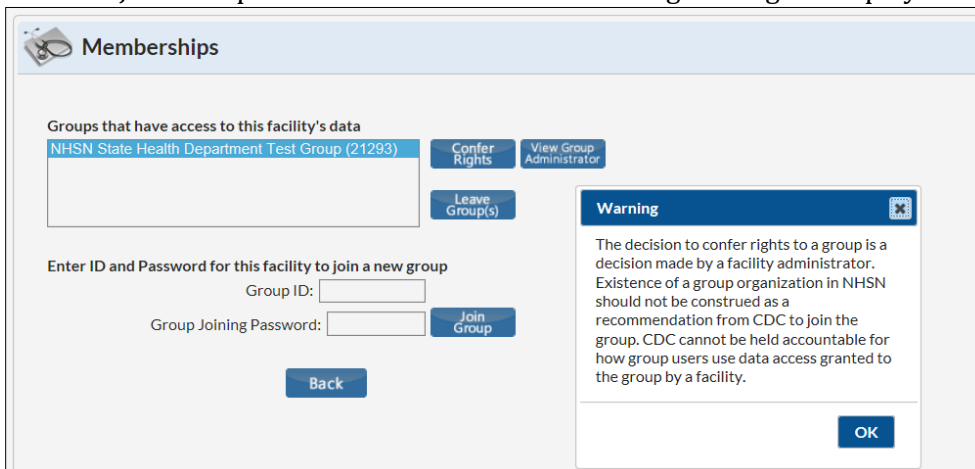
1. Log into CDC NHSN and enter the *Healthcare Personnel Safety* Component. Click on the Group heading in the left-hand navigation pane. Under Group, select "Join".



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 contains input fields for 'Group ID' and 'Group Joining Password', and a 'Join Group' button. This section is highlighted with a red border. 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.



This screenshot shows the same 'Memberships' page as the previous one, but with a warning message displayed on the right side. 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.' There is an 'OK' button at the bottom right of the warning box. The 'Join Group' button in the 'Enter ID and Password' section is also visible.

- 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"/>

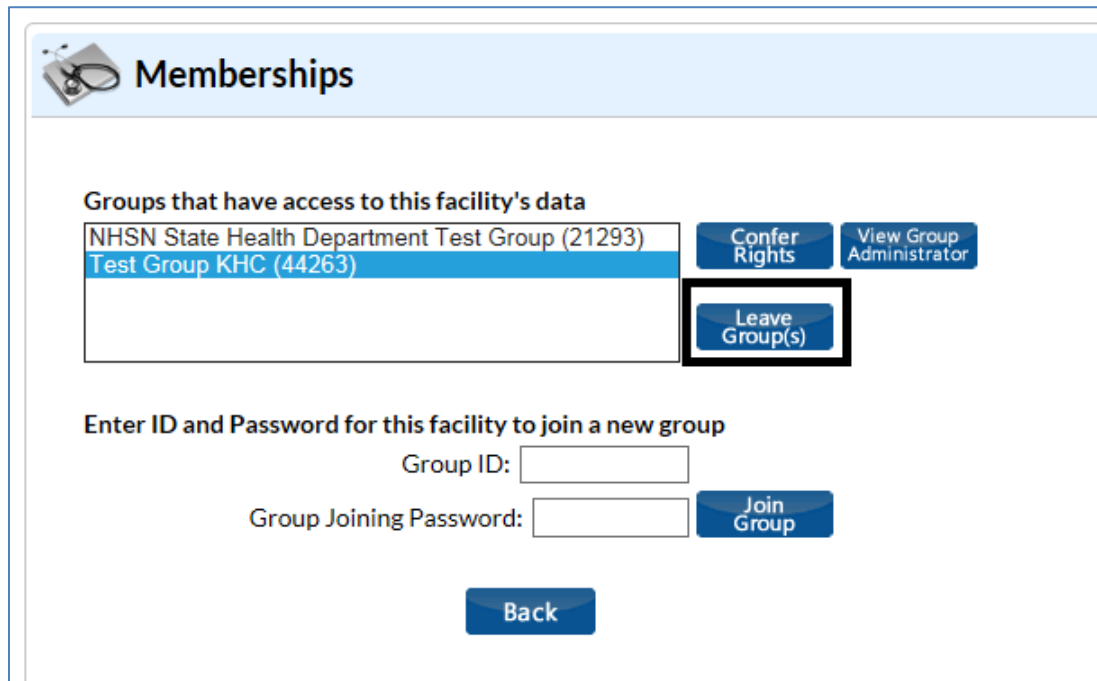
Required Surveys		
Year	Year	Survey Type
<input type="text"/>	To <input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/> <input type="button" value="Clear All Rows"/>		

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' section of the NHSN interface. It features a header with a stethoscope icon and the title 'Memberships'. Below this, there is a section titled 'Groups that have access to this facility's data'. This section 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'. This section includes two input fields: 'Group ID:' and 'Group Joining Password:'. To the right of the password field is a 'Join Group' button. At the bottom of the section 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 Rob Rutherford, KHC Senior Health Care Data Analyst, rrutherford@khconline.org or 785-235-0763, extension 1326.