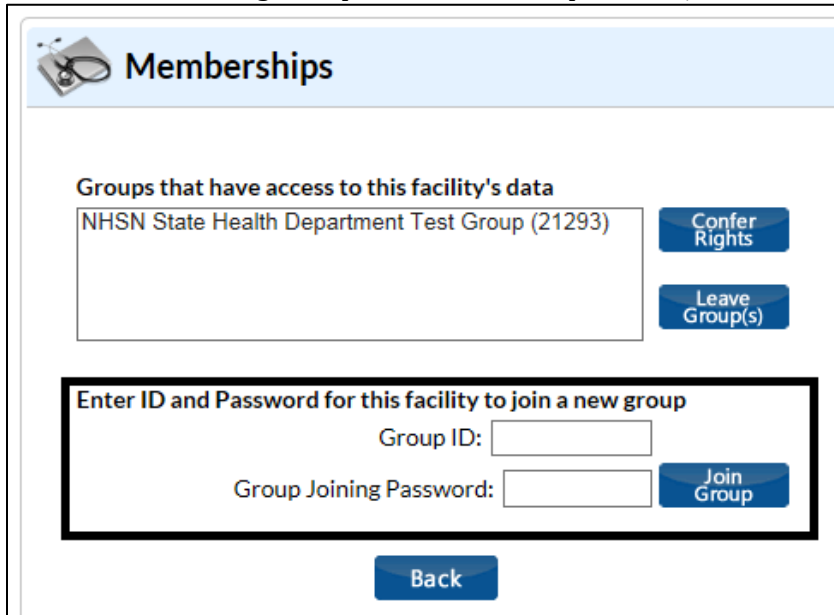## Instructions for Joining the Kansas Healthcare Collaborative
HCP Influenza Immunization NHSN Group

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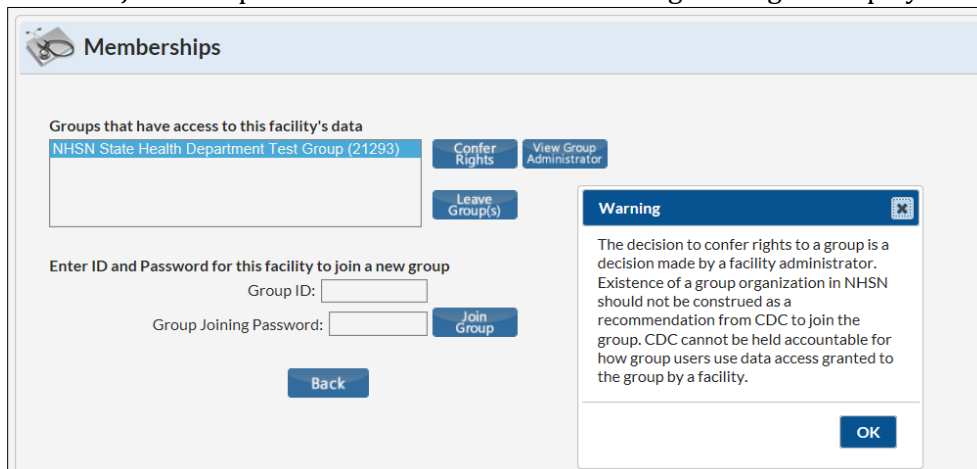ecook-wiens@khconline.org or 785-235-0763 ext.1324

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".

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.

4. 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

NHSN Home

- Alerts
- Reporting Plan ▶
- HCW ▶
- Lab Test ▶
- Exposure ▶
- Prophy/Treat ▶
- Flu Summary ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Logout

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	○ With All Identifiers
	○ Without Any Identifiers
Healthcare Safety Monthly Surveillance Plan	☐
Annual (HPSFACSURVEY)	☐
Seasonal Flu Survey	☐
HPS Data Analysis	☐
Facility Information	☐

Exposures

Month	Year	Month	Year	Event

5. The Kansas Healthcare Collaborative administers group 41226 for Healthcare Personnel Immunizations. The template is set up to receive data <u>without</u> personnel identifiers.

Define Rights-Healthcare Personnel

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

General

	View Options
HCW	○ With All Identifiers
	◉ Without Any Identifiers
Healthcare Safety Monthly Surveillance Plan	☑
Annual (HPSFACSURVEY)	☐
Seasonal Flu Survey	☑
HPS Data Analysis	☑
Facility Information	☑
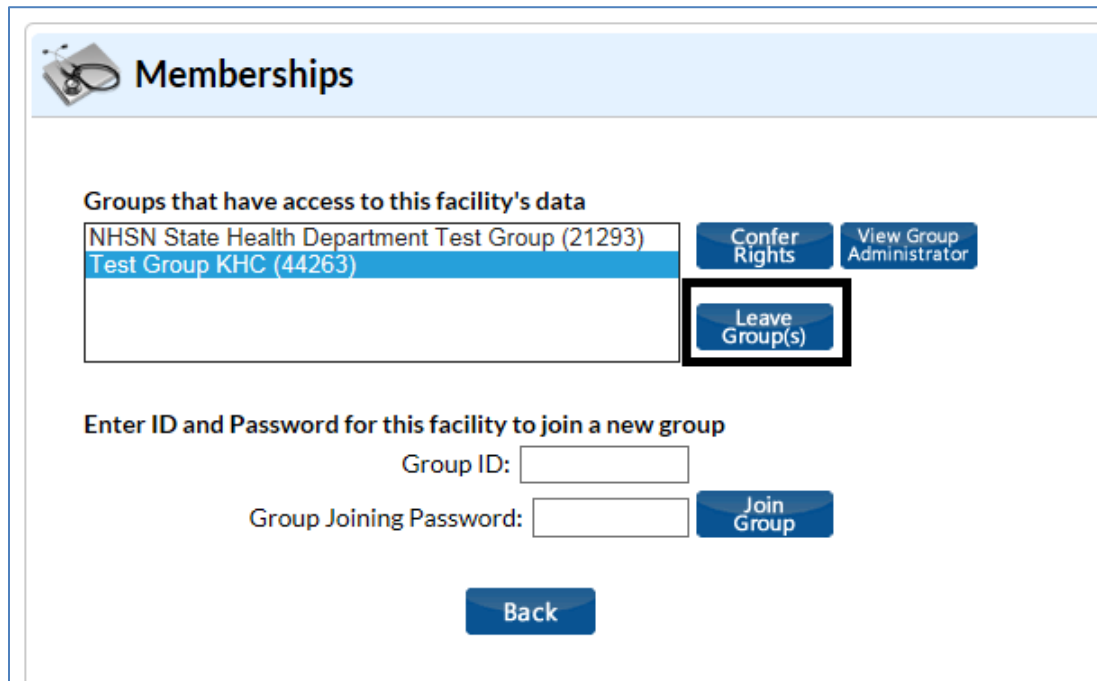
Required Surveys

	Year		Year	Survey Type
🗑	☐▼	To	☐▼	☐▼

[Add Row] [Clear All Rows]

Exposures

	Month		Year		Month		Year	Event
🗑	☐▼		☐▼	To	☐▼		☐▼	☐

[Add Row] [Clear All Rows]

Flu Summary

	Season	Type
🗑	All Seasons ▼	FLU - Influenza Vacc including Hospital ▼
🗑	All Seasons ▼	FLUIRF - IRF Unit(s) Influenza Vacc ▼

[Add Row] [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.

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.