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.

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

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.