



**Instructions for *Joining* the Kansas Healthcare Collaborative
Hospital Improvement Innovation Network NHSN Group**

For technical assistance, please contact Rob Rutherford:
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The purpose of this document is to provide instructions to facility NHSN administrators on joining and conferring rights to the KHC NHSN group for the KHC HIIN project for the following topics: catheter-associated urinary tract infection (CAUTI), central line-associated bloodstream infection (CLABSI), central line insertion practices (CLIP), surgical site infections (SSI), ventilator associated events (VAE), MRSA, CDI, and hand hygiene.

There are two parts to completing this process:

1. **Join** the KHC group and
2. Review the confer rights template **and** “Accept” it at the bottom of the page.

These steps must be performed by a facility’s NHSN administrator. Contact nhsn@cdc.gov if you do not know your facility’s NHSN administrator or if you have technical issues with NHSN.

1. Log into CDC NHSN and enter the *Patient Safety* Component.

Welcome to the NHSN Landing Page

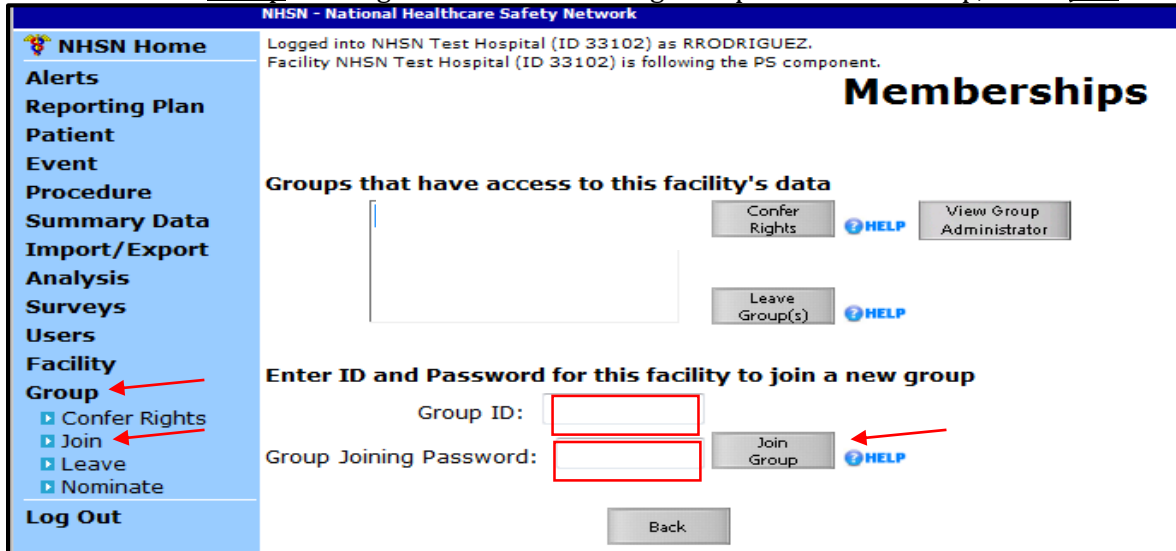
Select a component and facility,
then click Submit to go to the Home Page.

User: **RRUTHERFORD (ID 150701)**

Select component:

Select facility/group from dropdown list:

2. Click on the Group heading in the left-hand navigation pane. Under Group, select Join.



3. Enter the appropriate Group ID and password (case sensitive) to join:

Group Name: **Kansas Healthcare Collaborative**

Group ID: **19423**

Password: **collaborative**

In order to facilitate technical assistance, we strongly encourage joining the Kansas Foundation for Medical Care (KFMC) and the Kansas Department of Health and Environment's (KDHE) Healthcare-Acquired Infection groups.

Group Name: **KFMC HAI**

Group ID: **29569**

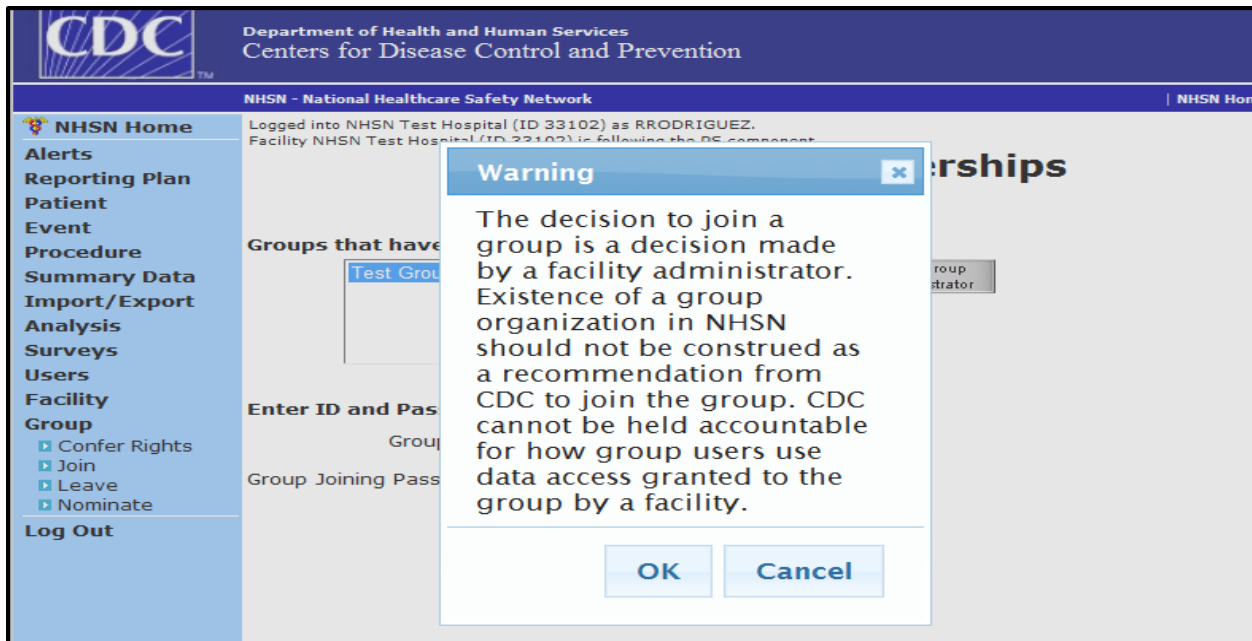
Password: **KFMCHAI**

Group Name: **KDHE HAI**

Group ID: **16463**

Password: **Prevention**

4. Click on "Join Group" and click "OK" when the warning message is displayed. You've now joined the group.



Part 2: KHC Group Data Template

- 1) On the next screen, (Confer Rights-Patient Safety), you will be able to review the data to which the KHC HIIN group will have access. Scroll down the screen to review the confer rights template.



- 2) Under the section titled "General," the template shows the KHC HIIN group will have access to:
 - A. Patient data with **NO identifiers**
 - B. Monthly Reporting Plans
 - C. Rights to analyze your data
 - D. Facility Information
 - E. Hospital survey data for 2010 until the end of the KHC HIIN project

Patient Safety

General

View Options

A. Patient With All Identifiers
 Without Any Identifiers
 With Specified Identifiers
 Gender DOB Ethnicity Race
 Medicare # Name SSN Patient ID Birthweight (NICU only)

B. Monthly Reporting Plan

C. Data Analysis

D. Facility Information

Surveys

E.

Year	Year	Survey Type	N/A
2010	To	Hospital Survey Data	<input type="checkbox"/>

Note: only complete survey data are shared with groups.

3) For “Infections and Other Events” the KHC HIIN group will have access to:

Infection / Event	From where?	Time frame	Note
A. Central-line associated bloodstream infection (CLABSI)	All inpatient locations	2010 through the end of KHC HIIN	
B. Surgical Site Infection (SSI)	All inpatient locations	2010 through the end of KHC HIIN	The KHC HIIN group will have access to data on all inpatient procedures that you have entered into NHSN. At a minimum you should report data on colon surgeries (COLO), abdominal hysterectomies (HYST), total hip replacements (HPRO) and total knee replacements (KPRO).
C. Catheter-associated urinary tract infection (CAUTI)	All inpatient locations except NICUs	2010 through the end of KHC HIIN	
D. Ventilator-associated event (VAE)	All inpatient locations	2013 through the end of KHC HIIN	

E. Central Line Insertion Practices (CLIP)	All inpatient locations	2010 through the end of KHC HIIN	
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Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
A. In	January	2010	To		BSI - Bloodstream Infection (CLA)	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units	Your Locations: All selected
B. In	January	2010	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: (ALL)				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	
C. In	January	2010	To		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units, exclude NICUs	Your Locations: All selected
D. In	January	2013	To		VAE - Ventilator-Associated Event	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units	Your Locations: All selected
E. In	January	2010	To		CLIP - Central Line Insertion Practices	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units	Your Locations: All selected

KHC expects data from all inpatient locations. For CAUTI, **if you are a facility with NICUs**, please exclude these locations from the CAUTI section as shown below.

To exclude locations, click the arrow in the "Your locations" box and de-select that location. In the example below, location NQIWJK3 - WJK NICU has been de-selected for CAUTI and the KHC HIIN group will not have access to CAUTI data from that location. If you do not exclude NICU locations, KHC will remove data from those locations in data analyses for the Hospital Engagement Network.

4) At this time, the KHC HIIN group will not have access to data under "Antimicrobial Use and Resistance." The header appears, but no data details provided.

Antimicrobial Use and Resistance

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
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5) Under MDRO/CDI events, KHC is asking for *C. difficile* and MRSA laboratory ID events for the FACWIDEIN location from 2010 until the end of the KHC HIIN. FACWIDEIN refers to all of the facility's inpatient units.

- For 2015, the FACWIDEIN location includes data from Emergency Departments and Observations Areas
- Note: if you get an error message under “Your Locations” that says “No locations meet criteria,” please ignore it.

MDRO/CDI Events
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements
In	January	2010	To		FACWIDE	FacWDEin	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - <i>C. difficile</i> <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input checked="" type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					Event Type: LABID - Laboratory-identified MDRO or CDI Event		
In	January	2010	To		(ALL)	Emergency Department	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - <i>C. difficile</i> <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input checked="" type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					Event Type: LABID - Laboratory-identified MDRO or CDI Event		
In	January	2010	To		(ALL)	Pediatric Emergency Department	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - <i>C. difficile</i> <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input checked="" type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					Event Type: LABID - Laboratory-identified MDRO or CDI Event		
In	January	2010	To		(ALL)	24-Hour Observation Area	
Specific Organism Type: <input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - <i>C. difficile</i> <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input checked="" type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					Event Type: LABID - Laboratory-identified MDRO or CDI Event		

- 6) Under MDRO/CDI Process & Outcome Measures, KHC is asking for the Hand Hygiene process measure from all locations as far back as 2010.

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
In	January	2010	To		(ALL)	(ALL)		All selected	

Process Measures:

- Hand Hygiene
- Gown and Gloves

AST Process & Outcome Measures:

Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accept Back

- 7) To accept the reporting template and confer rights to your data to the KHC HIIN group, please press “Accept” at the bottom of the page. You will receive a message saying your rights have successfully been conferred – the group name in your message will be “**Kansas Healthcare Collaborative (19423)**”

Conferred Rights saved successfully for group Test Group_RR (43523).

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 Data Analyst, RRutherford@khconline.org or 785-235-0763, extension 1326.