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

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

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

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

Updated 10/25/2016
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.

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**Updated 10/25/2016**
6) Under MDRO/CDI Process & Outcome Measures, KHC is asking for the Hand Hygiene process measure from all locations as far back as 2010.

![Image of MDRO/CDI Process & Outcome Measures form]

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)”

![Image of “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 Eric Cook-Wiens, KHC Data and Measurement Director, ecook-wiens@khconline.org or 785-235-0763, extension 1324.