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

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The purpose of this document is to provide instructions to facility NHSN administrators on updating conferred 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, *C. difficile*, and hand hygiene.

There are two parts to completing this process:

1. Review the new rights template for the KHC group and
2. Click “Accept” it at the bottom of the page.

These steps must be performed by a facility’s NHSN administrator. Contact [nhsn@cdc.gov](mailto: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 not accepted link within action items.

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into State Users of NHSN Medical Center (ID 20987) as RRUTHERFORD.  
Facility State Users of NHSN Medical Center (ID 20987) is following the PS component.

## NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

**Action items**

**You must complete these items.**

- Confer rights **not accepted**

**Alerts**

- You have **16** missing procedures
- You have **2** missing Procedure-associated events

3. Select the Kansas Healthcare Collaborative group. (Test Group KHC in our example).

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into State Users of NHSN Medical Center (ID 20987) as RRUTHERFORD.  
Facility State Users of NHSN Medical Center (ID 20987) is following the PS component.

## Confer Rights Not Accepted List

Define rights have been changed affecting the Group below. You may accept new rights or leave the group rights.

[HELP](#)

Name	Group ID	Status
<b>Test Group KHC</b>	44263	Not Accepted

4. Review the newly requested rights - changes are marked by the symbol. Pictures of the template are provided on page 5 with a short summary of changes outlined below. Please double check that “Without Any Identifiers” is selected.

The template update includes the following changes:

- Surveys:
  - Hospital survey data from 2010 forward.
- Infections and other Events (Not specific to MDRO/CDI):
  - CAUTI, CLABSI, and the CLIP Bundle process measure data now include the year 2010, where it was previously 2011.
  - Please ensure that NICU locations are excluded from ONLY the CAUTI section. (See excluding locations on page 4.)
  - Ventilator Associated Events (VAE) have been added for all in-patient locations.

- Surgical Site Infections (SSI) have been added for all in-patient locations. At a **minimum** you should report data on colon surgeries (COLO), abdominal hysterectomies (HYST), total hip replacements (HPRO) and total knee replacements (KPRO).
- 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. Emergency Departments and Observation are listed separately to ensure that all events are counted.
    - Note: if you get an error message under "Your Locations" that says "No locations meet criteria," please ignore it.
- MDRO/CDI Process and Outcome Measures:
  - Hand Hygiene process measure from all locations from 2010 and forward.

5. To accept the reporting template and update 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)**"

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:

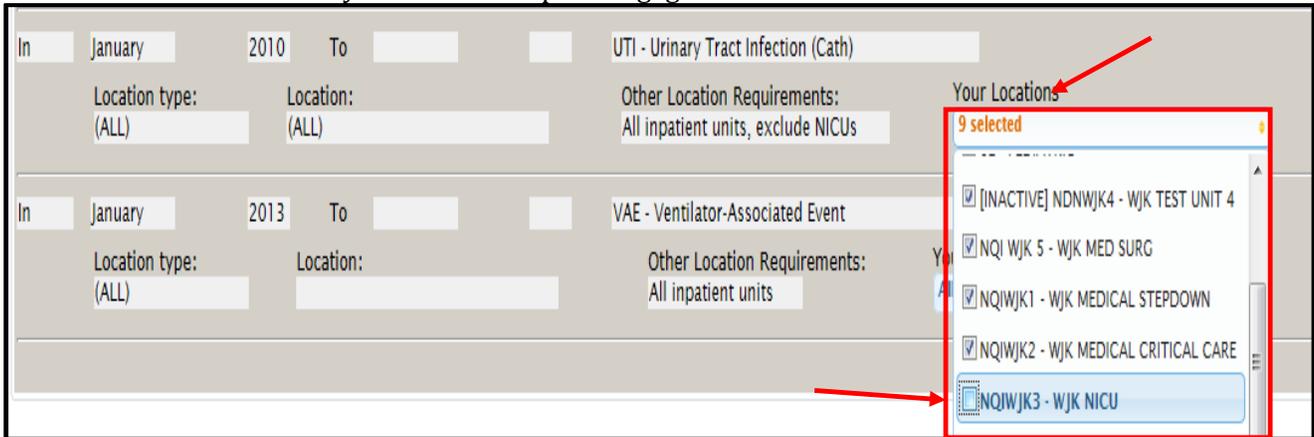
- Hand Hygiene
- Gown and Gloves

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"/>

**Excluding individual units:**

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.



Screen captures of the template:

## Confer Rights-Patient Safety

**! Please review the data rights that "Test Group KHC" is requesting from your facility:**

- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)



Patient Safety

**General**

View Options

Patient  With All Identifiers  
 Without Any Identifiers  
 With Specified Identifiers

Gender    DOB    Ethnicity    Race  
 Medicare #    Name    SSN    Patient ID    Birthweight (NICU only)

Monthly Reporting Plan

Data Analysis

Facility Information

**Surveys**

Year	Year	Survey Type
2010	To	Hospital Survey Data

**Note: only complete survey data are shared with groups.**

Infections and other Events (Not specific to MDRO/CDI)  
 Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/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
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
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
<span style="color: orange;">▲</span> In	January	2010	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: (ALL)				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	
<span style="color: orange;">▲</span> In	January	2010	To		VAE - Ventilator-Associated Event	<input type="checkbox"/>
	Location type: (ALL)	Location: (ALL)			Other Location Requirements: All inpatient units	Your Locations: All selected

**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	FacWIDEin	
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <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					LABID - Laboratory-identified MDRO or CDI Event		
In	January	2010	To		(ALL)	Emergency Department	
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <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					LABID - Laboratory-identified MDRO or CDI Event		
In	January	2010	To		(ALL)	Pediatric Emergency Department	
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <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					LABID - Laboratory-identified MDRO or CDI Event		
In	January	2010	To		(ALL)	24-Hour Observation Area	
Specific Organism Type:					Event Type:		
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input checked="" type="checkbox"/> CDIF - C. difficile <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					LABID - Laboratory-identified MDRO or CDI Event		

**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:					AST Process & Outcome Measures:				
<input checked="" type="checkbox"/> Hand Hygiene <input type="checkbox"/> Gown and Gloves					Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> MRSA <input type="checkbox"/> VRE									

**Useful links**

NHSN Help Desk: [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

NHSN Homepage: [www.cdc.gov](http://www.cdc.gov)

Kansas Healthcare Collaborative Homepage: [www.khconline.org](http://www.khconline.org)

For technical assistance, please email Rob Rutherford, KHC Senior Health Data Analyst, [RRutherford@khconline.org](mailto:RRutherford@khconline.org) or 785-235-0763, extension 1326.