

# Hospital Respiratory Data (HRD): Guidance for Bulk Uploaders

## What is a Bulk Uploader?

State or territorial jurisdictions, hospital associations, healthcare systems, and third-party vendors who **submit data on behalf of multiple hospitals** are bulk uploaders. If your facility reports their data individually to NHSN, you are **not** a bulk uploader.

### How will bulk upload data submission take place in the NHSN application?

Bulk uploaders will report Hospital Respiratory Data to NHSN using the Groups function.

**Important:** Your hospital system may already have a Group available in NHSN that can be used for Hospital Respiratory Data reporting – for example, if there was a Group previously created for reporting of the COVID-19 data, the same Group can be used for reporting of HRD. The guidance below differentiates among those systems planning to leverage an existing Group and those needing to create a new Group.

If you are a facility where a hospital system is reporting on your behalf, see the **facility steps** noted within the directions below.

Facility Enrollment: Facilities must be enrolled in NHSN to be added to a Group.

# Guidance for Hospital Systems Using an Existing NHSN Group

### How do I know if my system has an existing Group?

**Note:** For the Group-level users within the hospital system, it is helpful to be in contact with the NHSN Facility Administrators or NHSN users within your system, as you will need access to individual facilities enrolled in NHSN to complete the steps to identify if your system has an existing NHSN Group.

- 1. Log into an NHSN facility within your hospital system
  - **Tip**: Ensure the facility you choose has been enrolled and active in NHSN for several years as the more newly enrolled facilities may not have been added to a Group yet, if a Group exists for your system.



- 2. When logged in to the facility, select **Group** and then **Confer Rights** on the Left-Hand Navigational Panel
- At the top of the Confer Rights page, you will see the section "Groups that have access to the Facility's data."
- If your facility has joined a NHSN Group and conferred rights, the Group will be listed in the "Groups that have access to the Facility's data" box.



Memberships	
Groups that have access to this facility's data	
Maggie's Best Group (21928) QIO Test Group-Hospital IQR Program (22924)	Confer Rights
v	Leave Group(s)
Enter ID and Password for this facility to join a ne Group ID:	w group
Group Joining Password:	Join Group
Back	

If after taking the above steps, you are unsure if your system has an existing Group, contact <u>NHSN@cdc.gov</u> with the subject line "Hospital Respiratory Data."

If or when you do identify an existing Group that your system would like to use for HRD reporting, contact the Group Administrator to request:

- Additional users be added to the Group for HRD reporting (if needed)
- Additional facilities be added to the Group (if needed)

# Adding Additional Users to the Group: The Group Administrator will add additional users by first logging

in to the Group in the NHSN application. Then select Users and Add from the left navigation panel. Next, complete the resulting form to add a new user and assign their User Rights within the Group.

Analysis		
Users	Add	
	Find	



# Adding a Facility to a Group:

Group step: A Group will provide joining facilities:

- The Group's 5-digit NHSN ID number
- The Group's joining password

**Facility step:** NHSN Facility Administrators will select Group and then Join on the NHSN navigation bar to join a Group.

Facility •	
Group 🔸	Confer Rights
Logout	Join
	Leave

From the Memberships page, the **facility** will:

- 1. Enter the 5-digit NHSN ID
- 2. Enter the joining password (case sensitive)
- 3. Select Join Group

Memberships
Groups that have access to this facility's data
Confer Rights
Leave Group(s)
Enter ID and Password for this facility to join a new group Group ID:
Group Joining Password: Join Group
Back

After selecting Join Group, the facility will receive the below warning pop-up and select **OK** to acknowledge and proceed.

		Warning
Groups that have access	to this facil ty's	The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.
inter ID and Password fo	or this facility to	OK Cancel
Group ID:	90698	
Group Joining Password		Join Group



The **facility** will then accept the Confer Rights template:

- Immediately after joining the Group, the facility will be taken to a screen listing the data for which the Group is requesting access (the rights template)
- Select the fields for Hospital Respiratory Data and then Accept at the bottom of the page
  - Hospital Respiratory Data facility granting Group permission to view their HRD
  - Hospital Respiratory CSV Data Upload facility granting Group permission to submit data on their behalf

🎸 Confer Rights - Patient Safety				
! Please review the data rights that "Maggie's test group" is requesting from your facility: - Verify locations - Press "accept" button to confer rights or <u>review current rights before accepting new rights</u>				
General				
	View Options			
Patient	O With All Identifiers			
	O Without Any Identifiers			
	With Specified Identifiers			
Event/Procedure				
Bed Capacity View Data	3			
Monthly Reporting Plan	1			
Data Analysis				
Facility Information				
Hospital Respiratory Data	ata			
Hospital Respiratory CS	iV Data Upload			
Montniy Survey view D	ata			
Monthly Survey CSV Date	ata Upload			

 You will be redirected back to the Memberships page and confirm that data rights to the group have been conferred

🚯 Ме	emberships		
Confe	erred Rights saved	d successfully for	group Andrew Test Group (90698).
Groups th	hat have access to this faci Andrew Test Group (906	ility's data 98)  Confer Rights Leave Group(s)	
Enter ID a	and Password for this faci Group ID:	lity to join a new group	
Group Joi	ining Password:	Join Group	
	Back	•	





# Guidance for Hospital Systems Creating a New NHSN Group

If the hospital system does not currently have a NHSN Group, or the system would like to have one specifically for Hospital Respiratory Data hospital reporting, a new Group can be created in NHSN.

# Step 1: Identify the Group Administrator

The Group Administrator is the individual who will work most closely with the Group's member facilities. While only <u>one</u> person can be made the Group Administrator, other users can be given administrative rights in the Group to assist with managing the data, adding additional users to the Group, and other responsibilities for managing the Group.

The role of Group Administrator can also be reassigned to other users in NHSN as needed. NHSN recommends having a plan of succession for the Group Administrator, and the role should be updated by the current Group Administrator before they leave their role, retire, etc.

Group Administrator Guide and manuals can be accessed at: <u>https://www.cdc.gov/nhsn/pdfs/groups-startup/groupadminstartupguidecurrent.pdf</u>.

# Step 2. Nominate the Group

The Group Administrator must identify a facility currently enrolled in NHSN to nominate the Group (create the group), and the facility user nominating the group must be the NHSN Facility Administrator. **Only one facility should nominate the Group.** The NHSN Facility Administrator in the nominating facility will log into NHSN and navigate to the left-hand menu and select Group and Nominate.

The Group Administrator should provide the nominating Facility Administrator with the Group's name, Group type, and Group Administrator contact information. On the Nominate Group page, the nominating Facility Administrator will complete the required Group information as provided by the Group Administrator.

Note: If the Group Administrator is not a current NHSN user, the Facility Administrator will need to add them as a new user in NHSN. The Group Administrator will then receive an email containing the Group's 5-digit NHSN ID number and SAMS invite (if needed).





#### Nominate Group

Note: This form should be used for nominating organizations that serve as groups. If the proposed administrator for the group is already a user in the NHSN system, check the Use Existing NHSN User option below. For that case you will be prompted to enter the unique e-mail address of that person.

If the proposed administrator does not already exist, check the Create New NHSN User option. For that case you will be prompted to provide a User ID for that user along with the persons name, email address and phone number.

#### Enter group data

Mandatory fields marked with *	
Group Name *	
Type of Group <sup>4</sup>	: HCSP - Healthcare system, Private, for profit
	If group type is <b>Other</b> , enter type here:
Group Administrator Information <b>* Note:</b> To specify a new user as the adm	Use existing NHSN user Create new NHSN user
group has been added, and will supply	potential member facilities with the information necessary to join the group including the joining password.
	Create new NHSN user
Administrator User ID *:	Up to 32 letters and/or numbers, no spaces or special characters
First Name *:	Middle Name:
Last Name *:	Title:

Once the Group Administrator is added to the nominated Group and completes SAMS registration, they can access the Group. To log in to the Group:

Log in to SAMS and select NHSN Reporting



• Select Patient Safety Component



#### $\circ$ Select the Group

Select component: Patient Safety				
Select facility/group:				
Facility/Group Name 🗢	Facility ID	CCN	City	State
Grp: CDC	0		ATLANTA	GA
Grp: Maggie's Test Group	11933	999999	ATLANTA	GA
Fac: Craggette LTAC- Test Facility	28003	N/A	Hampton	VA
Fac: Decennial Medical Center	15331	999999	Atlanta	GA

### Step 3. Create Joining Password

When a new Group is created, a Joining Password must be set up in order for facilities to join the Group and allow the Group user to view the data. The Group Administrator will log in to the new Group and select **Group** and then select **Joining Password** within the Group.





The Group Administrator will enter a password in the text box. *Remember that this password must be shared with all facilities joining the Group.* 



# Step 4. Define Rights

The Group Administrator will navigate to the lefthand menu and select "Group" and then "Define Rights" to access the Define Rights Template (DRT). When the page loads, notice the options: Hospital Respiratory Data and Hospital Respiratory Data CSV Data Upload; select both options. Scroll down to the bottom of the page and click Save to save the update.





🧞 Define Rights-Patient Safety			
Please select the rights that facilities joining "NHSN Test Super Group" will confer			
General			
	View Options		
Patient	O With All Identifiers		
	O Without Any Identifiers		
	O With Specified Identifiers		
Event/Procedure			
Monthly Reporting Pla	an		
Data Analysis			
Facility Information			
Hospital Respiratory [	Data		
Hospital Respiratory C	CSV Data Upload		
Monthly Survey View	Data		
Monthly Survey CSV [	Data Upload		

# Step 5. Add Facilities to the Group

Once the Group and Joining Password have been created and Define Rights Template complete, facilities can then be added to the Group.

**Group step:** A Group user will provide joining facilities with:

- The Group's 5-digit NHSN ID number
- The Group's joining password

Facility	•	
Group	→_	Confer Rights
Logout		Join
		Leave

**Facility step:** NHSN Facility Administrator will select Group and then Join on the NHSN navigation bar to join a Group.

From the Memberships page, the facility will:

- 1. Enter the 5-digit NHSN ID
- 2. Enter the joining password (case sensitive)
- 3. Select Join Group

Memberships
Groups that have access to this facility's data
Confer Rights
Leave Group(s)
Enter ID and Password for this facility to join a new group Group ID:
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Group ID:	90698		
roup Joining Password:			Join Group

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General					
	View Options				
Patient	<ul> <li>With All Identifiers</li> <li>Without Any Identifiers</li> <li>With Specified Identifiers</li> <li>Gender Sex at Birth DOB Ethnicity Race</li> <li>Medicare # Name SSN Patient ID Birthweight (NICU only)</li> </ul>				
Event/Procedure	With Specified Identifiers Gender Identity				
Bed Capacity View Data					
Monthly Reporting Plan					
Data Analysis					
Facility Information					
Hospital Respiratory Data					
Hospital Respiratory CSV Data U	Jpload				
Monthly Survey View Data					
Monthly Survey CSV Data Uploa	d				

• You will be redirected back to the Memberships page and confirm that data rights to the group have been conferred





# Step 6. Add Additional Users to the Group

The Group Administrator can add additional users to the Group. Steps to add a new user are detailed here: <u>https://www.cdc.gov/nhsn/pdfs/Add-User-508.pdf</u>

**Final Steps:** After an existing Group has been selected for use or a new Group created, the final steps for Hospital Systems Reporting at an Enterprise Level or on Behalf of Multiple Facilities are (1) setting up the reporting method, and (2) completing data submission testing during the testing window of late-October 2022 – mid-December 2022. Options for reporting method include CSV and API. More detailed information and training on both setting up the reporting method (especially the API process) and data submission testing will be provided at a later date.



