

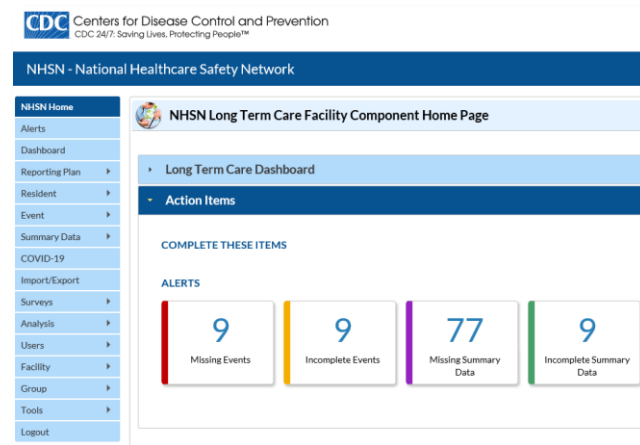
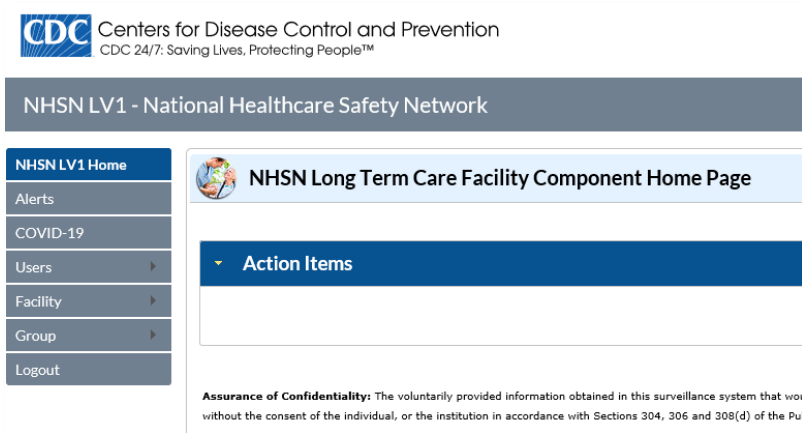
NATIONAL HEALTHCARE SAFETY NETWORK LONG-TERM CARE FACILITY (LTCF) Joining a Group and Accepting the Confer Rights Template

Description

As part of CDC's ongoing COVID-19 response, NHSN LTCFs are entering counts of suspected and confirmed cases into NHSN using the newly created COVID-19 Module. The new module is a calendar-based form that collects data across four pathways: (1) Resident Impact and Facility Capacity, (2) Staff and Personnel Impact, (3) Supplies & Personal Protective Equipment, (4) Ventilator Capacity & Supplies. COVID-19 data are expected to be collected at the same time but may also be reported into the application retrospectively. NHSN anticipates that Groups will use the summary data for situational awareness and for public health response.

The steps below outline the process to set up and establish a Group where reported data from LTCFs will be viewable. Establishing a Group within NHSN will also allow for groups to bulk upload COVID-19 data.

Please note: if accessing NHSN through different levels of SAMS credentials, the interface will look slightly different (as shown below) but all functionality related to COVID-19 data reporting are the same.



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Joining a Group in NHSN

Step 1: Communication from Group Administrator

Prior to joining a group, the facility will receive an email from the Group Administrator providing:

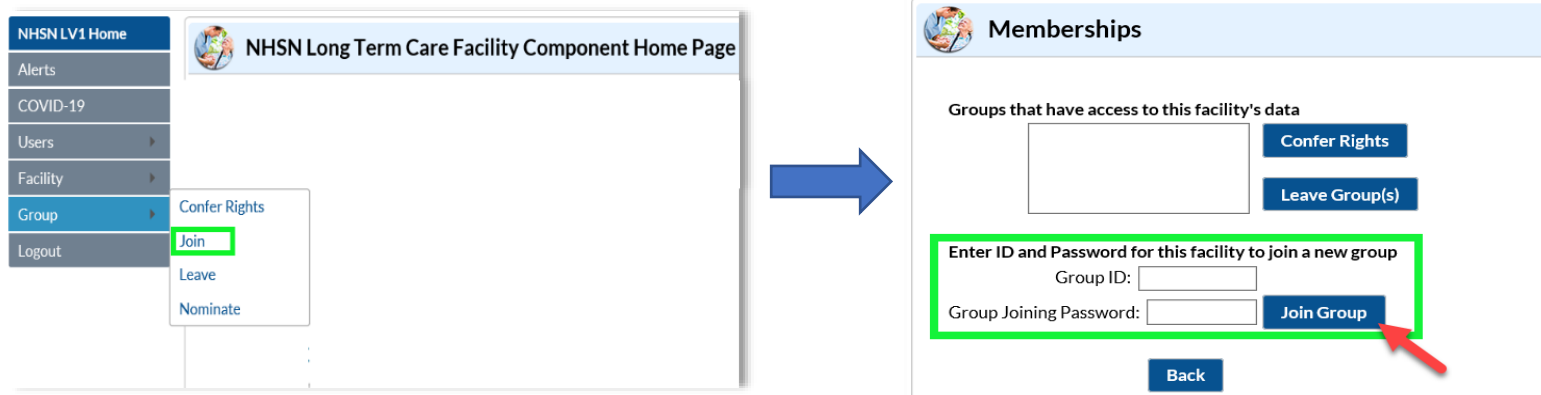
- The group's 5-digit NHSN ID number
- The group's joining password

Note: A Group Administrator is an individual who will work regularly with the Group's member LTCFs.

Step 2: Joining a Group

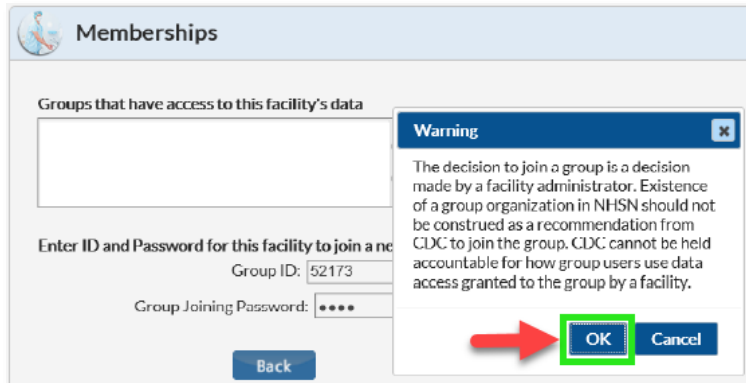
Once the email is received, the NHSN facility administrator can join the group by selecting "Group" in the NHSN left navigation bar and then clicking "Join". This will open the Memberships page. Enter the 5-digit Group ID and the group password then click on "Join Group."

Note: Password is case sensitive.



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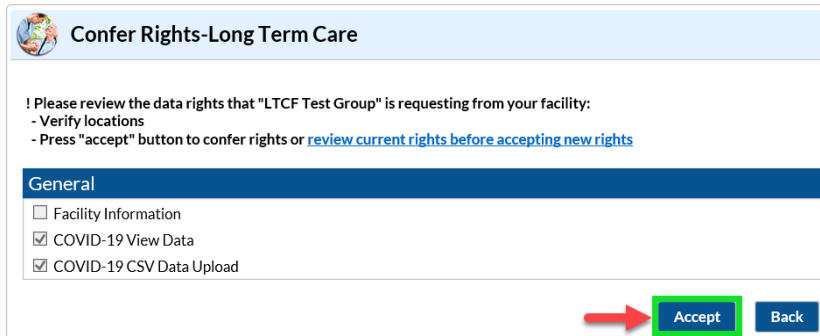
A warning message will pop-up. Please read the message and acknowledge by clicking “OK” to proceed.



The screenshot shows the 'Memberships' interface. A warning dialog box is overlaid on top, containing the following text: 'Warning: 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.' The dialog box has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. In the background, the 'Memberships' page shows a 'Groups that have access to this facility's data' table, a 'Group ID' field with the value '52173', and a 'Group Joining Password' field with masked characters. A 'Back' button is also visible.

Step 3: Confering Rights to groups

After joining the group, the facility will be taken to a screen listing the data for which the group is requesting access (Rights template). Click on “Accept” to access the Rights template and share data with the group.



The screenshot shows the 'Confer Rights-Long Term Care' interface. It displays a warning message: '! Please review the data rights that "LTCF Test Group" is requesting from your facility: - Verify locations - Press "accept" button to confer rights or [review current rights before accepting new rights](#)'. Below this, there is a 'General' section with three checkboxes: 'Facility Information' (unchecked), 'COVID-19 View Data' (checked), and 'COVID-19 CSV Data Upload' (checked). At the bottom right, there are 'Accept' and 'Back' buttons. A red arrow points to the 'Accept' button.