

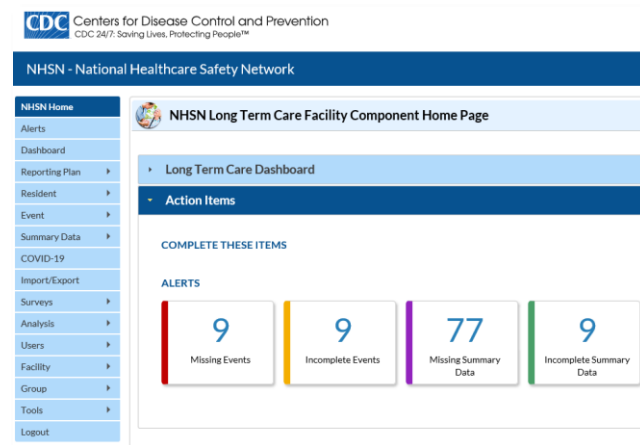
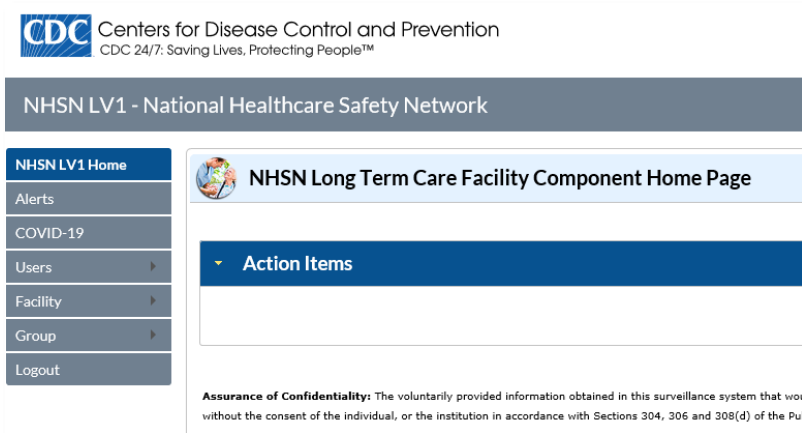
# NATIONAL HEALTHCARE SAFETY NETWORK LONG-TERM CARE FACILITY (LTCF) Joining a Group and Accepting the Confer Rights Template

## 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

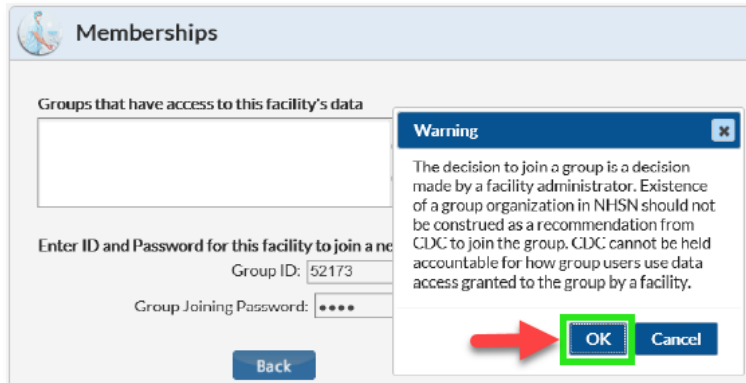
Once the email is received, the NHSN facility administrator can join the group by selecting "Group" in the NHSN left navigation bar and then clicking "Join". This will open the Memberships page. Enter the 5-digit Group ID and the group password then click on "Join Group."

**Note:** Password is case sensitive.

The image shows two screenshots of the NHSN interface. The left screenshot shows the 'NHSN Long Term Care Facility Component Home Page' with a left navigation bar. The 'Group' menu item is selected, and a dropdown menu is open with the 'Join' option highlighted in green. The right screenshot shows the 'Memberships' page. It has a section for 'Groups that have access to this facility's data' with a 'Confer Rights' and 'Leave Group(s)' button. Below this is a section titled 'Enter ID and Password for this facility to join a new group' which is highlighted with a green border. It contains fields for 'Group ID:' and 'Group Joining Password:', and a 'Join Group' button highlighted with a red arrow. A 'Back' button is at the bottom.

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



### **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.

