**HRET Hospital Improvement and Innovation Network (HIIN) – CDC/NHSN Join Group and Group Data Template**

The purpose of this document is to provide instructions to facility NHSN administrators on joining and conferring rights to the HRET NHSN group for the HIIN project.

- If your facility was a member of the AHA/HRET HEN2.0 and will report on MRSA you can skip to page 7, start with step 5 and follow all steps to the end of the document.
- If your facility was not a member of the AHA/HRET HEN2.0 NHSN group please follow all of the instructions below. This includes facilities that have conferred NHSN rights to HRET through other projects.

There are two key parts, both of which must be completed in order to successfully confer rights to your data:

1. You must first **join** the HRET group, then
2. You must 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.
Part 1: Joining the HRET HIIN Group in NHSN

1) Log into NHSN and select the Patient Safety Component

![Welcome to the NHSN Landing Page](image)

2) In the left hand column, click on Group, then Join. This will take you to the Memberships screen. Enter the Group ID **42813** and Group Joining Password **48565**.

3) Click Join Group.
A pop-up warning message will appear. Click ok. You have now joined the group.

Part 2: HRET HIIN Group Data Template

1) On the next screen, (Confer Rights-Patient Safety), you will be able to review the data to which the HRET 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 HRET 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 2014 until the end of the HIIN project
3) For “Infections and Other Events” the HRET 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>2014 through the end of HIIN</td>
<td>The HRET HIIN group will have access to data on all inpatient procedures that you have entered into NHSN. At a minimum you must 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>2014 through the end of HIIN</td>
<td></td>
</tr>
<tr>
<td>C. Catheter-associated urinary tract infection (CAUTI)</td>
<td>All inpatient locations except NICUs</td>
<td>2014 through the end of HIIN</td>
<td></td>
</tr>
<tr>
<td>D. Ventilator-associated event (VAE)</td>
<td>All inpatient locations</td>
<td>2014 through the end of HIIN</td>
<td></td>
</tr>
</tbody>
</table>

HRET expects data from all inpatient locations. For CAUTI, if you are a facility with NICUs, please exclude these locations from the CAUTI section (section c above).
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 HRET HIIN group will not have access to CAUTI data from that location.

4) At this time, the HRET HIIN group will not have access to data under “Antimicrobial Use and Resistance”. The header appears, but there are no data details provided.
5) Under MDRO/CDI events HRET is asking for C. difficile laboratory ID events and MRSA laboratory ID events for the FACWIDEIN location from 2014 until the end of the project. FACWIDEIN refers to all of the facility’s inpatient units.
   
   i. For 2015, the FACWIDEIN location includes data from Emergency Departments and Observations Areas
   
   ii. Note: if you get an error message under “Your Locations” that says “No locations meet criteria,” please ignore it.
6) Under MDRO/CDI Process & Outcome Measures, HRET is asking for the Hand Hygiene process measure from all locations from 2014 until the end of the project.

7) To accept the reporting template and confer rights to your data to the HRET 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 with be “HRET HIIN (42813)”