

Instructions for Joining the MDH NHSN Group

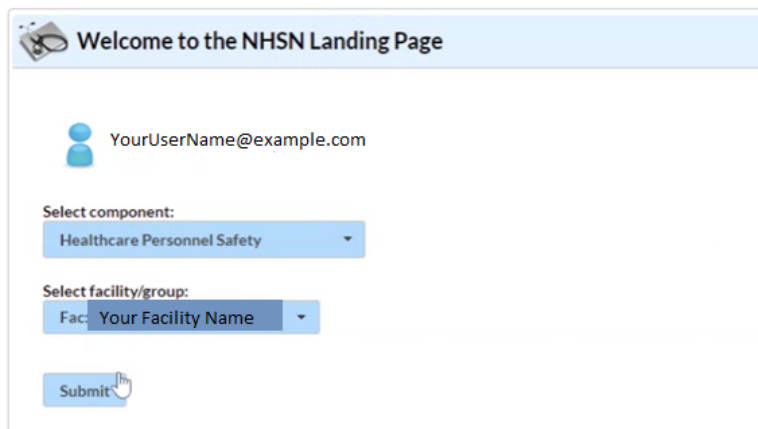
The Maryland Health Care Commission (MHCC) will begin accessing your Health Care Worker (HCW) Influenza vaccination data directly from NHSN for public reporting purposes, starting with the 2023-2024 flu season.

In order for MHCC to access your data, the **NHSN Facility Administrator** at your facility must join the MDH group then confer rights. MHCC will request access to your *HCW flu data only*. No personally identifiable information will be collected or available to us.

Please follow the step-by-step instructions below. FAQs are included at the end of the document.

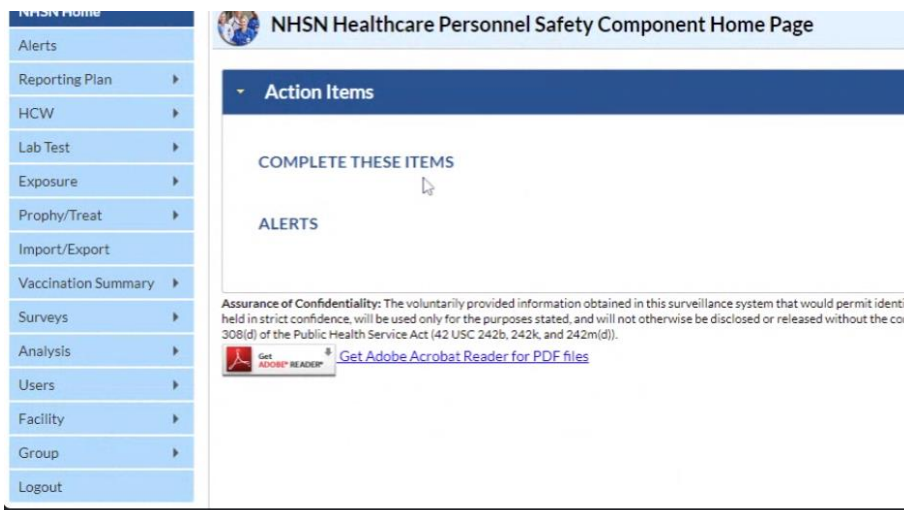
Step 1. Log in to NHSN

The **NHSN Facility Administrator** should log in to NHSN. ****Select the Healthcare Personnel Safety Component** (not the Long Term Care Facility Component)**. Choose your facility and then click submit.



The screenshot shows the NHSN Landing Page. At the top, it says "Welcome to the NHSN Landing Page". Below that, there is a user profile section with a blue circle icon and the text "YourUserName@example.com". Underneath, there are two dropdown menus: "Select component:" with "Healthcare Personnel Safety" selected, and "Select facility/group:" with "Fac: Your Facility Name" selected. At the bottom of the form is a "Submit" button with a mouse cursor hovering over it.

You'll be taken to a landing page that looks like this:



The screenshot shows the NHSN Healthcare Personnel Safety Component Home Page. On the left is a navigation menu with items: Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area has a header "NHSN Healthcare Personnel Safety Component Home Page" and a section titled "Action Items" with a dropdown arrow. Below this, it says "COMPLETE THESE ITEMS" and "ALERTS". At the bottom, there is a "Assurance of Confidentiality" notice and a "Get Adobe Acrobat Reader for PDF files" link with a small Adobe Reader icon.

Step 2. Joining the Group

***If your facility is already part of the MDH Group, you can move to Step 3.**

A group is a collection of facilities that have joined together within the NHSN framework to share data at a single level. First, you must join the MDH group. The label for this group is DHMH IDEOR. The Group Owner is Rebecca Perlmutter.

1. After you log in to NHSN, navigate to the bottom of the right-hand menu. Select “Group”
2. Select “Join” from dropdown menu.
3. Enter the Group ID, password, and then click “Join Group.” The information is below:

Group ID: 44030

Group Joining Password: Mhcc2@24

The screenshot below is for example purposes and may look slightly different than your screen. You will enter the Group ID and Password above

The screenshot shows the NHSN - National Healthcare Safety Network interface. On the left is a navigation menu with 'Group' highlighted. A dropdown menu is open under 'Group', with 'Join' selected. A red circle '1' is around 'Group' and a red circle '2' is around 'Join'. The main content area is titled 'Memberships' and shows a list of groups with 'Confer Rights' and 'Leave Group(s)' buttons. Below this is a form titled 'Enter ID and Password for this facility to join a new group' with fields for 'Group ID' (containing '35246') and 'Group Joining Password' (masked with dots), and a 'Join Group' button. A red circle '3' is around the form area. A 'Back' button is at the bottom of the form.

Next, you will automatically be taken to the confer rights page. You must follow instructions in Step 3 to complete the process.

Step 3. Accepting and Conferring Rights

Now that you have joined the MDH Group, you need to accept the rights template and confer rights. This means that you agree to MDH and MHCC accessing the data for public reporting purposes. There are two different options you can use to confer rights.

Revised Instructions for Joining the MDH NHSN Group for NH HCW Flu Reporting – March 20, 2024

Option 1. Access via Action Items on the Healthcare Personnel Safety landing page.

On the Healthcare Personnel Safety Component Home page, there may be a large action item. Click on the “Confer Rights Not Accepted Box.”

NHSN Home

Alerts

Reporting Plan

HCW

Lab Test

Exposure

Propyl/Treat

Import/Export

Vaccination Summary

Surveys

Analysis

Users

Facility

Group

Logout

NHSN Healthcare Personnel Safety Component Home Page

Action Items

COMPLETE THESE ITEMS

Confer Rights Not Accepted

ALERTS

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Pub

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Next, you'll be taken to a screen that shows the DHMH IDEOR group. Click on the name of the group (highlighted below).

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

NH NATIONAL HEALTH SAFETY NET
CJOHNSON
Current Clin

NHSN - National Healthcare Safety Network

NHSN Home

Alerts

Reporting Plan

HCW

Lab Test

Exposure

Propyl/Treat

Confer Rights Not Accepted List

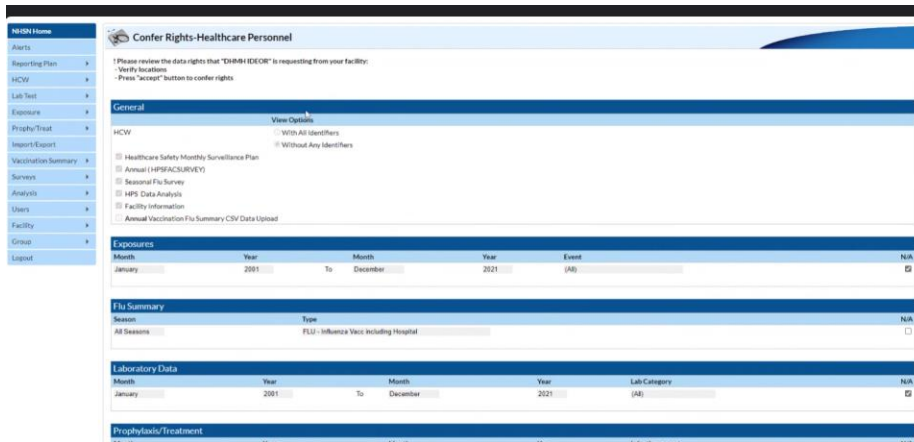
Define rights have been changed affecting the Group below. You may accept new rights or leave the group. Click the Group Name to view and accept new rights.

Name *	Group ID	Status	Status Date
DHMH IDEOR	44030	Not Accepted	Mar 15 2024 8:26PM

Next, you'll be taken to a screen that shows the rights we are requesting.

Revised Instructions for Joining the MDH NHSN Group for NH HCW Flu Reporting – March 20, 2024

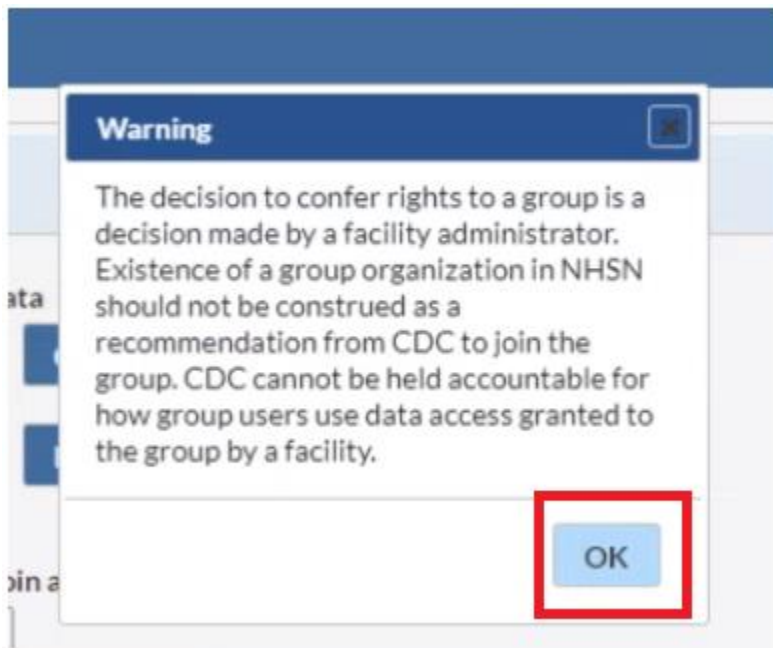
Rights we are requesting:



Scroll to the bottom of the page and click "Accept".



You may receive a pop-up below. Click Ok.



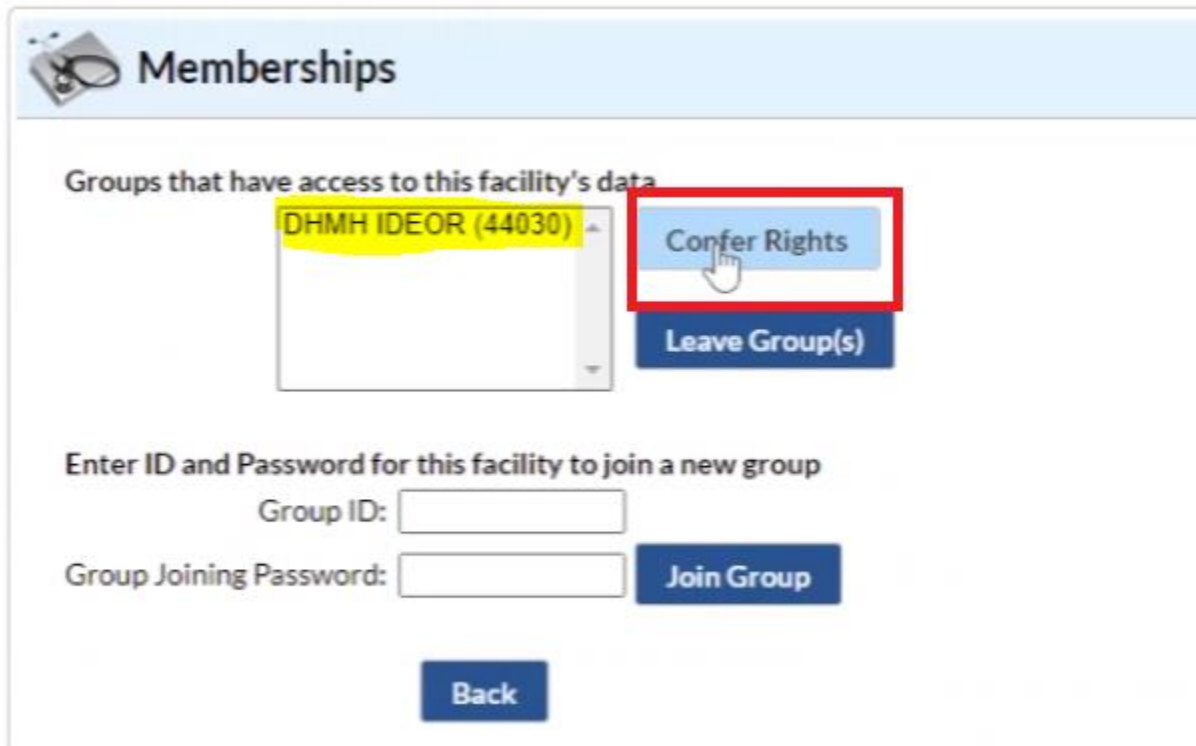
After you accept, the page will load with a green check mark. This means that you have successfully joined the group and conferred rights. Congratulations! This page will disappear after a few seconds. The “Confer Rights Not Accepted” box should be cleared from your homepage.

Option 2. Navigation to the Confer Rights Page

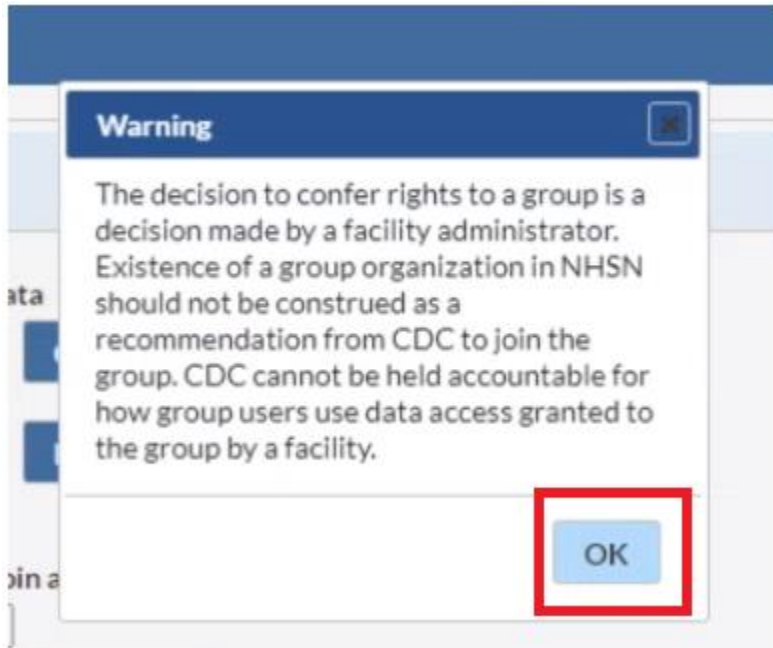
On the Healthcare Personnel Safety Component Home page, navigate to the “Group” menu option. Click on Confer Rights.



This will take you to a Membership page. You will see the MDH Group (44030). Click on DHMH IDEOR to highlight the group name. Then click “Confer Rights.”



You will receive a pop-up notice about conferring rights to a group. Click “Ok.”



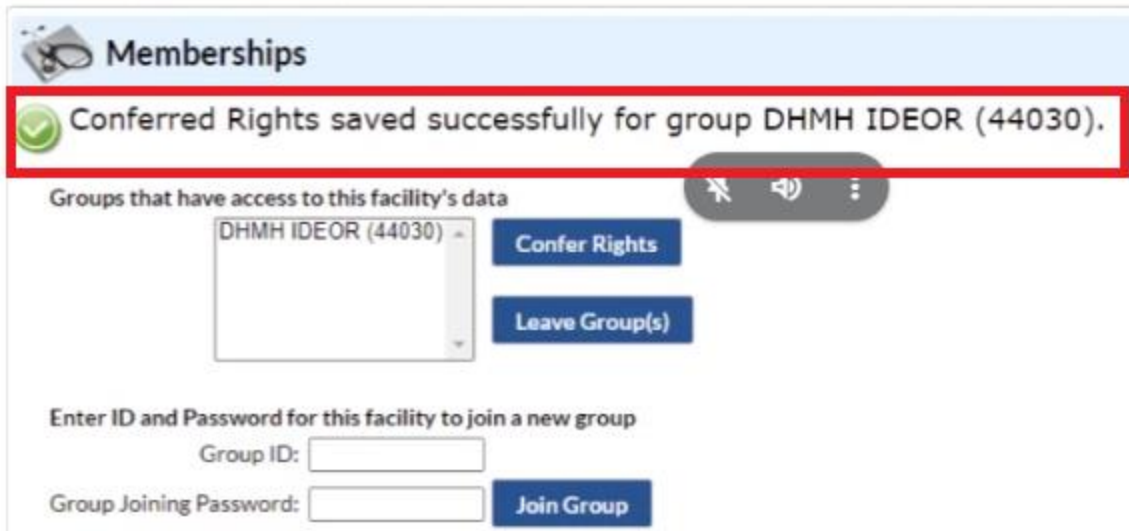
Scroll down toward the bottom of the page and click “Accept.”



After you accept, the page will load with a green check mark. This means that you have successfully joined the group and conferred rights. **Congratulations!**

Note - Some facilities are finding that they need to repeat Step 1 (return to the **NHSN Landing** page, select the **Healthcare Personnel Safety** component, select your **facility** and click **submit**).

On the Home page, if there is a box under Alerts or Action to Confer Rights/Not Accepted, go ahead and click on the box, and follow the steps again on pages 3 and 4.



Frequently Asked Questions

Why do I have to do this?

Reporting Staff influenza vaccinations via NHSN is now a CMS requirement. In the past, MHCC conducted an annual Nursing Home Staff Influenza Vaccination survey. Entering this information into NHSN will replace the annual survey.

How do I know if I'm already in the MDH Group?

Though most facilities joined NHSN to report COVID-19 vaccination data in the LTCF component, many facilities did not join the group for the Healthcare Personnel Safety Component. Log in to the Healthcare Personnel Safety Component, navigate to Group option on the left menu, and click on "Confer Rights". If DHMH IDEOR 44030 appears in the Membership box, you are already part of the group! If not, you will need to join. See step 2 in the instructions on page 2.

I thought I already conferred rights but NHSN says I have not accepted. What does this mean?

Good question! Anytime a group user (in this case, MHCC) makes a change to the Rights template, large or small, we need facility approval to allow us to view the information. As MHCC set up this process, a slight edit was made to the template on March 15, 2024. Though it was very minor, this does still require your facility to confer rights and/or agree to the changes. You should receive a pop-up box allowing your facility to agree to the changes. This should appear in the Action home page of the Healthcare Personnel Safety Component.

I'm following your instructions, but I still can't confer rights. What do I do?

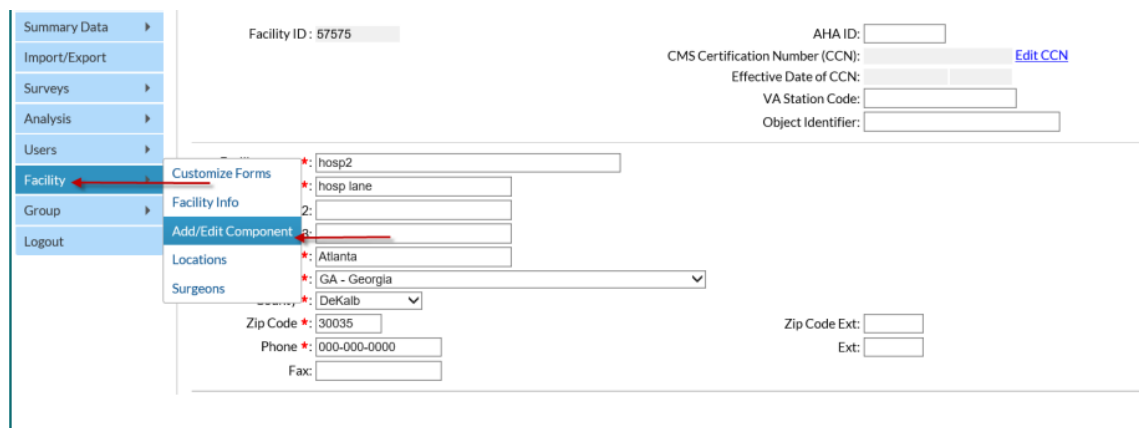
First, make sure that your **NHSN Facility Administrator** is the person logging in. The ability to confer rights is reserved for the Facility Administrator account only. Next, make sure you're in the Healthcare Personnel Safety Component. Most facilities have gotten used to using the LTCF component for COVID reporting but the flu data is entered in the Healthcare Personnel Safety Component.

I'm new to the facility and I'm lost. Help!

MHCC understands that staffing changes and the relatively new process of using NHSN for staff flu vaccination may lead to questions. If you are lost, confused, or have any questions about the requirements or using NHSN, please reach out to us. We are happy to walk you through the set-up process and help however we can.

There is no Healthcare Personnel Safety Option after I log in to NHSN. What do I do?

Your **NHSN Facility Administrator** must activate the Healthcare Personnel Safety Component to the facility account. Follow the prompts and be sure to check the "Healthcare Personnel Safety" box, then click update. The screenshot below shows how to navigate from the landing page.



Who is the NHSN Facility Administrator for my facility?

Your **NHSN Facility Administrator** is the person who enrolls the facility, adds users and then gives those users whichever rights are most appropriate, including administrative rights. If you can't find this, let us know and we *may* be able to look this information up. If your facility administrator has left or needs to be reassigned, you can find more information about that process [here](#). You should do this ASAP.

Contacts

If you have any questions, please contact Stacy Howes (stacy.howes@maryland.gov) or Julie Beard (Julie.beard@maryland.gov).

References

[NHSN Guide to Joining a Group](#)

[CMS Annual Influenza Reporting Requirements](#)

[NHSN Manual – Healthcare Personnel Safety Component Protocol](#)