

## **B. Joining Your Local QIO and the QIOSC Groups and Conferring Rights**

Before you can confer rights you must join your local QIO and QIOSC groups. Your QIO groups should provide you with their group ID numbers and their group joining passwords. You will have to join each group and confer rights to it separately. You will only have to set your “Confer Rights” up once for each group and it will continue until the end date you specify or until you manually change the rights conferred.

1. In the navigation bar, click on **Group>Join**.
2. Enter the Group ID and Group Joining Password that were provided by your Groups.
3. After clicking “Join Group” you will be brought to the “Confer Rights” screen, with a message at the top indicating that you have successfully joined the group.

The screenshot displays the NHSN Memberships page. The header includes the CDC logo and the text 'Department of Health and Human Services Centers for Disease Control and Prevention'. Below the header, it shows 'NHSN - National Healthcare Safety Network' and a user login status: 'Logged into NHSN Test Medical Clinic2 (ID 13511) as CSR9. Facility NHSN Test Medical Clinic2 (ID 13511) is following the PS component.' The main heading is 'Memberships'. A sidebar on the left lists navigation options: Reporting Plan, Patient, Event, Procedure, Summary Data, Analysis, Surveys, Users, Facility, Group, Confer Rights, Join, Leave, Nominate, and Log Out. The 'Join' option is circled in red. The main content area shows 'Groups that have access to this facility's data' with a list box and buttons for 'Confer Rights' and 'Leave Group(s)'. Below this, there is a section titled 'Enter ID and Password for this facility to join a new group' with input fields for 'Group ID:' and 'Group Joining Password:', and a 'Join Group' button. Red arrows point from text boxes to the 'Join' link and the input fields. The text boxes contain: 'Select' (pointing to the 'Join' link) and 'Enter Group ID and Joining Password' (pointing to the input fields). A 'Back' button is located at the bottom of the page.

4. When the “Confer Rights – Patient Safety” screen appears, the “Patient Safety” tab will be highlighted in dark blue at the top. Click to add check marks to “Patient”, “Without Identifiers”, “Monthly Reporting Plan”, and “Data Analysis”. This means you are granting access to your group: to view your Monthly Reporting Plan and the individual MRSA Events that you enter each month – without patient identifying information such as name, etc., and to conduct data analysis on this data.

5. Next, scroll down the page to the MDRO/CDAD Events section, choose “In” under Plan, the number of the “month” and number of the “year” you are to begin reporting (should match the month and year on your very first Monthly Reporting Plan), leave the “to” Month and Year blank, choose the “Location Type” of the location you intend to monitor, and the specific “Location” that it is.

6. Click to add a check mark in the MRSA box and choose Event Type as “ALL Infection Events”. This is conferring rights to your group for all MRSA infections (under the Infection Surveillance piece) that you enter from your one identified unit (entered in your Monthly Reporting Plan) beginning on the required start date (to be determined by CMS) and indefinitely from that point forward each month.

7. Then click on “Add Row”. In this second MDRO/CDAD Event section, you will enter exactly all of the same data as just described, except under “Event Type” you will this time choose “LABID – Laboratory-identified MDRO or CDAD Event”. This grants exactly the same rights as described in #5 and #6 above as far as time frame and unit, but this time you are conferring rights to your group for all MRSA LabID Events (under the LabID Event reporting piece).


8. Finally, under the “MDRO/CDAD Summary Data” section you will choose the same Plan (“In”), Month, Year, Location Type, and Location entries as described in #5 and #7 above, and in addition you will add check marks under “Summary”, to both the “Admissions” and “Patient Days” boxes. This grants the same time frame and unit rights and gives your group access to your monthly denominator data.

Make sure your “Conferred Rights” look similar to the example shown below, except with the CMS required start date instead of 11/2008 and with your unit that you identified for monitoring, then click “Save”. If you wish to review what you have saved, you will get to the screen following the same directions described in #1 and #2 above for initial entry. If you have conferred any additional rights to this group, they will also show up on this screen.

9. If you wish to change anything, just re-enter or click on an entry and “Save” again.

10. If you have completed the above steps for your local QIO group, you must repeat all of the above steps a second time for the QIOSC. Through this process, you will have conferred the same rights to both your local QIO and the QIOSC, as required by the CMS/QIO initiative agreement.

**Example Entry for Required Conferring Rights to Your Local QIO and the QIOSC:**


 Department of Health and Human Services  
 Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | Help | Log Out  
 Logged into Pleasant Valley Hospital (ID 10312) as DSIEVERT.  
 Facility Pleasant Valley Hospital (ID 10312) is following the PS component.

### Confer Rights-Patient Safety

Patient Safety
Healthcare Personnel Safety

**General**

Patient	View Options
Monthly Reporting Plan	<input checked="" type="checkbox"/> With Identifiers <input checked="" type="radio"/> Without Identifiers
Data Analysis	<input checked="" type="checkbox"/>
AOR Microbiology Laboratory Data	<input type="checkbox"/>
AUR Pharmacy Data	<input type="checkbox"/>

**Surveys**

Year	to	Year	Survey Type
<input type="text"/>		<input type="text"/>	<input type="text"/>

Add Row Clear All Rows

**Infections and other Events (Not specific to MDRO/CDAD)**

Plan	Month	Year	to	Month	Year	Event
(All)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	ALL SSI and PPP

Procedure: (ALL)  Setting: Both

Add Row Clear All Rows Copy Locations to Summary Data Copy Procs to Denominator data

**Summary Data for Events**

Plan	Month	Year	to	Month	Year	Location Type	Location
(All)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row Clear All Rows

**Denominator Data for Events**

Plan	Month	Year	to	Month	Year	Procedure	Setting
(All)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	(ALL)	Both

Add Row Clear All Rows

**Summary Data for Vaccinations**

Plan	Month	Year	to	Month	Year	Vaccination Type
(All)	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row Clear All Rows

**MDRO/CDAD Events**

Plan	Month	Year	to	Month	Year	Location Type	Location
In	11	2008		<input type="text"/>	<input type="text"/>	CC	INMEDCC - IN-ACUTE:CC:M

Specific Organism Type:  ACINE  CDIF  KLEB  MRSA  MRSA  VRE

Event Type: ALL Infection Events

Add Row Clear All Rows Copy Locations to MDRO/CDAD Summary Data

**MDRO/CDAD Summary Data**

Plan	Month	Year	to	Month	Year	Location Type	Location
In	11	2008		<input type="text"/>	<input type="text"/>	CC	INMEDCC - IN-ACUTE:CC:M

Summary:  Admissions  Patient Days  HH  GG

Organism:  MRSA  VRE

		AST Process & Outcome Measures			
		ASTA	AST D/T	AST Inc	AST Prev
		■	■	■	■

Add Row Clear All Rows