A recent review of the status of NHSN reporting to IDPH revealed that some facilities have not properly conferred rights to IDPH. Please review the following screenshots to ensure that you have correctly and completely conferred rights for both surgical site infection data and surgical procedure data.

Instructions have been tailored to specific NHSN user categories:
1. Newly enrolled in NHSN, exempt from reporting CLABSI, reporting KPRO (Slides 2-13)
2. Previously enrolled in NHSN, reporting CBGB and/or CBGC and KPRO (Slides 14-27)
3. Previously enrolled in NHSN, reporting KPRO (Slides 28-37)
Newly enrolled in NHSN, exempt from reporting CLABSI, reporting KPRO

To Do List
Step 1: Join “IDPH Report Card Act” Group
Step 2: Confer rights to “IDPH Report Card Act” Group for KPRO-infections and denominator data
Join IDPH Group

1. Click Group (4 choices will appear)
2. Click Join. This “Memberships” Screen appears
3. Enter Group ID: 13239
4. Enter Password: illinois (all lower case, case sensitive)
5. Click Join Group Button
Alert will appear, Click “OK” Button
Confer Rights to IDPH Report Card Act Group

1. Click Group (4 choices will appear)

2. Click Confer Rights (This Membership Screen appears)

3. Enter Group ID: 13239

4. Click “Confer Rights” Button
Confer Rights to IDPH Report Card Act Group (cont’d)

Please select the options as indicated
Confer Rights to IDPH Report Card Act Group (cont’d)

Note: Scroll down the “Confer Rights-Patient Safety” screen to the “Surveys” section

<table>
<thead>
<tr>
<th>Year</th>
<th>Year</th>
<th>Survey Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td></td>
<td>Facility Survey Data</td>
</tr>
</tbody>
</table>

1. Under Surveys select “2009”

2. Select “Facility Survey Data”
Confer Rights to IDPH Report Card Act Group (cont’d)

1. Select Plan: “In”
2. Select Month/Year
3. Leave Blank
4. Select Event: “SSI-Surgical Site Infection”
5. Select Procedure: “KPRO-Knee prosthesis”
6. Select Setting: “In”
Confer Rights to IDPH Report Card Act Group (Cont’d)

Click “Copy Procs to Denominator data” button

<table>
<thead>
<tr>
<th>Plan</th>
<th>Month</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>4</td>
<td>2010</td>
<td>SSI - Surgical Site Infection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to</td>
<td>Setting:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In</td>
</tr>
</tbody>
</table>

Procedure:
KPRO - Knee prosthesis

Add Row | Clear All Rows | Copy Locations to Summary Data | Copy Procs to Denominator data
Alert message verifying that you want to “copy all procedures... to Denominator Data for Events” will appear. Click “OK”
The data fields in the “Denominator Data for Events” section will auto fill.
Scroll down to the bottom of the screen and click “Save”
Conferred Rights to IDPH Report Card Act Group (cont’d)

Verification that rights have been successfully conferred
Previously Enrolled in NHSN, reporting CBGBs and/or CBGCs and KPROs

To Do List
Confer rights to “IDPH Report Card Act” Group for both CBGB and/or CBGC and KPRO - infections and denominator data
Having previously enrolled in NHSN, it is assumed that your facility has already joined the “IDPH Report Card Act” Group, therefore you need only confer rights to the surgical site infection data and procedure data for CBGB and/or CBGC, KPRO or both. Please ensure that you do not delete rights to viewing and analyzing CLABSI data.
Confer Rights to IDPH Report Card Act Group

1. Click Group (4 choices will appear)
2. Click Confer Rights (this Memberships screen appears)
3. Click on “IDPH Report Card Act(13239)” in the “Groups that have access to this facility’s data” box
4. Click “Confer Rights” button
Please ensure that these options have been selected.
1. Select Plan: “In”

2. Select Month/Year

3. Leave Blank

4. Select Event: “SSI-Surgical Site Infection”

5. Select Procedure: “CBGB-Coronary bypass w/ chest & donor incisions”

6. Select Setting: “In”
If your facility also performs CBGC-Coronary bypass graft with chest incision, Click “Add Row”. If not, go to Slide 21.
Confer Rights to IDPH Report Card Act Group (cont’d)

1. Select Plan: “In”

2. Select Month/Year

3. Leave Blank

4. Select Event: “SSI-Surgical Site Infection”

5. Select Procedure: “CBGB-Coronary bypass with chest & donor incisions”

6. Select Setting: “In”
Confer Rights to IDPH Report Card Act Group (cont’d)

If your facility also performs KPRO- Knee Prosthesis, Click “Add Row”. If not, then go to slide 23.
Confer Rights to IDPH Report Card Act Group (cont’d)

1. Select Plan: “In”
2. Select Month/Year
3. Leave Blank
4. Select Event: “SSI-Surgical Site Infection”
5. Select Procedure: “KPRO – Knee prosthesis”
6. Select Setting: “In”
After entering all relevant surgical procedures, select “Copy Procs to Denominator Data”
Alert message verifying that you want to “copy all procedures... to Denominator Data for Events” will appear. Click “OK”
The data fields in the “Denominator Data for Events” section will auto fill for each of the procedures you are reporting.
Confer Rights to IDPH Report Card Act Group (cont’d)

Scroll down to the bottom of the screen and click “Save”
Conferred Rights to IDPH Report Card Act Group (cont’d)

Verification that rights have been successfully conferred
Previously Enrolled in NHSN, reporting KPROs

To Do List
Confer rights to “IDPH Report Card Act”
Group for KPROs - infections and procedure data
Having previously enrolled in NHSN, it is assumed that your facility has already joined the “IDPH Report Card Act” Group, therefore you need only confer rights to the surgical site infection data and procedure data for KPRO surgery. Please ensure that you do not delete rights to viewing and analyzing CLABSI data.
Confer Rights to IDPH Report Card Act Group

1. Click Group (4 choices will appear)
2. Click Confer Rights (this Memberships screen appears)
3. Click on “IDPH Report Card Act (13239)” in the “Groups that have access to this facility’s data” box
4. Click “Confer Rights” button
Confer Rights to IDPH Report Card Act Group (cont’d)

Please ensure that these options have been selected.
Confer Rights to IDPH Report Card Act Group (cont’d)

1. Select Plan: “In”
2. Select Month/Year
3. Leave Blank
4. Select Event: “SSI-Surgical Site Infection”
5. Select Procedure: “KPRO-Knee prosthesis”
6. Select Setting: “In”
Confer Rights to IDPH Report Card Act Group (Cont’d)

Click “Copy Procs to Denominator data” button
Alert message verifying that you want to “copy all procedures... to Denominator Data for Events” will appear. Click “OK”
The data fields in the “Denominator Data for Events” section will auto fill.
Confer Rights to IDPH Report Card Act Group (cont’d)

Scroll down to the bottom of the screen and click “Save”
Conferred Rights to IDPH Report Card Act Group (cont’d)

Verification that rights have been successfully conferred

Conferred Rights saved successfully for group IDPH Report Card Act (13239).