Conferring Rights to VDH in the National Healthcare Safety Network (NHSN) – Long-term Care Facilities

1. Facility Administrator logs into NHSN

2. Select the **Long-Term Care Facility Component**

   **Select component:**
   
   Long Term Care Facility

3. Select your facility

4. You will now be in the main NHSN page of the LTCF Component.

   From the left navigation menu:
   
   Click “**Group**”
   
   Click “**Join**”

5. Enter the following information to join the Virginia Department of Health NHSN group:

   **Group ID:** 12813
   
   **Password:** health

   Click “Join Group”
6. A warning message will pop up. Please read the message and acknowledge by clicking “OK” to proceed.

![Memberships]

7. When you are taken to the confer rights template, you will see the screen below. Checked box indicates the relevant piece of data that is being requested by VDH.

![Confer Rights-Long Term Care]

8. For each row in the template, check the N/A box (right side) if your facility is not reporting that HAI event data.

9. Once finished, scroll down to the bottom of the page and click “Accept”.

Please email HAI@vdh.virginia.gov with any questions.