

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:

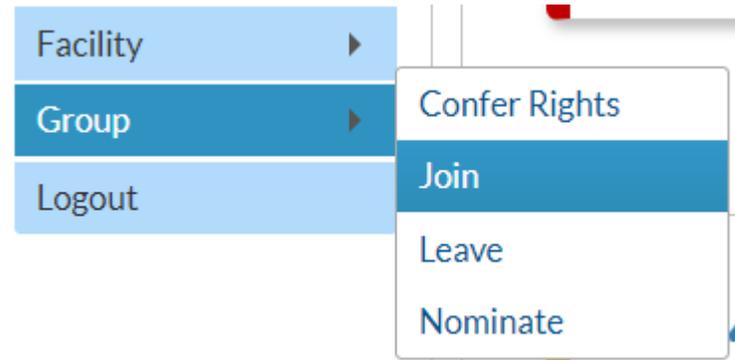
Long Term Care Facility ▼

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”**

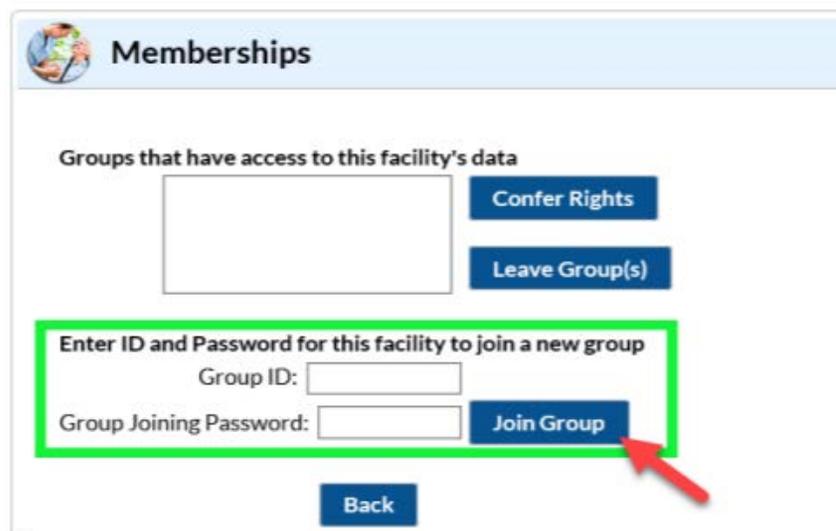


5. Enter the following information to join the Virginia Department of Health NHSN group:

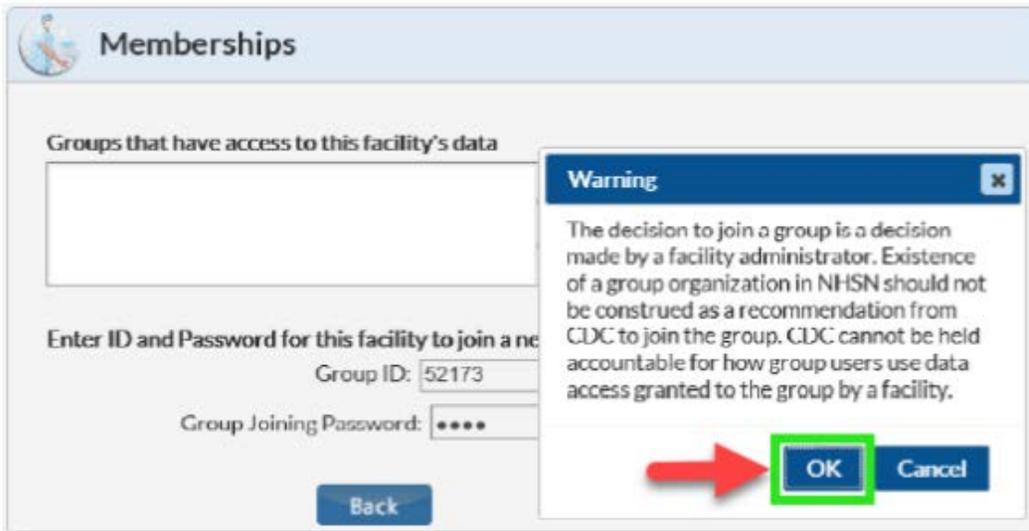
Group ID: **12813**

Password: **health**

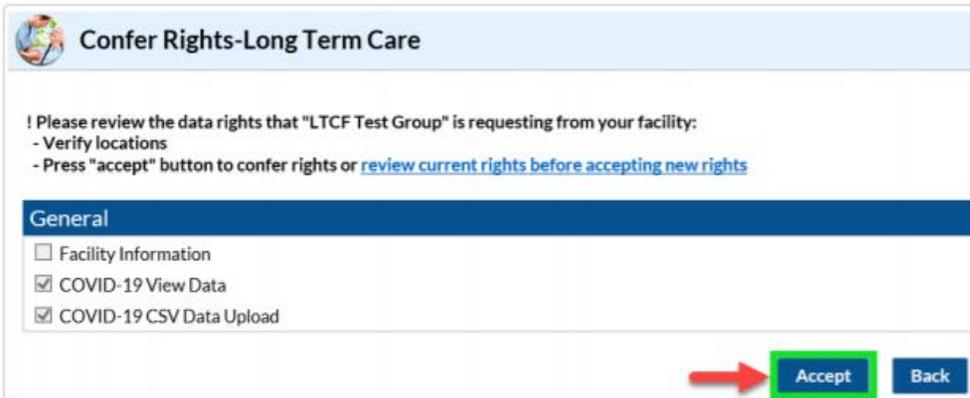
Click **“Join Group”**

A screenshot of the NHSN 'Memberships' page. The page title is 'Memberships'. Below the title, there is a section titled 'Groups that have access to this facility's data' with a text box and two buttons: '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' which is highlighted with a green border. This section contains two text boxes: 'Group ID:' and 'Group Joining Password:', followed by a 'Join Group' button. A red arrow points to the 'Join Group' button. At the bottom of the page, there is a 'Back' button.

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



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.



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.