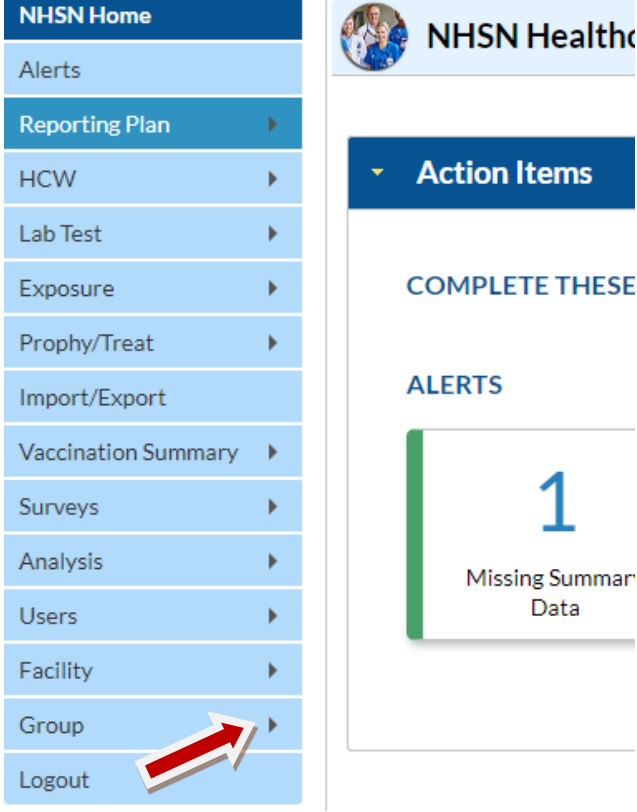
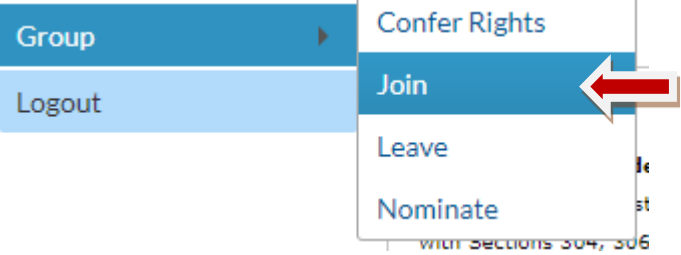


Instructions for NHSN Facility Administrator

How to Join State of Oregon LTCF Group and Confer Rights to Data

<p>1. Log in to the NHSN Healthcare Personnel Safety (HPS) Component Home Page</p> <p><i>*see note below if you need to activate the HPS component</i></p>	<div style="text-align: center;"> <p>Select component:</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Healthcare Personnel Safety ▾</div> </div> <p style="text-align: center;">and Submit</p>
<p>2. Move cursor over Group option to display drop-down menu.</p>	 <p>The screenshot shows the NHSN Home interface. On the left is a vertical navigation menu with options: NHSN Home, Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Import/Export, Vaccination Summary, Surveys, Analysis, Users, Facility, Group, and Logout. A red arrow points to the 'Group' option. On the right, there is a header for 'NHSN Healthcare Personnel Safety' and an 'Action Items' section with a 'COMPLETED THESE' section and an 'ALERTS' section showing '1 Missing Summary Data'.</p>
<p>3. Select Join from the drop-down menu.</p>	 <p>This is a close-up of the 'Group' drop-down menu. The options are: Confer Rights, Join, Leave, and Nominate. A red arrow points to the 'Join' option. Below the menu, there is a small note: 'with Sections 304, 306'.</p>

4. Provide ID & password and submit request:
Group ID: 43488
b. Group Joining
Password: 8U&g19/C
 c. Press **Join Group** button

5. Click on **OK** button when dialog box appears.

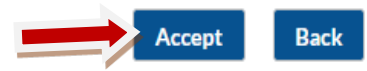
6. NHSN will then display the **Confer Rights – Healthcare Personnel** screen, generated by OHA, requesting rights to your facility’s data including:
 - Annual and seasonal flu survey

7. To accept the request:

1. Scroll to the bottom of the screen.
2. Press **Accept** button.

Prophylaxis/Treatment

Month	Year	Month	Year
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*Activating the Healthcare Personnel Safety (HPS) Component

- In order to report Annual Flu Influenza Summary data, the HPS Component must be activated in NHSN.
- Only the NHSN Facility Administrator (FA) can activate a new component.
- The FA can activate the HPS component by navigating to Facility -> Add/Edit Component. The FA can then add users including the HPS Component Primary Contact.
- If the FA leaves and does not transfer the role of FA prior to leaving, complete the NHSN Facility Administrator Change Request Form <https://www.cdc.gov/nhsn/facadmin/index.html>.