

## Data Sharing: Joining a Group and Accepting the Confer Rights Template

Any entity can maintain a Group in NHSN (state health departments, dialysis networks, quality improvement organizations, etc.)

- Facilities can share data with these partners and agencies using NHSN’s Group function
- Facilities join and provide access to data requested by Group within the NHSN application
- A facility that joins a Group does not have access to any data from other facilities in the Group
- Facilities may join multiple Groups

To join a group, the facilities must have the groups 5-digit ID number and are protected by a joining password set by the Group Administrator.

A Group should provide facilities that would like to join:

1. The Group’s 5-digit NHSN ID number
2. The Group’s joining password

Administrative-level users in the facility select **Group** and then **Join** on the NHSN navigation bar to join a Group.

### Joining a Group within NHSN



NHSN - National Healthcare Safety Network (dial9412-26-58jrg:443)

NHSN Home

Alerts

Reporting Plan ▶

Patient ▶

Event ▶

Summary Data ▶

COVID-19 ▶

Import/Export

Surveys ▶

Analysis ▶

Users ▶

Facility ▶


Group ▶

Tools ▶

Logout

### Memberships

Groups that have access to this facility's data



Confer Rights

Leave Group(s)

Enter ID and Password for this facility to join a new group

Group ID:

Group Joining Password:  Join Group

Back

Confer Rights

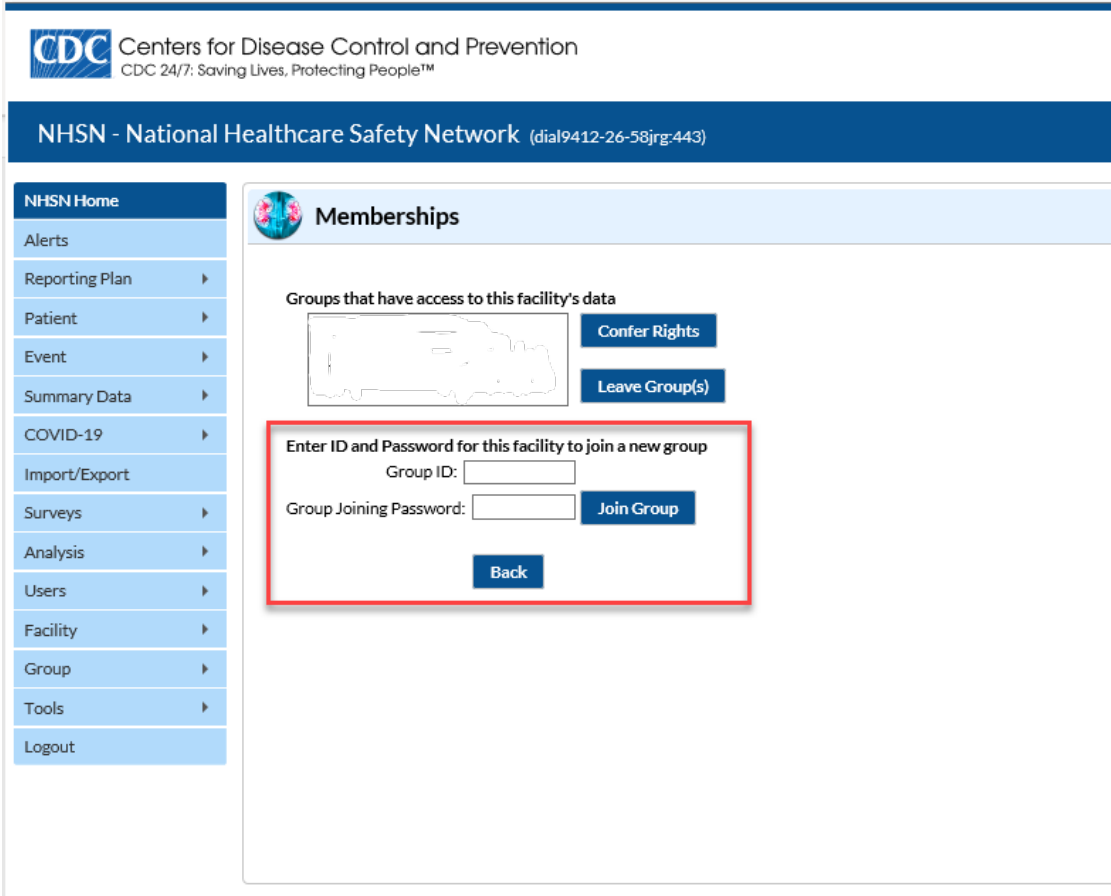
Join

Leave

Nominate

Facility enters the 5-digit Group ID number in the Group ID field

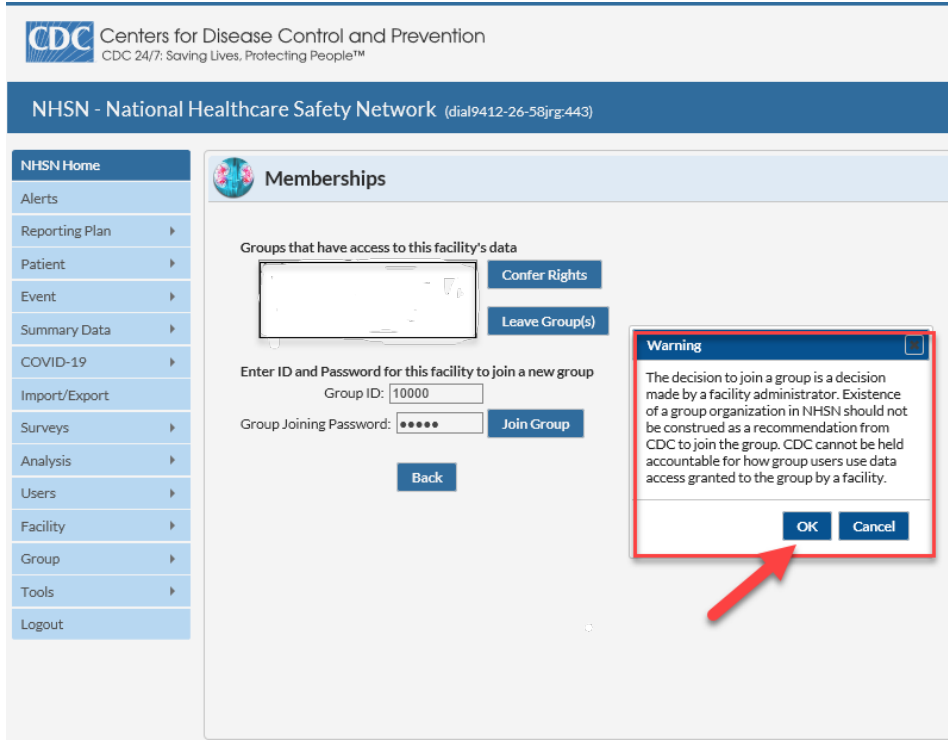
- Facility enters the Group’s joining password in the Group Joining Password field
- Password is case-sensitive
- Facility clicks on the **Join Group** button to join the Group



The screenshot shows the NHSN web interface. At the top left is the CDC logo and text: "Centers for Disease Control and Prevention, CDC 24/7: Saving Lives, Protecting People™". Below this is a blue header bar with "NHSN - National Healthcare Safety Network (dial9412-26-58jrg:443)". On the left is a navigation menu with items like Alerts, Reporting Plan, Patient, Event, Summary Data, COVID-19, Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The main content area is titled "Memberships" and contains a section "Groups that have access to this facility's data" with a placeholder image and buttons for "Confer Rights" and "Leave Group(s)". Below this is a red-bordered box containing the "Join Group" form. The form has the heading "Enter ID and Password for this facility to join a new group", a "Group ID:" field, a "Group Joining Password:" field, and a "Join Group" button. A "Back" button is located below the form.

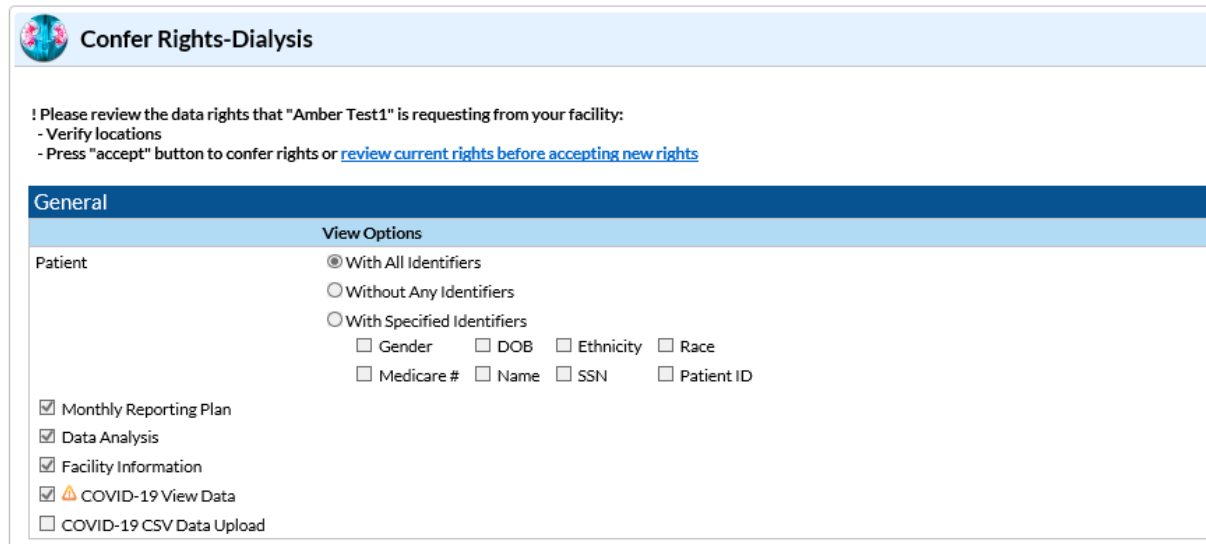
A warning message will pop up –facility user must read the message

- Facilities must click the **OK** button before they can proceed




The screenshot shows the NHSN web interface. On the left is a navigation menu with items like Alerts, Reporting Plan, Patient, Event, Summary Data, COVID-19, Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The main content area is titled 'Memberships' and contains options to 'Confer Rights' and 'Leave Group(s)'. Below these are input fields for 'Group ID' (10000) and 'Group Joining Password' (masked with dots), with a 'Join Group' button. A 'Warning' dialog box is overlaid on the right, containing the text: 'The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.' The dialog has 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

Immediately after joining the Group, the facility will be taken to a screen listing the data the Group is requesting access to (the rights template)



The screenshot shows the 'Confer Rights-Dialysis' screen. At the top, it says: '! Please review the data rights that "Amber Test1" is requesting from your facility: - Verify locations - Press "accept" button to confer rights or [review current rights before accepting new rights](#)'. Below this is a 'General' section with 'View Options' for Patient data: 'With All Identifiers' (selected), 'Without Any Identifiers', and 'With Specified Identifiers' (with checkboxes for Gender, DOB, Ethnicity, Race, Medicare #, Name, SSN, and Patient ID). There are also checkboxes for 'Monthly Reporting Plan', 'Data Analysis', 'Facility Information', 'COVID-19 View Data', and 'COVID-19 CSV Data Upload'.

Check the fields indicated below.

 **Confer Rights-Dialysis**

! Please review the data rights that "Amber Test1" is requesting from your facility:  
 - Verify locations  
 - Press "accept" button to confer rights or [review current rights before accepting new rights](#)

**General**

**View Options**

Patient

With All Identifiers  
 Without Any Identifiers  
 With Specified Identifiers
 


Gender    DOB    Ethnicity    Race  
 Medicare #    Name    SSN    Patient ID

Monthly Reporting Plan  
 Data Analysis  
 Facility Information  
 COVID-19 View Data  
 COVID-19 CSV Data Upload


Scroll down to the bottom of the page and choose "Accept"




This will take you back to the Member page and confirm the rights to the group have been conferred. You will see the group whom has conferred in the red boxes as shown below.

 Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives. Protecting People™

**NHSN - National Healthcare Safety Network** (dial9412-26-58jrg.443)

 **Memberships**

 **Conferred Rights saved successfully for group** [Redacted]

**Groups that have access to this facility's data**

<div style="border: 1px solid red; padding: 2px;">[Redacted]</div>	<input type="button" value="Confer Rights"/>
<div style="border: 1px solid #ccc; padding: 2px;">[Redacted]</div>	<input type="button" value="Leave Group(s)"/>

Enter ID and Password for this facility to join a new group

Group ID:

Group Joining Password:

The process of conferring rights is complete for the group!