

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

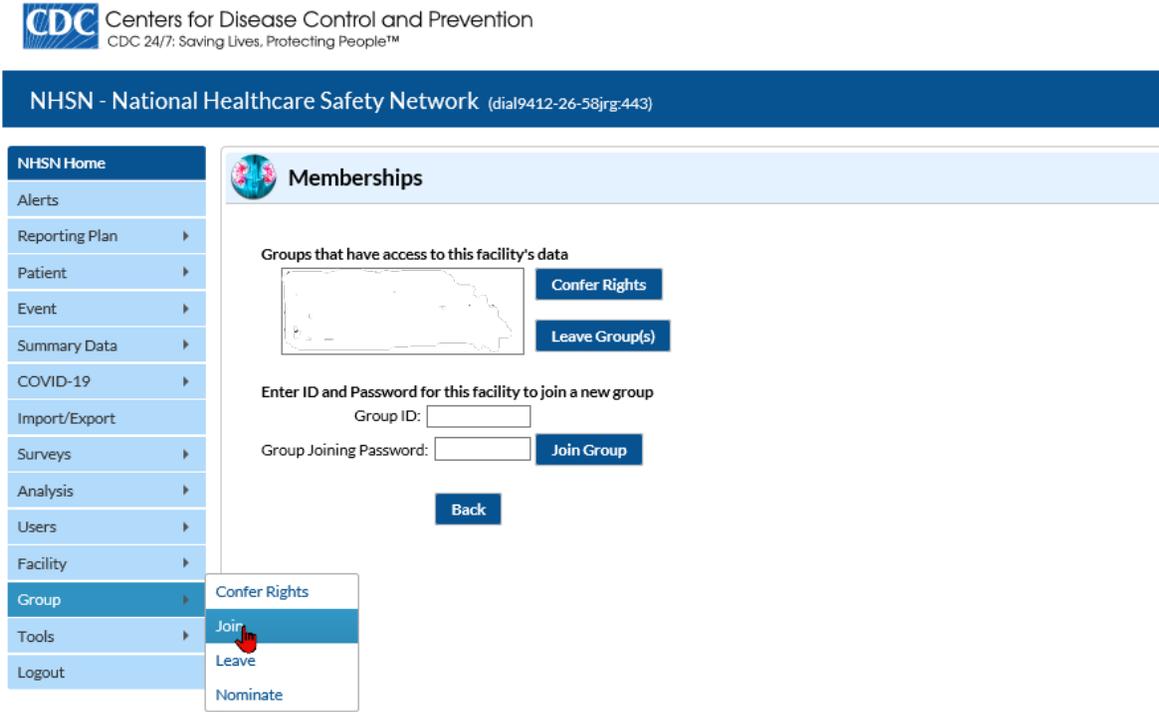
To join a group, the facilities must have the groups 5-digit ID number and are protected by a joining password set by the Group Administrator.

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



The screenshot shows the NHSN web application interface. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives, Protecting People™". Below this is a blue header bar with "NHSN - National Healthcare Safety Network (dial9412-26-58jrg:443)".

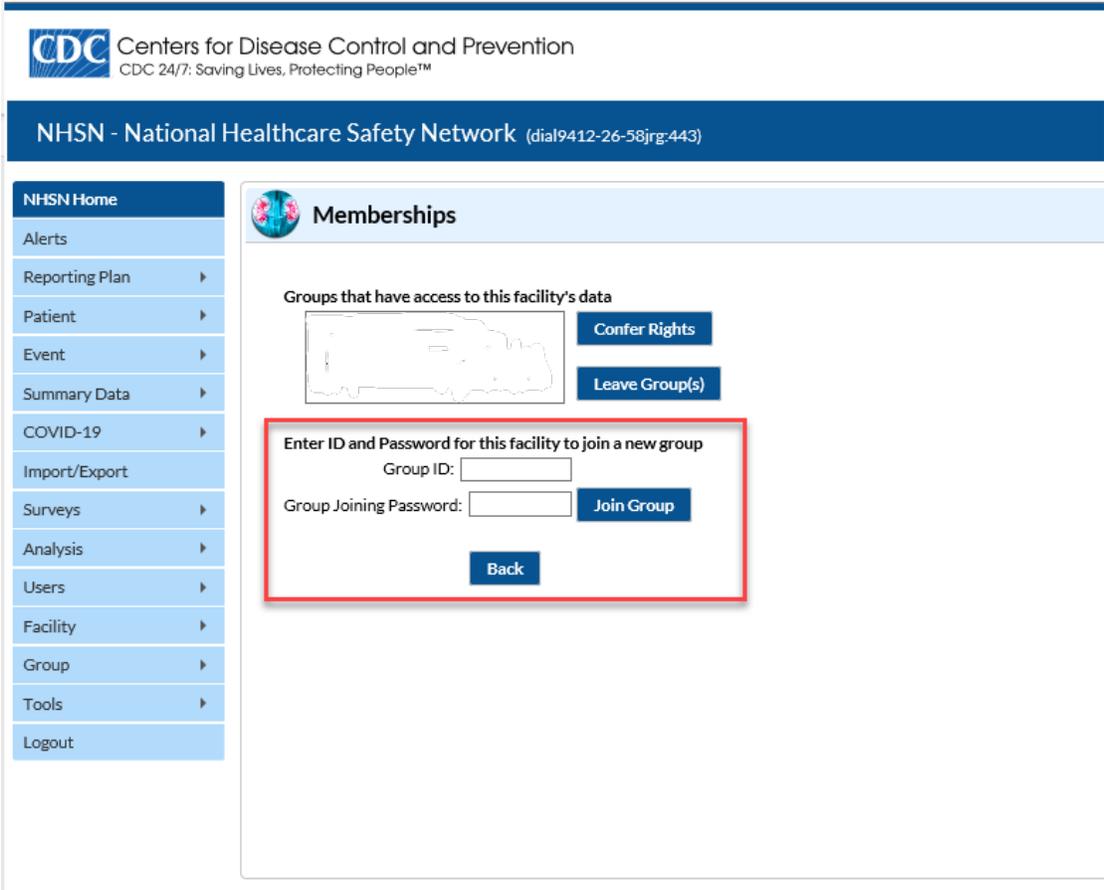
The main content area is titled "Memberships" and features a map of the United States. Below the map are two buttons: "Confer Rights" and "Leave Group(s)".

Underneath, there is a section titled "Enter ID and Password for this facility to join a new group". It contains two input fields: "Group ID:" and "Group Joining Password:". To the right of the "Group Joining Password" field is a "Join Group" button. Below these fields is a "Back" button.

On the left side, there is a navigation menu with the following items: NHSN Home, Alerts, Reporting Plan, Patient, Event, Summary Data, COVID-19, Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The "Group" item is highlighted, and a dropdown menu is open, showing options: Confer Rights, Join, Leave, and Nominate. A red hand cursor is pointing to the "Join" option.

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

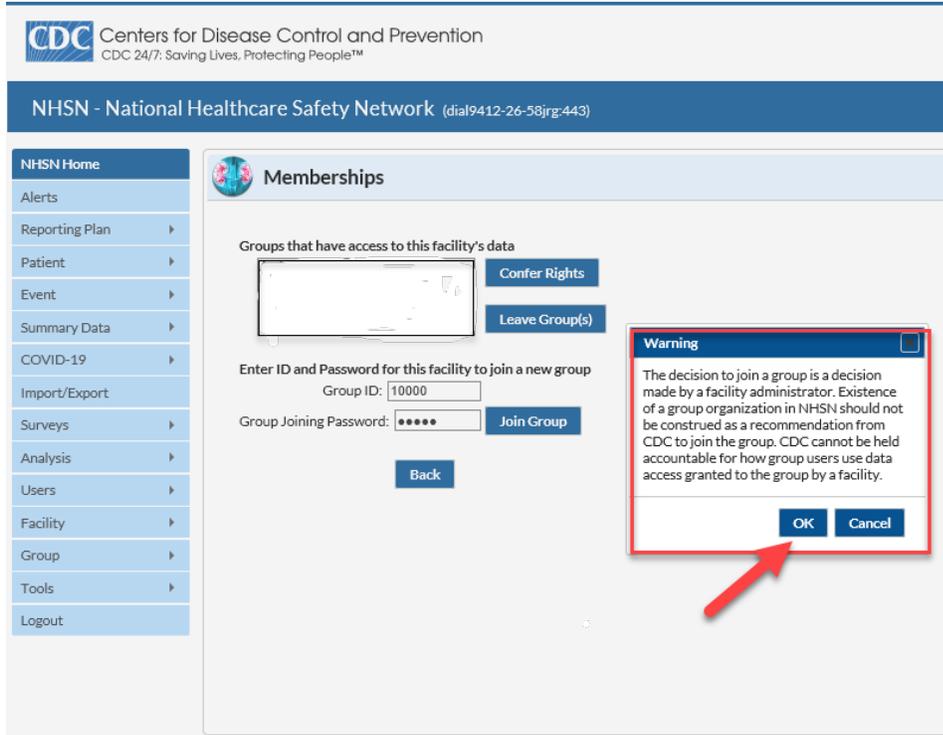
- Facility enters the Group’s joining password in the Group Joining Password field
- Password is case-sensitive
- Facility clicks on the **Join Group** button to join the Group



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:" label with an input field, a "Group Joining Password:" label with an input field, and a "Join Group" button. A "Back" button is located below the form.

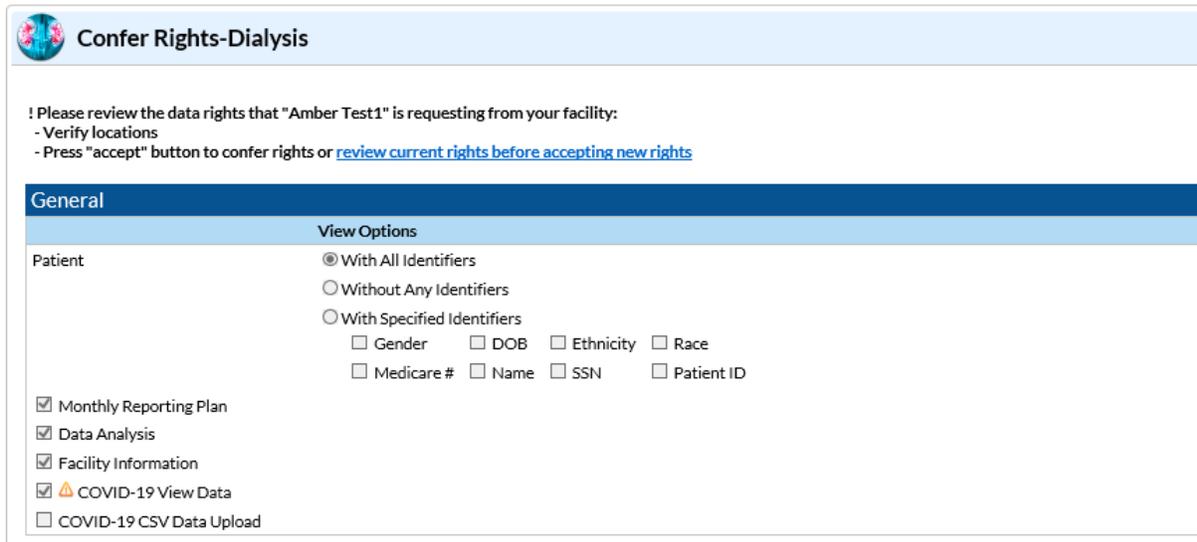
A warning message will pop up –facility user must read the message

- 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 access: '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

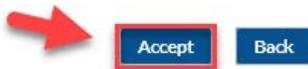
Patient

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.

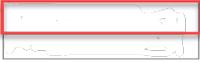
 Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

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

 **Memberships**

 **Conferred Rights saved successfully for group**

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](#)

The process of conferring rights is complete for the group!