



Data Sharing in NHSN: The Confer Rights Template (Patient Safety Component)

First Presented: November 2019

Updated: March 2025

Objectives

- **Review NHSN's Group function**
- **Demonstrate setup of the define rights template for Group users**
- **Demonstrate acceptance of the confer rights template for facility users**

The Group Function

- **Any entity can maintain a Group in NHSN (state health departments, hospital systems, quality improvement organizations, etc.)**
- **Facilities can share data with these partners and agencies using NHSN's Group function**
- **Facilities join Groups and provide access to data requested by Groups within the NHSN application**
- **A facility that joins a Group does not have access to any data from other facilities in the Group**

Create a Group in NHSN

- **Groups are created through nomination performed by an active NHSN facility**
- **After nomination, Group Administrator received email with Group information and instructions for registering with SAMS**
- **Group Administrator sets a joining password on the Group and creates templates of data elements that member facilities will share with the Group**
- **Group Administrator shares Group ID number and password with potential Group members (facilities)**
- **More information in the [Guide to Creating a Group in NHSN](#) on the NHSN web site**

Joining a Group in NHSN

- **Group sin NHSN have a 5-digit ID number and are protected with a joining password set by the Group Administrator**
- **A group should provide facilities that would like to join with:**
 - The Group's 5-digit NHSN ID number
 - The Group's joining password
 - Information about data that the Group is requesting from member facilities
- **Facilities select **Group** and then **Join** tab in the NHSN navigation bar to join a Group**
- **More information in [NHSN Guide to Joining a Group](#) on the NHSN web site**

The Confer Rights Template

- **Group Administrator creates a template of rights that is shared within NHSN with Group's member facilities**
- **Template specifies which data elements will be shared with Group**
- **Group members have limited ability to edit the template**
- **Group members accept the template of rights to complete data sharing with the Group**
- **Group can update the template as needed, and facilities must accept updated template to change data being shared with the Group**

Creating or Updating Template

The screenshot shows the NHSN - National Healthcare Safety Network interface. The top navigation bar includes 'NHSN Home' and a list of menu items: Dashboard, Reporting Plan, Event, Procedure, Summary Data, Surveys, Analysis, Users, Group, Tools, Cheat Sheets, and Logout. The 'Group' menu item is expanded, showing a sub-menu with options: Find Facility, Edit Group Info, Joining Password, Evict Members, Send Email, Define Rights (highlighted with a mouse cursor), and Rights Acceptance Report. The main content area is titled 'Memberships' and contains a section for 'Facilities whose data can be accessed by this group' with a list of facility IDs (10501, 11083, 11102, 11156, 11168) and an 'Evict Member(s)' button. Below this is a 'Set joining password for this group' section with input fields for 'New Password' and 'Verify New Password', and a 'Set Password' button. A 'Back' button is also visible.

- Group Administrator selects **Define Rights** in NHSN navigation bar to create or update template of rights

Template Setup – General Tips

Surveys		
Year	Year	Survey Type
 <input type="text"/>	To <input type="text"/>	<input type="text" value="(All)"/>
<input type="button" value="Add Row"/>	<input type="button" value="Clear All Rows"/>	Note: only complete survey data are shared with groups.

- Leave the “To” year box blank to ask facilities to share data without an end date
- Use the trash can icon to remove a row from the template
- Use the **Add Row** button to add additional rows to a section of the template
- Use the **Clear All Rows** button to remove all of the rows entered in a section of the template

Template Setup (PS) – General Section

General

View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers

Sex DOB Ethnicity Race

Medicare # Name SSN Patient ID Birthweight (NICU only)

Event/Procedure

Bed Capacity View Data

Monthly Reporting Plan

Data Analysis

Facility Information

Hospital Respiratory Data

Hospital Respiratory CSV Data Upload

Monthly Survey View Data

Monthly Survey CSV Data Upload

- **Patient (must select one radio button):**
 - With All Identifier – all patient identifiers shared with Group
 - Without Any Identifiers – no patient identifiers shared with Group
 - With Specified Identifiers – select checkboxes for specific identifiers that will be shared with Group

Template Setup (PS) – General Section

General

View Options

Patient

With All Identifiers

Without Any Identifiers

With Specified Identifiers

Sex DOB Ethnicity Race

Medicare # Name SSN Patient ID Birthweight (NICU only)

Event/Procedure

Bed Capacity View Data

Monthly Reporting Plan

Data Analysis

Facility Information

Hospital Respiratory Data

Hospital Respiratory CSV Data Upload

Monthly Survey View Data

Monthly Survey CSV Data Upload

- **Select check boxes to request access to:**
 - Monthly reporting plans
 - Ability to analyze or export member facilities' data in NHSN
 - Member facility names (NOTE – Facility Information box MUST be selected for Group to have access to view facility names)

Template Setup (PS) - Surveys

Surveys		
Year	Year	Survey Type
 <input type="text" value=""/>	To <input type="text" value=""/>	<input type="text" value="(All)"/>
<input type="button" value="Add Row"/>	<input type="button" value="Clear All Rows"/>	Note: only complete survey data are shared with groups.

- Use the Surveys sections to request access to facilities' annual survey data
- Select types of survey(s) Group will receive using the **Survey Type** dropdown menu

NOTE – some analysis options for surgical site infection (SSI) surveillance require Groups to have access to annual facility survey data

Template Setup (PS) – Events

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
(All) ▼	▼	▼		▼	▼	▼
Location type:		Location:		Other Location Requirements:		
▼		▼		▼		

- Use the infections and Other Events section to request access to healthcare-associated infections and other NHSN – defined events
- **Plan** dropdown menu controls whether Group has access to in-plan data, out-of-plan data, both in- and out-of-plan data, or all data regardless of plan status
- Select event to be shared with the Group from **Event** dropdown menu

Template Setup (PS) – Events Section for Device-Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event
 (All) ▾	▾	▾	To	▾	▾
Location type: ▾		Location: ▾		Other Location Requirements: <input type="text"/>	

- Device-associated module events (CLABSI, CAUTI, VAP, CLIP, DE) are shared by location
- **Location Type** dropdown menu limits units that show in Location dropdown menu
- **Location** dropdown allows Group to request access to events from CDC-defined location(s) of interest
- **Other Location Requirements** is a free-text field that can be used to provide guidance to facilities

Template Setup (PS) – Events Section for Device-Associated Module

Infections and other Events (Not specific to MDRO/CDI)						
Includes Applicable Denominators and "No Events" Indicators						
Plan	Month	Year	To	Month	Year	Event
 In	January	2017	To			BSI - Bloodstream Infection (CLA)
		Location type:		Location:		Other Location Requirements:
		CC		(ALL)		Share data from all CCS

Example

- Group is requesting CLABSI data that is in-plan starting Jan. 2017, going forward with not end date
- Location types CC and Location ALL indicates that Group is asking for access to CLABSI events from all critical care locations
- Group has used the Other Location Requirements to clarify data request for facilities

Template Setup (PS) – Events Section for Procedures – Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	To	Month	Year	Event
 In ▼	January ▼	2017 ▼	To	▼	▼	SSI - Surgical Site Infection ▼
Procedure: ▼						Setting: <input type="checkbox"/> IN <input type="checkbox"/> OUT

- Procedure-associated module events are shared by NHNS procedure category
- **Procedures** dropdown menu used to select the procedures from which facilities will share SSI event with the Group
- Setting checkboxes used to specify whether facilities will share SSI events that occur after inpatient procedures, outpatient procedures, or both

Template Setup (PS) – Events Section for Procedure – Associated Module

Infections and other Events (Not specific to MDRO/CDI)
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event
 In	January	2017	To		SSI - Surgical Site Infection
Procedure: HER - Herniorrhaphy					Setting: <input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT

Example

- Group is requesting SSI events that are in-plan starting in Jan 2017, going forward with no end date
- Procedure code HER and checks in both setting boxes indicate the Group is requesting access to only HER procedure data in both inpatient and outpatient settings

Template Setup (PS) – MDRO/CDI Events

MDRO/CDI Events, Process and Outcome Measures
Includes Applicable Denominators and "No Events" Indicators

Plan: [v] Month: [v] Year: [v] To: [v] Month: [v] Year: [v] Location Type: [v] Location: [v] Other Location Requirements: [v]

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type: [v]

Process Measures

- Hand Hygiene
- Gown and Gloves

	Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> MRSA	<input type="checkbox"/>				
<input type="checkbox"/> VRE	<input type="checkbox"/>				

- The MDRO/CDI Events section is used to request access to data collected from the MDRO/CDI module
- Structured similarly to device-associated module events sections (request access to data by location)
- Additional requirement – select organism(s) of interest using checkboxes for **Specific Organism Type**

Template Setup (PS) – MDRO/CDI Events

MDRO/CDI Events, Process and Outcome Measures
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements		
In	January	2017	To		CC	(ALL)	Share IS events for MRSA		
Specific Organism Type:					Event Type:				
<input type="checkbox"/> ACINE - MDR-Acinetobacter <input type="checkbox"/> CDIF - C. difficile <input type="checkbox"/> CEPHRKLEB - CephR-Klebsiella <input type="checkbox"/> CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella) <input checked="" type="checkbox"/> MRSA - MRSA <input type="checkbox"/> MSSA - MSSA <input type="checkbox"/> VRE - VRE					ALL Infection Events				
Process Measures					AST Process & Outcome Measures				
<input type="checkbox"/> Hand Hygiene <input type="checkbox"/> Gown and Gloves					Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
					<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requesting events for Infection Surveillance (IS) option:

- Select location(s) of interest.
 - **NOTE** – Infection surveillance cannot be done using the FACWIDE denominator
- Select organism(s) of interest
- Select specific infection event(s) of interest by type of HAI, or select **ALL Infection Events** to received all events with selected organism(s)

Template Setup (PS) – MDRO/CDI Events

MDRO/CDI Events, Process and Outcome Measures
Includes Applicable Denominators and "No Events" Indicators

Plan: In | Month: January | Year: 2017 | To: | Location Type: FACWIDE | Location: FacWIDEIn | Other Location Requirements: State FACWIDEIn for CDI

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type: LABID - Laboratory-Identified MDRO or CDI Event

Process Measures: Hand Hygiene, Gown and Gloves

Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Auto added rights for ED/OBS

In: January | Year: 2017 | To: | Location Type: (ALL) | Location: Emergency Department | Other Location Requirements: State FACWIDEIn for CDI

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type: LABID - Laboratory-Identified MDRO or CDI Event

Process Measures: Hand Hygiene, Gown and Gloves

Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence
<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requesting events for LabID Event option:

- Select location(s) of interest
- Select location(s) of interest – you can select more than one or all
- Select specific event of interest – LabID (all events) or LabIDBld (blood events only)
 - NOTE – LabID surveillance for blood events only can only be done at the PACWIDE level
 - ED, Pediatric ED24 Hr. Observation Area locations are all automatically added to FACWIDEIne lines

Template Set up (PS) – MDRO/CDI Process and Outcome Measures

MDRO/CDI Events, Process and Outcome Measures
Includes Applicable Denominators and "No Events" Indicators

Plan: In | Month: January | Year: 2017 | To: | Location Type: FACWIDE | Location: FACWIDEIn | Other Location Requirements: State FACWIDEIn for CDI

Specific Organism Type:

- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type: LABID - Laboratory-identified MDRO or CDI Event

Process Measures	Organism	AST Process & Outcome Measures			AST Prevalence
		ASTAdm	AST D/T	AST Incidence	
<input type="checkbox"/> Hand Hygiene	<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gown and Gloves	<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Auto added rights for ED/OBS

In: January | 2017 | To: | (ALL) | Emergency Department | State FACWIDEIn for CDI

Specific Organism Type:

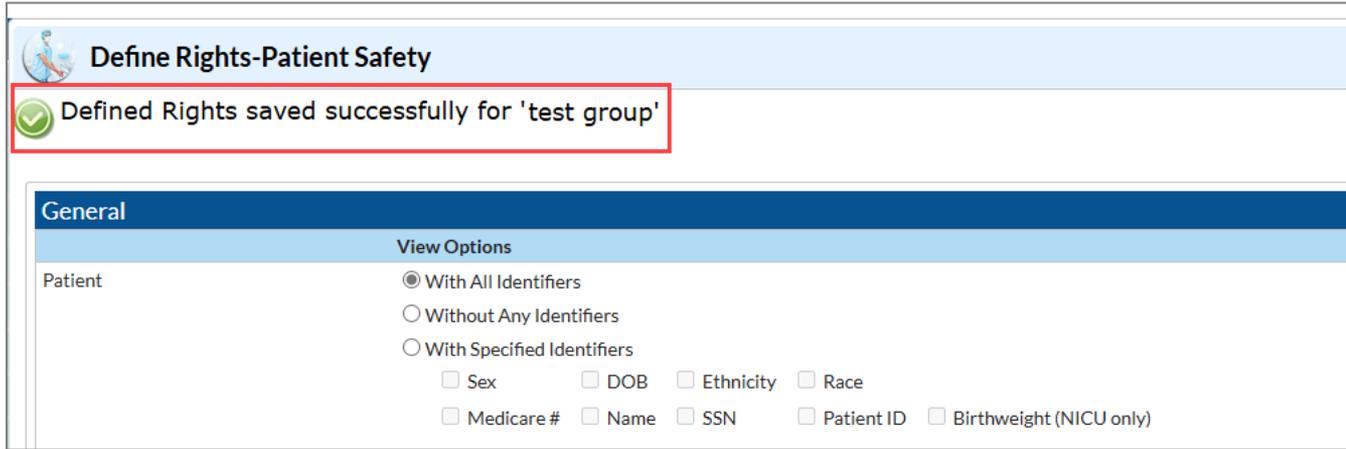
- ACINE - MDR-Acinetobacter
- CDIF - C. difficile
- CEPHRKLEB - CephR-Klebsiella
- CRE - CRE (CRE-Ecoli, CRE-Enterobacter, CRE-Klebsiella)
- MRSA - MRSA
- MSSA - MSSA
- VRE - VRE

Event Type: LABID - Laboratory-identified MDRO or CDI Event

Process Measures	Organism	AST Process & Outcome Measures			AST Prevalence
		ASTAdm	AST D/T	AST Incidence	
<input type="checkbox"/> Hand Hygiene	<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gown and Gloves	<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The MDRO/CDI Process and Outcome Measures sections is used to request access to adherence to hand hygiene, gown and gloves, and active surveillance testing data
- Request data by location
- Use the checkboxes to indicate measure(s) and organism(s) of interest

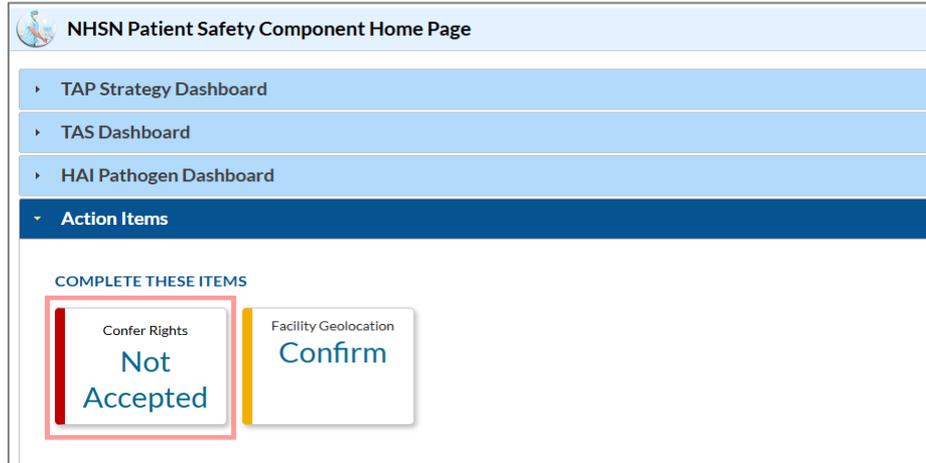
Saving and Sending the Template



The screenshot displays a software interface for defining patient rights. At the top, a light blue header contains a globe icon and the text "Define Rights-Patient Safety". Below this, a message box with a green checkmark icon and a red border states "Defined Rights saved successfully for 'test group'". The main content area is titled "General" and includes a "View Options" section. Under "View Options", there are three radio button options: "With All Identifiers" (selected), "Without Any Identifiers", and "With Specified Identifiers". Below these are several checkboxes for specific identifiers: Sex, DOB, Ethnicity, Race, Medicare #, Name, SSN, Patient ID, and Birthweight (NICU only).

- After completing template screen, click Save button at bottom of screen
- Message indicating successful creation of template will be displayed for confirmation
- Template will immediately be sent to all of Group's member facilities for acceptance

New or Updated Template – Facility Notification (Facility View)



- The next time a facility in the Group logs in to NHSN, they will be notified in the **Action Items** dashboard that Group's Confer Rights Template has not been accepted
- Facility can click on the Group's Name link to view the new template and accept proposed data rights
- Facility is not required to accept template immediately, but will be prompted every time they log in to NHSN

Template Acceptance Screen (PS) – Facility View

review current rights before accepting new rights'. The main content area is titled 'General' and contains a 'View Options' section. Under 'View Options', there are three radio button options: 'With All Identifiers' (selected), 'Without Any Identifiers', and 'With Specified Identifiers'. Below these options, there are several checkboxes for data elements: Sex, DOB, Ethnicity, Race, Medicare #, Name, SSN, Patient ID, and Birthweight (NICU only). A yellow warning triangle icon is next to the 'With All Identifiers' option."/>

Confer Rights - Patient Safety

! Please review the data rights that "test group" 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

Sex DOB Ethnicity Race

Medicare # Name SSN Patient ID Birthweight (NICU only)

- Facility has the option to view current rights by clicking on link at top of template screen
- Template acceptance screen is locked for editing in most areas
- The  icon indicated a new or updated data element that is requested by the Group

Template Acceptance Screen (PS) – Facility View

Infections and other Events (Not specific to MDRO/CDI) 

Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
 In	January	2017	To		SSI - Surgical Site Infection Procedure: (ALL)	<input type="checkbox"/>
					Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	
 In	January	2017	To		BSI - Bloodstream Infection (CLA) Location type: CC	<input type="checkbox"/>
					Location: (ALL)	
					Other Location Requirements:	
(All)			To		VAE - Ventilator-Associated Event Location type: (ALL)	<input checked="" type="checkbox"/>
					Location: (ALL)	
					Other Location Requirements:	
(All)			To		PNEU - Pneumonia (Vent) Location type: (ALL)	<input checked="" type="checkbox"/>
					Location: (ALL)	
					Other Location Requirements:	

Your Locations

All selected 

(NEW!) CC - CRITICAL CARE

Select options

- **Areas if screen that can be edited by facility:**
 - **N/A boxes** – facilities can indicate that they do not perform or do not wish to share surveillance for a requested event by selecting checkbox (if checked, data will be excluded to the Group)
 - **Your Locations** drop downs (DA and MDRO modules) – facilities can select relevant location requested by Group

Template Acceptance Screen (PS) – Locations (Facility View)

Infections and other Events (Not specific to MDRO/CDI) ▲
Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Event	N/A
▲ In	January	2017	To		SSI - Surgical Site Infection	<input type="checkbox"/>
	Procedure: (ALL)				Setting: <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT	
▲ In	January	2017	To		UTI - Urinary Tract Infection (Cath)	<input type="checkbox"/>
	Location type: CC		Location: (ALL)		Other Location Requirements:	
(All)			To		VAE - Ventilator-Associated Event	<input checked="" type="checkbox"/>
	Location type: (ALL)		Location: (ALL)		Other Location Requirements:	
(All)			To		PNEU - Pneumonia (Vent)	<input checked="" type="checkbox"/>
	Location type: (ALL)		Location: (ALL)		Other Location Requirements:	

Your Locations
2 selected

- (NEW!) 20000 - THIS LABEL
- [INACTIVE] 3 MS - MEDSURG ICU
- (NEW!) CC - CRITICAL CARE

Select options

Example

- NHSN automatically selects all critical care locations mapped (active and inactive) since Group requested access to CAUTI events in all ICUs
- Facility has manually unchecked boxes for the inactive ICU location where they do not wish to share or do not perform CAUTI surveillance

Accepting the Template (PS) – Facility View

	Organism	ASTAdm	AST D/T	AST Incidence	AST
<input type="checkbox"/>	MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Facility reviews template and clicks the **Accept** button at the bottom of the page if they agree to share requested data with the Group
- Facility can use the **Back** button if they choose not to accept the template, preventing the Group from accessing requested data

Summary

- **Groups are responsible for creating a Confer Rights Template of data that they are requesting from facilities**
- **Template is automatically sent to Group's member facilities upon completion**
- **Facilities that join the Group after template has been released will be prompted to accept templates as part of Group joining process**
- **Facilities can use editable fields (N/A boxes and Your Locations drop downs) to modify data that Group has access to**

For any questions or concerns, contact the NHSN Helpdesk

- **NHSN-ServiceNow** to submit questions to the NHSN Help Desk.
- Access new portal at <https://servicedesk.cdc.gov/nhsncsp>.
- If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

