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
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
Joining a Group and Accepting the Confer Rights Template

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

- Facilities must click the OK button before they can proceed

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)

Confer Rights-Dialysis

- Please review the data rights that "Ambler Test 1" is requesting from your facility:
  - Verify locations
  - Press "accept" button to confer rights or review current rights before accepting new rights

View Options:

General

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- Monthly Reporting Plan
- Data Analysis
- Facility information
- COVID-19 View Data
- COVID-19 CSV Data Upload
Check the fields indicated below.

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.

The process of conferring rights is complete for the group!