



ATSDR

March 2026 Dialysis Office Hours

Confer Rights & Group Visibility

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Objectives

By the end of this session, participants will be able to:

- Explain how Confer Rights works in NHSN.
- Identify what groups can and cannot see.
- Troubleshoot common visibility issues.
- Apply best practices for managing access and data sharing.

Confer Rights & Groups Overview

- **Confer Rights grants a group access to view and/or analyze NHSN data.**
- **Group membership determines who can access specific facility data and whether a Data Use Agreement (DUA) is required.**
 - A Data Use Agreement is a legally binding agreement between a health dept. and CDC about how data will be access, used and protected. It is used to gain access to NHSN HAI reported data within the HD's jurisdiction.
- **Only facilities joined to Standard Groups must confer rights. Rights are automatically conferred on behalf of Facilities joined to a Super Groups.**

Confer Rights & Groups Overview *Continued...*

- Access is limited to the data types and reporting periods selected.
- Confer Rights are managed inside NHSN only.
 - ✗ Confer Rights cannot be completed via email.
 - ✗ CDC does not manually assign group visibility.
 - ✓ All access is managed within NHSN by the Facility Administrator or an authorized user.

Role of the Facility Administrator

- **A Facility Administrator (FA) or a user with administrator rights, manages confer rights and group participation by:**
 - Managing group access
 - Joining groups
 - Conferring rights appropriately
 - Ensuring reporting is complete
 - Revoking rights when necessary
 - Leaving a group when access is no longer needed
 - Nominating a group for consideration or inclusion

Best Practices for Facility Administrators

- **Coordinate with partners before conferring rights.**
- **Conduct quarterly access reviews.**
- **Limit confer rights to necessary data only.**
- **Maintain internal documentation of group agreements.**
- **Align reporting timelines with corporate/groups.**
- **Assign a primary NHSN point of contact.**

Steps to Confer Rights and Update Group Access in NHSN

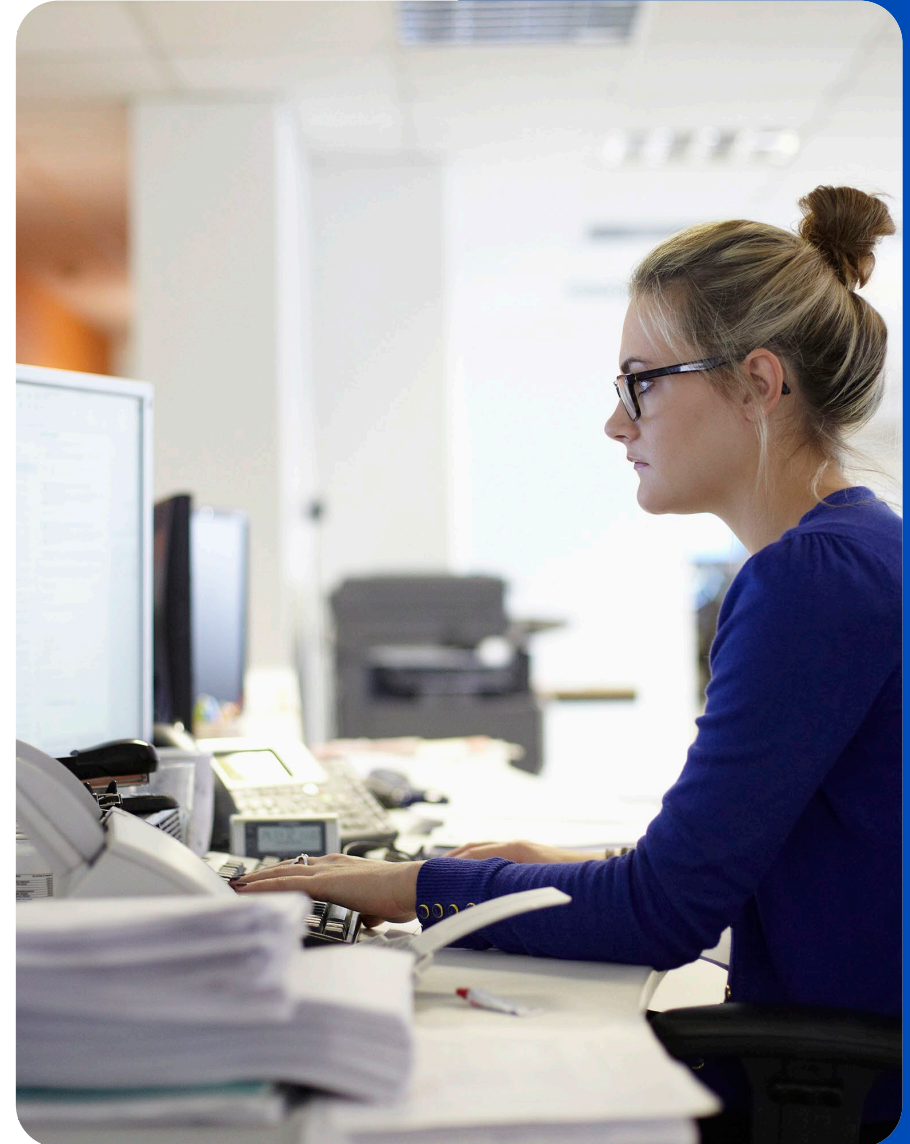
- **Step 1: Access the Confer Rights**
 - Login to NHSN.
 - Go to Groups.
 - Select Confer Rights.
 - Select the name of the group.
 - Select the "Confer Rights" option and click **OK**.
 - Scroll down to the bottom of the page and select **Accept** to agree to the share data.

Steps to Confer Rights and Update Group Access in NHSN *Continued...*

- **Step 2: Choose the Data to Share.**
 - Patient Options
 - General Access - Reporting Plan, Analysis, Facility Info, COVID-19 data
 - Survey Data - Year and survey type (completed surveys only)
 - Event & Prevention Data
 - Choose plan and reporting date range
 - Select event type(s)
 - Apply location filters
 - Select applicable prevention measures
- **Step 3: Click Accept to Save Changes.**

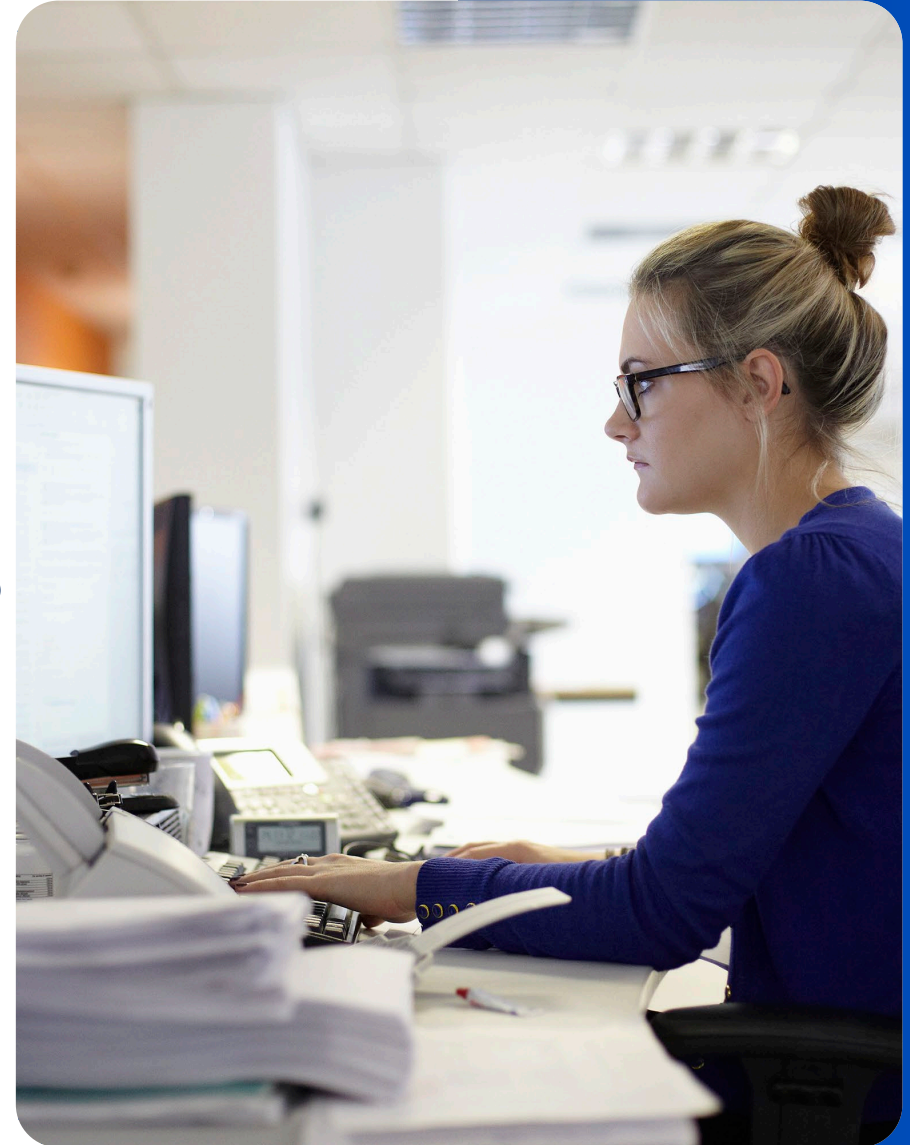
What Groups CAN See

- Monthly Reporting Plan (MRP) status
- Numerator (event) data
- Denominator (summary) data
- Dialysis event details
- Annual Survey data (if specifically conferred)
- Output reports generated from the conferred data
- However, access is restricted to:
 - The specific location(s) selected during confer
 - The specific data types selected (e.g., events only, summary only, survey only)
 - The time frame, if limited
 - Data that has actually been entered/submitted



What Groups CANNOT See

- Data from facilities that have NOT conferred rights
- Data outside the selected time frame
- Data types not included in the confer rights agreement
- Data for months where no data has been entered
- Data from facilities that are blocked from reporting due to missing required Annual Survey



Troubleshooting Data Visibility Issues

- **“We can’t see the facility.”**
 - Confer rights has not been completed.
 - Facility has not joined the group.
 - Facility has not conferred rights.
- **“We can’t see data for a specific month.”**
 - No Monthly Reporting Plan was created.
 - No numerator/denominator data has been entered.
 - Annual Survey was not submitted (Data entry is restricted after May 1 until the survey is completed).



Access Verification Checklist

- **Confirm facility joined the correct group.**
- **Confirm facility accepted rights.**
- **Verify confer rights were granted.**
- **Confirm group accepted rights.**
- **Check time frame and data types selected.**
- **Ensure Annual Survey is submitted.**
- **Confirm data was actually entered for that month.**

Key Takeaways

- Confer Rights are initiated by the group.
- Rights are granted to a Group (not an individual).
- Access level is determined during conferral process.
- Confer Rights can be revoked by the facility.
- Confer Rights cannot be modified by a facility.
- Confer Rights controls what groups can see.
- Groups only see data that is both conferred and submitted.

RESOURCES

- [Dialysis Event Protocol](#)
- [Dialysis NHSN Training](#)
- [NHSN Introduction Training](#)
- [NHSN Application](#)
- [NHSN Dialysis Forms and Instructions](#)

Contact Info:

If you have any questions, please submit a ticket using the [NHSN ServiceNow Portal](#) or email the NHSN Help Desk at nhsn@cdc.gov.



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Thank you.

For more information, contact CDC

1-800-CDC-INFO (232-4636)

TTY: 1-888-232-6348 <https://www.cdc.gov/> | <https://www.atsdr.cdc.gov/>

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The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the U. S. Centers for Disease Control and Prevention or the Agency for Toxic Substances and Disease Registry.



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