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

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Objectives

- Describe the Group function in NHSN
- Outline the steps to joining a Group in NHSN
- Discuss data sharing with Groups and the data rights template
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 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
Joining a Group

- Groups in 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:
  - The Group’s 5-digit NHSN ID number
  - 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 in 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 in NHSN

- 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).
CHECKED BOX INDICATES THE RELEVANT PIECE OF DATA IS BEING REQUESTED BY THE GROUP

THE ⚠️ ICON INDICATES AREAS OF THE DATA RIGHTS TEMPLATE THAT HAVE CHANGED (GROUP EITHER IS REQUESTING NEW DATA OR REMOVING REQUEST FOR DATA)
For events and denominators, the Group specifies criteria for plan status, time period, and event or denominator type.

Red ‘No locations meet criteria’ message means the facility has no mapped locations for the specific location that is requested.
The facility has the option to check the N/A box to the far right of each line item to exclude that item from being shared.

The facility can use ‘Your Locations’ drop-down boxes on the template to include or exclude specific locations.

The rest of the screen is not editable.
Joining a Group – Group Data Rights

At the bottom of the screen, facility must select one of two buttons:

- **Accept** button accepts template of rights and shares data with Group
- **Back** button does not accept the template of rights – Group will not have access to any facility data
Please refer to the Guide to Setting Up the Confer Rights Template on the NHSN web site for more detailed information and instructions.
After joining a group and accepting rights:

- When the template is accepted, data sharing is complete.
- Group will be added to the list of Groups the facility belongs to on the Memberships Screen.
If a Group makes changes to the data rights they are requesting, the facility is notified immediately upon logging in to NHSN.

Facility can click on link under Group Name to view the updated data rights request and accept updated template or leave Group.
Facility can update locations being shared with Group using the **Confer Rights** button

Facility can leave the Group and stop all data sharing using the **Leave Group** button
Summary

- Facilities can share data with other entities using the Group function.
- Facilities join a Group using the Group’s 5 digit NHSN ID number and joining password.
- Facilities must accept a template of requested data rights from the Group before any data is shared.
- The data rights template is not editable by the facility, with the exception of locations for certain event or denominator types.
- Facilities are notified when data requested by a Group changes.