



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

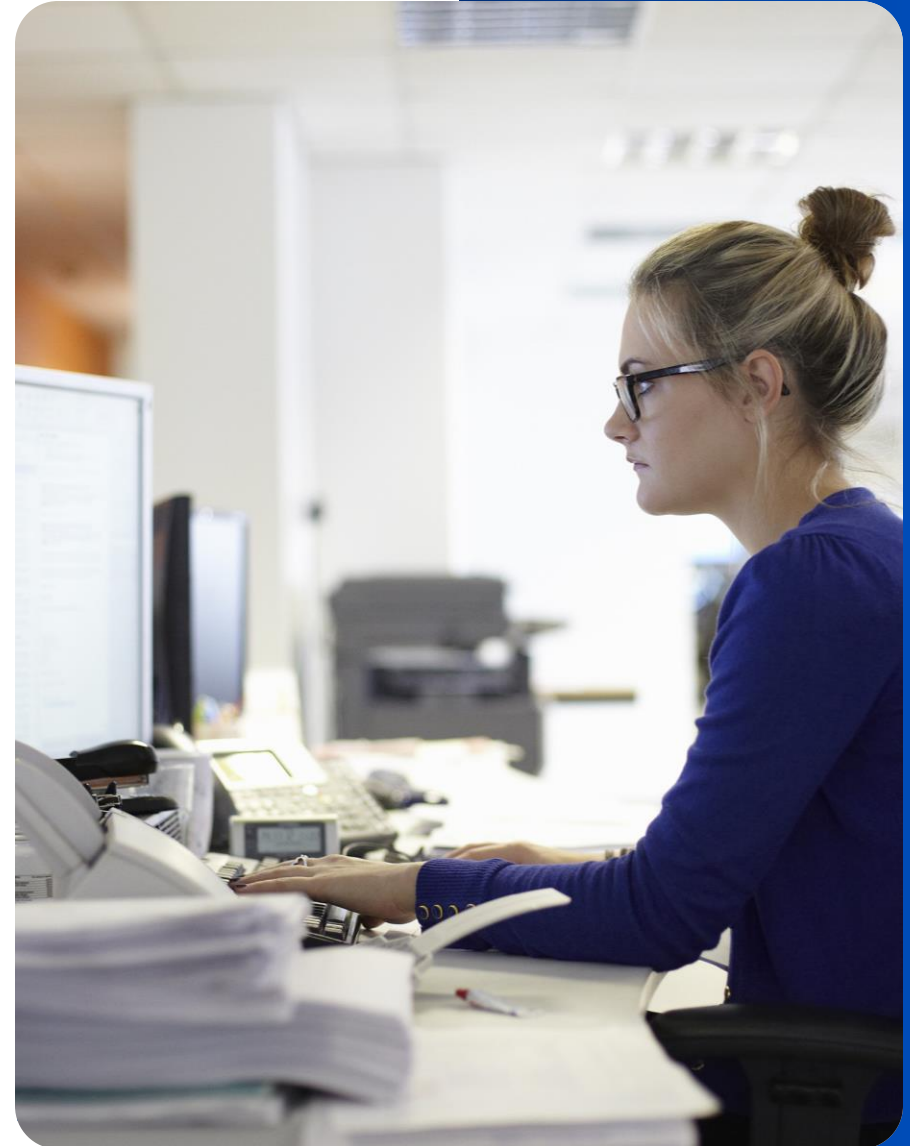
- **Step 1: Access the Confer Rights**
 - Login to NHSN.
 - Go to Groups.
 - Select Confer Rights.
 - Select the name of the group.
 - Select the "Confer Rights" option and click **OK**.
 - Scroll down to the bottom of the page and select **Accept** to agree to the share data.

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.**

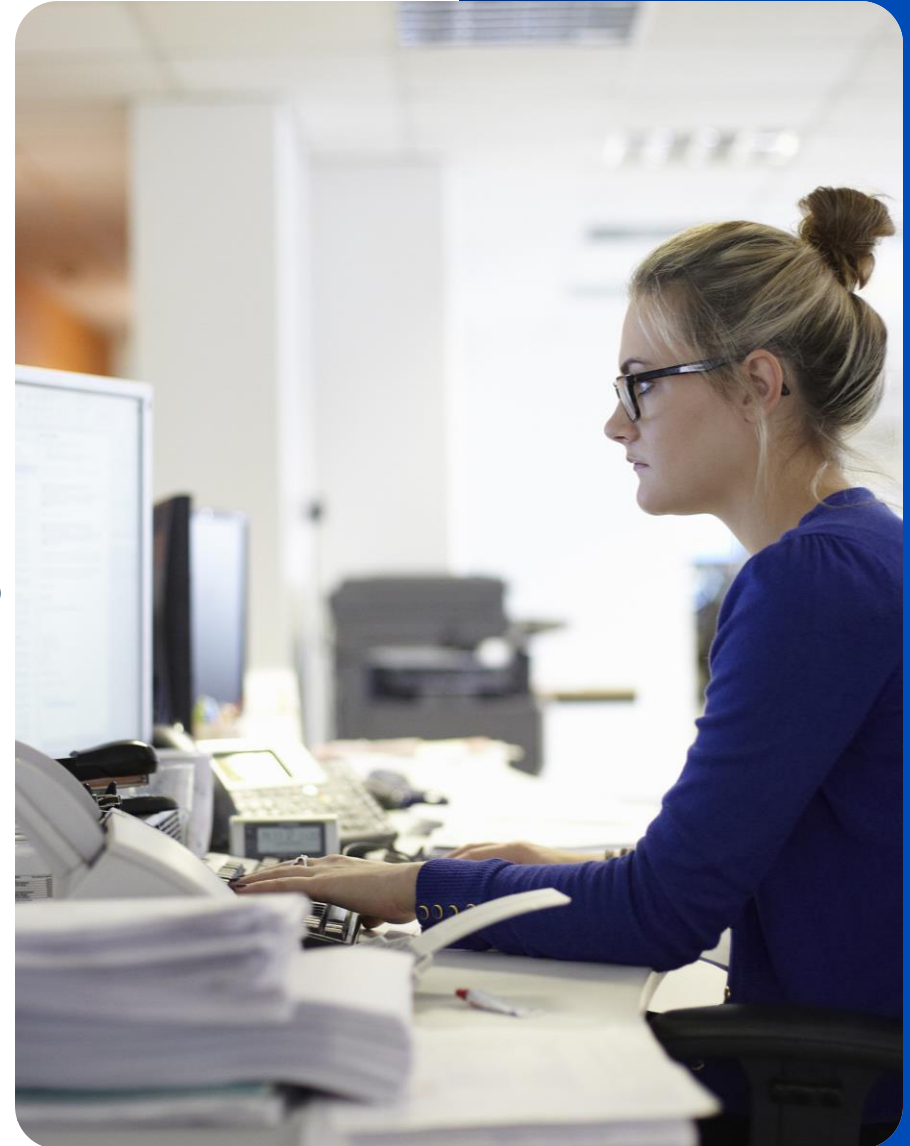
What Groups CAN See

- 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](#)

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Thank you.

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