How to Confer Rights to a Group

NOTE: The decision to confer rights to a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.

1. On the navigation bar, click on **"Group"** and select **"Confer Rights"**. The **Memberships** screen will appear:


2. Select the Group to which you will confer rights and then click **"Confer Rights"**. The **Confer Rights** screen will appear:

3. Assign rights in each sub-section of the Confer Rights screen

General:

Select the rights you wish to confer by checking the box next to that area. For rights to patient data, also select whether the group will have rights to view patient data with or without identifiers. Below is an example of some general rights conferred to the group:
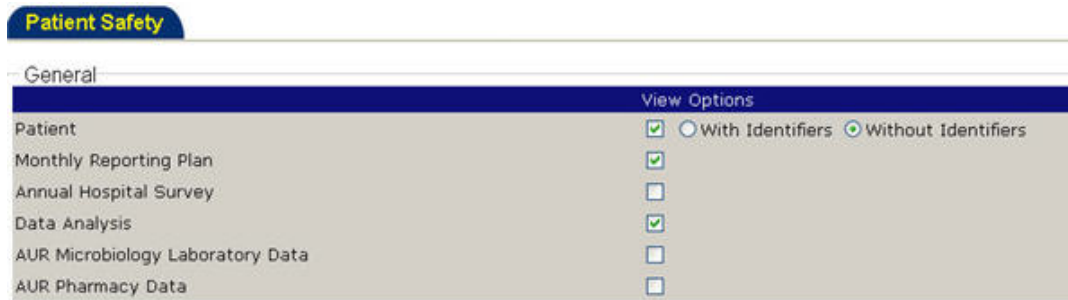
Infections and Other Events:

a. First, select a Plan category for which the event falls under.
    - All - All events of the type specified can be viewed, whether the event is in-plan or out-of-plan; this does <u>not</u> allow for time period selection.
    - In - All events of the type specified that are in the Monthly Reporting Plan.
    - Out - All events of the type specified that are not in the Monthly Reporting Plan.
    - Both - All events of the type specified, both in and out of plan.

b. Select a time period for the events in the Monthly Reporting Plan to be viewed. (NOTE: If you selected **'All'** , you will not be able to select a time period.)
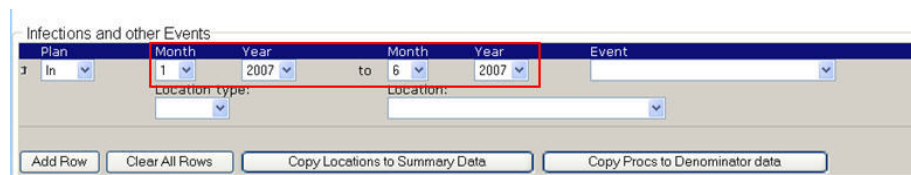
c. Next, select the event to confer to the group.
    You have the option of selecting one event per row, or a pre-defined group of events in one row. These groups include:
    - **"All SSI and PPP"** : Confer rights to all SSI and PPP events for a chosen procedure and setting
    - **"All non-SSI and PPP"** : Confer rights to all non-SSI and PP events, such as BSI, VAP, CAUTI, etc, for a chosen location.

d. If you selected **SSI**, **PNEU (Procedure-associated)** or **All SSI and PPP** from the event menu:

- Select an NHSN Operative Procedure from the drop-down menu. If you wish to confer rights to all procedures, select **"ALL"**.
- Select the setting (In, Out, Both) for the selected NHSN Operative Procedure.
- If you would like to confer rights to another SSI or PPP event, click **"Add Row"** and repeat the above steps.
- Click **"Copy Procs to Denominator Data"**. This will copy the related date and procedure information to the Denominator Data section of the Confer Rights screen.

If you selected **BSI**, **UTI**, **PNEU (Ventilator-associated)**, **DI**, or **All non-SSI and PPP** from the event menu:

- Select a **"Location Type"**. Selecting the type of location will limit the locations that appear in the **"Location"**. If you wish to select your location from your full list of locations, you may select **"All"** for the location type.
- Select a **"Location"**. If you wish to confer rights to all of the locations of the specified location type, select **"All"** in the location list.
- If you would like to confer rights to another event and/or location, click **"Add Row"** and repeat the steps above.
- Click **"Copy Locations to Summary Data"**. This will copy the related date and location information to the Summary Data section of the Confer Rights screen.
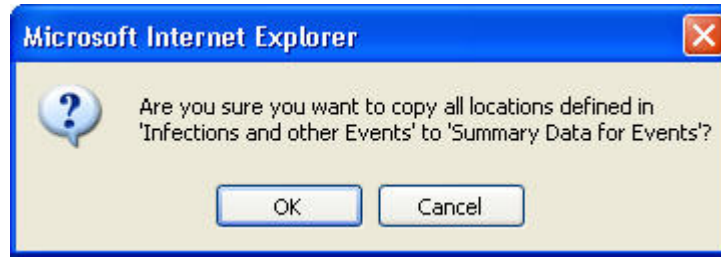
If you would like to remove a row, click on the trash can at the beginning of the row:
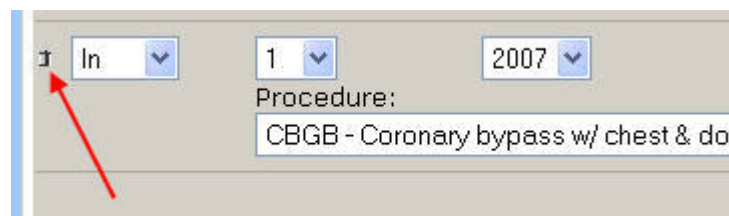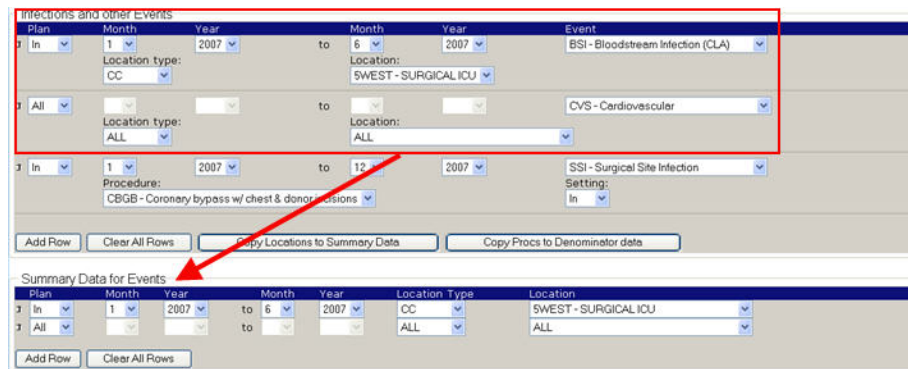

Summary Data for Events

a. If you have conferred rights to non-SSI and PPP events, you can copy the conferred rights by clicking on **"Copy Locations to Summary Data"**.

The following message will appear:

Click **"OK"**. The plan, date and location rights will be copied in the **Summary Data** section of the Confer Rights screen:

b. If you have not conferred rights to non-SSI and PPP events:
  - Select a Plan category for which the event falls under.
  - Then, select a time period for the summary data in the Monthly Reporting Plan to be viewed. (NOTE: If you selected **'All'**, you will not be able to select a time period.)
  - Select a **"Location Type"**. Selecting the type of location will limit the locations that appear in the **"Location"** list. If you wish to select your location from your full list of locations, you may select **"All"** for the location type.
  - Select a **"Location"**. If you wish to confer rights to all of the locations of the specified location type, select **"All"** in the location list.
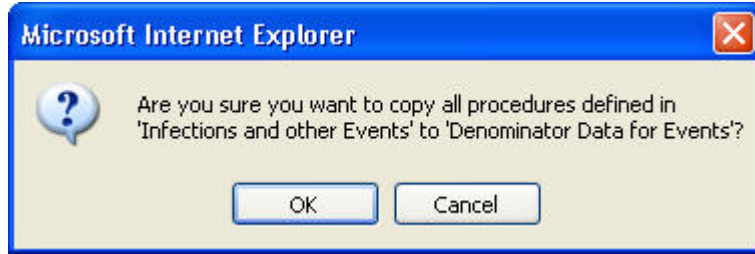

  - If you would like to confer rights to another summary data location, click **"Add Row"** and repeat the steps above.
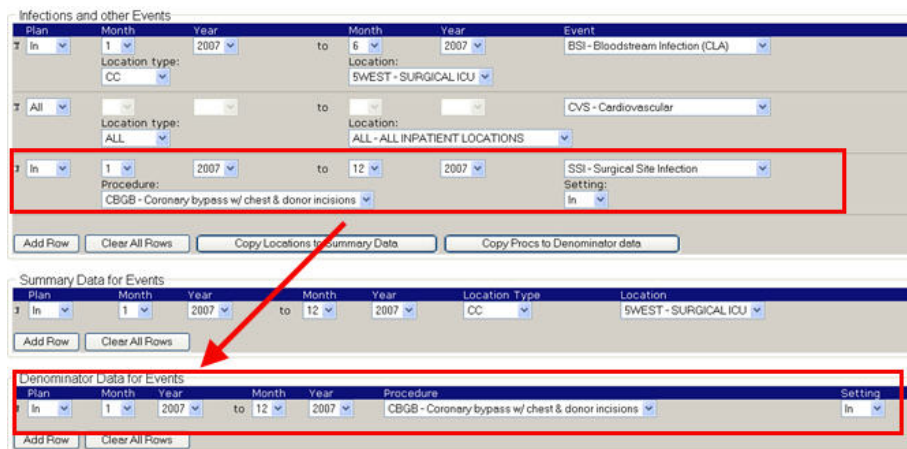
Denominator Data for Events

a. If you have conferred rights to SSI and PPP events, you can copy the conferred rights by clicking on **"Copy Procs to Denominator Data"**.

The following message will appear:

Click **"OK"**. The plan, date and procedure rights will be copied in the **Denominator Data** section of the Confer Rights screen:

b. If you have not conferred rights to SSI and PPP events:
- Select a Plan category for which the procedure falls under.
- Then, select a time period for the denominator data in the Monthly Reporting Plan to be viewed. (NOTE: If you selected **'All'**, you will not be able to select a time period.)
- Select an NHSN Operative Procedure from the drop-down menu. If you wish to confer rights to all procedures, select **"ALL"**.
- Select the setting (In, Out, Both) for the selected NHSN Operative Procedure.
- If you would like to confer rights to another NHSN Operative Procedure, click **"Add Row"** and repeat the above steps.