



Reducing Healthcare-Acquired Conditions in Nursing Homes

NHSN Facility Enrollment Checklist for Long-Term Care Facilities (LTCF)

| ✓ | Complete Items in order | Time |
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Step 1: Training and Preparation

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| | A. Open and review the required LTCF overview training slide set: http://www.cdc.gov/nhsn/pdfs/training/ltc/overview-of-ltcf-component-training.pdf | 1 hour |
| | B. Open and review the required enrollment training slide set: http://www.cdc.gov/nhsn/PDFs/LTC/slides/LTCF-Enrollment-training.pdf NOTE: It is recommended that users print this document as a guide through the enrollment process. | 1 hour |
| | C. Print the Facility Contact Information form (information is needed to complete Steps 2 and 4). Do not send form to NHSN. | 30 min |
| | D. In Internet Explorer, add cdc.gov and verisign.com to your list of trusted websites and permit pop-ups for these sites. | 5 min |
| | E. Change spam-blocker settings to allow emails from NHSN@cdc.gov , SAMS-no-reply@cdc.gov | 10 min |

Step 2: Register Facility with NHSN

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| | A. Read and agree to the NHSN Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index | 5 min |
| | B. Register your email address and the facility (requires a facility identification (ID) number, such as a CMS Certification Number [CCN], also known as a Medicare Provider Number or billing number). **Use the same email address for all enrollment steps. | 5 min |

Step 3: Register with SAMS (Secure Access Management Services)

Email: samshelp@cdc.gov

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| | A. From the "Invitation to Register" email, log in to SAMS and complete the online SAMS registration form. NOTE: Within 24 hours of successful online registration, receive SAMS "Identity Verification Request" email. | 15 min |
| | B. From the "Identify Verification Request" email, print and complete Identify Verification Form and take to notary public for endorsement. | Varies |
| | C. Digitally upload, fax, or mail the complete and endorsed Identity Verification Form and copies of supporting documents. | Varies |
| | D. After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails. NOTE: The approval process can take up to three weeks. | |
| | E. Receive your SAMS grid card (delivered by US Postal Service to your home address). NOTE: If you do not receive your SAMS grid card within two weeks after receiving your SAMS e-mail approval, contact samshelp@cdc.gov for assistance. | 7-14 days |

STOP: Wait for SAMS Grid Card to come in. After receiving, follow the next steps below

Step 4: Submit NHSN Long-Term Care Annual Facility Survey and Contact Information Forms Electronically

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| | A. Access “NHSN Enrollment” at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card, and select “Enroll a Facility”. NOTE: You are enrolling in the NHSN Long Term Care Facility Component. | 2 min |
| | B. Print the Annual Facility Survey form. Do not send form to NHSN. | 30 min |
| | C. Using the information collected to complete the Facility Contact and Annual Facility Survey paper forms, complete and submit the electronic forms. NOTE: The Annual Facility Survey cannot be saved unless it is complete, so it’s important to have all necessary information available prior to beginning the electronic form. | 30 min |
| | D. Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email. | |

Step 5: Sign and Send NHSN Agreement to Participate

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| | A. From the “NHSN Facility Enrollment Submitted” email, access and print the Agreement to Participate. | 5 min |
| | B. Get consent form signatures from the “Long-Term Care Primary Contact Person” and the facility’s leadership. | Varies |
| | C. Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records. | 5 min |
| | D. Within 3 business days of CDC’s receipt of a signed consent form, receive an “NHSN Enrollment Approved” email. | |

NHSN Set-up Step 1: Map Locations

NHSN Helpdesk: nhsn@cdc.gov

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| | A. Complete training for NHSN Set-up at http://www.cdc.gov/nhsn/pdfs/training/ltc/facility-set-up-slides_ltc_v5_final-with-508_3-2015.pdf . NOTE: This training document can be used to guide users through the NHSN set-up process. | 30 min |
| | B. Access NHSN reporting at https://sams.cdc.gov | 2 min |
| | C. Select your facility from the “NHSN landing page.” | 2 min |
| | D. From the Navigation menu, click “Facility” and then “Locations” to set-up each unit in your facility. | 10 min |
| | NOTE: Even though surveillance is performed facility-wide, every event is assigned to an individual resident care location. | |

NHSN Set-up Step 2: Create Monthly Reporting Plan

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| | A. From the Navigation menu, click “Reporting Plan” and then “Add” to select which modules and events will be followed for the month. | 2 min |
| | B. For each month, select the modules and events for reporting. Monthly Reporting Plans can be completed for the full calendar year. | 5 min |
| | NOTE: Once a Monthly Reporting Plan has been entered and saved, the NHSN application will prompt users to complete events and provide aggregate summary data (denominators) for that month. | |

NHSN Set-up Step 3: Add Additional Users and Assign Rights

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| | A. From the Navigation menu, click “Users” and then “Add.” | 2 min |
| | B. For each new user, you will need to assign a user ID and provide an e-mail address. NOTE: each user will need to complete training and register for SAMS. | 2 min |
| | C. Once a user has been created, you can assign rights within the NHSN system. Once you have assigned rights to a user and saved them, you can check the activities they will be able to perform in the NHSN application by selecting “Effective Rights” on the user rights page. | 2 min |
| | NOTE: It is suggested that a facility identify at least two individuals to have NHSN administrative rights for the facility. | |

Report C.-difficile Infections to NHSN

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| | A. Review the appropriate Long-Term Care Facility Component protocols to ensure accurate reporting. | 15 min |
| | B. Once preceding steps are complete, you are ready to report. You can access NHSN reporting at https://sams.cdc.gov | |
| | C. Start entering events for the Modules selected in each Monthly Reporting Plan. | |