



Reducing Healthcare-Acquired Conditions in Nursing Homes

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

<input checked="" type="checkbox"/>	Complete Items in order	Time
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Step 1: Training and Preparation

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

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

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 "Identity Verification Request" email, print and complete Identity 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

	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

	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

	A. Complete training for NHSN Set-up at http://www.cdc.gov/nhsn/pdfs/training/ltc/facility-set-up-slides_ltcf_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

	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

	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

	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.	