

<input checked="" type="checkbox"/> Complete items in order	Time
Step 1: Training and Preparation	
Complete required Dialysis Event Surveillance training: https://www.train.org/cdctrain/welcome Use this guide to assist you: https://www.cdc.gov/nhsn/pdfs/dialysis/de-training-guide-508.pdf	2 hrs
Complete the Outpatient Dialysis Center Practices Survey on paper (needed for Step 4).	1 hr
In Internet Explorer, add * cdc.gov to your list of trusted websites and permit pop-ups for these sites.	5 min
Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov .	10 min
Step 2: Register with NHSN	
Read and agree to the NHSN Rules of Behavior at https://nhsn.cdc.gov/RegistrationForm/index	5 min
Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number)	5 min
After registration, receive two emails: (1) NHSN "Welcome to NHSN!" and (2) SAMS-no-reply "Invitation to Register."	
Step 3: Register with SAMS (Secure Access Management Services) Email: samshelp@cdc.gov	
From the "Invitation to Register" email, log in to SAMS and complete the online SAMS registration form.	15 min
Within 24 hours of successful online registration, receive SAMS "Identity Verification Request" email.	
From the "Identify Verification Request" email, print and complete the Identify Verification Form.	varies
Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents.	varies
After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.	
Within 7-10 days, receive your SAMS grid card (delivered by US Postal Service to your home address).	varies
Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically	
Access "NHSN Enrollment" at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	2 min
Submit required forms online: facility type is AMB-HEMO – Hemodialysis Center and the components are Dialysis and Healthcare Personnel Safety (HPS) . Select 'AMB-PEDHEMO- Pediatric Hemodialysis Center' (if applicable). Click here for instructions: https://www.cdc.gov/nhsn/pdfs/dialysis/ped-facility-guide-508.pdf	30 min
Shortly after successfully submitting the forms, receive an "NHSN Facility Enrollment Submitted" email.	
Step 5: Submit Consent	
The Facility Administrator and Primary Contact will receive a "NHSN Facility Enrollment Submitted" email.	
Login to NHSN, select the appropriate component, and review the "Agreement to Participate and Consent".	varies
Check the box to 'Accept' next to the appropriate contact name and then 'Submit' the form in each component.	1 min
NHSN Set-up	
Access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	2 min
Add users and assign user rights (<i>at least one back-up user is recommended in case of staff absence or turnover</i>).	10 min
Add an "Outpatient Hemodialysis Clinic" location in the Dialysis Component (you choose a code/label; bed size is number of dialysis stations). Add an "Outpatient Hemodialysis Clinic – Acute Kidney Injury" location in the Dialysis Component. Add a "Home Hemodialysis Clinic" location in Dialysis Component (if applicable).	5 min
Add Monthly Reporting Plans: select the "DE" checkbox for your "Outpatient Hemodialysis Clinic" and "Outpatient Hemodialysis Clinic – Acute Kidney Injury" locations in the Dialysis Component; select "Influenza Vaccination Summary" in the HPS Component.	5 min
Report to NHSN	
Read the Dialysis Event Surveillance Protocol and the Healthcare Personnel Safety Protocol to ensure accurate reporting; start a data collection process.	varies
To report, access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	varies