



# New User Checklist for Outpatient Dialysis Facilities

This checklist is for new users added after a facility is enrolled in NHSN.

Need enrollment resources? Visit this site: <http://www.cdc.gov/nhsn/dialysis/enroll.html>.

CDC recommends and CMS requires for the ESRD QIP that at least one staff member at the facility is trained in and knowledgeable of how to report dialysis event data to NHSN. It is recommended to have at least two users with administrator rights per facility to provide coverage for staff absences and turnover.

## GET ACCESS TO NHSN

<input checked="" type="checkbox"/>	Complete steps in order.	TIME
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### STEP 1: Training and Preparation

<input type="checkbox"/>	Complete required Dialysis Event Surveillance training: <a href="https://www.train.org/cdctrain/welcome">https://www.train.org/cdctrain/welcome</a> Use this guide to assist you: <a href="https://www.cdc.gov/nhsn/pdfs/dialysis/de-training-guide-508.pdf">https://www.cdc.gov/nhsn/pdfs/dialysis/de-training-guide-508.pdf</a>	2 HRS
<input type="checkbox"/>	In Internet Explorer, add *.cdc.gov to the list of trusted websites and permit pop-ups for these sites.	5 MIN
<input type="checkbox"/>	Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov.	10 MIN
	TIP: Save NHSN websites to your Internet Explorer "favorites" to find them easily. Save <a href="https://www.cdc.gov/nhsn/dialysis/dialysis-event.html">https://www.cdc.gov/nhsn/dialysis/dialysis-event.html</a> for resources and <a href="https://sams.cdc.gov">https://sams.cdc.gov</a> to access NHSN.	5 MIN

### STEP 2: NHSN Facility Administrator Adds User & Assigns User Rights

For a new user to get started, a facility user with administrator rights must access NHSN, add the new user to the facility, and assign him/her user rights. Adding the new user immediately generates an NHSN email, subject "Welcome to NHSN!"

<input type="checkbox"/>	From your "Welcome to NHSN!" email link, read and agree to the Rules of Behavior.	5 MIN
<input type="checkbox"/>	Enter the date that you completed your required training.	1 MIN

### STEP 3: Obtain Access to CDC's Secure Access Management Services (SAMS)

Presently, there are two secure CDC systems in use to access NHSN. New users are invited to register with only with the newest system, SAMS. If you need help with SAMS, email [SAMShelp@cdc.gov](mailto:SAMShelp@cdc.gov).  
NOTE: You will receive a SAMS invitation email for each NHSN facility you are added to, but obtaining access to SAMS is required only once, as long as the same email address is used each time.

<input type="checkbox"/>	Receive an email from "SAMS No-Reply (CDC)" within 1 business day and register with SAMS.	15 MIN
<input type="checkbox"/>	Make a copy of your SAMS password and store in a secure location.	1 MIN
<input type="checkbox"/>	Complete identify verification documents and submit them to CDC. Wait for welcome emails from SAMS and NHSN, as well as the SAMS grid card to be delivered to your home address.	varies

### STEP 4: Access NHSN

<input type="checkbox"/>	Go to <a href="https://sams.cdc.gov">https://sams.cdc.gov</a> and log in using your grid card and password from Step 3. Select 'NHSN Reporting.'	2 MIN
<input type="checkbox"/>	Verify you have the NHSN navigation bar options that you need for your role in NHSN.	5 MIN





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## NHSN USER RIGHTS

User rights determine what options are available on the NHSN navigation bar. If you don't have the options that you need, contact your NHSN Facility Administrator to modify your user rights.

You may have a combination of the rights listed below.

### IF YOU HAVE ADMINISTRATOR RIGHTS

**Required Training:**

- Complete the [NHSN Dialysis Event Surveillance](#) training (computer-based, self-paced)
- Read the [NHSN Dialysis Event Surveillance Protocol](#)

**Next Steps:**

- Add the 'outpatient hemodialysis clinic' reporting location, if necessary
  - Maximum 1 location per facility
- Add Monthly Reporting Plans, if necessary
- Add additional users as needed
- Join Groups as needed
- If applicable, develop a data collection process

Rights	Patient Safety
Administrator	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>

### IF YOU HAVE DATA ENTRY RIGHTS

**Required Training:**

- Complete the [NHSN Dialysis Event Surveillance](#) training (computer-based, self-paced)
- Read the [NHSN Dialysis Event Surveillance Protocol](#)

**Next Steps:**

- Verify that an 'outpatient hemodialysis clinic' reporting location has been added
  - If not, contact an administrative user to add the location
- Add Monthly Reporting Plans, if necessary
- If applicable, develop a data collection process
- Begin reporting
  - Data entry instructions are available via the [NHSN Helpdesk](#) upon request

Rights	Patient Safety
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input checked="" type="checkbox"/>
View Data	<input checked="" type="checkbox"/>

### IF YOU HAVE ANALYSIS RIGHTS

**Required Training:**

- Complete the [NHSN Dialysis Event Surveillance](#) training (computer-based, self-paced)
- Read the [NHSN Dialysis Event Surveillance Protocol](#)

**Next Steps:**

- Review reported data each month for completeness and accuracy
- Examine quarterly Dialysis Event rates and disseminate information to facility staff
  - Analysis instructions are available via the [NHSN Helpdesk](#) upon request

Rights	Patient Safety
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input checked="" type="checkbox"/>

