National Healthcare Safety Network (NHSN)

Long-term Care Facility COVID-19 Module Enrollment
NEW to NHSN?
Four Primary Steps to Gaining Access to COVID-19 Module

1. Prepare Computer
   Check computer settings to receive communications from NHSN during the enrollment process.
   
   *See Enrollment Training*


2. Register LTCF with NHSN
   Accept NHSN Rules of Behavior
   [http://nhsn.cdc.gov/RegistrationForm/index](http://nhsn.cdc.gov/RegistrationForm/index)

3. Register with SAMS
   From SAMS-NO-Reply e-mail, click registration link to begin SAMS registration

4. Enroll LTCF with NHSN
   Log in to NHSN through SAMS portal at [sams.cdc.gov](http://sams.cdc.gov)

5. My Applications – click **NHSN Enrollment, then Enroll a Facility**

6. Electronically accept Agreement to Participate and Consent
LTCF COVID-19
MODULE: REGISTER
FACILITY WITH NHSH

Register Facility with NHSN

• Agree to Rules of Behavior
  • http://nhsn.cdc.gov/RegistrationForm/index

• Registration Page will Appear
  • Enter Personal Information
  • Use same e-mail for all steps
  • Facility identifier
  • CMS certification number OR
  • CDC registration ID (from NHSN)

⚠️ Training date = registration date
Look up your CMS Certification Number (CCN)

https://qcor.cms.gov/main.jsp

- Select “Tool>basic search”
- Enter your facility name
- The Participation date is the CCN Effective Date needed for enrollment
Register with SAMS

- Receive e-mail from SAMS-NO-REPLY

In E-mail:
- Click link to begin SAMS registration
- Use temporary password & e-mail user name to begin SAMS registration
Enter the user name (your e-mail) and temporary password provided in the SAMS-no-reply e-mail.
LTCF COVID-19 MODULE: REGISTER WITH SAMS (continued)

Accept SAMS Rule of Behavior to open SAMS registration
Register with SAMS

- After accepting SAMS Rule of Behavior, registration page opens
  - Enter Personal and facility information
  - Create password
  - Security questions

- Click **SUBMIT** & receive Registration Confirmation

Select a password you will remember since you are required to enter this password again.
After Registering with SAMS

After accepting and Submitting SAMS Rule of Behavior

☑ Will receive a "Welcome" e-mail from "SAMS-NO-REPLY" in 3-5 business days.

☑ Once e-mail received- log-in through SAMS portal and ENROLL facility
Enroll Facility with NHSN

Log into https://sams.cdc.gov/

✓ Log into sams.cdc.gov to enroll the facility in NHSN

✓ Enter SAMS Username (your e-mail address) and password
LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)

• Under “My Applications” Select “NHSN Enrollment”
LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)

• Select “Enroll a Facility” (don’t need to access forms)
Enroll Facility with NHSN

- **Complete Facility Enrollment questions**
  - Enter Facility Information
  - Facility identifier
    - CMS facility - enter CMS certification number and effective date (same as participation date)
    - Non-CMS facility - Select N/A for AHA, VA, CCN and another box will appear to enter NHSN provided enrollment number (can be same NHSN provided number used to register)
To locate CCN (CMS Certification Number) & Effective/participation date:
https://qcor.cms.gov/main.jsp

**CMS Certified Facilities**: Enter CMS certification number and effective date (same as participation date)

**Non-CMS facility** - Select N/A for AHA, VA, CCN. Another box will appear to enter NHSN provided enrollment number *(can be same NHSN provided number used to register)*
LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)

- Select the Facility Type in drop down

- **Please note:** The COVID-19 facility types are not reflected during the enrollment section. This will not impact the enrollment process. Once the facility is completed enrolled and activated in NHSN, the COVID-19 Module will be added in the application.
Enroll Facility with NHSN

NHSN Facility Administrator

Click to copy mailing address from the facility given above

Address, line 1: 200 Hospital Address
Address, line 2:
Address, line 3:
City*: Hospital City
State*: GA - Georgia
Zip Code*: 12345
Phone*: 111-111-1111
Fax:
Pager:
E-mail*: 
User ID*: Up to 32 letters or digits

NHSN user ID, cannot include special characters. Example: AAnttila

Use same e-mail address entered during SAMS registration

Facility Address
LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)
Enroll Facility with NHSN

- After Facility Enrollment submitted:
  - Pop-up alert confirming your enrollment
  - Next you will need to activate your facility

Congratulations! The Facility has been Enrolled.

However your facility is not yet activated.

The enrollment for facility 'Test TM3033' with tracking number 71093 has been completed. The facility admin and component primary contacts will receive an email with further instructions.

You may now exit the application.
Or click here to enroll another facility.
Log-in to Newly Enrolled Facility to Accept Agreement to Participate and Consent

- Log back in to sams.cdc.gov and enter credentials (e-mail address and password) and select LTCF Component and your LTCF from drop-down menu.
Accept Agreement to Participate and Consent

• Last Step to Complete in Enrollment!
Enrollment is Complete

Congratulations!!

You have completed the enrollment.

You can begin LTC Reporting in the COVID-19 Module.
Congratulations! Enrollment is complete

New Facility and Currently Enrolled Facility

- You are ready to begin reporting.

*Please note: If accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown below but all functionality related to COVID-19 data reporting are the same.*
Common questions
If you have an active SAMS grid card and need to enroll a facility

- Enroll the LTCF as described in *Enroll Facility in NHSN* section.
- Log into [https://sams.cdc.gov/](https://sams.cdc.gov/) using your SAMS grid card
- Forgot your password? Contact samshelp@cdc.gov or toll-free at 877-681-2901
- Will need to complete annual survey during enrollment
I selected the wrong facility type during enrollment

- If you selected the incorrect facility type upon or after completing the enrollment process the resolution is to log into the facility and do the following:
  - Select on the left-hand side> Facility>>Facility info>>>edit on the bottom of the screen.
  - This will allow you with the ability to change your facility type.
  - Choose the correct facility type in the drop-down menu.
  - Select “save” at the bottom of the screen.
How do I keep up with my COVID-19 data if I’m not yet enrolled?

• Use NHSN data collections forms, which are available for each pathway in the module.
• Use one form for each date data will be entered in the module
• Use form instructions
• https://www.cdc.gov/nhsn/ltc/covid19/index.html
How do I receive LTCF COVID 19 updates if I’m not enrolled in NHSN?

• On the NHSN LTCF COVID-19 website, scroll to the bottom and add your e-mail address
• [https://www.cdc.gov/nhsn/ltc/covid19/index.html](https://www.cdc.gov/nhsn/ltc/covid19/index.html)
Resources

- To email questions to the NHSN Helpdesk: **nhsn@cdc.gov** with LTC COVID-19 in the subject line
- If you have questions regarding CMS’ enforcement of the new COVID-19 reporting requirement on nursing homes: **DNH_Enforcement@cms.hhs.gov**.
Thank You!