



September 2026 Dialysis Office Hours

NHSN Facility Housekeeping to Support Reporting Readiness

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Objectives

By the end of this session, participants will be able to:

- Assess whether your facility's NHSN structure reflects current staff.
- Determine when access should be adjusted based on changes in staff responsibilities.
- Strengthen coverage by ensuring appropriate personnel are available to support NHSN activities.
- Establish good account maintenance practices.

Why Facility Housekeeping?

Key message: Good facility housekeeping remains important for NHSN reporting.

Know Your Users

Review all users, access,
and responsibilities.

Reduce Friction

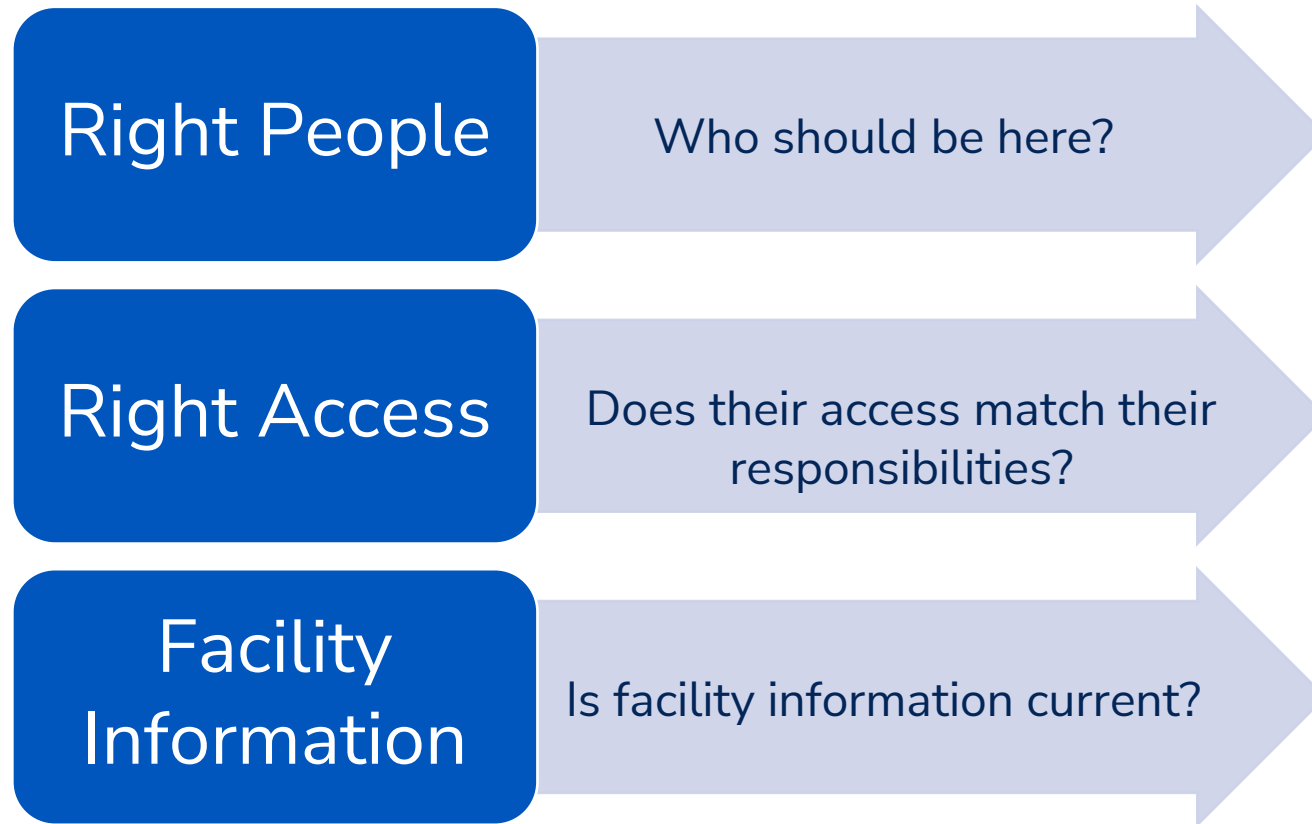
Prevent access issues,
outdated user information,
and reporting delays.

Keep Current

Ensure users and facility
information are accurate.

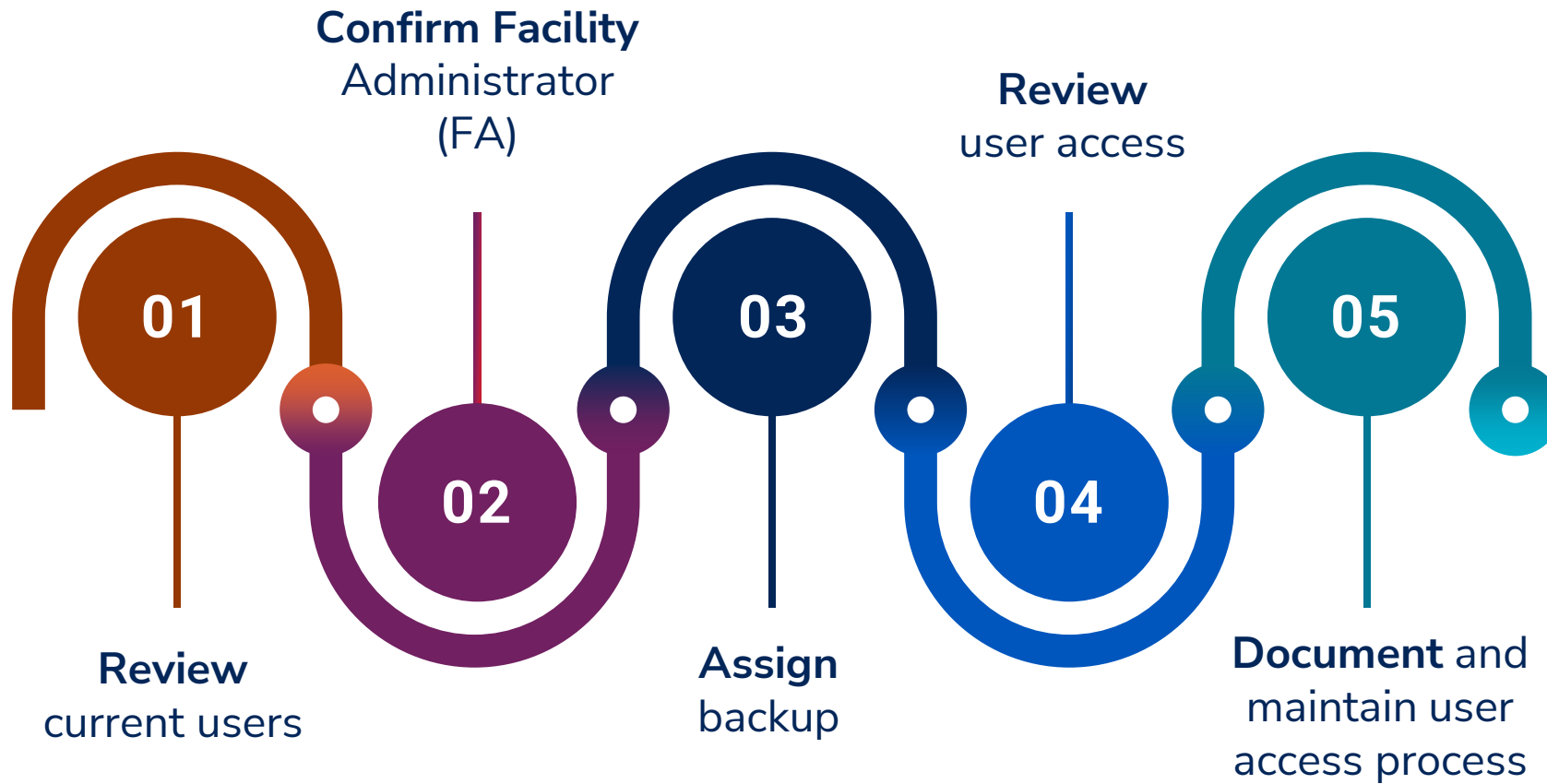
THREE QUESTIONS EVERY FACILITY SHOULD BE ABLE TO ANSWER

The Housekeeping Framework



Use this framework monthly and especially after staffing or responsibility changes.

The Facility Housekeeping Process



The Right People: Who Still Needs Access?

- Review your facility's current user list.
- Look for users who:
 - No longer work at the facility
 - Have moved to another facility or department
 - Have changed job responsibilities
 - No longer have a business need for access
 - Enter or report NHSN data
 - Review or validate NHSN data
 - Manage users and access
 - Provide backup coverage

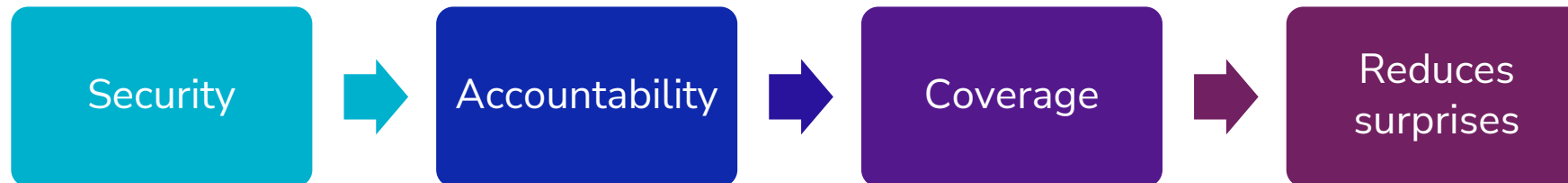
ASK YOURSELF

“If I saw this name today, could I explain why this person still needs access to our facility?”

If not, you need to review this person's access.

The Right Access: Match Access to Responsibility

- Make sure access aligns with current job responsibilities.
- Review component access.
- Reevaluate access when responsibilities change.
- Avoid carrying old access forward simply because a user previously needed it.
- Appropriate access supports:



What Access Does Each Staff Member Need?

Match each user's NHSN permissions to the work they are responsible for completing.

Receptionist

- Responsibilities:
 - Runs the monthly report



Analyze and View Data

Charge Nurse

- Responsibilities:
 - Enters dialysis events
 - Runs A&R reports



Event, Summary Data,
and Analysis
(Customized) –
Add/Edit/Delete

Assistant Facility Administrator

- Responsibilities:
 - Adds users/locations
 - Enters data
 - Runs reports



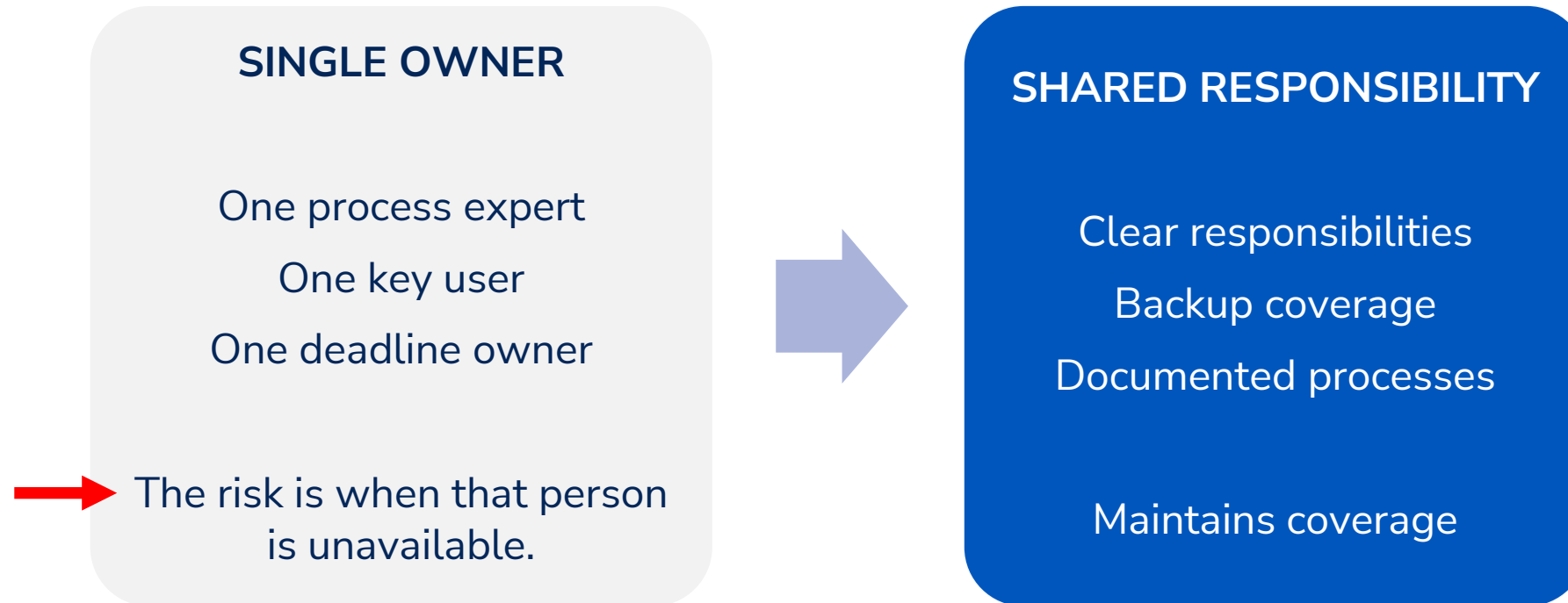
All Rights

The Right Access: Review, Deactivate, and/or Add NHSN Users

- The Facility Administrator (FA) is responsible for these tasks.
 1. Log into NHSN.
 2. From the left navigation bar, select Users > Find.
 3. Leave the six search fields blank and select Find to display all current users.
 4. Review the list of users with access to the facility.
 5. To deactivate a user, select the checkbox to the far left of the user's name.
 6. To add a user, click **Add** at the bottom of the User List screen. Fill in all the required fields for the new user.
 7. Allow up to 24 hours for either change to take effect.

The Right Access: Don't Let One Person Be The Process

- Access continuity is an important part of facility housekeeping.



Facility Information

- Accurate access is only one part of maintaining a reporting ready facility.

ADDRESS ALERTS

Review dashboard alerts and follow up with appropriate person.

FACILITY INFORMATION

Keep facility information current, including the CCN, address, FA, etc.

CLARIFY RESPONSIBILITIES

Ensure clear accountability for reporting activities.

GOAL

Keep your facility information current to stay reporting ready.

Scenario #1 - The QIP Deadline Is 2 Days Away and the FA Has Left the Facility; There Is No Backup. How Will the Facility Get All Their Data Entered Before the Deadline?

- This is where having additional users with the appropriate access comes in especially handy!
- The facility should never find itself locked out of conducting their work in NHSN because they've lost a specific staff person.

Scenario #2 – The Facility Administrator Left Last Month

- The incoming Facility Administrator (FA) or an authorized individual at the facility must submit an **FA Reassignment Form** to CDC.
- The form is available at the bottom of the NHSN Facility Administrator page here: <https://www.cdc.gov/nhsn/facadmin/>
- Use this form only when the currently listed Facility Administrator is unavailable.
- **Note:** The facility's **Primary Contact** is different from the **Facility Administrator (FA)**. If the Primary Dialysis Contact leaves the facility, an **FA reassignment is not required**.

Scenario #3 – Should these People Still Have Access?

THE SITUATION

3 former employees

2 staff who changed departments

1 unfamiliar name

Several users with unclear business needs

Let's Discuss

1. What should the facility verify first?
2. Who should be involved in the review?
3. What access changes may be appropriate?
4. What actions could prevent this from happening again?

Key Takeaway: access reviews should be routine, not reactive.

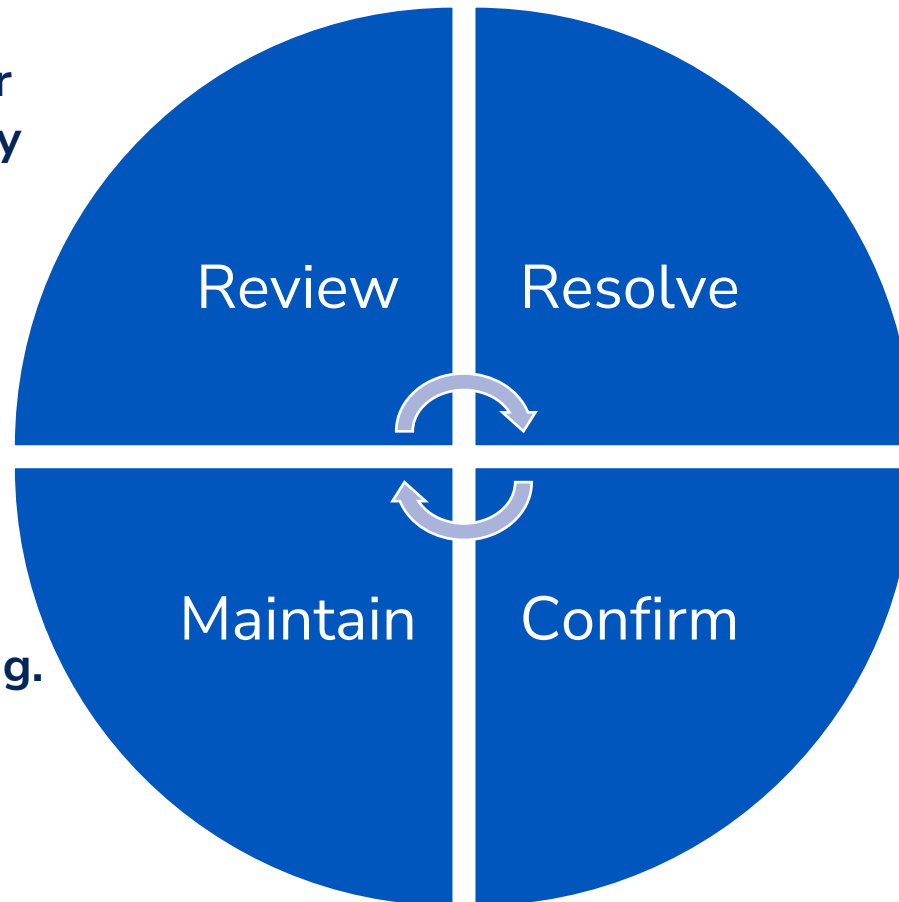
Your September – October 2026 Action Plan

Step 1: Review your user list and identify cleanup needs.

Step 2: Address access, backups, ownership, and alerts.

Step 3: Confirm roles and responsibilities.

Step 4: Continue routine housekeeping.



The 5-Minute Facility Housekeeping Checklist

- ☐ All listed users work at the facility.
- ☐ Each active user has a current business need.
- ☐ User access matches current responsibilities and components.
- ☐ Primary and backup NHSN responsibilities are clear.
- ☐ Unresolved alerts or issues have an owner and next steps.
- ☐ Facility information and internal contacts are current.
- ☐ The team knows upcoming deadlines and internal checkpoints.
- ☐ Staffing changes trigger an access review.

Contact Info:

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Thank you.

For more information, contact CDC
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