



Changing a CMS Certification Number within NHSN for Outpatient Dialysis and Home Dialysis Facilities

Facilities that report to NHSN for the Centers for Medicare and Medicaid Services (CMS) End-Stage Renal Disease (ESRD) Quality Incentive Program (QIP) are credited for their participation by their CMS Certification Number (CCN). If a facility is newly certified or changes ownership, it is important to update the CCN within NHSN so that your facility's data will be correctly attributed to the proper CCN for the CMS ESRD QIP.

What is the CCN Effective Date?

As of January 2015, facilities can enter the effective date for new CCNs. The effective date is the date of your facility's initial CMS certification survey. However for NHSN reporting, the QIP rule requires a complete year of data. Therefore, when a CCN is entered with an effective date after January 1, the facility's NHSN data won't be submitted to CMS with that new CCN until the following calendar year.

Example Effective Date Scenario: The facility's CMS survey date is January 1, 2015. This date is entered as the CCN effective date. Therefore, the new CCN would become effective for 2015 NHSN data.

Example Effective Date Scenario: The facility's CMS survey date is July 1, 2015. This date is entered as the CCN effective date. Therefore, the new CCN would become effective for 2016 NHSN data.

Example Effective Date Scenario: The facility's CMS survey date is Dec 31, 2015. This date is entered as the CCN effective date. Therefore, the new CCN would become effective for 2016 NHSN data.

How to Change the Facility CCN:

1. Log in to your NHSN facility, click 'Facility' and then 'Facility Info' on the left-hand navigation bar.
2. On the 'Edit Facility Information' screen, click the 'Edit CCN' link in the upper-right corner.
3. On the 'Edit CCN Records' pop-up window, click the greys 'Add Row' button.
4. Enter the new CCN and Effective Date in the appropriate boxes. Verify the new information is correct!
5. Click the 'Save' button.

NHSN Home

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Edit Facility Information

Mandatory fields marked with *

[Facility Information](#) [Components](#) [Contact Information](#)

Facility Information

Facility ID: 1

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN	Effective Date
<input type="checkbox"/>	012521	01/02/2015
<input type="checkbox"/>	201601	01/01/2016

NOTE: For CMS ESRD QIP, the CCN Effective Date determines which CCN is associated with NHSN data for a given calendar year. The facility's CCN Effective Date is the same date as the facility's CMS Certification Survey date. If a CCN's effective date is January 1, the CCN corresponds to data from the same year as the CMS Certification Survey. If a CCN's effective date is not January 1, the CCN corresponds to data for the calendar year following the CMS Certification Survey year. For further clarification, please review [CCN Effective Date Guidance for Dialysis Facilities](#).

County * [] Zip Code * [] Phone * []

Save **Close**





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6. Click the 'OK' button on the Alert pop-up window. **
7. Click the 'Close' button to close the 'Edit CCN Records' pop-up window and return to the 'Edit Facility Information page'. Then verify that the new CCN and Effective Date are correctly listed.

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	Alert	Effective Date
<input type="checkbox"/>	CCN saved successfully.	01/01/2016
<input type="checkbox"/>		01/02/2015
<input type="button" value="Add Row"/>		

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** If you have entered a duplicate CCN that already currently exists for another facility in NHSN, a warning message will appear. Click 'OK' to save the duplicate CCN and contact the NHSN Helpdesk (nhsn@cdc.gov). Click 'Cancel' to return to the Edit CCN Records window to edit the CCN.

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	Warning	Effective Date
<input type="checkbox"/>	The CCN already exists for another facility enrolled in NHSN. Please verify that the CCN you entered is correct. If the CCN is correct, click OK and contact the NHSN help desk (nhsn@cdc.gov) for further assistance. Otherwise, click CANCEL and enter a different CCN. Click here for more information on this warning: details .	
<input type="checkbox"/>		
<input type="button" value="Add Row"/>		

NOTE: For CMS ESRD QIP, the CCN Effective Date is the same date as the facility's CMS Certification Survey date. If a CCN's effective date is January 1, the CCN corresponds to data from the same year as the CMS Certification Survey. If a CCN's effective date is not January 1, the CCN corresponds to data for the calendar year following the CMS Certification Survey year. For further clarification, please review [CCN Effective Date Guidance for Dialysis Facilities](#).

