### NHSN Facility Enrollment Checklist

**For Home Dialysis Facilities**

<table>
<thead>
<tr>
<th>Complete items in order</th>
<th>Time</th>
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</table>

**Step 1: Training and Preparation**

- Read and review the required training slides for Healthcare Personnel Safety Influenza Vaccination Reporting. 2 hrs
- Complete the Home Dialysis Center Practices Survey on paper (needed for Step 4). 1 hr
- In Chrome or Edge, 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 [http://nhsn.cdc.gov/RegistrationForm/index](http://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 [CCN]). 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. Varies
- From the “Identity Verification Request” email, select Option 1 (Experian) or Option 2 (Document Review) and complete following the instructions under the option chosen. Varies
- If Option 2 is chosen, 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. Varies
- 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](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-HDPD – Home Dialysis Center and component is Healthcare Personnel Safety. 30 min
- Shortly after successfully submitting required forms, receive an “NHSN Facility Enrollment Submitted” email.

**Step 5: Sign and Send Consent**

- From the “NHSN Facility Enrollment Submitted” email, access and print the NHSN consent form. 5 min
- Get consent form signatures from “Healthcare Personnel Safety Primary Contact Person” and facility’s leadership. Varies
- Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records. 5 min
- Within 3 business days of CDC’s receipt of a signed consent form, receive an “NHSN Enrollment Approved” email.

**NHSN Set-up**

- Access “NHSN Reporting” at [https://sams.cdc.gov](https://sams.cdc.gov) using your password from Step 3 and SAMS grid card. 2 min
- Add users and assign user rights (at least one back-up user is recommended in case of staff absence or turnover). 10 min
- Add Monthly Reporting Plans: select the “Influenza Vaccination Summary” checkbox under the “Healthcare Personnel Vaccination Module” and save. 5 min
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<th>Report to NHSN</th>
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</thead>
<tbody>
<tr>
<td>Read the <a href="https://www.medscape.com/article/278858">Healthcare Personnel Safety Protocol</a> to ensure accurate reporting; start a data collection process.</td>
<td>varies</td>
</tr>
<tr>
<td>To report, access “NHSN Reporting” at <a href="https://sams.cdc.gov">https://sams.cdc.gov</a> using your password from Step 3 and SAMS grid card.</td>
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