



NHSN Facility Enrollment Checklist

For Home Dialysis Facilities

<input checked="" type="checkbox"/>	Complete items in order	Time
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Step 1: Training and Preparation

<input type="checkbox"/>	Read and review the required training slides for Healthcare Personnel Safety Influenza Vaccination Reporting .	2 hrs
<input type="checkbox"/>	Complete the Home Dialysis Center Practices Survey on paper (needed for Step 4).	1 hr
<input type="checkbox"/>	In Internet Explorer, add * cdc.gov to your 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

Step 2: Register with NHSN

<input type="checkbox"/>	Read and agree to the NHSN Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index .	5 min
<input type="checkbox"/>	Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number [CCN]).	5 min
<input type="checkbox"/>	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

<input type="checkbox"/>	From the "Invitation to Register" email, log in to SAMS and complete the online SAMS registration form.	15 min
<input type="checkbox"/>	Within 24 hours of successful online registration, receive SAMS "Identity Verification Request" email.	
<input type="checkbox"/>	From the "Identify Verification Request" email, print and complete the Identify Verification Form.	varies
<input type="checkbox"/>	Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents.	varies
<input type="checkbox"/>	After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.	
<input type="checkbox"/>	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

<input type="checkbox"/>	Access "NHSN Enrollment" at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	2 min
<input type="checkbox"/>	Submit required forms online: facility type is AMB-HDPD – Home Dialysis Center and component is Healthcare Personnel Safety .	30 min
<input type="checkbox"/>	Shortly after successfully submitting required forms, receive an "NHSN Facility Enrollment Submitted" email.	

Step 5: Sign and Send Consent

<input type="checkbox"/>	From the "NHSN Facility Enrollment Submitted" email, access and print the NHSN consent form.	5 min
<input type="checkbox"/>	Get consent form signatures from "Healthcare Personnel Safety Primary Contact Person" and facility's leadership.	varies
<input type="checkbox"/>	Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records.	5 min
<input type="checkbox"/>	Within 3 business days of CDC's receipt of a signed consent form, receive an "NHSN Enrollment Approved" email.	

NHSN Set-up

<input type="checkbox"/>	Access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	2 min
<input type="checkbox"/>	Add users and assign user rights (<i>at least one back-up user is recommended in case of staff absence or turnover</i>).	10 min
<input type="checkbox"/>	Add Monthly Reporting Plans: select the "Influenza Vaccination Summary" checkbox under the "Healthcare Personnel Vaccination Module" and save.	5 min

Report to NHSN

<input type="checkbox"/>	Read the Healthcare Personnel Safety Protocol to ensure accurate reporting; start a data collection process.	varies
<input type="checkbox"/>	To report, access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	varies

