



NHSN Facility Enrollment & Set-Up Checklist for Inpatient Psychiatric Facilities

Complete items in order. This document is only meant for CMS-licensed Inpatient Psychiatric Facilities (IPFs) that have not yet enrolled in NHSN. If you are confident that you are a CMS-licensed IPF and you have questions or concerns regarding your facility's enrollment status, please contact the NHSN Helpdesk: NHSN@cdc.gov .	
NHSN Facility Enrollment	
Step 1: Training and Preparation	
Complete Healthcare Personnel Safety Component training: http://www.cdc.gov/nhsn/PDFs/training/HCP-flu-Vaccination-Summary-Reporting-General-Training.pdf .	
Step 2: Register with NHSN	
Read and agree to the NHSN Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index .	
Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number [CCN]).	
Note: If you have confirmed that your facility is a CMS-licensed IPF but does not have a CMS Certification Number (CCN), AHA Number or VA Station Code, or if the number you are using is not validating, please contact nhsn@cdc.gov to receive an NHSN Enrollment Number.	
Immediately after successful registration, receive NHSN e-mail, subject 'Welcome to NHSN!' You will also receive an email providing the details on registering with Secure Access Management Services (SAMS) with the subject 'Invitation to Register' within 1-3 business days.	
Step 3: Register with SAMS (Secure Access Management Services) Email: samshelp@cdc.gov	
From the "Invitation to Register" e-mail, log in to SAMS and complete the online SAMS registration form.	
Within 1-3 business days of successful online registration, receive SAMS "Identity Verification Request" e-mail.	
Tip: When Registering with SAMS, be sure to use full legal name as it appears on your driver's license as well as your home address.	
From the "Identity Verification Request" email, print and complete the Identify Verification Form.	
Mail or fax to CDC the complete and notarized Identity Verification Form and copies of supporting documents.	
After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.	
Within 30 days, receive your SAMS grid card (delivered by US Postal Service to your home address).	
Step 4: Submit NHSN Facility Contact Form Electronically	
Access "NHSN Enrollment" at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	
Submit required form online, click "Enroll a facility" and be sure to select the facility type: "HOSP-PSYCH – Psychiatric Hospital" and enroll in the Healthcare Personnel Safety Component .	
Note: If your CCN is not validating, use the same NHSN Enrollment Number used in Step 2 or contact nhsn@cdc.gov to receive additional support.	
Note: The Microbiology Laboratory Director/Supervisor Contact is a required field. If you do not have a Microbiology Laboratory Director, we recommend using the same contact listed as the Healthcare Personnel Safety Component Primary Contact.	
Shortly after successfully submitting the forms, receive an "NHSN Facility Enrollment Submitted" email.	
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Step 5: Sign and Send Consent	
From the “NHSN Facility Enrollment Submitted” email, access and print the NHSN Agreement to Participate and Consent form.	
Get consent form signatures from the “Healthcare Personnel Safety Component Primary Contact Person” and the Facility’s CEO, COO, CFO (or equivalent) of the IPF.	
Note: The consent form requires a signature from the facility’s leadership such as the IPF Facility’s CEO, COO, CFO or equivalent. However, once the facility is activated within NHSN, the person who completed the enrollment process will be deemed the NHSN Facility Administrator.	
Return the signed consent form to CDC (see page 3 of consent form for contact information); keep a copy for your records.	
When NHSN receives and processes the signed consent form, receive an “NHSN Enrollment Approved” e-mail.	

NHSN Facility Set-up	
Step 1: Add Additional Users & Assign Rights	
Access “NHSN Reporting” at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	✓
Go to “Users” on the side navigation menu and select “Add.”	
For each new user, you will need to assign a User ID (any combination of letters and/or numbers you choose up to 32 characters) and provide a first and last name, phone number and e-mail address.	
Note: Each user will need to complete training and obtain their own SAMS User ID and grid card.	
After a user has been added, you can assign rights within the NHSN system.	
Note: Users can be assigned varying levels of rights within NHSN. Users who will be adding monthly reporting plans, entering and analyzing data, adding new users, and adding facility surveys should be granted “Administrative Rights.” Users who will only be entering data can be granted “Add, Edit, Delete Rights.” Users who will only be analyzing the data can be granted “Analyze Rights.”	
Note: We suggest each facility add at least 2 additional users in case of staff absence or turnover.	
Step 2: Verify Your Facility’s CMS Certification Number (CCN)	
After logging into NHSN, click “Facility” on the navigation bar, and then click “Facility Info.” At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the “Update” button at the bottom of the screen. Please be sure to double- and triple-check this number!	
Note: An accurate CCN is required for those facilities participating in CMS Quality Reporting Programs, as this is the ID that will be used to submit data to CMS on your behalf.	

