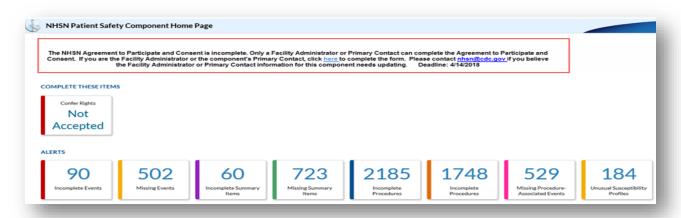
Guidance for Reviewing and Accepting NHSN's Updated Agreement to Participate and Consent As of 1/30/2018

The National Healthcare Safety Network (NHSN) is updating its Agreement to participate and Consent ("Consent"), which is a signed agreement between CDC and healthcare facilities that participate in NHSN. The Consent includes a list of NHSN's purposes and CDC's Assurance of Confidentiality for the data that healthcare facilities report to the system. All facilities participating in NHSN should review and accept the updated Consent by April 14, 2018*, or access to the NHSN application will be suspended. Please refer to the steps below for assistance with accepting the new Consent.

1. On January 30, 2018, all currently enrolled NHSN Facility Administrators and Primary Contacts will receive an email from NHSN informing them that the Consent is available for their review and acceptance.

Note: Facility Administrators or Primary Contacts enrolled in multiple NHSN components will receive multiple emails informing them to complete the consent process for each component.



2. Once the Facility Administrator and Primary contact are notified that the Consent is available, all users with access to NHSN will see the following alert at the top of the Action Items tab:

The NHSN Agreement to Participate and Consent is incomplete. Only a Facility Administrator or Primary Contact can complete the Agreement to Participate and Consent. If you are the component's Facility Administrator or the component's Primary Contact, click here [hyperlink] to complete the form. Please contact nhsn@cdc.gov if you believe the Facility Administrator or Primary Contact information for this component needs updating.

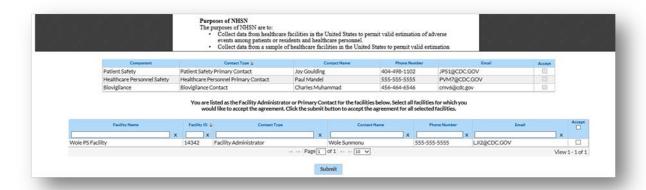
Note: This alert will appear for all users when they log in to the NHSN application until the Facility Administrator or Primary Contact has accepted the new Consent.

3. When the Facility Administrator or Primary Contact click the link in the alert, the NHSN Agreement to Participate and Consent Form will appear.

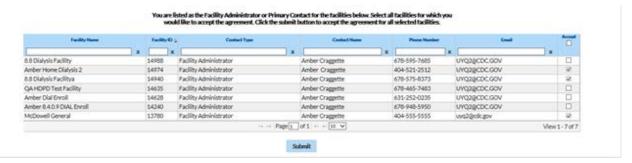




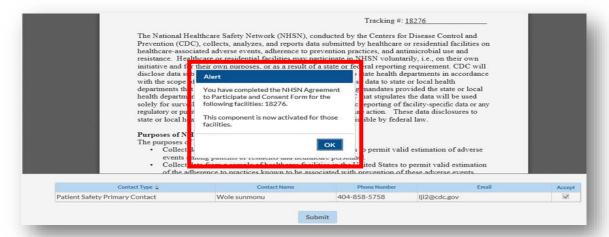
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4. The Facility Administrator or Primary Contact will be able to select a checkbox next to the component currently logged into. They will also be able to select additional facilities for which they are Facility Administrator or Primary Contact by selecting the checkbox as shown below.



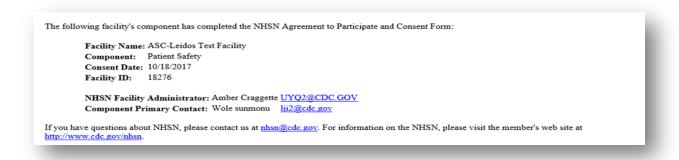
5. Once the Facility Administrator or Primary Contact clicks the Submit button, a pop-up window will display indicating that the Consent was successfully accepted.



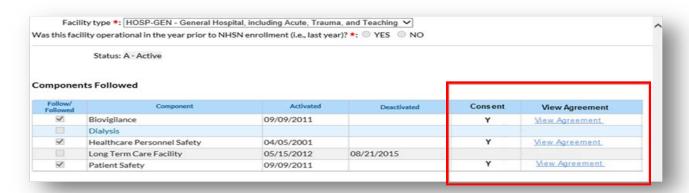
6. In addition to an alert, NHSN will also send an email to the Facility Administrator and Primary Contact confirming that the Consent was accepted.



Guidance for Reviewing and Accepting NHSN's Updated Agreement to Participate and Consent As of 1/30/2018



Note: The NHSN Facility Information page will now include an indication that the Consent has been accepted, and a link to view a printable version of the Consent with the Facility Administrator or Primary Contact's name and date accepted will be shown.



7. If the Facility Administrator or Primary Contact has not accepted the agreement by April 14, 2018, deadline, access to NHSN will be suspended until the Facility Administrator or Primary Contact accepts the Consent. Contact <a href="https://www.nhsn.edu.nu.nhsn.edu.nhsn.



^{*} The Long Term Care Component deadline to accept the Consent is June 15, 2018.