LONG-TERM CARE FACILITY (LTCF)  
How to ADD and EDIT  
Facility CMS Certification Number (CCN) within NHSN

One way the CDC’s National Healthcare Safety Network (NHSN) tracks reported data from Long-Term Care Facilities (LTCFs) is through the assigned CMS Certification Number (CCN) and, thus, it is imperative to have the accurate CCN listed for the facility. CCNs may also be used as unique identifiers for the facility if the facility participates in data-reporting projects led by partners, such as CMS or the state health department. Below are instructions to add a new facility CCN and to edit an existing or incorrect CCN within the NHSN application.

- To view the instructions on ADDING a CCN to the facility, begin on page 1, below.
- To view instructions on EDITING THE PRE-EXISTING CCN, begin on page 6.

I. ADD CMS Certification Number (CCN)

The instructions below demonstrate how to ADD a CCN. The ADD CCN function is used when the CCN was not entered during NHSN enrollment or if the CCN and Effective Date have changed for a facility due to a change in ownership or other reasons.

1. The NHSN facility administrator or a user with NHSN administrative rights must first navigate to the FACILITY -> FACILITY INFO tab on the left navigation menu.
2. Next, on the “Edit Facility Information” page, Click “EDIT CCN”

3. On the “Edit CCN Records” page, Click “ADD ROW”
   - To Add a CCN and Effective Date for the first time (for example, when a CCN was not entered during enrollment); OR
   - To Add a new CCN and new Effective Date when the previously entered CCN has been changed due to new ownership or other reasons.
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Example A: Facility with no pre-existing CCN in NHSN

<table>
<thead>
<tr>
<th>Delete</th>
<th>CCN</th>
<th>Effective Date</th>
<th>Effective Reporting Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

Save Close

Example B: Facility that needs to Add a new CCN when a pre-existing CCN has changed

<table>
<thead>
<tr>
<th>Delete</th>
<th>CCN</th>
<th>Effective Date</th>
<th>Effective Reporting Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123456</td>
<td>04/23/2020</td>
<td>2020Q2</td>
</tr>
</tbody>
</table>

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

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

Save Close

Important Notes:
- The footnote message may not be applicable to LTCFs without CMS reporting requirements.
- Do not delete a row with an existing CCN and Effective date, unless data was entered in error. This is important since data may be associated with the pre-existing CCN. Instead, ADD a new row to enter the new CCN and the new Effective Date.
4. After adding the facility CCN and Effective Date, Click “SAVE”

5. You will receive an Alert pop up box to acknowledge that the entered CCN was saved successfully. Click “OK”
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6. Click “CLOSE” button, which will return you to “Edit Facility Information” page

7. VERIFY that the newly added CCN and/or effective date values are correctly listed

YOU HAVE SUCCESSFULLY ADDED A CCN TO NHSN
II. EDIT an Existing CMS Certification Number (CCN)

The instructions below include how to EDIT an existing facility CCN when the existing CCN and/or “Effective Date” is incorrect or incomplete (for example, data entry error).

1. The NHSN facility administrator or a designated user with NHSN administrative rights should navigate to the FACILITY -> FACILITY INFO tab on the left navigation menu.
2. Next, on the “Edit Facility Information” page, Click “EDIT CCN”

3. On the “Edit CCN Records” page, click on the dialogue box below CCN and/or Effective Date and MAKE CORRECTIONS directly inside the box (CCN and/or Effective Date)

**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.

<table>
<thead>
<tr>
<th>Delete</th>
<th>CCN</th>
<th>Effective Date</th>
<th>Effective Reporting Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123456</td>
<td>04/23/2020</td>
<td>2020Q2</td>
</tr>
</tbody>
</table>

Make corrections directly in the box

**NOTE:** The CCN Effective Date is used by your facility to determine when you should be shared with CMS for a given reporting deadline. Your facility’s CCN Effective Date is the date you must received the CCN from CMS. Your facility’s data will be shared with CMS from the CCN Effective Date and forward.
4. After edits are completed, **Click “SAVE”**

5. You will receive an Alert pop up box to acknowledge the entered CCN was saved successfully. **Click “OK”**
6. Click “CLOSE” button, which will return you to the “Edit Facility Information” page.

7. VERIFY that the newly edited CCN and/or Effective Date values are correctly listed.

YOU HAVE SUCCESSFULLY EDITED AN EXISTING CCN IN NHSN