

# Adding the Healthcare Personnel Safety Component to Long-term Care Facilities

## Introduction

Before long-term care facilities (LTCFs) can begin reporting annual healthcare personnel (HCP) influenza vaccination data, they must first enroll their facility in NHSN, obtain SAMS level 3 access, and activate the Healthcare Personnel Safety (HPS) Component. This document will provide an overview of how to complete these steps.

## Enroll Facility

New LTCFs will first need to enroll in NHSN. An overview of how to enroll facilities can be found on the [5-Step Enrollment for Long-term Care Facilities web page](#). If your facility is already enrolled in NHSN, then you can proceed to follow instructions on how to obtain SAMS level 3 access.

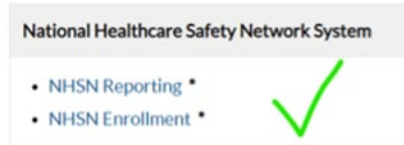
## Obtain SAMS Level 3 Access

LTCFs that already have Level 1 access must upgrade to Level 3. To see if you already have Level 3 access, you can review your interface and compare to the screenshots below:

### ▪ SAMS Level 1



### SAMS Level 3



If you need to upgrade to Level 3, all users and the NHSN facility administrator (FA) must complete an identity proofing process for security purposes. We will review this process here, and all individuals will receive an e-mail from SAMS ([sams-no-reply@cdc.gov](mailto:sams-no-reply@cdc.gov)) with the same instructions.



There are two options for validating identity:

- **Option 1-Experian:** Using a secure interface, the individual will provide Experian their Social Security Number (SSN) and Date of Birth (DOB). This information is sent directly to Experian and is NOT stored or saved by SAMS/CDC. Experian will attempt to validate their information and may ask the individual a series of questions based on their credit history. There is no impact on their credit score or credit worthiness. This is the fastest and most secure method to complete the SAMS identity proofing process.
- **Option 2-Document Review:** The individual will be required to complete a form included at the bottom of the identity verification instructions e-mail. This form, along with appropriate identification, will need to be reviewed by a notary or other trusted third party, and copies submitted to SAMS via secure upload or by mail. Once received by SAMS, it will be reviewed and validated. This process can take several weeks to complete depending on volume and how the documentation is sent to SAMS.

After SAMS confirms their identity, the individual will either authenticate their Level 3 access via a soft token or a SAMS grid card that will be delivered to their residential/home address by U.S. mail. This will allow the individual Level 3 access to SAMS.

## Activate the HPS Component

Please note that only the NHSN FA can add and activate the HPS component. If the previous NHSN FA has left the facility, NHSN can add an individual as the new NHSN FA. To do so, a user must complete the [Change NHSN Facility Administrator form](#). This form will be verified within 5 business days. After this, the user should receive an e-mail from SAMS verifying the new NHSN FA. Please remember to check your junk/spam e-mail for this message.

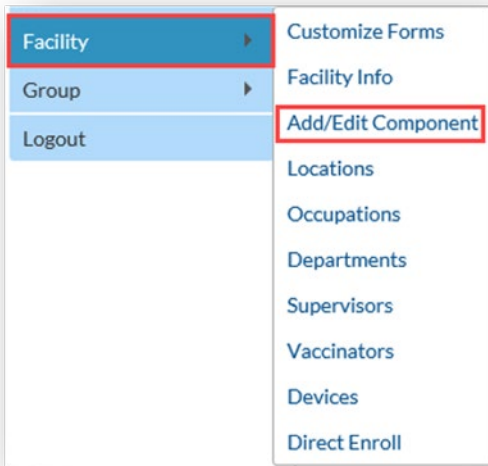
Once the NHSN FA has verified their identity, they must log in to SAMS using the NHSN Reporting option instead of the LTC Reporting option.



After the NHSN FA logs in using Level 3 access, they must navigate to “Facility” and then “Add/Edit Component” on the left-hand navigation bar. Next, check the box next to HPS Component.

**Please do not de-activate any other NHSN Components, such as the LTC Facility Component.** De-activating will occur if you uncheck the box next to a component that was already checked.

August 2023



Scroll to “Components Followed” and check the box next to Healthcare Personnel Safety. An alert will pop-up indicating you must first define the primary contact for this component.

The screenshot shows a facility configuration page. At the top, there are fields for Zip Code (29405), Phone (184-350-1747), and Fax. Below these are fields for Facility type (LTC-SKILLNURS - Skilled Nursing Facility) and IHS Facility status (No). A warning alert is displayed, stating: "You must define the Primary Contact for this component before you can start following it. Go to the Contact Data section of the page to enter the Primary Contact information. Note: You will be required to complete a survey for the most recently completed calendar year if Healthcare Personnel Exposure reporting is selected on your monthly plan. Please print the survey from the Print Survey Form link next to the component." Below the warning is a table titled "Components Followed". A red arrow points to the "Healthcare Personnel Safety" row, which has a checked checkbox in the "Followed" column.

Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input type="checkbox"/>	Biovigilance				
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety				
<input checked="" type="checkbox"/>	Long Term Care Facility	05/08/2023		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input type="checkbox"/>	Patient Safety				

Select “OK” and enter the contact information on the next page for your HPS Component primary contact.

Note: this can be an existing NHSN user.

August 2023

The screenshot shows a web form titled "Edit Record" with two radio buttons at the top: "Use Existing NHSN User" (selected) and "Create new NHSN User". Below this is a text field for "Existing NHSN User Email". The form contains several required fields marked with a red asterisk: Username, Password, Verify Password, First Name, Last Name, Middle Name, Phone, Email, Title, Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code, and Fax. There are also optional fields: Contact Type (set to "HCP - Healthcare Personnel Primary Contact"), Middle Name, Phone Ext, Zip Code Ext, and Pager Number. A button with a mail icon and the text "Click to copy mailing address from the facility" is located above the address fields. At the bottom right, there are "Submit" and "Cancel" buttons.

Click Submit.

After submitting and updating this information, the FA must return to the NHSN homepage and log into the HPS Component to accept the agreement to participate and consent. Once rights are accepted, your facility is ready to submit data to the HPS Component, including annual HCP influenza vaccination data.

## Contact Information

For questions or concerns, please send an e-mail to [NHSN@cdc.gov](mailto:NHSN@cdc.gov).

Please write "HPS Flu Summary" in the subject line of the e-mail and specify your facility type.

You can also view the various resources for annual HCP influenza vaccination data reporting on the [Healthcare Personnel \(HCP\) Flu Vaccination web page](#).