NHSN Facility Enrollment

New to NHSN?
Guided Steps to Enroll Your Facility
Audience

- Users who need to enroll a facility into NHSN
- Users who need to enroll additional facilities
Learning Objectives

By the end of this learning event, you will be able to:

- Successfully enroll a facility or multiple facilities into NHSN
- Know the SAMS process in relation to NHSN enrollment
Key Personnel Roles

Facility Administrator- the person enrolling the facility in NHSN

**NOTE:** The NHSN Facility Administrator does not have to be the Office Administrator within the physical facility.

The Facility Administrator:
- Manages users and user rights
- Manages locations and patients
- Can add, edit & delete facility data
- Authority to nominate groups (data sharing arrangements)

**NOTE:** Only the Facility Administrator can reassign their role to another user
Key Personnel Roles (cont.)

NHSN User

- User Rights are determined by Facility Administrator
  - View data
  - Data entry
  - Data analysis

- May be given Administrative Rights that allow you to:
  - Add locations
  - Add surgeons
  - Add other users

- One person may hold multiple roles
NHSN Enrollment
Steps 1-5

Step 1: Enrollment Preparation

Step 2: Complete NHSN Registration
  - Receive “Welcome to NHSN” email

Step 3: Secure Access Management Registration (SAMS)
  - Provide Identity Proofing Documentation

Step 4: Submit Enrollment Forms Electronically
  - Receive “NHSN Facility Enrollment Submitted” email

Step 5: Sign and Send Consent Form
  - Receive “NHSN Enrollment Approved” email
Step 1 - Training and Preparation

- Review all training materials **before** beginning enrollment

- Suggested trainings are listed on the NHSN Training Website:  [http://www.cdc.gov/nhsn/training/](http://www.cdc.gov/nhsn/training/)
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Step 2- Complete NHSN Registration

On NHSN website, click **Enroll New Facility** button. Located at [https://www.cdc.gov/nhsn](https://www.cdc.gov/nhsn)
Step 2 – Complete NHSN Registration

On NHSN Enrollment page, located at https://www.cdc.gov/nhsn/enrollment,

The Select a Facility Type to Enroll section, contains the enrollment process for each facility type.

Click your facility type button to begin the 5-Step process.
Step 2 – Complete NHSN Registration

Step 1 includes the NHSN Facility Administrator (FA) Enrollment Guide along with additional FA resources.
Step 2 – Complete NHSN Registration

Step 2 Register and agree to the Rules of Behavior. Click Rules of Behavior link to access.

Step 2: Register

Agree to Rules of Behavior and register facility with NHSN using CMS Certification Number (CCN) or CDC assigned enrollment ID.

Time to complete step 2: 10 minutes
Facility Administrator completes this form:

- You must use the same email address for all enrollment steps
- Please ensure that you enter your email address correctly, as all subsequent emails will come to this address
- If your Facility Identifier does not validate, you can request a CDC Registration ID by emailing nhsn@cdc.gov
- Click Submit button once it is complete
Following successful registration, you will immediately receive a “Welcome to NHSN” email and an Invitation to Register with SAMS (step 3).
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Step 3b: Complete and Submit Identity Proofing Verification

From the ‘Identity Verification Request’ email, print the Identity Verification Form, complete it, and take it to a notary public for endorsement. Fax the form and supporting documentation to CDC. You will receive ‘SAMS Account Activation’ and ‘SAMS Activity Authorization’ emails when your access is approved.

To access SAMS, you must receive your SAMS grid card, which will be delivered to your home address via U.S. mail within 14-21 days of your SAMS approval email. If you do not receive your grid card within 21 days, please contact samshelp@cdc.gov for assistance.

Time to complete step 3b: 35 minutes
Step 3 – Secure Access Management (SAMS) Registration

- SAMS provides secure online access which allows exchange of information between CDC and Public Health Partners.
- You will receive an invitation to register with SAMS, which provides instructions for registration, and identity verification in order to obtain access to CDC applications, including NHSN.
- During registration you will set a password which expires every 60 days.
- You will also have the option to choose either a mobile soft token or a hard token (Grid card), which adds an additional level of security when logging into the NHSN application.

**NOTE:** Please remember to notate the answers to your security questions in the event that you need to reset your password.
Step 3 – SAMS Registration cont.

The Invitation to Register contains your Username and Password for SAMS registration to be entered on the login page.
Step 3 – SAMS Registration cont.

After accepting the SAMS Rules of Behavior, enter the required registration information and click Submit.
Step 3 –SAMS Registration cont.

Carefully follow the instructions in the email to ensure the enrollment process is not delayed.

Hello New NHSN User,

Thank you for registering with CDC's SAMS. Your registration information has been received. Your next step is to verify your identity through a process called "identity proofing".

SAMS supports two options to identity proof. Please review each option below and select what works best for you.

**OPTION 1 - Experian Precise ID Check (preferred method)**

Using a secure interface, you will provide Experian your social security number (SSN) and Date-Of-Birth (DOB). This information is sent directly to Experian and NOT stored by SAMS or CDC. Experian will validate this information and may ask you a series of questions derived from details contained in your credit report. This option will not impact your credit score or credit worthiness.

This process takes less than a minute and is the fastest way to complete the SAMS identity proofing process. If Experian is unable to validate your identity, you can still complete the identity verification process using Option 2.

To initiate the Experian Precise ID check select the link below and log into SAMS using the 'SAMS Credentials' option. You will login using your SAMS username (email address) and recently established password.

https://sams.cdc.gov/samspidproofing/idusers/edit/4743

**Note:** Using Experian will not impact your credit score nor credit worthiness.
Step 3 – SAMS Registration cont.

- Once your identity has been verified, you will receive confirmation of approval for SAMS access.

- The first option is a soft token that requires the installation of an Entrust Authenticator application on your phone, tablet, or computer.

- The second option is a hard token which is a physical entrust Grid card mailed to your home address.

Note: The option to log in using only your username and password provides Level 2 security access. In order to gain Level 3 access, which is necessary for NHSN use, you must use your secondary authentication token.
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Step 4 – Access/Complete NHSN Enrollment Forms

After logging into SAMS using your soft token or grid card, click on NHSN Enrollment.
Step 4 – Access/Complete Enrollment Forms cont.

Click “Access and Print required enrollment forms”
Print required forms listed under the component you are enrolling in, which will be submitted electronically in the next step.

<table>
<thead>
<tr>
<th>Facility Enrollment Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patient Safety Component</strong></td>
</tr>
<tr>
<td>Hospital applicants, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Facility Survey</td>
</tr>
<tr>
<td>Inpatient Rehabilitation Facility, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Annual Facility Survey for IRF</td>
</tr>
<tr>
<td>Long Term Acute Care Hospital, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Annual Facility Survey for LTAC</td>
</tr>
<tr>
<td><strong>Outpatient Procedure Component</strong></td>
</tr>
<tr>
<td>AMB-SURG facilities, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Outpatient Procedure Facility Survey</td>
</tr>
<tr>
<td><strong>Healthcare Personnel Safety Component</strong></td>
</tr>
<tr>
<td>Any facility type, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Home Dialysis Facility, print these:</td>
</tr>
<tr>
<td>- Home Dialysis Center Practices Survey</td>
</tr>
<tr>
<td><strong>Long Term Care Facility Component</strong></td>
</tr>
<tr>
<td>Any facility type, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Facility Survey</td>
</tr>
<tr>
<td><strong>Biovigilance Component</strong></td>
</tr>
<tr>
<td>Any facility type, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Acute-Care Facility, print these:</td>
</tr>
<tr>
<td>- Acute Care Facility Survey</td>
</tr>
<tr>
<td>- Non-Acute Care Facility, print these:</td>
</tr>
<tr>
<td>- Non-Acute Care Facility Survey</td>
</tr>
<tr>
<td><strong>Dialysis Component</strong></td>
</tr>
<tr>
<td>AMB-HEMO and AMB-PEDHEMO facilities, print these:</td>
</tr>
<tr>
<td>- Facility Contact Information</td>
</tr>
<tr>
<td>- Outpatient Dialysis Center Practices Survey</td>
</tr>
</tbody>
</table>
Step 4 – Access/Complete Enrollment Forms cont.

- While completing facility enrollment forms, please keep in mind that the person you list as the NHSN Facility Administrator, should be the same individual who has completed the previous enrollment steps (which includes SAMS registration).

- During the enrollment process, facilities open prior to the current calendar year should select the option “Yes, Operational in the Prior Calendar Year”.

- The NHSN Facility Administrator is not to be confused with the facility’s office administrator, CEO, COO, etc. This should be the person responsible for managing the NHSN facility.
Step 4 – Access/Complete Enrollment Forms cont.

- After accessing, printing and completing required enrollment forms, select “Enroll a facility”
- Complete Enrollment Step 4 in one session!

**NOTE:** You **cannot** save work in progress
Required fields are marked with a red asterisk (*)
Please use a Temp Enrollment number if your CCN number does not validate

Step 4 – Access/Complete Enrollment Forms cont.
Step 4 – Access/Complete Enrollment Forms cont.

- Once the required fields are completed, a confirmation message will display.

- The Facility Administrator will immediately receive an “NHSN Facility Enrollment Submitted” email with a link to the consent form.
  - If you do not receive this email, contact the NHSN Helpdesk at nhsn@cdc.gov.
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Step 5 –Sign and Send Consent

Step 5: Submit Consent

Login to NHSN, select the appropriate component, and review the “Agreement to Participate and Consent”. Check the box to ‘Accept’ next to the appropriate contact name and then ‘Submit’ the form in each component.

Time to complete step 5: 5 minutes
Step 5 – Sign and Send Consent

- The Facility Administrator will receive an NHSN email, subject line “NHSN Facility enrollment submitted” which includes a link to your Agreement To Participate and Consent form.
- Log into the SAMS portal at sam@cdc.gov and select the NHSN Reporting option.
- The Facility Administrator or the Primary Contact person must accept the agreement for each component.

![SAMS secure access management services](image)
Step 5 – Accept and Submit Consent Form

Agreement to Participate and Consent Form

Accept the Agreement to Participate and Consent form. This is done by placing a check mark in the Accept box and selecting the Submit button on the bottom of the screen. This will Activate the facility.

*If you are not able to view this section of the screen, scroll down and to the right of the bottom of the bottom of the page.

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Safety Primary Contact</td>
<td>Tiffany Dozier</td>
<td>404-555-1212</td>
<td><a href="mailto:HGY7@CDC.GOV">HGY7@CDC.GOV</a></td>
<td></td>
</tr>
</tbody>
</table>
Facility Administrator will receive email notification of facility activation

**Subject:** NHSN enrollment approved

Welcome to the National Healthcare Safety Network (NHSN)!

Your facility has been approved as a new member of NHSN.

Facility Name: Test Facility
Facility ID: XXXXX

As the Facility Administrator you may now access the SAMS Partner Portal by clicking [here](https://nhsn2.cdc.gov/nhsn/).

However, you must receive your SAMS grid card, which will be delivered to your home address via U.S. mail, before you may access NHSN through SAMS.

After you receive your grid card in the mail you can reach the NHSN activity home page directly by clicking [https://nhsn2.cdc.gov/nhsn/](https://nhsn2.cdc.gov/nhsn/).

When prompted, please enter your SAMS account User Name and Password, then click the Login button.

If you've forgotten your password, you may reset it by following the 'Forgotten Password' link on the SAMS Portal log in page.
Congratulations! You are now ready to enter data in NHSN!