NHSN Facility Enrollment
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 may not be the Administrator at your 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)
- An NHSN Facility Administrator will have this role for every component

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

- NHSN User
  - Rights are determined by Facility Administrator
    - View data
    - Data entry
    - Data analysis
  - May be given administrative rights
    - This gives the new user the right to view, enter, and analyze data, but also to add locations, surgeons, and 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

- Training requirements 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 **New to NHSN? Enroll Facility Here** button.
Located at https://www.cdc.gov/nhsn
Step 2 – Complete NHSN Registration

Click **Agree** button to agree to the Facility/Group Administrator Rules of Behavior
Step 2 – Complete NHSN Registration

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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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 identifies proofing 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 be issued an electronic grid card which adds an additional level of security when logging into the system.

**NOTE:** Please remember to note the answers to your security questions in the event that you need to reset your password.
The Invitation to Register contains your Username and Password for SAMS registration.
Step 3 – SAMS Registration

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

- 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 Partner Portal. Your registration information has been received and is currently pending approval.

In order to provide individuals with access to non-public information, U.S. law requires the identity of potential users to be verified - this step is critical in helping to protect people’s private data and in helping to prevent information misuse. Please be assured that CDC and its Programs have made every effort to keep this necessary process as simple and non-intrusive as possible. Also be assured that your identity information will only be used to help determine your suitability for access and that this data will not be shared outside of CDC programs.

To complete identity verification, please print the form attached to this email message and follow the instructions provided below. The required steps are as follows:

1. Complete the Applicant Section in the attached form - part of the information has been pre-filled for you based on the information you supplied during registration.
2. Take the printed form, along with appropriate photo identity documentation to a Proofing Agent (a person specifically designated by CDC to conduct identity verification or a Notary Public). Have them verify your identity and complete the Proofing Agent / Notary Section. Acceptable forms of identification are listed in the table below.

You must provide one (1) unexpired document from List A and one (1) additional unexpired document from List B.

<table>
<thead>
<tr>
<th>List A - Primary Photo ID</th>
<th>List B - Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s license or ID card issued by a state</td>
<td>Driver’s license or ID card issued by a state or outlying possession of</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
</tbody>
</table>

Note: This email will instruct you to submit your identity proofing documents via fax or upload. Please keep in mind that uploading the documents will offer the faster turnaround time.
Step 3 – SAMS Registration

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

- You will also be issued an electronic grid card which is used when logging into the system along with your username and password.

- Grid card is received at your home address via USPS. Please be sure not to use your facility address.

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

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

- **Select** “Access and Print required enrollment forms”
Step 4 – Access/Complete Enrollment Forms

- Print required forms listed under the component you are enrolling in, which will be submitted electronically in the next step.
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).

On the enrollment survey, facilities which have opened during the current calendar year should select the option “Not Operational in the Prior Calendar Year”. If the newly enrolled facility was opened, but had not enrolled into NHSN in the prior calendar year, that option should not be selected on the survey.

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

- After accessing, printing and completing required enrollment forms, select “Enroll a Facility”
- From here, complete Enrollment Step 4 in one session!

**NOTE:** You **cannot** save work in progress
Step 4 – Access/Complete Enrollment Forms

- Submit required form information
- Required fields are marked with an asterisk (*)
Step 4 – Access/Complete Enrollment Forms

- Once required forms are submitted, confirmation message displays

- The Facility Administrator will immediately receive an “NHSN Facility Enrollment Submitted” email with a link to your 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

- Agreement to Participate and Consent includes:
  - NHSN Purposes
  - Eligibility
  - Data collection and reporting requirements
  - Assurance of Confidentiality
Step 5 – Electronically Accept Consent Form

- The Facility Administrator and each component contact will receive an NHSN email, subject line “NHSN Patient Safety Component enrollment submitted” which provides instruction on the consent form process. * (The wording could be slightly different depending on the component/s that you are enrolling in)

- The consent form must be accepted within 60 days or the facility will be withdrawn

The following facility has been submitted for enrollment in the NHSN:

- Facility Name: AGP
- Component: Patient Safety
- Tracking Number: 54538

NHSN Facility Administrator: Yvonne Smith XXXX@CDC.GOV
Component Primary Contact: Yvonne Smith XXXX@CDC.GOV

To activate this facility and component, the component's primary contact must accept the consent form within 60 days.

If you are listed above as the primary contact for this component, please log in to NHSN at https://sams.cdc.gov and select NHSN Reporting to accept the Agreement to Participate and Consent form. The deadline to activate the component is 02/03/2018.

The facility will be withdrawn if none of the primary contacts accept the consent form by 02/03/2018.

If you have questions, please contact us at nhsn@cdc.gov. For information on the NHSN, please visit the member's web site at https://www.cdc.gov/nhsn.
Step 5 – Electronically Accept Consent Form

- Immediately after each component contact has accepted the form, the facility is active and that component is accessible. *If you have enrolled in multiple components, it is possible that only one may be active at a time if both contacts have not accepted the form.

- You may now log into NHSN and access your facility.

The following facility's component has completed the NHSN Agreement to Participate and Consent Form:

- **Facility Name:** The Wright Group Hospital
- **Component:** Patient Safety
- **Consent Date:** 10/25/2017
- **Facility ID:** 14920

**NHSN Facility Administrator:** Tiffany Dozier XXXX@CDC.GOV  
**Component Primary Contact:** Yvonne Smith XXXX@CDC.GOV

The component has been activated and users may now log into NHSN and report data.

If you have questions about NHSN, please contact us at nhsn@cdc.gov. For information on the NHSN, please visit the member's web site at http://www.cdc.gov/nhsn.
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