NHSN Facility Administrator Enrollment Guide

DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION
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Introduction

The NHSN Facility Administrator Enrollment Guide is intended for those individuals interested in enrolling their healthcare facility into NHSN. This individual is considered the NHSN Facility Administrator and is responsible for completing all instructions in this guide.

The person designated as the **NHSN Facility Administrator** is the only person who can enroll a facility in NHSN or reassign the role of Facility Administrator. This person is also the only person who has rights to manage/negotiate locations and patients that are used across components. The NHSN Facility Administrator has the ability to nominate groups, that is, entities with which your hospital wants to share some/all of its data (e.g., state or county health department, corporate headquarters). Therefore, this role should be given to an individual who has the authority to perform these functions within your hospital's organizational structure.

If you will enroll only in the **Patient Safety Component**, the person responsible the Infection Prevention/Control department is a good candidate for both NHSN Facility Administrator and the NHSN Patient Safety Primary Contact Person.

If you will enroll only in the **Healthcare Personnel Safety Component**, the person responsible for the occupational health functions is a good candidate for both NHSN Facility Administrator and NHSN Healthcare Personnel Safety Primary Contact Person.

If you will enroll only in the **Biovigilance Component**, the person responsible for blood transfusion functions is a good candidate for both NHSN Facility Administrator and NHSN Biovigilance Primary Contact Person.

If you will enroll in **more than one component**, the NHSN Facility Administrator should be a person with authority in areas overseeing each component.
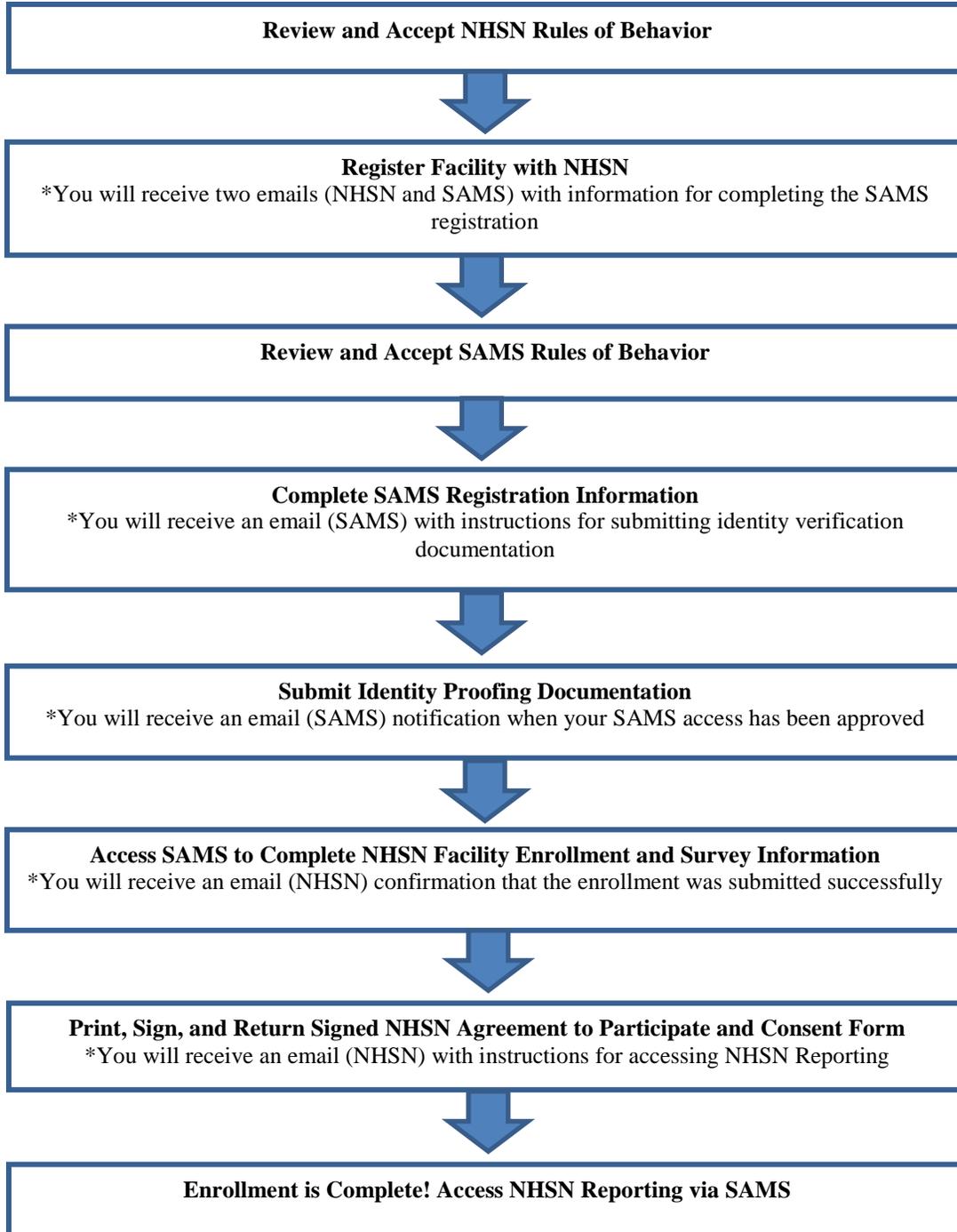
NOTE: When enrolling, the NHSN Facility Administrator has the option to designate another individual at the facility as Primary Contact Person for each component. This person will need to be added as a user by the NHSN Facility Administrator once the facility has been activated by NHSN.

Please note that each step in this guide should be completed **in order** to ensure a successful facility enrollment. The Enrollment Diagram provided on page 3 can be used a checklist as you complete each step in the enrollment process.

How Does an NHSN Facility Get Started?

After completing the required training, you're ready to enroll your facility following these steps.

Review and Accept NHSN Rules of Behavior

⬇

Register Facility with NHSN
*You will receive two emails (NHSN and SAMS) with information for completing the SAMS registration

⬇

Review and Accept SAMS Rules of Behavior

⬇

Complete SAMS Registration Information
*You will receive an email (SAMS) with instructions for submitting identity verification documentation

⬇

Submit Identity Proofing Documentation
*You will receive an email (SAMS) notification when your SAMS access has been approved

⬇

Access SAMS to Complete NHSN Facility Enrollment and Survey Information
*You will receive an email (NHSN) confirmation that the enrollment was submitted successfully

⬇

Print, Sign, and Return Signed NHSN Agreement to Participate and Consent Form
*You will receive an email (NHSN) with instructions for accessing NHSN Reporting

⬇

Enrollment is Complete! Access NHSN Reporting via SAMS

Step 1. Read the NHSN Rules of Behavior

After the required training has been completed, the first step to NHSN Enrollment is for the person who will serve as the NHSN Facility Administrator to access and read the NHSN Rules of Behavior from http://nhsn.cdc.gov/RegistrationForm .

A copy of the NHSN Rules of Behavior may be printed by clicking the **Print** link at the bottom of the screen.

To indicate agreement with the terms and conditions as stated in the NHSN Rules of Behavior, click **Agree** and you will be guided to the NHSN Registration page. Otherwise, click **Do Not Agree** and discontinue enrollment.

Step 2. Register with NHSN

At the Registration Form page, you will be asked to provide a few key pieces of information, including:
- The name of the NHSN Facility Administrator
- Email address for the NHSN Facility Administrator
- Facility identifier
    - You will need your hospital's American Hospital Association (AHA) ID#, CMS Certification Number (CCN), or VA Station Code to proceed. If you do not have one of these identifiers or if they're not accepted during registration you may contact nhsn@cdc.gov for an NHSN Enrollment Number. NOTE: If your facility is participating in any of CMS's quality reporting programs, such as the Hospital Inpatient Quality Reporting Program, you are required to enter your CCN during enrollment or on the Facility Information screen after enrollment is completed.
- Training completion date
    - Enter the date you completed all of the required training sessions.
    - **NOTE:** If you have participated in a face-to-face NHSN training session endorsed by the CDC (i.e., from State groups or CDC day training), we recommend that you also review our training sessions, especially for those protocols and topics which may not have been covered during CDC-endorsed trainings. When registering as a user of NHSN, you may enter the date of the CDC-endorsed training you attended as the training completion date.

Enter the correct information and click **Save.**

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NOTE: To ensure that information sent by email is not blocked by your organization's anti-spam program, please contact your IT department and request that they specifically allow sams-no-reply@cdc.gov, phintech@cdc.gov, and nhsn@cdc.gov to get through.

Step 3. Register with SAMS

After CDC receives your completed registration, you will receive an email similar to the following:

Hello

You have been invited to register with the U.S. CDC's Secure Access Management Service (SAMS). Registration with SAMS will allow you to access selected CDC Extranet applications specifically designed and implemented for the Public Health community. A registration account has already been created for you. A link to this account and a temporary password word are provided below. This invitation is valid for 30 days.

Should you have questions with the SAMS registration process, please contact our Help Desk for assistance.

Thank you,

The SAMS Team

SAMS basic registration process includes the following steps:

1. **Online Registration** - Follow the link below and use the included temporary password to log into SAMS' user registration pages. During registration, you will be asked to supply some basic information about yourself. This information will help CDC Program Administrators provide you with the application access most appropriate for your role in Public Health. You will also choose your personal SAMS password to help keep your account private and secure.
2. **Identity Verification** - Once you complete your online registration, you will receive an email with instructions for completing Identity Verification. In order to provide individuals with access to non-public information, U.S. law **requires** that the identity of potential users is first 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 registration materials will only be used to help determine your suitability for information access and that these materials will not be shared outside of CDC programs.
3. **Access Approval** - Once your Identity Verification is complete, CDC Program Administrators will determine the access level most appropriate for your role and will activate your SAMS account. SAMS will send you an account activation email with a link to the SAMS portal page where you can begin using your extranet applications.

To register with SAMS, please click the following link or cut and paste it into your browser:

https://sams.cdc.gov/idm/SAMS/ca/index.jsp?task.tag=SAMSRegistration

When prompted, please enter:

- Your Username:
- Temporary Password:

and click the Login button.

***Note:** In order to access SAMS, your browser **must** be configured to use TLS 1.0 encryption. If your computer is not configured for TLS, or if you are unsure, please contact your local IT System Administrator for assistance.

- In the *Invitation to Register* email you received, click the link to SAMS, or cut and paste the following link into your browser: https://sams.cdc.gov/idm/SAMS/ca/index.jsp?task.tag=SAMSRegistration

  The screen shown below displays:
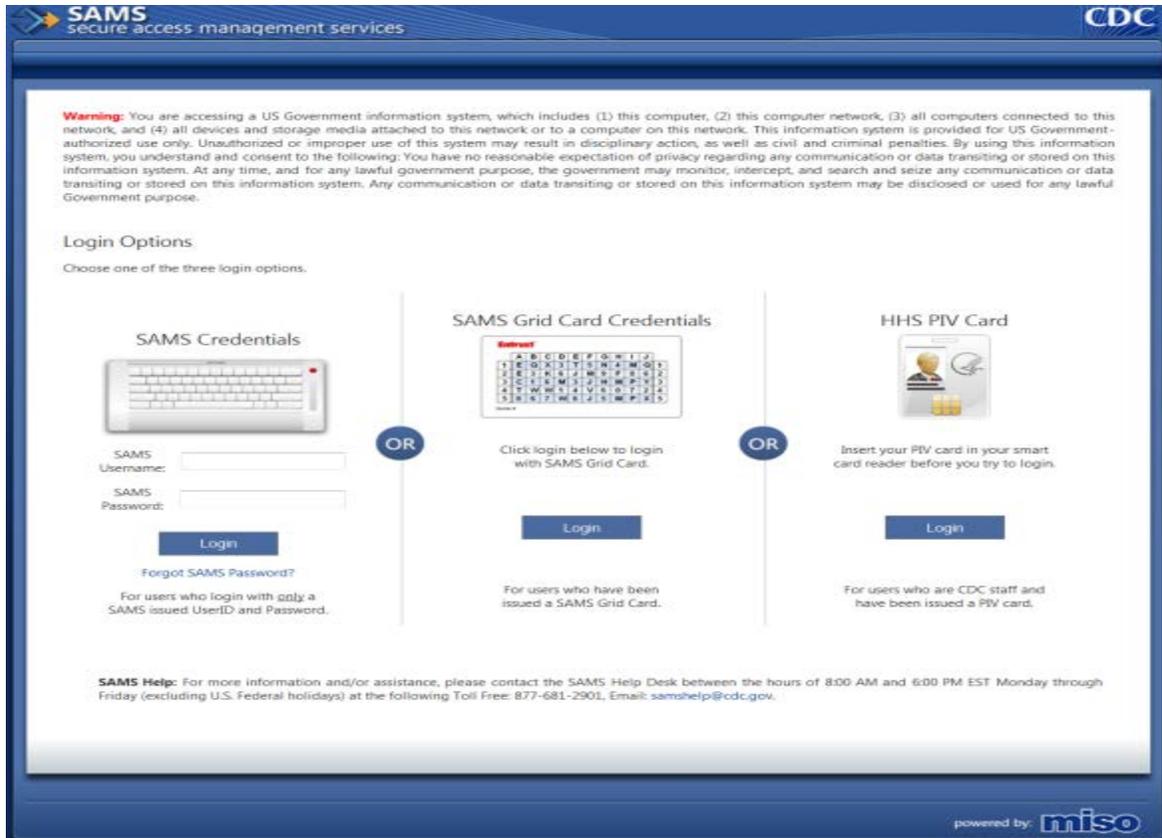
- On the *Log In* screen, enter the user name and password provided in the email, and click the **Login** button. The SAMS *Rules of Behavior* screen displays.

- Read the SAMS *Rules of Behavior* and click the **Accept** button.

The SAMS registration page displays.

Secure Access Management Services (SAMS)

CDC

Welcome: Shea Graffo — 🔒 Logout

Registration

Please provide the following information to register with SAMS, and click Submit. Required fields are marked with a red asterisk (*). Your registration will be routed to a SAMS Application Administrator for approval. You will receive an email notification when your registration has been approved and you have been granted access to SAMS.

Field	
User ID	
First Name*	
Middle Name	
Last Name*	
Suffix	
Email	

Home Address

Field	
Address Line 1*	
Address Line 2	
City*	
State*	
Postal Code*	
Country*	Please select a country

Field	
Organization Name*	
Organization Role	

Organization Address

Field	
Address Line 1*	
Address Line 2	
City*	
State*	
Postal Code*	
Country*	Please select a country

Field	
Primary Phone*	
Alternate Phone	

You must specify a new password. You password must:

- Be seven or more characters long.
- Contain at least three of the following: uppercase, lowercase, numeric, and numeric character.
- Not contain your username or any part of your full name.
- Be different than your previous 13 passwords.

Password*	●●●●●●●	Confirm Password*	

Your answers to the following questions will be used to verify your identity should you forget your password.

Question:		Answer:	
Q1*	Name of the city/town where you were born	A1*	
Q2*	Name of the city/town where you were born	A2*	
Q3*	Name of the city/town where you were born	A3*	
Q4*	Name of the city/town where you were born	A4*	
Q5*	Name of the city/town where you were born	A5*	

[Submit] [Cancel]

- Enter information in the fields displayed. Fields marked with an asterisk are required.
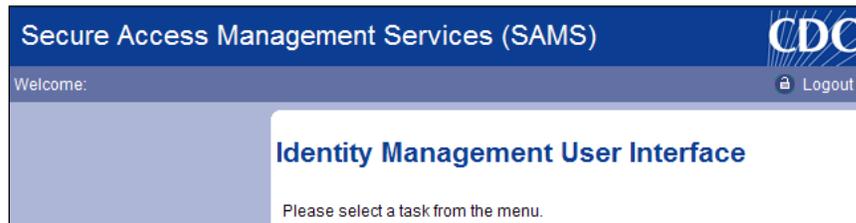
- Change your password. Ensure that your password meets the requirements displayed on the screen.

- In the *Question* section, select a question from the list displayed in line 1.

- In the *Answer* section in line 1, type your answer to the question you selected.

- Repeat steps 6 and 7 until all five questions are answered.

  Note: Be sure that the questions you select have answers you are sure to remember.

- Click the **Submit** button to complete your registration. The registration confirmation message displays.

Secure Access Management Services (SAMS)   CDC

Welcome: 🔒 Logout

Registration

Task has been submitted for processing on Friday, May 1, 2009. The status is complete.

Thank you for completing SAMS registration!

What happens next:

U.S. law requires the identity of potential users to be verified before providing them with access to non-public information. You will soon receive an email that contains a short form for you to complete and instructions for in-person identity verification.

Once you have completed verification, CDC Program Administrators will determine the access level most appropriate for your role and activate your SAMS account. You will then receive email with links to the SAMS portal page and your application(s).

Thank you in advance for your help and patience while we work together to complete these final steps.

If you have any questions or concerns, please contact the SAMS Help Desk between the hours of 8:00 AM and 8:00 PM EST Monday through Friday (excepting U.S. Federal holidays) at the following:

Local: 770-454-4863
Toll Free: 1-800-532-9929
Email: phintech@cdc.gov

[OK]

Identity Management User Interface

Please select a task from the menu.

- Click the **OK** button to acknowledge the message and display the screen below. Notice that no tasks appear in the left-hand portion of the screen. Once you have registered, you cannot perform any tasks in SAMS until you are approved for an activity.

Secure Access Management Services (SAMS) | **CDC**

Welcome: | 🔒 Logout

Identity Management User Interface

Please select a task from the menu.

- Click the **Logout** link.

- Follow the Identity Verification instructions included in the SAMS Registration Email Notification.

Step 4. Enroll in NHSN

Once you have successfully registered with SAMS and provided your identify verification documentation, you will receive an email indicating your registration is approved. You can then access NHSN by going to the SAMS website at: https://auth.cdc.gov. You will also receive your SAMS Grid Card Credentials by U.S. mail at the address provided during registration.

> **NOTE:** You are given the option of logging in with only a Username and Password. If you choose this method, the system will grant Level 2 access. In order to log in with the Level 3 access required to utilize NHSN, you must log in using your SAMS Grid Card Credentials.

REMEMBER: You must use Internet Explorer when accessing NHSN.

When you arrive at the SAMS website, you may want to bookmark the page, either individually or in a special NHSN bookmark folder. If you are unsure how to bookmark a web page, please contact your IT department for assistance.

- Enter your user name, password and the requested grid card information and click **Log In**.

- You will then be brought to the SAMS homepage. In the middle of the page, you should see a link to the National Healthcare Safety Network labeled **NHSN Enrollment**.

- Click on the **NHSN Enrollment** link to go to the **NHSN Enrollment** page.

NOTE: Do <u>not</u> use the browser's Back button. Always use the buttons provided on a page or use the navigation bar on the left to move around within the NHSN web pages.

4.1   Download and Print Enrollment Forms

- From the **Enroll Facility** page, click on Access and print required enrollment forms option.

Facility Enrollment Forms

Patient Safety Component
Hospital applicants, print these:
    Facility Contact Information
    Facility Survey
Outpatient Dialysis Center, print these:
    Facility Contact Information
    Outpatient Dialysis Center Practices Survey
Inpatient Rehabilitation Facility, print these:
    Facility Contact Information
    Annual Facility Survey for IRF
Long Term Acute Care Hospital, print these:
    Facility Contact Information
    Annual Facility Survey for LTAC

Healthcare Personnel Safety Component
Any facility type, print these:
    Facility Contact Information

Long Term Care Facility Component
Any facility type, print these:
    Facility Contact Information
    Facility Survey

Biovigilance Component
Any facility type, print these:
    Facility Contact Information
    Facility Survey

[Back]

- From the **Facility Enrollment Forms** page, print the forms needed for the Component into which you are enrolling (i.e., Patient Safety as a hospital or as an Outpatient Dialysis Center, or Healthcare Personnel Safety). *__Complete these forms before attempting to enroll online__.*
    - You will need your hospital's American Hospital Association (AHA) ID#, CMS Certification Number (CCN), or VA Station Code to proceed. If you do not have one of these identifiers or if they're not accepted during registration you may contact nhsn@cdc.gov for an NHSN Enrollment Number. Check the box of those IDs that are not applicable. NOTE: If your facility is participating in any of CMS's quality reporting programs, such as the Hospital Inpatient Quality Reporting Program, you are required to enter your CCN during enrollment <u>or</u> on the Facility Information screen after enrollment is completed.
    - You must also indicate a facility type from the drop down list. If you are unsure of which type to select, contact us at nhsn@cdc.gov.

4.2 Complete Facility Contact Information and Facility Survey <u>online</u>.

- Once you're ready to enroll, log in to SAMS, access NHSN Enrollment, and go to the **Enroll Facility** page. Click on the **Enroll a facility** option. Enter the data from the completed forms onto the screen and click **Submit.**

- NOTE: It is not necessary to enter all of these verification numbers. For example, if you choose to enter your facility's CCN, you may check the "not applicable" box next to the AHA ID# and the VA Station Code.

- NOTE: In the unlikely event that your facility does not have an AHA ID#, CMS Certification Number (CCN) or VA Station Code, a prompt will appear that will instruct you to contact the

CDC NHSN Administrator who will assign an enrollment number to your facility. When you click OK on the prompt, a new data entry field will appear, called "Enrollment Number".

- Once submitted successfully, you can close the browser.

Step 5. Print, Sign and Return Signed Consent Form to CDC

After you have successfully completed the enrollment process, you will be sent an email that looks like the following:

```
From: NHSN
To: NHSN Facility Administrator
Sent:

Subject: NHSN facility enrollment submitted


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

Facility Name:
Tracking Number:

NHSN Facility Administrator:
```

5.1 Print the Agreement to Participate and Consent

Log in to SAMS at https://sams.cdc.gov. Once you have logged in successfully, copy and paste the URL provided in the email, print the Agreement to Participate and Consent form, read it and get it signed by the appropriate hospital administrator. This individual should be a person who has authority to give permission to submit facility and patient data to the CDC (i.e., CEO, COO, etc.). **Fax the signed Consent to (404)929-0131 within 60 days.**

Step 6. Begin Using the NHSN Reporting Application

Once CDC receives the signed Consent from your facility, we will activate your facility and notify you by email with instructions to access NHSN Reporting through SAMS. The email will look similar to this:

```
To: NHSN Facility Administrator
From: NHSN
Date:
Subject: NHSN enrollment approved

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

Facility Name:
Facility ID #:
```

Once you receive this email, you can go to SAMS (https://auth.cdc.gov) enter your password and grid card information to log in. Select the **NHSN Reporting** activity. At this point you can begin to add users and set up location codes, surgeon codes, and enter a Monthly Reporting Plan.

NHSN Contact Information
If you have any questions, please contact NHSN at nhsn@cdc.gov. Website: http://www.cdc.gov/nhsn.