



NHSN Facility Enrollment Checklist For Long-Term Care Facilities (LTCF)

NHSN Helpdesk
nhsn@cdc.gov

✓ Complete items in order	Time
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Step 1: Training and Preparation

Complete <i>required</i> LTCF overview training: http://www.cdc.gov/nhsn/pdfs/training/ltc/overview-of-ltcf-component-training.pdf .	1 hour
Complete <i>required</i> enrollment training: http://www.cdc.gov/nhsn/PDFs/LTC/slides/LTCF-Enrollment-training.pdf . NOTE: It is recommended that users print this document as a guide through the enrollment process.	1 hour
<i>Optional</i> - Complete <u>Facility Contact Form</u> on paper (information is needed to complete Steps 2 and 4). Do not send form to NHSN.	30 min
<i>Optional</i> - Complete <u>Annual Survey Form</u> on paper (information is needed to complete Step 4). Do not send form to NHSN.	30 min
In Internet Explorer, add cdc.gov and verisign.com to your list of trusted websites and permit pop-ups for these sites.	5 min
Change spam-blocker settings to allow emails from NHSN@cdc.gov, SAMS-no-reply@cdc.gov.	10 min

Step 2: Register Facility with NHSN

Read and agree to the NHSN Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index .	5 min
Register your email address** and the facility (requires a facility identification (ID) number, such as a CMS Certification Number [CCN], also known as a Medicare Provider Number or billing number). NOTE: If your facility does not have a facility ID, contact nhsn@cdc.gov to receive a <u>temporary</u> CDC Registration ID. You will use this ID to complete the enrollment process. **Use the same email address for all enrollment steps.	5 min
After registration, receive two emails: (1) NHSN “Welcome to NHSN!” and (2) SAMS-no-reply “Invitation to Register”	

Step 3: Register with SAMS (Secure Access Management Services)

Email: samshelp@cdc.gov

From the “Invitation to Register” email, log in to SAMS and complete the online SAMS registration form.	15 min
Within 24 hours of successful online registration, receive SAMS “Identity Verification Request” email.	
From the “Identify Verification Request” email, print and complete Identify Verification Form and take to notary public for endorsement.	varies
Digitally upload, fax, or mail the complete and endorsed Identity Verification Form and copies of supporting documents	varies
After CDC processes the documents, receive “SAMS Account Activation” and “SAMS Activity Authorization” emails. NOTE: The approval process can take up to three weeks.	
Receive your SAMS grid card (delivered by US Postal Service to your home address). NOTE: If you do not receive your SAMS grid card within two weeks after receiving your SAMS e-mail approval, contact samshelp@cdc.gov for assistance.	7-14 days

After Receiving SAMS Grid Card

Step 4: Submit NHSN Long-Term Care Annual Facility Survey and Contact Information Forms Electronically

Access “NHSN Enrollment” at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card, and select “Enroll a Facility”. NOTE: You are enrolling in the NHSN Long Term Care Facility Component.	2 min
Using the information collected to complete the Facility Contact and Annual Facility Survey paper forms (completed in Step 1), complete and submit the electronic forms. NOTE: The Annual Facility Survey cannot be saved unless it is complete, so it’s important to have all necessary information available prior to beginning the electronic form.	30 min
Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email.	

Step 5: Sign and Send NHSN Agreement to Participate

From the “NHSN Facility Enrollment Submitted” email, access and print the Agreement to Participate.	5 min
Get consent form signatures from the “Long-Term Care Primary Contact Person” and the facility’s leadership.	varies
Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records.	5 min
Within 3 business days of CDC’s receipt of a signed consent form, receive an “NHSN Enrollment Approved” email.	

NHSN Set-up Step 1: Map Locations

Complete training for NHSN Set-up at http://www.cdc.gov/nhsn/pdfs/training/ltc/facility-set-up-slides_ltc_v5_final-with-508_3-2015.pdf . NOTE: This training document can be used to guide users through the NHSN set-up process.	30 min
Access NHSN reporting at https://sams.cdc.gov	2 min
Select your facility from the “NHSN landing page”	2 min
From the Navigation menu, click “Facility” and then “Locations” to set-up each unit in your facility.	10 min
NOTE: Even though surveillance is performed facility-wide, every event is assigned to an individual resident care location.	

NHSN Set-up Step 2: Create Monthly Reporting plan

From the Navigation menu, click “Reporting Plan” and then “Add” to select which modules and events will be followed for the month.	2 min
For each month, select the modules and events for reporting. Monthly Reporting Plans can be completed for the full calendar year.	5 min
NOTE: Once a Monthly Reporting Plan has been entered and saved, the NHSN application will prompt users to complete events and provide aggregate summary data (denominators) for that month.	

NHSN Step-up 3: Add Additional Users & Assign Rights

From the Navigation menu, click “Users” and then “Add”	2 min
For each new user, you will need to assign a user ID and provide an e-mail address. NOTE: each user will need to complete training and register for SAMS.	2 min
Once a user has been created, you can assign rights within the NHSN system. Once you have assigned rights to a user and saved them, you can check the activities they will be able to perform in the NHSN application by selecting “Effective Rights” on the user rights page.	2 min
NOTE: It is suggested that a facility identify at least two individuals to have NHSN administrative rights for the facility.	

Report to NHSN

Review the appropriate Long-Term Care Facility Component protocols to ensure accurate reporting.	15 min
Once preceding steps are complete, you are ready to report. You can access NHSN reporting at https://sams.cdc.gov .	
Start entering events for the Modules selected in each Monthly Reporting Plan.	