NHSN
NATIONAL HEALTHCARE SAFETY NETWORK

New User Checklist
for Outpatient Dialysis Facilities

This checklist is for new users added <u>after</u> a facility is enrolled in NHSN.
Need enrollment resources? Visit this site: http://www.cdc.gov/nhsn/dialysis/enroll.html.

CDC recommends and CMS requires for the ESRD QIP that at least one staff member <u>at the facility</u> is trained in and knowledgeable of how to report dialysis event data to NHSN. It is recommended to have at least two users with administrator rights per facility to provide coverage for staff absences and turnover.

GET ACCESS TO NHSN

☑ Complete steps in order.	TIME

STEP 1: Training and Preparation

☐	Complete required Dialysis Event Surveillance training: https://www.train.org/cdctrain/welcome Use this guide to assist you: https://www.cdc.gov/nhsn/pdfs/dialysis/de-training-guide-508.pdf	2 HRS
☐	In Internet Explorer, add *.cdc.gov to the list of trusted websites and permit pop-ups for these sites.	5 MIN
☐	Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov.	10 MIN
	TIP: Save NHSN websites to your Internet Explorer "favorites" to find them easily. Save https://www.cdc.gov/nhsn/dialysis/dialysis-event.html for resources and https://sams.cdc.gov to access NHSN.	5 MIN

STEP 2: NHSN Facility Administrator Adds User & Assigns User Rights

	For a new user to get started, a facility user with administrator rights must access NHSN, add the new user to the facility, and assign him/her user rights. Adding the new user immediately generates an NHSN email, subject "Welcome to NHSN!"	
☐	From your "Welcome to NHSN!" email link, read and agree to the Rules of Behavior.	5 MIN
☐	Enter the date that you completed your required training.	1 MIN

STEP 3: Obtain Access to CDC's Secure Access Management Services (SAMS)

	Register with SAMS to access NHSN. If you need help with SAMS, email SAMShelp@cdc.gov. NOTE: You will receive a SAMS invitation email for each NHSN facility you are added to, but obtaining access to SAMS is required only once, as long as the same email address is used each time.	
☐	Receive an email from "SAMS No-Reply (CDC)" within 1 business day and register with SAMS.	15 MIN
☐	Make a copy of your SAMS password and store in a secure location.	1 MIN
☐	User will receive an Identity Verification email. Select Option 1 (Experian) or Option 2 (Document Review) and follow the instructions outlined in the email. If Option 2 is selected, complete identify verification documents and submit them to CDC. Wait for welcome emails from SAMS and NHSN, as well as the SAMS grid card to be delivered to your home address.	varies

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion

CDC

NHSN
NATIONAL HEALTHCARE SAFETY NETWORK

New User Checklist
for Outpatient Dialysis Facilities

STEP 4: Access NHSN

☐	Go to https://sams.cdc.gov and log in using your grid card and password from Step 3. Select 'NHSN Reporting.'	2 MIN
☐	Verify you have the NHSN navigation bar options that you need for your role in NHSN.	5 MIN

👤 NHSN USER RIGHTS

User rights determine what options are available on the NHSN navigation bar. If you don't have the options that you need, contact your NHSN Facility Administrator to modify your user rights.

You may have a combination of the rights listed below.

IF YOU HAVE ADMINISTRATOR RIGHTS

Required Training:

☐	Complete the NHSN Dialysis Event Surveillance training (computer-based, self-paced)
☐	Read the NHSN Dialysis Event Surveillance Protocol

Next Steps:

☐	Add the 'outpatient hemodialysis clinic' and Acute Kidney Injury (AKI) reporting locations
☐	Add Monthly Reporting Plans
☐	Add additional users as needed
☐	Join Groups as needed
☐	If applicable, develop a data collection process

Rights	Patient Safety
Administrator	☑
All Rights	☑
Analyze Data	☐
Add, Edit, Delete	☐
View Data	☐

IF YOU HAVE DATA ENTRY RIGHTS

Required Training:

☐	Complete the NHSN Dialysis Event Surveillance training (computer-based, self-paced)
☐	Read the NHSN Dialysis Event Surveillance Protocol

Next Steps:

☐	Verify that an 'outpatient hemodialysis clinic' and Acute Kidney Injury (AKI) reporting locations have been added ▪ If not, contact an administrative user to add the location9s)
☐	Add Monthly Reporting Plans, if necessary
	If applicable, develop a data collection process
☐	Begin reporting ▪ Data entry instructions are available via the NHSN Helpdesk upon request

Rights	Patient Safety
Administrator	☐
All Rights	☐
Analyze Data	☐
Add, Edit, Delete	☑
View Data	☑

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion

CDC

NHSN
NATIONAL HEALTHCARE SAFETY NETWORK

New User Checklist
for Outpatient Dialysis Facilities

IF YOU HAVE ANALYSIS RIGHTS

Required Training:

☐ Complete the NHSN Dialysis Event Surveillance training (computer-based, self-paced)

☐ Read the NHSN Dialysis Event Surveillance Protocol

Next Steps:

☐ Review reported data each month for completeness and accuracy

☐ Examine quarterly Dialysis Event rates and disseminate information to facility staff
   ▪ Analysis instructions are available via the NHSN Helpdesk upon request

Rights	Patient Safety
Administrator	☐
All Rights	☐
Analyze Data	☑
Add, Edit, Delete	☐
View Data	☑