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)

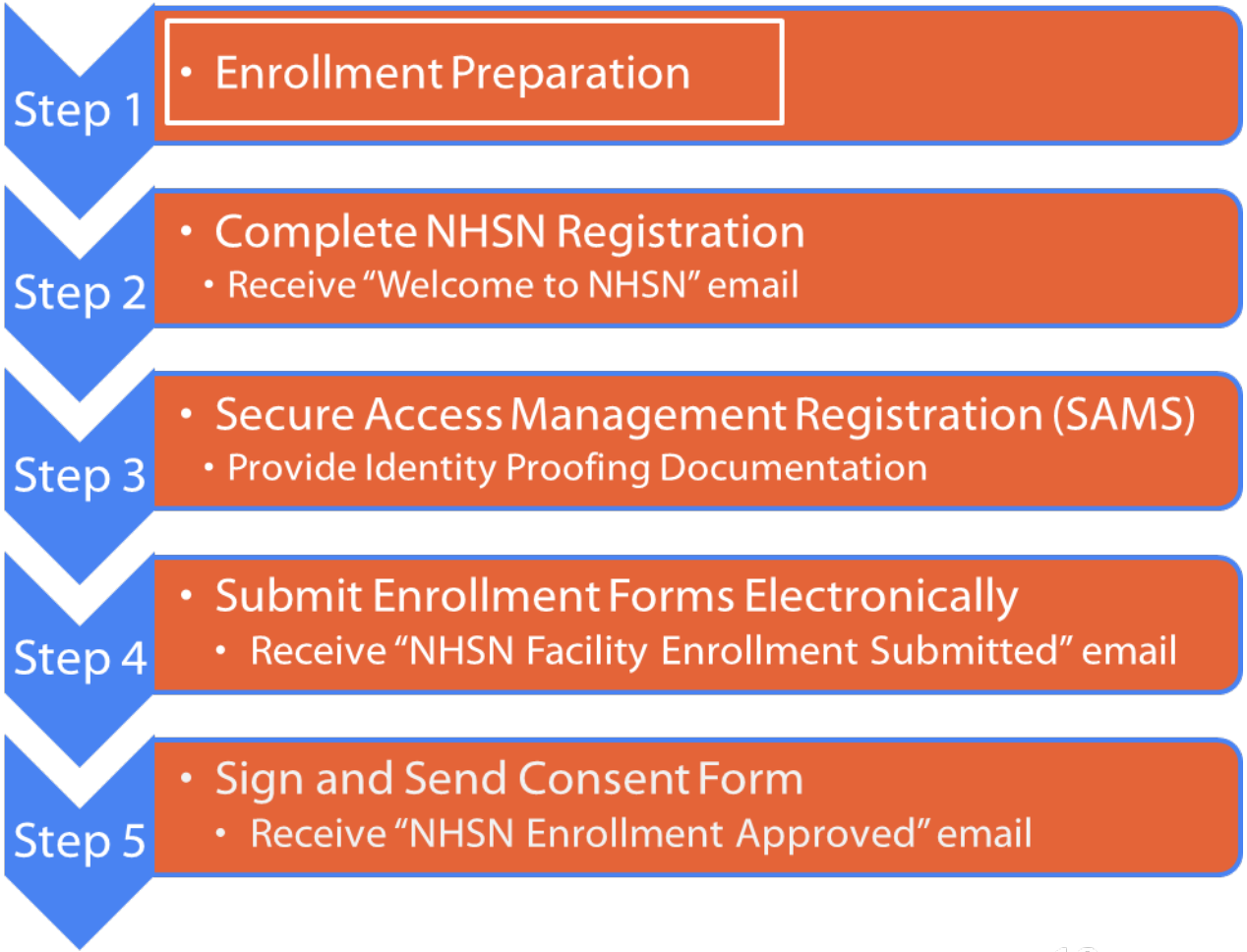
NOTE: Only the Facility Administrator can reassign their role to another user

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

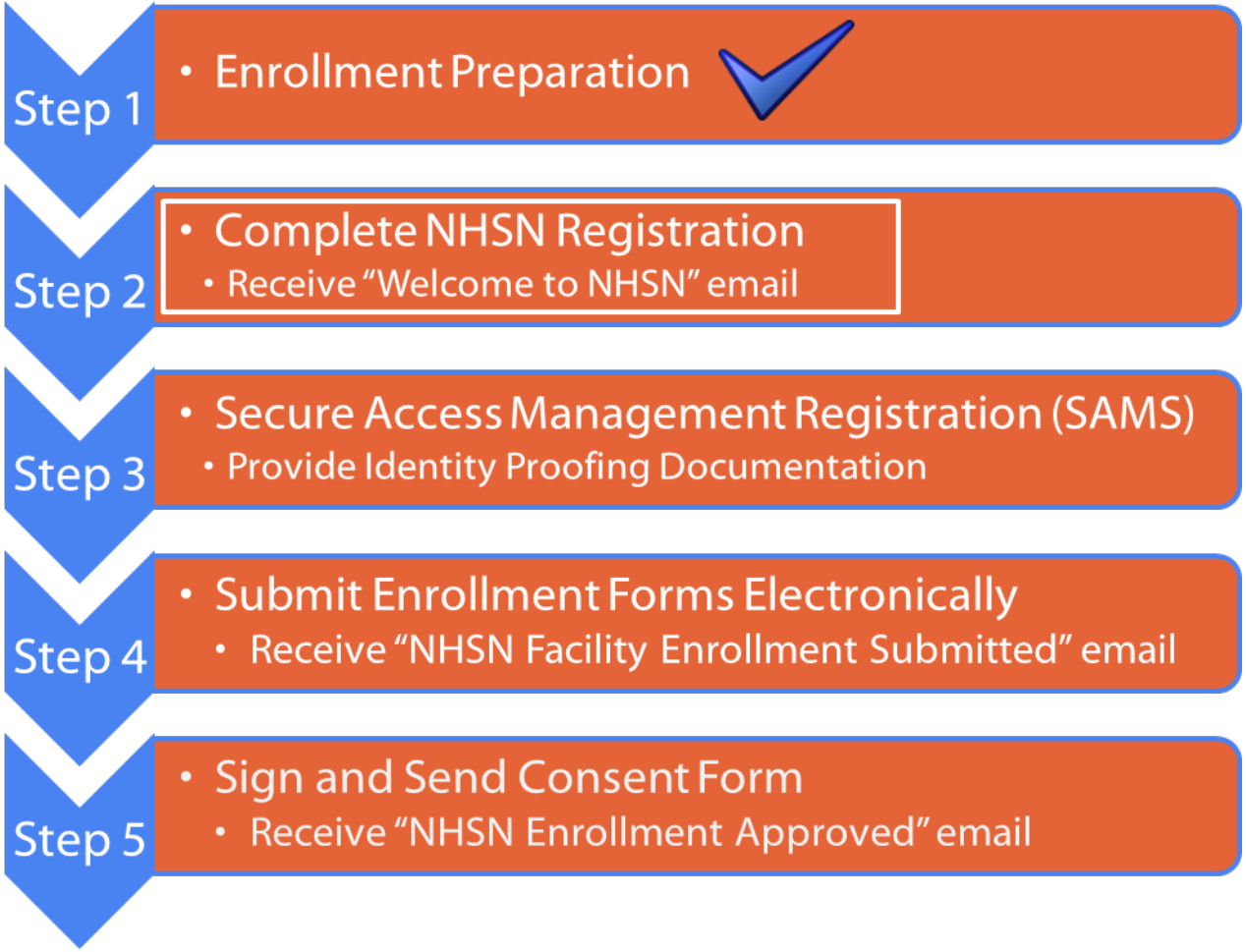
NHSN Enrollment Steps 1-5



Step 1 - Training and Preparation

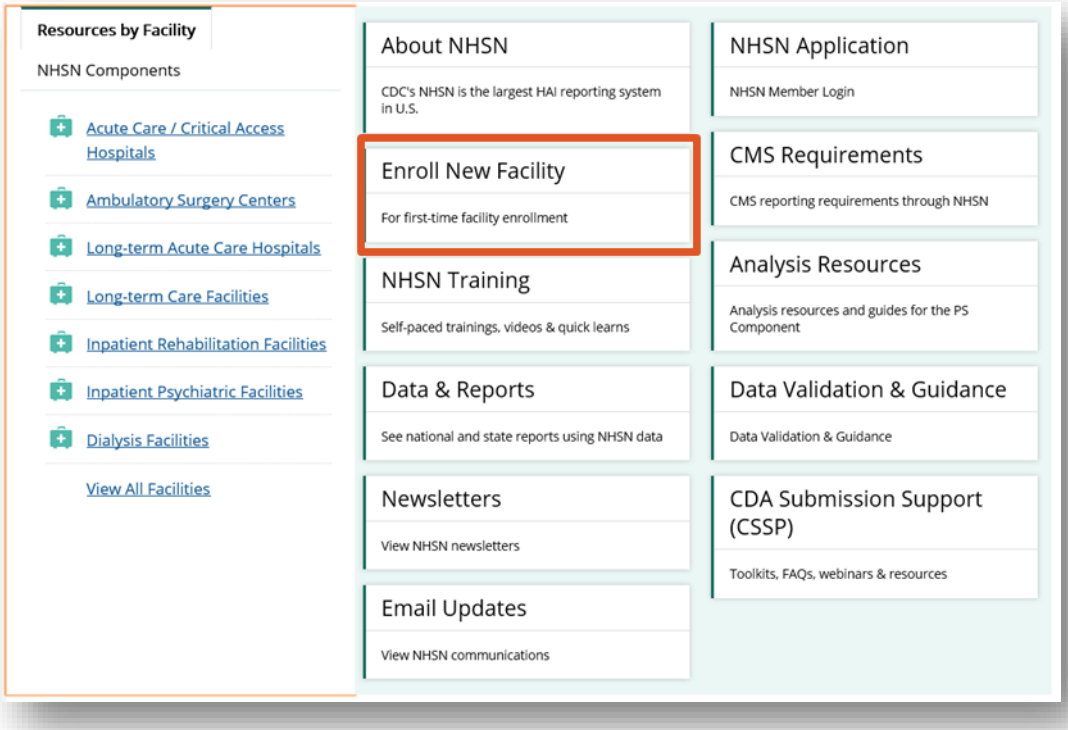
- Review all training materials **before** beginning enrollment
- Suggested trainings are listed on the NHSN Training Website: http://www.cdc.gov/nhsn/training/

NHSN Enrollment Steps 1-5



Step 2- Complete NHSN Registration

On NHSN website, click **Enroll New Facility** button.
Located at https://www.cdc.gov/nhsn

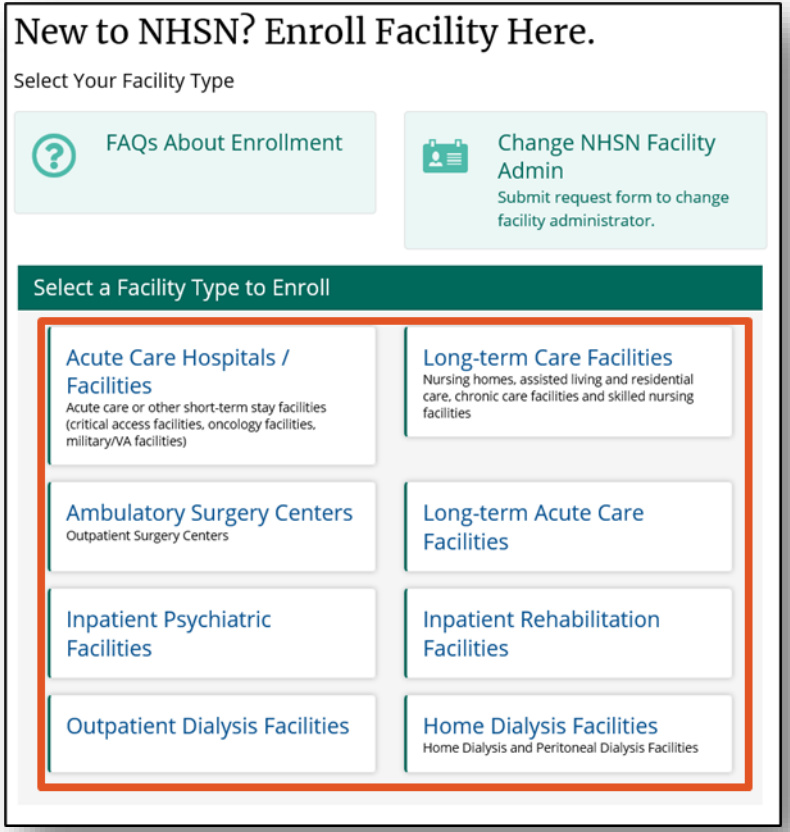


Step 2 – Complete NHSN Registration

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

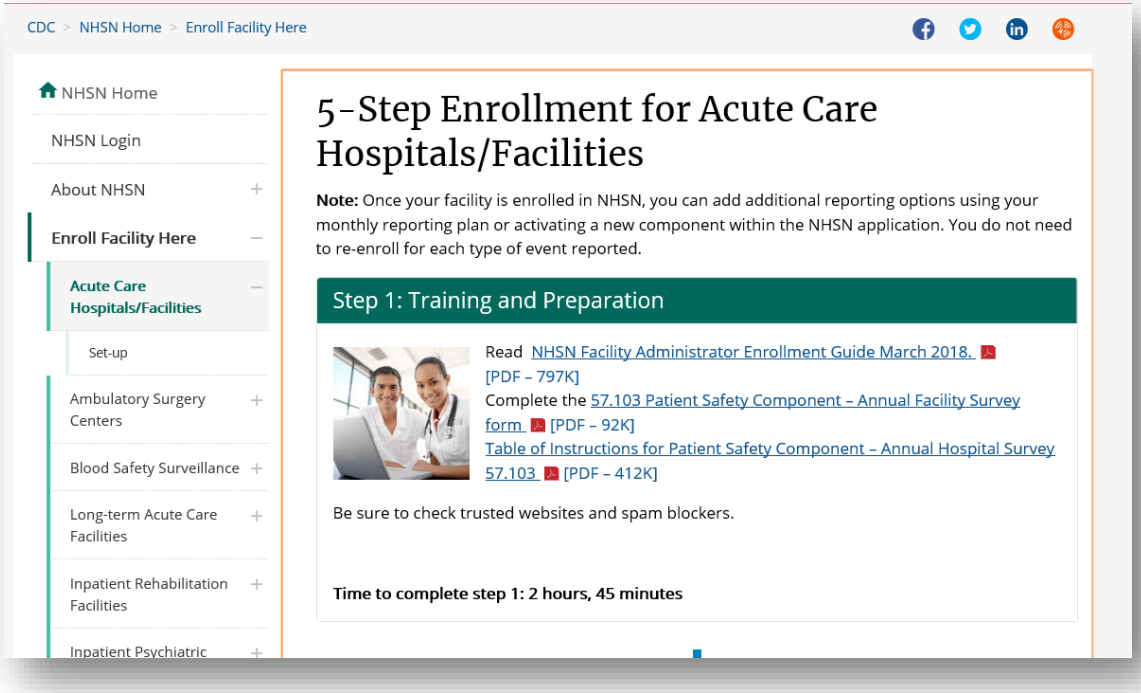
The **Select a Facility Type to Enroll** section, contains the enrollment process for each facility type.

Click **your facility type** button to begin the 5-Step process.



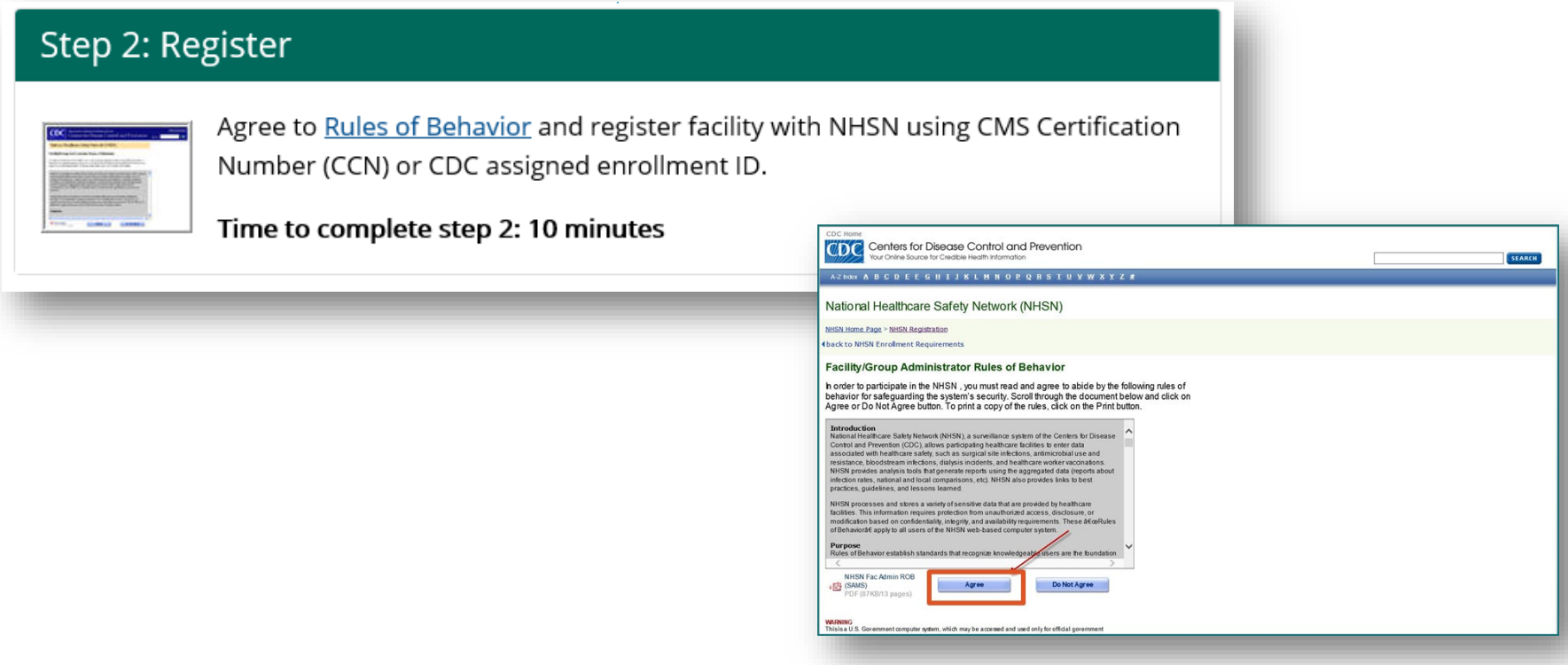
Step 2 – Complete NHSN Registration

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



Step 2 – Complete NHSN Registration

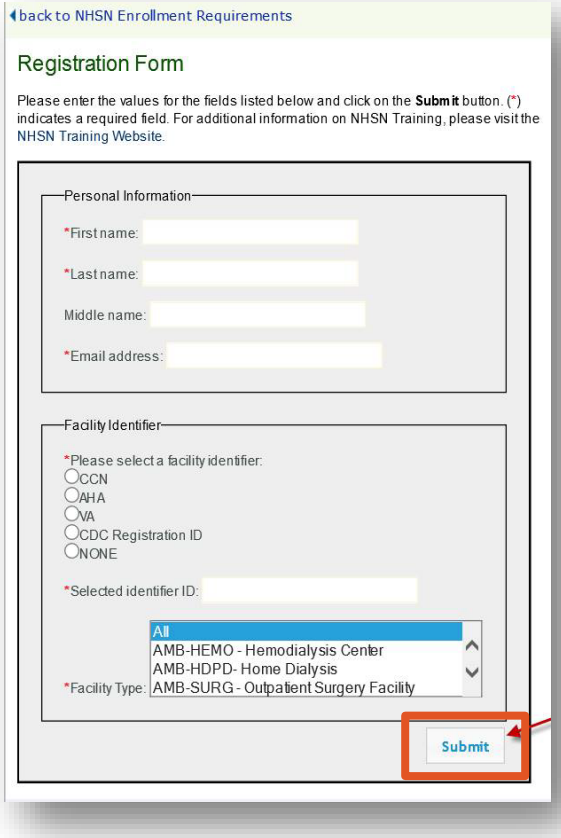
Step 2 Register and agree to the Rules of Behavior. Click **Rules of Behavior** link to access.



Step 2 – Complete NHSN Registration cont.

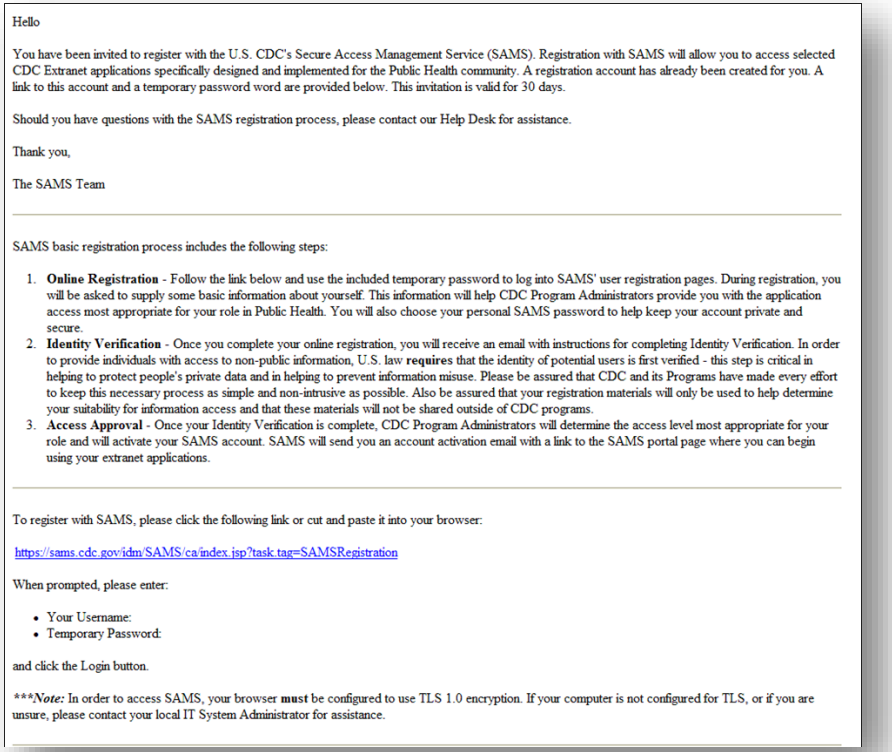
Facility Administrator completes this form:

- 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



Step 2 – Complete NHSN Registration cont.

Following successful registration, you will immediately receive a “Welcome to NHSN” email and an Invitation to Register with SAMS (step 3)



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

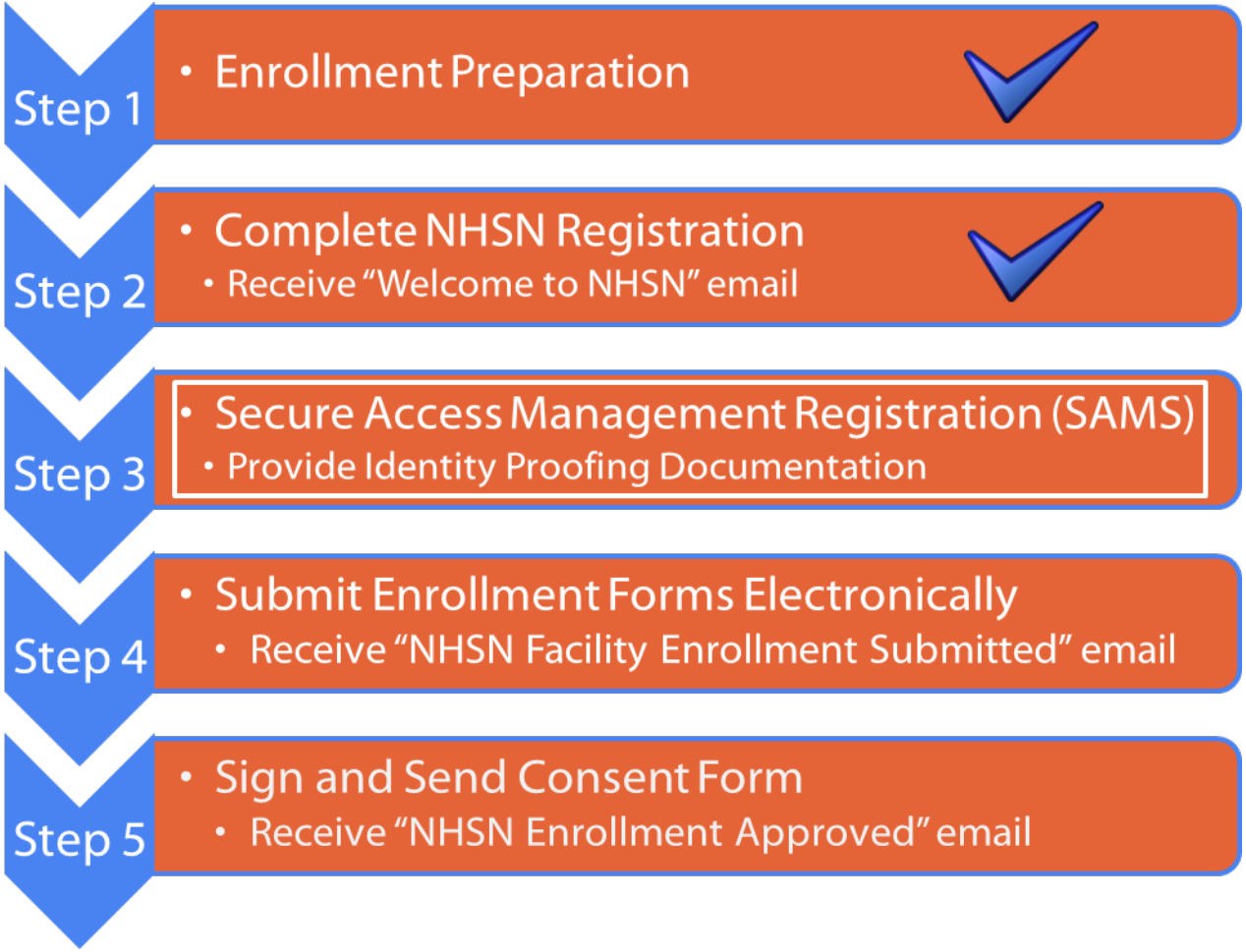
When prompted, please enter:

- 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.

NHSN Enrollment Steps 1-5



Step 3 – Secure Access Management (SAMS) Registration

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

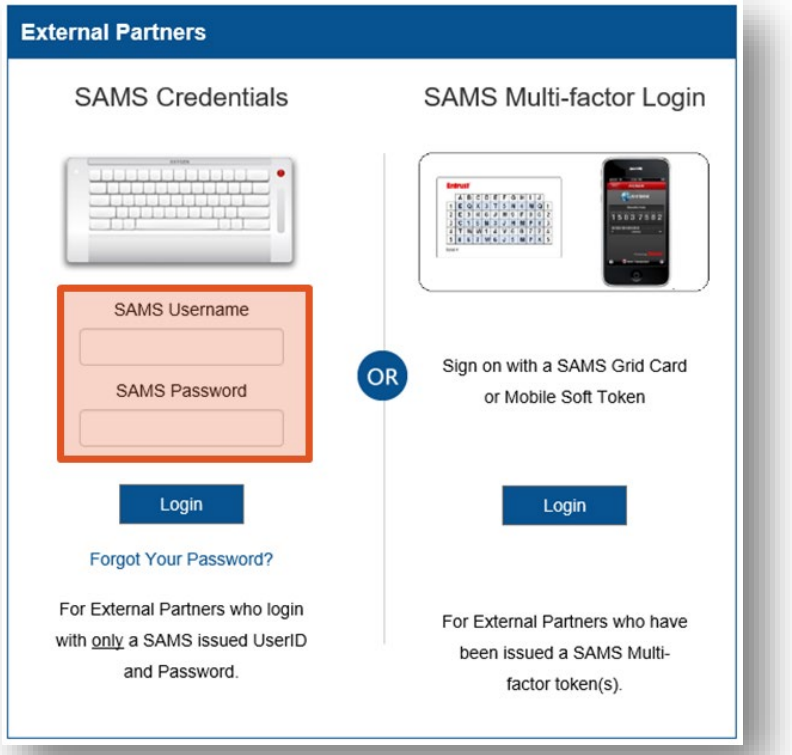
Step 3 – Secure Access Management (SAMS) Registration

- 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.

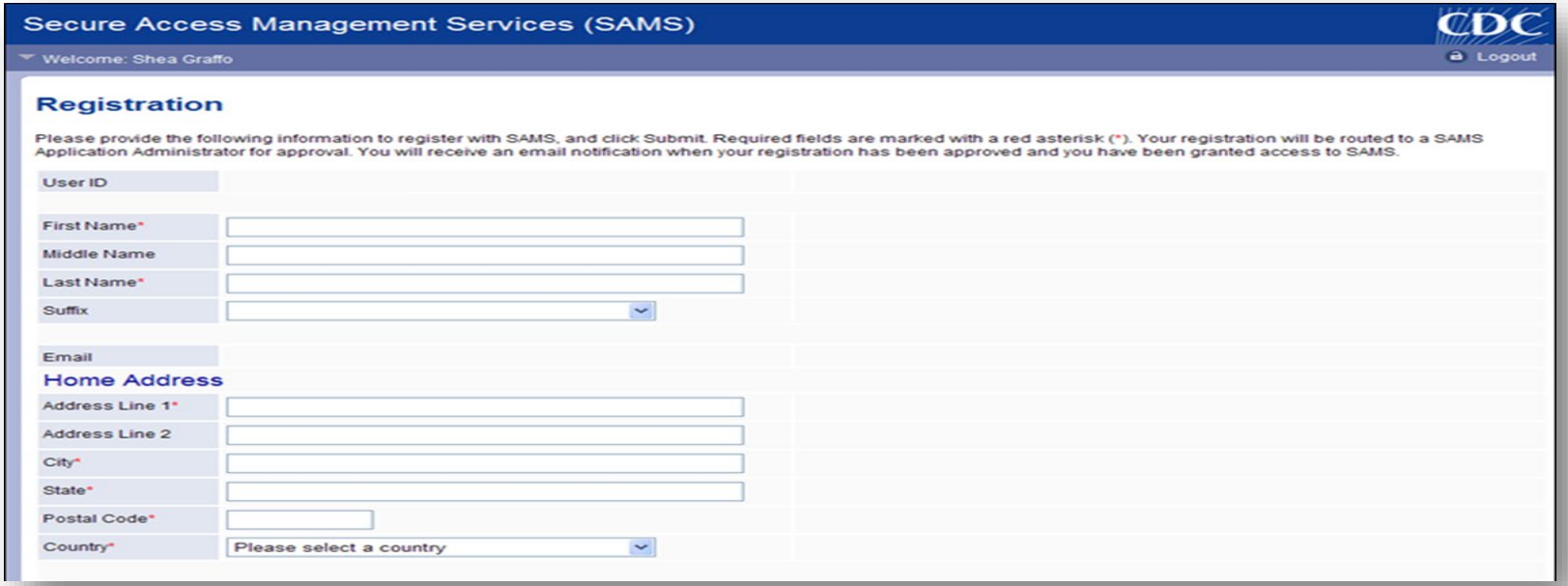
Step 3 –SAMS Registration cont.

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/samsidproofing/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.

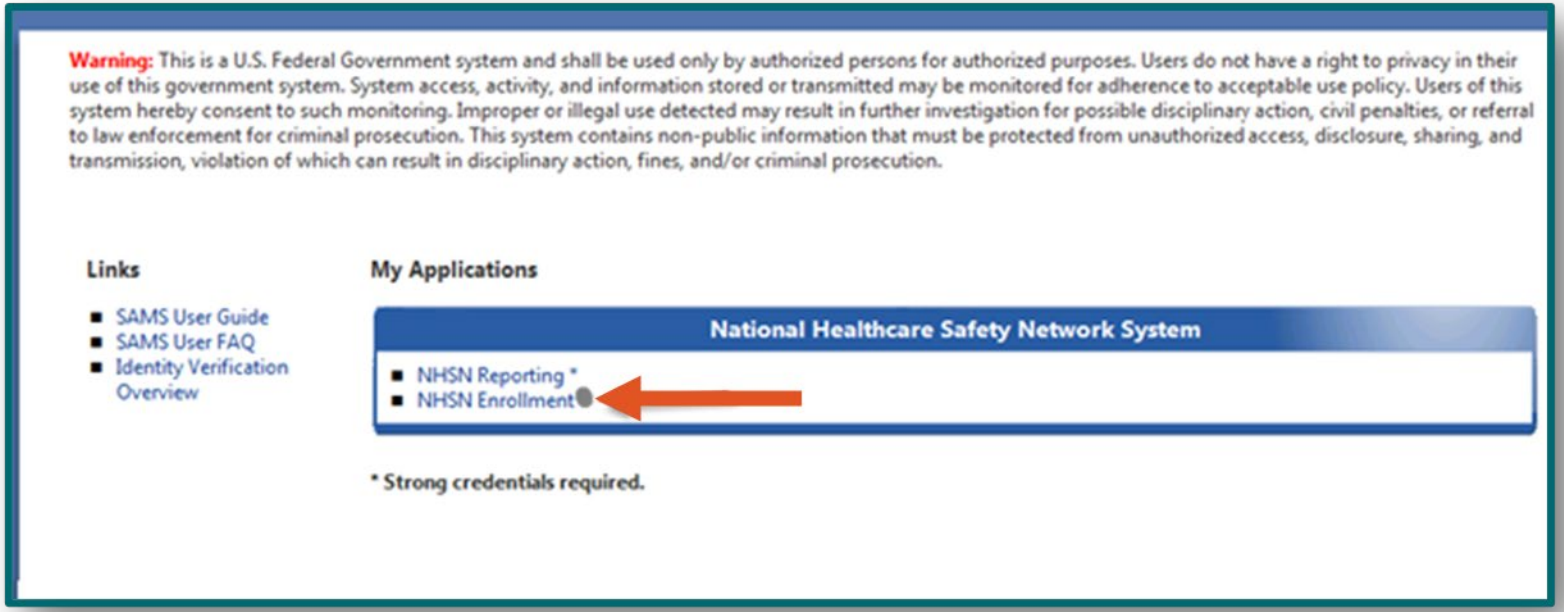
- The **second option** is a hard token which is a physical entrust Grid card mailed to your home address.

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.

NHSN Enrollment Steps 1-5

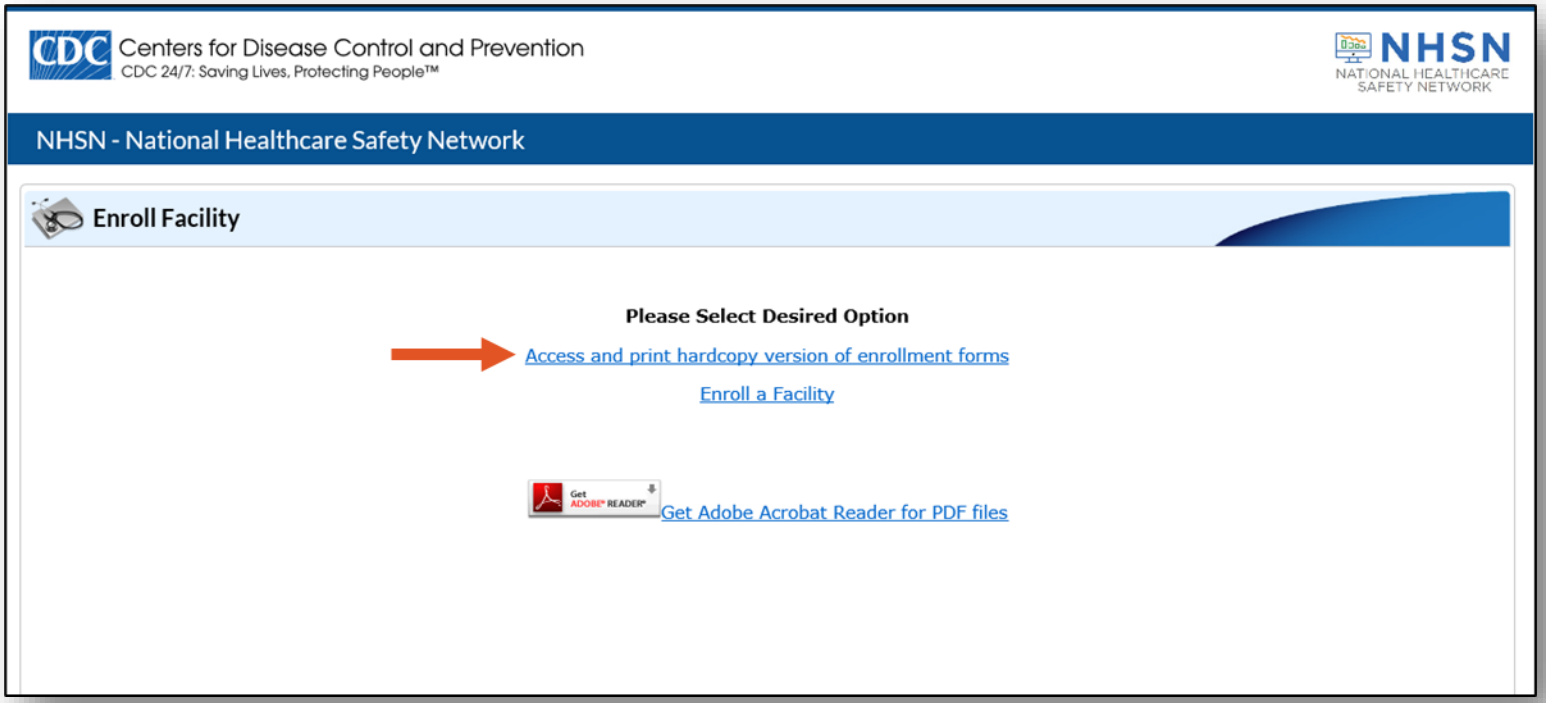
Step 4 –Access/Complete NHSN Enrollment Forms

After logging into SAMS using your soft token or grid card, click on NHSN Enrollment.



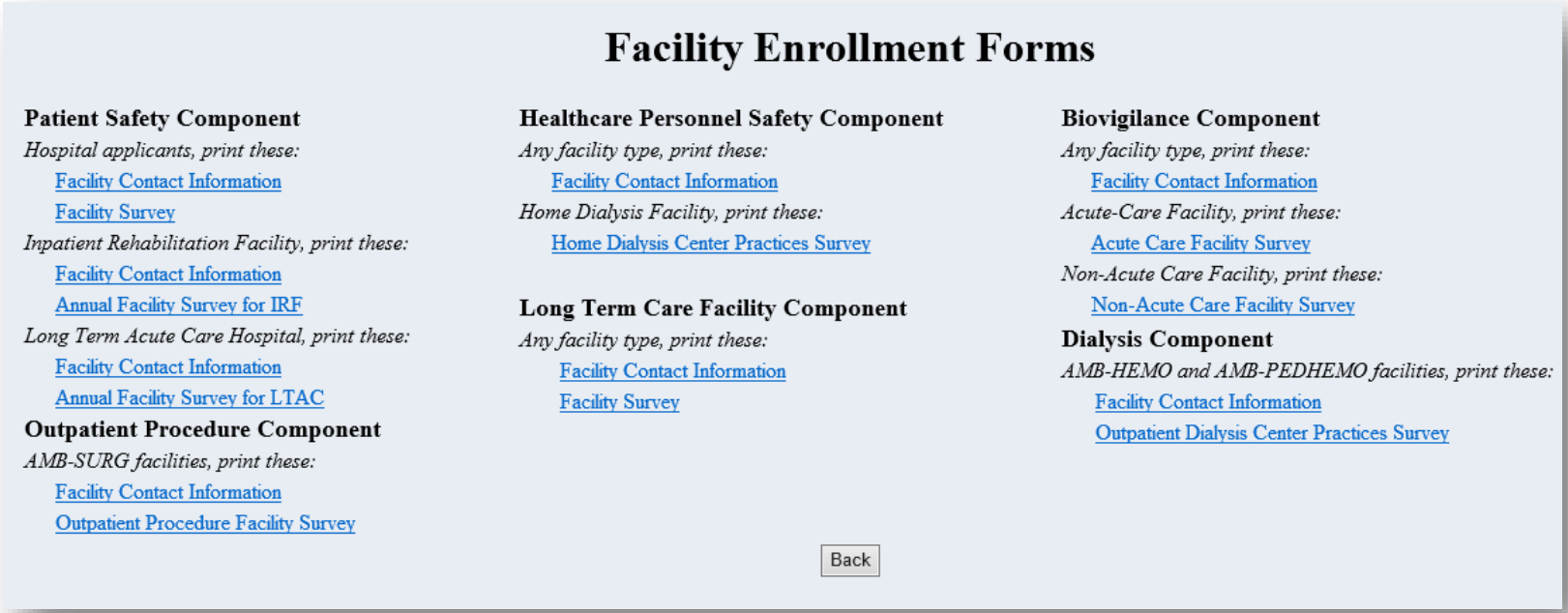
Step 4 –Access/Complete Enrollment Forms cont.

Click “Access and Print required enrollment forms”



Step 4 –Access/Complete Enrollment Forms cont.

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



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).

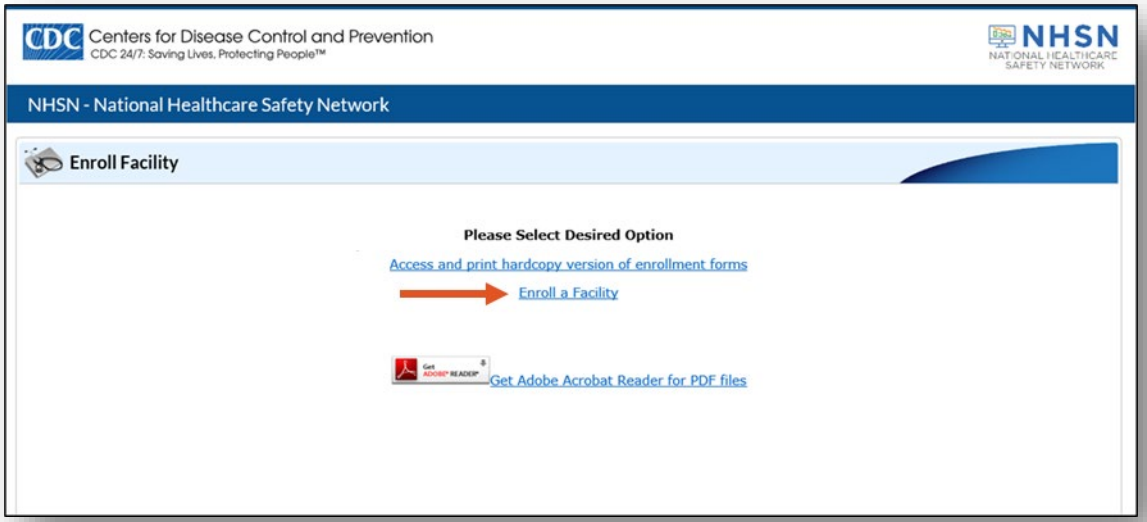
- During the enrollment process, facilities open prior to the current calendar year should select the option “Yes, Operational in the Prior Calendar Year”.

- 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.

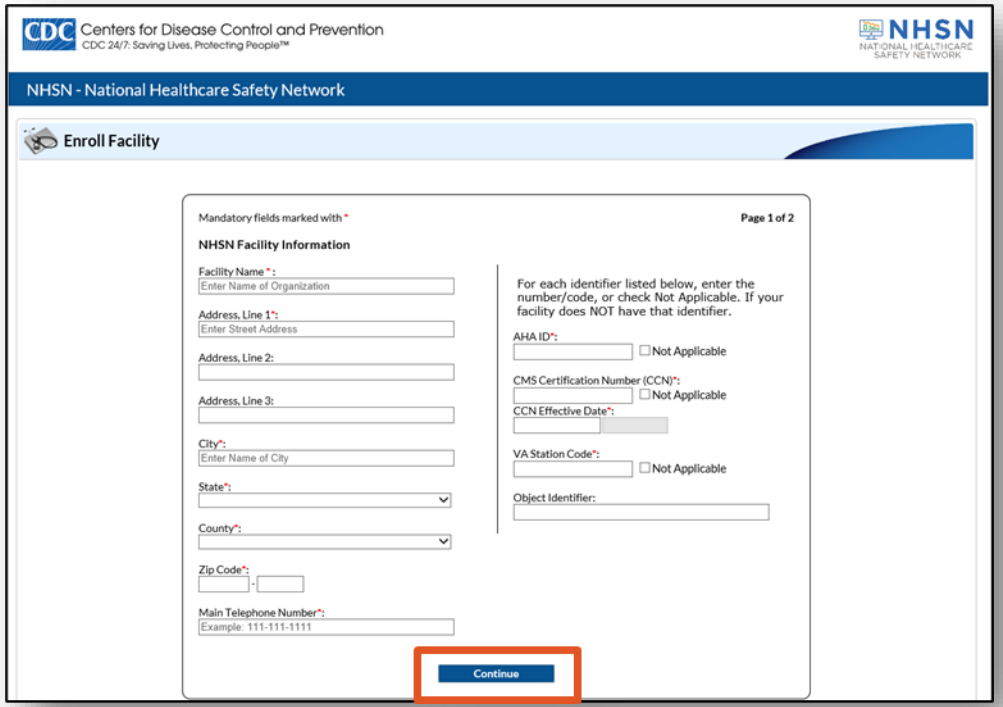
- After accessing, printing and completing required enrollment forms, select “Enroll a facility”
- Complete Enrollment Step 4 in one session!

NOTE: You **cannot** save work in progress



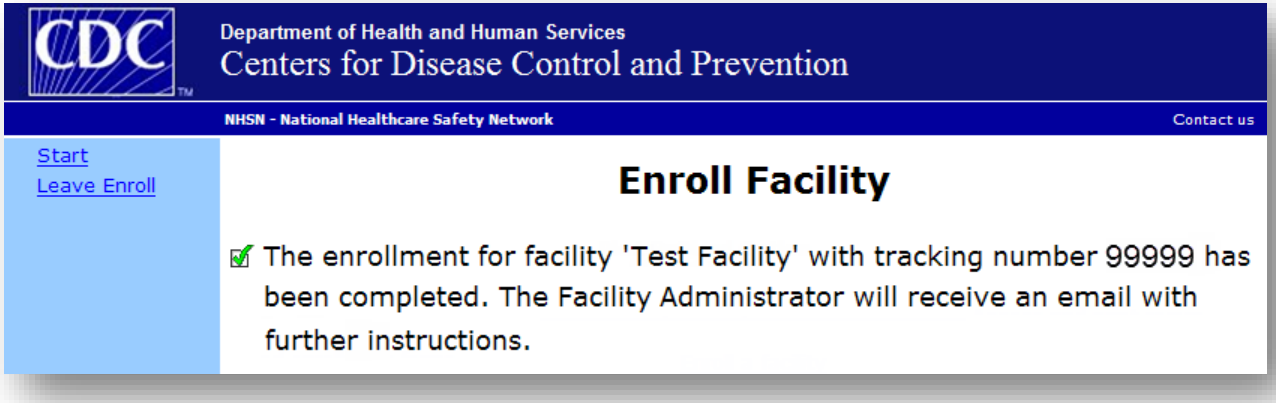
Step 4 –Access/Complete Enrollment Forms cont.

- Required fields are marked with a red asterisk (*)
- Please use a Temp Enrollment number if your CCN number does not validate



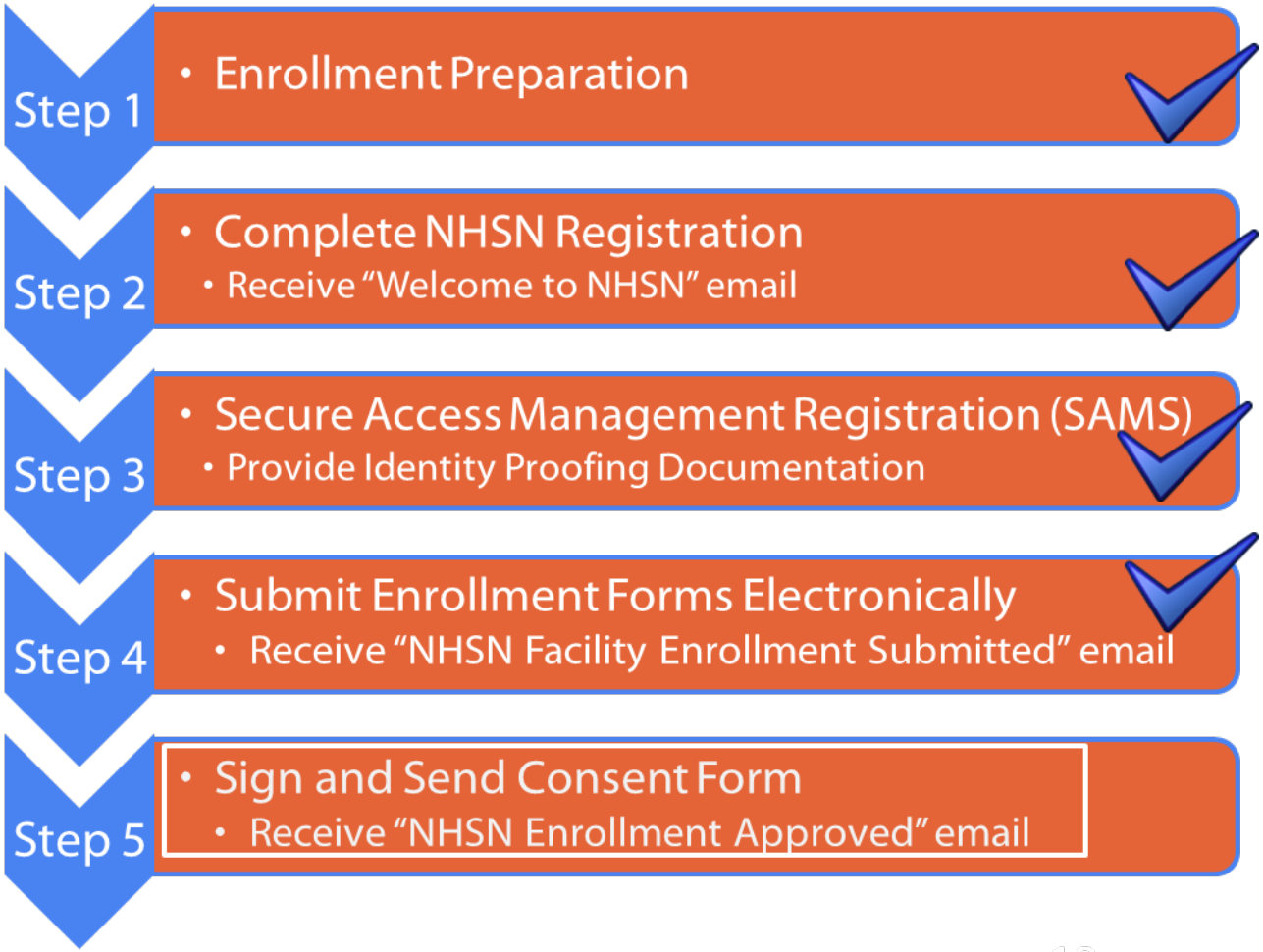
Step 4 –Access/Complete Enrollment Forms cont.

- 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**

NHSN Enrollment Steps 1-5



Step 5 –Sign and Send Consent

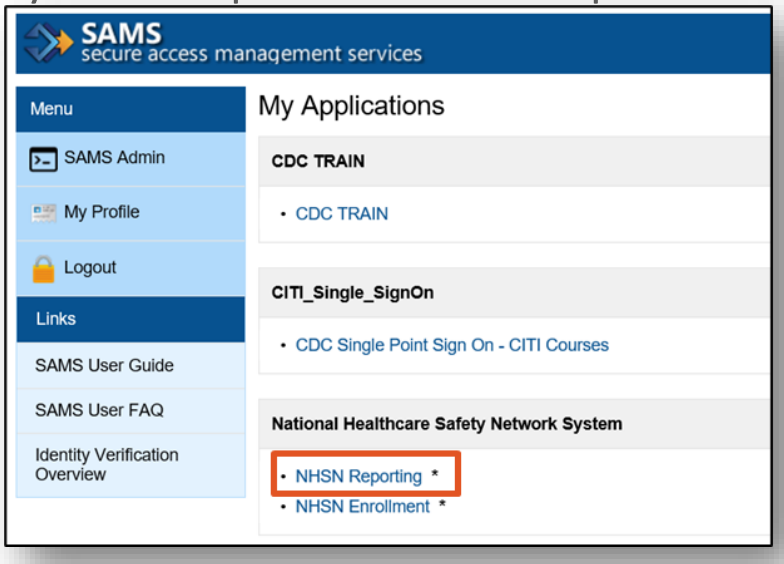
Step 5: Submit Consent

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



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 page.

Contact Type	Contact Name	Phone Number	Email	Accept
Patient Safety Primary Contact	Tiffany Dozier	404-555-1212	HGY7@CDC.GOV	☑

Submit

Step 5 –Sign and Send Consent cont.

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.

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/.

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.

NHSN Enrollment Steps 1-5 Complete

Congratulations!
You are now ready to enter data in NHSN!

Questions or Concerns,
Please contact the NHSN Helpdesk at
nhsn@cdc.gov

For more information please contact Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30333
Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348
E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.