



NHSN Facility Enrollment and Set-Up Suggested Weekly Task List for Long-term Care Facilities

This guidance document provides a *suggested* weekly task list for long-term care facilities completing the NHSN enrollment and set-up process. It is recommended that users use this document in combination with the [NHSN Facility Enrollment Checklist](#). *Note:* The time line estimates for SAMS approval are not exact, and additional time has been added for 2016 to account for an anticipated increased volume of new users requesting SAMS and NHSN access during the CMS 11th Scope of Work, *C. difficile* Reporting and Reduction project.

	WEEK 1	WEEK 2	WEEK 3	WEEK 4 – Week 7 <i>Waiting on SAMS approval (estimated)</i>	WEEK 8	WEEK 9
Training and Preparation (Step 1)						
Complete online enrollment training: 1. Overview of the Long-term Care Facility Component 2. Enrollment: Getting Access to NHSN for your LTCF	X					
Preparation: 3. Collect required facility contact information, using Facility Contact Form (optional, but recommended)	X					
Preparation: 4. Check trusted websites and spam blocker settings	X					
Register Facility with NHSN (Step 2)						
Register facility with NHSN: 5. Electronically agree to the Rules of Behavior		X				
Register facility with NHSN: 6. Electronically register your facility (using form from step 3)		X				
Register with SAMS [Secure Access Management Services] (Step 3)						
Register with SAMS: 7. From the 'Invitation to Register' email, log in to SAMS and Accept the <i>SAMS Rules of Behavior</i> and complete the online SAMS registration form.		X				
SAMS identity proofing: 8. From the 'Identify Verification Request' email, complete required information			X			



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SAMS identity proofing: 9. Take completed form to a notary public for endorsement			X			
SAMS identity proofing: 10. Digitally upload, fax, or mail the completed and notarized form and supporting documentation to the CDC. Receive confirmation of receipt. Wait for SAMS approval (<i>approval time will vary depending on volume of applicants</i>)			X			
Submit NHSN Long-Term Care Annual Facility Survey and Contact Information Forms Electronically (Step 4)						
Facility Enrollment Preparation: 11. While waiting on SAMS approval, collect the required information for the Annual Facility Survey , using available form (<i>optional, but recommended</i>)				X		
NHSN enrollment: 12. After receiving approval e-mails and SAMS grid card, complete electronic enrollment online, including contact information and Annual Facility Survey					X	
Sign and Send NHSN Agreement to Participate (Step 5)						
Agreement to participate: 13. Get consent form signatures and fax to NHSN					X	
NHSN Set-Up (Steps 1-3)						
Complete online training: 14. LTCF set-up						X



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NHSN set-up: 15. Set-up facility locations in the NHSN application (<i>required</i>)						X
NHSN set-up: 16. Set-up NHSN monthly reporting plan (MRP) in NHSN application (<i>required before reporting surveillance data</i>)						X
NHSN set-up: 17. Add additional NHSN users in the NHSN application (<i>optional, but recommended</i>)						X