REMINDER: Review Facility Administrator in NHSN

Hello,

This is a friendly reminder to log into NHSN and make sure your facility has an active Facility Administrator. This is required for enrolling in the Healthcare Personnel Safety component and reporting annual flu data which is due on May 15, 2024. Please note that only the Facility Administrator can enroll a facility in a one or more components in NHSN, reassign the role of Facility Administrator, and manage/negotiate locations that are used across components.

It is important for the Facility Administrator to maintain access to NHSN and report data. This will assist with submitting data in advance of upcoming deadlines, such as the May 15, 2024, deadline to report annual healthcare personnel influenza vaccination summary data through the Healthcare Personnel Safety (HPS) Component.

If the NHSN Facility Administrator role needs to be reassigned, the current Facility Administrator should follow the steps below to ensure that the role is properly reassigned to an additional facility user.

Reassigning the NHSN Facility Administrator Role

- From the left navigation bar, you will select Facility > Facility Info.

- From the Edit Facility Information screen, go to the Contact Information sections.

- Find "Facility Administrator" on the list and click the "reassign" button on the far right of the screen. You will be asked to find and select an existing user who will be reassigned this role. NOTE: The existing user must be assigned as a user with administrative rights. Once selected, remember to save the updated information on the Edit Facility Information page.

If your NHSN Facility Administrator has left the facility, NHSN can add an individual as the new NHSN Facility Administrator. Please follow the steps below to begin this process:

- Complete the NHSN Facility Administrator Change Request Form: https://www.cdc.gov/nhsn/facadmin/index.html

- Please allow up to 5 business days for the change request form to be verified and completed

- After being assigned as the new NHSN Facility Administrator, begin the new NHSN user onboarding process

- Do not re-enroll the facility in NHSN

For any questions, please use **NHSN-ServiceNow** to submit questions to the NHSN Help Desk. Locate the portal website here: nhsn_csp - NHSN Customer Service (cdc.gov). ServiceNow should be used instead of nhsn@cdc.gov, nhsntrain@cdc.gov, and nhsndua@cdc.gov.

We appreciate your efforts with reporting these data through NHSN.

The NHSN Vaccination Team

RESOURCES:

- HCP Flu Vaccination website: https://www.cdc.gov/nhsn/hps/vaccination/index.html
- Annual Influenza Vaccination Summary Reporting FAQ's: HCP Influenza Vaccination Summary Reporting in NHSN | NHSN | CDC
- **NHSN-ServiceNow**: nhsn_csp - NHSN Customer Service (cdc.gov).
- **HCP Influenza Vaccination TOI:** HCP Influenza Vaccination Summary Form TOI August 2022 (cdc.gov)