



National Healthcare Safety Network (NHSN)

Long-term Care Facility COVID-19 Module Enrollment

NEW to NHSN?

Four Primary Steps to Gaining Access to COVID-19 Module

Prepare Computer

1. Check computer settings to receive communications from NHSN during the enrollment process.

See Enrollment Training

<https://www.cdc.gov/nhsn/pdfs/covid19/lctcf/covid19-enroll-508.pdf>

Register LTCF with NHSN

2. Accept NHSN Rules of Behavior
<http://nhsn.cdc.gov/RegistrationForm/index>

Register with SAMS

3. From SAMS-NO-Reply e-mail, click registration link to begin SAMS registration

Enroll LTCF with NHSN

4. Log in to NHSN through SAMS portal at **sams.cdc.gov**

5. My Applications – click **NHSN Enrollment, then Enroll a Facility**

6. Electronically accept Agreement to Participate and Consent

LTCF COVID-19 MODULE: REGISTER FACILITY WITH NHSN

Register Facility with NHSN

- Agree to Rules of Behavior
 - <http://nhsn.cdc.gov/RegistrationForm/index>
- Registration Page will Appear
 - Enter Personal Information
 - Use same e-mail for all steps
 - Facility identifier
 - CMS certification number OR
 - CDC registration ID (from NHSN)
 - ⚠ Training date = registration date

Facility/Group Administrator Rules of Behavior

In order to participate in the NHSN, you must read and agree to abide by the behavior for safeguarding the system's security. Scroll through the document and click the Agree or Do Not Agree button. To print a copy of the rules, click on the Print button.

Introduction

National Healthcare Safety Network (NHSN), a surveillance system of the Centers for Disease Control and Prevention (CDC), allows participating healthcare facilities to enter data associated with healthcare safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, dialysis incidents, and healthcare worker vaccinations. NHSN provides analysis tools that generate reports using the aggregated data (reports about infection rates, national and local comparisons, etc). NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These Rules of Behavior apply to all users of the NHSN web-based computer system.

Purpose

Rules of Behavior establish standards that recognize knowledgeable users are the foundation

CLICK HERE

Agree

Do Not Agree

WARNING

This is a U.S. Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use may subject violators to criminal or administrative action. There is no right to privacy on this system. All information on this system is monitored, intercepted, recorded, read, copied, and shared by authorized personnel for criminal investigations. Access or use of this system, whether authorized or unauthorized, is subject to review.

Personal Information		
*Last name:	<input type="text" value="Doe"/>	
*First name:	<input type="text" value="Jane"/>	
Middle name:	<input type="text"/>	
*Email address:	<input type="text" value="JDoe@organization.org"/>	
Facility Identifier		
*Please select a facility identifier:	<input checked="" type="radio"/> CMS ID <input type="radio"/> AHA ID <input type="radio"/> VA Station Code	
	<input type="radio"/> CDC Registration ID <input type="radio"/> None	
*Selected identifier ID:	<input type="text" value="123456789"/>	
NHSN Training Date		
*I certify that I have completed all of the appropriate, required NHSN trainings on:	<input type="text" value="11/01/2007"/>	
		<input type="button" value="Reset"/> <input type="button" value="Save"/>

LTCF COVID-19 MODULE:

REGISTER FACILITY WITH NHSH *(continued)*

Look up your CMS Certification Number (CCN)

<https://qcor.cms.gov/main.jsp>

- ✓ Select “Tool>basic search”
- ✓ Enter your facility name
- ✓ The Participation date is the CCN Effective Date needed for enrollment

The screenshot shows a web form titled "Facility Identifier". It contains a section with the instruction "*Please select a facility identifier:" followed by four radio button options: "CMS ID" (which is selected), "AHA ID", "VA Station Code", and "CDC Registration ID". Below this, there is a field labeled "*Selected identifier ID:" with the value "123456789" entered.

LTCF COVID-19 MODULE: REGISTER WITH SAMS

Register with SAMS

- Receive e-mail from SAMS-NO-REPLY

In E-mail:

- ✓ Click link to begin SAMS registration
- ✓ Use temporary password & e-mail user name to begin SAMS registration

From: Sams-No-Reply (CDC)
Sent: Monday, May 11, 2015 12:25 PM
To:
Subject: U.S. Centers for Disease Control: SAMS Partner Portal - Invitation to Register

Hello

You have been invited to register with the SAMS Public Health Partner Portal. This invitation was

- **National Healthcare Safety Network: NHSN Reporting**
- **National Healthcare Safety Network: NHSN Enrollment**

A registration account has already been created for you. A link to this account and a temporary pas

SAMS Partner Portal Registration

Registration consists of the following steps:

1. Online Registration
2. Identity Verification (if required for your application)
3. Access Approval

Online registration with the SAMS portal takes about 5 minutes. Please have the following availabl

- Your home address - This must match the documentation you intend to use for proofing if a
- Your organization / employer and their address
- Your telephone number

Should you have questions about the SAMS Partner Portal or the registration process, please contac

Thank you,

The SAMS Team

To register with the SAMS Partner Portal, please click the following link or cut and paste it into yo

<https://im.cdc.gov/iam/im/SAMS3/ui/index.jsp?task.tag=SAMSRegistration>

When prompted, please enter:

- Your Email/User Name: user@email.com
- Temporary Password : i%Eo23D_

and click the Login button.

To order to access the SAMS Partner Portal, your browser must

LTCF COVID-19
MODULE:
REGISTER WITH
SAMS
(continued)

Register with SAMS

Enter the user name (your e-mail) and temporary password provided in the SAMS-no-reply e-mail

SAMS Credentials



SAMS Username

SAMS Password

Login

[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

LTCF COVID-19 MODULE: REGISTER WITH SAMS (continued)

Register with SAMS

Accept SAMS Rule of Behavior to open SAMS registration

Registration: SAMS Rules of Behavior

CDC SAMS User Rules of Behavior

Overview

Secure Access Management Service (SAMS) is a United States federal government computer system that provides secure external access to non-public CDC applications for use by authorized personnel. Users should have no expectation of privacy when using SAMS or SAMS-protected program applications. All user actions are recorded and may be reviewed by CDC officials with a legitimate reason to do so as authorized by Information Security Officer. The following rules of behavior apply to all SAMS' users.

Because written guidance cannot cover every contingency, users are asked to go beyond the stated rules, using their best judgment and highest ethical standards to guide their actions. These rules are based on this and on applicable agency directives. As such, there are consequences for non-compliance. Based on the severity of the violation and through due process of the law, consequences can include, but are not limited to access privileges and/or civil and criminal penalties. Use of SAMS, and the applications it protects, is restricted to users that have been specifically authorized and granted access by CDC or its designated agents.

SAMS User Accounts

All SAMS' user accounts are uniquely identified by a username and protected with a password. Passwords automatically expire every sixty (60) days. SAMS will prompt users to update expired passwords on the date their password may have been compromised, they must change it immediately. In addition, the user must report any suspected misuse or unauthorized access to the SAMS Help Desk as quickly as possible.

SAMS allows users to reset a forgotten password using a set of secret security questions they select and complete during registration. Selected questions and answers should be easy for a user to remember but difficult. Since question and answer combinations can provide access to a user's account, they must be protected in the same way as a password.

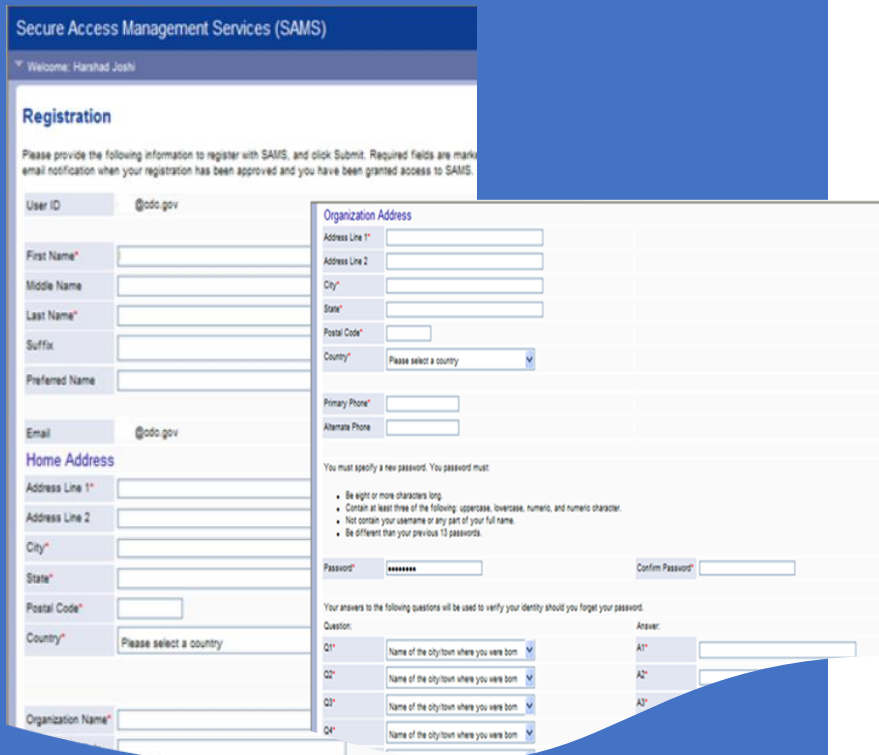
If a user fails to enter the correct username and password combination three (3) times in a row, their account will be locked for one (1) hour, after which, the user may try again. If the user cannot recall their password, a 'forgotten password' link on the SAMS login page to reset it. If a user does not remember their password and is unable to successfully answer their security questions, a new account must be created.

User Responsibilities and Rules of Behavior

- SAMS' users are uniquely identified through their SAMS user account. Once a user's request for access has been approved, the user must make every effort to protect the account password and related security information. To help protect their account private and not share their password with anyone else.

Accept Cancel

LTCF COVID-19 MODULE: REGISTER WITH SAMS (continued)



The screenshot shows the 'Secure Access Management Services (SAMS)' registration page. The page title is 'Secure Access Management Services (SAMS)' and the user is logged in as 'Welcome: Harshad Joshi'. The main heading is 'Registration'. Below the heading, there is a note: 'Please provide the following information to register with SAMS, and click Submit. Required fields are marked with an asterisk. You will receive an email notification when your registration has been approved and you have been granted access to SAMS.'

The form is divided into several sections:

- User ID:** A text field containing '@odc.gov'.
- Organization Address:** Fields for Address Line 1, Address Line 2, City, State, Postal Code, and Country (a dropdown menu).
- Personal Information:** Fields for First Name, Middle Name, Last Name, Suffix, and Preferred Name.
- Home Address:** Fields for Address Line 1, Address Line 2, City, State, Postal Code, and Country (a dropdown menu).
- Contact Information:** Fields for Primary Phone and Alternate Phone.
- Organization Name:** A text field at the bottom.
- Password and Security Questions:** A section for creating a password and answering security questions. The password field is masked with asterisks. Below it, there are four security questions (Q1-Q4) and their corresponding answer fields (A1-A4). The questions are: 'Name of the city/town where you were born'.

Register with SAMS

- After accepting SAMS Rule of Behavior, registration page opens
 - Enter Personal and facility information
 - Create password
 - Security questions
- Click **SUBMIT** & receive Registration Confirmation



Select a password you will remember since you are required to enter this password again.

LTCF COVID-19 MODULE: REGISTER WITH SAMS (continued)

After Registering with SAMS

After accepting and Submitting SAMS Rule of Behavior

- ✓ Will receive a “**Welcome**” e-mail from “SAMS-NO-REPLY” in 3-5 business days.
- ✓ Once e-mail received- log-in through SAMS portal and **ENROLL** facility

From: Sams-No-Reply (CDC)
Sent: Tuesday, November 26, 2013 7:55 AM
To: New User
Subject: U.S. Centers for Disease Control: SAMS Partner Portal - SAMS Activity Authorization

Welcome!

You have been authorized for access to:

- **National Healthcare Safety Network System: NHSN Reporting**

You can reach the activity home page directly by clicking <https://nhsn2.cdc.gov/nhsn/>.

You may also access this activity through the SAMS Partner Portal by clicking [here](#).

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.

*****Note:** In order to access the SAMS Partner Portal, 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.

Thank you,

The SAMS Team

Enroll Facility with NHSN

Log into <https://sams.cdc.gov/>


LTCF COVID-19
MODULE:

ENROLL FACILITY
WITH NHSN

✓ Log into sams.cdc.gov to enroll the facility in NHSN

✓ Enter SAMS Username (your e-mail address) and password

SAMS Credentials



SAMS Username

SAMS Password

Login

[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

Enroll Facility with NHSN

- Under “My Applications” Select “**NHSN Enrollment**”

SAMS
secure access management services

>Welcome Amy Woodward

SAMS Admin My Profile Logout

Warning: You are accessing a US Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for US Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Links

- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

My Applications

National Healthcare Safety Network System

- NHSN Reporting *
- **NHSN Enrollment ***

* Strong credentials required.

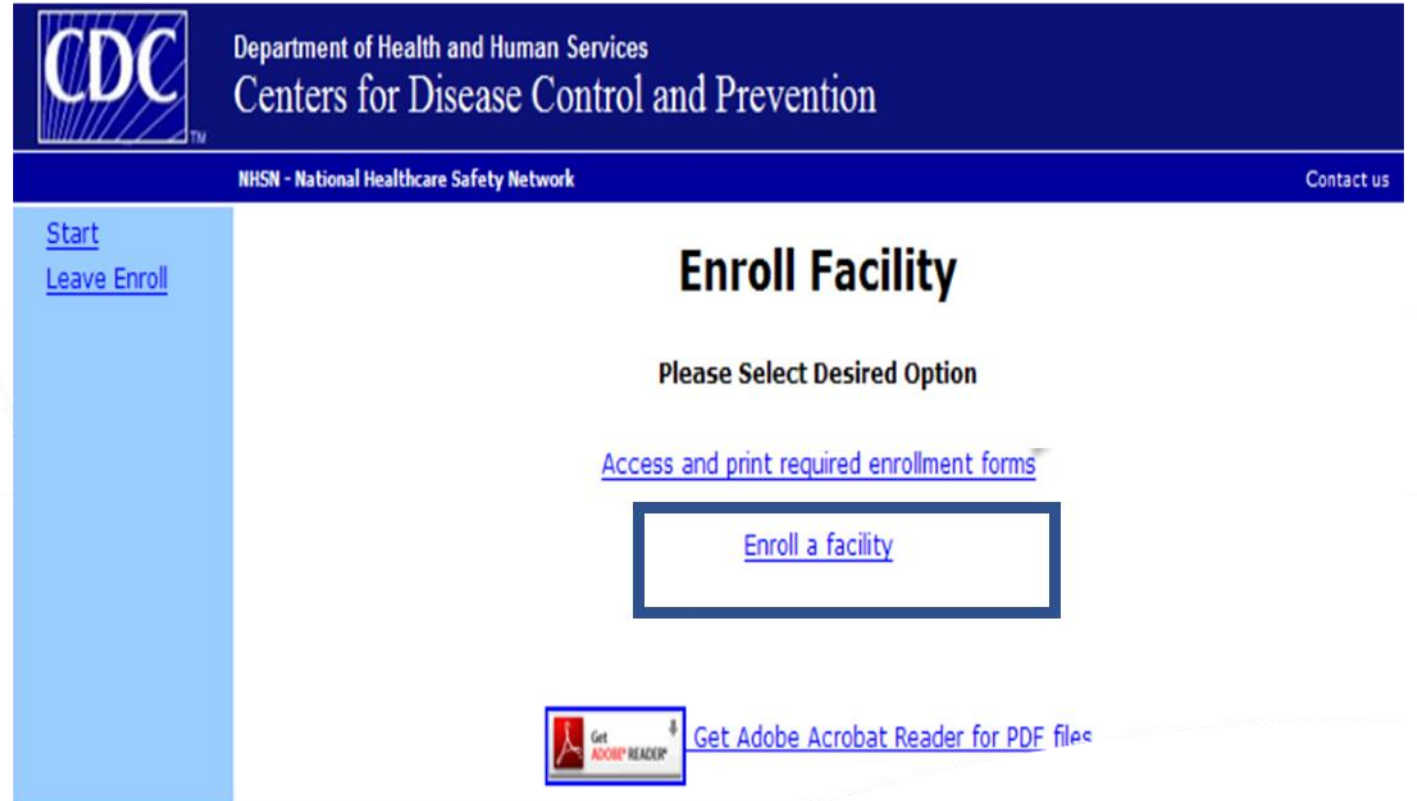
LTCF COVID-19
MODULE:

ENROLL FACILITY
WITH NHSN
(continued)

Enroll Facility with NHSN

- Select “**Enroll a Facility**” (don’t need to access forms)

LTCF COVID-19 MODULE: ENROLL FACILITY WITH NHSN (continued)



The screenshot shows the NHSN enrollment interface. At the top, the CDC logo is on the left, and the text "Department of Health and Human Services" and "Centers for Disease Control and Prevention" is on the right. Below this, a dark blue bar contains "NHSN - National Healthcare Safety Network" on the left and "Contact us" on the right. A light blue sidebar on the left has two links: "Start" and "Leave Enroll". The main content area is titled "Enroll Facility" and asks the user to "Please Select Desired Option". There are two options: "Access and print required enrollment forms" and "Enroll a facility". The "Enroll a facility" option is highlighted with a blue border. At the bottom, there is a small Adobe Reader logo and a link to "Get Adobe Acrobat Reader for PDF files".

CDC
Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network [Contact us](#)


[Start](#)
[Leave Enroll](#)

Enroll Facility

Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)

 [Get Adobe Acrobat Reader for PDF files](#)

Enroll Facility with NHSN

LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)

- **Complete Facility Enrollment questions**
 - Enter Facility Information
 - Facility identifier
 - CMS facility- enter CMS certification number and effective date (same as participation date)
 - Non-CMS facility - Select N/A for AHA, VA, CCN and another box will appear to enter NHSN provided enrollment number (can be same NHSN provided number used to register)

Facility Enrollment

Mandatory fields marked with *

Tracking #

Facility Information

Facility name*:

Address, line 1*:

Address, line 2:

Address, line 3:

City*:

State*:

County*:

Zip Code*: -

Main telephone number*:

Enroll Facility with NHSN

LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)

To locate CCN (CMS Certification Number) & Effective/participation date:

<https://qcor.cms.gov/main.jsp>

CMS Certified Facilities: Enter CMS certification number and effective date (same as participation date)

For each identifier listed below, enter the number / code, or check Not Applicable if your facility does not have that identifier

AHA ID*:	<input type="text" value="N/A"/>	Select <input checked="" type="checkbox"/> if AHA ID Not Applicable
CMS Certification Number (CCN)*:	<input type="text" value="123456"/> x	Select <input type="checkbox"/> if CCN Not Applicable
Effective Date of CCN*:	<input type="text" value="01/01/2015"/>	<input type="text" value="2015Q1"/>
VA station code*:	<input type="text" value="N/A"/>	Select <input checked="" type="checkbox"/> if VA Station Code Not Applicable

Non-CMS facility - Select N/A for AHA, VA, CCN. Another box will appear to enter NHSN provided enrollment number (*can be same NHSN provided number used to register*)

For each identifier listed below, enter the number / code, or check Not Applicable if your facility does not have that identifier		
AHA ID*:	<input type="text" value="N/A"/>	Select <input checked="" type="checkbox"/> if AHA ID Not Applicable
CMS Certification Number (CCN)*:	<input type="text" value="N/A"/>	Select <input checked="" type="checkbox"/> if CCN Not Applicable
Effective Date of CCN:	<input type="text"/>	<input type="text"/>
VA station code*:	<input type="text" value="N/A"/>	Select <input checked="" type="checkbox"/> if VA Station Code Not Applicable
Enrollment number*:	<input type="text" value="8495"/>	Required if AHA ID, CCN and VA Station Code are all listed as "Not Applicable."
Facility's Object Identifier (OID) for CDA	Object Identifier: <input type="text"/>	
	<input type="button" value="Verify Data"/>	Click to verify values provided above before proceeding.

Enroll Facility with NHSN

LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (continued)

Mandatory fields marked with *

Page 2 of 2

NHSN Facility Information - Part 2

NHSN Facility Administrator

Facility Type:

- LTC-ASSIST - Assisted Living Residence
- LTC-DEVDIS - Longterm Care Facility for the Developmentally Disabled
- LTC-SKILLNURS - Skilled Nursing Facility**

IHS Facility:

Yes

No

NHSN Components

Select Components*:

Long Term Care Facility

Address, Line 1*:
Enter Street Address

Address, Line 2:

Address, Line 3:

City*:
Enter Name of City

Facility Administrator Name*:

Facility Administrator Email*:

Facility Administrator Phone*:

Facility Administrator Title*:

Facility Administrator Address*:

Facility Administrator City*:

Facility Administrator State*:

Facility Administrator Zip*:

Facility Administrator Country*:

Facility Administrator Fax*:

Facility Administrator Email*:

Facility Administrator Phone*:

Facility Administrator Title*:

Facility Administrator Address*:

Facility Administrator City*:

Facility Administrator State*:

Facility Administrator Zip*:

Facility Administrator Country*:

Facility Administrator Fax*:

Select the Facility Type in drop down

Please note: The COVID-19 facility types are not reflected during the enrollment section. This will not impact the enrollment process. Once the facility is completed enrolled and activated in NHSN, the COVID-19 Module will be added in the application.

Enroll Facility with NHSN

NHSN Facility Administrator

First name*: Person

Middle name: Enrolling

Last name*: Facility

Title: IN NHSN



Click to copy mailing address from the facility given above

Address, line 1*: 200 Hospital Address

Address, line 2:

Address, line 3:

City*: Hospital City

State*: GA - Georgia

Zip Code*: 12345 -

Phone*: 111-111-1111

Ext:

Fax:

Pager:

E-mail*:

User ID*:

Use same e-mail address entered during SAMS registration

Facility Address

Up to 32 letters or digits



LTCF COVID-19
MODULE:

ENROLL FACILITY
WITH NHSN
(continued)

NHSN user ID, cannot
include special characters
Example: AAnttila

Enroll Facility with NHSN

LTCF COVID-19 MODULE: ENROLL FACILITY WITH NHSN (continued)

Long Term Care Contact Person

Information on the Long Term Care Contact person is entered as labeled below since the Long Term Care Component was selected above.



Click to copy information from the Primary System Administrator

First name*: Jane
Middle name:
Last name*: Smith
Title:



Click to copy mailing address from the facility given above

Address, line 1*: 1 Clifton Road
Address, line 2:
Address, line 3:
City*: Atlanta
State*: GA - Georgia
Zip Code*: 30333 -
Phone*: 404-632-6547 Ext:

Contact person can be the same as NHSN Facility Administrator or another user

Enroll Facility with NHSN

- After Facility Enrollment submitted:
 - ✓ Pop-up alert confirming your enrollment
 - ✓ Next you will need to activate your facility

Congratulations! The Facility has been Enrolled.

However your facility is not yet activated.

The enrollment for facility 'Test TM3033' with tracking number 71093 has been completed. The facility admin and component primary contacts will receive an email with further instructions.

You may now exit the application.
Or click [here](#) to enroll another facility.

LTCF COVID-19
MODULE:

ENROLL FACILITY
WITH NHSN
(continued)

Log-in to Newly Enrolled Facility to Accept Agreement to Participate and Consent

- Log back in to sams.cdc.gov and enter credentials (e-mail address and password) and select LTCF Component and your LTCF from drop-down menu

SAMS Credentials

Welcome to the NHSN Landing Page

NQA0@cdc.gov

Select component:
Long Term Care Facility

Select facility/group:
Fac: Test TM3033 (ID 71093)

Submit

For External Partners who login with only a SAMS issued UserID

LTCF COVID-19
MODULE:

ENROLL FACILITY
WITH NHSN
(continued)

Accept Agreement to Participate and Consent

LTCF COVID-19
MODULE:

ENROLL FACILITY
WITH NHSN
(continued)

- Last Step to Complete in Enrollment!

Alert

You have completed the NHSN Agreement to Participate and Consent Form for the Long Term Care Facility component for the following facilities: 71093.

Please click the OK button to continue.

OK



Agreement to Participate and Consent

Page 1 of 3

Tracking #: _____

The National Healthcare Safety Network (NHSN), conducted by the Centers for Disease Control and Prevention (CDC), collects, analyzes, and reports data submitted by healthcare or residential facilities on healthcare-associated adverse events, adherence to prevention practices, and antimicrobial use and resistance. Healthcare or residential facilities may participate in NHSN voluntarily, i.e., on their own initiative and for their own purposes, or as a result of a state or federal reporting requirement. CDC will disclose data submitted to NHSN to other federal agencies and to state health departments in accordance with the scope of their reporting mandates. CDC also will disclose data to state, local, or territorial health departments that are outside the scope of federal or state reporting mandates provided the state, local, or territorial health department has completed a data use agreement with CDC that stipulates the data will be used solely for surveillance and prevention purposes and not for public reporting of facility-specific data or any regulatory or punitive actions against facilities, such as a fine or licensure action. These data disclosures to state, local, or territorial health departments will be made to the extent permissible by federal law.

Purposes of NHSN

You are listed as the Facility Administrator or Primary Contact for the facilities below. Select all facilities for which you would like to accept the agreement. Click the submit button to accept the agreement for all selected facilities.

Facility Name	Facility ID	Contact Type	Contact Name	Phone Number	Email	Accept
Ti's Test Facility	56233	Facility Administrator	Ti McCRAY	123-456-7890	NQA0@CDC.GOV	<input checked="" type="checkbox"/>

Page 1 of 1

Submit



Enrollment is
Complete

Congratulations!!

You have completed the enrollment.

**You can begin LTC Reporting in the
COVID-19 Module.**



Congratulations! Enrollment is complete

New Facility and Currently Enrolled Facility

- ❑ You are ready to begin reporting.

Please note: *If accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown below but all functionality related to COVID-19 data reporting are the same.*

NHSN LV1 - National Healthcare Safety Network

The screenshot shows the NHSN LV1 interface. On the left is a sidebar menu with the following items: NHSN LV1 Home, Alerts, COVID-19 (highlighted with a yellow box and an arrow pointing to the right), Users, Facility, Group, and Logout. The main content area has a header 'NHSN Long Term Care Facility Component Home Page' and a section titled 'Action Items'.

NHSN - National Healthcare Safety Network

The screenshot shows the NHSN interface. On the left is a sidebar menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19 (highlighted with a yellow box and an arrow pointing to the right), and Import/Export. The main content area has a header 'NHSN Long Term Care Facility Component Home Page' and a section titled 'Long Term Care Dashboard' with a sub-section 'Action Items'.



Common questions

If you have an active SAMS grid card and need to enroll a facility

- Enroll the LTCF as described in *Enroll Facility in NHSN* section.
- Log into <https://sams.cdc.gov/> using your SAMS grid card
- Forgot your password? contact samshelp@cdc.gov or toll-free at 877-681-2901
- Will need to complete annual survey during enrollment

The screenshot shows the 'secure access management services' login page. At the top, there is a warning message: 'Warning: You are accessing a US Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for US Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.'

Below the warning is the 'Login Options' section, which says 'Choose one of the three login options.' There are three main options:

- SAMS Credentials:** Includes a keyboard icon, 'SAMS Username:' and 'SAMS Password:' input fields, and a 'Login' button. Below it is a link for 'Forgot SAMS Password?' and a note: 'For users who login with only a SAMS issued UserID and Password.'
- SAMS Grid Card Credentials:** Includes a grid card icon, the text 'Click login below to login with SAMS Grid Card.', and a 'Login' button. Below it is a note: 'For users who have been issued a SAMS Grid Card.'
- HHS PIV Card:** Includes a PIV card icon, the text 'Insert your PIV card in your smart card reader before you try to login.', and a 'Login' button. Below it is a note: 'For users who are CDC staff and have been issued a PIV card.'

The 'SAMS Grid Card Credentials' option is highlighted with a blue border and a blue circle containing the letter 'C'. There is also an 'OR' separator between the SAMS Grid Card and HHS PIV Card options.

I selected the wrong facility type during enrollment

- If you selected the incorrect facility type upon or after completing the enrollment process the resolution is to log into the facility and do the following:
 - Select on the left-hand side > Facility >> Facility info >>> edit on the bottom of the screen.
 - This will allow you with the ability to change your facility type.
 - Choose the correct facility type in the drop-down menu.
 - Select “save” at the bottom of the screen.

How do I keep up with my COVID-19 data if I'm not yet enrolled?

- Use NHSN data collections forms, which are available for each pathway in the module.
- Use one form for each date data will be entered in the module
- Use form instructions
- <https://www.cdc.gov/nhsn/ltc/covid19/index.html>

How do I receive LTCF COVID 19 updates if I'm not enrolled in NHSN?

- On the NHSN LTCF COVID-19 website, scroll to the bottom and add your e-mail address
- <https://www.cdc.gov/nhsn/ltc/covid19/index.html>

Get NHSN COVID-19 Updates

For continued NHSN COVID-19 updates, please enter your email address. NHSN facility and group users do not need to sign up, you will receive them automatically.

Email (optional)

protected by reCAPTCHA



[Privacy](#) - [Terms](#)

Submit

Resources

- ❑ To email questions to the NHSN Helpdesk: nhsn@cdc.gov with LTC COVID-19 in the subject line
- ❑ NHSN COVID-19 Webpage for Long-term Care Facilities:
<https://www.cdc.gov/nhsn/covid19/index.html>
- ❑ CDC's National Healthcare Safety Network (NHSN) Home Page:
<https://www.cdc.gov/nhsn/index.html>
- ❑ Guidance for Retirement Communities and Independent Living:
<https://www.cdc.gov/coronavirus/2019-ncov/community/retirement/index.html>
- ❑ Preparedness Checklist for Nursing Homes and Other Long-Term Care Settings:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care-checklist.html>
- ❑ Preparing for COVID-19: Long-term Care Facilities, Nursing Homes:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html>
- ❑ If you have questions regarding CMS' enforcement of the new COVID-19 reporting requirement on nursing homes: DNH_Enforcement@cms.hhs.gov.



CDC

**CENTERS FOR DISEASE
CONTROL AND PREVENTION**

**EDWARD R. ROYBAL
CAMPUS**

Thank You!