National Healthcare Safety Network (NHSN)

Long-term Care Facility COVID-19 Module Enrollment

2020

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/ltcf/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

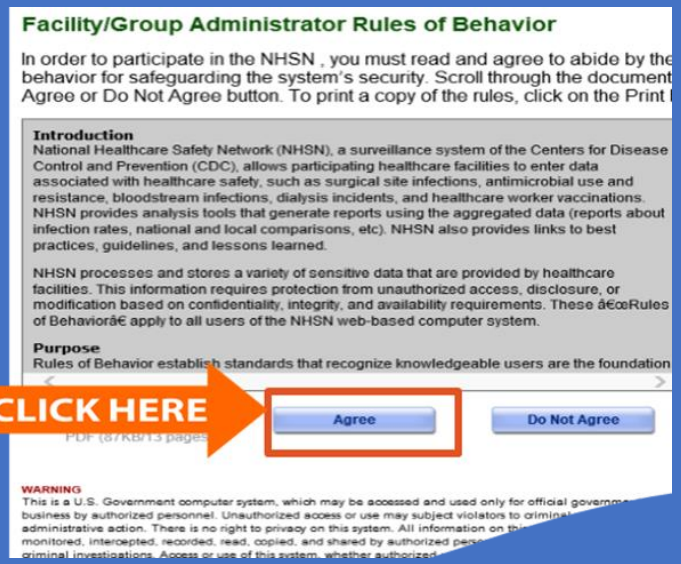
4. Log in to NHSN through SAMS portal at

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 NHSH

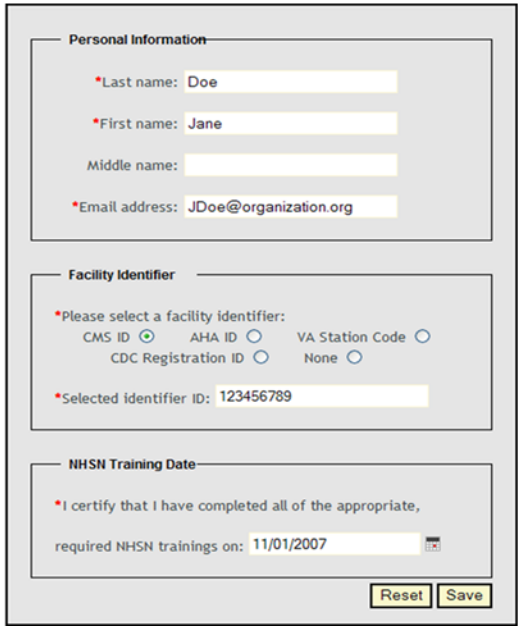


Register Facility with NHSN

- 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



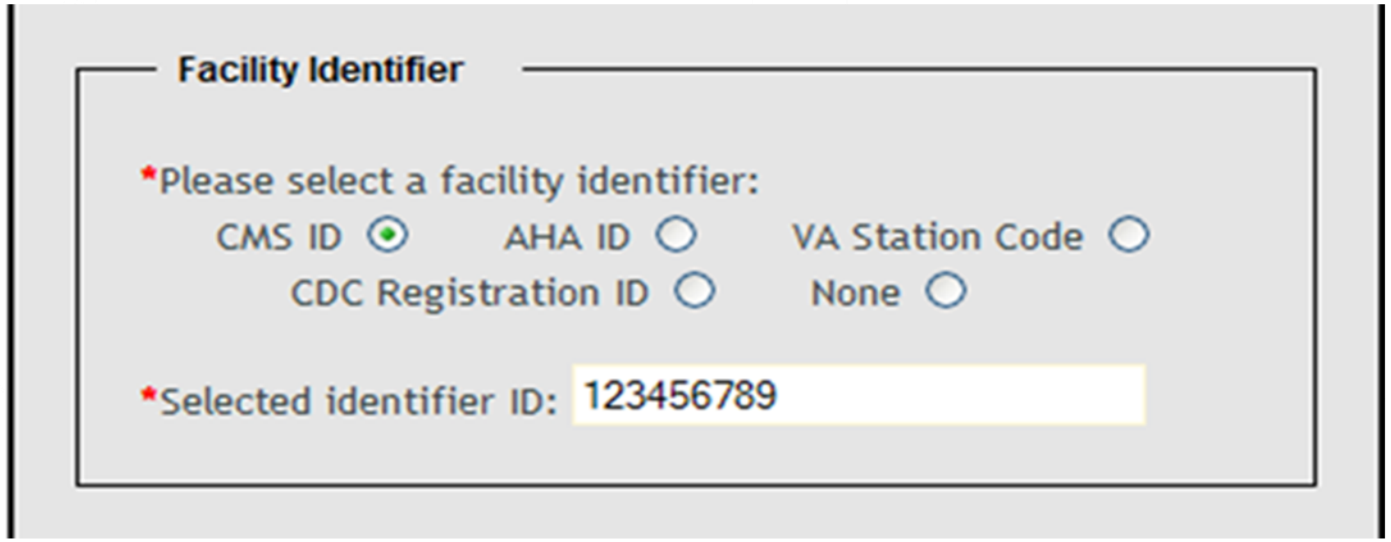
LTCF COVID-19 MODULE:

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



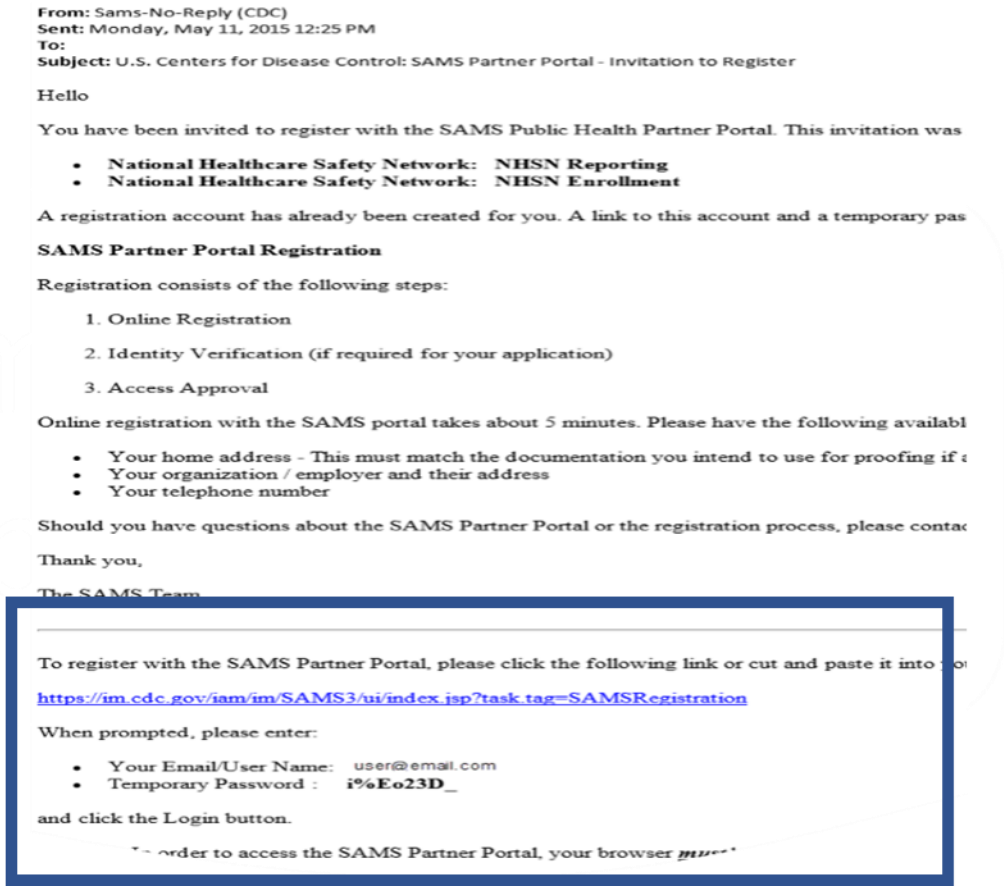
LTCF COVID-19 MODULE: REGISTER WITH SAMS

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
- 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

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_**

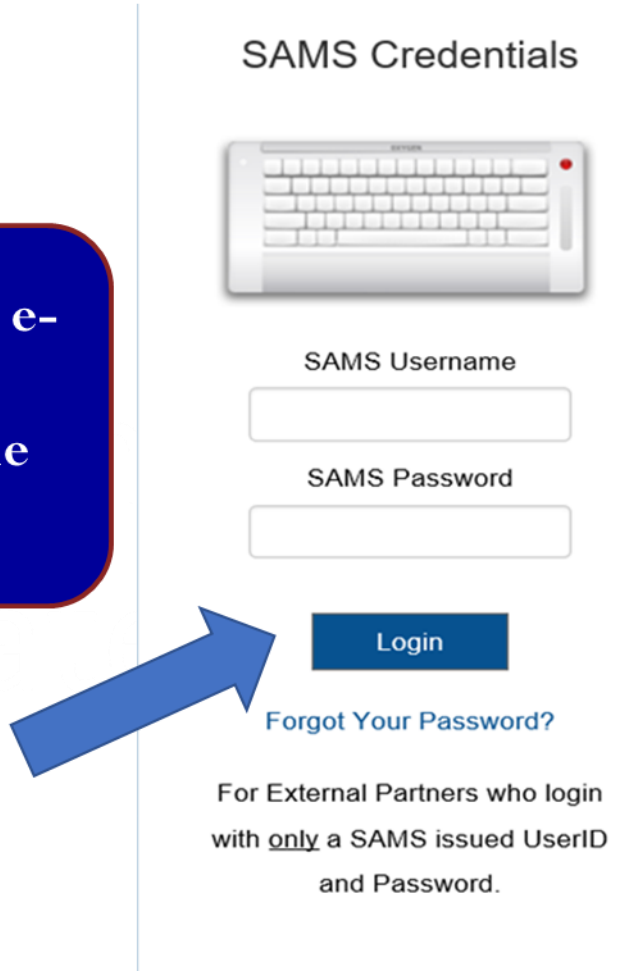
and click the Login button.

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

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

Register with SAMS

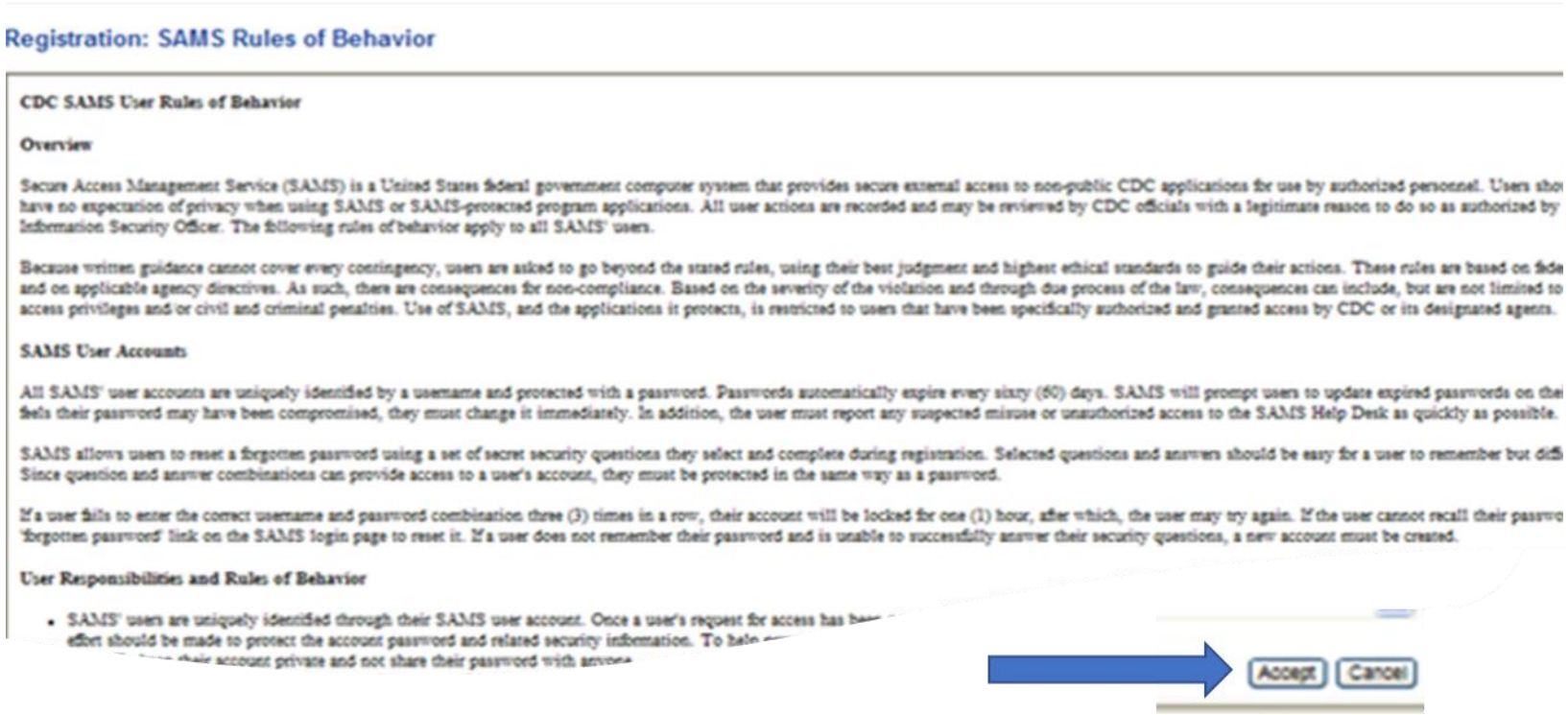
Enter the user name (your e-mail) and temporary password provided in the SAMS-no-reply e-mail



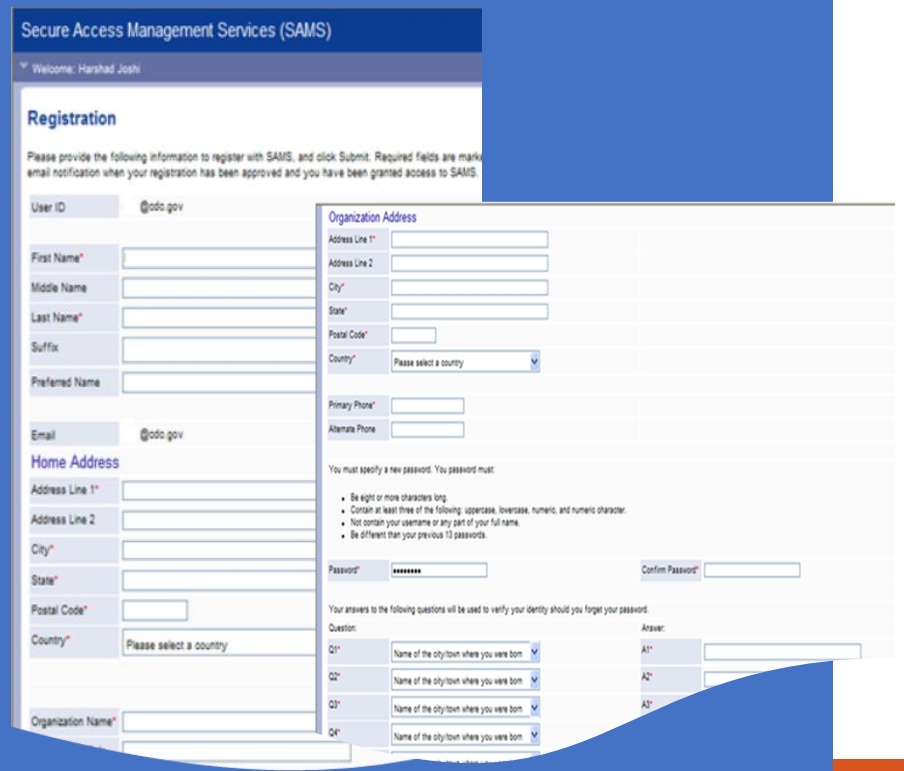
LTCF COVID-19 MODULE: REGISTER WITH SAMS (*continued*)

Register with SAMS

Accept SAMS Rule of Behavior to open SAMS registration



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



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

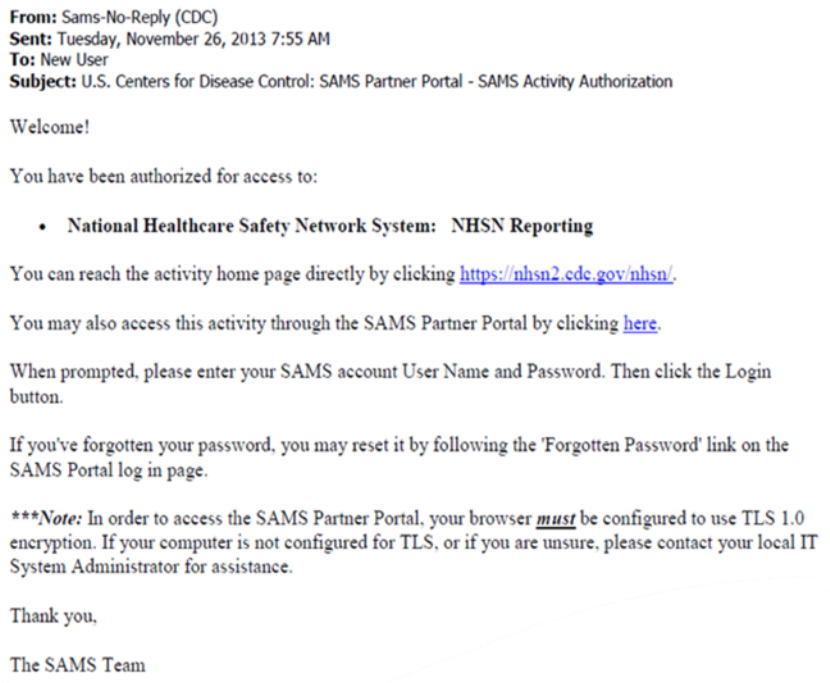
Select a password you will remember since you are required to enter this password again.

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

LTCF COVID-19 MODULE:

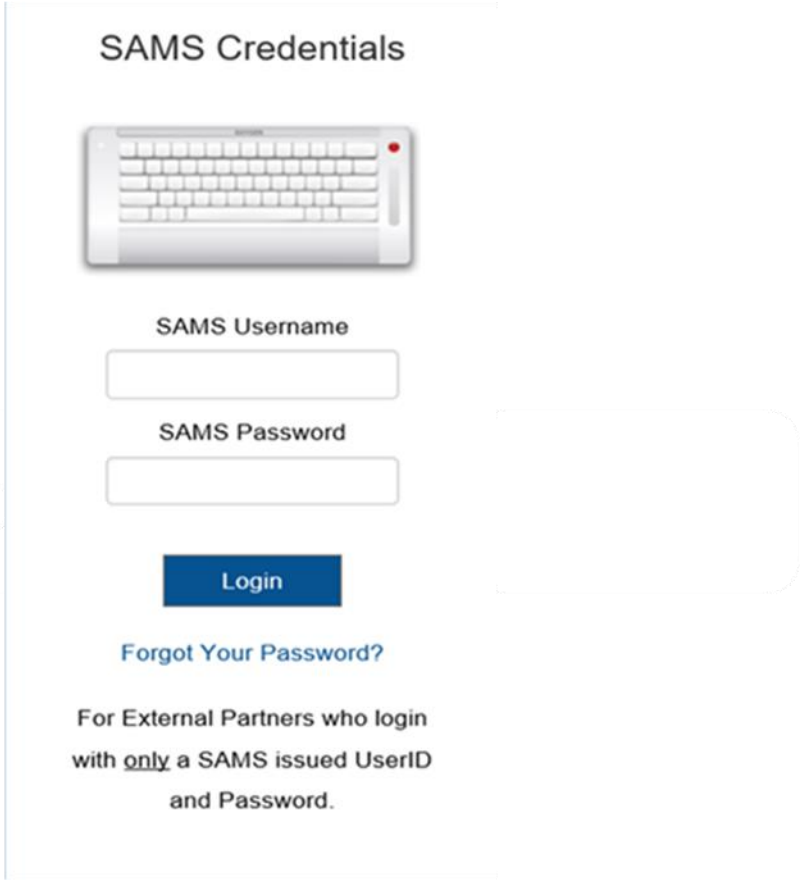
ENROLL FACILITY WITH NHSN

Enroll Facility with NHSN

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

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

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



LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (*continued*)

Enroll Facility with NHSN

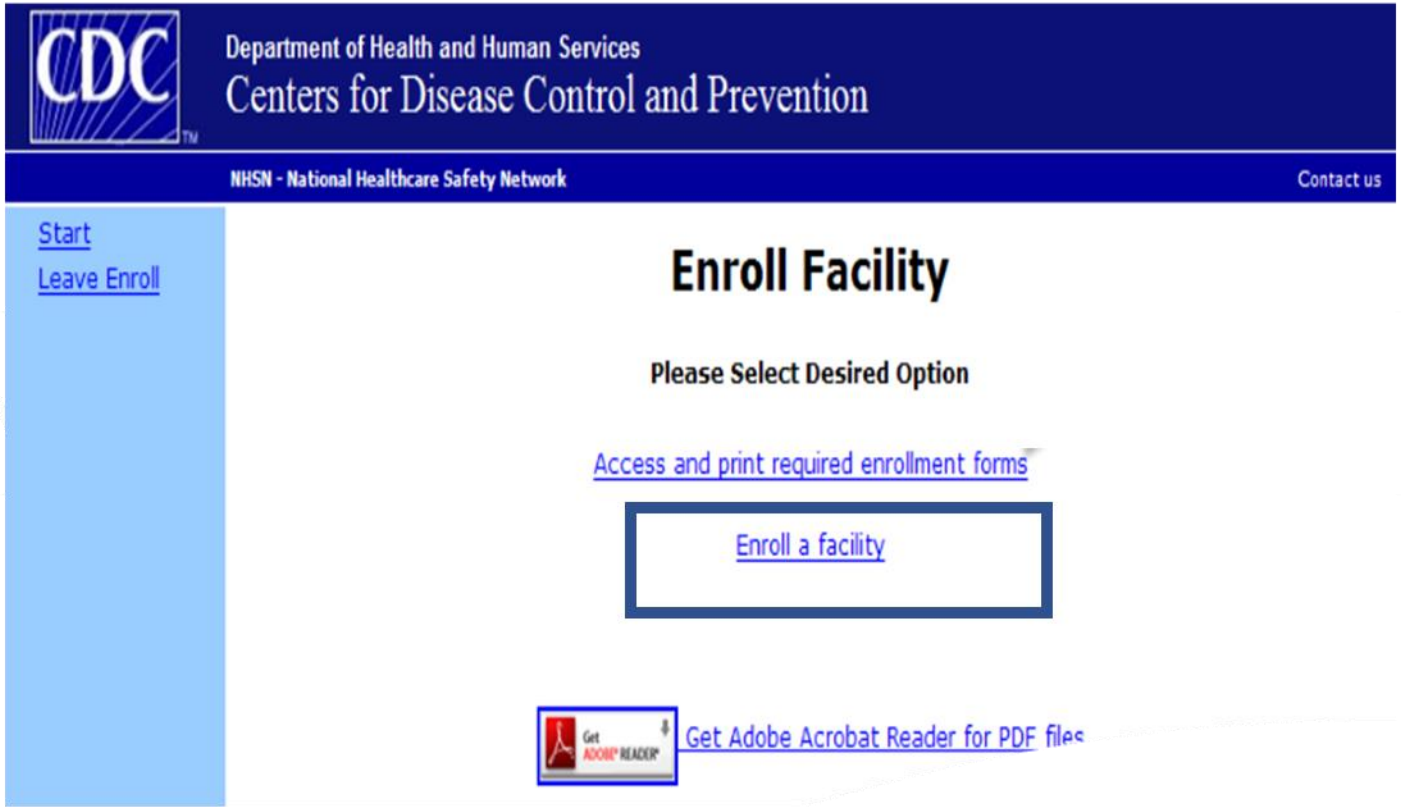
- Under "My Applications" Select "**NHSN Enrollment**"

LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (*continued*)

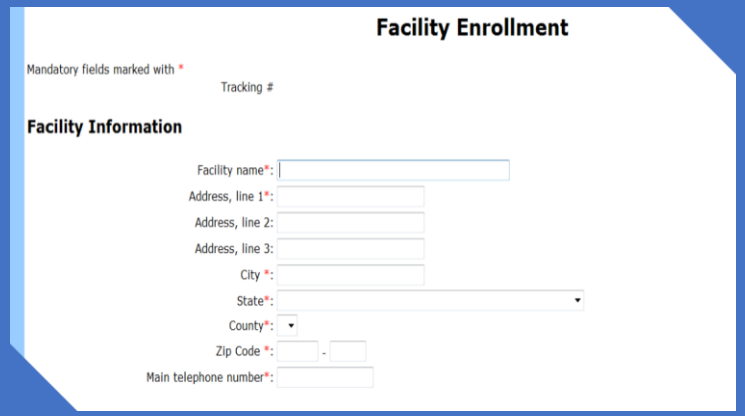
Enroll Facility with NHSN

- Select "**Enroll a Facility**" (don't need to access forms)



LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (*continued*)



Enroll Facility with NHSN

- **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)

LTCF COVID-19 MODULE:

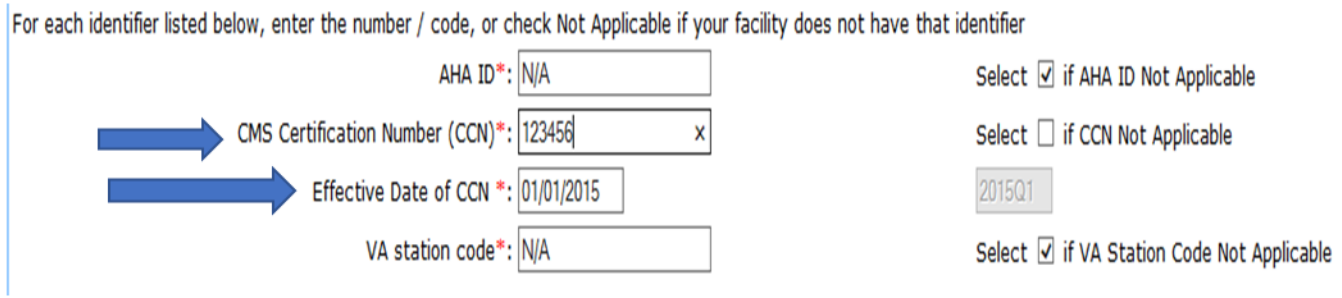
ENROLL FACILITY WITH NHSN *(continued)*

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

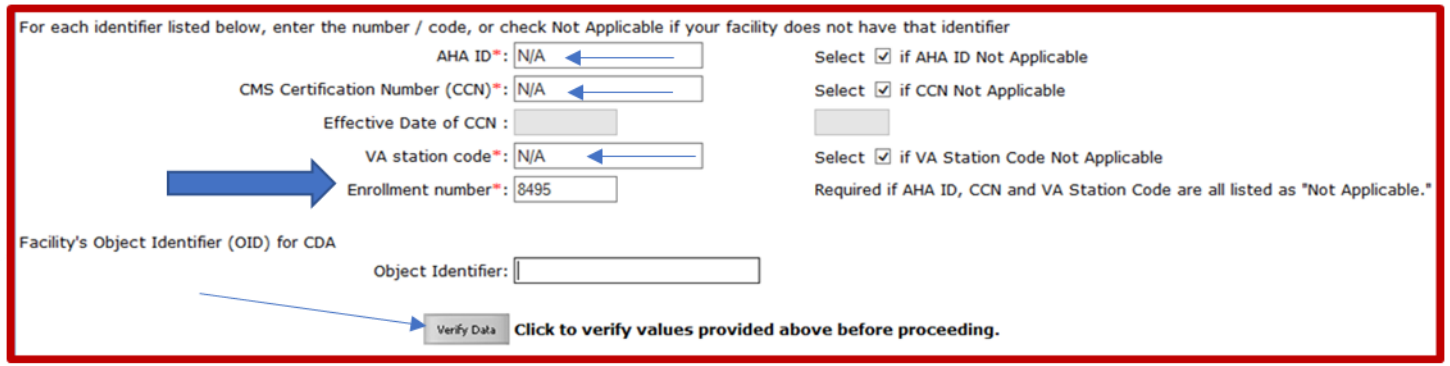
https://qcor.cms.gov/main.jsp

Enroll Facility with NHSN

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



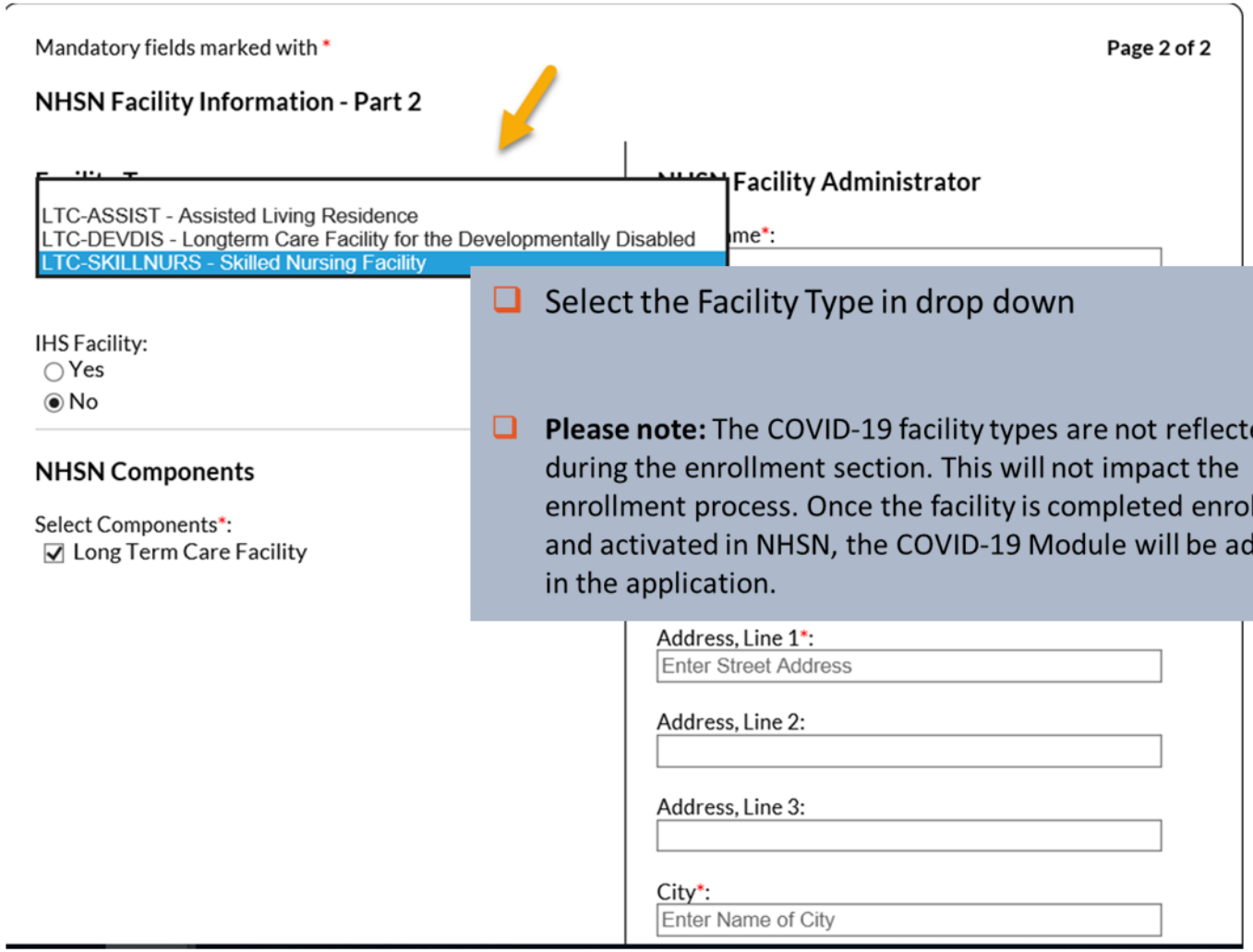
Non-CMS facility - Select N/A for AHA, VA, CCN. Another box will appear to enter NHSN provided enrollment number (*can be same NHSN provided number used to register*)



LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (*continued*)

Enroll Facility with NHSN

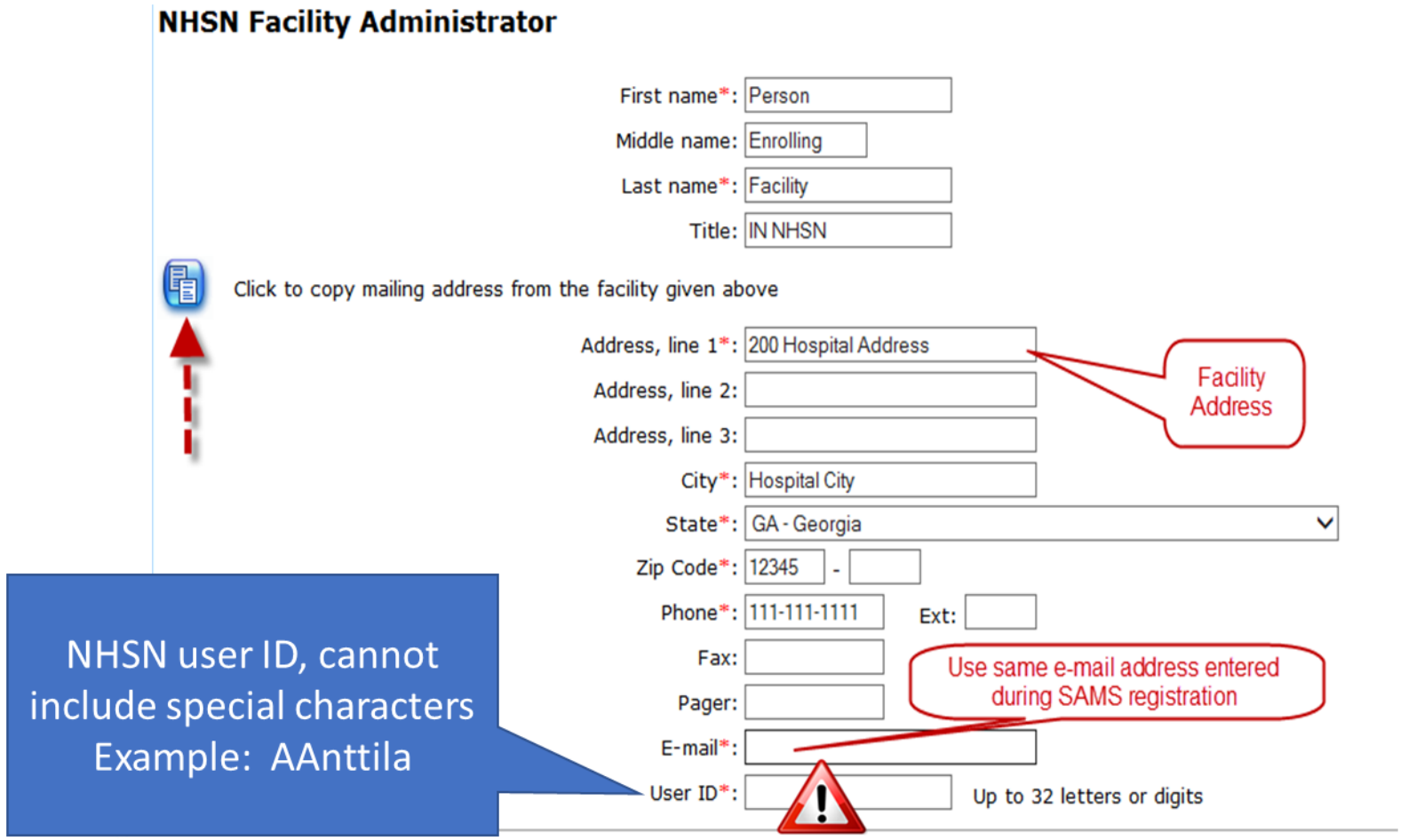


- Select the Facility Type in drop down
- **Please note:** The COVID-19 facility types are not reflected during the enrollment section. This will not impact the enrollment process. Once the facility is completed enrolled and activated in NHSN, the COVID-19 Module will be added in the application.

LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (*continued*)

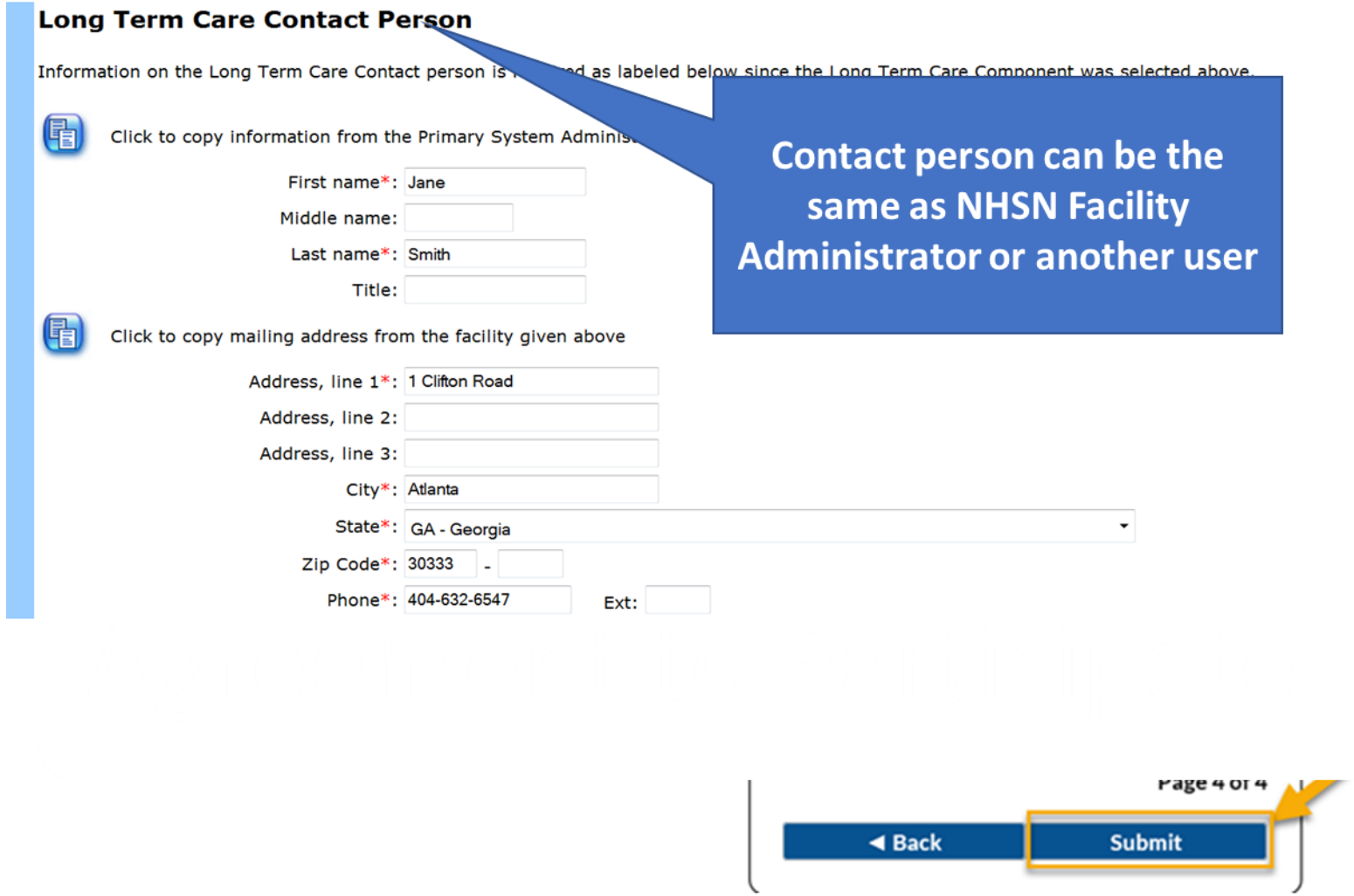
Enroll Facility with NHSN



LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN (*continued*)

Enroll Facility with NHSN

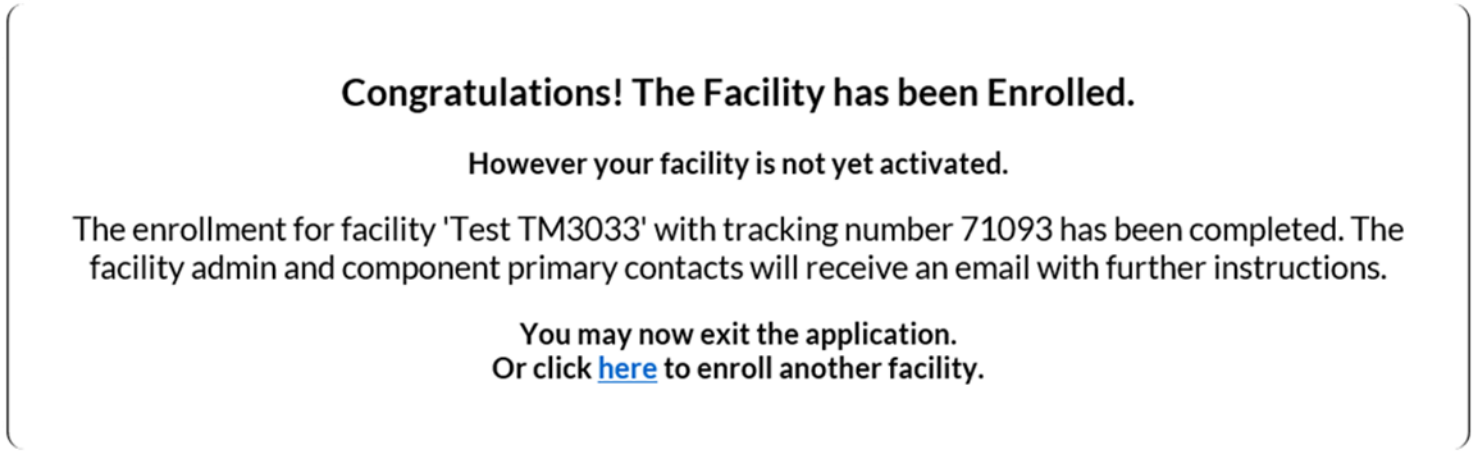


LTCF COVID-19 MODULE:

ENROLL FACILITY WITH NHSN *(continued)*

Enroll Facility with NHSN

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

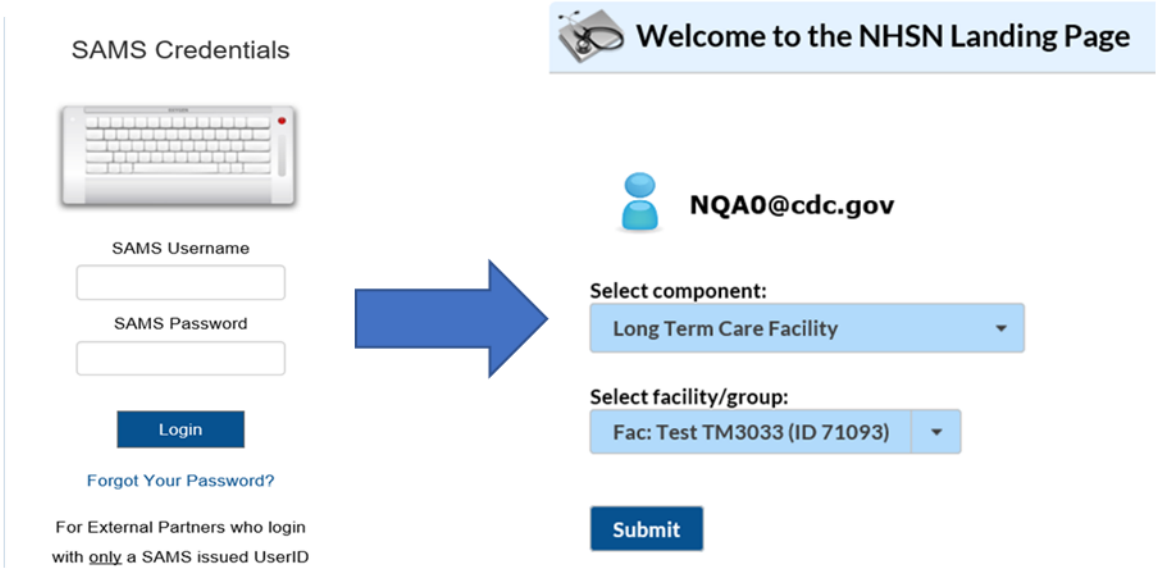


LTCF COVID-19 MODULE:

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

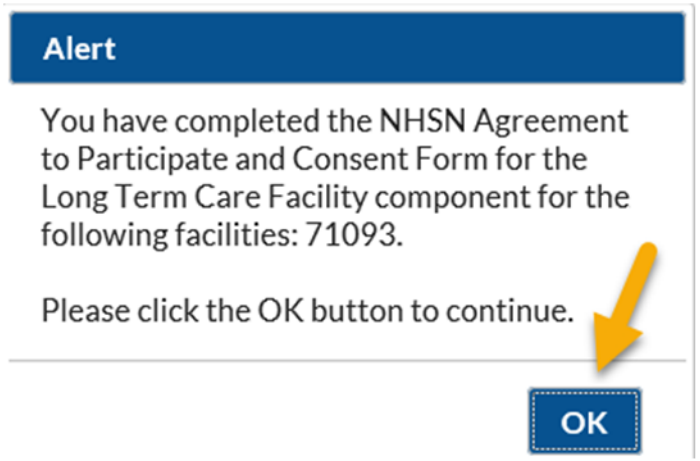


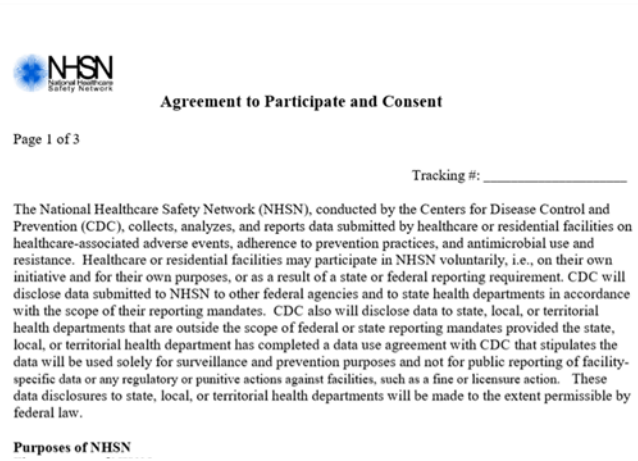
LTCF COVID-19 MODULE:

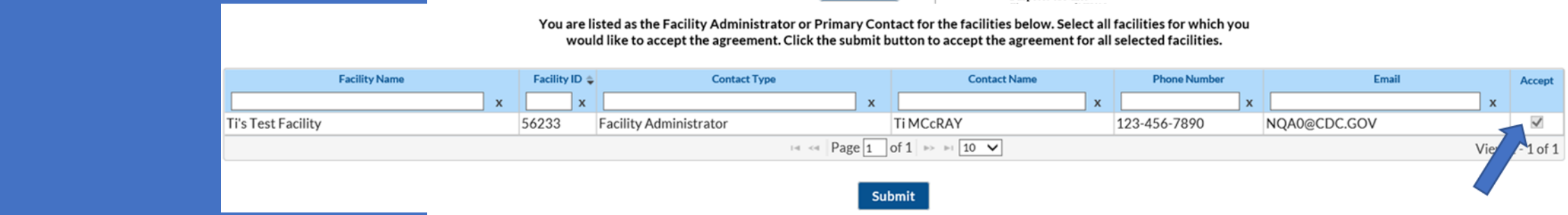
ENROLL FACILITY WITH NHSN *(continued)*

Accept Agreement to Participate and Consent

- Last Step to Complete in Enrollment!







Enrollment is Complete

Congratulations!!

You have completed the enrollment.

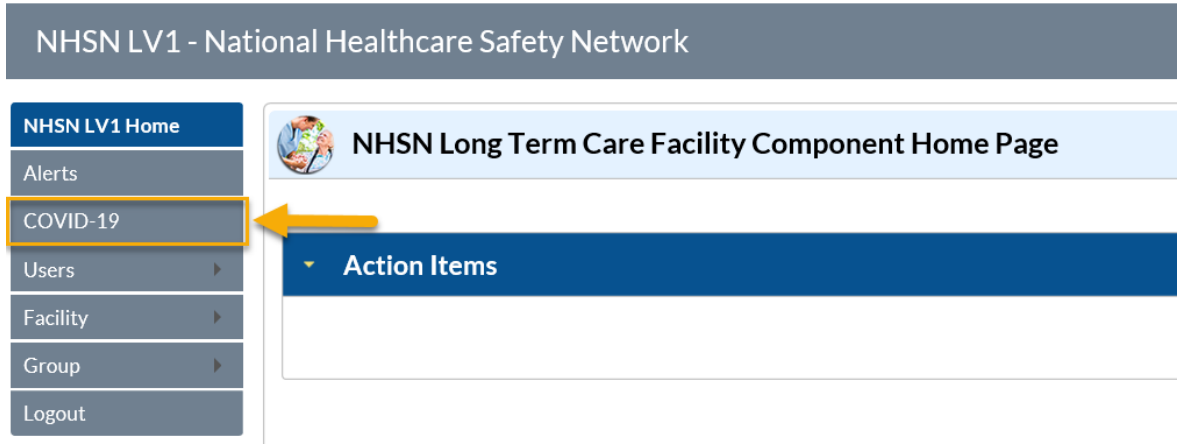
You can begin LTC Reporting in the COVID-19 Module.

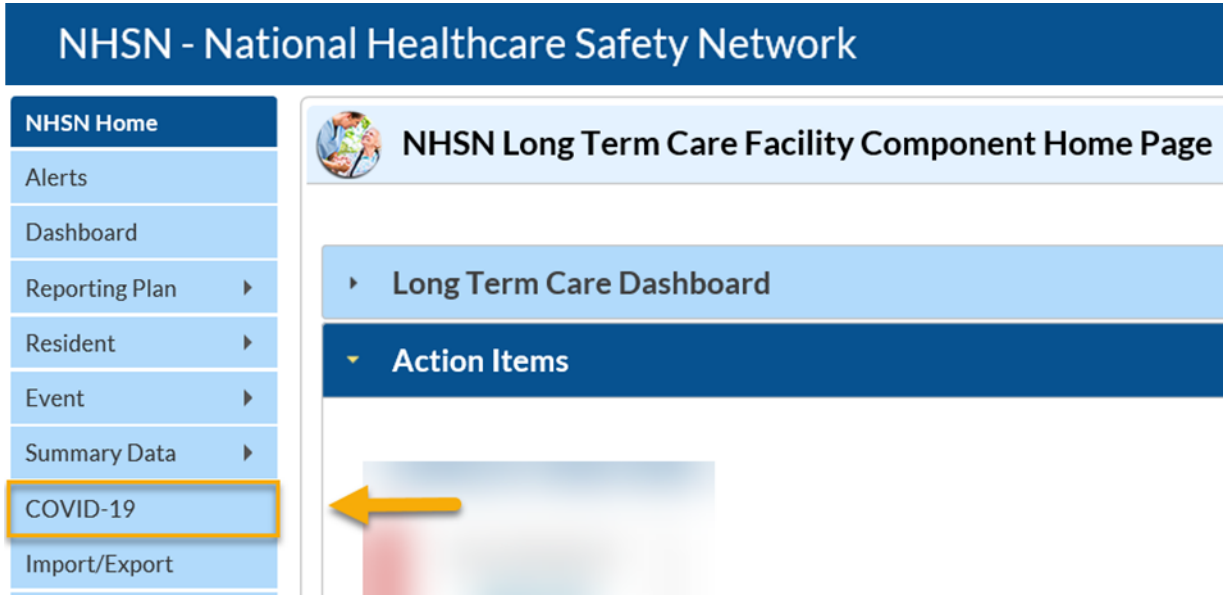
Congratulations! Enrollment is complete

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.*

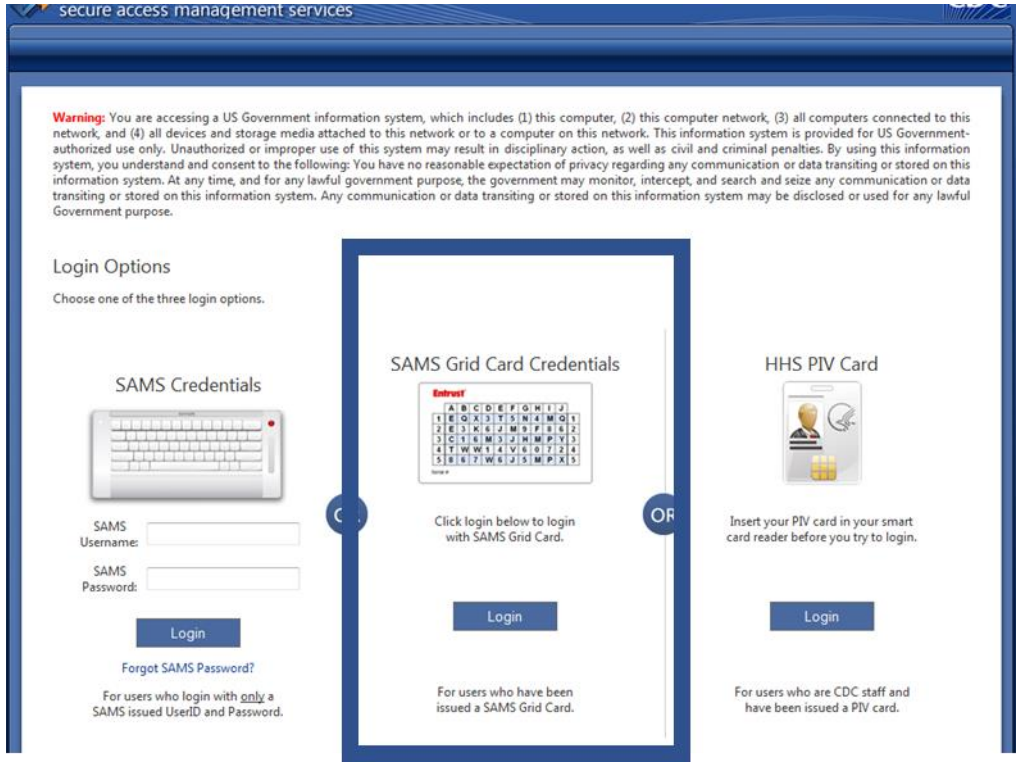




Common questions

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



I selected the wrong facility type during enrollment

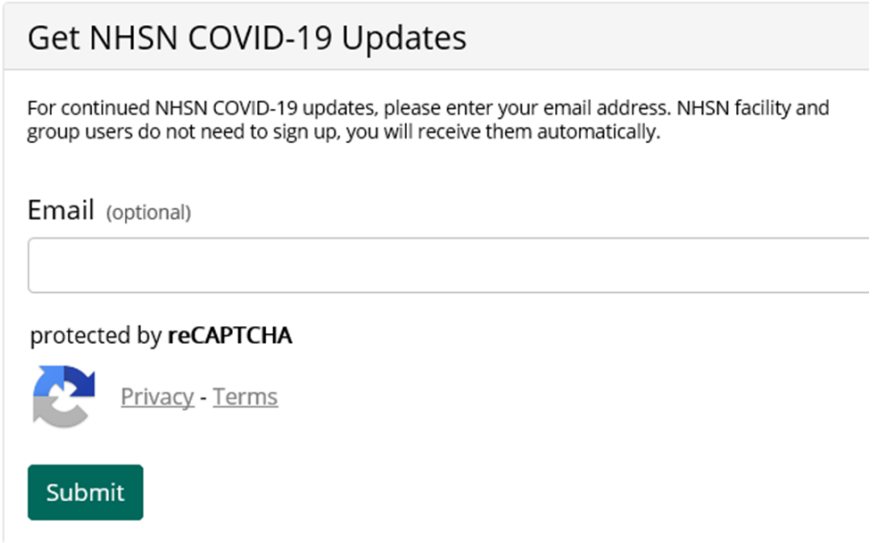
- If you selected the incorrect facility type upon or after completing the enrollment process the resolution is to log into the facility and do the following:
  - Select on the left-hand side> Facility>>Facility info>>>edit on the bottom of the screen.
  - This will allow you with the ability to change 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



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!