

# Guidance for Accepting the Updated NHSN Agreement to Participate and Consent on Behalf of Multiple Facilities

Effective as of May 21, 2026

## Background

The National Healthcare Safety Network (NHSN) has updated its Agreement to Participate and Consent ("Agreement"), the agreement between CDC and healthcare facilities that participate in NHSN. The Agreement includes eligibility criteria for participation in NHSN, data collection and reporting requirements for participation, an Assurance of Confidentiality, and the NHSN Stated Purposes that describes how NHSN may use submitted data.

**The updated Agreement must be electronically accepted by all facilities who participate in NHSN. Upon logging into NHSN, Facility Administrators will be prompted to review and electronically sign the updated Agreement on behalf of their facility by June 1, 2027.**

**If you are the Facility Administrator for multiple facilities, you can accept the updated Agreement for more than one facility at a time. Please see the quick instructions below for how to accept the Agreement on behalf of multiple facilities. For more detailed instructions, see the lower section labeled "[Detailed Instructions for Accepting the Updated NHSN Agreement to Participate and Consent on Behalf of Multiple Facilities.](#)"**

## At-a-Glance Instructions for Accepting for Multiple Facilities:

If you are the Facility Administrator for **multiple facilities**:

1. Log into the NHSN application and select one of your enrolled components.
2. Click on the "click here" link in the text alert at the top of your NHSN Home Page to access the updated Agreement to Participate and Consent.
3. In the components table below the Agreement, select the checkbox next to the component you are currently in (your name should be next to it, along with the role of Facility Administrator).
4. Below the components table is a list of all facilities for which you are listed as the Facility Administrator. The facilities table automatically shows 10 facilities per page. You can use the drop-down to increase this to 100. Select the checkbox next to all facilities for which you are listed as Facility Administrator.
5. Click the "submit" button at the bottom of the page. You should see a pop-up window confirming that you have accepted the updated Agreement to Participate and Consent on behalf of these facilities.

Congratulations!

You have completed the consent process for your facilities. Even though you only selected one component, this acceptance applies to all components followed by all your facilities.

**A facility whose Facility Administrator has not electronically accepted the updated Agreement by June 1, 2027, will not be able to report data to NHSN after June 1, 2027, until this action is complete.** The facility will remain active in NHSN and facility users will still have access to historical data and analyses.

**Please reach out to the NHSN Help Desk via NHSN-ServiceNow with any questions, using the subject line "Agreement to Participate," or email [nhsn@cdc.gov](mailto:nhsn@cdc.gov) for further assistance.**

## Detailed Instructions for Accepting the Updated NHSN Agreement to Participate and Consent on Behalf of Multiple Facilities

1. Beginning May 21, 2026, all currently enrolled NHSN Facility Administrators will see the following text banner in the NHSN application on the “Alerts” page informing them that the Agreement to Participate and Consent is incomplete and must be reviewed and accepted by a Facility Administrator:

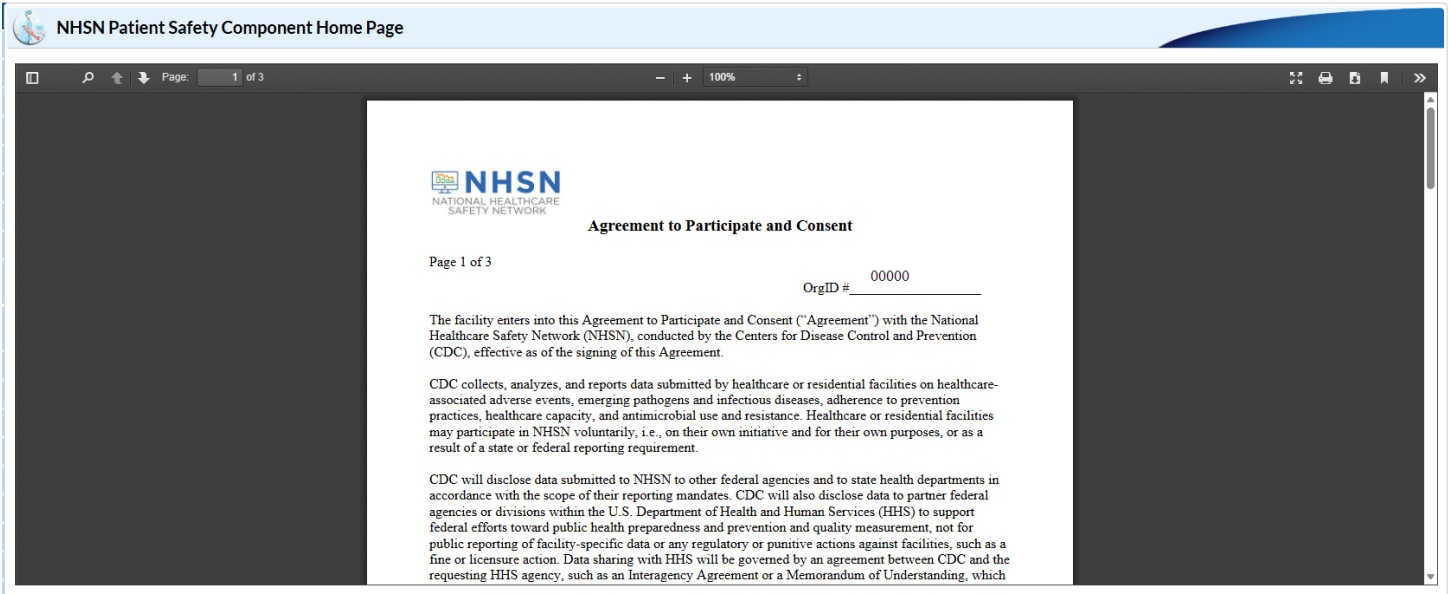
*The NHSN Agreement to Participate and Consent is incomplete. Only a Facility Administrator can complete the Agreement to Participate and Consent. If you are the Facility Administrator, click here [hyperlink] to complete the form. Please contact [nhsn@cdc.gov](mailto:nhsn@cdc.gov) if you believe the Facility Administrator information needs updating. Deadline: 06/01/2027*

Although all NHSN users will see the text Alert upon logging into a NHSN facility, any user who is *not* the Facility Administrator **will be unable to select and accept** the Agreement for that facility (it will be greyed out). If you are the Facility Administrator at a *different* NHSN facility and log into an NHSN facility for which you are *not* the Facility Administrator, the list of those facilities for which you are the Facility Administrator will populate on the Agreement page. You will *only* be able to make the appropriate selections and accept the Agreement for a facility at which you are a Facility Administrator.

The screenshot shows the NHSN Patient Safety Component Home Page. At the top, there is a navigation bar with the text "NHSN - National Healthcare Safety Network" and a user profile icon. Below the navigation bar, the page title is "NHSN Patient Safety Component Home Page". A red-bordered banner at the top of the main content area contains the following text: "The NHSN Agreement to Participate and Consent is incomplete. Only a Facility Administrator can complete the Agreement to Participate and Consent. If you are the Facility Administrator, click here to complete the form. Please contact [nhsn@cdc.gov](mailto:nhsn@cdc.gov) if you believe the Facility Administrator information needs updating. Deadline: 06/01/2027". Below the banner, there is a sidebar menu on the left with items like Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, Hospital Respiratory Data, Infectious Diseases of Public Health Concern, Patient Safety Structural Measure, Import/Export, Surveys, Analysis, Users, and Facility. The main content area is divided into sections: "TAP Strategy Dashboard", "TAS Dashboard", "HAI Pathogen Dashboard", "Survey Data Quality Dashboard", and "Action Items". Under "Action Items", there is a section titled "COMPLETE THESE ITEMS" with four cards: "Mini-IRF Survey Required 2025", "Patient Safety Structural Measure Required 2025", "Confer Rights Not Accepted", and "Facility Geolocation Confirm".

2. When the Facility Administrator clicks the link in the banner, the NHSN Agreement to Participate will appear in a viewing window.

This screenshot is a close-up of the alert banner from the previous image. It shows the text: "The NHSN Agreement to Participate and Consent is incomplete. Only a Facility Administrator can complete the Agreement to Participate and Consent. If you are the Facility Administrator, [click here](#) to complete the form. the Facility Administrator information needs updating. Deadline: 06/01/2027". A red arrow points to the "click here" link.



The updated Agreement will be signed once per OrgID rather than once per enrolled component. (The requirements to sign may vary for certain federal facility types. Information specific to those facility types will be shared directly with affected facilities.)


The Facility Administrator must select the checkbox from the component table below the Agreement for the component they are currently logged into. Checkboxes for all enrolled components *except* the one currently logged into will be grayed out on this page and unable to be selected. **Although all enrolled components cannot be selected on this page, the acceptance will extend to all enrolled components.** Electronic acceptance of the updated Agreement for the component you are currently logged into will be reflected across all components your facility is following at the time of acceptance.

In the example below, the Facility Administrator is logged into the Patient Safety Component (PSC), and therefore the checkbox is available for selection for the PSC. The acceptance of the Agreement here will also **automatically apply** to the other Components for this facility – Healthcare Personnel Safety and Biovigilance.

Component	Contact Type	Contact Name	Phone Number	Email	Accept
Healthcare Personnel Safety	Healthcare Personnel Primary Contact				<input type="checkbox"/>
Patient Safety	Facility Administrator	Emily Witt	555-555-5555	NHSN@CDC.GOV	<input checked="" type="checkbox"/>
Biovigilance	Biovigilance Contact				<input type="checkbox"/>


[Submit](#)

- The Facility Administrator can also accept on behalf of multiple facilities at the same time, if they also act as Facility Administrator for those facilities. Underneath the components table is a facilities table that lists all the facilities for which the user acts as Facility Administrator. This table automatically shows no more than 10 facilities at a time. By using the dropdown box at the bottom of the table the selection can show up to 100 facilities. The Facility Administrator should select the checkbox next to each facility they would like to accept the Agreement for, or use the “select all” button in the table header to select all facilities (up to 100).

 You are listed as the Facility Administrator 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.

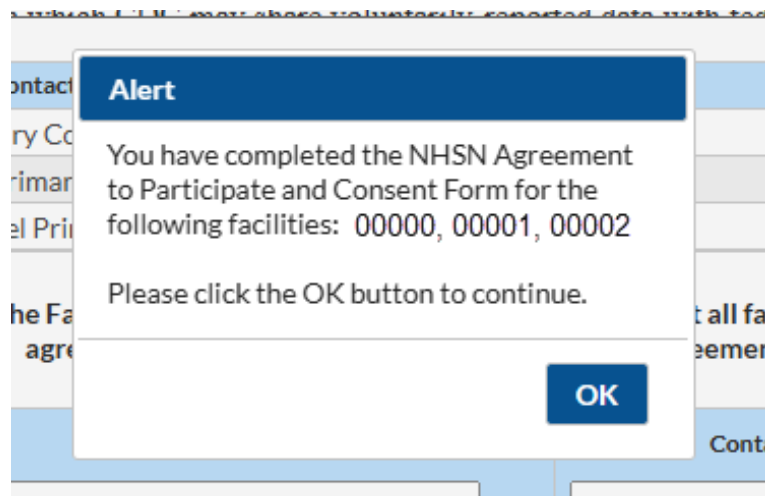
Facility Name	Facility ID	Contact Type	Contact Name	Phone Number	Email	Accept
NHSN Test 1		Facility Administrator				<input type="checkbox"/>
NHSN Test 2		Facility Administrator				<input type="checkbox"/>
NHSN Test 3		Facility Administrator				<input type="checkbox"/>
NHSN Test 4		Facility Administrator				<input type="checkbox"/>
NHSN Test 5		Facility Administrator				<input type="checkbox"/>
NHSN Test 6		Facility Administrator				<input type="checkbox"/>
NHSN Test 7		Facility Administrator				<input type="checkbox"/>
NHSN Test 8		Facility Administrator				<input type="checkbox"/>
NHSN Test 9		Facility Administrator				<input checked="" type="checkbox"/>
NHSN Test 10		Facility Administrator				<input type="checkbox"/>

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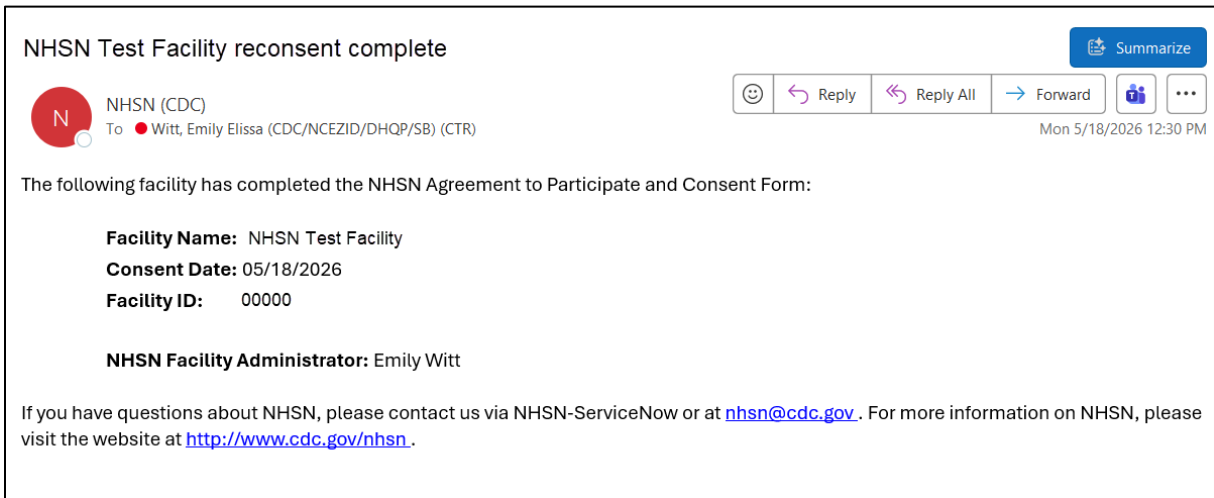
10  
100 

**Please note: If you are the Facility Administrator for more than 100 facilities, you can only accept on behalf of 100 facilities at a time.**

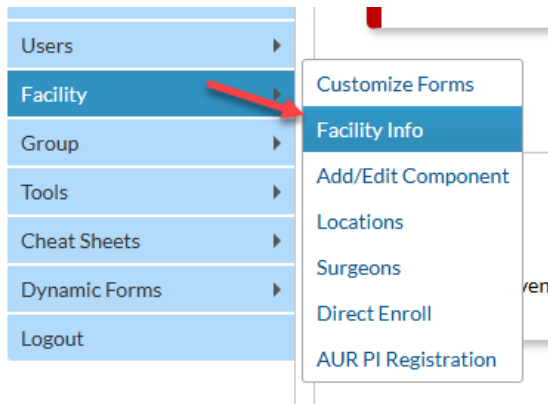
- Once the Facility Administrator clicks the “Submit” button, a pop-up window will display indicating that the Agreement was successfully accepted on behalf of those facilities.



NHSN will also send an email to the Facility Administrator for each facility, confirming that the Agreement was accepted.



5. In addition to receiving a pop-up confirmation box and a confirmation email, the Facility Administrator can verify that this process has in fact been completed to cover all enrolled components by visiting the “Facility Info” tab on the left hand navigation bar.



The NHSN Facility Information page will now include a “Y” for “yes” in the “Components Followed” table, indicating that the Agreement has been accepted for all enrolled components. This table also contains links to a downloadable version of the Agreement with the Facility Administrator’s name and the acceptance date.

If one or more enrolled components still contains an “N” in the “Agreement Accepted” column, please reach out to the NHSN Help Desk.

**Components Followed**

Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input checked="" type="checkbox"/>	Biovigilance	03/06/2026		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety	08/14/2006		Y	<a href="#">View Agreement</a>
<input type="checkbox"/>	Healthcare Preparedness				
<input type="checkbox"/>	Long Term Care Facility				
<input type="checkbox"/>	Medication Safety (pilot facilities only)				
<input type="checkbox"/>	Neonatal				
<input type="checkbox"/>	Outpatient Procedure				
<input checked="" type="checkbox"/>	Patient Safety	08/14/2006		Y	<a href="#">View Agreement</a>

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