



# Telligen QI Connect™

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## NHSN Enrollment Checklist

The National Healthcare Safety Network (NHSN) is a secure, internet-based surveillance system that expands and integrates patient and healthcare personnel safety surveillance systems. It is managed by the Division of Healthcare Quality Promotion (DHQP) at the Centers for Disease Control and Prevention (CDC). The United States uses NHSN as a means for healthcare facilities to submit data on healthcare-associated infections (HAIs) and transfusion-related adverse events mandated through their specific state legislation.

### Step 1: Prepare Your Computer to Interact with NHSN

- Verify your computer has the capability to interact with NHSN (you may need to work with IT)
- Recommended: Internet Explorer 11 (latest version), Microsoft Edge (latest version), Chrome (latest version), Firefox (latest version), or Safari (latest version)
- In your browser, add [CDC \(http://www.cdc.gov\)](http://www.cdc.gov) and [Verisign \(http://www.verisign.com\)](http://www.verisign.com) to your list of trusted websites and allow pop-ups from these sites
- Change spam-blocker settings to allow emails from NHSN ([NHSN@cdc.gov](mailto:NHSN@cdc.gov)) and SAMS ([SAMS-NO-REPLY@cdc.gov](mailto:SAMS-NO-REPLY@cdc.gov))
- Proceed to *Enrollment Step 2: Register Facility with NHSN***



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## Step 2: Register Facility with NHSN

- Click on the link to take you to the NHSN **Rules of Behavior**: <https://nhsn.cdc.gov/RegistrationForm/index>
- Read the Facility/Group Administrator Rules of Behavior. NHSN Facility/Group Administrator is the specific individual identified by a healthcare facility as the person who will be managing the facility within the NHSN application. This person serves as the primary point of contact for NHSN communication to the facility, and is responsible for:
  - NHSN facility enrollment and set-up and adding and inactivating users
  - Does not have to be the organization's facility administrator or part of the nursing home executive leadership
  - In order to participate in NHSN, it is required that the rules of behavior be reviewed
- Select **Agree** when the **Rules of Behavior** have been completely reviewed
- Complete the **Registration Form** (see screenshot below):

**Registration Form**

Please enter the values for the fields listed below and click on the **Submit** button. (\*) indicates a required field. For additional information on NHSN Training, please visit the NHSN Training Website.

**Personal Information:**

\*First name: \_\_\_\_\_  
\*Last name: \_\_\_\_\_  
Middle name: \_\_\_\_\_  
\*Email address: \_\_\_\_\_

**Facility Identifier:**

\*Please select a facility identifier:  
 CCN  
 NIA  
 MA  
 CDC Registration ID  
 NONE

\*Selected identifier ID: \_\_\_\_\_

\*Facility Type: **LTC-DEVDIS - Longterm Care Facility for the De**  
**LTC-DEVDIS COVID19 - Longterm Care Facility for**  
**LTC-SKILLNURS - Skilled Nursing Facility**  
**LTC-SKILLNURS COVID19 - Skilled Nursing Faci**

**NHSN Training Date:**

\*I certify that I have completed all of the appropriate, required NHSN trainings on: \_\_\_\_\_

**Important:** For enrollment into the **COVID-19 Module only**, LTCFs will need to select from **one** of the three following facility types from the "Facility Type" drop-down menu:

- **LTC-SKILLNURS COVID19:** for skilled nursing facilities **and/or** nursing homes
- **LTC-DEVDIS COVID19:** chronic care for developmentally disabled facilities
- **LTC-ASST COVID19:** assisted living and/or residential care

**Facility Type:** **LTC-ASSIST - Assisted Living Residence**  
**LTC-ASSIST COVID19 - Assisted Living Resident**  
**LTC-DEVDIS - Longterm Care Facility for the De**  
**LTC-DEVDIS COVID19 - Longterm Care Facility for**  
**LTC-SKILLNURS - Skilled Nursing Facility**  
**LTC-SKILLNURS COVID19 - Skilled Nursing Faci**

Select the date you are enrolling unless training was completed prior to this date.

Note: Select CCN as Facility Identifier. Find your CCN (CMS Certification Number) here: <https://data.medicare.gov/Nursing-Home-Compare/Provider-Info/4pq5-n9py/data>

Once registration is complete, save the two emails you receive so you can access them later:

From NHSN: **Welcome to NHSN!**

From SAMS-no-reply: **Invitation to Register**

- Proceed to Enrollment Step 3: Register with SAMS**



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## Step 3: Register with SAMS

SAMS = Secure Access Management Services. SAMS provides secure online access to and exchange of information between CDC and healthcare facilities and public health partners. U.S. law requires federal government agencies like CDC to perform an identity check on each person before granting access to non-public information. The security check is SAMS function.

- Open the email from SAMS-no-reply that reads “Invitation to Register with SAMS.” If not in your email inbox, check spam or junk folders!
- Towards the bottom of the email, click on the link within email (see blue arrow on screenshot below)
  - This will open a webpage where you will be required to enter the temporary username and password (see green arrow on screenshot below)
  - The temporary username and password are located at the bottom of the email from SAMS

To register with SAMS, please click the following link or cut and paste it into your browser:

<https://sams.cdc.gov/idm/SAMS/ca/index.jsp?task.tag=SAMSRegistration>

When prompted, please enter:

- Your Username:
- Temporary Password:

and click the Login button.

You will be taken to the SAMS Log In Screen:

- Once you have logged into the system review the **Registration: SAMS Rules of Behavior**
- Click **Accept** after reviewing the rules

**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 an lawful Government purpose.

**Login Options**  
Choose one of the three login options.

**SAMS Credentials**  
SAMS Username:   
SAMS Password:   
Login  
Forgot SAMS Password?  
For users who login with only a SAMS issued UserID and Password.

**SAMS Grid Card Credentials**  
Click login below to login with SAMS Grid Card.  
Login  
For users who have been issued a SAMS Grid Card.

**HHS PIV Card**  
Insert your PIV card in your smart card reader before you try to login.  
Login  
For users who are CDC staff and have been issued a PIV card.



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After accepting the Rules of Behavior, you will be taken to the SAMS Registration Page.

- ☐ Enter the information in the fields displayed

## Important!

- Enter your personal home address in the required data fields
- You will be required to change your password (write down the new password because you will need this password again)
- You will be required to select security questions (write these down as well)

- ☐ Click Submit to complete your SAMS registration
- ☐ Proceed to **Enrollment Step 4: Complete NHSN LTC Enrollment**



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## Step 4: Complete NHSN LTC Enrollment

- Open the [SAMS: Secure Access Management Services](https://sams.cdc.gov) website (<https://sams.cdc.gov>)
- Log in to SAMS using your email address and password (see screenshot below):

- Under **Login Options**, there are three different choices for logging in. Select the **Login** button under the **SAMS Credentials** section (see blue arrow above)
- Enter your **SAMS Username** (email address) and **Password**
- On the next screen, select **NHSN LTC Enrollment**

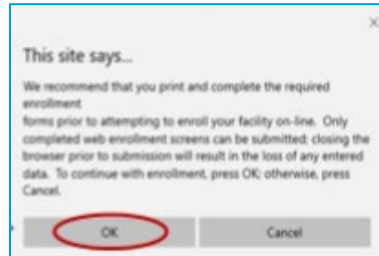
- You must complete the enrollment all at once. The system **cannot** save your progress so you can finish later
- Next select **Enroll Facility**



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- Select “OK” when you see this pop-up



- Complete the **NHSN Facility Enrollment**

Enter all information noted with a red asterisk, including your CMS Certification Number (CCN). You can check N/A for the AHA ID and VA Station Code options.

To look up your CCN Effective Date, go here:

<https://data.medicare.gov/Nursing-Home-Compare/Provider-Info/4pq5-n9py/data>

Once you find your facility, there is a column about Date First Approved to Provide Medicare and Medicaid Services

- Click **Continue** to go to **Page 2**
- Select the **Facility Type** that best applies to your facility
- Enter the name of the **NHSN Facility Administrator** designated to report COVID-19 data (can be the same as the person enrolling the facility)
- Enter information for the **NHSN Facility Contact** person (can be the same as the NHSN Facility Administrator but could be another person at your nursing home)
- Click **Submit**

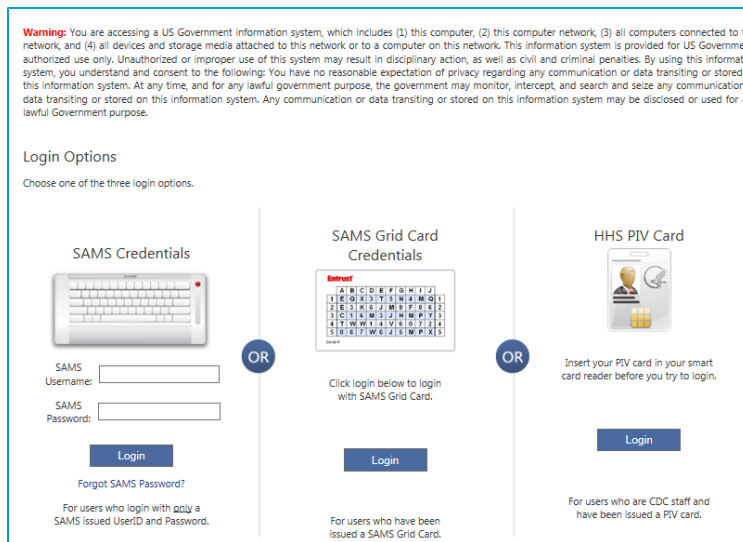
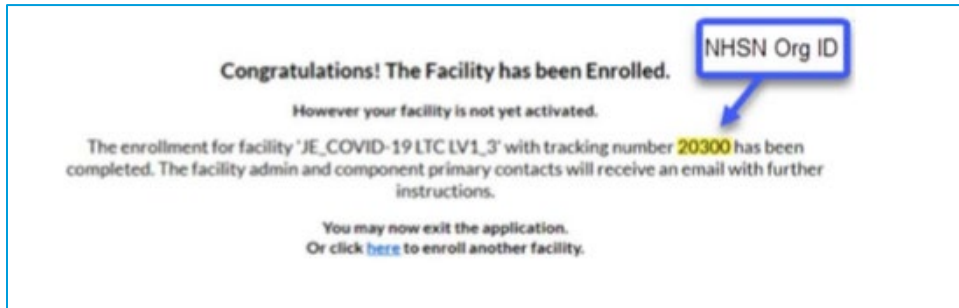


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Accept the **Agreement to Participate and Consent**

- You will receive an NHSN email with instructions on how to electronically accept the **NHSN Agreement to Participate and Consent**



After receiving the email from NHSN, log into <https://sams.cdc.gov> to complete the **NHSN Agreement to Participate and Consent**

- Once you read through the agreement there will be a contact line and at the far right a checkbox to Accept/Agree