Nursing Home
*C. difficile* Initiative
Three-Part
Educational Webinar Series

Webinar #1
Registration in NHSN
for LTC Facilities

July 14, 2016

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for LTC Facilities

Nursing Home *C. difficile* Initiative Three-Part Educational Webinar Series
Registration in NHSN for LTC Facilities

Webinar #2 - NHSN Enrollment and Set Up LTC Facilities
https://qualitynet.webex.com/qualitynet/onstage/g.php?MTID=e8f965cf4b7a4c99f090e5f431ef8d906
August 23, 2016 | 2-3 p.m. ET, 1-2 p.m. CT

Webinar #3 - Reporting C. difficile in NHSN for LTC Facilities
https://qualitynet.webex.com/qualitynet/onstage/g.php?MTID=e0cd4cd916f70855f09fea4ba33d3c38b
September 21, 2016 | 2-3 p.m. ET, 1-2 p.m. CT

Overview of Facility Enrollment and Reporting C. difficile in NHSN

1. The first webinar will provide an introduction to NHSN and is designed to complete steps 1-3 of the 5 step NHSN enrollment process.
2. The second webinar will focus on steps 4 and 5 of the NHSN enrollment process, setting up your facility in NHSN and entering your reporting plan.
3. The third webinar will focus on collecting and reporting C. difficile data in NHSN and generating NHSN reports.
Objectives Today

1. Become familiar with NHSN’s 5 step enrollment process, particularly what needs to be done to complete steps 1-3.

2. Understand the roles and responsibilities of the NHSN Facility Administrator.

3. Be familiar with the forms needed to complete the enrollment process.

Getting Started: NHSN Enrollment Website

NHSN Enrollment for LTCF:
http://www.cdc.gov/nhsn/ltc/enroll.html
5 Steps to Enrollment

1. Train and prepare for enrollment
2. Agree to NHSN Rules of Behavior and Register Facility
   a. Register with Secure Access Management System (SAMS)
   b. Complete identity verification and receive confirmation of SAMS/NHSN access
3. Access NHSN Enrollment and submit Annual Facility Survey electronically
4. Print, sign and mail the facility consent form to CDC and receive confirmation of your facility’s enrollment into NHSN
5. Using the above NHSN confirmation email, open, print, and sign the consent form included

Step 1: Training and Preparation

Step 1: Training and Preparation
Print and follow LTCF detailed checklist to ensure successful and efficient enrollment.
Complete required trainings: Overview of the Long-term Care Facility Component January 2015 and Enrollment: Getting Access to NHSN for your LTCF January 2015. Note: The Enrollment training is a useful guide through the enrollment process.
Complete the Facility Contact form and Annual Facility Survey for LTCF January 2015.
These forms will assist with collecting the required information that will be needed to complete the electronic versions in Steps 2 and 4. Do not submit these forms to NHSN. Detailed instructions for completing the Annual Facility Survey for LTCF are located in the Table of Instructions. Annual Facility Survey for LTCF document.
Check trusted websites and spam blocker settings (see detailed checklist).
For detailed enrollment instructions, download the NHSN Facility Administrator Enrollment Guide March 2016.
Time to complete: step 1: 3 hours, 15 minutes
Step 1: NHSN Enrollment Checklist

- Outlines the NHSN enrollment process
- Allows you to track your progress
- Complete steps in order

http://www.cdc.gov/nhsn/pdfs/ltc/ltc‐enrollment‐checklist.pdf

CLOSTRIDIUM DIFFICILE INFECTION PREVENTION PROJECT

- You must have internet access and a current email address.
- Use a consistent email address throughout the enrollment process.
- You or your facility's IT/computer support services may need to change your email spam‐blocker settings to allow emails from NHSN@cdc.gov, SAMS‐no‐reply@cdc.gov and PHINTech@cdc.gov.
Step 1: Computer Set Up (cont)

- In Internet Explorer, add https://*.cdc.gov and https://*.verisign.com to your list of trusted websites and allow pop-ups for these sites.
  - In Internet Explorer, open “Tools” menu, select “Internet Options”
  - Add trusted sites on the “Security” tab
  - Allow pop-ups on the “Privacy” tab
  - Add http://www.cdc.gov/nhsn/ltc/enroll.html and http://www.cdc.gov/nhsn/ltc/cdiff-mrsa/index.html to your favorites

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Step 1: Select the NHSN Facility Administrator

- The person assigned to enroll the LTCF into NHSN is called the “NHSN Facility Administrator”.
- This person does NOT have to be an administrator in the organization. NHSN Facility Administrator ≠ Facility Administrator. The facility chooses who the administrator will be.
- The NHSN Facility Administrator will “administer” enrollment in NHSN and oversee and/or report healthcare-associated infection data, as well as control the access to and sharing of data in NHSN.
Step 1: Select the NHSN Facility Administrator (cont)

- The NHSN Facility Administrator will become the point of contact for NHSN enrollment.
- Only one person from your facility will have this role, but train at least two staff to ensure an extra set of hands.

Step 1: Required Training

Enrollment: Getting Access to NHSN for your LTCF
http://www.cdc.gov/nhsn/pdfs/training/ltc/ltcf-enrollment-training.pdf

Overview: Tracking Infections in Long-Term Care Facilities
You will need the CMS-certified CCN Number. Contact NHSN if you do not have one.

Select the Long Term Care Facility Component.

Facility contact form:
http://www.cdc.gov/nhsn/forms/57.101_facconinf_blank.pdf

CCN Effective Date is also needed online.

Page 2. Only complete if the Long Term Care Facility Primary Contact Person is someone different than the NHSN contact.

Page 3. Complete only the Microbiology Laboratory Director/Supervisor section.
Step 1: Annual Facility Survey & Instructions

- Collects information about your LTCF and services provided to your resident population.
- Data submitted should reflect your facility’s experience from the previous calendar year.
- You may need to talk with others in the facility to answer some of the questions.

http://www.cdc.gov/nhsn/forms/57.137_ltcfsurv_blank.pdf

Step 2: Register Facility in NHSN

Step 2: Rules of Behavior

- Review the Rules of Behavior.
  http://nhsn.cdc.gov/RegistrationForm/index

- In order to participate in the NHSN, you must read and agree to abide by the rules of behavior for safeguarding the system’s security.

Step 2: Register

- The NHSN Facility Administrator Completes the Facility Registration.
- The CCN is a 6 digit CMS Certification number or CDC-provided enrollment number.
- Enter the date you completed the trainings in Step 1 on the checklist.
- Save.
Step 2: Receive Emails

1. Welcome to NHSN.
2. Invitation to register for SAMS access (print):
   - Contains your username and a temporary password
   - Also has the link used to access NHSN

Step 3: Register with SAMS (Secure Access Management Services)
Step 3: Register with SAMS (cont)

- You will need to go through SAMS identity verification before accessing NHSN applications. SAMS access is password protected. You must update your password every 60 days.

- After your identity is verified you will receive a GRID card in the mail which adds an additional level of security.

Step 3: Access SAMS Registration Form

Enter the temporary user name and password you received in the email that invites you to register in SAMS: [https://sams.cdc.gov/](https://sams.cdc.gov/)
Step 3: Complete SAMS Registration Form

- Accept the SAMS Rules of Behavior.
- Enter SAMS registration information.
- It’s important that the information you enter during SAMS registration is the same information that is on the identity documentation you use in other places.
- Create your own password during registration.

Step 3: Identify Verification Request

- You will receive an email from SAMS with the information and documentation for “Identity Verification”.
- Print the email.
- Complete the Applicant Section in the emailed form.
- Take the form along with your photo IDs to a Notary Public to verify your identity.
- Your IDs must be current (not expired).
- Follow the instructions on the form for faxing or mailing the form and copies of your IDs to SAMS.
Step 3: SAMS Account Activation, Activity Authorization & Grid Card

- Identity document processing can take SAMS up to 3 weeks.
- Upon approval SAMS will send an email confirming approval.
- They will also send your grid card to the address you provided as your home address.
- You will need your user name, password and the grid card to log into NHSN.

Step 3: Registration is Complete
Help

- LTCF specific enrollment and reporting resources
  [http://www.cdc.gov/nhsn/ltc/enroll.htm](http://www.cdc.gov/nhsn/ltc/enroll.htm)
- nhns@cdc.gov Help Desk
- samshelp@cdc.gov Access/password questions
- 877-681-2901 SAMS Help Desk 7:00-5:00 CT Monday-Friday

State Specific Contacts

- Michigan
  - Kathleen Lavich – klavich@mpro.org
  - Annett Simon – asimon@mpro.org
- Minnesota
  - Sarah Brinkman – sbrinkman@stratishealth.org
  - Janet Lilleberg – janet.lilleberg@state.mn.us
- Wisconsin
  - Diane Dohm – ddohm@metastar.com
  - Emily Nelson – enleson@metastar.com
Homework

- Decide who is the NHSN Facility Administrator and NHSN Users
- Complete the trainings:
  - Enrollment: Getting Access to NHSN for your LTCF
  - Overview: Tracking Infections in Long-Term Care Facilities
- Complete the Facility Contact Form.
- Electronically review the Rules of Behavior and select “Agree”
- Register Facility with NHSN using Facility Contact Form
- Register your NHSN Facility Administrator with SAMS.
- Complete the “Identity Verification Request” (email from SAMS), sign it in front of a notary public, and return to CDC
- Complete a hard copy of the NHSN Annual Facility Survey.

Next Webinar

NHSN Enrollment and Set-Up

August 23, 2016 | 1-2 p.m. CT

- Complete NHSN Long-Term Care Facility Enrollment
  - Step 4 Enroll your Facility in NHSN
  - Step 5 Consent from leadership to participate
- NHSN Set-up
  - Step 1 Map Locations
  - Step 2 Monthly Reporting Plans
  - Adding another User
  - Joining a Group