

Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with adding users in the CDC's National Healthcare Safety Network's (NHSN's) LTCF COVID-19 MODULE. Facilities are strongly encouraged to have more than one NHSN users who can view, enter, and analyze data. This will help prevent loss of NHSN access in the event of staff turnover.

To Add Users:

- 1. The NHSN Facility Administrator will log into SAMS at https://sams.cdc.gov/ to access NHSN.
- On the left-hand navigation panel of the NHSN homepage, select > Users>>Add near the bottom of the screen.

Analysis	•	
Users	•	Add
Facility	•	Find

- 3. When the Add User screen appears, complete all the required fields marked with *.
 - a. Create a username (ex. first initial and last name ASmith)
 - Can have up to 32 characters or numbers
 - Cannot be an email address
 - Cannot contain any special characters (i.e. %, \$,&, etc.)

* The NHSN User ID is a unique identifier used to identify users in the NHSN application, that is created by the NHSN Facility Administrator.*

b. The email address entered must be the same one used to request their SAMS invitation.

Liter ID #		Up to 22 latters and/or numbers no spaces or spacial characters	
User ID A:		op to szietters and/or numbers, no spaces or special characters	
Prefix			
First Name *:			
Middle Name:			
Last Name *:]	
Title]	
User Active:	Y - Yos 🗸		
User Type:		\sim	
Phone Number *:			Extension:
Fax Number:			
E-mail Address *:			
Enter New Password for user *			
Re-enter New Password for user *:			
Address, line 1:]	
Address. line 2:			
Address, line 3:			
City			
State		~	
County:	~		
Zip Code:			Zip Code Ext.:
Home Phone Number:			Home Extension:
Beeper			



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4. Click "Save" to create the user.



5. Once the user has been created, you must assign user rights by checking the boxes under Long Term Care and click "Save".

*Rights are assigned based on how much access the NHSN Facility Administrator would like to grant the user

🍪 Add User Rights	
Saved succes (ID 468319) saved succes	sfully. Please add rights for the new user.
	User ID: ATURNER (ID 468319)
	Fac: Test TM3033
Rights	Long Term Care
Administrator	
All Rights	
Add. Edit. Delete	
View Data	
Custo size Dishte	
Customize Rights	Advanced
	Effective Rights Save Back

🍪 Add User Rights		
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Rights	Long Term Care	
Administrator		
All Rights		
Analyze Data		
Add, Edit, Delete		
View Data	V	
Customize Rights		Advanced
	Effective Dights Save Back	



September 29, 2020





The newly added user will receive two emails containing instructions to complete SAMS registration and NHSN enrollment. Examples are provided below. * The email address used to register for SAMS must be the same email address as the one entered in step 3.

- Guidance for Email Use for NHSN and SAMS registration can be found here https://www.cdc.gov/nhsn/pdfs/ltc/nhsn-sams-registration-email-use.pdf.
- After a new user is added to an enrolled facility, NHSN will send the "Welcome to NHSN!" email (screenshot below) that will have instructions for accessing the NHSN Facility/Group Administrator Rules of Behavior.

From: NHSN (CDC) < <u>nhsn@cdc.gov</u> > Sent: Monday, March 11, 2019 4:24 PM To: Cc: NHSN (CDC) < <u>nhsn@cdc.gov</u> >
Subject: Welcome to NHSN! Welcome to the National Healthcare Safety Network (NHSN)! You have been added as the type of user indicated for the following facility or Group:
Facility or Group Name:
In order to participate as an NHSN user, you must agree to follow the rules of behavior for safeguarding the system's security. Click on the URL below to read and indicate your agreement to abide by the rules. <u>@SDN ENROLLMENT GUIDE URL@</u>
Once you have agreed to the Rules of Behavior, you will need to register with the Centers for Disease Control and Prevention's (CDC) Secure Access Management System (SAMS) and submit documentation for identity proofing. SAMS is a web portal designed to provide centralized access to public health information and computer applications operated by the CDC.
If you are already an active NHSN user, you may disregard the instructions in this email. Log in to the Secure Access Management System (SAMS) and access NHSN Reporting.
If you have already completed the SAMS process for another CDC application but you have not previously had access to NHSN, please contact https://www.nhsn.georgan.com and indicate that you need the NHSN Reporting Activity in SAMS.
For questions regarding NHSN, please email <u>nhsn@cdc.gov</u> .
Additional NHSN information is also available at http://www.cdc.gov/nhsn.





• Once the newly added user selects the link in the email, they will receive the agreement to review NHSN "Rules of Behavior" (screenshot below):

* . • . • • · · · · ·			
National Healthcare Safety	Network (NHSN), a surveillance sys	tem of the Centers for Disease	^
Control and Prevention (CE associated with healthcare	OC), allows participating healthcare f safety, such as surgical site infection	acilities to enter data ns, antimicrobial use and	
resistance, bloodstream in NHSN provides analysis to	fections, dialysis incidents, and hea ols that generate reports using the a	theare worker vaccinations.	
infection rates, national and	d local comparisons, etc). NHSN als	o provides links to best	
practices, guidelines, and i	essons learned.	provided by beathcare	
facilities. This information r	equires protection from unauthorize	d access, disclosure, or	
modification based on con of Behavior〠apply to all u	identiality, integrity, and availability re sers of the NHSN web-based comp	equirements. These "Rules – uter system.	
Purpose			~
Rules of Behavior establis	standards that recognize knowledg	eable users are the foundation	
PUP (B/KB/B) BIDBIDES	Agree	Do Not Agree	
WARNING			
This is a U.S. Government compu business by authorized personnel	ter system, which may be accessed and us . Unauthorized access or use may subject	riolators to crimine"	
administrative action. There is no monitored, intercepted, recorded	right to privacy on this system. All informa- read, copied, and shared by authorized g	eren.	
orminal investigations. Access or	use of this system, whether authorized .		

• After the new user "Agree" to accept the NHSN Rules of Behavior, the user should allow 3 business days to receive the "Invitation to Register with SAMS" from SAMS-no-reply (screenshot below) email:

The added user must read the email and follow the instructions in its <u>entirety</u> to ensure completion of process to access NHSN.





Important Notes:

If you have specific questions regarding "adding additional users" please submit email to the NHSN Helpdesk: nhsn@cdc.gov with "Adding Additional Users" in the subject line.

If assistance is needed with SAMS: <u>samshelp@cdc.gov</u>

LTCF Resources can be accessed here: https://www.cdc.gov/nhsn/ltc/covid19/index.html

If your facility is without an NHSN Facility Administrator or any NHSN users, please visit <u>https://www.cdc.gov/nhsn/facadmin/index.html</u> to reassign the role to a different user.



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