COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE
HOW TO RE-ASSIGN NHSN FACILITY ADMINISTRATOR

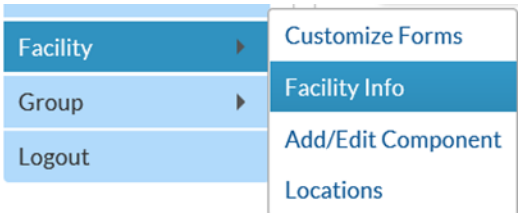
Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with re-assigning the NHSN Facility Administrator in the CDC's National Healthcare Safety Network's (NHSN's) LTCF COVID-19 MODULE. This will help prevent loss of NHSN access in the event of staff turnover.

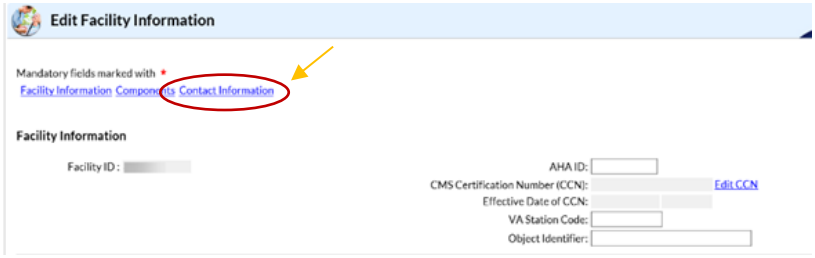
NHSN Facility Administrator Will Be Leaving Soon - If your facility still has an NHSN Facility Administrator that is soon leaving the facility, please ensure that this role is reassigned to another user within the facility. As an alternative, at least one user should be assigned "**ALL Rights**", so that weekly reporting is not jeopardized.

Reassigning the NHSN Facility Administrator Role

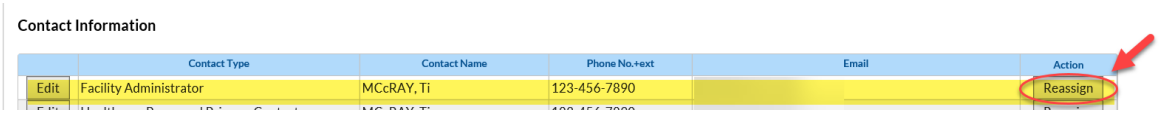
- From the left navigation bar, you will select *Facility* > *Facility Info*.



- From the *Edit Facility Information* screen, go to the *Contact Information* sections.



- Find "Facility Administrator" on the list and click the "reassign" button on the far right of the screen. You will be asked to find and select an existing user who will be reassigned this role.



- NOTE: The existing user must be assigned as a user with administrative rights. Once selected, remember to **save** the updated information on the Edit Facility Information page.

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion

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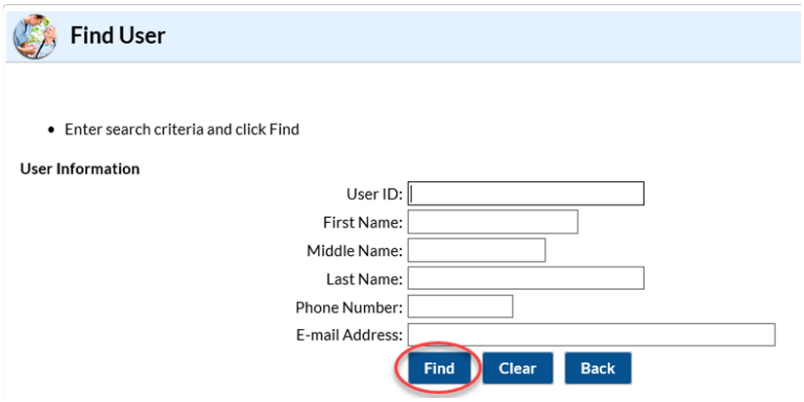
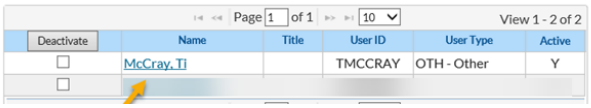
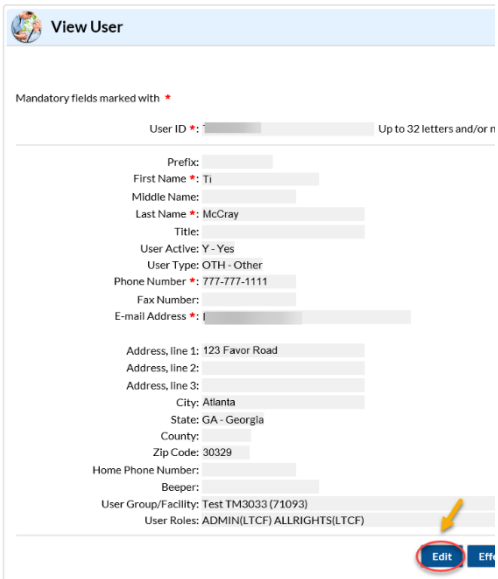
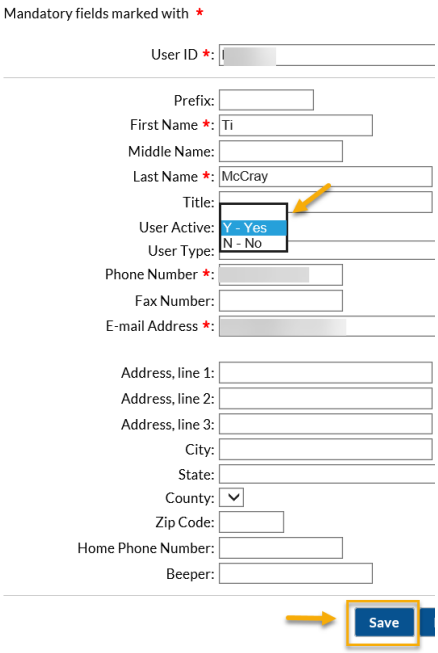
Deactivating Users

- Select *USERS* on the left navigation bar, select *FIND*, and *FIND* again on the bottom of the screen. Select the user's profile and go to *EDIT*. At the USER ACTIVE drop down, toggle to *YES/NO>SAVE*.









- Note: Users cannot be deleted once added to NHSN.

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NHSN Facility Administrator Has Left, What Do I Do? - If your facility is without an NHSN Facility Administrator, please visit https://www.cdc.gov/nhsn/facadmin/index.html to reassign the role to a different user.

Contact NHSN at nhsn@cdc.gov If you need assistance:

- NHSN Facility Administrator re-assignments
- De-activating NHSN users
- NHSN User additions to an existing NHSN facility account
- General NHSN facility account questions