

# LONG-TERM CARE FACILITY (LTCF)

## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

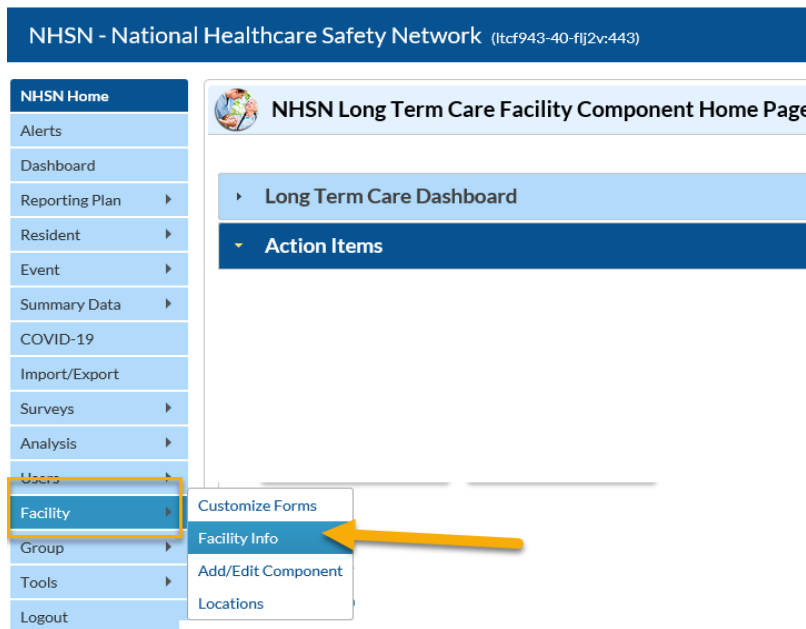
One way the CDC’s National Healthcare Safety Network (NHSN) tracks reported data from Long-Term Care Facilities (LTCFs) is through the assigned CMS Certification Number (CCN) and, thus, it is imperative to have the accurate CCN listed for the facility. CCNs may also be used as unique identifiers for the facility if the facility participates in data-reporting projects led by partners, such as CMS or the state health department. Below are instructions to add a new facility CCN and to edit an existing or incorrect CCN within the NHSN application.

- To view the instructions on **ADDING** a CCN to the facility, begin on page 1, below.
- To view instructions on **EDITING THE PRE-EXISTING** CCN, begin on [page 6](#).

### I. ADD CMS Certification Number (CCN)

The instructions below demonstrate how to **ADD** a CCN. The **ADD CCN** function is used when the CCN was not entered during NHSN enrollment **or** if the CCN and Effective Date have changed for a facility due to a change in ownership or other reasons.

1. The NHSN facility administrator or a user with NHSN administrative rights must first navigate to the **FACILITY -> FACILITY INFO** tab on the left navigation menu.



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2. Next, on the “*Edit Facility Information*” page, Click “**EDIT CCN**”

3. On the “*Edit CCN Records*” page, Click “**ADD ROW**”

- To Add a CCN and Effective Date for the first time (*for example, when a CCN was not entered during enrollment*); **OR**
- To Add a new CCN and new Effective Date when the previously entered CCN has been changed due to new ownership or other reasons.



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*Example A:* Facility with no pre-existing CCN in NHSN

Edit CCN Records ✕

-To edit an existing CCN make corrections and SAVE.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
No records to view			
<input style="border: none; background: none; color: black; font-weight: bold; font-size: 1.2em;" type="button" value="Add Row"/>			

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

*Example B:* Facility that needs to Add a new CCN when a pre-existing CCN has changed

Edit CCN Records ✕

-To edit an existing CCN make corrections and SAVE.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	123456	04/23/2020	2020Q2
<input style="border: none; background: none; color: black; font-weight: bold; font-size: 1.2em;" type="button" value="Add Row"/>			

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

**Important Notes:**

- The footnote message may not be applicable to LTCFs without CMS reporting requirements.
- Do not delete a row with an existing CCN and Effective date, unless data was entered in error. This is important since data may be associated with the pre-existing CCN. Instead, ADD a new row to enter the new CCN and the new Effective Date.



# LONG-TERM CARE FACILITY (LTCF) How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

4. After adding the facility *CCN* and *Effective Date*, Click “SAVE”

Edit CCN Records ✖

-To edit an existing CCN make corrections and SAVE.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN	Effective Date	Effective Reporting Quarter
Delete <input type="checkbox"/>	123456	04/23/2020	2020Q2
Add Row			

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

Save
Close

5. You will receive an Alert pop up box to acknowledge that the entered CCN was saved successfully. Click “OK”

Edit CCN Records ✖

-To edit an existing CCN make corrections and SAVE.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN		
Delete <input type="checkbox"/>	123456		
Add Row			

Alert

CCN saved successfully.

NOTE: The CCN Effective Date is used by NHSN deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

OK

# LONG-TERM CARE FACILITY (LTCF) How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

6. Click “CLOSE” button, which will return you to “Edit Facility Information” page

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN	Effective Date	Effective Reporting Quarter
Delete <input type="checkbox"/>	123456	04/23/2020	2020Q2
Add Row			

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

Save
Close

7. **VERIFY** that the newly added CCN and/or effective date values are correctly listed

**Edit Facility Information**

Mandatory fields marked with \*

[Facility Information](#) [Components](#) [Contact Information](#)

**Facility Information**

Facility ID:

AHA ID:   
 CMS Certification Number (CCN):  [Edit CCN](#)  
 Effective Date of CCN:    
 VA Station Code:   
 Object Identifier:

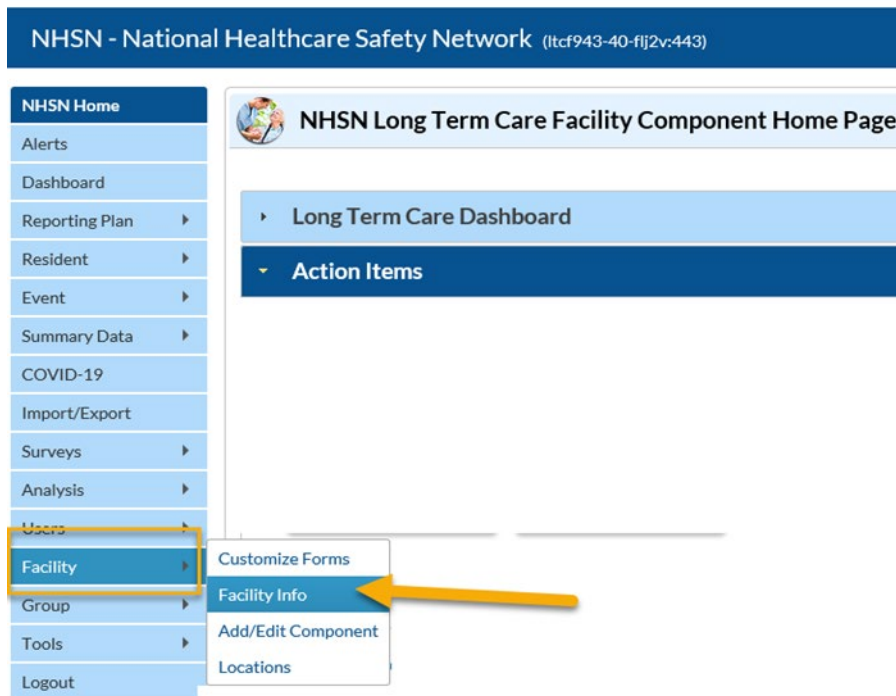
YOU HAVE SUCCESSFULLY ADDED A CCN TO NHSN

# LONG-TERM CARE FACILITY (LTCF) How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

## II. EDIT an Existing CMS Certification Number (CCN)

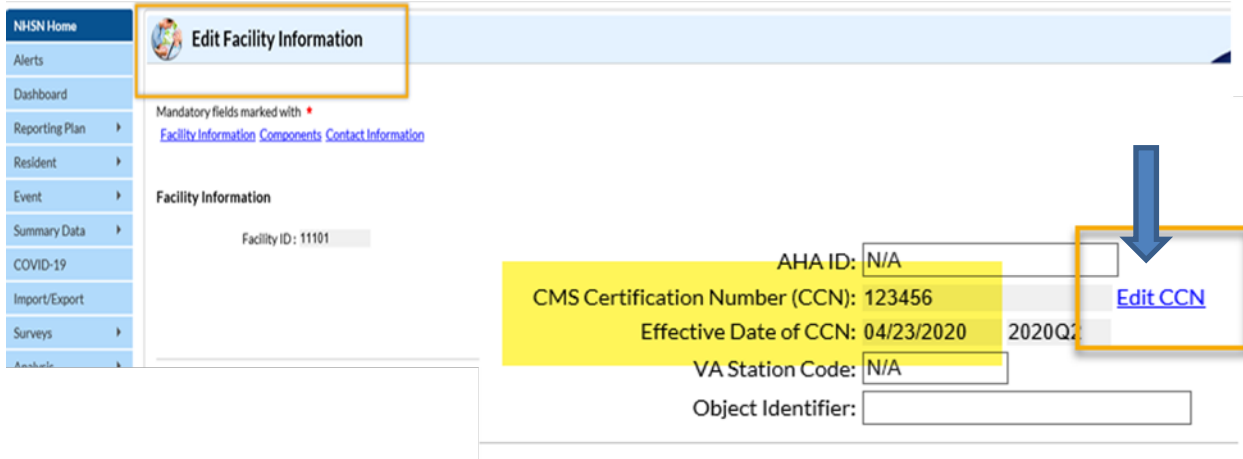
The instructions below include how to **EDIT** an existing facility CCN when the existing CCN and/or “*Effective Date*” is incorrect or incomplete (for example, data entry error).

1. The NHSN facility administrator or a designated user with NHSN administrative rights should navigate to the **FACILITY -> FACILITY INFO** tab on the left navigation menu.



# LONG-TERM CARE FACILITY (LTCF) How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

2. Next, on the “*Edit Facility Information*” page, Click “EDIT CCN”



3. On the “*Edit CCN Records*” page, click on the dialogue box below *CCN* and/or *Effective Date* and **MAKE CORRECTIONS** directly inside the box (CCN and/or Effective Date)

**Edit CCN Records**

-To edit an existing CCN make corrections and **SAVE**.  
-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and **SAVE**.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	123456	04/23/2020	2020Q2

**Make corrections directly in the box**

**NOTE:** The CCN Effective Date is used by CMS to determine when your facility's data will be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date your facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date.

**Save** **Close**

# LONG-TERM CARE FACILITY (LTCF)

## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

4. After edits are completed, Click “SAVE”

Edit CCN Records ✕

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>		123467 <span style="float: right;">x</span>	04/23/2020	2020Q2
<input type="button" value="Add Row"/>				

NOTE: The CCN Effective Date is used by NHSN to determine the deadline for reporting with CMS for a given reporting deadline. Your facility's CCN Effective Date should be entered from CMS. Your facility's data will be shared with CMS from the CCN Effective Date.

The note only applies to facilities with CMS reporting mandates

5. You will receive an Alert pop up box to acknowledge the entered CCN was saved successfully. Click “OK”

Edit CCN Records ✕

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	Delete	CCN		
<input type="checkbox"/>		123467 <span style="float: right;">x</span>		
<input type="button" value="Add Row"/>				

**Alert**  
 CCN saved successfully.



# LONG-TERM CARE FACILITY (LTCF)

## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

6. Click “CLOSE” button, which will return you to the “*Edit Facility Information*” page

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN	Effective Date	Effective Reporting Quarter
Delete <input type="checkbox"/>	123467 x	04/23/2020	2020Q2
Add Row			

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

Save
Close

7. VERIFY that the newly edited CCN and/or Effective Date values are correctly listed

Edit Facility Information

Mandatory fields marked with \*

[Facility Information](#) [Components](#) [Contact Information](#)

**Facility Information**

Facility ID:

AHA ID:

CMS Certification Number (CCN):  [Edit CCN](#)

Effective Date of CCN:

VA Station Code:

Object Identifier:

AHA ID:

CMS Certification Number (CCN):  [Edit CCN](#)

Effective Date of CCN:

VA Station Code:

Object Identifier:

YOU HAVE SUCCESSFULLY EDITED AN  
EXISTING CCN IN NHSN