NHSN Enrollment Guidance

*Home Dialysis Facilities Reporting COVID-19*

NHSN COVID-19 Dialysis Module

October 2020
Important

- Please note that the following guidance is specific to facilities who have not previously enrolled in NHSN for reporting. For example, if your facility is currently reporting HCP Flu Vaccination data, you will not need to re-enroll.

- The following guidance is specific to Home Dialysis Facilities enrolling for COVID-19 reporting only. For other enrollment guidance please use the below resources:
  - 5-Step Enrollment for Outpatient Dialysis Facilities - CMS QIP: https://www.cdc.gov/nhsn/dialysis/enroll.html
Step 1 – Enrollment Preparation

- Add *cdc.gov to your list of trusted websites and permit pop-ups for these sites

- Check spam-blocker settings to allow emails from NHSN@cdc.gov, SAMS-NO-REPLY@cdc.gov
Step 2 – Register with NHSN

- Read and agree to the NHSN Rules of Behavior at https://nhsn.cdc.gov/RegistrationForm/index
Step 2 – Register with NHSN

- After selecting “Agree”, you will then be redirected to electronically register your facility with NHSN.

**Important:** Please ensure that you enter your email address correctly, as all additional emails to complete the process come to this email address. You will need to **use the same email address** for all steps in the enrollment process.
Step 2 – Register with NHSN

- Register the facility with NHSN. You will need a **Facility Identifier** (for example, CMS Certification Number [CCN]).
  - If you receive a notice that your CCN will not validate, please contact NHSNEnrollment@cdc.gov and request a temporary enrollment number (CDC Registration ID) to complete the process.

- For the **NHSN Training Date**, please use the date of registration. Training resources for the Outpatient Dialysis COVID-19 module will be posted to the website. Completing training, while highly encouraged, is not required to register and enroll with NHSN.
Step 2 – Register with NHSN

After completing registration, you will receive an email from NHSN

- “Welcome to NHSN!”
- The “Welcome to NHSN” email will contain a link inside allowing users to agree to the SAMS Rules of Behavior (ROB). Once you agree to the ROB, you will be allowed to register with SAMS.
Step 3 – Register with SAMS (Secure Access Management Services)

- From the link in the ‘Invitation to Register with SAMS’ email, login to SAMS with your username (email address used in registration) and the temporary password provided.

- Accept the SAMS Rules of Behavior and complete the online SAMS registration form.

- Within 24 hours of successful online registration, you will receive the SAMS “Identity Verification Request” email.
Important Notes for completing the SAMS registration form

- **Please use your home address** for the SAMS registration, so your grid card will be mailed there and not to your work address.

- Enter your first and last name exactly as it appears on your identity proofing documents (for example, your drivers license).
Step 3 – Register with SAMS: Complete and Submit Identity Proofing Verification

▪ Once you receive the ‘Identity Verification Request’ email, print the Identity Verification Form, complete it, and using the SAMS contact information in the e-mail, digitally upload, fax, or mail the completed form and supporting documentation.

▪ Once your information is received and approved, you will receive ‘SAMS Account Activation’ and ‘SAMS Activity Authorization’ emails, followed by receipt of your SAMS grid card, which will be delivered to your home address via U.S. mail. The approval process can take up to three weeks.

▪ Please contact samshelp@cdc.gov for questions about the registration process.
Step 4 – Complete NHSN Enrollment

- After receiving your SAMS grid card, login to SAMS - [https://sams.cdc.gov](https://sams.cdc.gov). Under the SAMS Grid Card image, enter your username and password, and then click Login. Reminder: your SAMS username is the email address used to register.
Step 4 – Complete NHSN Enrollment

- On the SAMS home page, select ‘NHSN Enrollment’ to complete electronic enrollment.

- Select ‘Enroll a Facility’. **Reminder:** Home Dialysis Facilities only reporting COVID-19 data will **not** need to complete the enrollment forms. All other enrolling facilities will need to complete the forms.
Step 4 – Complete NHSN Enrollment

- Complete the Facility Information
- It is not necessary to enter all the verification numbers
  - For example, facilities which are CMS-certified will only enter CMS certification number (CCN) and check “not applicable” box next to the AHA ID # and the VA Station Code
Step 4 – Complete NHSN Enrollment

- If your CCN number will not validate, please contact NHSNEnrollment@cdc.gov and request a temporary enrollment number to complete the process.
Step 4 – Complete NHSN Enrollment

- Complete the Facility Information – select the Facility Type
Step 4 – Complete NHSN Enrollment

- Please ensure the email address used for the Facility Administrator is the same email address used to register in SAMS
  
  - **Note:** The NHSN Facility Administrator entered here is not to be confused with the Facility’s Administrator, CEO, CNO, COO, etc. This should be the person who will be mainly responsible for managing NHSN in the facility.

- You will create your own User ID – first initial, last name is recommended
Step 4 – Complete NHSN Enrollment

- It is recommended the Dialysis Contact Person is the Facility Administrator. You can copy the FA information from the previous page.
Step 4 – Complete NHSN Enrollment

- After filling out the Facility, Facility Administrator, and Dialysis Contact Person information, you will a Required Surveys notice. These are not required for COVID-19 reporting.
- Please press “Submit” to proceed.
Step 5 – Accept “NHSN Agreement to Participate and Consent”

- After completing enrollment, you’ll be directed to a “Congratulations!” message. **Please note this is not the final step** – you must activate the facility.

- The Facility Administrator and Primary Contact will receive a “NHSN Facility Enrollment Submitted” email with next steps.
Step 5 – Accept “NHSN Agreement to Participate and Consent”

- Login to NHSN through SAMS, select “NHSN Reporting”
- On the next page select “Dialysis Component” and your facility in drop down menu.
Step 5 – Accept “NHSN Agreement to Participate and Consent”

- Review the Agreement to Participate and Consent.
- Check the box to ‘Accept’ next to the appropriate contact name and then ‘Submit’ the form. You may need to scroll down to the bottom of the browser window and to the right to see the ‘Accept’ box.
- Checking ‘Accept’ serves as your electronic signature – you do not need to print and sign the agreement.
Enrollment Complete!

- After you accept the Agreement to Participate and Consent, you’ll receive the below alert.

- From this point, you have completed enrollment of your facility and can begin COVID-19 reporting.
Questions?

Please reach out to NHSN@cdc.gov