

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.

User ID *:	Up to 32 letters and/or numbers, no spaces or special 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:		
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	fully. Please add rights for the new user.
	User ID: ATURNER (ID 468319)
	Fac: Test TM3033 Facility List:
Rights	Long Term Care
Administrator	
All Rights Analyze Data	
Add, Edit, Delete	
View Data	
Custo size Dishte	Advanced
Customize Rights	Advanced
	Effective Rights Save Back

🍪 Add User Rights		
Subsers rights saved successfully.		
	User ID: ATURNER (ID 468319)	
	Fac: Test TM3033 Facility List:	
	,	
Rights	Long Term Care	
Administrator		
All Rights		
Analyze Data		
Add, Edit, Delete		
View Data	\checkmark	
Customize Rights		Advanced
	Effective Rights 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 -<u>https://www.cdc.gov/nhsn/pdfs/ltc/nhsn-sams-registration-email-use.pdf</u>.
- 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@cd</u> Sent: Monday, March 11, 2019				
To: Cc: NHSN (CDC) < <u>nhsn@cdc.gc</u> Subject: Welcome to NHSN!	<u>)v</u> >			
Welcome to the National He	althcare Safety Netw	ork (NHSN)!		
You have been added as the	type of user indicated	for the following t	àcility or Group:	
Facility or Group Name:				
User Type:				
In order to participate as a safeguarding the system's		0		
agreement to abide by the ru <u>@SDN ENROLLMENT G</u> Once you have agreed to the Disease Control and Prevent submit documentation for id	UDE URL@ Rules of Behavior, y ion's (CDC) Secure A entity proofing. SAM	ou will need to regi Access Management S is a web portal do	ster with the Center System (SAMS) a esigned to provide	nd
agreement to abide by the ru <u>@SDN ENROLLMENT G</u> Once you have agreed to the Disease Control and Prevent submit documentation for id centralized access to public If you are already an active	UIDE URL@ Rules of Behavior, y ion's (CDC) Secure A entity proofing. SAM health information an NHSN user, you may	ou will need to regi A ccess Management (S is a web portal d d computer applicat disregard the instru	ster with the Center System (SAMS) a esigned to provide ions operated by th ctions in this email.	nd e CDC.
agreement to abide by the ru <u>@SDN ENROLLMENT G</u> Once you have agreed to the Disease Control and Prevent submit documentation for id centralized access to public	UDE URL@ Rules of Behavior, y ion's (CDC) Secure A entity proofing. SAM health information an NHSN user, you may ement System (SAMS of the SAMS process (SN, please contact m	ou will need to regi Access Management S is a web portal di d computer applicat disregard the instru S) and access NHSI for another CDC a	ster with the Center System (SAMS) a esigned to provide ions operated by th ctions in this email. N Reporting. pplication but you h	nd e CDC. Log in ave not
agreement to abide by the ru <u>@SDN ENROLLMENT G</u> Once you have agreed to the Disease Control and Prevent submit documentation for id centralized access to public If you are already an active to the Secure Access Manag If you have already complete previously had access to NH	UDE URL@ Rules of Behavior, y ion's (CDC) Secure A entity proofing. SAM health information an NHSN user, you may ement System (SAM) of the SAMS process (SN, please contact <u>nh</u> i SAMS.	ou will need to regi Access Management S is a web portal de d computer applicat disregard the instru S) and access NHSI for another CDC a nsn@cdc.gov and in	ster with the Center System (SAMS) a esigned to provide ions operated by th ctions in this email. N Reporting. pplication but you h	nd e CDC. Log in ave not





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

* . • . • • · · · · ·			
	Network (NHSN), a surveillance sys		^
	OC), allows participating healthcare f safety, such as surgical site infection		
	fections, dialysis incidents, and hea ols that generate reports using the a		
	l local comparisons, etc). NHSN als		
	essons learned. es a variety of sensitive data that are	provided by beathcare	
facilities. This information r	equires protection from unauthorize	d access, disclosure, or	
	identiality, integrity, and availability re sers of the NHSN web-based comp		
Purpose			~
Rules of Behavior establis	standards that recognize knowledg	eable users are the foundation	
LICK HERE			
PUP (B/KB/ STREES	Agree	Do Not Agree	
WARNING			
business by authorized personnel	iter system, which may be accessed and us . Unauthorized access or use may subject	riolators to crimine"	
monitored, intercepted, recorded	right to privacy on this system. All informa read, copied, and shared by authorized p use of this system, whether authorized		
terms. (Title 18, U.S.C.)	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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