

COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE HOW TO CHANGE LTC FACILITY TYPE

If you selected the incorrect facility type upon or after completing the enrollment process and would like to change your facility type, follow the directions below:

- 1. Log into NHSN.
- 2. On the left-hand navigation panel, select > *Facility*>>*Facility Info* near the bottom of the screen.

Facility •	Customize Forms
Group	Facility Info
Logout	Add/Edit Component
	Locations

3. When the *Edit Facility Information* screen appears, scroll down to *Facility type*.

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:	
Facility name *: Tr's Test Facility		
Address, line 1 *: 1234 Blossings Way		
Address, line 2:		
Address, line 3:		
City *: Atlanta		
State *: GA - Georgia	\checkmark	
County *: Fulton		
Zip Code *: 30349	Zip Code Ext:	
Phone *: 123-456-7890	Ext	
Fax:		
Facility: Y		
Facility type *: LTC-SKILLNURS - Skilled Nursing Facility		

4. Choose the correct facility type in the drop-down menu.

LTC-ASSIST - Assisted Living Residence LTC-DEVDIS - Longterm Care Facility for the Developmentally Disabled LTC-SKILLNURS - Skilled Nursing Facility **Please note**: The COVID-19 facility types from the enrollment section are not reflected on this list. Your selection here will not impact the enrollment process. Once the facility is completely enrolled and activated in NHSN, the COVID-19 Module will be added in the application.

5. Select "Update" at the bottom of the screen (to save your edits).





