

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 <u>and</u> 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.

NHSN - Nat	iona	al Healthcare Safety Network (Itcf943-40-fij2v:443)
NUCNILISM		
NHSN Home		NHSN Long Term Care Facility Component Home Page
Alerts		
Dashboard		
Reporting Plan	•	 Long Term Care Dashboard
Resident	•	- Action Items
Event	•	
Summary Data	•	
COVID-19		
Import/Export		
Surveys	•	
Analysis	•	
Users	•	
Facility	- +	Customize Forms
Group	-	Facility Info
Tools	•	Add/Edit Component
Logout		Locations





2. Next, on the "Edit Facility Information" page, Click "EDIT CCN"

NHSN Home		Redit Eacility Information			
Alerts					
Dashboard		Mandalan (Palda madadu 24)	4		
Reporting Plan	•	Facility Information Components Contact Inform	ation		
Resident	•				
Event	•	Facility Information			
Summary Data	•	Facility ID: 11101		N/Δ	л 🗡
COVID-19					
Import/Export			CMS Certification Number (CCN):	N/A	Edit CCN
Surveys	•		Effective Date of CCN:		
Ansheir			VA Station Code:	N/A	
			Object Identifier:		

- 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.

Edit CCN Records			(
-To edit an existing -To add a newly as	g CCN make corrections a signed CCN, Add Row, er	nd SAVE. hter CCN and Effective Date	e, and SAVE.		
Delete	<u>CCN</u>	Effective Date	Effective Reporting Quarter		
		No records to view			
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.					
	The no with	ote only applies to facilit CMS reporting mandate	ties es Save Close		

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

Edit CCN Records				×
-To edit an existing <mark>-To add a newly as</mark>	g CCN make corrections a ssigned CCN, Add Row, en	and SAVE. nter CCN and Effective Date	, and SAVE.	
Delete	CCN	Effective Date	Effective Reporting Quarter	
		No records to view		
Add Row				
NOTE: The CCN Effect deadline. Your facility data will be shared w	ctive Date is used by NHSN t y's CCN Effective Date shoul ith CMS from the CCN Effect	o determine which data should l d be the date the facility first re ive Date moving forward.	be shared with CMS for a given reporting ceived the CCN from CMS. Your facility's	g s
			Save Close	

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

Edit CCN Records	Edit CCN Records					
-To edit an exist -To add a newly	ing CCN make corrections a assigned CCN, Add Row, er	nd SAVE. hter CCN and Effective Date	, and SAVE.			
Delete	<u>CCN</u>	Effective Date	Effective Reporting Quarter			
	123456	04/23/2020	2020Q2			
Add Row						
NOTE: The CCN Ef deadline. Your faci data will be shared	fective Date is used by NHSN to lity's CCN Effective Date should with CMS from the CCN Effect	o determine which data should d be the date the facility first re ive Date moving forward.	be shared with CMS for a given reporting ceived the CCN from CMS. Your facility's			
			Save Close			

Important Notes:

• The footnote message may not be applicable to LTCFs without CMS reporting requirements.

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• 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*.

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4. After adding the facility CCN and Effective Date, Click "SAVE"

Edit CCN Records			×
-To edit an exist -To add a newly	ing CCN make corrections a assigned CCN, Add Row, e	and SAVE. nter CCN and Effective Date	e, and SAVE.
Delete	<u>CCN</u>	Effective Date	Effective Reporting Quarter
	123456	04/23/2020	2020Q2
Add Row			
NOTE: The CCN Ef deadline. Your faci data will be shared	fective Date is used by NHSN t ility's CCN Effective Date shoul I with CMS from the CCN Effect	o determine which data should d be the date the facility first re tive Date moving forward.	be shared with CMS for a given reporting aceived the CCN from CMS. Your facility's
			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 existi -To add a newly	ng CCN make correction assigned CCN, Add Row	, enter CCN and Effective Date, and SAVE.
Delete	CCN	
	123456	Alert
Add Row		CCN seved suscessfully
NOTE: The CCN Eff	fective Date is used by NHS	CCIN saved successfully.
deadline. Your facil data will be shared	with CMS from the CCN Eff	
		ОК
		4





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	Edit CCN Records						
-To edit an exist -To add a newly	ing CCN make corrections a assigned CCN, Add Row, er	and SAVE. hter CCN and Effective Date	e, and SAVE.				
Delete	<u>CCN</u>	Effective Date	Effective Reporting Quarter				
	123456	04/23/2020	2020Q2				
Add Row							
NOTE: The CCN Ef deadline. Your faci data will be shared	ffective Date is used by NHSN to ility's CCN Effective Date should I with CMS from the CCN Effect	o determine which data should d be the date the facility first re ive Date moving forward.	be shared with CMS for a given reporting ceived the CCN from CMS. Your faciliy's				
			Save Close				

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

Git Facility Information	
Mandatory fields marked with *	
Facility Information Components Contact Information	
Facility Information	
Facility ID : 1	AHA ID: N/A
	CMS Certification Number (CCN): 123456 Edit CCN
	Effective Date of CCN: 04/23/2020 2020Q2
	VA Station Code: N/A
	Object Identifier:

YOU HAVE SUCCESSFULLY ADDED A CCN TO NHSN



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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.

NHSN - National Healthcare Safety Network (Itcf943-40-fij2v:443)					
NHSN Home		NHSN Long Term Care Facility Component Home Page			
Alerts					
Dashboard					
Reporting Plan	+	 Long Term Care Dashboard 			
Resident	•	- Action Items			
Event	•				
Summary Data	•				
COVID-19					
Import/Export					
Surveys	•				
Analysis	•				
Users	-				
Facility	-	Customize Forms			
Group	-	Facility Info			
Tools		Add/Edit Component			
Logout		Locations			



2. Next, on the "Edit Facility Information" page, Click "EDIT CCN"

NHSN Home		Redit Escility Information		
Alerts				
Dashboard		Marchine Balde and a lab		
Reporting Plan	•	Mandatory fields marked with Facility Information Components Contact Information		
Resident	•			
Event	•	Facility Information		
Summary Data	•	Facility ID: 11101		
COVID-19			AHA ID: N/A	_
Import/Export			CMS Certification Number (CCN): 123456	
Surveys	•		Effective Date of CCN: 04/23/2020 2020Q2	
Anshele			VA Station Code: N/A	
			Object Identifier:	

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)





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		
	123467	×	04/23/2020	2020Q2		
Add Row						
NOTE: The CCN Eff deadline. Your facil data will be shared	fective Date is used by lity's CCr. Starting with CMS fro.	The wit	note only applies to faci th CMS reporting manda	ilities ates		

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







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

Edit CCN Records			د		
- <mark>To edit an existi</mark> -To add a newly	ng CCN make corrections a assigned CCN, Add Row, er	nd SAVE. Iter CCN and Effective Date	e, and SAVE.		
Delete	<u>CCN</u>	Effective Date	Effective Reporting Quarter		
	123467 ×	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.					

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: N	/A	
	CMS Certification Number (CCN): 12	23467	Edit CCN
	Effective Date of CCN: 04	4/23/2020 2020Q2	
	VA Station Code: N/	/A	
	Object Identifier:		

YOU HAVE SUCCESSFULLY EDITED AN

EXISTING CCN IN NHSN



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