National Healthcare Safety Network (NHSN) Training #1:

Getting Started

5-8-2023

Agenda

- Facility Enrollment and Getting Access

- Secure Access Management Services (SAMS) and Identity Verification

- Completing the Annual Facility Survey

- Reporting Requirements

- Monthly Reporting Process

- Conducting Surveillance
  - Central Line Associated Bloodstream Infections (CLABSIs)
  - Catheter Associated Urinary Tract Infections (CAUTI)
  - Laboratory Identification Events (LabID)
    - *Clostridioides difficile* Infection (CDI)
    - Methicillin Resistant *Staphylococcus aureus* Bloodstream Infection (MRSA BSI)
  - Surgical Site Infection (SSI)

- Analysis Reports

Agenda

- **Facility Enrollment and Getting Access**
- **Secure Access Management Services (SAMS) and Identity Verification**
- **Completing the Annual Facility Survey**
- **Reporting Requirements**
- **Monthly Reporting Process**
- **Conducting Surveillance**
  - **Central Line Associated Bloodstream Infections (CLABSIs)**
  - Catheter Associated Urinary Tract Infections (CAUTI)
  - Laboratory Identification Events (LabID)
    - *Clostridioides difficile* Infection (CDI)
    - Methicillin Resistant *Staphylococcus aureus* Bloodstream Infection (MRSA BSI)
  - Surgical Site Infection (SSI)
- Analysis Reports

Enrolling a Facility in NHSN

- Most facilities will already be enrolled in NHSN; however, as required reporting to NHSN increases, new facility types may need to enroll

- Enrolling a new facility is different from recovering access if the NHSN Administrator or log-in credentials are no longer available (discussed later)

- New facility enrollment begins with an initial registration at the following link: https://nhsn.cdc.gov/RegistrationForm/index

- The user will be prompted to accept the Rules of Behavior and complete the Registration Form with initial information, including: first name, last name, email, facility type, facility CCN (or other identification number)

National Healthcare Safety Network (NHSN)

Facility/Group User & Administrator Rules of Behavior

In order to participate in the NHSN , you must read and agree to abide by the following rules of behavior for safeguarding the system's security. Scroll through the document below and click on Agree or Do Not Agree button. To print a copy of the rules, click on the Print button.

INTRODUCTION
The National Healthcare Safety Network (NHSN) is a surveillance system that is developed, maintained, and used by the Centers for Disease Control and Prevention (CDC). NHSN enables participating healthcare facilities to submit and analyze data on patient and healthcare worker safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, blood safety incidents, dialysis incidents, and healthcare worker vaccinations. It provides analysis tools that enable NHSN Users to generate a variety of reports, many of which use data aggregated by NHSN for benchmarking purposes. Healthcare facilities, state and local health departments, and other NHSN Users use these resources to identify prevention and quality improvement opportunities and track progress in efforts to prevent adverse healthcare events and enhance patient and healthcare worker safety. NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN collects, processes, stores, and makes accessible to authorized users a large volume of sensitive patient and healthcare facility data. These data must be protected from unauthorized access, disclosure, or modification in accordance with a comprehensive set of confidentiality,

NHSN Fac GpUser and Admin ROB
PDF (87KB/13 pages)

[Agree]   [Do Not Agree]

WARNING
This is a U.S. Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use may subject violators to criminal, civil, and/or administrative action. There is no right to privacy on this system. All information on this computer system may be monitored, intercepted, recorded, read, copied, and shared by authorized personnel for official purposes including criminal investigations. Access or use of this system, whether authorized or unauthorized, constitutes consent to these terms. (Title 18, U.S.C.)

National Healthcare Safety Network (NHSN)

Registration Form

Please enter the values for the fields listed below and click on the **Submit** button. (*) indicates a required field. For additional information on NHSN Training, please visit the NHSN Training Website.

┌─ Personal Information ─────────────────────┐

*First name: [_____]

*Last name: [_____]

Middle name: [_____]

*Email address: [_____]

└──┘

┌─ Facility Identifier ──────────────────────┐

*Please select a facility identifier:
○ CCN
○ AHA
○ VA
○ CDC Registration ID
○ NONE

*Selected identifier ID: [_____]

*Facility Type:
AMB-HEMO - Hemodialysis Center
AMB-HDPD - Home Dialysis Center
AMB-PEDHEMO - Pediatric Hemodialysis Cent
AMB-SURG - Outpatient Surgery Facility

└──┘

[Submit]

Enrolling a Facility in NHSN (cont.)

- Each facility type has a specific enrollment guide providing step-by-step instructions:
  - Hospitals: https://www.cdc.gov/nhsn/pdfs/gen-support/FacilityAdminEnrollmentGuideCurrent.pdf
  - LTCFs: https://www.cdc.gov/nhsn/pdfs/training/ltc/ltc-enroll-guide-508.pdf
  - LTACHs: https://www.cdc.gov/nhsn/ltach/enroll.html
  - Dialysis (checklist only): https://www.cdc.gov/nhsn/pdfs/dialysis/enrollment-checklist.pdf
  - All guides checklists and instructions are available on NHSNs enrollment web page: https://www.cdc.gov/nhsn/enrollment/index.html

- Submission of the Registration Form will prompt an email to complete the enrollment process and register for the SAMS system (allow 2 calendar days for SAMS email)

- If the email is not received:
  - Check that it has not gone into the Spam/Junk/Trash folders
  - Consult with IT staff to make sure emails from nhsn@cdc.gov and sams-no-reply@cdc.gov are not blocked
  - Email NHSN at nhsn@cdc.gov to report the problem and receive further instruction

From: NHSN (CDC) <nhsn@cdc.gov>
Sent: Monday, March 11, 2019 4:24 PM
To:
Cc: NHSN (CDC) <nhsn@cdc.gov>
Subject: Welcome to NHSN!

Welcome to the National Healthcare Safety Network (NHSN)!

You have been added as the type of user indicated for the following facility or Group:

Facility or Group Name:

User Type:

In order to participate as an NHSN user, you must agree to follow the rules of behavior for safeguarding the system's security. Click on the URL below to read and indicate your agreement to abide by the rules.
@SDN ENROLLMENT GUIDE URL@

Once you have agreed to the Rules of Behavior, you will need to register with the Centers for Disease Control and Prevention's (CDC) Secure Access Management System (SAMS) and submit documentation for identity proofing. SAMS is a web portal designed to provide centralized access to public health information and computer applications operated by the CDC.

If you are already an active NHSN user, you may disregard the instructions in this email. Log in to the Secure Access Management System (SAMS) and access NHSN Reporting.

If you have already completed the SAMS process for another CDC application but you have not previously had access to NHSN, please contact nhsn@cdc.gov and indicate that you need the NHSN Reporting Activity in SAMS.

For questions regarding NHSN, please email nhsn@cdc.gov.

Additional NHSN information is also available at http://www.cdc.gov/nhsn.

Hello (Applicant Name),

You have been invited to register with the SAMS Public Health Partner Portal. This invitation was requested for you based on your specific role in public health and will enable you to access the following CDC computer application(s):

- **National Healthcare Safety Network: NHSN Reporting**

A registration account has already been created for you. A link to this account and a temporary password are provided below. This invitation is valid for 30 days.

SAMS Partner Portal R

Registration consists of

1. Online Registrat
2. Identity Verificat
3. Access Approval

Online registration with
before you begin:

- Your home add applicable.
- Your organizati
- Your telephone

Should you have questi
our Help Desk for assist

Thank you,

The SAMS Team

To register with the SAMS Partner Portal, please click the following link or cut and paste it into your browser:

https://im.cdc.gov/iam/im/SAMS3/ui/index.jsp?task.tag=SAMSRegistration

When prompted, please enter:

- Your Email/User Name: **test@gmail.com** (example email)
- Temporary Password: **1T_x5%9u** (example temporary pw)

and click the Login button.

***Note:** In order to access the SAMS Partner Portal, your browser **must** be configured to use TLS 1.2 encryption. If your computer is not configured for TLS, or if you are unsure, please contact your local IT System Administrator for assistance.

For more information and assistance, please see the SAMS FAQ located here, or contact the SAMS Help Desk between the hours of 8:00 AM and 6:00 PM EST Monday through Friday (excluding U.S. Federal holidays) at the following:

Toll Free: (877) 681-2901
Email: samshelp@cdc.gov

***Note: This email has been sent from an unmonitored mailbox. DO NOT REPLY TO THIS EMAIL. Please direct all inquiries to the Help Desk as listed above.**

If you need assistance with SAMS

You can reach the SAMS Help Desk between the hours of 8:00 AM and 8:00 PM ET Monday through Friday (excepting U.S. Federal holidays) at the following:

Local: 404-498-6065; Toll Free: 877-681-2901

Email: samshelp@cdc.gov

4

National Center for Emerging and Zoonotic Infectious Diseases
Division of Healthcare Quality Promotion

CDC

https://www.cdc.gov/nhsn/pdfs/training/ltc/ltc-enroll-guide-508.pdf

Secure Access Management Services (SAMS) and Identity Verification

- The SAMS registration link and the username and temporary password in the email can be used to log into the NSHN system for the first time.
  - If the user did not receive an email, s/he should contact the SAMS help desk: samshelp@cdc.gov or 877-681-2901

- Users will be prompted to accept the SAMS *Rules of Behavior* and enter their information

- Following registration, users can verify their identity in two ways:
  - Experian Precise ID Check (Preferred Method; much faster and easier)
  - Document Submission

Secure Access Management Services (SAMS) and Identity Verification (cont.)

- Experian Tips:
  - Users will be prompted to answer questions about their identity based on questions about their personal history should think carefully about questions to avoid problems with verification (only three attempts allowed)
  - Ensure that your address in the verification system matches the one that is in the NHSN portal; if these are different, the application will be rejected
  - If your identity proofing is successful, you will receive a congratulatory message.

SAMS
secure access management services   Welcome

Hi,

Congratulations, your identity proofing has been successfully completed. No further action is required. You will receive additional instructions in email once access has been finalized by your Program.

Please click Logout at the top of this screen or close the browser window.

Thanks,
SAMS Team

Secure Access Management Services (SAMS) and Identity Verification (cont.)

- Document Submission/Validation Tips:
  - Read the email carefully about acceptable documents
  - This process will likely take several weeks to complete
  - This method requires a Notary Public **or a CDC Employee** to verify identity using the appropriate documents.
  - CDPH has several CDC employees on site (e.g., EISOs, CEFOs, etc.)

Access Approval and Account Activation

- Once approved, the user will receive an email from sams-no-reply@cdc.gov with the subject "U.S. Centers for Disease Control: SAMS Partner Portal – SAMS Activity Authorization."

- Users will need dual authentication via one of two options:
  - Entrust soft token (preferred method)
    - 15 minutes to complete
    - Download app on the App Store or Google Play
    - Token is stored on a smart phone
  - Physical, card token (Entrust grid card)
    - Mailed to the user
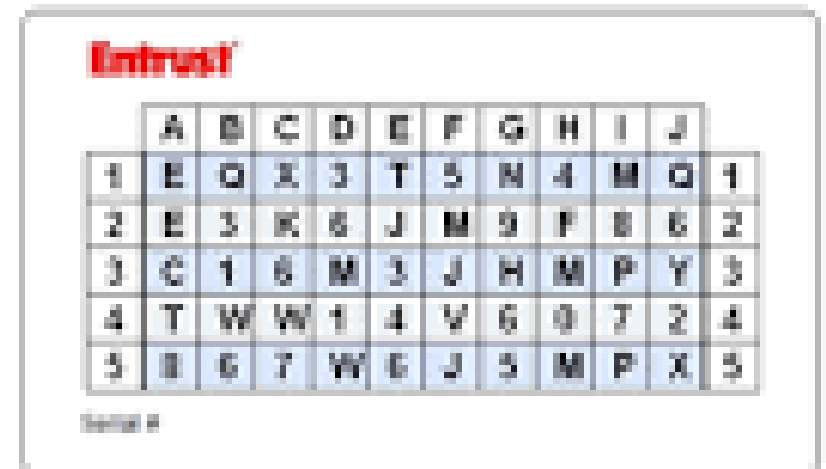
Completing Facility Enrollment

- After users log in for the first time with dual authentication, they can complete the process by clicking NHSN Enrollment and following the prompts

- Detailed instructions are available in the Enrollment Guides that are specific for the setting being enrolled.

- All guides and FAQs are available at: https://www.cdc.gov/nhsn/enrollment/index.html

Changing NHSN Facility Administrator

- If the NHSN Facility Administrator is available, they should reassign the role to another individual in the organization
  - Note: Users cannot be deleted once added to NHSN; only deactivated or roles changed.

- If the facility administrator is not available to reassign, the facility needs to complete the NHSN Facility Administrator Change Request Form: https://www.cdc.gov/nhsn/facadmin/index.html

- It should take about 5 business days to transfer rights

NHSN Annual Survey

- Each calendar year, facilities participating in the patient safety component will be required to submit an annual facility survey for the previous year (e.g., starting 1/1/2023, 2022 information must be submitted)

- Surveys open on the first day of the new year, and must be submitted by March 1st
  - If the survey is not submitted by March 1st, monthly reporting plans will be locked and data cannot be submitted to NHSN

- Facility reporting plans include:
  - Facility Characteristics
  - Facility Microbiology Laboratory Practices
  - Infection Control Practices
  - Facility Neonatal or Newborn Patient Care Practices and Admissions Information
  - Antibiotic Stewardship Practices (some sections optional)
  - Sepsis Management and Practices
  - Facility Water Management Program

- Blank Survey: https://www.cdc.gov/nhsn/forms/57.103_pshospsurv_blank.pdf

- Survey Instructions: https://www.cdc.gov/nhsn/forms/instr/57_103-toi.pdf

Reporting Requirements

- CDC is a non-regulatory body, and participation in NHSN reporting is not required by them

- CMS requires NHSN reporting for facilities participating in specific programs that affect reimbursement
  - Hospital IQR Program
  - Outpatient Quality Reporting (OQR) Program
  - ESRD QIP Program
  - LTCHQR Program
  - SNFQR Program

- Reporting Requirements (including due dates) are available online: https://www.cdc.gov/nhsn/pdfs/cms/cms-reporting-requirements-deadlines.pdf

Setting Up NHSN

- Detailed Instructions about setting up NHSN are available at:

https://www.cdc.gov/nhsn/pdfs/training/enroll/nhsn_getting_started.pdf

Monthly Reporting Process

- A Monthly Reporting Plan must be completed each month in order to be able to enter data into NHSN

- Patient level infection data can be entered after this is done

- Both processes are summarized at:

https://www.cdc.gov/nhsn/pdfs/training/general/ps-data-entry.pdf

Central Line Associated Bloodstream Infection (CLABSI) Definitions and Reporting

- CLABSI Training Link (including case studies):

https://www.cdc.gov/nhsn/pdfs/training/2019/clabsi-508.pdf

- CLABSI Definitions:

https://www.cdc.gov/nhsn/pdfs/pscmanual/4psc_clabscurrent.pdf

Activity

- Enter case studies into the NHSN Test Environment
  - Change the names and dates to avoid duplication errors