Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with enrolling in the CDC’s National Healthcare Safety Network’s (NHSN’s) LTCF COVID-19 MODULE. LTCFs eligible to report data to the new Module include skilled nursing facilities/nursing homes, long-term care for the developmentally disabled, and assisted living facilities.

Important Notes: If the facility is already enrolled in the National Healthcare Safety Network (NHSN), please do NOT re-enroll.

- If enrolled and need to change your NHSN Facility Administrator, submit the change here: https://www.cdc.gov/nhsn/facadmin/index.html
- If your facility previously enrolled, but you are unable to access NHSN, please submit an e-mail to nhsn@cdc.gov for assistance

Items Needed for Enrollment in the LTCF COVID-19 Module:

- Internet Connection (Internet Explorer only)
- NHSN Facility or Group Administrator Identified – This designated person will be the point of contact for receiving information from NHSN and other functions in the application.
- CCN - CMS Certification Number or CDC Registration ID (contact NHSN@cdc.gov)
  o CCN Look up Tool https://qcor.cms.gov/advanced_find_provider.jsp?which=0

How to Enroll in NHSN LTCF COVID-19 Module:

1. Prepare your computer to interact with NHSN
   - This is an important process to ensure that you receive all emails from NHSN and SAMS, which is required during enrollment.
   - Ensure that you have Internet Explorer 7 or higher to achieve this.
   - In Internet Explorer, add cdc.gov and verisign.com to your list of trusted websites and permit pop-ups for these sites. Please do not use Chrome, Firefox or any other browser except Internet Explorer.
   - Check spam-blocker settings to allow emails from NHSN@cdc.gov and SAMS-NO-REPLY@cdc.gov
2A. **Register your facility with NHSN.** The first step to enrolling is to read and agree to the [NHSN Rules of Behavior](https://nhsn.cdc.gov/RegistrationForm/index). Click this link to access the NHSN Rules of Behavior, and begin your enrollment process - after agreeing to the NHSN Rules of Behavior, you will be directed to the NHSN Registration page.

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**Important:** For enrollment into the COVID-19 Module only, LTCFs will need to select from one of the three following facility types from the “Facility Type” drop-down menu:

- **LTC-SKILLNURS COV19:** for skilled nursing facilities and/or nursing homes
- **LTC-DEVDIS COV19:** chronic care for developmentally disabled facilities
- **LTC-ASST COV19:** assisted living and/or residential care

1. **Select the date you are enrolling unless training was completed prior to this date.**
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On NHSN Registration Page:

- Enter all information with a red asterisk, including your name, correct e-mail address, CMS Certification Number (if applicable), and Facility Type.
- Be sure to enter your email address correctly, as all subsequent emails will come to this email address.
- If you are a certified CMS facility and do not know your CCN – use this link to find it:
  \[https://qcor.cms.gov/advanced_find_provider.jsp?which=0\]
  ✓ Select “Tool>basic search”
  ✓ Enter your facility name
  ✓ The Participation date is the CCN Effective Date needed for enrollment
- If unable to locate the facility CCN or if it cannot be validated in NHSN, you may request a temporary enrollment number also known as the CDC Registration ID by contacting NHSN@CDC.GOV. The temporary enrollment number is only valid for 30 days.
- Type either the CCN or CDC Registration ID number into the “Selected Identifier ID”
- Select the facility type that best applies to your facility. See above screen shots
  ✓ Be sure to select the correct Facility Type, as highlighted in the above screenshot. For example, a nursing home enrolling to the LTCF COVID-19 Module will select, LTC-SKILLNURS COVID19-Skilled Nursing Facility
- Select Submit once all required information is entered.

2B. Register with Secure Access Management Services (SAMS) with SAMS-NO-REPLY

- After NHSN receives your completed registration (as outlined in 2A), you will receive 2 e-mails: “Welcome to NHSN” from (NHSN@cdc.gov) and Invitation to Register with SAMS from (SAMS-NO-REPLY@cdc.gov).
OPEN THE Invitation to Register with SAMS e-mail and clink the link to SAMS where you will be guided to their Log In Screen.

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

The username and temporary password is needed for online SAMS registration.
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• After clicking on the link to SAMS in the Invitation to Register, you will be guided to the SAMS Credentials Log In screen.
  o Enter the username (email address) and temporary password provided in the email and click the Login button.
  o After clicking “Login” the SAMS Rules of Behavior screen displays.
  o Read the SAMS Rules of Behavior and click the Accept button.

• After accepting the SAMS Rules of Behavior, you will be taken to the SAMS registration page.
  o Enter the information in the fields displayed.
  o Fields marked with an asterisk are required and then CLICK SUBMIT to complete your SAMS registration.

Important Notes for SAMS Registration
• Enter your personal home address in the required data fields.
• You will be required to change your password.
  (Write down the new password because you will need this password again)
• You will be required to select security questions.
  (Make sure you remember your answers)
3. Complete NHSN LTC Enrollment –

- Now that you’ve completed SAMS registration, it’s time to complete LTC enrollment.
- First, access the SAMS log-in page by clicking on this link https://sams.cdc.gov
- Enter your username and password to login
- On the SAMS homepage, under “My Applications” click on the “NHSN LTC Enrollment” link to go to the NHSN Enrollment page.

NHSN Long Term Care Reporting

- NHSN LTC Reporting
- NHSN LTC Enrollment

- Next, select Enroll a Facility
- You will see this pop-up, select “OK”
To Complete NHSN Facility Enrollment:

- **On page 1,** enter all information with a red asterisk, including facility information and CMS Certification Number (if applicable),
- **If you are a certified CMS facility and do not know your CCN** – use this link to find it:
  https://qcor.cms.gov/advanced_find_provider.jsp?which=0
  ✓ Select “Tool>basic search”
  ✓ Enter your facility name
  ✓ The Participation date is the CCN Effective Date needed for enrollment
- **If unable to locate the facility CCN or if it cannot be validated in NHSN,** you may request a temporary enrollment number also known as the CDC Registration ID by contacting NHSN@CDC.GOV. The temporary enrollment number is only valid for 30 days.
- **Type either the CCN or CDC Registration ID number into the “Selected Identifier ID”**
- **Click CONTINUE** be directed to **Page 2**
2. On **Page 2**, select the facility type that best applies to your facility.
   - Be sure to select the correct Facility Type, as highlighted in the below screenshot. For example, a nursing home enrolling to the LTCF COVID-19 Module will select, **LTC-SKILLNURS COV19-Skilled Nursing Facility**
   - If you are not an Indian Health Service (IHS) Facility – select “No”
   - Enter the NHSN Facility Administrator designated to report COVID-19 data (could be the person enrolling the facility)
   - Enter information for the NHSN Facility Contact person, which CAN be the same person enrolling the facility (NHSN Facility Administrator).

   **Important:** For enrollment into the **COVID-19 Module only**, LTCFs will need to select from one of the three following facility types from the “**Facility Type**” drop-down menu:
   - **LTC-SKILLNURS COV19**: for skilled nursing facilities and/or nursing homes
   - **LTC-DEVDIS COV19**: chronic care for developmentally disabled facilities
   - **LTC-ASST COV19**: assisted living and/or residential care

   **Important:** The email address must match the email the user entered during SAMS registration.
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4. **Accept Agreement to Participate and Consent.** After successfully completing enrollment, the NHSN Facility Administrator and Component Primary Contact (if different) will receive an NHSN email with further instructions on how to electronically accept the **NHSN Agreement to Participate and Consent**.

- After receiving the email from NHSN, users will need to log in to [https://sams.cdc.gov](https://sams.cdc.gov) and follow the instructions to complete the **NHSN Agreement to Participate and Consent**.

**Important Note:** If a temporary ID was used to complete NHSN enrollment, the facility must remember to enter the facility CCN into NHSN once full enrollment is complete. For CMS certified LTCFs with reporting mandates, a correct CCN is required for data to be submitted to CMS. Guidance for making edits to facility information, including updating/changing the CCN, can be found here-[https://www.cdc.gov/nhsn/pdfs/ltc/ccn-guidance-508.pdf](https://www.cdc.gov/nhsn/pdfs/ltc/ccn-guidance-508.pdf).