## NHSN Enrollment and Set-up Checklist for Long-term Care Facilities

### Complete Items in Order

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>NHSN Enrollment Step 1: Training and Preparation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>COMPLETE LONG-TERM CARE FACILITY COMPONENT TRAINING AT</strong></td>
<td>2 HR</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cdc.gov/nhsn/LTC-LTC-ENROLL-STEP's.HTML">HTTP://WWW.CDC.GOV/NHSN/LTC-LTC-ENROLL-STEP's.HTML</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>COMPLETE LONG-TERM CARE FACILITY COMPONENT ANNUAL FACILITY SURVEY ON PAPER</strong></td>
<td>30 MIN</td>
</tr>
<tr>
<td></td>
<td>(NEEDED FOR STEP 4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ADD HTTPS://<em>.CDC.GOV AND HTTPS://</em>.VERISIGN.COM TO LIST OF TRUSTED WEBSITES</strong></td>
<td>5 MIN</td>
</tr>
<tr>
<td></td>
<td>AND PERMIT POP-UPS FOR THESE SITES</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CHANGE SPAM-BLOCKER SETTINGS TO ALLOW ALL <a href="mailto:NHSN@CDC.GOV">NHSN@CDC.GOV</a> &amp; <a href="mailto:PHINTech@cdc.gov">PHINTech@cdc.gov</a> EMAILS</strong></td>
<td>10 MIN</td>
</tr>
<tr>
<td>2</td>
<td><strong>Step 2: Register</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>AGREE TO RULES OF BEHAVIOR AT</strong></td>
<td>5 MIN</td>
</tr>
<tr>
<td></td>
<td><a href="http://nhsn.cdc.gov/REGISTRATIONFORM/INDEX.JSP">HTTP://NHSN.CDC.GOV/REGISTRATIONFORM/INDEX.JSP</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>REGISTER FACILITY WITH NHSN</strong></td>
<td>5 MIN</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE: IF YOUR FACILITY DOES NOT HAVE A CMS CERTIFICATION NUMBER, AHA NUMBER OR VA STATION CODE, PLEASE CONTACT <a href="mailto:NHSN@CDC.GOV">NHSN@CDC.GOV</a> TO RECEIVE AN ENROLLMENT NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>IMMEDIATELY AFTER SUCCESSFUL REGISTRATION, RECEIVE NHSN EMAIL, SUBJECT “WELCOME TO NHSN!”</strong></td>
<td></td>
</tr>
<tr>
<td>3a</td>
<td><strong>Step 3a: Request Digital Certificate</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>MAKE A COPY OF YOUR CHALLENGE PHRASE (PASSWORD), NOTE UPPER/LOWER CASE LETTERS AND SPECIAL CHARACTERS</strong></td>
<td>1 MIN</td>
</tr>
<tr>
<td></td>
<td><strong>IMMEDIATELY AFTER A SUCCESSFUL REQUEST, RECEIVE NHSN EMAIL, SUBJECT “NHSN DIGITAL CERTIFICATE REQUEST CONFIRMATION”</strong></td>
<td></td>
</tr>
<tr>
<td>3b</td>
<td><strong>Step 3b: Install Digital Certificate</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>WITHIN 3 BUSINESS DAYS OF REQUEST, RECEIVE PHINTECH EMAIL “ACTION REQUIRED–CDC DIGITAL CERTIFICATE IS READY TO INSTALL”</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>USING THE INSTRUCTIONS PROVIDED IN PHINTECH EMAIL, INSTALL DIGITAL CERTIFICATE</strong></td>
<td>30 MIN</td>
</tr>
<tr>
<td></td>
<td><strong>SAVE A COPY OF DIGITAL CERTIFICATE; THE “KEY” IS YOUR CHALLENGE PHRASE (PASSWORD) FROM STEP 3</strong></td>
<td>5 MIN</td>
</tr>
<tr>
<td>4</td>
<td><strong>Step 4: Submit Forms Electronically</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ACCESS NHSN ENROLLMENT AT</strong></td>
<td>2 MIN</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cdc.gov/nhsn/LTC-LTC-ENROLL-STEP's.HTML">HTTPS://SDN.CDC.GOV</a> USING YOUR CHALLENGE PHRASE (PASSWORD) FROM STEP 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SUBMIT REQUIRED FORMS ONLINE, SELECT THE APPROPRIATE FACILITY TYPE, COMPONENT IS LONG-TERM CARE FACILITY</strong></td>
<td>30 MIN</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE: YOU CANNOT SAVE THE ANNUAL FACILITY SURVEY ON-LINE UNLESS IT’S COMPLETE, SO HAVE ALL THE NECESSARY INFORMATION ON A PAPER VERSION OF THE ANNUAL FACILITY SURVEY, BEFORE SUBMITTING ELECTRONICALLY</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>IMMEDIATELY AFTER SUCCESSFULLY SUBMITTING FORMS, RECEIVE NHSN EMAIL, SUBJECT “NHSN FACILITY ENROLLMENT SUBMITTED”</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Step 5: Sign and Send Consent</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>FROM THE “NHSN FACILITY ENROLLMENT SUBMITTED” EMAIL, ACCESS AND PRINT CONSENT FORM</strong></td>
<td>5 MIN</td>
</tr>
<tr>
<td></td>
<td><strong>GET NHSN LONG-TERM CARE FACILITY PRIMARY CONTACT PERSON’S AND FACILITY LEADERSHIP’S SIGNATURES ON CONSENT FORM</strong></td>
<td>VARIES</td>
</tr>
<tr>
<td></td>
<td><strong>RETURN SIGNED CONSENT FORM TO CDC (CONTACT INFORMATION IS ON THE BOTTOM OF PAGE 3), KEEP A COPY FOR YOUR RECORDS</strong></td>
<td>5 MIN</td>
</tr>
<tr>
<td></td>
<td><strong>WITHIN 3 BUSINESS DAYS OF CDC’S RECEIPT OF THE CONSENT FORM, RECEIVE NHSN EMAIL, SUBJECT “NHSN ENROLLMENT APPROVED”</strong></td>
<td></td>
</tr>
</tbody>
</table>
# NHSN Enrollment and Set-up Checklist for Long-term Care Facilities

## NHSN Set-up Step 1: Map Locations

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access NHSN reporting at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> using your challenge phrase (password) from step 3</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>Select your facility from the “NHSN landing page”</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>Go to “Facility” on the navigation menu and select locations</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>For each unit in your facility, create a code, location label and assign a CDC location description. The codes and labels you choose will identify resident care locations in your facility. For location descriptions go to: <a href="http://www.cdc.gov/nhsn/ltc/ltc-setup.html">http://www.cdc.gov/nhsn/ltc/ltc-setup.html</a></td>
<td>10 min</td>
</tr>
<tr>
<td></td>
<td>Note: Even though surveillance is performed facility-wide, every event is mapped to a resident care location.</td>
<td></td>
</tr>
</tbody>
</table>

## Step 2: Create Monthly Reporting Plan

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Go to “Reporting Plan” on the navigation menu and select “Add”</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>Note: Monthly reporting plans can be completed for the full calendar year of the year enrolled</td>
<td>3 min</td>
</tr>
<tr>
<td></td>
<td>For each month, select the modules and events for reporting. Several monthly reporting plans can be added at one time.</td>
<td>3 min</td>
</tr>
<tr>
<td></td>
<td>Note: Once a plan has been entered, the system will prompt you to complete events and provide summary data (denominators) for that month</td>
<td></td>
</tr>
</tbody>
</table>

## Step 3: Add Additional Users & Assign Rights

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Go to “Users” on the side navigation menu and select “Add”</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>For each new user, you will need to assign a user ID and provide an email address</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>Note: Each user will need to complete training and obtain their own digital certificate (see steps 3a &amp; 3b in enrollment)</td>
<td>3 min</td>
</tr>
<tr>
<td></td>
<td>Once a user has been created, you can assign rights within the NHSN system. Once you have assigned rights to a user and save them, you can check the activities they will be able to perform by selecting the function, “Effective Rights” on the user rights page</td>
<td>2 min</td>
</tr>
<tr>
<td></td>
<td>Note: We suggest a facility to identify at least 2 users with administrative rights</td>
<td></td>
</tr>
</tbody>
</table>

## Report to NHSN

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review the appropriate event protocols to ensure accurate reporting</td>
<td>15 min</td>
</tr>
<tr>
<td></td>
<td>Once preceding steps are complete, you are ready to report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access NHSN reporting at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> using your challenge phrase (password) from step 3</td>
<td>3 min</td>
</tr>
<tr>
<td></td>
<td>Start entering events for the modules selected in each monthly reporting plan</td>
<td></td>
</tr>
</tbody>
</table>