

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

<input checked="" type="checkbox"/>	COMPLETE ITEMS IN ORDER	TIME
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NHSN Enrollment Step 1: Training and Preparation

<input type="checkbox"/>	COMPLETE LONG-TERM CARE FACILITY COMPONENT TRAINING AT HTTP://WWW.CDC.GOV/NHSN/LTC/LTC-ENROLL-STEPS.HTML	2 HR
<input type="checkbox"/>	COMPLETE LONG-TERM CARE FACILITY COMPONENT ANNUAL FACILITY SURVEY ON PAPER (NEEDED FOR STEP 4)	30 MIN
<input type="checkbox"/>	ADD HTTPS://*.CDC.GOV AND HTTPS://*.VERISIGN.COM TO LIST OF TRUSTED WEBSITES AND PERMIT POP-UPS FOR THESE SITES	5 MIN
<input type="checkbox"/>	CHANGE SPAM-BLOCKER SETTINGS TO ALLOW ALL NHSN@CDC.GOV & PHINTech@cdc.gov EMAILS	10 MIN

Step 2: Register

<input type="checkbox"/>	AGREE TO RULES OF BEHAVIOR AT HTTP://NHSN.CDC.GOV/REGISTRATIONFORM/INDEX.JSP	5 MIN
<input type="checkbox"/>	REGISTER FACILITY WITH NHSN	5 MIN

NOTE: IF YOUR FACILITY DOES NOT HAVE A CMS CERTIFICATION NUMBER, AHA NUMBER OR VA STATION CODE, PLEASE CONTACT NHSN@CDC.GOV TO RECEIVE AN ENROLLMENT NUMBER

IMMEDIATELY AFTER SUCCESSFUL REGISTRATION, RECEIVE NHSN EMAIL, SUBJECT "WELCOME TO NHSN!"

Step 3a: Request Digital Certificate

<input type="checkbox"/>	USING THE "WELCOME TO NHSN!" EMAIL, REQUEST YOUR DIGITAL CERTIFICATE	15 MIN
<input type="checkbox"/>	MAKE A COPY OF YOUR CHALLENGE PHRASE (PASSWORD), NOTE UPPER/LOWER CASE LETTERS AND SPECIAL CHARACTERS	1 MIN

IMMEDIATELY AFTER A SUCCESSFUL REQUEST, RECEIVE NHSN EMAIL, SUBJECT "NHSN DIGITAL CERTIFICATE REQUEST CONFIRMATION"

Step 3b: Install Digital Certificate

WITHIN 3 BUSINESS DAYS OF REQUEST, RECEIVE PHINTECH EMAIL "ACTION REQUIRED—CDC DIGITAL CERTIFICATE IS READY TO INSTALL"

<input type="checkbox"/>	USING THE INSTRUCTIONS PROVIDED IN PHINTECH EMAIL, INSTALL DIGITAL CERTIFICATE	30 MIN
<input type="checkbox"/>	SAVE A COPY OF DIGITAL CERTIFICATE: THE "KEY" IS YOUR CHALLENGE PHRASE (PASSWORD) FROM STEP 3	5 MIN

Step 4: Submit Forms Electronically

<input type="checkbox"/>	ACCESS NHSN ENROLLMENT AT HTTPS://SDN.CDC.GOV USING YOUR CHALLENGE PHRASE (PASSWORD) FROM STEP 3	2 MIN
<input type="checkbox"/>	SUBMIT REQUIRED FORMS ONLINE, SELECT THE APPROPRIATE FACILITY TYPE, COMPONENT IS LONG-TERM CARE FACILITY	30 MIN

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

IMMEDIATELY AFTER SUCCESSFULLY SUBMITTING FORMS, RECEIVE NHSN EMAIL, SUBJECT "NHSN FACILITY ENROLLMENT SUBMITTED"

Step 5: Sign and Send Consent

<input type="checkbox"/>	FROM THE "NHSN FACILITY ENROLLMENT SUBMITTED" EMAIL, ACCESS AND PRINT CONSENT FORM	5 MIN
<input type="checkbox"/>	GET NHSN LONG-TERM CARE FACILITY PRIMARY CONTACT PERSON'S AND FACILITY LEADERSHIP'S SIGNATURES ON CONSENT FORM	VARIES
<input type="checkbox"/>	RETURN SIGNED CONSENT FORM TO CDC (CONTACT INFORMATION IS ON THE BOTTOM OF PAGE 3), KEEP A COPY FOR YOUR RECORDS	5 MIN

WITHIN 3 BUSINESS DAYS OF CDC'S RECEIPT OF THE CONSENT FORM, RECEIVE NHSN EMAIL, SUBJECT "NHSN ENROLLMENT APPROVED"

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NHSN Set-up Step 1: Map Locations

	ACCESS NHSN REPORTING AT HTTPS://SDN.CDC.GOV USING YOUR CHALLENGE PHRASE (PASSWORD) FROM STEP 3	2 MIN
	SELECT YOUR FACILITY FROM THE "NHSN LANDING PAGE"	2 MIN
	GO TO "FACILITY" ON THE NAVIGATION MENU AND SELECT LOCATIONS	2 MIN
	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: HTTP://WWW.CDC.GOV/NHSN/LTC/LTC-SETUP.HTML	10 MIN
	NOTE: EVEN THOUGH SURVEILLANCE IS PERFORMED FACILITY-WIDE, EVERY EVENT IS MAPPED TO A RESIDENT CARE LOCATION.	

Step 2: Create Monthly Reporting plan

	GO TO "REPORTING PLAN" ON THE NAVIGATION MENU AND SELECT "ADD"	2 MIN
	NOTE: MONTHLY REPORTING PLANS CAN BE COMPLETED FOR THE FULL CALENDAR YEAR OF THE YEAR ENROLLED	
	FOR EACH MONTH, SELECT THE MODULES AND EVENTS FOR REPORTING. SEVERAL MONTHLY REPORTING PLANS CAN BE ADDED AT ONE TIME.	5 MIN
	NOTE: ONCE A PLAN HAS BEEN ENTERED, THE SYSTEM WILL PROMPT YOU TO COMPLETE EVENTS AND PROVIDE SUMMARY DATA (DENOMINATORS) FOR THAT MONTH	

Step 3: Add Additional Users & Assign Rights

	GO TO "USERS" ON THE SIDE NAVIGATION MENU AND SELECT "ADD"	2 MIN
	FOR EACH NEW USER, YOU WILL NEED TO ASSSIGN A USER ID AND PROVIDE AN EMAIL ADDRESS	2 MIN
	NOTE: EACH USER WILL NEED TO COMPLETE TRAINING AND OBTAIN THEIR OWN DIGITAL CERTIFICATE (SEE STEPS 3a&3b IN ENROLLMENT)	
	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	2 MIN
	NOTE: WE SUGGEST A FACILITY TO IDENTIFY AT LEAST 2 USERS WITH ADMINISTRATIVE RIGHTS	

Report to NHSN

	REVIEW THE APPROPRIATE EVENT PROTOCOLS TO ENSURE ACCURATE REPORTING	15 MIN
ONCE PRECEDING STEPS ARE COMPLETE, YOU ARE READY TO REPORT ACCESS NHSN REPORTING AT https://sdn.cdc.gov USING YOUR CHALLENGE PHRASE (PASSWORD) FROM STEP 3		
START ENTERING EVENTS FOR THE MODULES SELECTED IN EACH MONTHLY REPORTING PLAN		