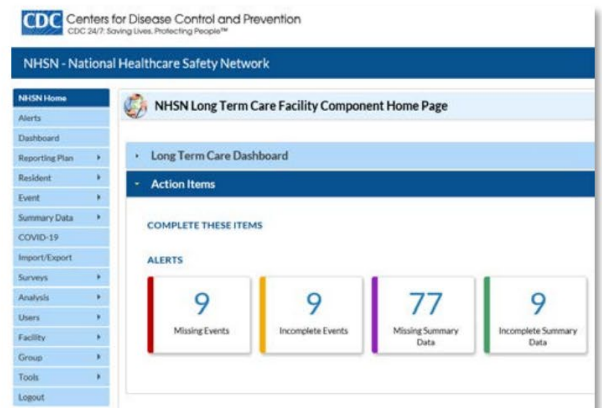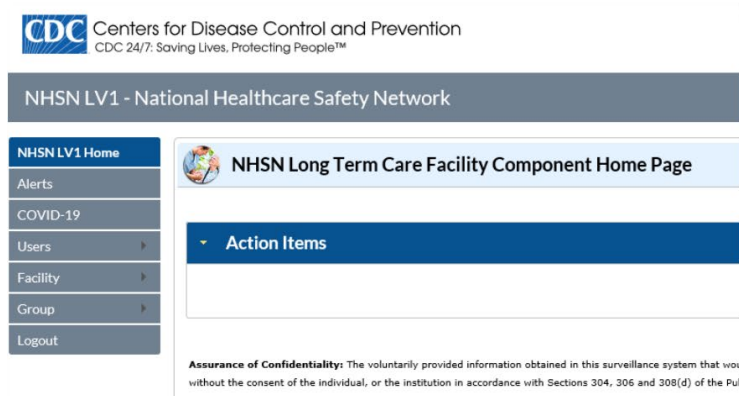## 1  Do STAFF Have SAMS level 3 access to NHSN?

When you log in is the sidebar Blue -Level 3 SAMS access to NHSN- on the Right below

When you log in is the sidebar Grey -Level 1 SAMS access to NHSN- on the left below



## STEPS to complete the SAMS Level -3 Upgrade

https://www.cdc.gov/nhsn/sams/about-sams.html

Write to NHSN@cdc.gov  In the subject line ENHANCING DATA SECURITY- NEED NHSN SAMS Level 3 upgrade from Level 1

Check your email inbox for communication from SAMS, via sams-no-reply@cdc.gov requesting two **Complete and Submit identity verification documents to CDC**

- **Option 1 – Experian:** Using a secure interface, you will provide Experian your Social Security Number (SSN) and Date of Birth (DOB). This information is sent directly to Experian and is NOT stored or saved by SAMS/CDC. Experian will attempt to validate your information and may ask you a series of questions based on your credit history. There is no impact on your credit score or credit worthiness. This is the fastest and most secure method to complete the SAMS identity proofing process.
- **Option 2 – Document Review:** You will be required to complete a form included at the bottom of the identity verification instructions email. This form, along with appropriate identification, will need to be reviewed by a notary or other trusted third party and copies submitted to SAMS via secure upload or by mail. Once received by SAMS, it will be reviewed and validated. This process can take several weeks to complete depending on volume and how the documentation is sent to SAMS.

RESPOND PROMPTLY TO sams-no-reply@cdc.gov EMAILS YOU RECEIVE

If you experience problems during enrollment, please contact the NHSN user support at nhsn@cdc.gov with "Enhancing Data Security" in the subject line.

## 2 Identifying NHSN User Roles ~ CONTACT TYPE

## & Reassigning the NHSN Facility Administrator Role

## https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/reassign-fa-508.pdf
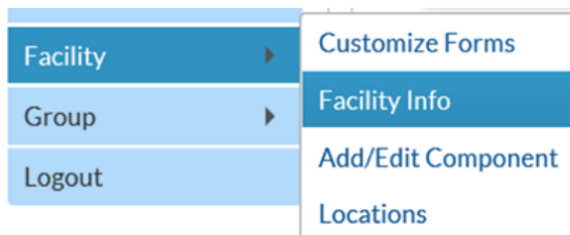
From the left navigation bar, you will select Facility > Facility Info.

From the Edit Facility Information screen, go to the Contact Information sections.

One USER should be designated as **NHSN Administrator**. This is the NHSN name for the account manager.

- From the left navigation bar, you will select *Facility > Facility Info*.



- From the *Edit Facility Information* screen, go to the *Contact Information* sections.
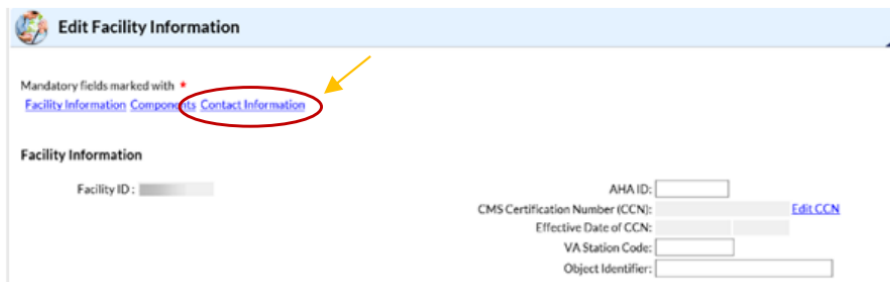


- Find "Facility Administrator" on the list and click the "reassign" button on the far right of the screen. You will be asked to find and select an existing user who will be reassigned this role.



- NOTE:  The existing user must be assigned as a user with administrative rights. Once selected, remember to **save** the updated information on the Edit Facility Information page.

**If there is no NHSN ADMINISTRATOR**
**https://www.cdc.gov/nhsn/facadmin/index.html**
**A Department Director will have to write to NHSN@cdc.gov**

**In the Subject write-NEED to Name an NHSN Administrator**

**Include the details on this page but send information via email for prompt response.**
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

All fields are required, unless marked optional.

Facility Name*   [                                    ]

Facility Street Address* [                               ]

City, State and Zip* [                          ]

Date of Request*  (MM/DD/YYYY)    [                    ]

Facility OrgID(optional) [                          ]

Facility CCN  [                ]

Current NHSN Facility Admin Name*  (FirstName, LastName)
[                              ]
Current NHSN Facility Admin Email* [                          ]

Current NHSN Facility Admin Phone* (xxx-xxx-xxxx) [                ]

New NHSN Facility Admin Name*  (FirstName, LastName)
[                              ]
New NHSN Facility Admin Email* [                          ]

New NHSN Facility Admin Phone*  (xxx-xxx-xxxx) [                    ]

Does New NHSN Facility Admins currently have SAMS access?  ( )Yes        ( )No

Is the currently listed NHSN Facility Administrator still active at the facility?*

Select one   ( )Yes     ( )No     ( )N/A
If yes, please explain why the currently listed NHSN Facility Administrator is unable to make the reassignment [                        ]

By checking the box below, you are certifying that you are an executive, director, or in a leadership role for the aforementioned facility. You also certify that all of the information provided above is true and correct to the best of your knowledge and that the NHSN Facility Administrator for the aforementioned NHSN facility should be reassigned by CDC as indicated above.*  [ ]I agree

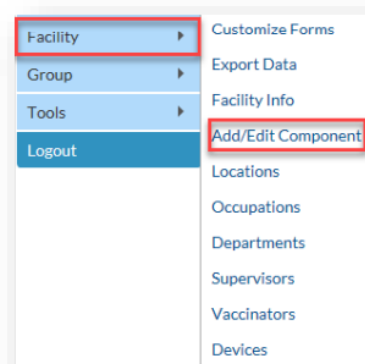NAME [                            ]

Job Title/Role [                  ]

Email [                    ]

Date [                     ]

···································································

**Long Term Care Facilities HCW Module Video Training**

https://www.youtube.com/watch?v=zrYhFStMbxw

# Healthcare Personnel Safety (HPS) Component

- The HPS Component consists of two modules:
  - **Healthcare Personnel (HCP) Exposure Module**
    - Blood/Body Fluid Exposure Only
    - Blood/Body Fluid Exposure with Exposure Management
    - Influenza Exposure Management

  - **HCP Vaccination Module**
    - Influenza Vaccination Summary
    - COVID-19 Vaccination Summary

- The Influenza Vaccination Summary within the HCP Vaccination Module is designed to assist staff in healthcare facilities to monitor influenza vaccination percentages among HCP

# Key Roles in NHSN

- **NHSN Facility Administrator**
  - The person enrolling the facility in NHSN
  - Only person who can activate additional components for a facility
  - Has add/edit/delete rights to facility data, users, and users' access
  - Has authority to nominate/join groups for data sharing
  - Only person who can re-assign the role of NHSN Facility Administrator to another user
  - There is only one NHSN Facility Administrator per facility
- **Users**
  - Rights are determined by NHSN Facility Administrator: view data, data entry, and data analysis
  - May be given administrative rights
  - Each facility should have at least two NHSN users (including one with NHSN Facility Administrator rights)

**RESOURCES**

**NHSN HPS Flu Vaccine Protocol 2022 (cdc.gov)**
https://www.cdc.gov/nhsn/pdfs/hps-manual/vaccination/hps-flu-vaccine-protocol-508.pdf

**HCP FLU VACCINATION MODULE FORM**

https://www.cdc.gov/nhsn/forms/57-214-HCP-Influenza-Vaccination-Summary-Form.pdf

**HCP FLU VACCINATION Table of Instructions** [PDF – 60 KB]
https://www.cdc.gov/nhsn/forms/instr/57-214-hcp-flu-vac-summary-form-toi-508.pdf

# Data Entry Screen

- Question 1 pertains to the denominator and questions 2-6 pertain to the numerator
- The asterisks indicate required columns that must be completed
- Use the "Comments" box to enter any additional information
- Data must be entered by May 15
  - Only data entered into the HPS Component will be submitted to CMS
  - Weekly influenza vaccination data entered into the Long-term Care Facility Component will **not** be submitted

| HCP categories | Employee HCP | Non-Employee HCP | | |
|---|---|---|---|---|
| | Employees (staff on facility payroll) * | Licensed independent practitioners: Physicians, advanced practice nurses, & physician assistants * | Adult students/ trainees & volunteers * | Other Contract Personnel |
| 1. Number of HCP who worked at this healthcare facility for at least 1 day between October 1 and March 31 | | | | |
| 2. Number of HCP who received an influenza vaccine at this healthcare facility since influenza vaccine became available this season | | | | |
| 3. Number of HCP who provided a written report or documentation of influenza vaccination outside this healthcare facility since influenza vaccine became available this season | | | | |
| 4. Number of HCP who have a medical contraindication to the influenza vaccine | | | | |
| 5. Number of HCP who declined to receive the influenza vaccine | | | | |
| 6. Number of HCP with unknown vaccination status (or criteria not met for questions 2-5 above) | | | | |

# Generating HCP Influenza Vaccination Summary Data

- Go to "Analysis" and select "Generate Data Sets"
- Click "Generate Reporting Data Sets"
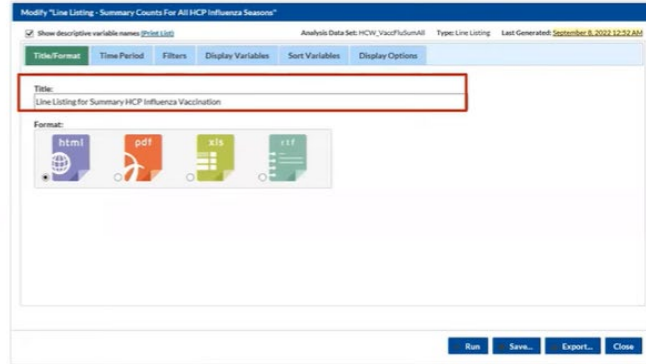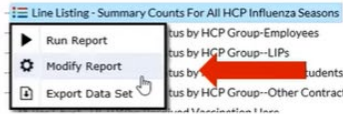- Select "OK" when webpage message appears on the screen

# Modifying HCP Influenza Vaccination Summary Data



- To modify the default analysis output, users can click "Modify" next to the report they wish to modify
- Can export dataset and change output title and format
- Can use variable labels when viewing output

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# Activating the HPS Component For LTCFs Enrolled in NHSN

- **Only a Facility Administrator can activate a new component**

- **Facility Administrator logs into the Secure Access Management Services (SAMS):** **https://nhsn2.cdc.gov/nhsn/**
  - Click "NHSN Reporting"

- **From the Home Page, click "Facility" then "Add/Edit Component"**
  - Check box next to Healthcare Personnel Safety

- **Facility Administrator adds HPS Component Primary Contact**
  - Enter name, phone, e-mail, and address for person to be contacted if CDC/NHSN has updates or questions about the HPS Component
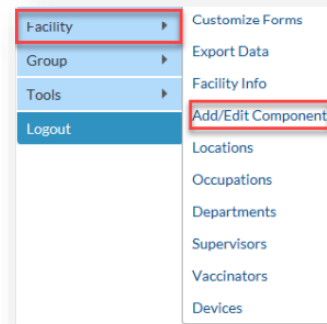


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## Activating the HPS Component For LTCFs Enrolled in NHSN (cont.)

- Facility Administrator adds HPS Component Primary Contact as a user within the NHSN facility
  - Click "Users" on the navigation bar, then click "Add"
  - Complete "Add User" screen mandatory fields
    - User ID – created by the facility
    - First Name
    - Last Name
    - E-mail Address – Must be an active/correct address for the user

- Ensure that the contact information for the Facility Administrator and HPS Component Primary Contact are updated

- Other users are added by the Facility Administrator or new HPS Component Primary Contact

- Facility Administrator should ensure that at least one HPS Component user has administrative rights

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## Adding a NHSN User

- Recommend at least 2 NHSN users
- To add: click "Users > Add"
- Complete required fields



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# User Rights

- After saving the new user information, the "Edit User Rights" screen will appear
- Please be sure to confer the proper rights to users
- CDC recommends that at least two users at each facility have rights to add and analyze data

https://www.cdc.gov/nhsn/sams/about-sams.html

# New Users to NHSN

- Receive a "Welcome to NHSN" e-mail

- Receive e-mails to register and create a SAMS account
  - Follow instructions carefully

- Complete and submit identity verification documents to SAMS
  - Don't delay beginning the process

- Access NHSN using SAMS credentials

- Log into NHSN at least once per year to maintain active SAMS credentials

- Information about the SAMS process can be found at:
http://www.cdc.gov/nhsn/sams/about-sams.html



SAMS Grid Card Credentials