



## Facility Administrator (FA) NHSN Enrollment and Reporting Process

**Below are the steps for enrolling your facility and Reporting HAI data in NHSN.**  
**We recommend that you follow these steps carefully.**

**Before starting “Print” the following:**

- ❑ **NHSN Manual-Patient safety Module**-The 200 page manual includes criteria for various HAIs; Descriptions/definitions for locations; and Instructions to fill out forms. Keep this manual as a separate notebook. **Located** under required training, NHSN Module 2 training.
- ❑ **The Facility Administrator (FA) Enrollment Guide**-this 28 page manual is **located** under required training, NHSN Module 2 training as Enrollment training.
- ❑ **ADPH Roles and Responsibilities Powerpoint presentation**-**Located** under required training, ADPH Module 1.
- ❑ **NHSN Facility Startup Powerpoint presentation**- **Located** under required training, NHSN Module 2.

**Steps to complete during time delays or delegate ASAP!!!!**

When following the steps for NHSN enrollment, you will find 4 items highlighted in yellow “[ ]” as noted below. The yellow highlights indicate activities that may be performed during **time delays or delegated to others**. Begin these as early as possible.

Step and Time Delay	Key Points
2a. Ensure that you have Admin. rights for your computer <5 mins	<ul style="list-style-type: none"> <li>• Contact your IT department to confirm rights BEFORE starting next step. * Provide IT with instructions for downloading the Digital certificate on <b>pgs.12-25 of FA enrollment guide</b>.</li> </ul>
3b. Gather information for the Facility Contact Information and Facility Survey < 60 mins <b>**Great one to delegate</b>	<ul style="list-style-type: none"> <li>• Gather all information on form before proceeding to input in NHSN as noted in step 3c. Form may be accessed at <a href="http://www.cdc.gov/nhsn/forms/57.103_PSHospSurv_BLANK.pdf">http://www.cdc.gov/nhsn/forms/57.103_PSHospSurv_BLANK.pdf</a> Or you will have the option to print the forms in NHSN. See Slides 37-42 of Roles and Responsibilities ADPH powerpoint.</li> </ul>
4b. Identify NHSN Users at your facility and <b>assign training as early as possible</b> .	<ul style="list-style-type: none"> <li>• The Facility Administrator at each facility will indicate the required training for the NHSN Users.</li> </ul>
4e. <b>Identify</b> locations(units/wards)that meet the reporting requirements based on the NHSN location definitions <1 hr	<ul style="list-style-type: none"> <li>• You will need to describe the typical patient make-up of the Units/Wards in the facility. Using the NHSN definitions found in the Patient Safety Manual, identify which Units/Wards in the facility meet the Alabama reporting requirements as found in ADPH <b>Roles and Resp. Slides 65-66</b>. <b>Collaborate with Nurse Mangers in making this distinction</b>.</li> </ul>

## Begin

### Step 1-Registration of Facility for Secure Data Access into NHSN

Step and Time Delay	Key Points
1a. Review and Accept FA Rules of Behavior <b>&lt; 5 min</b>	<ul style="list-style-type: none"> <li>• <b>Link to Rules of Behavior</b> is on <b>page 5 of the FA enrollment guide.</b></li> </ul>
1b. Register Facility <b>&lt; 15 min</b>	<ul style="list-style-type: none"> <li>• You will automatically be guided to the registration site once rules of behavior are signed. Facility information will be needed, see <b>pg. 6 of FA enrollment guide.</b></li> </ul>
1c. Receive <b>e-mail</b> Confirmation of Registration <b>24-48 hrs</b>	<ul style="list-style-type: none"> <li>• The <b>link to apply for the digital certificate</b> is included in the confirmation of registration e-mail, See <b>Pg. 7 of FA enrollment guide</b> and step 2. <b>If you do not receive an email within 72 hours, contact CDC SDN Support at (800) 532-9929 option 1 or <a href="mailto:PHINTech@cdc.gov">PHINTech@cdc.gov</a>.</b></li> </ul>

### Step 2-Application and Installation of Secure Data Network (SDN) Access into NHSN

Step and Time Delay	Key Points
2a. Ensure that you have Admin. rights for your computer <b>&lt;5 mins</b>	<ul style="list-style-type: none"> <li>• Contact your IT department to confirm rights BEFORE starting next step. * Provide IT with instructions for downloading the Digital certificate as noted in 2e.early in this process.</li> </ul>
2b. Apply for Digital Certificate <b>&lt; 30 Mins</b>	<ul style="list-style-type: none"> <li>• <b>Link</b> and initial <b>password</b> needed for this step <b>are included in the e-mail referenced above in 1c.</b> Follow <b>pgs. 7-11 of FA enrollment guide</b> carefully.</li> <li>• <b>Step also includes:</b> <ul style="list-style-type: none"> <li>-SDN enrollment</li> <li>-selecting <b>“NHSN”</b> as the program you want to join</li> <li>-selecting <b>“NHSN enrollment”</b> as the activity in NHSN</li> <li>-establishing your personal <b>challenge phrase</b> to access NHSN</li> </ul> </li> </ul>
2c. Receive <b>on screen</b> message that Digital Certificate Request received <b>&lt;1min</b>	<ul style="list-style-type: none"> <li>• Message appears on screen immediately after completing steps in 2b.</li> </ul>
2d. Receive <b>e-mail</b> Confirmation of digital certificate approval <b>24-48 hrs</b>	<ul style="list-style-type: none"> <li>• See <b>Pg. 12 of FA enrollment guide</b> for example of the Digital Certificate Approval e-mail; closely resembles Confirmation of Registration e-mail but very different. <b>If you do not receive an email within 72 hours, do not apply for another digital certificate. Contact CDC SDN Support at (800) 532-9929 option 1 or <a href="mailto:PHINTech@cdc.gov">PHINTech@cdc.gov</a>.</b></li> </ul>
2e. Download Digital Certificate <b>15 mins</b>	<ul style="list-style-type: none"> <li>□ Contact your IT depart, see pages steps included on <b>pgs.12-25 of FA enrollment guide</b> and step 3.</li> </ul>

### Step 3-Enroll Facility as NHSN Participant

Step and Time Delay	Key Points
3a. Apply for NHSN Enrollment <b>&lt;5 mins</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a>. Select NHSN Enrollment and follow instructions noted on <a href="#">pgs. 24 of FA enrollment guide</a>. <b>Step includes</b> downloading Facility Survey form.</li> </ul>
3b. Gather information for the Facility Contact Information and Facility Survey <b>&lt; 60 mins</b>	<ul style="list-style-type: none"> <li>Gather all information on form before proceeding to input in NHSN as noted in step 3c. Form may be accessed at <a href="http://www.cdc.gov/nhsn/forms/57.103_PSHospSurv_BLANK.pdf">http://www.cdc.gov/nhsn/forms/57.103_PSHospSurv_BLANK.pdf</a> Or you will have the option to print the forms in NHSN. See Slides 37-42 of Roles and Responsibilities ADPH powerpoint.</li> </ul>
3c. Input Facility Contact Form and Facility Survey Form Information online in NHSN <b>&lt;10mins</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> and follow instructions noted on <a href="#">pg. 27 of the FA enrollment guide</a>.</li> </ul>
3d. Receive <b>e-mail</b> Confirmation of Enrollment Submission <b>24-48 hrs</b>	<ul style="list-style-type: none"> <li>See <a href="#">pg. 29 of FA enrollment guide</a>; <b>an individualized link to the Agreement to Participate</b> will be included in your email. Must access the link within 30 days of receiving e-mail, to obtain Consent to participate. <b>If you do not receive an email within 72 hours past step 3c, contact <a href="mailto:nhsn@cdc.gov">nhsn@cdc.gov</a>.</b></li> </ul>
3e. Print, sign and return Consent To Participate in NHSN <b>within 30 days</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> and <b>THEN</b> paste the <b>link</b> provided in the NHSN enrollment confirmation <b>e-mail in 3d.</b> to access the consent to participate. <b>Step includes</b> obtaining <u>CEO</u> signature and mailing form to the CDC as noted on <a href="#">pg. 29 of FA enrollment guide</a>.</li> </ul>
3f. Receive <b>e-mail</b> Confirmation of NHSN Enrollment Approval <b>24-48 hours</b>	<ul style="list-style-type: none"> <li>See <a href="#">pg. 30 of FA enrollment guide</a> for an example of the e-mail for Confirmation of Approval to participate in NHSN. You <b>may now</b> select <b><u>NHSN reporting</u></b> to complete steps 4-7. <b>If you do not receive an email within 72 hours of step 3e, contact <a href="mailto:nhsn@cdc.gov">nhsn@cdc.gov</a>.</b></li> </ul>



**Step 4-Assign Codes (locations, surgeons) for Surveillance at your facility**

Step and Time Delay	Key Points
4a. Set Facility Group Joining Password <b>≤ 5 min</b> <b>Optional</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> . <b>Select NHSN Reporting</b>. See ADPH <b>Roles and Resp. slides 53-56</b> if your hospital would also like to share information among a group of hospitals. This is <b>NOT</b> the same as the ADPH group in item 6.</li> </ul>
4b. Identify Users and assign training	<ul style="list-style-type: none"> <li>The Facility Administrator at each facility will indicate the required training for the NHSN Users.</li> <li>Since Users may not begin using NHSN until mandatory training is complete, assign training as early as possible.</li> </ul>
4c. Add Users and Assign User Rights <b>&lt;15 min</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> . <b>Select NHSN Reporting</b>. See ADPH <b>Roles and Resp. slides 56-64</b> or NHSN Facility Startup slideset.</li> </ul>
4d. <b>Identify</b> locations(units/wards)that meet the reporting requirements based on the NHSN location definitions <b>&lt;1 hr</b>	<ul style="list-style-type: none"> <li>You will need to describe the typical patient make-up of the Units/Wards in the facility. Using the NHSN definitions found in the Patient Safety Manual, identify which Units/Wards in the facility meet the Alabama reporting requirements as found in ADPH <b>Roles and Resp. Slides 65-66</b>. <b>Collaborate with Nurse Mangers in making this distinction.</b></li> </ul>
4e. Add Locations <b>&lt;10 min</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> . <b>Select NHSN Reporting</b>. See ADPH <b>Roles and Resp. Slides 65-70</b> or <b>NHSN Facility Startup</b> slideset.</li> </ul>
4f. Add Surgeons <b>&lt;15 min</b> <b>Optional</b>	<ul style="list-style-type: none"> <li>Log into NHSN at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> . <b>Select NHSN Reporting</b> See ADPH <b>Roles and Resp. Slides 71-80</b> or <b>NHSN Facility Startup</b> slideset</li> </ul>



**Step 5-Identify plan for surveillance at Facility**

5. Set up monitoring plan <b>≥ 5 mins</b>	<ul style="list-style-type: none"><li>• See ADPH <b>Roles and Resp. Slides</b> 81-82 or <b>NHSN Monthly reporting Plan/Data Entry slideset</b></li></ul>
---	--

**Step 6-Join and Confer Rights to ADPH**

6a. Join the ADPH NHSN User Group <b>≥ 5 min</b>	<ul style="list-style-type: none"><li>• See ADPH <b>Roles and Resp. Slides</b> 83-86 will need the code to join our group provided in these slides.</li></ul>
6b. Confer Rights to ADPH NHSN User Group <b>&lt;15 min</b>	<ul style="list-style-type: none"><li>• See ADPH <b>Roles and Resp. Slides</b> 86-93</li></ul>

**Step 7- Enter Data**

Enter Infection Data <b>≥ 60+ minutes</b> (Urban) <b>&lt; 30 minutes</b> (Rural)	<ul style="list-style-type: none"><li>• <b>See ADPH Chat 3 and NHSN Data Entry slidesets</b></li></ul>
---	--