



NHSN User: Steps to Reporting Data in NHSN

Below are the steps for 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 NHSN User Start-Up Guide**-this 24 page manual is **located** under required training, NHSN Module 2 training as Enrollment training.
- The NHSN User Rules of Behavior**- **this 12 page guide is located** under required training, NHSN Module 2 training as Enrollment training.

Steps to complete prior to reporting data in NHSN!!!!

Upon verbal notification that you will be a NHSN User at your facility, you should begin the required NHSN training identified by the NHSN Facility Administrator at your facility.

- User should not begin reporting in NHSN until the required training has been completed and you have been added as a User in NHSN by the Facility Administrator.

[Visit the ADPH Website at http://www.adph.org/hai/](http://www.adph.org/hai/)

Begin

Step 1-Registration for Secure Data Access into NHSN

Step and Time Delay	Key Points
1a. Receive e-mail indicating you have been added as a User in NHSN.	<ul style="list-style-type: none"> This e-mail from CDC/NHSN will indicate that you have been added as a NHSN User by the Facility Administrator.
1b. Review and Accept the NHSN User Rules of Behavior < 5 min	<ul style="list-style-type: none"> Link to Rules of Behavior is included in the e-mail you received in step 1a. Also see page 3-4 of the User Startup guide. You will be required to enter the date you completed the required NHSN training.

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<5 mins	<ul style="list-style-type: none"> 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.
2b. Apply for Digital Certificate < 30 Mins	<ul style="list-style-type: none"> Link and initial password needed for this step are included in the e-mail referenced above in 1a. Follow pgs. 6-8 of the User Start Up guide carefully. Step also includes: <ul style="list-style-type: none"> -SDN enrollment -selecting "NHSN" as the program you want to join -selecting "NHSN enrollment" as the activity in NHSN -establishing your personal challenge phrase to access NHSN
2c. Receive on screen message that Digital Certificate Request received<1min	<ul style="list-style-type: none"> Message appears on screen immediately after completing steps in 2b.
2d. Receive e-mail Confirmation of digital certificate approval 24-48 hrs	<ul style="list-style-type: none"> See Pg. 9 of User Start Up guide for example of the Digital Certificate Approval e-mail. 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 PHINTech@cdc.gov or your Facility Administrator.
2e. Download Digital Certificate 15 mins	<ul style="list-style-type: none"> Contact your IT department; download will be same as used for the Facility Administrator. Pages 10-22 of User Start Up guide.



Step 7- Enter Data

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