



NHSN Facility Enrollment Checklist For Home Dialysis Facilities

✓ Complete items in order	Time
Step 1: Training and Preparation	
Read and review the required training slides for Healthcare Personnel Safety Influenza Vaccination Reporting .	2 hrs
Complete the Home Dialysis Center Practices Survey on paper (needed for Step 4).	1 hr
In Chrome or Edge, add *cdc.gov to your list of trusted websites and permit pop-ups for these sites.	5 min
Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov .	10 min
Step 2: Register with NHSN	
Read and agree to the NHSN Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index .	5 min 
Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number [CCN]).	5 min
After registration, receive two emails: (1) NHSN "Welcome to NHSN!" and (2) SAMS-no-reply "Invitation to Register."	
Step 3: Register with SAMS (Secure Access Management Services) Email: samshelp@cdc.gov	
From the "Invitation to Register" email, log in to SAMS and complete the online SAMS registration form.	15 min
Within 24 hours of successful online registration, receive SAMS "Identity Verification Request" email.	
From the "Identify Verification Request" email, select Option 1 (Experian) or Option 2 (Document Review) and complete following the instructions under the option chosen.	varies
If Option 2 is chosen, mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents	varies
After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.	
Within 7-10 days, receive your SAMS grid card (delivered by US Postal Service to your home address).	varies
Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically	
Access "NHSN Enrollment" at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	2 min
Submit required forms online: facility type is AMB-HDPD – Home Dialysis Center and component is Healthcare Personnel Safety .	30 min
Shortly after successfully submitting required forms, receive an "NHSN Facility Enrollment Submitted" email.	
Step 5: Sign and Send Consent	
From the "NHSN Facility Enrollment Submitted" email, access and print the NHSN consent form.	5 min
Get consent form signatures from "Healthcare Personnel Safety Primary Contact Person" and facility's leadership.	varies
Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records.	5 min
Within 3 business days of CDC's receipt of a signed consent form, receive an "NHSN Enrollment Approved" email.	
NHSN Set-up	
Access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	2 min
Add users and assign user rights (<i>at least one back-up user is recommended in case of staff absence or turnover</i>).	10 min
Add Monthly Reporting Plans: select the "Influenza Vaccination Summary" checkbox under the "Healthcare Personnel Vaccination Module" and save.	5 min





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Report to NHSN

Read the Healthcare Personnel Safety Protocol to ensure accurate reporting; start a data collection process.	varies
To report, access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	varies

