

### Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with adding users in the CDC's National Healthcare Safety Network's (NHSN's) LTCF COVID-19 MODULE. Facilities are strongly encouraged to have more than one NHSN users who can view, enter, and analyze data. This will help prevent loss of NHSN access in the event of staff turnover.

### To Add Users:

1. The NHSN Facility Administrator will log into SAMS at <https://sams.cdc.gov/> to access NHSN.
2. On the left-hand navigation panel of the NHSN homepage, select > **Users**>>**Add** near the bottom of the screen.



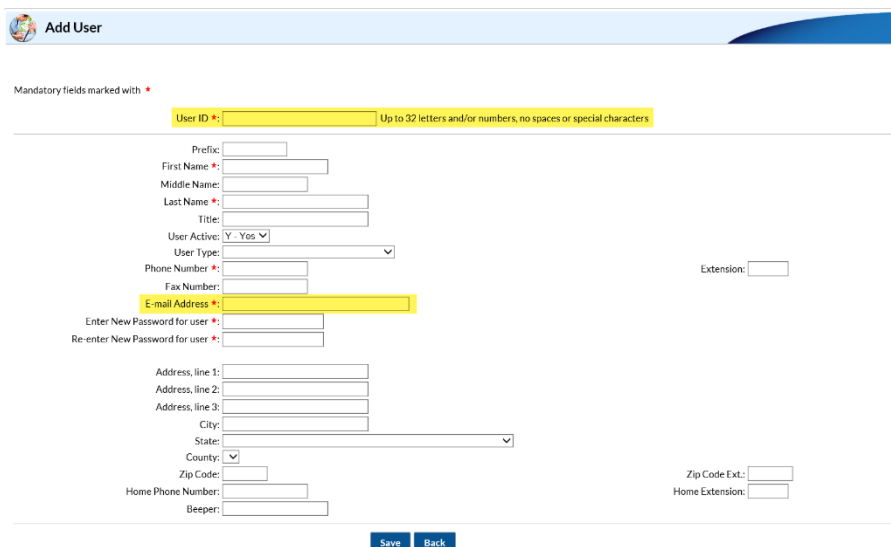
3. When the **Add User** screen appears, complete all the required fields marked with \*.

#### a. Create a username (ex. first initial and last name - ASmith)

- Can have up to 32 characters or numbers
- Cannot be an email address
- Cannot contain any special characters (i.e. %, \$,&, etc.)

\* The NHSN User ID is a unique identifier used to identify users in the NHSN application, that is created by the NHSN Facility Administrator.\*

#### b. The email address entered must be the same one used to request their SAMS invitation.



# COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE

## HOW TO ADD A USER

- Click **"Save"** to create the user.



- Once the user has been created, you must assign user rights by checking the boxes under Long Term Care and click **"Save"**.

*\*Rights are assigned based on how much access the NHSN Facility Administrator would like to grant the user*

**Add User Rights**

✓ User ATURNER (ID 468319) saved successfully. Please add rights for the new user.

User ID: ATURNER (ID 468319)

Fac: Test TM3033

Facility List:

Rights	Long Term Care
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>

Effective Rights **Save** Back Advanced

**Add User Rights**

✓ Users rights saved successfully.

User ID: ATURNER (ID 468319)

Fac: Test TM3033

Facility List:

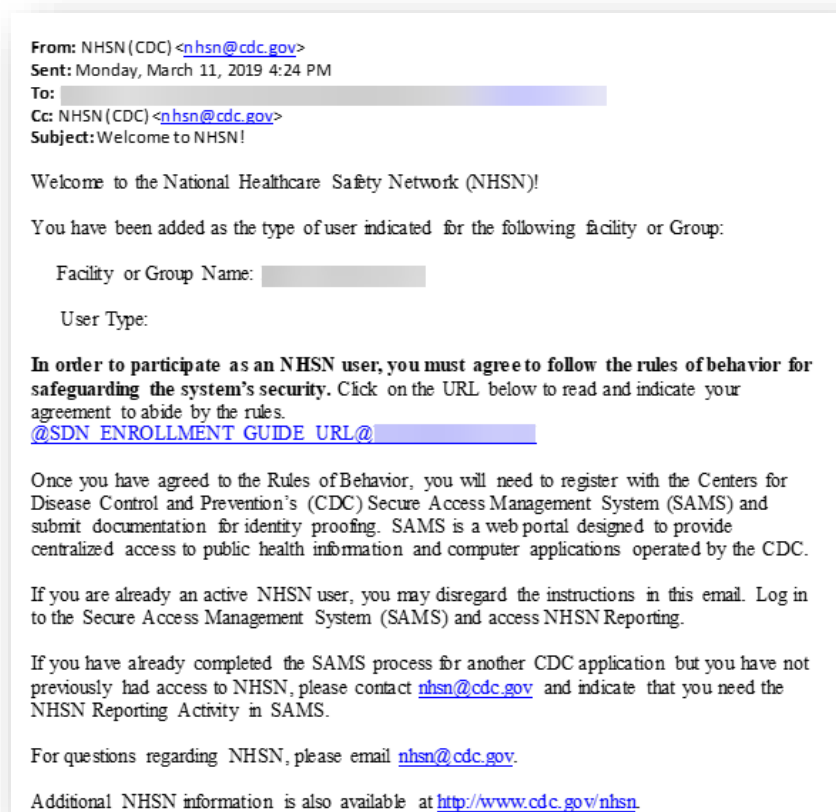
Rights	Long Term Care
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input checked="" type="checkbox"/>
View Data	<input checked="" type="checkbox"/>
Customize Rights	<input type="checkbox"/>

Effective Rights **Save** Back Advanced

## COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE HOW TO ADD A USER

The newly added user will receive two emails containing instructions to complete SAMS registration and NHSN enrollment. Examples are provided below. \* [The email address used to register for SAMS must be the same email address as the one entered in step 3.](#)

- ❖ Guidance for Email Use for NHSN and SAMS registration can be found here - <https://www.cdc.gov/nhsn/pdfs/ltc/nhsn-sams-registration-email-use.pdf>.
- After a new user is added to an enrolled facility, NHSN will send the “Welcome to NHSN!” email (screenshot below) that will have instructions for accessing the NHSN Facility/Group Administrator Rules of Behavior.



## COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE

### HOW TO ADD A USER

- Once the newly added user selects the link in the email, they will receive the agreement to review NHSN “Rules of Behavior” (screenshot below):



**Facility/Group Administrator Rules of Behavior**

In order to participate in the NHSN, you must read and agree to abide by the following rules of behavior for safeguarding the system's security. Scroll through the document below and click on Agree or Do Not Agree button. To print a copy of the rules, click on the Print button.

**Introduction**  
National Healthcare Safety Network (NHSN), a surveillance system of the Centers for Disease Control and Prevention (CDC), allows participating healthcare facilities to enter data associated with healthcare safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, dialysis incidents, and healthcare worker vaccinations. NHSN provides analysis tools that generate reports using the aggregated data (reports about infection rates, national and local comparisons, etc). NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These Rules of Behavior apply to all users of the NHSN web-based computer system.

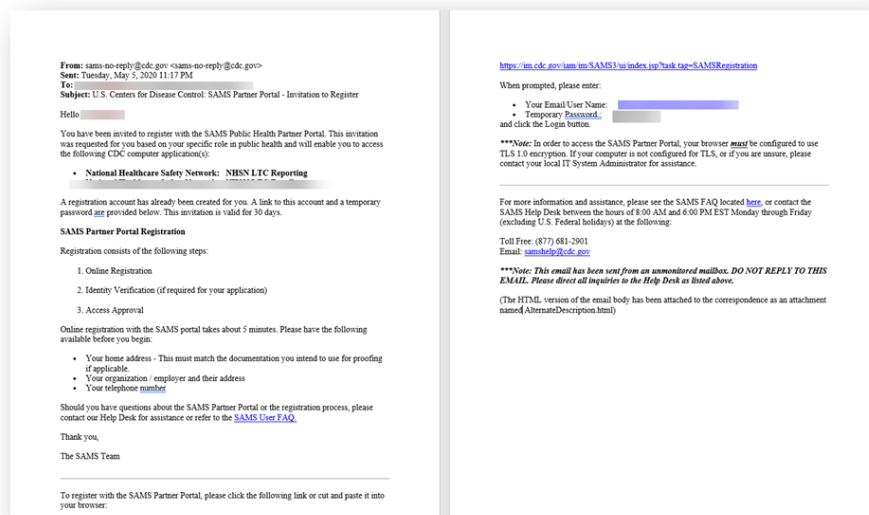
**Purpose**  
Rules of Behavior establish standards that recognize knowledgeable users are the foundation

**CLICK HERE** →

**WARNINGS**  
This is a U.S. Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use may subject violators to criminal or administrative action. There is no right to privacy on this system. All information on this system is monitored, intercepted, recorded, read, copied, and shared by authorized personnel for criminal investigations. Access or use of this system, whether authorized or unauthorized, is prohibited. (Title 18, U.S.C.)

<https://nhsn.cdc.gov/RegistrationForm/index>

- After the new user “Agree” to accept the NHSN Rules of Behavior, the user should allow 3 business days to receive the “Invitation to Register with SAMS” from SAMS-no-reply (screenshot below) email:



**From:** sams-no-reply@cdc.gov <sams-no-reply@cdc.gov>  
**Sent:** Tuesday, May 5, 2020 11:17 PM  
**To:** [Redacted]  
**Subject:** U.S. Centers for Disease Control: SAMS Partner Portal - Invitation to Register

Hello [Redacted],

You have been invited to register with the SAMS Public Health Partner Portal. This invitation was requested for you based on your specific role in public health and will enable you to access the following CDC computer application(s):

- National Healthcare Safety Network: NHSN LTC Reporting**

A registration account has already been created for you. A link to this account and a temporary password are provided below. This invitation is valid for 30 days.

**SAMS Partner Portal Registration**

Registration consists of the following steps:

1. Online Registration
2. Identity Verification (if required for your application)
3. Access Approval

Online registration with the SAMS portal takes about 5 minutes. Please have the following available before you begin:

- Your home address - This must match the documentation you intend to use for proofing if applicable.
- Your organization / employer and their address
- Your telephone number

Should you have questions about the SAMS Partner Portal or the registration process, please contact our Help Desk for assistance or refer to the [SAMS User FAQ](#).

Thank you,  
The SAMS Team

To register with the SAMS Partner Portal, please click the following link or cut and paste it into your browser:

<https://nhsn.cdc.gov/sams/lim/SAMS3/ui/index.jsp?task-tag=SAMSRegistration>

When prompted, please enter:

- Your Email/User Name: [Redacted]
- Temporary Password: [Redacted]

and click the Login button.

\*\*\*Note: In order to access the SAMS Partner Portal, your browser must be configured to use TLS 1.0 encryption. If your computer is not configured for TLS, or if you are unsure, please contact your local IT System Administrator for assistance.

For more information and assistance, please see the SAMS FAQ located [here](#), or contact the SAMS Help Desk between the hours of 8:00 AM and 6:00 PM EST Monday through Friday (excluding U.S. Federal holidays) at the following:

Toll Free: (877) 681-2901  
Email: [sams-help@cdc.gov](mailto:sams-help@cdc.gov)

\*\*\*Note: This email has been sent from an unmonitored mailbox. DO NOT REPLY TO THIS EMAIL. Please direct all inquiries to the Help Desk as listed above.

(The HTML version of the email body has been attached to the correspondence as an attachment named AlternateDescription.html)

The added user must read the email and follow the instructions in its entirety to ensure completion of process to access NHSN.

**Important Notes:**

If you have specific questions regarding “adding additional users” please submit email to the NHSN Helpdesk: [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with “Adding Additional Users” in the subject line.

If assistance is needed with SAMS: [samshelp@cdc.gov](mailto:samshelp@cdc.gov)

LTCF Resources can be accessed here: <https://www.cdc.gov/nhsn/ltc/covid19/index.html>

If your facility is without an NHSN Facility Administrator or any NHSN users, please visit <https://www.cdc.gov/nhsn/facadmin/index.html> to reassign the role to a different user.