






# NHSN Facility Enrollment Checklist

## for Home Hemodialysis & Peritoneal Dialysis Facilities

<input checked="" type="checkbox"/>	Complete items in order	Time
<b>Step 1: Preparation</b>		
<input type="checkbox"/>	In Internet Explorer, add *cdc.gov to your list of trusted websites and permit pop-ups for these sites.	5 min
<input type="checkbox"/>	Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov.	10 min
<b>Step 2: Register with NHSN</b>		
<input type="checkbox"/>	Read and agree to the NHSN Rules of Behavior at <a href="http://nhsn.cdc.gov/RegistrationForm/index">http://nhsn.cdc.gov/RegistrationForm/index</a> .	5 min
<input type="checkbox"/>	Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number [CCN]).	5 min
<input type="checkbox"/>	After registration, receive two emails: (1) NHSN "Welcome to NHSN!" and (2) SAMS-no-reply "Invitation to Register."	
<b>Step 3: Register with SAMS (Secure Access Management Services)</b> <span style="float: right;">Email: <a href="mailto:samshelp@cdc.gov">samshelp@cdc.gov</a></span>		
<input type="checkbox"/>	From the "Invitation to Register" email, log in to SAMS and complete the online SAMS registration form.	15 min
<input type="checkbox"/>	Within 24 hours of successful online registration, receive SAMS "Identity Verification Request" email.	
<input type="checkbox"/>	From the "Identify Verification Request" email, print and complete the Identify Verification Form.	varies
<input type="checkbox"/>	Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents.	varies
<input type="checkbox"/>	After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.	
<input type="checkbox"/>	Within 7-10 days, receive your SAMS grid card (delivered by US Postal Service to your home address).	varies
<b>Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically</b>		
<input type="checkbox"/>	Access "NHSN Enrollment" at <a href="https://sams.cdc.gov">https://sams.cdc.gov</a> with your password from Step 3 and your SAMS grid card.	2 min
<input type="checkbox"/>	Submit required forms online: facility type is <b>AMB-HEMO – Hemodialysis Center</b> and component is <b>Healthcare Personnel Safety</b> .	30 min
<input type="checkbox"/>	Shortly after successfully submitting the forms, receive an "NHSN Facility Enrollment Submitted" email.	
<b>Step 5: Sign and Send Consent</b>		
<input type="checkbox"/>	From the "NHSN Facility Enrollment Submitted" email, access and print the NHSN consent form.	5 min
<input type="checkbox"/>	Get consent form signatures from the "Healthcare Personnel Safety Primary Contact Person" and the facility's leadership.	varies
<input type="checkbox"/>	Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records.	5 min
<input type="checkbox"/>	Within 3 business days of CDC's receipt of a signed consent form, receive an "NHSN Enrollment Approved" email.	
<b>NHSN Set-up</b>		
<input type="checkbox"/>	Access "NHSN Reporting" at <a href="https://sams.cdc.gov">https://sams.cdc.gov</a> using your password from Step 3 and SAMS grid card.	2 min
<input type="checkbox"/>	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