



MEDICARE *update*

COVID-19 Reporting to CDC's National Healthcare Safety Network

Effective Friday, May 8, 2020, all Medicare-certified long-term care facilities must report COVID-19 information through the CDC's National Health Safety Network (NHSN). CDC's NHSN provides healthcare facilities, such as long-term care facilities (LTCF), with a customized system to track infections and prevention process measures in a systematic way.

- Facilities eligible to report into the COVID-19 Module include skilled nursing facilities, long-term care for the developmentally disabled, and assisted living facilities.
- Tracking this information allows facilities to identify problems, improve care, and determine progress toward the facility and national healthcare-associated infection goals.

The COVID-19 Module for LTCFs enable facility information reporting of:

- Counts of residents and facility personnel with suspected and laboratory positive COVID-19.
- Counts of suspected and laboratory positive COVID-19 related deaths among residents and family personnel.
- Status of personal protective equipment supplies.

- Ventilator capacity and supplies for facilities with ventilator-dependent units.
- Staffing shortages.

LTCFs that are currently enrolled in NHSN

LTCFs enrolled have immediate access to the new module and may begin reporting. If your facility was previously enrolled but is no longer able to gain access, contact NHSN user support at nhsn@cdc.gov for assistance. Please do not re-enroll a previously enrolled facility.

LTCFs that are not enrolled in NHSN

May gain access to the COVID-19 Module by completing the enrollment process outlined in the Enrollment Steps of this document. Upon completion, the facility will gain same-day access to NHSN.

How to Get Started

- NHSN enrollment is required.
- Actively enrolled NHSN facilities have access through the NHSN home page.
- Non-NHSN LTCFs must complete online enrollment specifically for the LTC COVID-19 Module.

CDC's LTCF enrollment guidance document link, [HERE](#).

Enroll Facility link, [HERE](#).



Steps for Facility NHSN Enrollment:

Step 1 - Prepare your computer to interact with NHSN

- You may need to change your email and internet security settings to receive communications from NHSN during the enrollment process.
- In your internet browser add cdc.gov and verisign.com to your list of trusted website and permit pop-ups for these sites.
- Check spam-blocker settings to allow emails from NHSN@cdc.gov and SAMS-NO-REPLY@cdc.gov.

Step 2A - Register Facility with NHSN

- The person who will serve as the NHSN Facility Administrator (usually the person enrolling the facility) must read and agree to the NHSN Rules of Behavior.
- You will then be redirected to electronically register your facility with NHSN.

Step 2B - Register with SAMS (Security Access Management System)

- After registering your facility with NHSN, you will receive two emails:
 - “Welcome to NHSN!” (immediately from NHSN) and
 - “Invitation to Register with SAMS” (from SAMS-no-reply within 24 hours).

Step 3A - Complete NHSN LTC Enrollment

- From the “Invitation to Register with SAMS” email, login to SAMS with your username (email address) and temporary password provided.
 - On the SAMS homepage, click the link to the National Healthcare Safety Network labeled NHSN LTC Enrollment and Complete Facility Contact Information.

- Accept the SAMS Rules of Behavior.
- Complete the online SAMS registration form.
 - Within 24 hours of successful online registration, you will receive SAMS “Identity Verification Request” email.
- **FYI** - The SAMS username and temporary password will expire in 30 days.

Step 3B - Complete and Submit Identity Proofing Verification

- From the “Identity Verification Request” email, print the “Identity Verification Form,” and complete it.
- Take it to a notary public for endorsement.
- Using the SAMS contact information in the email, digitally upload, fax, or mail the completed form and supporting documentation.
- Once your information is received and approved, you will receive:
 - “SAMS Account Activation,”
 - “SAMS Activity Authorization” emails, followed by
 - Receipt of your SAMS grid card, which will be delivered to your home address via U.S. mail within two weeks after you receive your SAMS approval email.
 - If you do not receive your SAMS grid card within two weeks, contact samshelp@cdc.gov for assistance. The approval process can take up to three weeks.

Step 4: Complete NHSN Enrollment

- After receiving your SAMS grid card, login to SAMS.
- Under the SAMS Grid Card picture, enter your username and password, and then click Login.

- On the SAMS home page, select “NHSN Enrollment” to complete electronic enrollment into the Long-Term Care Facility Component.
- Shortly after successfully submitting the forms, the Facility Administrator and Primary Contact will receive an “NHSN Facility Enrollment Submitted” email.
- **Note:** Facility registration information may be manually collected using forms (links below) used prior to electronic entering data to NHSN.
- NHSN Facility Contact link, [HERE](#).
- Annual Facility Survey link, [HERE](#).

Step 5: Accept “NHSN Agreement to Participate and Consent”

- Either the component primary contact or NHSN facility administrator must login to SAMS, select Long-Term Care Facility Component, and review the “Agreement to Participate and Consent.”
- Check the box to “Accept” next to the appropriate contact name.
- Then “Submit.” An email will be issued confirming this action.
- **Note:** The consent form must be accepted within 60 days or the facility will be withdrawn.

“There can only be one state of mind as you approach any profound test; total concentration, a spirit of togetherness, and strength.”

- Pat Riley

Next Steps to Complete NHSN Set-Up:

Continue to NHSN Set-up (required before entering data into NHSN), [HERE](#).

Step 1: Complete LTCF Set-up Training

- LTC training link, [HERE](#).
- Login to SAMS using your grid card and password, and select “NHSN Reporting.”
- Select your facility from the “NHSN Landing Page.”
- Go to “facility” on the navigation menu and select locations.
- For each unit in your facility, create a code, location label, and assign a CDC location description. The codes and labels you choose will identify patient care locations in your facility.
- LTC Location Mapping Reference Guide, September 2015 link, [HERE](#).
- CDC Location Labels and Location Descriptions, January 2019, [HERE](#).

Step 2: Create a Monthly Reporting Plan

- Monthly reporting plans indicate which events you intend to follow.
- It can be completed for a full calendar year.
- Table of Instructions-Monthly Report Plan for LTCF link, [HERE](#).
- 57.141 Monthly Reporting Plan Form for LTCF, January 2019 link, [HERE](#).

Step 3: Add User and Assign Rights

- Each user will need to complete training and register with SAMS.
- We suggest a facility identify at least two users with administrative rights.
- **Tip:** Set-up is a good time to add other users to assist with reporting.

Begin Reporting to NHSN

- Access NHSN reporting at sams.cdc.gov.
- Start entering events for the modules selected in the monthly reporting plan.
- Review the appropriate Long-Term Care Facility Component protocols to ensure accurate reporting, [HERE](#).
- The Module does not collect staff or resident-level information.

Reporting Resources

- Go to the Tracking Infections in Long-Term Care Facilities for more reporting resources, [HERE](#).

While daily reporting will provide the timeliest data for response purposes, retrospective reporting of the prior day(s) is encouraged if daily reporting is not feasible.

LTCF data submission options include:

- Manual entry,
- CSV file submitted by individual facilities, or
- Bulk CSV file upload for multiple facilities.

NHSN, in turn, will enable state and local health departments and the Centers for Medicare and Medicaid Services (CMS) to gain immediate access to the COVID-19 data for LTCFs in their jurisdictions.

COVID-19 data submitted to NHSN will also be used by CDC's emergency COVID-19 response and by the U.S. Department of Health and Human Services' (HHS') COVID-19 tracking system maintained in the Office of the Assistant Secretary of Preparedness and Response.

CDC - Long-Term Care Facility Component Modules

Click on each module to access relevant training, protocols, data collection forms, supporting materials, analysis resources, and FAQs.

- **Information and resources for reporting into the NHSN LTCF COVID-19 Module**, [HERE](#).
- C. difficile Infection (CDI) and Multidrug-resistant Organisms (MDRO), [HERE](#).
- Prevention Process Measures: Hand Hygiene, Gloves, Gown Use Adherence, [HERE](#).
- Urinary Tract Infections (UTI), [HERE](#).
- Healthcare Personnel Vaccination (LTCFs are also eligible to report to the Healthcare Personnel Vaccination Component), [HERE](#).

***This summary is a combination of information from the CDC, CMS, and AAPANC websites.*

If you have any questions about the CDC's National Health Safety Network, please contact ruleandregs@therapymgmt.com.



www.therapymgmt.com

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