

Shop Talk For Data Submission into the NHSN COVID-19 Module *Infection Prevention "Surveillance, Tracking and Reporting" (STAR) Facilities*



October 2020

Presented by:

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Technical Advisor, Infection Prevention



Disclaimer

- I do **not** work for NHSN, SAMS, CDC, or CMS.
- I am **not** the SAMS or NHSN help desk
- I **am** the technical advisor for infection prevention for Alliant Quality, the QIO for Alabama, Florida, Georgia, Kentucky, Louisiana, North Carolina and Tennessee

Objective: *Adjust this ShopTalk to meet your needs.*

Which topic is the highest priority for today's webinar?

- Check my data quality
- Edit my data
- Application for the SAMS Grid Card
- Adding Users and Rights
- Reassign the facility administrator
- Understand case definitions to report accurately in NHSN



I'll move to the next couple of slides while we are awaiting the results...

Ground Rules

- Please mute your microphone
- Put questions in chat
- Contact either Amy or me after the Webex for one-on-one assistance at Marilee.Johnson@AlliantHealth.org or Amy.Ward@AlliantHealth.org

Have You Pledged Your Commitment?

Join Alliant Quality >1500 Facilities Strong



Kentucky 213	North Carolina 277
Tennessee 211	Georgia 261
Alabama 132	Florida 246
Louisiana 197	

<https://www.alliantquality.org/news/space-agreement/>

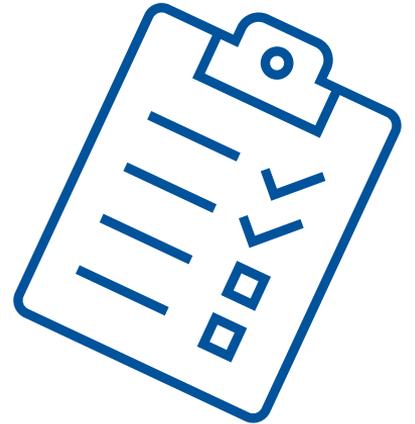
The Southern Partners Action Collaborative for Excellence (SPACE) is a cooperative project between Alliant Quality and nursing homes. As a SPACE participant, your facility agrees to participate with Alliant Quality, the quality improvement group of Alliant Health Solutions (AHS), which is the Medicare QIO for Alabama, Florida, Georgia, Kentucky, Louisiana, North Carolina, and Tennessee and their partners.

Poll Results:

Which topic is the highest priority for today's webinar?

- ? Check my data quality
- ? Edit my data
- ? Application for the SAMS Grid Card
- ? Adding Users and Rights
- ? Reassign the facility administrator
- ? Understand case definitions to report accurately in NHSN

Application for the SAMS Grid Card



Look For This Email In Your Inbox

- Print this email and save in a secure place
- Do not delete the email

(The Fine Print: You will be in big trouble if you delete this email.)

From: sams-no-reply@cdc.gov <sams-no-reply@cdc.gov>
Sent: Wednesday, September 16, 2020 9:36 AM
To: johnson,marilee>marilee.johnson@allianthealth.org
Subject: CDC: SAMS Partner Portal - Identity Verification Request Form

Hello Marilee Johnson,

A request has been made on your behalf to provide you with additional application access based upon your specific role in public health. Before you can begin using these new application(s), U.S. law requires that CDC conduct some **additional** identity verification steps over and above any that you may have already completed.

**We apologize for any inconvenience you may incur and ask for your understanding and cooperation in our efforts to protect people's private data and prevent information misuse. Please be assured that CDC and its Programs have made every effort to keep this necessary process as simple and non-intrusive as possible. Also be assured that your identity information will only be used to help determine your suitability for access and that this data will not be shared outside of CDC programs.*

To complete identity verification, please print the form attached to this email message and follow the instructions provided below. The required steps are as follows:

If you don't have the email from SAMS, request one...



*Level-3 = SAMS Grid Card



Email NHSN to request enhanced security.

To... NHSN (CDC) <nhsn@cdc.gov>;

Cc...

Subject LTCF-Enhanced Data Security

Send

Dear NHSN, Please send me an invitation to the SAMS portal for Level -3 access and NHSN LTC reporting. My name is Suzana Banana, email suzban@email.com and facility is Suzy's Nursing Home, org ID 99999.

Check Your Profile in SAMS

Legal name and home address
(not your work address)

SAMS
secure access management services

Menu

- My Profile ←
- Logout

Links

- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

My Applications

National Healthcare Safety Network System

- NHSN Reporting *

* Strong credentials required.

Secure Access Management Services (SAMS) CDC

Welcome, Shea Gruffs Logout

Registration

Please provide the following information to register with SAMS, and click Submit. Required fields are marked with a red asterisk (*). Your registration will be routed to a SAMS Application Administrator for approval. You will receive an email notification when your registration has been approved and you have been granted access to SAMS.

User ID:

First Name*

Middle Name

Last Name*

Suffix

Email

Home Address

Address Line 1*

Address Line 2

City*

State*

Postal Code*

Country*

Tasks

Home

- Cancel Email Change
- Change My Email
- Change My Password
- Modify My Identity Data
- View Email Change
- View My Roles

Modify My Identity Data

• = Required

Required fields are marked with a

First Name Marilee

Middle Name

Last Name Johnson

Suffix

• Preferred Name Marilee

Email Marilee.John

Choose Your Two Proofing Documents

A List

- Driver's license
 - Not expired
 - Current home address*
- US Passport (not expired)
- US Military ID

B List

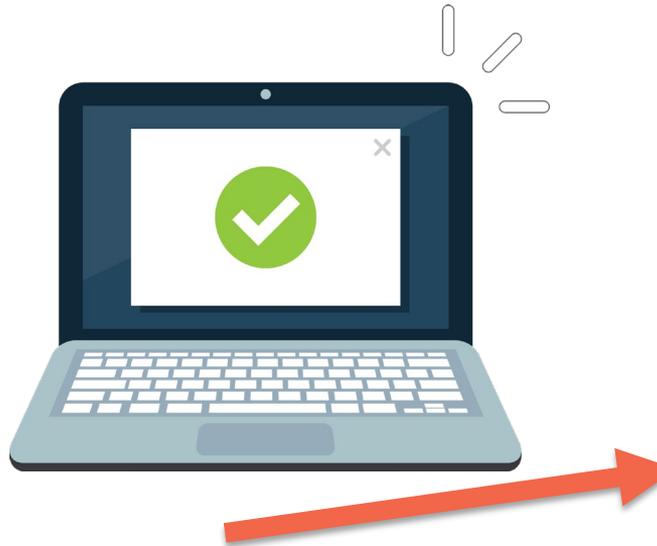
- Employee ID Card that includes:
 - Your name
 - Your organization
 - Your photo
- Voter ID or Registration Card
- Certified Birth Certificate

*Supply a utility bill with current address if different (not a cell phone bill)

<https://www.cdc.gov/nhsn/pdfs/sams/sams-id-508.pdf>

Upload Your SAMS Application

Use the link located on Step 5 of your **Identity verification form**.



5. Submit the completed form via Upload or Fax, ***along with photocopies of your identity documentation and any supplemental documentation needed***, to SAMS by following the instructions below.

To Upload a Scanned PDF:

You may upload a ***single*** PDF that includes all of your proofing documentation (form, scan(s) of identification, notary stamp, supplemental documentation, etc) by logging into SAMS using your SAMS username and recently established password. To upload a document visit the following link:

<https://sft1-sams.cdc.gov/Proofing/Upload/upload.aspx>

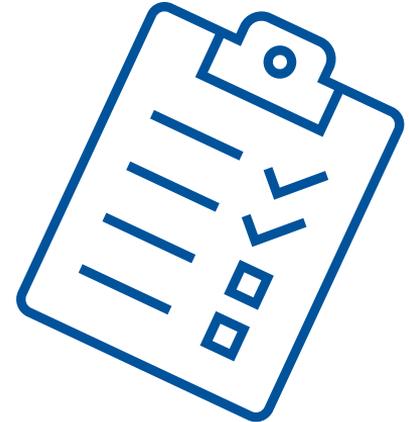
Verify SAMS Accepted Your Documents

- ✓ Contact the SAMS help desk to confirm your documents were received and will be approved.

samshelp@cdc.gov

phone: 877-681-2901

Check Your Data on the CMS Website



Did *Your* Data Pass QA on data.cms.gov?

State	# Unique Facilities Not Passing QA for ≥ 1 occurrence	% of Facilities Not Passing QA
Florida	113/688	16%
Georgia	73/280	26%
Louisiana	47/277	17%
Alabama	47/ 228	21%
North Carolina	64/424	15%
Kentucky	22/273	8%
Tennessee	22/316	7%
United States	1702/15061	11%

Thru Week ending
9/27/20 CMS website:
[https://data.cms.gov/
Special-Programs-
Initiatives-COVID-19-
Nursing-Home/COVID-
19-Nursing-Home-
Dataset/s2uc-
8wxp/data](https://data.cms.gov/Special-Programs-Initiatives-COVID-19-Nursing-Home/COVID-19-Nursing-Home-Dataset/s2uc-8wxp/data)

Data Not Passing QA is Not Counted

Week Ending	Provider Name	Submitted Data	Passed Quality Assurance Check	Residents Weekly Admissions COVID-19	Residents Total Admissions COVID-19	Residents Weekly Confirmed COVID-19	Residents Total Confirmed COVID-19	Residents Weekly Suspected COVID-19	Residents Total Suspected COVID-19	Residents Weekly All Deaths	Residents Total All Deaths	Residents Weekly COVID-19 Deaths	Residents Total COVID-19 Deaths
7/5/2020	Cara's Care	N		0	0	0	0	0	0	0	0	0	0
7/12/2020	Cara's Care	Y	N	10	0	0	0	0	0	0	0	0	0
7/19/2020	Cara's Care	Y	N	5	0	10	0	0	0	0	5	5	5
7/26/2020	Cara's Care	Y	N	9	0	20	0	0	0	5	5	5	10
8/2/2020	Cara's Care	Y	N	0	0	30	10	0	0	5	5	5	15
8/9/2020	Cara's Care	Y	N	0	0	40	11	0	0	5	5	5	20
8/16/2020	Cara's Care	Y	N	0	0	0	22	0	0	5	5	5	25
8/23/2020	Cara's Care	Y	N	0	0	0	22	0	0	5	5	5	30
8/30/2020	Cara's Care	Y	N	0	0	0	22	0	0	5	5	5	35
9/6/2020	Cara's Care	Y	N	0	0	0	22	0	0	5	5	5	40
9/13/2020	Cara's Care	Y	N	0	0	0	22	0	0	5	5	5	45
9/20/2020	Cara's Care	Y	N	0	0	0	22	0	0	0	5	5	50

2 in a row > 10

Recent positive?

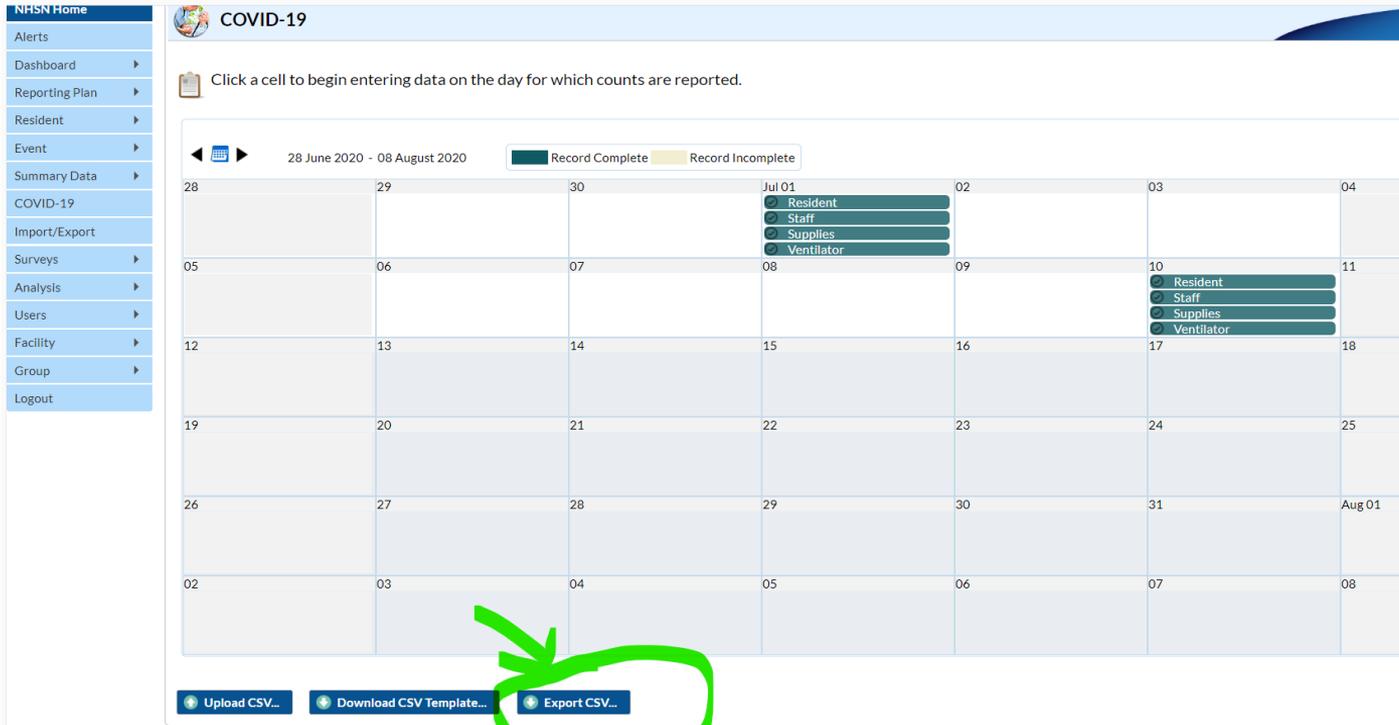
Total cases instead of new cases

>3 repeated numbers

Late submission

<https://data.cms.gov/Special-Programs-Initiatives-COVID-19-Nursing-Home/COVID-19-Nursing-Home-Dataset/s2uc-8wxp/data>

Data Quality Check- Where do I Start?



NHSN Home

COVID-19

Click a cell to begin entering data on the day for which counts are reported.

28 June 2020 - 08 August 2020

Record Complete Record Incomplete

28	29	30	Jul 01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Aug 01
02	03	04	05	06	07	08

Resident
Staff
Supplies
Ventilator

Resident
Staff
Supplies
Ventilator

Upload CSV... Download CSV Template... Export CSV...

Log into
NHSN.
Export the
CSV file of
your data.
Then review.

NHSN Checkpoints: Inspect data

collectiondate	numresad mc19	numresconfc19	numressusp19	numresdied	numresc19died	numlctfbeds	numlctfb edsocc	c19testin g	c19testin gstatehd ab	c19testin gprivatela b	c19testin gottherlab
5/14/2020	0	0	0	0	0	120	116	Y	N	Y	N
5/21/2020	0	0	1	0	0	120	114	Y	N	Y	N
5/28/2020	0	0	0	0	0	120	110	Y	N		
6/4/2020	0	0	0	0	0	120	111	Y	N		
6/11/2020	0	0	0	0	0	120	113	Y	N		
6/16/2020	0	2	0	0	0	120	114	Y	N		
6/18/2020	0	5	0	0	0	120	112	Y	N		
6/20/2020	0	1	2	0	0	120	110	Y	N		
6/21/2020	0	2	1	0	0	120	108	Y	N		
6/22/2020	0	2	1	1	1	120	109	Y	N	Y	N
6/23/2020	0	12	1	0	0	120	108	Y	N	Y	N
6/24/2020	1	0	1	2	1	120	106	Y	N	Y	N
6/25/2020	0	1	2	2	0	120	106	Y	N	Y	N
6/26/2020	0	1	0	2	0	120	106	Y	N	Y	N
6/29/2020	0	0	0	4							
6/30/2020	0	3	0	5							
7/1/2020	0	7	4	5							
7/2/2020	0	7	1	7							
7/8/2020	0	31	0	7							
7/9/2020	0	1	0	8							
7/10/2020	0	0	0	9							
7/13/2020	0	0	0	12	3	120	91	Y	N	Y	N
7/14/2020	0	5	1	12	0	120	88	Y	N	Y	N
7/15/2020	0	0	0	13	1	120	84	Y	N	Y	N
7/17/2020	0	0	0	13	0	120	84	Y	N	Y	N
7/22/2020	0	4	0	13	0	120	81	Y	N	Y	N
7/27/2020	0	0	0	15	2	120	81	Y	N	Y	N
7/29/2020	0	2	0	15	0	120	79	Y	N	Y	N
8/4/2020	0	0	0	16	1	120	84	Y	N	Y	N

Is data plausible based on census?

“Cumulative total” died rather than “new” cases were submitted each day.

Edit & Upload Your COVID-19 Data



27	28
04	05

It's magic, really!

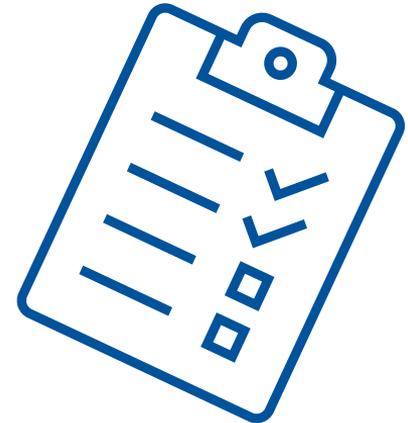
<https://www.cdc.gov/nhsn/ltc/covid19/index.html> >

<https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/fac-import-csv-508.pdf>

Contact Information:

- CMS Data FAQs:
 - <https://www.cdc.gov/nhsn/pdfs/covid19/lctcf/faq-cms-datarelease-508.pdf>
- Quality Assurance Rules:
 - <https://data.cms.gov/Special-Programs-Initiatives-COVID-19-Nursing-Home/Nursing-Home-Data-QA/bqa5-3dzf>
 - ❑ Email NH_COVID_Data@cms.hhs.gov & nhsn@cdc.gov for clarification

Reassign the NHSN Facility Administrator



NHSN Hygiene

-If you get a new job, add a new user to your current facility **before** you leave. *Karma is a real thing.*



NHSN Hygiene Option #1

Updating NHSN Facility Administrator in your Account

- ❑ Log into <https://sams.cdc.gov>
- ❑ Go to the home page
- ❑ Add the new administrator as a user: User>add>assign rights.
- ❑ Facility>Facility Info>Reassign
- ❑ Select the name of the administrator and Save.

*Only a current NHSN Facility Administrator can reassign the Facility Administrator.

**Reassign another staff person as the NHSN facility administrator before you leave your position.

	Contact Type	Contact Name	Phone No. ext	Email	Action
Edit	Long Term Care Facility Primary Contact	Betty Lou	919-867-5309	bl@gmail.com	Reassign
Edit	Facility Administrator	Jenny	919-867-5309	jenny@nh.com	Reassign

Update Back

NHSN Hygiene-Option #2

When you are new and no one has access to NHSN at your facility

- ❑ <https://www.cdc.gov/nhsn/facadmin/index.html>
- ❑ **And** submit email to nhsn@cdc.gov including:
 - Facility Name, Address, Facility Org ID (5 digit number on your NHSN account), Current/Previous/Former NHSN administrator name, email, phone number and NEW NHSN administrator name, email, and phone number.
 - **Caution: Do not use the generic email.** You must use a new and unique email address (suzzie@nh.org) **NOT** admin@nh.org

Do you know your NHSN ORG ID?



Marilee.Johnson@alliantquality.org

Select component:

Long Term Care Facility

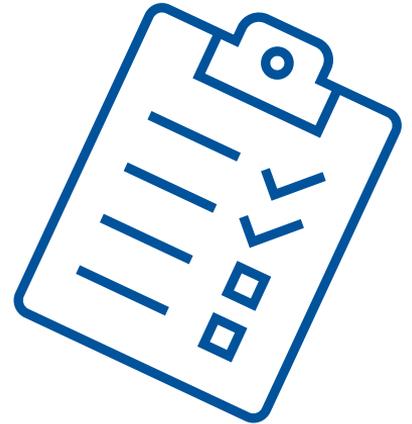
Select facility/group:

Fac: NHSN 12 SOW LTC QIN-QIO Test Facility (ID 59979)

Submit



Add Users and Rights



NHSN Hygiene: Add Users Campaign



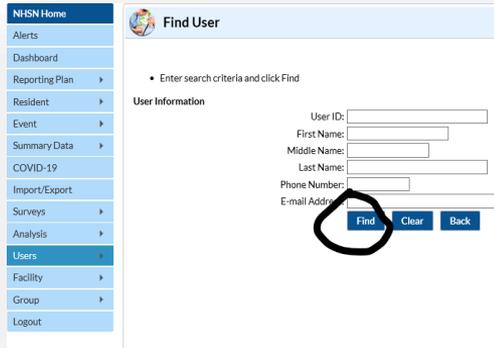
We want **YOU** to
add users to your
NHSN account!

<https://www.cdc.gov/nhsn/pdfs/covid19/ltaf/ltaf-covid-faq-508.pdf> page 10

NHSN Hygiene- Add Users

*Hint: Check users.
Users>find, then find
again.*

- Users>Add.



NHSN Home

Find User

• Enter search criteria and click Find

User Information

User ID:

First Name:

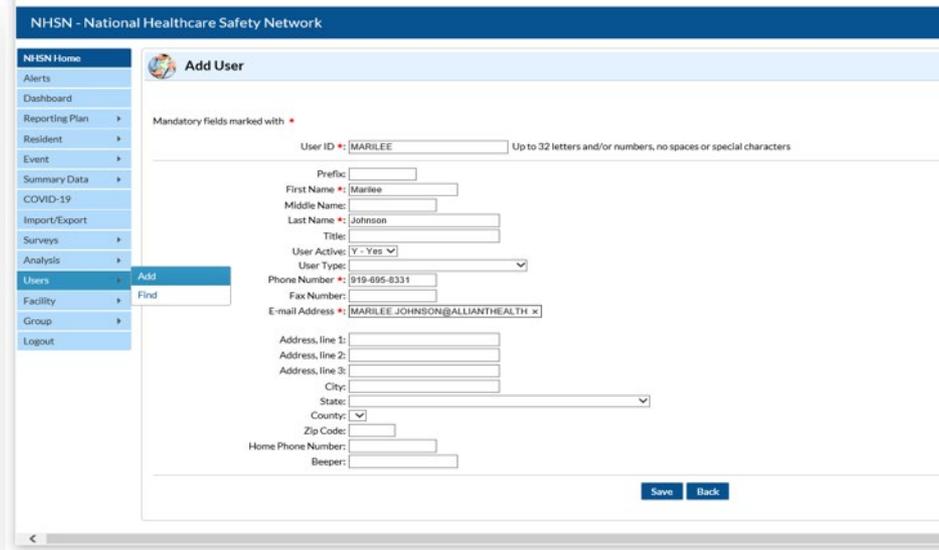
Middle Name:

Last Name:

Phone Number:

E-mail Address:

Find Clear Back



NHSN - National Healthcare Safety Network

Add User

Mandatory fields marked with *

User ID * Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name *

Middle Name:

Last Name *

Title:

User Active: Y - Yes No

User Type:

Phone Number *

Fax Number:

E-mail Address *

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

Country:

Zip Code:

Home Phone Number:

Beeper:

Add Find Save Back

NHSN Hygiene- Add Rights

Edit User Rights

User ID: MJOHNSON (ID 246058)

Facility List:

[Redacted Facility List]

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

Effective Rights Save Back

Advanced

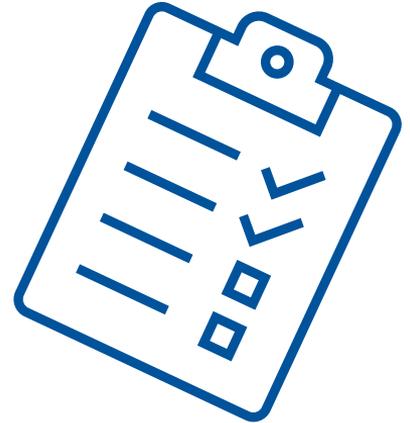
NHSN Hygiene -Add Users “Issues”



If you have added a user, and he/she did not receive an invitation email:

1. Double-check the email was entered correctly
2. Email nhsn@cdc.gov with the subject line: **LTCF-add user/invitation to register**. Include the email address, full name, & NHSN org id and request a **new** invitation to register, explain you did not receive one yet.

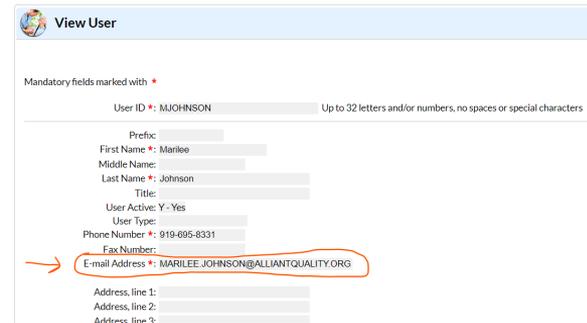
Change Your Email



How To Change Your Email Address

2 Step Process

- Change your email address in NHSN first
- At the home page, go to Users> Find>Find
- Click on your name, Then Edit, change your email address, then click Save.



View User

Mandatory fields marked with *

User ID *: MJOHNSON Up to 32 letters and/or numbers, no spaces or special characters

Prefix: [Redacted]

First Name *: Marilee [Redacted]

Middle Name: [Redacted]

Last Name *: Johnson [Redacted]

Title: [Redacted]

User Active: Y - Yes

User Type: [Redacted]

Phone Number *: 919-695-8331 [Redacted]

Fax Numbers: [Redacted]

E-mail Address *: MARILEE.JOHNSON@ALLIANTQUALITY.ORG

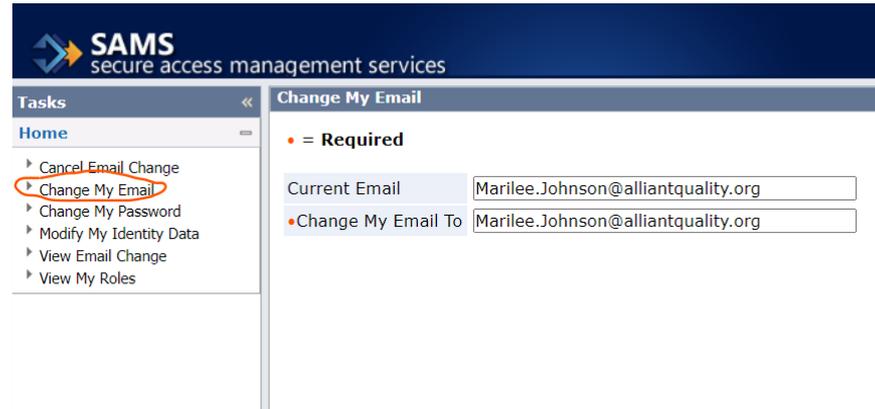
Address, line 1: [Redacted]

Address, line 2: [Redacted]

Address, line 3: [Redacted]

How to Change Your Email Address

Go to <https://sams.cdc.gov> >My Profile>
Change my email>Submit



SAMS
secure access management services

Tasks << Change My Email

Home -

- Cancel Email Change
- **Change My Email**
- Change My Password
- Modify My Identity Data
- View Email Change
- View My Roles

• = Required

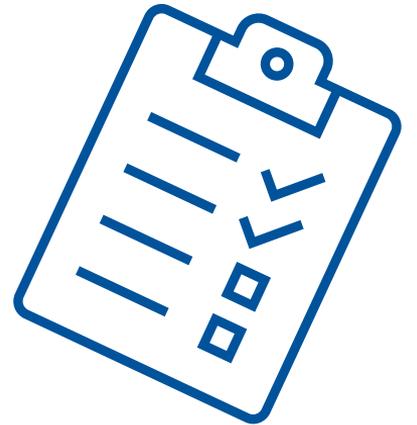
Current Email

• Change My Email To

You will NOT be able to access NHSN until you complete the change in SAMS and both email addresses are the exact same.

(takes 2 days) Follow the prompts sent to your new email inbox.

Unable to Access NHSN/Forgot Your Password



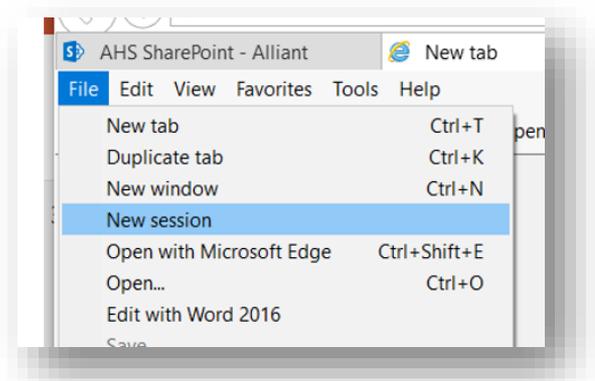
NHSN Hygiene

****Clearing the cache:**

1. Open Internet Explorer and then click on Tools.
2. Then click on Internet options.
3. Click the General tab, and then, under Browsing history, click Delete.
4. Select history, cookies, temporary internet files. Then click Delete.

Start a new session:

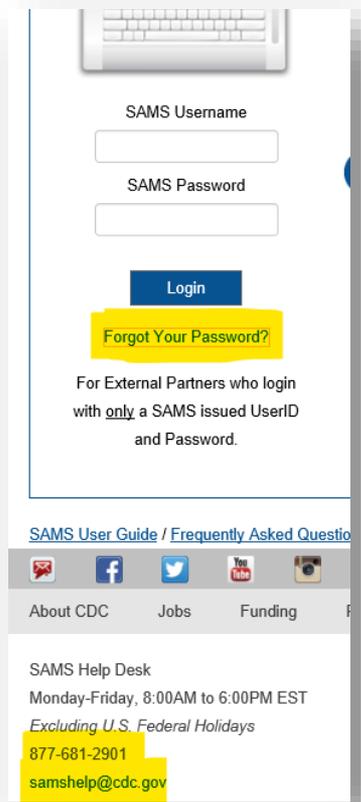
1. Select File and New Session in your Toolbar.
2. Instead of using your bookmarks or favorites enter <https://sams.cdc.gov> in your browser
3. Enter your SAMS password and credentials



NHSN Hygiene (continued)



- Don't log in with someone else's username and password.
- You will be prompted to change your password every 60 days.
- You must log in once a year or you will lose access.
- Click Log Out to exit NHSN. Then close your browser.
- If you forget your password, click "forgot your password" and follow the prompts.



Remember Your Security Questions?

Tasks

Home

- Cancel Email Change
- Change My Email
- Change My Password
- Modify My Identity Data**
- View Email Change
- View My Roles

• Organization Name

Organization Role

Organization Address

• Address Line 1

Address Line 2

• City

• State

• Postal Code

• Country

• Primary Phone

Alternate Phone

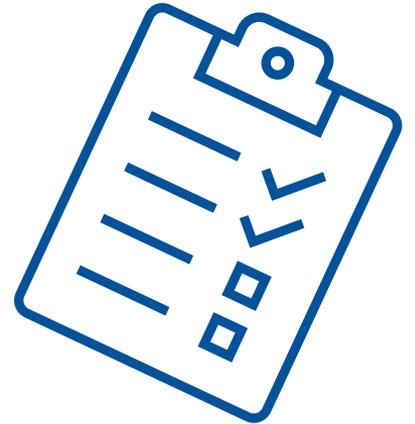
Your answers to the following questions will be used to verify your identity should you forget your password. Answers may not contain any part of the question.

Question:	Answer:
• Q1 <input type="text" value="Your mother's middle name"/>	• A1 <input type="text"/>
• Q2 <input type="text" value="Name of your third grade teacher"/>	• A2 <input type="text"/>
• Q3 <input type="text" value="Month of your father's birthday"/>	• A3 <input type="text"/>
• Q4 <input type="text" value="The first concert you attended"/>	• A4 <input type="text" value="Amy Grant"/>
• Q5 <input type="text" value="Color of your first car"/>	• A5 <input type="text" value="burgundy"/>



Must type exact capitalization and spacing!

Reporting COVID-19 DATA



Data Reporting Rules

Refer to the NHSN Website for updated information:

<https://www.cdc.gov/nhsn/ltc/covid19/index.html>

Review the Table of Instructions and Pathway Forms for Each Pathway

What's New: NHSN FAQs



LONG-TERM CARE FACILITY (LTCF) COVID-19 Module Frequently Asked Questions

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Save this link to your
favorites



www.cdc.gov/nhsn/pdfs/covid19/lctf/lctf-covid-faq-508.pdf

NHSN Team:

nhsn@cdc.gov

Website:

<https://www.cdc.gov/nhsn/index.html>

Subject Line Must Include

LTCF:

LTCF-Add user

LTCF-COVID-19 Module question

LTCF-data

LTCF-Enhanced Data Security
Access

SAMS Help Desk

Login access:

samshelp@cdc.gov

phone: 877-681-2901

Portal:

<https://sams.cdc.gov>



Polling Question

What are your biggest barriers now in NHSN?

- Data Quality
- Data Analysis
- Adding Users/Reassigning Facility Admin
- Knowing what to report
- Other, please specify

Upcoming Training

Title: Reporting Results of Point of Care Testing for COVID-19: A New NHSN Pathway

Date: October 22, 2020

Time: 11:00 AM – 12:00 PM ET

Join ZoomGov Meeting

- <https://cdc.zoomgov.com/j/1613111399?pwd=NjNCR0svMFK3N1JtUWhZVUxOT3YxUT09>

Recorded Training

Title: Reporting Results of Point of Care Testing for COVID-19: A New NHSN Pathway

Date: October 23, 2020

Time: 2:00 – 3:00 PM ET

Register in advance for this meeting:

<https://cdc.zoomgov.com/meeting/register/vJlsd-2orzooHuSyPRJ5icjmzTkwOISrC1k>

Mark Your Calendar

NHSN Training for POCT Pathway:

October 22nd at 11 am ET or
October 23rd at 2 pm ET

Shop Talk 3rd Thursdays at 2pm ET:

November 19th

<https://allianthealthgroup.webex.com/allianthealthgroup/onstage/g.php?MTID=e442c8623501cd15e9f9d70a065c64241>

December 17th

<https://allianthealthgroup.webex.com/allianthealthgroup/onstage/g.php?MTID=ee09fb752f9304300d77930d46eaf1e2e>



Questions?

- Please put your questions in chat.



Thank you for your time!



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