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
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- 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@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.

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)
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](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?

<table>
<thead>
<tr>
<th>State</th>
<th># Unique Facilities Not Passing QA for &gt; 1 occurrence</th>
<th>% of Facilities Not Passing QA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>113/688</td>
<td>16%</td>
</tr>
<tr>
<td>Georgia</td>
<td>73/280</td>
<td>26%</td>
</tr>
<tr>
<td>Louisiana</td>
<td>47/277</td>
<td>17%</td>
</tr>
<tr>
<td>Alabama</td>
<td>47/228</td>
<td>21%</td>
</tr>
<tr>
<td>North Carolina</td>
<td>64/424</td>
<td>15%</td>
</tr>
<tr>
<td>Kentucky</td>
<td>22/273</td>
<td>8%</td>
</tr>
<tr>
<td>Tennessee</td>
<td>22/316</td>
<td>7%</td>
</tr>
<tr>
<td>United States</td>
<td>1702/15061</td>
<td>11%</td>
</tr>
</tbody>
</table>

Data Not Passing QA is Not Counted

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
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<tr>
<td>7/5/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
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<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
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<td>0</td>
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<td>0</td>
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<td>7/19/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>5</td>
<td>0</td>
<td>10</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<td>Y N</td>
<td>N</td>
<td>91</td>
<td>0</td>
<td>20</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8/2/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>10</td>
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<td>0</td>
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<td>N</td>
<td>0</td>
<td>0</td>
<td>40</td>
<td>11</td>
<td>0</td>
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<tr>
<td>8/16/2020</td>
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<td>N</td>
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<td>0</td>
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<td>8/23/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>8/30/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9/6/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9/13/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9/20/2020</td>
<td>Cara's Care</td>
<td>Y N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

- Late submission
- Recent positive?
- 2 in a row > 10
- Total cases instead of new cases
- >3 repeated numbers

Data Quality Check - Where do I Start?

Log into NHSN. Export the CSV file of your data. Then review.
"Cumulative total" died rather than "new" cases were submitted each day.

Is data plausible based on census?
Edit & Upload Your COVID-19 Data

It’s magic, really!

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

- CMS Data FAQs:

- Quality Assurance Rules:

- 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.
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](https://www.cdc.gov/nhsn/facadmin/index.html)
- **And** submit email to [nhsn@cdc.gov](mailto: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](mailto:suzzie@nh.org)) **NOT** [admin@nh.org](mailto:admin@nh.org)
Do you know your NHSN ORG ID?

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!

NHSN Hygiene- Add Users

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

• Users>Add.
## NHSN Hygiene - Add Rights

### Edit User Rights

- **User ID:** MJJOHNSON (ID 246058)
- **Facility List:**

<table>
<thead>
<tr>
<th>Rights</th>
<th>Long Term Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>☑️</td>
</tr>
<tr>
<td>All Rights</td>
<td>☑️</td>
</tr>
<tr>
<td>Analyze Data</td>
<td></td>
</tr>
<tr>
<td>Add, Edit, Delete</td>
<td></td>
</tr>
<tr>
<td>View Data</td>
<td></td>
</tr>
</tbody>
</table>

**Customize Rights**

- **Effective Rights**
- **Save**
- **Back**
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.
How to Change Your Email Address

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

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?

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Your mother’s middle name</td>
</tr>
<tr>
<td>Q2</td>
<td>Name of your third grade teacher</td>
</tr>
<tr>
<td>Q3</td>
<td>Month of your father’s birthday</td>
</tr>
<tr>
<td>Q4</td>
<td>The first concert you attended</td>
</tr>
<tr>
<td>Q5</td>
<td>Color of your first car</td>
</tr>
</tbody>
</table>

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

Save this link to your favorites

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=NjNCR0svMFk3N1JtUWhzZVUXOT3YxUT09](https://cdc.zoomgov.com/j/1613111399?pwd=NjNCR0svMFk3N1JtUWhzZVUXOT3YxUT09)
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/vJIsd-2orzooHuSyPRJ5icjmezTkwOlSrC1k
Mark Your Calendar

NHSN Training for POCT Pathway:
October 22\textsuperscript{nd} at 11 am ET or
October 23\textsuperscript{rd} at 2 pm ET

Shop Talk 3\textsuperscript{rd} Thursdays at 2pm ET:

November 19\textsuperscript{th}
https://allianthealthgroup.webex.com/allianthealthgroup/onstage/g.php?MTID=e442c8623501cd15e9f9d70a065c64241

December 17\textsuperscript{th}
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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Alliant Quality
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919-695-8331