Learning Session 2:
Required Infection Reporting for Minnesota CAH
November 21, 2013

Stratis Health Presenters:
Vicki Tang Olson, Program Manager
Janet Lilleberg, Quality Data Specialist
Shari Shostak, Systems Analyst
Train and prepare for enrollment in NHSN.

- Choose NHSN administrator
- Identify staff who will be given user rights
- Read: NHSN Facility Enrollment Guide
- Read: Overview of the Patient Safety Component
- Complete: Patient Safety Component Annual Facility Survey Form

Objectives

• Describe the 5 steps of NHSN enrollment
• Learn how to install the digital certificate
• Understand how to gain access through SAMS -3 steps
NHSN Facility Administrator

- The NHSN Facility Administrator is the only person who can enroll a facility and complete NHSN Enrollment.

- Additionally, the NHSN Facility Administrator: is the only person who can reassign the role of Facility Administrator to another user.
Two Options for NHSN Enrollment

1. The Digital Certificate
2. SAMS (Secure Access Management Services)
Using Digital Certificate to Enroll in NHSN
Enrollment

NHSN Facility
Administrator
Enrollment Guide
The Digital Certificate Process

Step 1: Review and accept Rules of Behavior

Step 2: Register
Before proceeding: Receive email from NHSN with instructions for obtaining digital certificate.

Step 3: Go to Secure Data Network (SDN) to apply for a Digital Certificate for NHSN Enrollment activity
Before proceeding: Receive email from SDN with instructions for downloading digital certificate.

Step 4: Access NHSN Enrollment and complete Facility Contact Information and Facility Survey online.
Before proceeding: Receive “Enrollment Submitted” email from NHSN with Agreement to Participate and Consent form.

Step 5: Print, sign, and return signed consent form to NHSN
Before proceeding: NHSN will activate your facility when consent is received. Facility Administrator will then receive NHSN Enrollment Approval email.

Enrollment is complete! Log in to SDN and select “NHSN Reporting.”

After reading the training for Patient Safety, you are ready to complete the 5 Steps to access NHSN.
Step 1: Review and Accept the Rules of Behavior

What are Rules of Behavior?

• 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.
Step 1 Review and Accept Rules of Behavior
Step 2: Complete Registration

1. Identify the Facility Administrator and their contact information

2. Provide the Facility Identifier or CCN number

3. Enter the date your training was complete

4. Click Save
IMPORTANT!

• Use the same email address throughout the NHSN enrollment process
• Spam Filters need to allow phintech@cdc.gov and nhsn@cdc.gov to get through
• Check the version of Windows Install the digital certificate
NHSN Sends a Confirmation Email

• The email “Welcome to NHSN” will have instructions for how to obtain a digital certificate
• It will have a temporary password
Step 3: Apply for and Install SDN Digital Certificate

Go to SDN to Request a Digital Certificate.

Use the password from the "Welcome to NHSN!" email to enroll in the Secure Data Network (SDN) and request the NHSN Enrollment' activity.
Enrollment in SDN Generates a Request for Your Digital Certificate

Step 1: Enter Personal Information

Items with (*) are required.

Prefix: _____________________________  Preferred Name: _________________________________
* First Name: Jane  * Last Name: Doe
* Email Address: nhcn@cdc.gov

Employer: CDC  Program or Division: _____________________________
* Employer Type: CDC, all campuses  * Job Type: Surveillance
* Phone: 404-639-4050  Fax: _____________________________
Work Address: _____________________________  * U.S. State: Georgia
(130 characters maximum)  (required for US)
* City: Atlanta  * U.S. County: Pick a County
* Country: United States  * Zip Code: 30333
* Alternate Contact: _____________________________
* Name: John Doe  * Phone: 404-639-4050

Next
Process Steps

Step 2: Select A Program

Select the program whose activities you want to join.

- National Health Interview Survey
- National Healthcare Safety Network (NHSN)
- National Select Agent Registry
- NEPHTI
- NETSS
- Nutrition

Step 3: Select Activities

Select one or more National Healthcare Safety Network (NHSN) activities from the list.

- NHSN Enrollment
- NHSN Reporting

Next
Choose a Challenge Phrase

Tip: This is your password, save it!

Centers for Disease Control and Prevention - Digital ID Enrollment

Step 4: Choose a Challenge Phrase

The challenge phrase is a password or phrase that you will need to provide every time you access the CDC Secure Data Network, and is also required to revoke your Digital ID.

For security reasons, a challenge phrase must:

1. Be at least 8 characters long.
2. Contain only English letters, numbers or any of these characters: `- + : .`
3. Contain at least one non-alphabetic character.
4. Not contain your name or any part of your email address.
5. Not be a word, unless the word is either
   - Broken up by one or more non-alphabetic characters
   - Prefixed or suffixed by three or more non-alphabetic characters
6. Not contain more than two consecutive repeating characters.
7. Contain at least 4 unique characters.

Challenge phrases are case sensitive, so be sure to remember if any letters are capitalized. While not required, a challenge phrase containing mixed case letters is more secure, and we invite you to consider using one.

More Information and Examples

Challenge Phrase
Things You Should Know About Digital Certificates

• User specific – Do not share your digital certificate with another user! **Each user must have their own digital certificate.**
• Installed on your computer
• If you enroll more than one hospital, you only need one digital certificate
• Make a copy as soon as it is installed
• Can be installed on additional computers
• Digital certificates expire 12 months from the date of installation.
After Applying for Your Certificate

Check your email. Requests are processed by SDN (usually within 48-72 hours)
Email will include a link with instructions to download the certificate
https://ca.cdc.gov/sdncode/sdnapp/doc/EndUserNS.htm
Install the Digital Certificate

• Contact your facility IT department for assistance in installing your digital certificate
  – Your computer must have administrative rights in order that the certificate be installed. These rights can be assigned temporarily.
• Detailed instructions for installing found in the NHSN Facility Administrator Enrollment Guide and on the link emailed to you from NHSN.
• Tech support
  – phintech@cdc.gov
  – telephone: 1-800-532-9929 and select option 1
Detailed Instructions

- Internet Explorer 6.0 or higher
- Browser must be configured to use TLS 1.0 encryption
- Disable all pop-up blockers
- Cipher Strength 128
- Follow installation instructions and verify
- Save a copy of the Digital Certificate
- Repeat if the user has other computers
Step 4: Complete NHSN Enrollment Online

• To access NHSN via the SDN, go to: https://sdn.cdc.gov
• Enter your challenge phrase
• After you are logged in, click on “NHSN Enrollment”
• Submit required forms
Complete the Enrollment Forms

If you have not completed these forms, obtain the forms now and complete them before proceeding.
The Annual Facility Survey
Enroll the Facility

<table>
<thead>
<tr>
<th>Start</th>
<th>Enroll Facility</th>
<th>Leave Enroll</th>
</tr>
</thead>
</table>

Please Select Desired Option

- Access and print required enrollment forms
- Enroll a facility

If you have already completed your Facility Survey and Contact Information forms

Get Adobe Acrobat Reader for PDF files
Enroll the Facility (cont.)

### Facility Enrollment

**Facility Information**

- **Facility name**:  
- **Address, line 1**:  
- **Address, line 2**:  
- **Address, line 3**:  
- **City**:  
- **County**:  
- **State**:  
- **Zip Code**:  
- **Main telephone number**:  

For each identifier listed below, enter the number/code, or check `Not Applicable` if your facility does not have that identifier:

- **AHA ID**:  
- **CMS ID**:  
- **VA station code**:  

[Check](#) to verify values provided above before proceeding.
### Enroll the Facility - Identifier

For each identifier listed below, enter the number / code, or check Not Applicable if your facility does not have that identifier.

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Value</th>
<th>Select Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHA ID*</td>
<td>N/A</td>
<td>☑ if AHA ID Not Applicable</td>
</tr>
<tr>
<td>CMS ID*</td>
<td>123456789</td>
<td>☐ if CMS ID Not Applicable</td>
</tr>
<tr>
<td>VA station code*</td>
<td>N/A</td>
<td>☑ if VA Station Code Not Applicable</td>
</tr>
</tbody>
</table>

- Enter only numbers – no dashes or spaces
- Enter only one identifier and check “N/A” for other identifiers
- If your data does not verify, contact NHSN
- We recommend that you use your CMS CCN number. It is a six digit number starting with 240xxx
- After data verifies, enter data from the Facility Survey and submit
Agreement to Participate and Consent Form

From: NHSN
To: NHSN Facility Administrator
Sent:

Subject: NHSN facility enrollment submitted

The following facility has been submitted for enrollment in the NHSN:

Facility Name: DHQD Memorial Hospital
Tracking Number: 10000

NHSN Facility Administrator:

The NHSN Facility Administrator has 30 days to access the Agreement to Participate and Consent form at the following URL:

http://server/enapp/enrollment.do?method=displayAgreement&trackingnum=xxxxx

If this URL appears to be broken, please type the link on your browser address line. The complete address including trackingnum=xxxxx must be included in order to access the form.

Once the form has been accessed, the CDC system administrator must receive the original, signed copy of the Consent Form within 60 days or enrollment will be suspended. Mail the form to: NHSN Administrator, MS A-24, Centers for Disease Control and Prevention, 1600 Clifton Rd, NE, Atlanta, GA 30333.

If you have questions about NHSN, please contact us at nhsn@cdc.gov or 800-893-0485. For information on the NHSN, please visit the member’s website at http://www.cdc.gov.
Step 5: Print, Sign, and Return Consent Form to NHSN

- Purposes of NHSN, Eligibility Criteria, Reporting Requirements, Assurance of Confidentiality
- The original signed copy must be sent to CDC
- Make a copy for your files
- Must have a C-level (high level corporate official such as a CEO or COO) signature
- Send via U.S. mail
- It will be returned if the instructions are not followed
Step 5 (cont.): Print, Sign, and Return Consent Form to NHSN

<table>
<thead>
<tr>
<th>Agreement to Participate and Consent</th>
<th>Primary Contact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Title:</td>
</tr>
<tr>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NHSN Patient Safety Primary Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NHSN Healthcare Personnel Safety Primary Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NHSN Health and Safety Primary Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Official Authorized To Sign This Facility</th>
<th>THE TERMS OF THIS AGREEMENT are subject to the following conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>The NHSN is a surveillance system that would be protected at a facility that is a participant in the NHSN.</td>
</tr>
<tr>
<td>Title:</td>
<td>This facility has agreed to report data to the NHSN and is authorized to do so.</td>
</tr>
<tr>
<td>Signature:</td>
<td>The information entered in the surveillance system can only be released to the facility with the consent of the facility.</td>
</tr>
<tr>
<td>Date:</td>
<td>The facility has agreed to the terms of this agreement and is authorized to do so.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director of Environmental Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Stratis Health
Step 5 (cont.):

- NHSN will activate your facility when the consent form is received
- The Facility Administrator receives NHSN Enrollment Approval email
- Enrollment is complete! You can now log into SDN and select “NHSN Reporting!”
Using SAMS to Enroll in NHSN
NHSN is in the Process of Rolling Out SAMS

**Similarities**
- Rule of Behavior
- Register

**Difference:**
- No annual renewal
- No digital certificate to install
- Grid card
- Identity verified through a notary public
- Update password every 60 days

### Step 1: Receive an invitation to register for SAMS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Log in to the SAMS application using assigned username (i.e., your current email address) and temporary password from the invite email</td>
<td>2 Min</td>
</tr>
<tr>
<td>1b</td>
<td>Accept the SAMS Rules of Behavior</td>
<td>5 Min</td>
</tr>
<tr>
<td>1c</td>
<td>Complete the SAMS Registration Form</td>
<td>5 Min</td>
</tr>
</tbody>
</table>

### Step 2: Complete and submit identity verification documents to CDC

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a</td>
<td>Receive SAMS registration confirmation email, print the attached verification form</td>
<td>5 Min</td>
</tr>
<tr>
<td>2b</td>
<td>Take the Identity Verification Form to a notary public for endorsement</td>
<td>Varies</td>
</tr>
<tr>
<td>2c</td>
<td>Mail or fax the endorsement verification forms and supporting documents back to CDC</td>
<td>Varies</td>
</tr>
</tbody>
</table>

### Step 3: Access NHSN using SAMS credentials

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3a</td>
<td>Receive confirmation from CDC that forms were received (correspondence via email and US Postal Service)</td>
<td>Varies</td>
</tr>
<tr>
<td>3b</td>
<td>Receive welcome emails from SAMS and the NHSN Program</td>
<td>Varies</td>
</tr>
<tr>
<td>3c</td>
<td>Receive SAMS grid card delivered to your home address</td>
<td>Varies</td>
</tr>
<tr>
<td>3d</td>
<td>Access NHSN:</td>
<td>2 Min</td>
</tr>
<tr>
<td></td>
<td>- If you are a newly enrolling facility, the facility admin will require access to NHSN Enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If you are any other NHSN user, you will access NHSN Reporting</td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Receive an Invitation

- **Sams-no-reply@cdc.gov**
- Subject: “U.S. Centers for Disease Control: SAMS Partner Portal-Invitation to Register
- Includes a web link to SAMS registration pages, Portal User ID and temporary password
Step 2: Register on SAMS Partner Portal

- Accept the SAMS Rules of Behavior
- Register by entering:
  - Your legal name
  - Your organization name and address
  - Your phone number
  - Setting a password and choosing security questions
  - Press Submit
Step 2: SAMS Registration (cont.)

- Receive email “SAMS Partner Portal-Identity Verification Request”
  - Instructions and a form to complete
- Have the Identity Verification form notarized
- Mail or fax the endorsed form and supporting documents to the CDC.
- CDC confirms the forms received
Step 3: Access Approval and Account Activation

• Receive two emails with
  – 1. approval from sams-no-reply@cdc.gov.
  – Web links to SAMS Partner Portal and the application that you applied for
  – 2. activation of account
SAMS Tips

Quick Facts and Helpful Tips

- **No Sharing** – Your invitation is customized just for you and is only usable for a single registration.
- **Invitations Expire!** – Your invitation is only good for 30 days.
- **SPAM, SPAM, SPAM** – If you’re expecting a Partner Portal invitation and it hasn’t arrived, check to make sure it didn’t get trapped by your anti-SPAM filter.
- **Replacement Invitations** – If your invitation has gotten lost or expired, contact your CDC program team or representative to request a replacement. If you don’t know who this is, contact the SAMS Help Desk.
- **Tech Troubles** – 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 help.
- **Help!** – If you have questions or difficulties along the way, please contact the SAMS Help Desk. See the *Getting Help* section at the end of this document.

- **Forgot your password**- follow the forgotten password link
- **Link “Change My Password”**
- **Account lock outs-** enter the wrong password or your CapLock is on. Wait 1 hour
- **Log out when done**
Next Webinar
Next Time
https://sdn.cdc.gov

- MN CAUTI measure definition for CAH
- Users-Adding Users assigning rights and enrolling in NHSN
- Facilities-Adding Locations
- The Patient Safety Component
- The Monthly Reporting Plan
- HAI Defined
Next: Facility Administrators activate the Patient Safety Component

- Patient Safety-CAUTI, CLABSI, SSI, MRSA, CDI
Within Patient Safety
Device-Associated Module

The Device-associated Module includes five protocol events:

1. Central Line-associated Bloodstream Infection (CLABSI)
2. Catheter-associated Urinary Tract Infection (CAUTI)
3. Ventilator-associated Pneumonia (VAP)
4. Ventilator-associated Event (VAE)
5. Central Line Insertion Practices Adherence Monitoring (CLIP)
1. Register for the Digital Certificate or wait for SAMS
   http://www.cdc.gov/nhsn/acute-carehospital/enroll.html

2. Choose who will be the staff contact and who will be responsible for data collection and data entry for the Patient Safety Component-CAUTI. We strongly recommend at least two people have access to NHSN.
Questions?

- Janet Lilleberg, MPH Quality Data Specialist jlilleberg@stratishealth.org
  – 952-853-8574
- NHSN website: http://www.cdc.gov/nhsn/
- CDC Help Desk: NHSN@cdc.gov
- SAMS Help Desk: samshelp@cdc.gov
  – Phone 877-681-2901
Stratis Health is a nonprofit organization that leads collaboration and innovation in health care quality and safety, and serves as a trusted expert in facilitating improvement for people and communities.
Sample email sent to the person requesting a Digital Certificate:

-----Original Message-----

From: Secure Data Network [mailto:phintech@cdc.gov]

Sent: Tuesday, April 30, 2013 12:44 PM

To: XXXXXXXXXXXXXXXXXXXXX

Subject: Action Required - Your CDC Digital Certificate Is Ready to Install

Your request for a CDC digital certificate has been approved. The next step is the installation of your digital certificate. Your computer settings may be different from other computers. These differences may make installing your digital certificate more difficult than we would like. We are working to make this process easier.

We recommend that your IT Specialist install the digital certificate for you. We have provided instructions for the IT Specialist at https://ca.cdc.gov/sdncode/sdnapp/doc/DigitalCertificateInstallation.htm. After reviewing these instructions, your IT Specialist can begin the process of installing your digital certificate by going to your installation link. (The instructions from this link are on the following pages)

Digital Certificate Installation Link:

https://XXXXXXXXXXXXXXXXXXXXXXXX (Note: this link is unique to the person applying)

If you do not have an IT Specialist or need further information, contact CDC SDN Support:

e-mail: phintech@cdc.gov

telephone: 1-800-532-9929 and select option 1

-----------------------------------------
IT Specialists: Instructions for Installing Digital Certificates

This information will help you to support users of digital certificates in your agency. PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING. You must complete all four steps for successful installation.

1. Check user's computer settings
2. Go to Digital Certificate Installation Link
3. Verify that digital certificate is properly installed
4. Customize installation to meet user requirements

1. CHECK USER'S COMPUTER SETTINGS

Browser Supported By CDC

- Internet Explorer is 6.0 or higher
  IMPORTANT NOTE: Firefox users should install the digital certificate first in Internet Explorer and then import it into their preferred browser.

Browser Settings

- Your browser must be configured to use TLS 1.0 encryption.

Pop-Up Blockers

- Disable all pop-up blockers, including the pop-option for the Google and Yahoo toolbars.
  IMPORTANT NOTE: Users may have more than one pop-up blocker enabled.

Cipher Strength

- 128 bit

2. GO TO DIGITAL CERTIFICATE INSTALLATION LINK

- In the e-mail message, "Action Required - Your CDC Digital Certificate is Ready to Install," go to the Digital Certificate Installation Link.
- Installation requires users to enter their Challenge Phrase and review their contact information.
- The Challenge Phrase is the one created when the user applied for the digital certificate. Users who cannot remember their Challenge Phrase must apply again for a NEW digital certificate.
- Internet Explorer displays the Download Digital ID page and warnings regarding how to proceed.
- Click Download.
- Internet Explorer displays a message regarding the certificate download.
- When finished downloading the certificate, Internet Explorer displays the Digital ID Installation Complete page.
- This page displays a Download P12 File button.
- Click Download P12 File.
- Internet Explorer displays a Download dialog box with options regarding how to handle the file.
• Select Save it to disk and click OK.
• Internet Explorer displays the Enter name of file to save to dialog box.
• Select Desktop from the Save in list and click Save.
• Internet Explorer saves the file to the desktop.

3. IMPORT DIGITAL CERTIFICATE IN INTERNET EXPLORER

• Open Internet Explorer, click the Tools menu and select Internet Options.
• Internet Explorer displays the Internet Options dialog box.
• Click the Content tab.
• Click the Certificates button.
• Internet Explorer displays the Certificates dialog box.
• Click the Import button.
• Internet Explorer displays the Certificate Import Wizard.
• Click Next.
• The Certificate Import Wizard displays the File to Import screen.
• Click Browse, navigate to the location of the digital certificate in the Open dialog box (desktop or location where you downloaded the p12 file), and double-click the file name of the certificate.
• Click Next.
• The Certificate Import Wizard displays the Password screen.
• Enter the challenge phrase created when the user applied for the digital certificate in the Password box.
• Clear the Enable strong private key protection check box. Note: Select Enable strong private key protection if you want to protect digital certificate use with another layer of protection. If this check box is selected and the private key security level is set to High, you are prompted for a password each time this certificate is initially used in an SDN session.
• Select the Mark the private key as exportable check box. CAUTION: Mark the private key as exportable must be selected if you want to export the certificate and its private key from this computer in the future.
• Click Next, the Certificate Import Wizard displays the Certificate Store screen.
• Select Automatically select the certificate store based on the type of certificate and then click Next. The Certificate Import Wizard displays the Completing the Certificate Import Wizard screen and the specified settings.
• Click Finish.
• Click OK to close the message.
• Internet Explorer displays the imported certificate in the list of certificates on the Personal tab of the Certificates dialog box.
• Click Close to close the Certificates dialog box.
• Click OK to close the Internet Options dialog box.
• Close Internet Explorer.

4. VERIFY THAT THE DIGITAL CERTIFICATE IS PROPERLY INSTALLED

• Check that the user's digital certificate has been installed properly by having the user log on to https://sdn.cdc.gov and clicking the name of the application to which they requested access. The application link is located in the top left corner of the page.
5. CUSTOMIZE INSTALLATION TO MEET USER REQUIREMENTS

The digital certificate must be installed on all computers from which the user will access CDC secure applications. It is also necessary to keep a backup copy of the digital certificate in a safe place in case of computer changes. After installing a user's digital certificate you should:

- Save a copy of the digital certificate to a diskette, thumb drive, or other portable medium
- Install the digital certificate on the user's other computers

CDC SDN SUPPORT – Contact us if you have questions
   e-mail: phintech@cdc.gov
   telephone: 1-800-532-9929 and select option 1

Additional Instructions:

Steps to allow ActiveX controls and the information to determine administrative rights on the local PC.

You must have administrative rights on your computer before you can apply for a digital certificate. To determine if you have administrative rights, follow the steps below or ask your IT support to verify them for you. These steps vary depending on the type of system you have.

For Windows XP:

- Expand Local Users and Groups and then select Groups. A list of Groups appears in the panel on the right.
- Open the Administrators Group. The Administrators Properties dialog opens.
- Select the General tab and then verify your user ID appears in the Members.
- If your user ID does not appear, contact your IT Support to give you privileges.

Notes about Windows XP with Service Pack 2

If you have Windows XP with Service Pack 2 installed, additional steps need to be completed.

Allowing pop-ups: It will be necessary to allow pop-ups from SDN. Open your Internet Explorer browser and click Tools, then either disable the pop-up blocker or add https://ca.cdc.gov/ and https://sdn.cdc.gov/ to the list of sites where pop-ups are allowed. It will also be necessary to disable any additional pop-up blockers, such as those that come with Norton Anti-Virus or McAfee anti-virus software.

ActiveX controls: Under Tools, click Internet Options > Security. Highlight Internet and click Custom Level. Make sure that the option for “Automatic Prompting for ActiveX controls” is set to "enable".
NHSN Facility Enrollment
Five Steps for Enrolling In NHSN via Digital Certificate

Minnesota will require all hospitals to report CAUTI in NHSN by August 15, 2014. Hospitals do not need access to NHSN to review CAUTI/NHSN training materials and data collection forms. Hospitals that are new to reporting in NHSN have 2 options to access the secure NHSN website used to submit data. The first option is to get a digital certificate now. Later you will be required to transition to Secure Access Management Services or SAMS. The second option is to wait for NHSN to implement SAMS scheduled in late 2013. SAMS will replace the current digital certificate used to identify users. Unlike digital certificates, SAMS will not require annual renewal.

If you would like to access NHSN right away you will need to go through the following five steps to obtain a digital certificate. Please allow several weeks to complete the process.

5-Step Enrollment for Acute Care Hospitals using the Digital Certificate Process

1. **Training and Preparation:**
   a. Read: [NHSN Facility Administrator Enrollment Guide](#)
   b. Read: [Table of Instructions for completing the Facility Survey Form](#)
   c. Complete: [57.103 Patient Safety Component Annual Facility Survey Form](#)

2. **Register:**
   a. Agree to the [Rules of Behavior](#) and register facility with NHSN using CMS Certification Number (CCN) or CDC assigned enrollment ID.

3. **Receive a NHSN email subject “Welcome to NHSN”/Request Digital Certificate:**
   a. Use the password provided in the email to enroll in the Secure Data Network (SDN) and request the “NHSN Enrollment” activity to generate a request for the digital certificate. Make a copy of your challenge phrase (password). NHSN will send an email “NHSN Digital Certificate Confirmation”
   b. Receive PHIN email “Action Required” and install digital certificate using the instructions provided. Save a copy of your digital certificate.

4. **Log in to SDN using your challenge phrase and select NHSN Enrollment. Submit required forms.**

5. **Receive email from NHSN “NHSN facility enrollment submitted.”**
   a. Open email, print and sign the consent form. Ensure 2 signatures are on the form. (To open the consent form, you may need to log in to SDN using your challenge phrase and then copy and paste the link into that browser window
   b. Fax to the CDC receive email from NHSN, subject “NHSN enrollment approved”.

This material was prepared by Stratis Health, the Quality Improvement Organization for Minnesota, under a contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. 9SOW-MN 6.3-15 031711