

# Welcome to the Webinar

## NHSN COVID-19 Module for Long-Term Care Facilities Overview of Enrollment & Reporting

We will begin at 10:30

Use the Chat Box to tell us your name,  
organization and position.

May 14, 2020



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# NHSN COVID-19 Module for Long-Term Care Facilities

## Overview of Enrollment & Reporting

### COVID-19 Workshop Series

<https://qi.ipro.org/2020/05/01/covid-19-workshop-series>

May 14, 2020



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This material was prepared by the IPRO QIN-QIO, a collaboration of Healthcentric Advisors, Qlarant and IPRO, serving as the Medicare Quality Innovation Network-Quality Improvement Organization for the New England states, NY, NJ, OH, DE, MD, and the District of Columbia, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents do not necessarily reflect CMS policy. 12SOW-IPRO-QIN-T1-AA-20-57

# Housekeeping



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**For today's call, everyone is muted.**

## Chat Box

On the lower right side of your screen - for questions and comments

If we are unable to get to your question today, we will follow up with you

Let us know who's here today! Type your name, organization or facility and your role in the Chat Box!

## The federally funded Medicare Quality Innovation Network – Quality Improvement Organization for 11 states and the District of Columbia

- Led by **IPRO**
- Joined by **Healthcentric Advisors** and **Qlarant**
- Offering enhanced resources and support to healthcare providers and the residents and patients they serve
- Promoting patient and family engagement in care
- Supporting implementation and strengthening of innovative, evidence-based, and data-driven methodologies to support improvements

# NHSN COVID-19 Module for Long-Term Care Facilities



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## Our Speaker



**Emily Cooper, MPH**

*Program Administrator*

Healthcentric Advisors, a member  
of the IPRO QIN-QIO

# Presentation Overview



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## Agenda

**Overview of the National Healthcare Safety Network (NHSN) and the Security Access Management System (SAMS)**

**Centers for Medicare & Medicaid Services (CMS) requirement**

**How to enroll your facility**

**Required data elements**

**How to enter data**

**Discussion and next steps**



# National Healthcare Safety Network (NHSN)



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## What is NHSN?

- Secure, internet-based surveillance system managed by the Centers for Disease Control and Prevention (CDC)
- Open to a variety of healthcare facilities in the United States
- Enables healthcare facilities to collect and use a data (e.g. healthcare-associated infections)
- This presentation will focus on the COVID-19 module for long-term care facilities – this module is available to skilled nursing facilities/nursing facilities, assisted living facilities/residential care, and intermediate/chronic care facilities for the developmentally disabled

# Security Access Management System (SAMS)



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## What is SAMS?

- SAMS is a web site that allows public health partners and providers to access information and computer applications operated by the CDC

# Reporting COVID-19 data

## CMS requirement and key dates



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### **CMS Requirement for Skilled Nursing Facilities/Nursing Homes**

- Facilities must submit the data through the NHSN reporting system at least once every seven days
- CMS is not prescribing which day of the week the data must be submitted, although reporting should remain consistent with data being submitted on the same day(s) each week
- Noncompliance with this requirement will receive a deficiency citation and result in a civil money penalty (CMP)

### **CMS Requirement for Skilled Nursing Facilities/Nursing Homes**

- May 17 (by 11:59pm) - Facilities must submit their first set of data
- May 17-24 - Grace period for facilities to begin submitting data
- May 31 (11:59pm) - Facilities that fail to submit by this date will receive a warning letter
- June 7 (11:59pm) - Facilities that fail to submit by this date will be subject to a CMS fine

# How to enroll in NHSN



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## Which of these best describes your facility's situation?

- My facility has never been enrolled in NHSN

*This webinar will help you get started! The next few slides are for you!*

- My facility enrolled in NHSN awhile ago, but the person with access has left or lost their login information and/or SAMS card

*Please do not try to re-enroll! You must email [nhsn@cdc.gov](mailto:nhsn@cdc.gov) for assistance. Note: It may take them awhile to get back to you since a lot of facilities seem to be in the same position! On the bright side, you can ignore the next few slides!*

- My facility has enrolled (either recently or awhile ago) and we are able to access the system

*If you have not logged on recently, check to make sure you still can! The COVID-19 module will automatically be there when you log in. Feel free to tune me out for the next few slides!*

# How to enroll in NHSN

## Prepare for enrollment (Step 1)

### What you need to do to prepare for successful enrollment\*:

- Make sure you have access to the internet with Internet Explorer (IE)
  - **Use IE version 11 (or latest Microsoft Edge, Chrome, Firefox, Safari)**
  - In your browser settings add [cdc.gov](https://www.cdc.gov) and [verisign.com](https://www.verisign.com) to your list of trusted sites and permit pop-ups for these sites (instructions on slide 11-15 of this slide deck: <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/covid19-enroll-508.pdf>)
- Check your email settings to ensure emails from [nhsn@cdc.gov](mailto:nhsn@cdc.gov) and [SAMS-NO-REPLY@cdc.gov](mailto:SAMS-NO-REPLY@cdc.gov) are not blocked (it might help to add those addresses as contacts)
- Identify someone to be your NHSN Facility or Group Administrator
- Your CMS Certification Number (CCN) and your participation/CCN effective date OR your CDC Registration ID (contact [nhsn@cdc.gov](mailto:nhsn@cdc.gov))
  - CCN Look up Tool [https://qcor.cms.gov/advanced\\_find\\_provider.jsp?which=0](https://qcor.cms.gov/advanced_find_provider.jsp?which=0)

*\*This information has been pulled from the CDC enrollment guidance documents, available here: <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/covid19-enrollment-508.pdf> and <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/lctf-covid19-module2-508.pdf>*

# How to enroll in NHSN

## Register with NHSN and SAMS (Step 2)



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### Registration with NHSN and SAMS\*:

- Step 2A: Register facility with NHSN
  - Start by going to: <https://nhsn.cdc.gov/RegistrationForm/index>
  - You will need your CCN or CDC registration ID
  - Use the same email address for all parts of the process
  - Use the date you are registering for as the date of training
  - You will receive an email from NHSN immediately and an email from SAMS within 48 hours (may be delayed due to high volume, check your “junk” folder)
- Step 2B: Register with SAMS
  - Follow the link in the email you receive from SAMS
  - Log-in with the username and temporary password in the email
  - Enter the requested information
  - Update your password and select your security questions
  - Submit, click ok to acknowledge the registration confirmation, then logout

\* *Step-by-step guide:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/covid19-enroll-508.pdf>

# How to enroll in NHSN

## Enroll in NHSN (Step 3)



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Once you have registered with NHSN and SAMS, you must enroll your facility\*

- Go to <https://sams.cdc.gov>
- Enter your user name and password
- If you just completed the expedited enrollment process, you do not need, and will not receive, a SAMS grid card
- On the SAMS homepage, select NHSN LTC Enrollment
- Select “Enroll a Facility” then hit “OK” in the popup
  - Provide all of the requested information
  - During this step you can add a “Contact Person” (If you would like an additional person in your facility to have access, enter their information here. They will receive a email from SAMS to start their user registration)
  - **Save your tracking number – this will be your facility’s NHSN OrgID**
  - Wait for an email from NHSN with further instructions

\* *Step-by-step guide:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/covid19-enroll-508.pdf>

# How to enroll in NHSN

## NHSN Agreement to Participate and Consent (Step 4)



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### To complete your facility's enrollment in NHSN\*:

- Wait for an email from NHSN with instructions to electronically accept the *NHSN Agreement to Participate and Consent*
- Log in to SAMS (<https://sams.cdc.gov>)
- Click "OK" to remove the alert
- Click "Accept" to accept the agreement
- Click "OK" to confirm the agreement
- You will now see the LTC Home Page where you can access the COVID-19 module (one the left side of the page)

\* *Step-by-step guide:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/covid19-enroll-508.pdf>



# Entering COVID-19 data into NHSN



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***Now that you are enrolled,  
what's next?***

# Entering COVID-19 data into NHSN



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## Resources to help you with data collection and data entry:

- There is a slide deck that provides step-by-step guidance for reporting:  
<https://www.cdc.gov/nhsn/pdfs/covid19/lcfc/lcfc-covid19-module-508.pdf>
  - Details about reporting frequency are on slide 11
  - Step-by-step instructions start on slide 14
- There are additional resources at:  
<https://www.cdc.gov/nhsn/lc/covid19/index.html>
  - PDF versions of the reporting form for each of the four pathways (Note: these are for informational and internal data collection only, data must be entered into NHSN)
  - Tables of instructions, with definitions, for each of the four pathways
  - Additional resources for facility and group users

# Entering COVID-19 data into NHSN



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## Resident Impact and Facility Capacity Pathway\*

- Resident Impact data points:
  - Admissions
  - Confirmed
  - Suspected
  - Total deaths
  - COVID-19 deaths
- Facility Capacity and Laboratory Testing data points:
  - All beds (only need to submit during your first data entry)
  - Current census
  - Testing (access to testing and laboratory type)

\* PDF Form: <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.144-res-blank-p.pdf>

Table of Instructions: <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.144-toi-508.pdf>

# Entering COVID-19 data into NHSN

## Staff and Personnel Impact Pathway\*

- Staff and personnel COVID-19 data points:
    - Confirmed
    - Suspected
    - COVID-19 deaths
  - Staffing shortages data points:
    - Nursing staff
    - Clinical staff
    - Aide
    - Other staff or facility personnel
- 
- *PDF Form:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.145-staff-blank-p.pdf>
  - *Table of Instructions:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.145-toi-508.pdf>

# Entering COVID-19 data into NHSN

## Supplies and Personal Protective Equipment Pathway\*

- Questions asked about each individual supply item:
  - Do you currently have any supply (yes/no)?
  - Do you have enough for one week (yes/no)?
- Supply items:
  - N95 masks
  - Surgical masks
  - Eye protection, including face shields or goggles
  - Gowns
  - Gloves
  - Alcohol-based hand sanitizer
- *PDF Form:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.146-supp-blank-p.pdf>
- *Table of Instructions:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.146-toi-508.pdf>

# Entering COVID-19 data into NHSN

## Ventilator Capacity and Supplies Pathway\*

- Do you have a ventilator dependent unit in your facility?
  - If yes: Select yes and complete the rest of the form
  - If no: Select no and you can skip the rest of the form
- Mechanical ventilator data points:
  - Mechanical ventilators
  - Mechanical ventilators in use
- Mechanical ventilator supplies data points:
  - Do you currently have any supply?
  - Do you have enough for next week?
  - Note: Any ventilator supplies, including tubing; supplies not listed individually
- *PDF Form:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.147-vent-blank-p.pdf>
- *Table of Instructions:* <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/57.147-toi-508.pdf>

# Entering COVID-19 data into NHSN

## Process for manual data entry\*:

- Go to <https://sams.cdc.gov> and log in
- Select NHSN LTC Reporting
- Select the COVID-19 module on the left side of the screen
- Select the reporting date on the calendar
  - If you do not have complete data for the present day, select the previous day
  - Data should be entered on the last day of the time period
  - Example (based on weekly submission on FRIDAY MORNINGS): On the morning of 5/15, I would select 5/14 as the date (since I do not have all of today's data yet) and I would enter data from 5/8-5/14.
- Navigate using the pathway tabs to enter data for each of the pathways
  - Hit **SAVE** to complete your data entry (after each pathway or after all complete)
  - The calendar should show all four pathways in **green** on the date you selected

\*Data entry guide: <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/lctf-covid19-module-508.pdf>

# Entering COVID-19 data into NHSN

## Other information:

- Facility Users:
  - How to upload COVID-19 CSV data files (an alternative to manual data entry):  
<https://www.cdc.gov/nhsn/pdfs/covid19/lctf/fac-import-csv-508.pdf>
  - How to join a group and accept the confer rights template:  
<https://www.cdc.gov/nhsn/pdfs/covid19/lctf/join-grp-508.pdf>
- Group Users:
  - Health department guide to using the COVID-19 module:  
<https://www.cdc.gov/nhsn/pdfs/covid19/lctf/hd-guide-covid19-508.pdf>
  - Group guide to using the COVID-19 module:  
<https://www.cdc.gov/nhsn/pdfs/covid19/lctf/group-guide-covid19-508.pdf>
  - How to set up groups: <https://www.cdc.gov/nhsn/pdfs/covid19/lctf/grp-setup-508.pdf>
  - Groups and supergroups – viewing and uploading COVID-19 CSV data files:  
<https://www.cdc.gov/nhsn/pdfs/covid19/lctf/grp-import-csv-508.pdf>

# Discussion and next steps



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## Discussion questions:

- What do you see as the top barriers?
- What are some strategies you have found useful?
- What ongoing challenges do you foresee?
- What is the best format for us to provide assistance (office hours, webinars, handouts/cheat sheets)?
- What other groups have offered to assist you that we should coordinate with?

# Key Takeaways

## Now what?

- Facilities that have not already enrolled should do so ASAP using the expedited process
- Facilities that have already enrolled can begin entering data immediately
- Facilities that previously enrolled but that no longer have access need to email [nhsn@cdc.gov](mailto:nhsn@cdc.gov)
- If you submit a question to the NHSN helpdesk ([nhsn@cdc.gov](mailto:nhsn@cdc.gov)) include “Long-term care” in the subject line

## Remember the key dates:

- May 17 (by 11:59pm) - Facilities must submit their first set of data
- May 17-24 - Grace period for facilities to begin submitting data
- May 31 (11:59pm) - Facilities that fail to submit by this date will receive a warning letter
- June 7 (11:59pm) - Facilities that fail to submit by this date will be subject to a CMS fine

*Note: Enrollment steps and answers to questions submitted to the NHSN helpdesk may be delayed due to high volume*

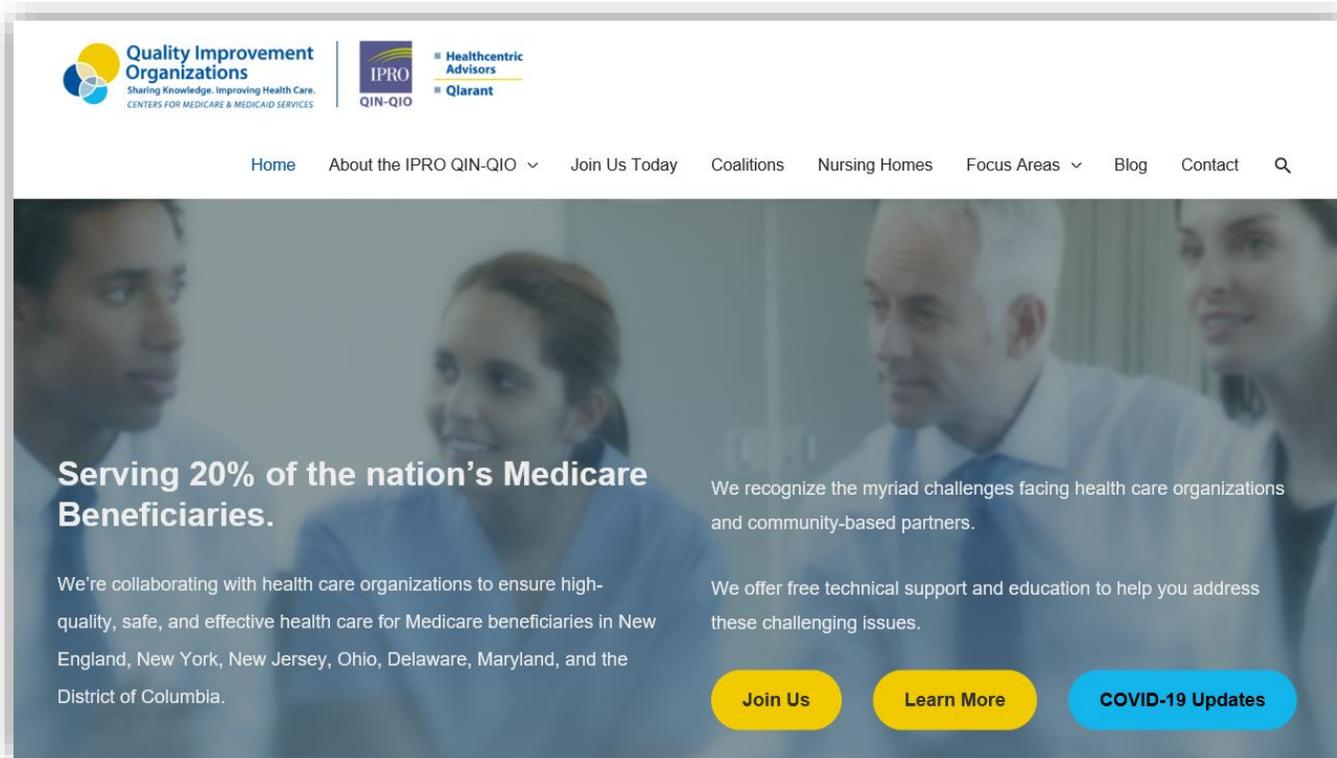
**Resources from the CDC, including those referenced in today's presentation, and information about past/upcoming CDC webinars are available at:**

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

# Learn More & Stay Connected

<https://qi.ipro.org/>

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The screenshot shows the IPRO QIN-QIO website homepage. At the top left, there are logos for Quality Improvement Organizations (QIO), IPRO QIN-QIO, Healthcentric Advisors, and Qlarant. The navigation menu includes Home, About the IPRO QIN-QIO, Join Us Today, Coalitions, Nursing Homes, Focus Areas, Blog, and Contact. The main content area features a large image of healthcare professionals and text stating: "Serving 20% of the nation's Medicare Beneficiaries." Below this, it says: "We're collaborating with health care organizations to ensure high-quality, safe, and effective health care for Medicare beneficiaries in New England, New York, New Jersey, Ohio, Delaware, Maryland, and the District of Columbia." To the right, it says: "We recognize the myriad challenges facing health care organizations and community-based partners." Below this, it says: "We offer free technical support and education to help you address these challenging issues." At the bottom of the main content area, there are three buttons: "Join Us", "Learn More", and "COVID-19 Updates".

