

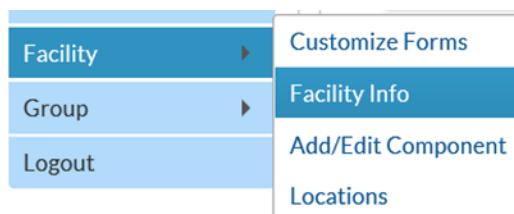
## Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with re-assigning the NHSN Facility Administrator in the CDC’s National Healthcare Safety Network’s (NHSN’s) LTCF COVID-19 MODULE. This will help prevent loss of NHSN access in the event of staff turnover.

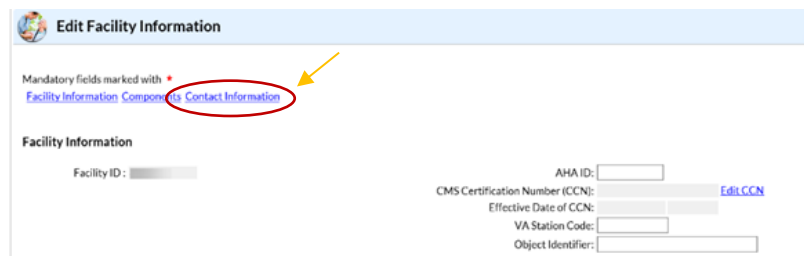
**NHSN Facility Administrator Will Be Leaving Soon** - If your facility still has an NHSN Facility Administrator that is soon leaving the facility, please ensure that this role is reassigned to another user within the facility. As an alternative, at least one user should be assigned “**ALL Rights**”, so that weekly reporting is not jeopardized.

## Reassigning the NHSN Facility Administrator Role

- From the left navigation bar, you will select *Facility > Facility Info*.



- From the *Edit Facility Information* screen, go to the *Contact Information* sections.



- Find “Facility Administrator” on the list and click the “reassign” button on the far right of the screen. You will be asked to find and select an existing user who will be reassigned this role.

Contact Information

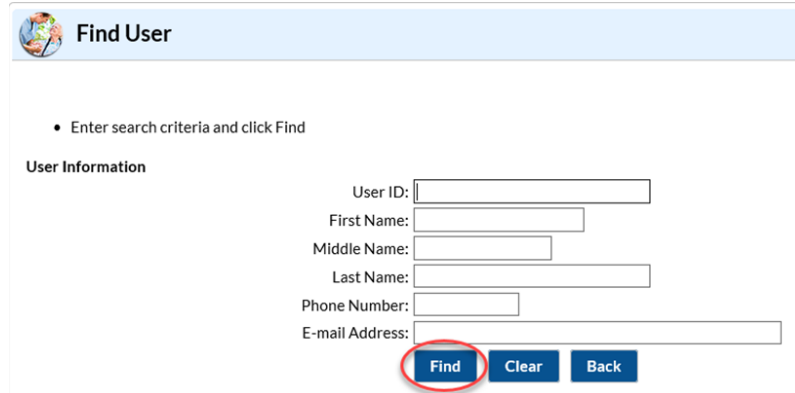
	Contact Type	Contact Name	Phone No.+ext	Email	Action
<a href="#">Edit</a>	Facility Administrator	MCcRAY, Ti	123-456-7890		<a href="#">Reassign</a>

- NOTE: The existing user must be assigned as a user with administrative rights. Once selected, remember to **save** the updated information on the Edit Facility Information page.



## Deactivating Users

- Select **USERS** on the left navigation bar, select **FIND**, and **FIND** again on the bottom of the screen. Select the user's profile and go to **EDIT**. At the **USER ACTIVE** drop down, toggle to **YES/NO**>**SAVE**.



**Find User**

• Enter search criteria and click Find

**User Information**

User ID:

First Name:

Middle Name:

Last Name:

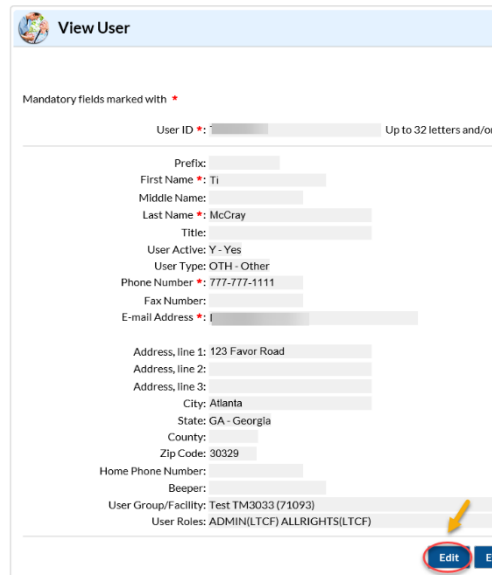
Phone Number:

E-mail Address:

**Find** **Clear** **Back**

Page 1 of 1 | 10 | View 1 - 2 of 2

Deactivate	Name	Title	User ID	User Type	Active
<input type="checkbox"/>	McCray, Ti		TMCCRAY	OTH - Other	Y
<input type="checkbox"/>					



**View User**

Mandatory fields marked with \*

User ID #:  Up to 32 letters and/or n

Prefix:

First Name #:  Ti

Middle Name:

Last Name #:  McCray

Title:

User Active: Y - Yes

User Type: OTH - Other

Phone Number #:  777-777-1111

Fax Number:

E-mail Address #:

Address, line 1:  123 Favor Road

Address, line 2:

Address, line 3:

City:  Atlanta

State:  GA - Georgia

County:

Zip Code:  30329

Home Phone Number:

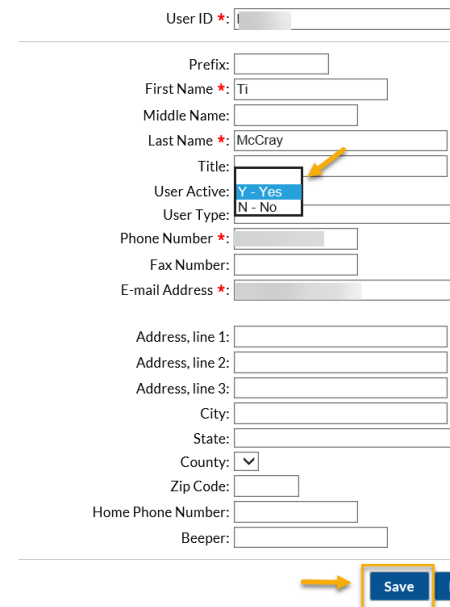
Beeper:

User Group/Facility:  Test TM3033 (71093)

User Roles:  ADMIN(LTCF) ALLRIGHTS(LTCF)

**Edit** **EFF**

Mandatory fields marked with \*



User ID #:

Prefix:

First Name #:  Ti

Middle Name:

Last Name #:  McCray

Title:

User Active: **Y - Yes** (dropdown menu)

User Type:  N - No

Phone Number #:

Fax Number:

E-mail Address #:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

**Save**

- Note: Users cannot be deleted once added to NHSN.**

**NHSN Facility Administrator Has Left, What Do I Do?** - If your facility is without an NHSN Facility Administrator, please visit <https://www.cdc.gov/nhsn/facadmin/index.html> to reassign the role to a different user.

**Contact NHSN at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) If you need assistance:**

- NHSN Facility Administrator re-assignments
- De-activating NHSN users
- NHSN User additions to an existing NHSN facility account
- General NHSN facility account questions