

I Have NHSN Level 1 Security. How Do I Get Level 3 Security?



1. Send email:

To: nhsn@cdc.gov

Subject: LTCF Enhancing Data Security

Email Memo: My name is [NAME] and I am with [FACILITY NAME] [5-digit Facility ID in NHSN]. Our CMS CCN# is [FACILITY CCN#]. I am requesting to obtain Level 3 SAMS access for the NHSN/COVID LTCF and POINT OF CARE (POC) Modules. I am requesting the identity proofing email be sent to me.

[INSERT SIGNATURE LINE/ CONTACT INFORMATION]

2. After you send the email, the CDC/NHSN will give the OK to SAMS to invite you to continue the process. You will receive an email from SAMS, sams-no-reply@cdc.gov, and will be provided the next set of instructions. Watch your junk/spam folder.

Please note, you cannot do anything further until you receive the email from SAMS to proceed to the next step. To clarify, SAMS is the system that ensures you are who you say you are and is the gatekeeper to the CDC/NHSN system. It may take several weeks for the SAMS email to arrive.

3. While you wait for that SAMS email, [Check out this link](#) to understand what to expect once you receive the invite/email from SAMS regarding what identification documents you can use for identity verification/proof.
4. After you have sent your notarized identification documents - per the SAMS instructions, you should receive notice via email once your identity documents have been approved and your SAMS Grid Card is in the mail. Follow the directions in this email.
5. The SAMS Grid Card looks like a credit card and it will come to your home address via the USPS mail. You will use this card and the various codes to log into the NHSN site and access your account.
6. Save all emails and correspondence to verify you have started the process.
7. Please note: the SAMS Card stays with the person, not the facility. If you leave your current facility, you take your SAMS Card with you.

