SNF COVID-19 NHSN REGISTRATION
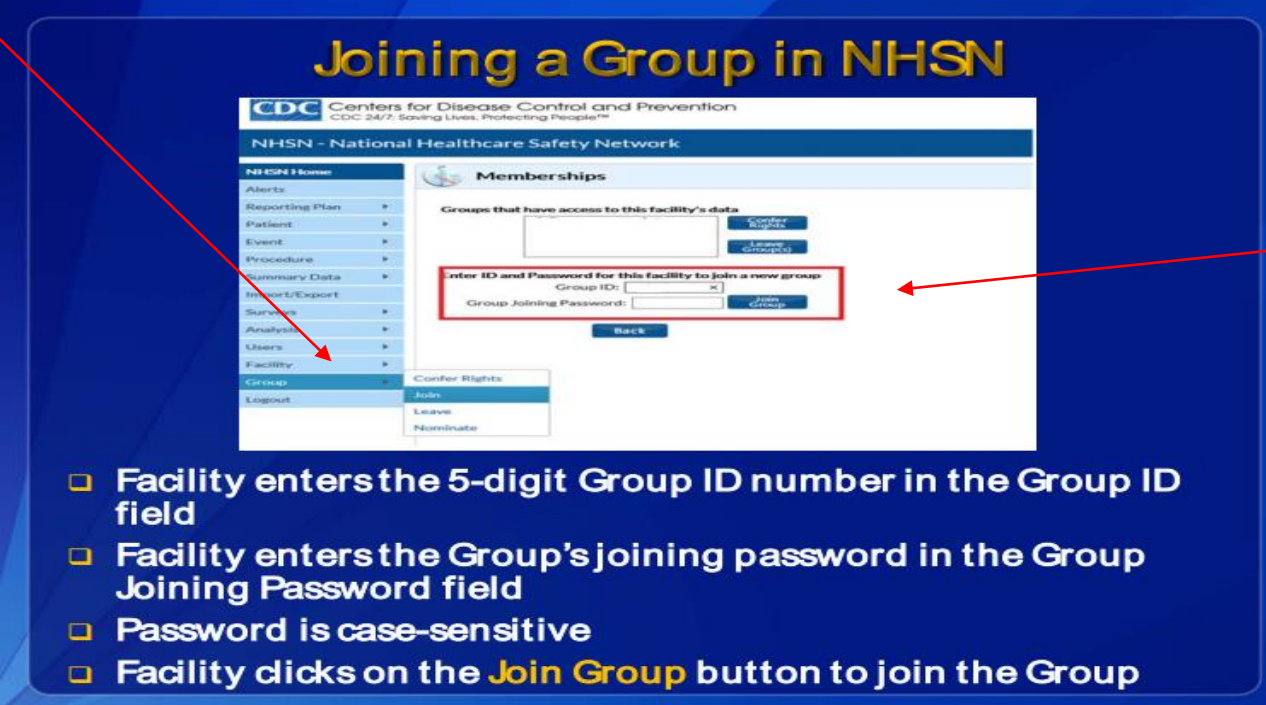
Joining CDPH Group and Conferring Rights

May 2020

California Department of
PublicHealth
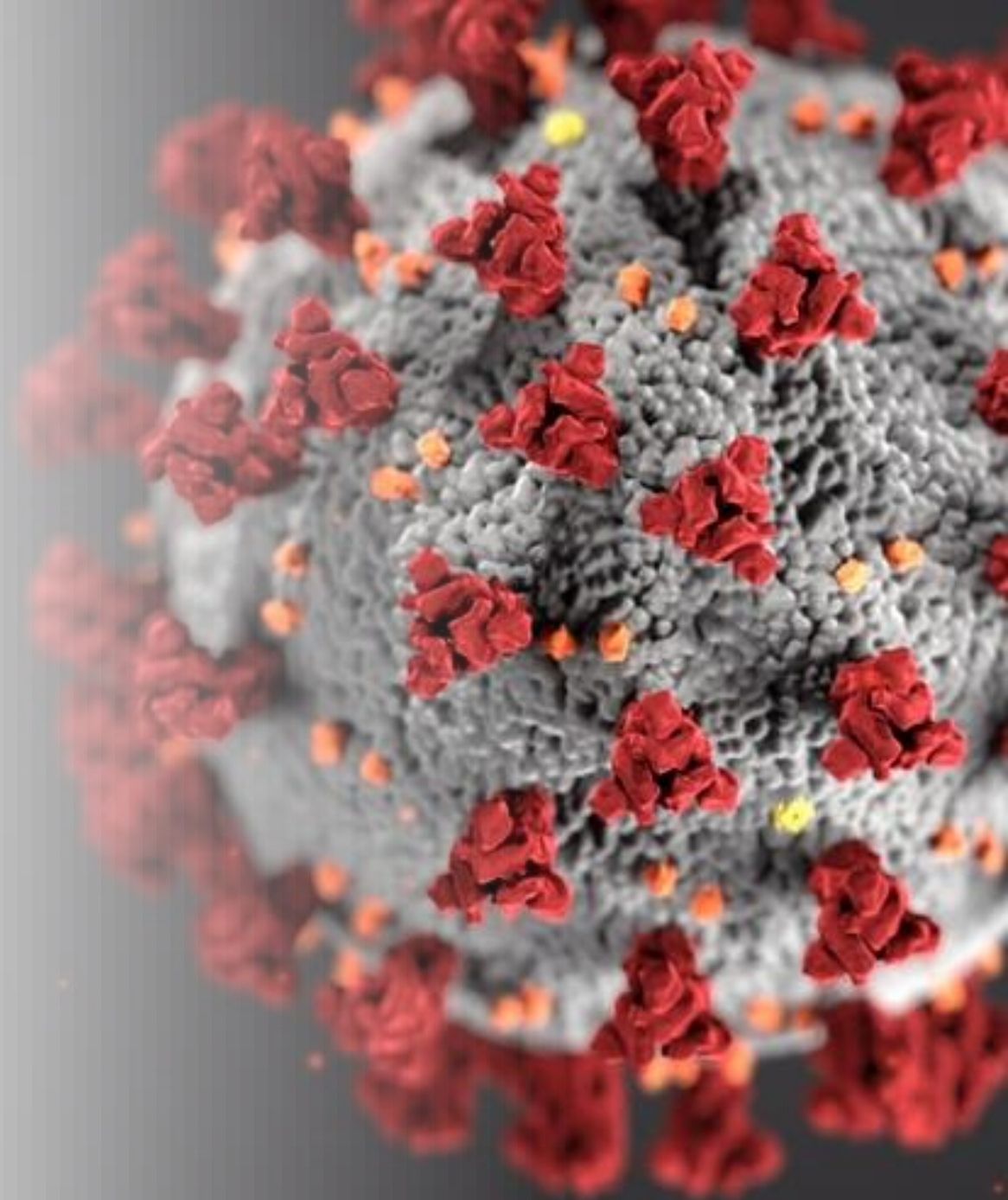
After your NHSN enrollment is completed and NHSN account activated:

1. Log in to your NHSN account
2. On the Memberships Screen, select GROUP and then JOIN on the NHSN navigation bar

3. Enter the CDPH Group ID:

4. Enter the Group Joining Password

5. Click the JOIN GROUP button

Joining a Group in NHSN

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

NHSN - National Healthcare Safety Network

Memberships

Groups that have access to this facility's data

Enter ID and Password for this facility to join a new group
Group ID:
Group Joining Password:

- Facility enters the 5-digit Group ID number in the Group ID field
- Facility enters the Group's joining password in the Group Joining Password field
- Password is case-sensitive
- Facility clicks on the Join Group button to join the Group

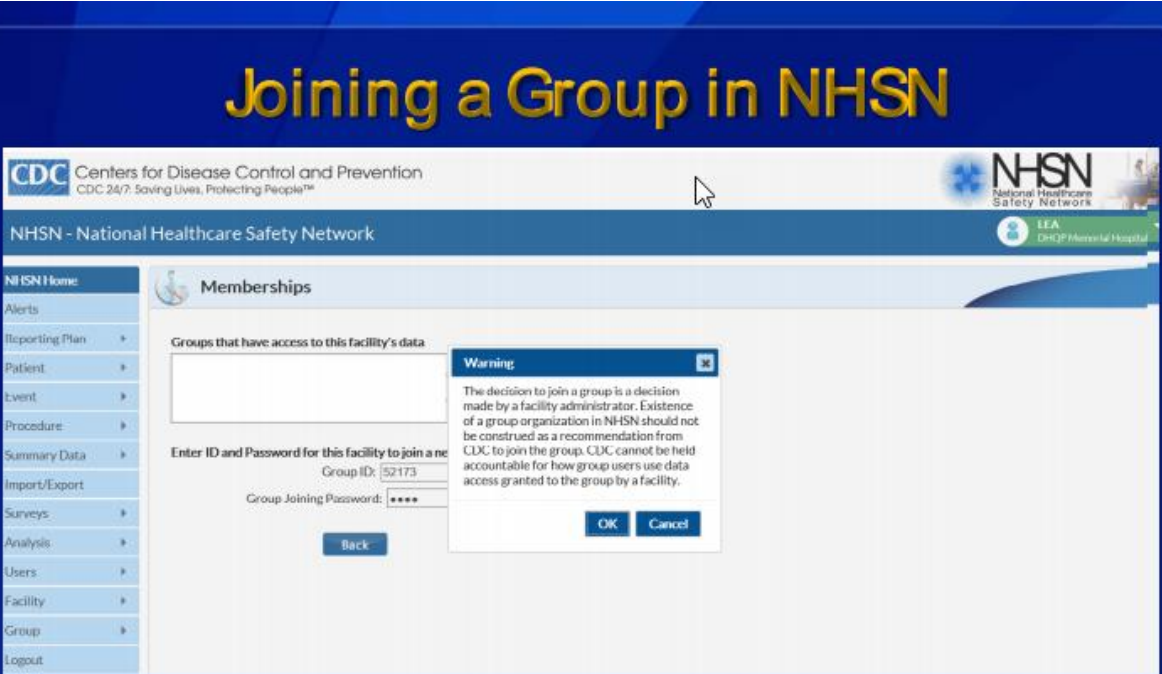Note: CDPH Group ID and Group Joining password will be provided by CDPH Group Administrator at COVID-19SNFSURVEY@cdph.ca.gov
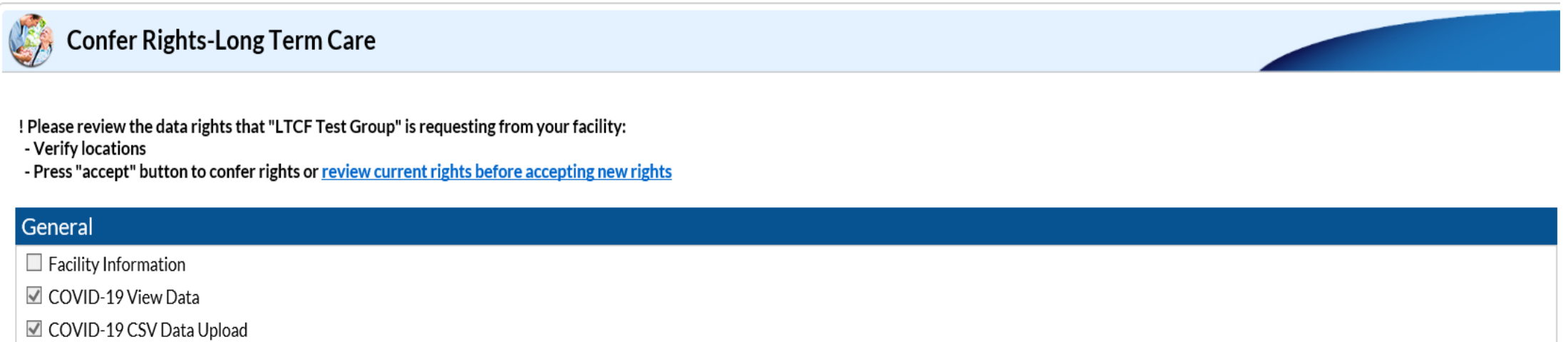
6. Read the message in the pop-up box and click OK

7. Immediately after joining the CDPH Group, the facility user will be taken to a screen listing the data access requested by CDPH.

8. Make sure the boxes for "COVID-19 View Data" and "COVID-19 CSV Data Upload" are checked.

9. Click "ACCEPT" to confer rights.

Joining group and conferring rights is now completed. The CDPH Group will be added to the list of groups on the Memberships Screen.