

How to Reassign Your NHSN Facility Administrator

Scenario 1: NHSN Facility Administrator is leaving the facility, e.g., retiring, changing jobs, taking an extended leave or otherwise will become inactive, **and** there is an NHSN User with their own SAMS authorization available to assume the NHSN Facility Administrator designation.

Re-assign the NHSN Administrator designation before they leave. This makes the transition much easier!

- a) Log into the NHSN website using the same steps as when entering data.
- b) The existing NHSN User must first be designated as an Administrative User on the Effective Rights page found by navigating to Users> Find> (User name)> [Effective Rights] button> Administrative User [] checkbox (top right).
- c) Click on "Facility" in the blue navigation bar to the left.
- d) Click on "Facility Info"
- e) Under "Contact Information" click the [Reassign] button on the right side of the " Facility Administrator" row.
- f) You will be asked to find and select the existing NHSN User who will be reassigned this role.

Once the new NHSN Facility Administrator has been updated, please notify your CDPH HAI Program Liaison Infection Preventionist or HAIProgram@cdph.ca.gov of this new designee.

Scenario 2: The facility is without an active NHSN Facility Administrator, i.e., this person is no longer available to the facility, **but** there is an NHSN User with their own SAMS authorization available to assume the NHSN Facility Administrator designation.

One of your facility chief officer level executives must write a letter **on facility letterhead** with the following:

- a) State they are requesting a change in NHSN Facility Administrator designee
- b) Include the NHSN User name of the new NHSN Facility Administrator they are authorizing with the following:
 - (1) NHSN User's phone number
 - (2) NHSN User's e-mail address
 - (3) The facility's 5-digit NHSN Facility ID number. (If not known, contact your CDPH HAI Program Liaison Infection Preventionist or email HAIProgram@cdph.ca.gov)
- c) Signature of the executive on the letter
- d) FAX the letter to NHSN at 404-929-0131.

After NHSN receives the letter, they will manually change the role of Facility Administrator to the new designated person.

Once the new NHSN Facility Administrator has been updated, please notify your CDPH HAI Program Liaison Infection Preventionist or HAIProgram@cdph.ca.gov of this new designee.

Scenario 3: Facility is without an NHSN Facility Administrator **and** has no authorized NHSN User at the facility.

One of your facility chief officer level executives must write a letter **on facility letterhead** with the following:

- a) State they are requesting a change in NHSN Facility Administrator designee
- b) Include the NHSN User name of the new NHSN Facility Administrator they are authorizing with the following:
 - (1) NHSN User's phone number
 - (2) NHSN User's e-mail address
 - (3) The facility's 5-digit NHSN Facility ID number. (If not known, contact your CDPH HAI Program Liaison Infection Preventionist or email HAIProgram@cdph.ca.gov)
- c) Signature of the executive on the letter
- d) FAX the letter to NHSN at 404-929-0131.

After NHSN receives the letter, they will manually change the role of Facility Administrator to the newly designated person. In addition, the person designated by your facility's executive officer to be your NHSN Facility Administrator will be sent an email, "*Invitation To Register*", giving them instructions for obtaining a SAMS authorization that will enable them secure access to the NHSN. They should complete the required NHSN User training in anticipation of receiving this invitation. Once they receive a SAMS authorization, they will be able to securely log on to the NHSN and function as the NHSN Facility Administrator.

Once the new NHSN Facility Administrator has been updated, please notify your CDPH HAI Program Liaison Infection Preventionist or HAIProgram@cdph.ca.gov of this new designee.