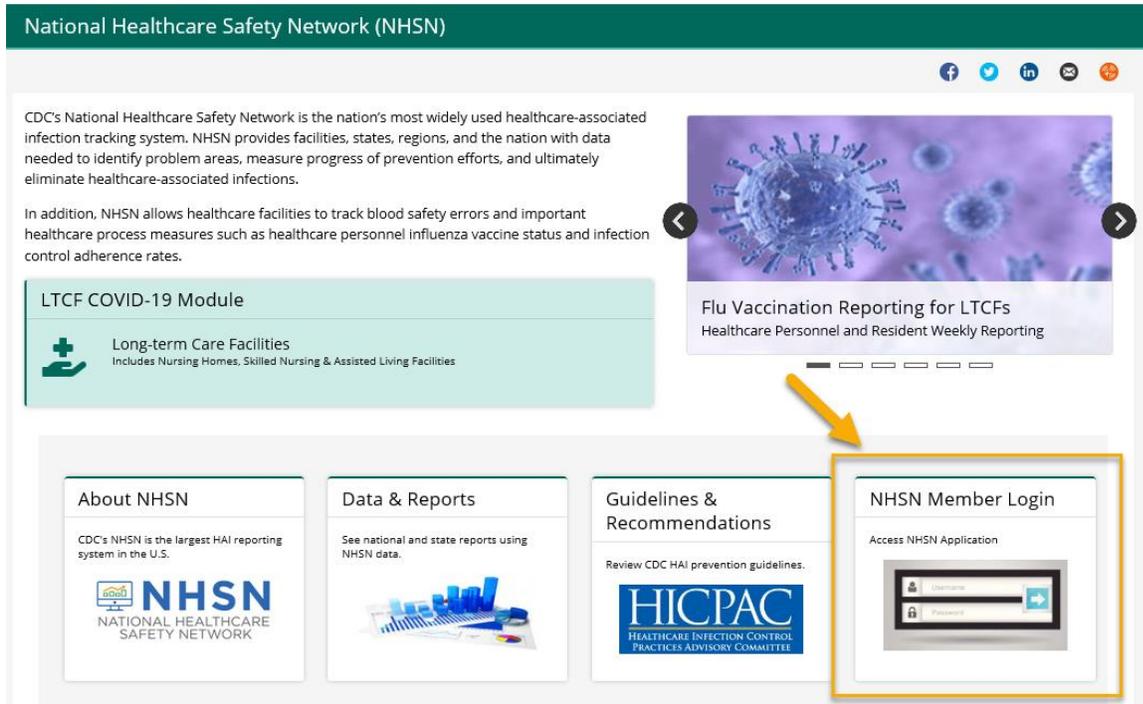


1. Access the NHSN application by going to the NHSN website at [www.cdc.gov/nhsn](http://www.cdc.gov/nhsn) and click on the NHSN Member Login-Access NHSN Application.



2. Use your CDC issued SAMS Grid Card to login in to the NHSN application

**External Partners**

**SAMS Grid Card**

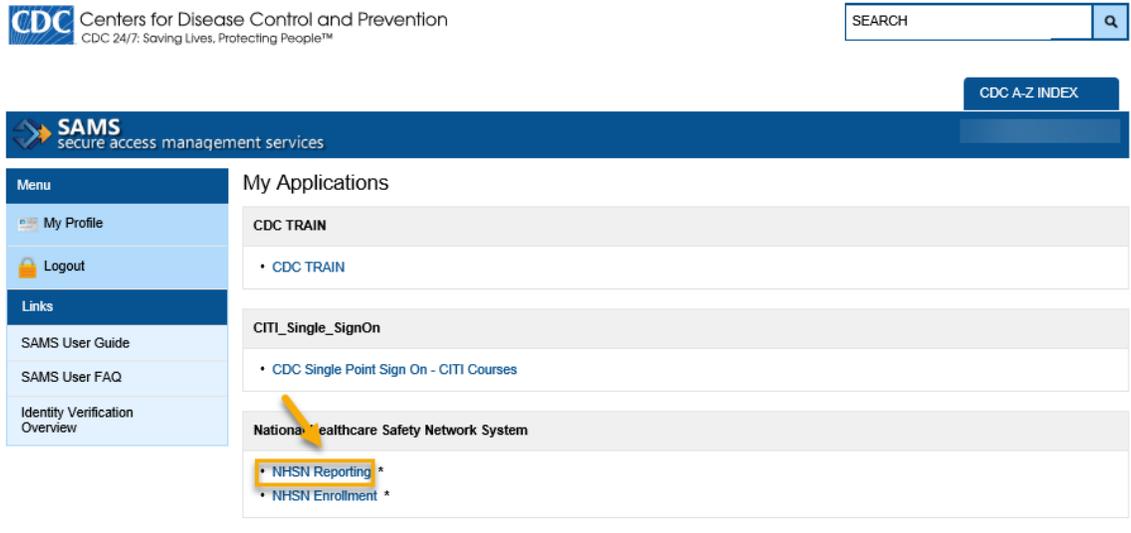


Click the Login button to sign on with a SAMS Grid Card

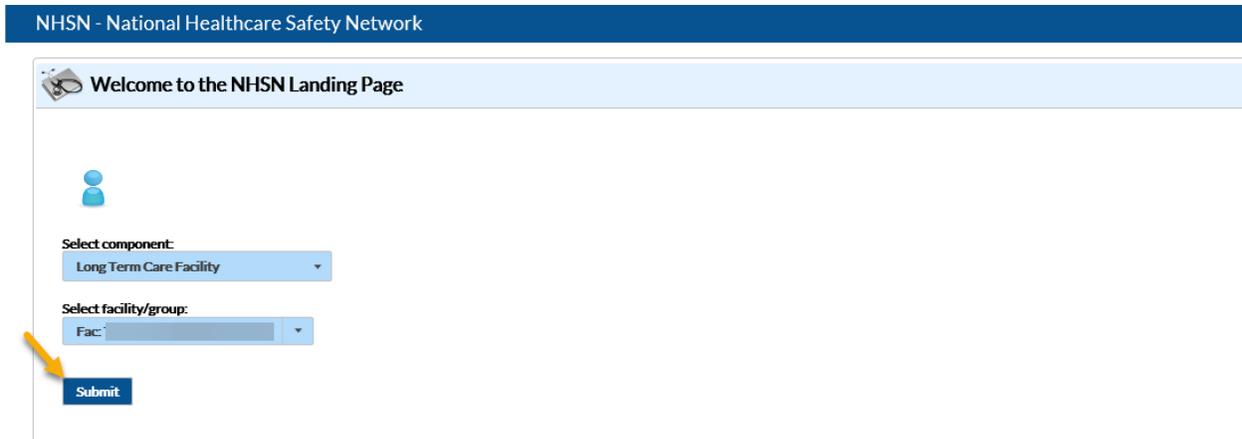
Login

For External Partners who have been issued a SAMS Grid Card.

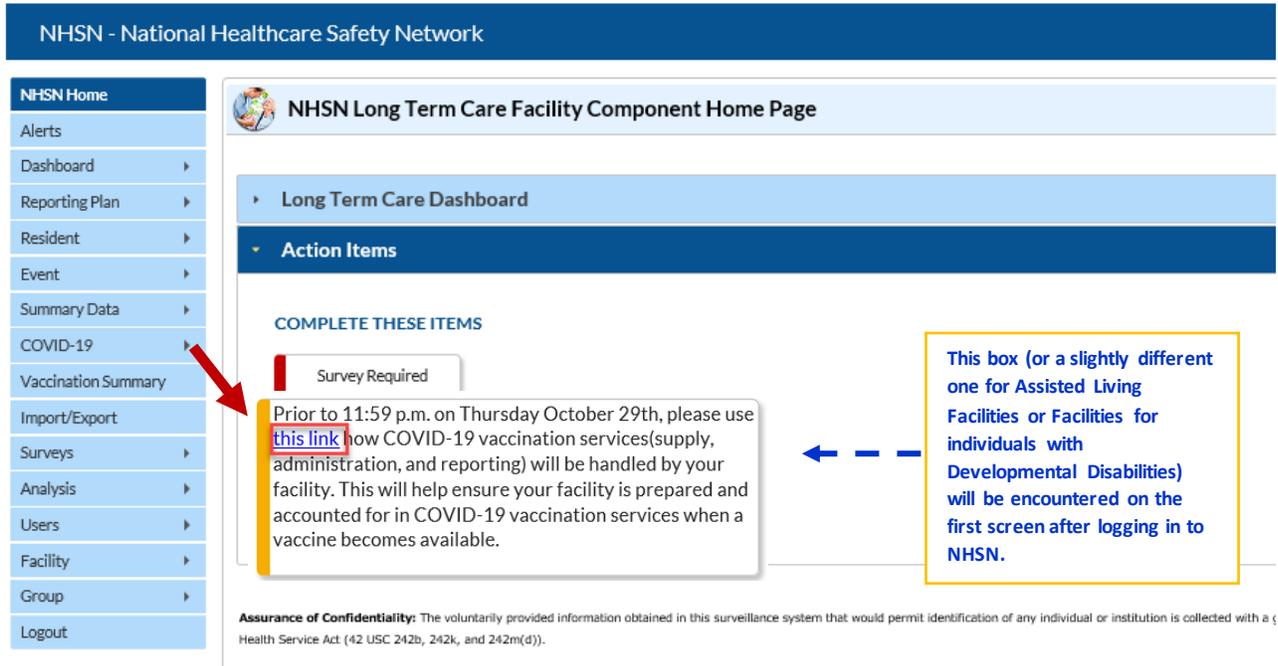
**3. Once you log in NHSN using the SAMS grid card, select “NHSN Reporting”.**



**4. On the NHSN Landing Page, select your facility and “Long-Term Care Facility” as the component. Click “Submit”.**

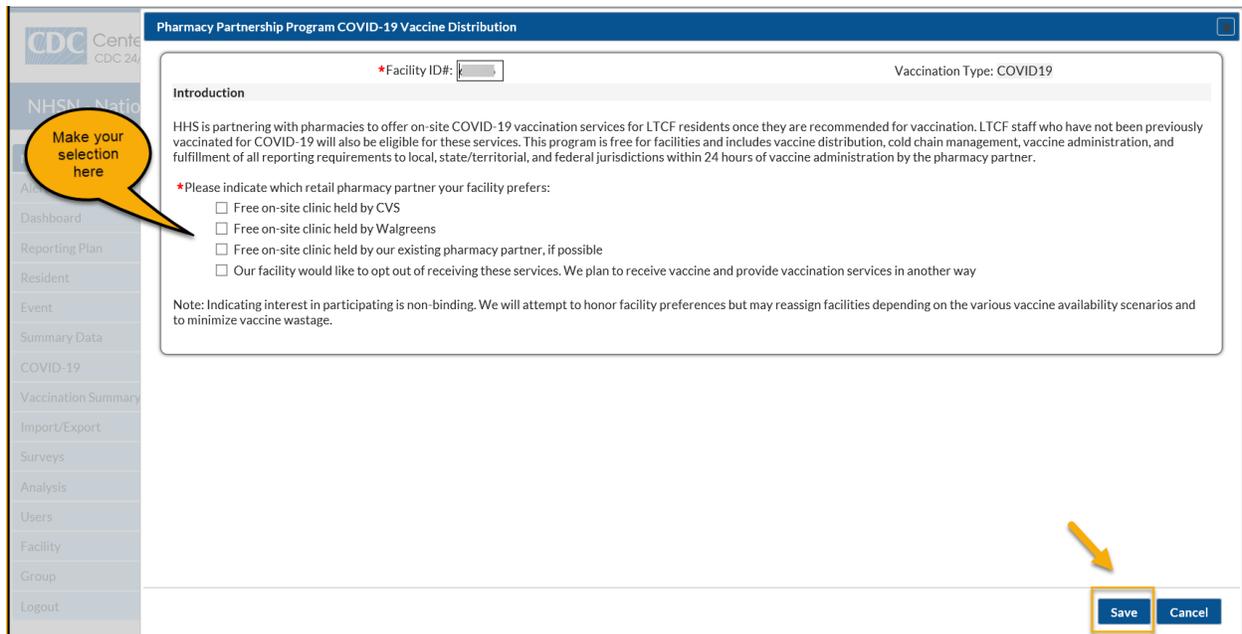


**5. The link to the form will be found on the Long-Term Care Facility Component Home Page under “Action Items”. NOTE: YOU MUST CLICK ON THE LINK, NOT HOVER OVER IT.**



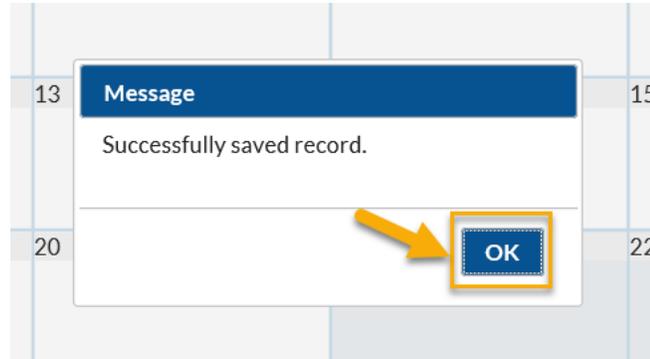
The screenshot shows the NHSN Long Term Care Facility Component Home Page. On the left is a navigation menu with items like Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled "NHSN Long Term Care Facility Component Home Page" and contains a "Long Term Care Dashboard" and an "Action Items" section. Under "Action Items", there is a "COMPLETE THESE ITEMS" section with a "Survey Required" indicator. A red arrow points to a text box containing a link: "Prior to 11:59 p.m. on Thursday October 29th, please use [this link](#) how COVID-19 vaccination services (supply, administration, and reporting) will be handled by your facility. This will help ensure your facility is prepared and accounted for in COVID-19 vaccination services when a vaccine becomes available." A blue dashed arrow points from this link to a yellow callout box on the right that reads: "This box (or a slightly different one for Assisted Living Facilities or Facilities for individuals with Developmental Disabilities) will be encountered on the first screen after logging in to NHSN." Below the text box is an "Assurance of Confidentiality" statement.

**6. Once you click the link, you will be directed to the Pharmacy Partnership Program COVID-19 Vaccine Distribution form. After you have completed all of the required fields, based on your selections, click “SAVE”.**

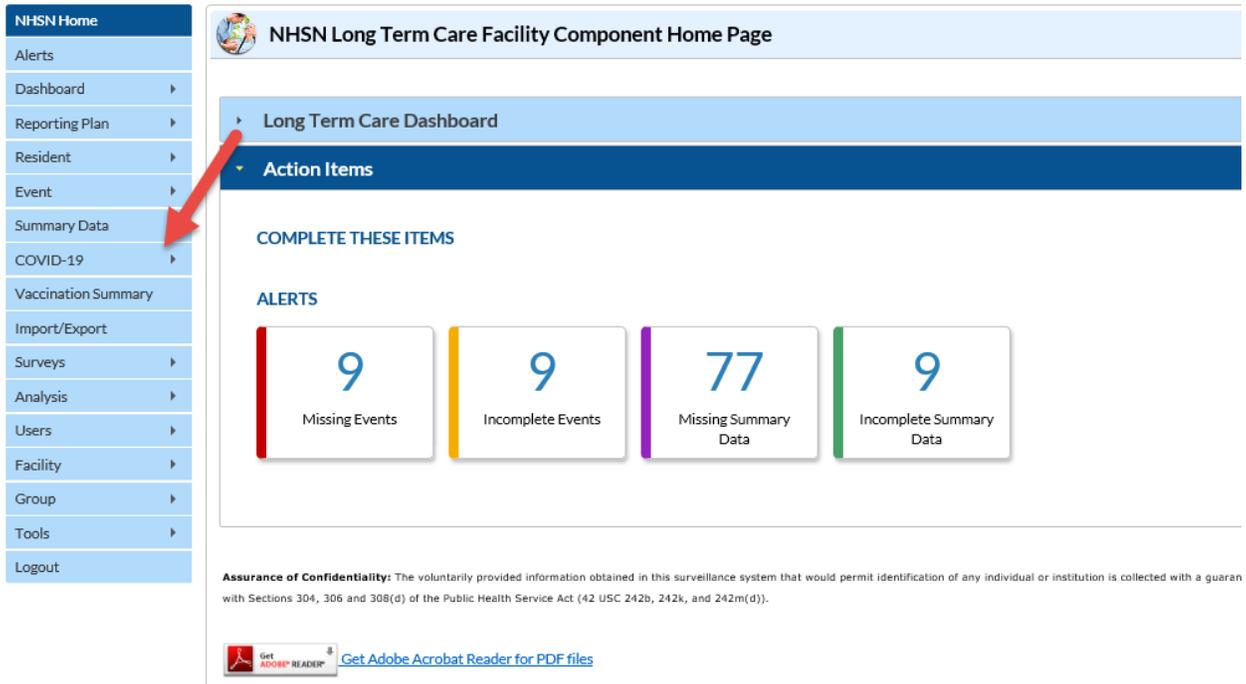


The screenshot shows the "Pharmacy Partnership Program COVID-19 Vaccine Distribution" form. At the top, it says "Vaccination Type: COVID19". Below that is an "Introduction" section with text explaining the partnership. A red asterisk indicates a required field: "Please indicate which retail pharmacy partner your facility prefers:". There are four radio button options: "Free on-site clinic held by CVS", "Free on-site clinic held by Walgreens", "Free on-site clinic held by our existing pharmacy partner, if possible", and "Our facility would like to opt out of receiving these services. We plan to receive vaccine and provide vaccination services in another way". A note at the bottom states: "Note: Indicating interest in participating is non-binding. We will attempt to honor facility preferences but may reassign facilities depending on the various vaccine availability scenarios and to minimize vaccine wastage." At the bottom right, there are "Save" and "Cancel" buttons. A yellow arrow points to the "Save" button. A yellow callout bubble on the left says "Make your selection here" with an arrow pointing to the radio button options.

7. Once you click “SAVE”, you will receive a message confirming your Pharmacy selection. Then click “OK”.



8. If, for some reason you do not see the link above, you may access the Pharmacy Partnership Program form through another route. Choose the COVID-19 option from the blue navigation bar on the left. **NOTE: THIS IS ALSO HOW YOU WILL ACCESS THE FORM TO MAKE ANY CHANGES TO PREVIOUSLY ENTERED PHARMACY PARTNERSHIP PROGRAM FORM.**



**NHSN Home**

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19**
- Vaccination Summary
- Import/Export
- Surveys
- Analysis
- Users
- Facility
- Group
- Tools
- Logout

**NHSN Long Term Care Facility Component Home Page**

- Long Term Care Dashboard
- Action Items**

**COMPLETE THESE ITEMS**

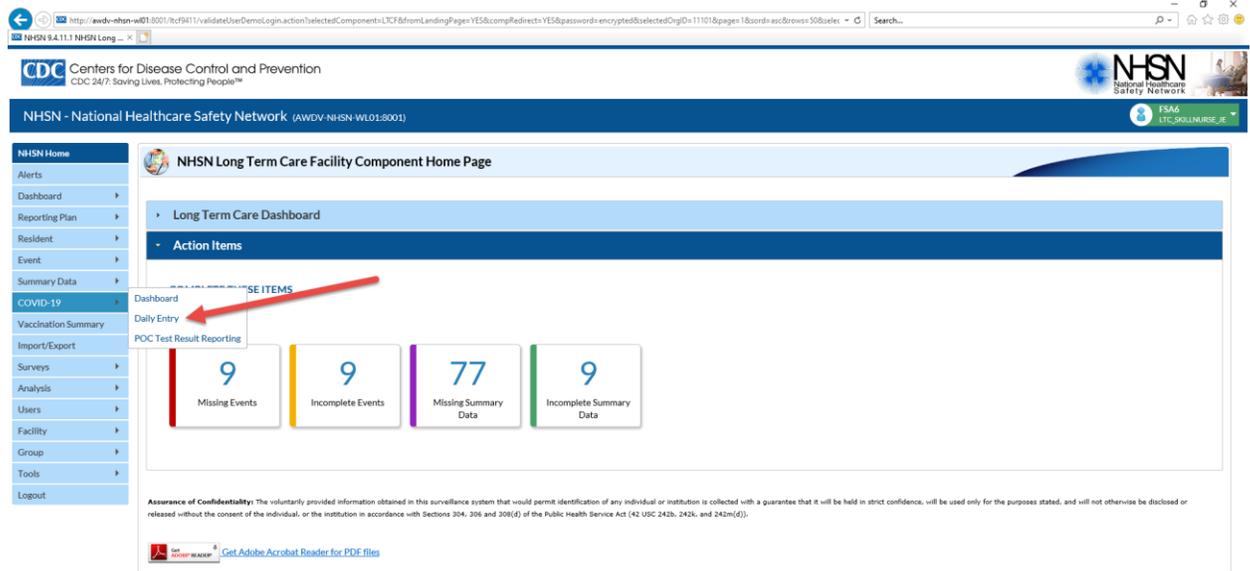
**ALERTS**

9 Missing Events	9 Incomplete Events	77 Missing Summary Data	9 Incomplete Summary Data
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**Assurance of Confidentiality:** The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

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**9. Then Choose the Data Entry option from the available selections. This is the same pathway you take to enter daily COVID-19 data.**



**10. This will take you to the calendar view. From there you may access the Pharmacy Partnership Program Form. NOTE: Again, this is also how you would make any changes to the answers you previously submitted to the Pharmacy Partnership Program form.**

