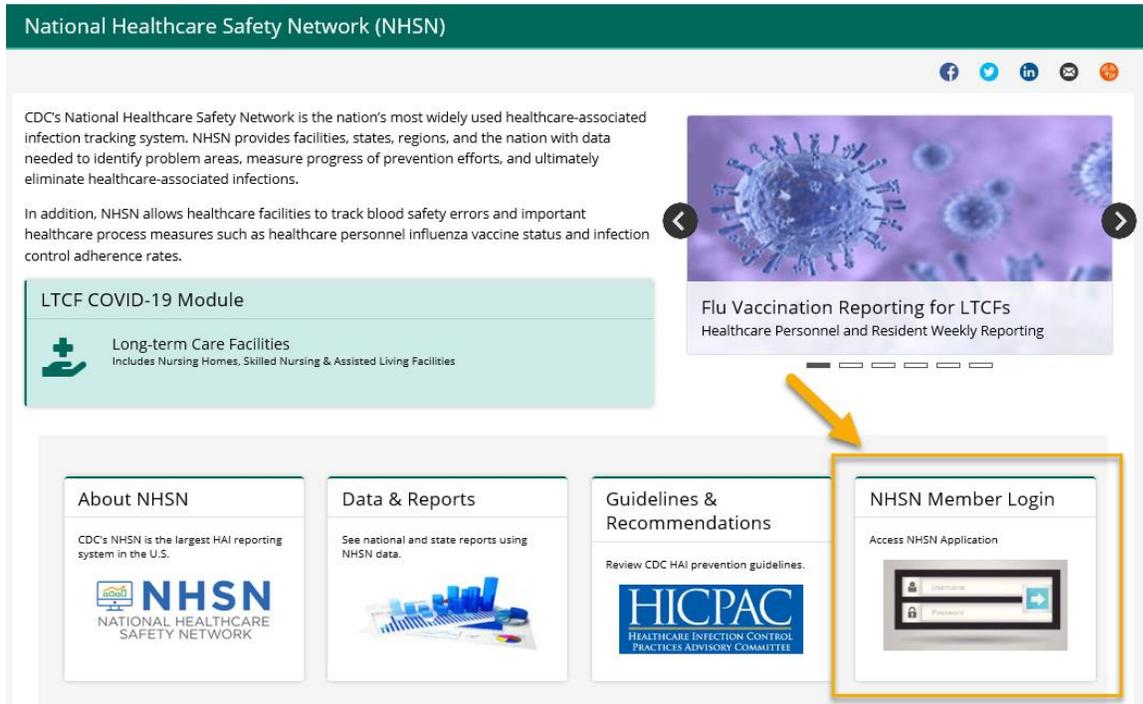


1. Access the NHSN application by going to the NHSN website at [www.cdc.gov/nhsn](http://www.cdc.gov/nhsn) and click on the NHSN Member Login-Access NHSN Application.



2. Enter SAMS credential (username and password) that user created

Choose a login option

**External Partners**

**SAMS Credentials**



SAMS Username

SAMS Password

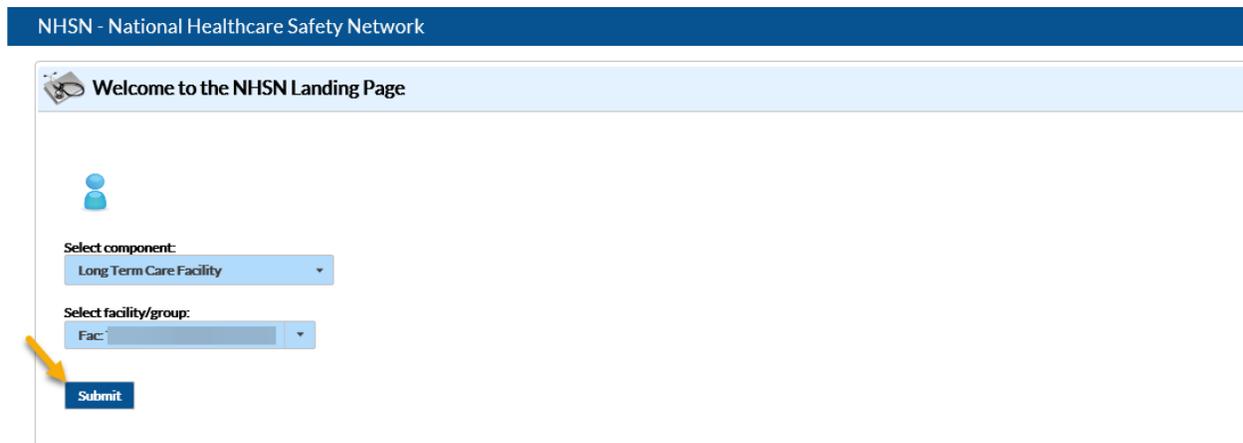
**Login**

[Forgot Your Password?](#)

**3. Select NHSN LTC Reporting on the “SAMS” page**

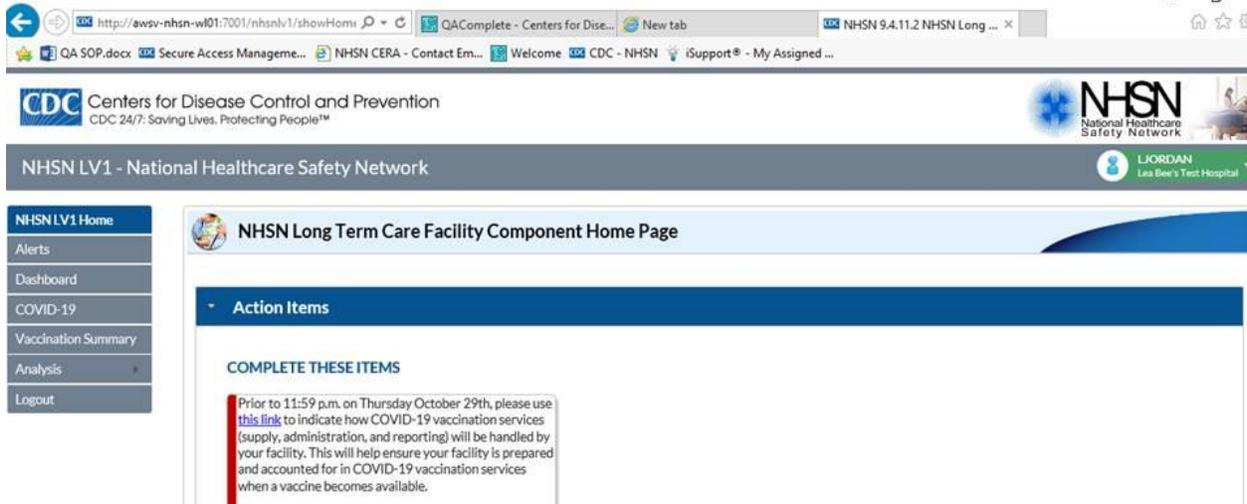


**4. On the NHSN Landing Page, select your facility and “Long-Term Care Facility” as the component. Click “Submit”.**

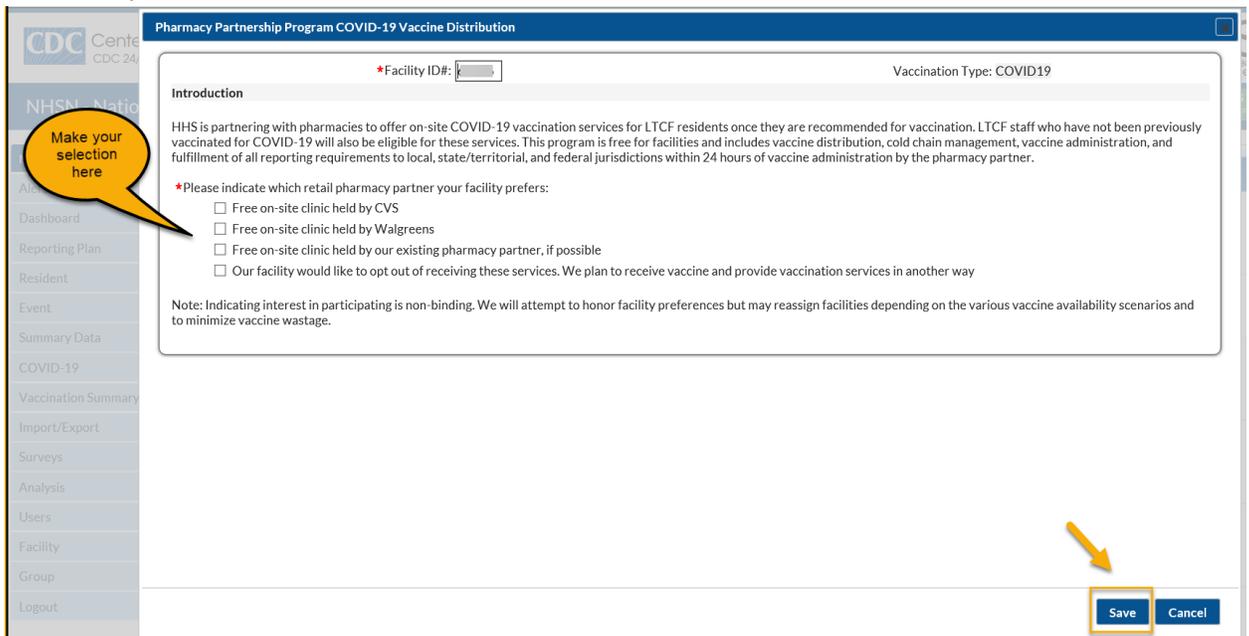


**5. The link to the form for the Pharmacy Partnership Program will be found on the Long-term Care Facility Component Home Page under “Action Items”.**

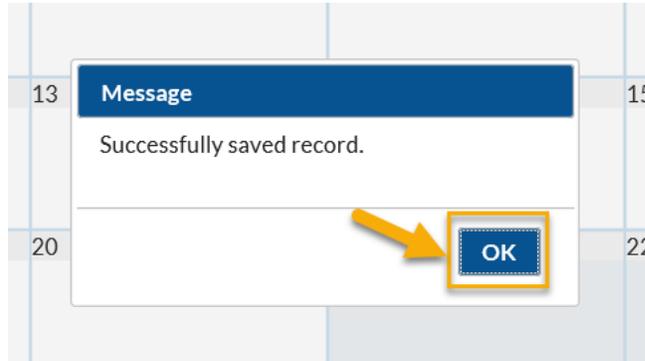
# LEVEL 1 SAMS FACILITY INSTRUCTIONS FOR ACCESSING THE PHARMACY PARTNERSHIP FOR LONG-TERM CARE PROGRAM FORM IN THE NHSN



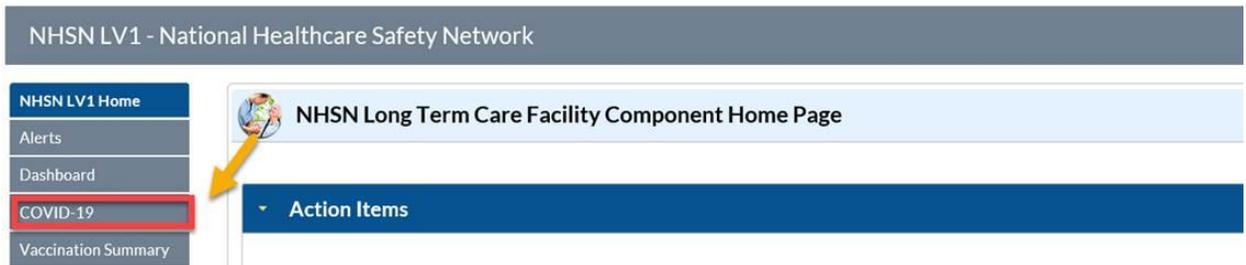
- Once you click the link, you will be directed to the Pharmacy Partnership Program COVID-19 Vaccine Distribution form. After you have completed all of the required fields, based on your selections, click "SAVE".



- 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 gray 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.**



9. One the calendar view you may access the Pharmacy Partnership Program Form by clicking the link. **NOTE: Again, this is also how you would make any changes to the answers you previously submitted to the Pharmacy Partnership Program form.**

# LEVEL 1 SAMS FACILITY INSTRUCTIONS FOR ACCESSING THE PHARMACY PARTNERSHIP FOR LONG-TERM CARE PROGRAM FORM IN THE NHSN

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

**Long Term Care Dashboard**

**Action Items**

**Dashboard** (highlighted with red arrow)

- Dashboard
- Daily Entry
- POC Test Result Reporting

9	9	77	9
Missing Events	Incomplete Events	Missing Summary Data	Incomplete Summary Data

**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 that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 206(d) of the Public Health Service Act (42 USC 242b, 242c, and 242m(d)).

**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.**

**NHSN LV1 - National Healthcare Safety Network**

**COVID-19**

Click a cell to begin entering data on the day for which counts are reported.

27 September 2020 - 07 November 2020

Record Complete (dark green) Record Incomplete (light green)

**Pharmacy Partnership Program** (highlighted with yellow arrow)

27	28	29	30	Oct 01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24