

# Network of New England



New England Dialysis Collaborative

**HAI** ★★★★★  
Elimination

Healthcare Associated Infections

**A New England  
Dialysis Collaborative:  
Healthcare-Associated  
Infection in Dialysis  
Facilities**

## Setting up Dialysis Facility in NHSN

1. Facility leadership (Medical Director / Nurse Manager / administrator) designates a staff member as NHSN facility administrator. It is preferable if NHSN facility administrator is the nurse manager of the facility. Once enrollment process is completed, NHSN facility administrator can create other users. NHSN Facility administrator also can nominate their administrator / Organization contact person as group administrator (will send instructions on how to create a group later).
2. NHSN facility administrator goes to <http://www.cdc.gov/nhsn/wcEnrollment.html> and completes training on
  - Enrollment power point presentation to view ([http://www.cdc.gov/nhsn/PDFs/slides/NHSN\\_Enrollment.pdf](http://www.cdc.gov/nhsn/PDFs/slides/NHSN_Enrollment.pdf)),
  - NHSN facility administrator enrollment guide for reference (<http://www.cdc.gov/nhsn/PDFs/FacilityAdminEnrollmentGuideCurrent.pdf>)
  - Note the **date training** is completed.
3. Once training is completed, NHSN facility administrator registers the facility at <http://nhsn.cdc.gov/RegistrationForm/index.jsp> (Need training date to complete the registration process and facility **CMS provider number**)
4. NHSN Facility administrator receives an email from CDC with instructions for obtaining digital certificate.
5. Follow the instructions in the email to apply for digital certificate. User need to create a password (called a challenge phrase) during this process. Please **write down the challenge phrase**.
6. NHSN Facility administrator receives an email with instructions to download digital certificate.
7. NHSN Facility administrator contacts facility (Corporate) IT department with IT requirements (see below).
8. Facility (Corporate IT) personnel will install the digital certificate on user computer according to instructions provided by CDC.
9. After digital certificate is installed, NHSN Facility administrator will log in to CDC's Secure Data Network (SDN) (<https://sdn.cdc.gov>) page using challenge Phrase. The FA then will complete facility contact information (complete the hard copy before the data is entered in to the CDC's system using the form [http://www.cdc.gov/nhsn/forms/57.101\\_FacConInf\\_BLANK.pdf](http://www.cdc.gov/nhsn/forms/57.101_FacConInf_BLANK.pdf)) and outpatient dialysis survey information (complete the hard copy before the data is entered in to the CDC's system using the form [http://www.cdc.gov/nhsn/forms/57.104\\_PSOupptDialysisSurv\\_BLANK.pdf](http://www.cdc.gov/nhsn/forms/57.104_PSOupptDialysisSurv_BLANK.pdf)).
9. NHSN facility administrator will receive email from NHSN "Enrollment Submitted" with agreement to participate and consent form.
10. FA will print, sign and return signed form to NHSN via certified mail. Please fax a copy of the form to Network of New England at 203-389-9902 Attn: Jaya Bhargava. Facility administrator will receive enrollment approval via email.

# Instructions to IT Department

**System Requirements:** <http://www.cdc.gov/nhsn/enroll.html#System>

## **General Instructions for Installing Digital Certificates:**

User must have administrative rights to computer to install digital certificate. To determine if user has administrative rights, follow the steps below. These steps vary depending on the type of system.

### For Windows XP

- Click Start > Control Panel > Administrative Tools > Computer Management. The Computer Management dialog opens.
- Expand Local Users and Groups and then select Groups. A list of Groups appears in the panel on the right.
- Open the Administrators Group. The Administrators Properties dialog opens.
- Select the General tab and then verify if user ID appears in the Members.
- If user ID does not appear, then the user does not have administrative privileges to install digital certificate. User should contact IT support to install the digital certificate.

### Notes about Windows XP with Service Pack 2

If user have administrative privileges and have Windows XP with Service Pack 2 installed on their computer, additional steps need to be completed.

- Allowing pop-ups: It will be necessary to allow pop-ups from SDN. Open your Internet Explorer browser and click Tools, then either disable the pop-up blocker or add <https://ca.cdc.gov/> and <https://sdn.cdc.gov/> to the list of sites where pop-ups are allowed. It will also be necessary to disable any additional pop-up blockers, such as those that come with Norton Anti-Virus or McAfee anti-virus software.
- ActiveX controls: Under Tools, click Internet Options > Security. Highlight Internet and click Custom Level. Make sure that the option for "Automatic Prompting for ActiveX controls" is set to "enable"). If user cannot change these settings then user should contact their IT department.

## **IT Specialists: Instructions for Installing Digital Certificates:**

This information will help you to support users of digital certificates in your agency. **PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING.** You must complete all four steps for successful installation.

1. Check user's computer settings
2. Go to **Digital Certificate Installation Link**
3. Verify that digital certificate is properly installed
4. Customize installation to meet user requirements

## **1. CHECK USER'S COMPUTER SETTINGS**

### **Browser Supported By CDC**

- Internet Explorer is 6.0 or higher  
IMPORTANT NOTE: Firefox users should install the digital certificate first in Internet Explorer and then import it into their preferred browser.

## **Browser Settings**

- Your browser must be configured to use TLS 1.0 encryption.

## **Pop-Up Blockers**

- Disable all pop-up blockers, including the pop-option for the Google and Yahoo toolbars.  
IMPORTANT NOTE: Users may have more than one pop-up blocker enabled.

## **Cipher Strength**

- 128 bit

## **2. GO TO DIGITAL CERTIFICATE INSTALLATION LINK**

- In the e-mail message, "Action required - Your CDC Digital Certificate is Ready to Install," go to the **Digital Certificate Installation Link**.
- Installation requires users to enter their Challenge Phrase and review their contact information.
- The Challenge Phrase is the one created when the user applied for the digital certificate. Users who cannot remember their Challenge Phrase must apply again for a NEW digital certificate.
- Internet Explorer displays the Download Digital ID page and warnings regarding how to proceed.
- Click Download.
- Internet Explorer displays a message regarding the certificate download.
- When finished downloading the certificate, Internet Explorer displays the Digital ID Installation Complete page.
- This page displays a Download P12 File button.
- Click Download P12 File.
- Internet Explorer displays a Downloading dialog box with options regarding how to handle the file.
- Select Save it to disk and click OK.
- Internet Explorer displays the Enter name of file to save to dialog box.
- Select Desktop from the Save in list and click Save.
- Internet Explorer saves the file to the desktop.

## **3. IMPORT DIGITAL CERTIFICATE IN INTERNET EXPLORER**

- Open Internet Explorer, click the Tools menu and select Internet Options.
- Internet Explorer displays the Internet Options dialog box.
- Click the Content tab.
- Click the Certificates button.
- Internet Explorer displays the Certificates dialog box.
- Click the Import button.
- Internet Explorer displays the Certificate Import Wizard.
- Click Next.
- The Certificate Import Wizard displays the File to Import screen.
- Click Browse, navigate to the location of the digital certificate in the Open dialog box (desktop or location where you downloaded the p12 file), and double-click the file name of the certificate.
- Click Next.
- The Certificate Import Wizard displays the Password screen.
- Enter the challenge phrase created when the user applied for the digital certificate in the Password box.
- Clear the Enable strong private key protection check box. Note: Select Enable strong private

key protection if you want to protect digital certificate use with another layer of protection. If this check box is selected and the private key security level is set to High, you are prompted for a password each time this certificate is initially used in an SDN session.

- Select the Mark the private key as exportable check box. CAUTION: Mark the private key as exportable must be selected if you want to export the certificate and its private key from this computer in the future.
- Click next; the Certificate Import Wizard displays the Certificate Store screen.
- Select automatically select the certificate store based on the type of certificate and then click next. The Certificate Import Wizard displays the Completing the Certificate Import Wizard screen and the specified settings.
- Click Finish.
- Click OK to close the message.
- Internet Explorer displays the imported certificate in the list of certificates on the Personal tab of the Certificates dialog box.
- Click Close to close the Certificates dialog box.
- Click OK to close the Internet Options dialog box.
- Close Internet Explorer.

#### **4. VERIFY THAT THE DIGITAL CERTIFICATE IS PROPERLY INSTALLED**

- Check that the user's digital certificate has been installed properly by having the user log on to <https://sdn.cdc.gov> and clicking the name of the application to which they requested access. The application link is located in the top left corner of the page.

#### **5. CUSTOMIZE INSTALLATION TO MEET USER REQUIREMENTS**

The digital certificate must be installed on all computers from which the user will access CDC secure applications. It is also necessary to keep a backup copy of the digital certificate in a safe place in case of computer changes. After installing a user's digital certificate you should:

- Save a copy of the digital certificate to a diskette, thumb drive, or other portable medium
- Install the digital certificate on the user's other computers

**CDC SDN SUPPORT** – Contact us if you have questions

e-mail: [phintech@cdc.gov](mailto:phintech@cdc.gov)

telephone: 1-800-532-9929 and select option 1