

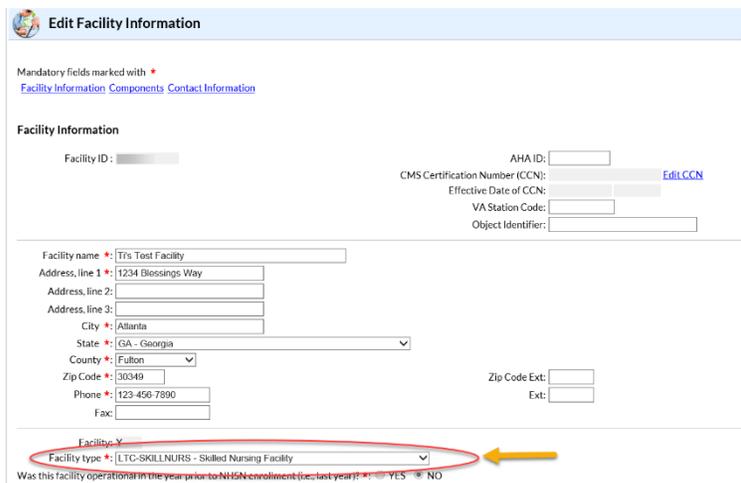
COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE HOW TO CHANGE LTC FACILITY TYPE

If you selected the incorrect facility type upon or after completing the enrollment process and would like to change your facility type, follow the directions below:

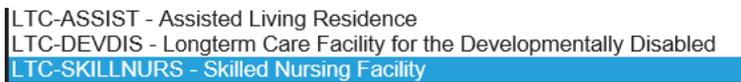
1. Log into NHSN.
2. On the left-hand navigation panel, select > **Facility**>>**Facility Info** near the bottom of the screen.



3. When the *Edit Facility Information* screen appears, scroll down to *Facility type*.



4. Choose the correct facility type in the drop-down menu.



Please note: The COVID-19 facility types from the enrollment section are not reflected on this list. Your selection here will not impact the enrollment process. Once the facility is completely enrolled and activated in NHSN, the COVID-19 Module will be added in the application.

5. Select "Update" at the bottom of the screen (to save your edits).

