

Annual Influenza Vaccination Reporting: How to View Create & Modify Dates

Introduction

These detailed instructions can help users determine when a facility first entered (createDate) or last modified (modifyDate) vaccination summary data within NHSN.

Generate Data Sets

The first step to performing analysis in NHSN is generating datasets. This process freezes your NHSN data at a specific point in time and copies those data into defined datasets. When you wish to see updates to the data contained in your NHSN reports, you must regenerate datasets for those updates to be reflected. Datasets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate datasets. More information on generating datasets is available here: [Generate Datasets_PSC \(cdc.gov\)](#).

Reviewing Summary Data

We are going to review create and modify dates for the data entered for the 2020/2021 and 2022/2023 influenza seasons.

1. After datasets have been generated, navigate to the Analysis tab and click “reports”, then select the HCW Vaccination Module folder, click “Influenza” to display all of the available reports. Click “Line Listing – Summary Counts for All HCP Influenza Seasons”, then select “Modify Report”.

The screenshot shows the NHSN Analysis Reports interface. At the top, there are buttons for 'Expand All', 'Collapse All', and a search bar. Below this is a tree view of report categories:

- HCW Exposure Module
- HCW Vaccination Module
 - Influenza
 - Line Listing - Number of HCP Working During Required Time Period
 - Line Listing - Vaccination Non-Compliance (including other contract personnel)
 - Line Listing - Summary Counts For All HCP Influenza Seasons** (highlighted with a green border)

A context menu is open over the 'Line Listing - Summary Counts For All HCP Influenza Seasons' item, listing three options:

- Run Report
- Modify Report** (highlighted with a green background)
- Export Data Set

Below the menu, descriptions for the report items are visible:

- Line Listing - Summary Counts For All HCP Influenza Seasons
 - status by HCP Group-Employees
 - status by HCP Group--LIPs
 - status by HCP Group--Adult Students/Trainees and Volunteers
 - status by HCP Group--Other Contract Personnel
- Bar Chart - HCP Who Received Vaccination Here



2. On the Display Variables tab of the modify screen, we will select the variables to include in the report. For this example, we selected the variables: "Facility Org ID", "Influenza season", "Type of summary record", "Create Date", "Last Modified", "Modify User ID", "Number of employees working", Number of employees vaccinated elsewhere", and "Number of employees with contraindication." Tip: We recommend selecting "show descriptive variable names" in the upper left hand screen to make variable selection more user friendly.

Modify "Line Listing - Summary Counts For All HCP Influenza Seasons"

Show descriptive variable names [\[Print List\]](#)

Analysis Data Set: HCW_VaccFluSumAll Type: Line Listing Last Generated: September 14, 2022 9:29 AM

Title/Format Time Period Filters Display Variables Sort Variables Display Options

Display Variables:

Available Variables:		Selected Variables:	
All >>	Up	Facility Org ID	
Selected >	Down	Influenza season	
< Selected	Undo	Type of summary record	
<< All		Create Date	
		Last Modified	
		Modify User ID	
		Number of employees working	
		Number of employees vaccinated elsewhere	
		Number of employees with contraindication	

Selecting "descriptive variable names" will display the full variable name in the report and in file export.

Run Save... Export... Close

3. Next, we are going to select a display option for the report on the Display Options tab. This impacts how the data are displayed and creates a table by the variable selected. In this example, we selected "Influenza season". Click "Run" after completing modifications. The display option variable must be one of the variables selected for the report on the Display Variables tab.

Modify "Line Listing - Summary Counts For All HCP Influenza Seasons"

Show descriptive variable names [\[Print List\]](#)

Analysis Data Set: HCW_VaccFluSumAll Type: Line Listing Last Generated: September 14, 2022 9:29 AM

Title/Format Time Period Filters Display Variables Sort Variables Display Options

Line Listing Options:

Page by variable: **Influenza season**

A separate table will be created for each influenza season to display the data by influenza season.

Run Save... Export... Close



Below is the “Line Listing for Summary HCP Influenza Vaccination” report for a test facility in NHSN generated in this example. Each table for the report describes influenza season data submitted by the facility. The 2021/2022 Influenza Season and 2022/2023 Influenza Seasons are described in this report.

National Healthcare Safety Network
Line Listing for Summary HCP Influenza Vaccination
As of: September 13, 2022 at 11:29 PM
Date Range: All HCW_VACCFLUSUMALL

Influenza season=2021/2022

The “Create Date” variable
describes the date the record
was created in NHSN.

Facility Org ID	Influenza season	Type of summary record	Create Date	Last Modified	Modify User ID	Number of employees working	Number of employees vaccinated elsewhere	Number of employees with contraindication
10000	2021/2022	VACCSUMANN	10FEB2022:21:21:00	30JUL22:10:08	205543	26	5	5

Data contained in this report were last generated on September 13, 2022 at 10:04 PM to include all data.

National Healthcare Safety Network
Line Listing for Summary HCP Influenza Vaccination
As of: September 13, 2022 at 11:29 PM
Date Range: All HCW_VACCFLUSUMALL

Influenza season=2022/2023

The “Last Modified” variable
describes the date the record was
modified in NHSN.

Facility Org ID	Influenza season	Type of summary record	Create Date	Last Modified	Modify User ID	Number of employees working	Number of employees vaccinated elsewhere	Number of employees with contraindication
10000	2022/2023	VACCSUMANN	25AUG2022:22:41:00	25AUG22:22:41	205543	50	10	10

Data contained in this report were last generated on September 13, 2022 at 10:04 PM to include all data.

Additional Resources

How to Export Data from NHSN: <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/exportdata.pdf>

How to Generate Data Sets Quick Reference Guide: <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/generatedatasets-psc-508.pdf>

Custom Variables: <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/linelist-customfields.pdf>



**Centers for Disease Control
and Prevention**
National Center for Emerging and
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