# How to Modify a Report

Outpatient Procedure Component

Description

Any report within NHSN Analysis can be modified and customized to meet many of your analytic needs. This quick reference guide will outline the basics of the report modification page.

To modify a report, you first need to access it by navigating to Analysis > Reports. On the Reports screen, select the report you desire to run, and a pop-up box will appear to allow you to "Run Report", "Modify Report," or "Export Data Set." Select Modify Report to customize your report.
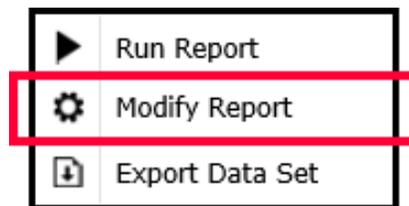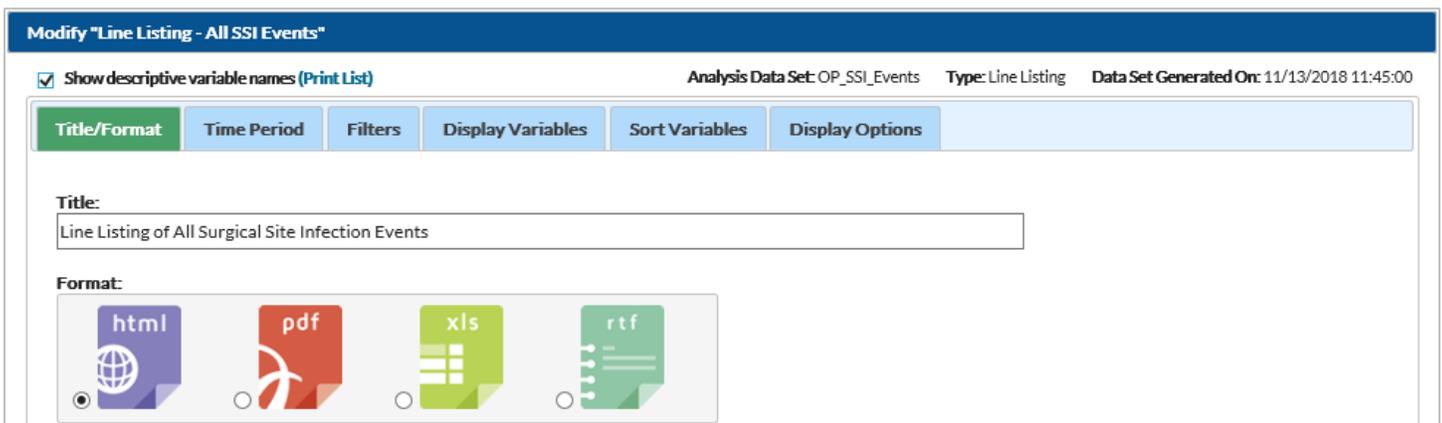

Title/Format

In the 'Title/Format' tab of the modification page, you can modify the name and title of the report. The Title is what will appear at the top of the generated report. By default, the title and format option are pre-selected for you. However, the title can be customized to your reporting needs and you can select the format of the report you wish to receive.

You may choose the format in which the report is displayed, such as HTML or PDF.

Tip! For more descriptive variable labels on your report, as well as on the modification screen, check the box "Show descriptive variable names" (recommended).

Time Period

The "Time Period" tab allows you to select a specific time period for your report. To restrict a report to a specific time period, select a date variable from the "Date Variable" drop down menu and specify the beginning and ending date for the desired time period. If the "Ending" date is left blank, the results will include all data from the beginning time period and forward.

NOTE: If you do not select a time period, your results will include all data reported, for the time period included in your analysis datasets.

You can use the How to Filter By Time Period Quick Reference Guide for more detailed information on modifying the time period found in the following link: https://www.cdc.gov/nhsn/pdfs/opc/opc-filter-time-period-508.pdf

Filters

The report allows for additional filtering of the data that will be considered for the report. While the list of variables is dependent on the dataset used for the report, the operation of this section remains the same across all report types. The drop-down menus in the "Additional Filters" section allow you to select a variable for filtering by group and/or rule.

- (1,2) Each addition of "group" and "rule" will allow you to specify values.

- (3) After selecting a variable to filter, click in the empty box with the drop-down arrow to select the operator (for example, "equal") then specify desired values of that variable that should be included in the report. Various operators can be selected to modify the report

- (4) After specifying criteria, you can double check your criteria selection by clicking "Show". This will display the parenthetical equation used to filter your data.

What is the difference between a "Group" and a "Rule"?

A "Group" in this section refers to a set of rules combined to make one filter. For example, if you wanted to generate a procedure line list for all COLO procedures in adult patients, OR all CRAN procedures regardless of age, you could set up two group filters, each with their own rules. An example of this is illustrated below:

Display Variables

The "Display Variables" tab on the modification page is applicable to Line Lists and allows you to select which variables you would like to appear as columns in your report.

(1,2) To add a variable to the line list, select the variable in the "Available Variables" list and then click "Selected >".
This will move the variable into the "Selected Variables" list.

(2,3) To remove variables from your line list, select the variable in the "Selected List" and click "< Selected" button.

(4) If you wish to add all of the variables to your line list, click "All >>".

(5) You can use the up and down arrows to arrange the order of the variables in the report.

(6) Click "Undo" on the far right to undo any of the changes previously made to this tab.
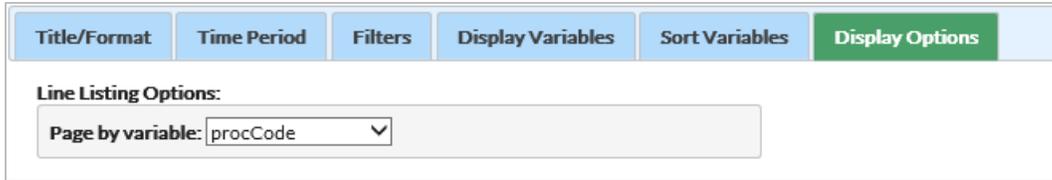

Sort Variables

Similar to the "Display Variables" tab, the "Sort Variables" tab is available only for Line Lists and allows you to sort whichever variable is ascending or descending order using the "Up" and "Down" functions. You can sort by more than one variable. NOTE: the variable <u>must</u> be in your line list in order to sort on that variable.
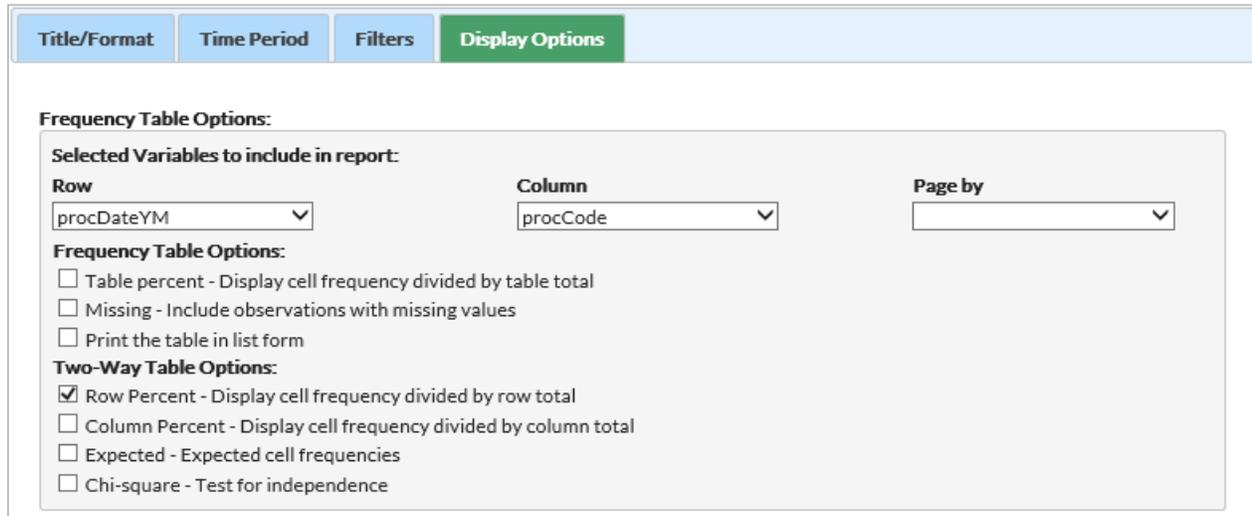
Display Options

The "Display Options" tab allows you to view your report organized by a specific criteria. The options for each report type are described below.

Line Lists: There is one display option that allows you to obtain one table per value of the selected variable, in a single report. This is known as the "Page By" variable. In the example below, the line list report will include one table for each value of procCode included in the report.

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

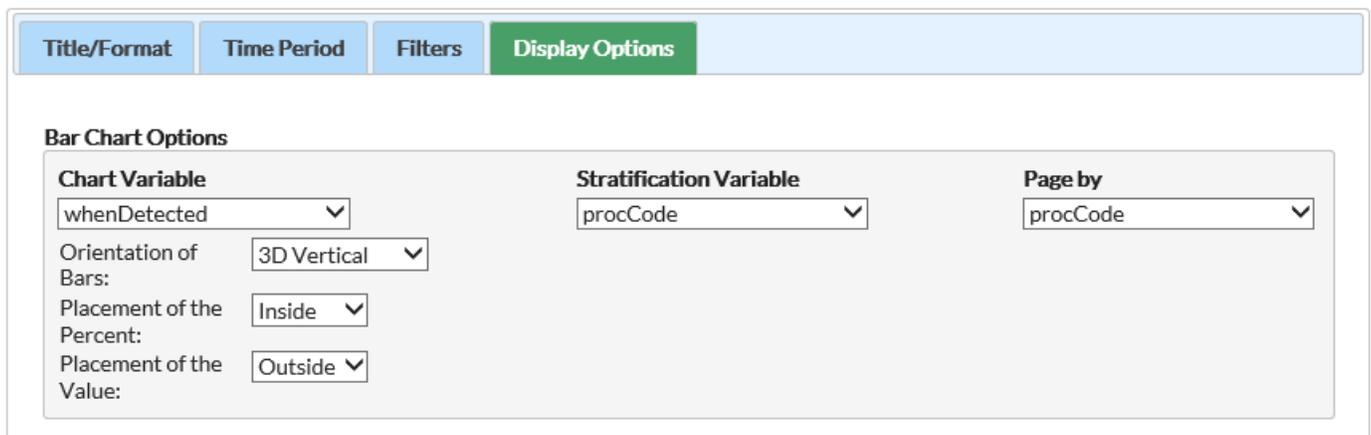**Line Listing Options:**

Page by variable: procCode

Frequency Tables: This report type will allow you to select the row, column, and page-by variables used to count the records that meet each criteria. The options will also allow you to include key percentages, as well as some basic statistics. In the example below, the Frequency Table will provide counts of records meeting each combination of procedure date month (procDateYM) and procedure code (procCode).

Title/Format	Time Period	Filters	**Display Options**

Frequency Table Options:

Selected Variables to include in report:

Row	Column	Page by
procDateYM	procCode	

Frequency Table Options:
- ☐ Table percent - Display cell frequency divided by table total
- ☐ Missing - Include observations with missing values
- ☐ Print the table in list form

Two-Way Table Options:
- ☑ Row Percent - Display cell frequency divided by row total
- ☐ Column Percent - Display cell frequency divided by column total
- ☐ Expected - Expected cell frequencies
- ☐ Chi-square - Test for independence

Bar Charts: This report type will provide graphical representation of data where the length or height of the bars represents counts of records meeting the criteria. The "Chart variable" is the variable that will make up values of the bars. Different bars will be created for each value of the "Stratification variable".

In this example below, we wish to look at the distribution of when the event was detected (whenDetected) within each procedure category (procCode). Separate pages of output will be created based on values of the "Page By" variable. You can also choose the placement of values and percent as well as the orientation of bars on a page.

Title/Format	Time Period	Filters	**Display Options**

Bar Chart Options

Chart Variable	Stratification Variable	Page by
whenDetected	procCode	procCode

Orientation of Bars: 3D Vertical

Placement of the Percent: Inside

Placement of the Value: Outside

Pie Charts: To modify the display of the pie chart, navigate to the "Display Options" tab. The "Chart variable" is the variable that will make up the slices of the pie. Different pies will be created for each value of the "Stratification variable".

In the example below, we wish to look at the distribution of each event type (opEventType) within each procedure category (procCode). Separate pages of output will be created based on values of the "Page By" variable. You can also choose the number and orientation of pies on a page and to place various descriptive statistics inside or outside the pie.

SIRs: The SIR reports allow for the option to calculate and display results by time period – e.g., by month, year, etc.

Additional Resources

How to Filter Report by Time Period: https://www.cdc.gov/nhsn/pdfs/opc/opc-filter-time-period-508.pdf

ASC Surveillance Resources: https://www.cdc.gov/nhsn/ambulatory-surgery/ssi/index.html