

Inside Quick Tips—

The National Healthcare Safety Network provides *Quick Tips* as a convenient review of important skills and topics relevant to NHSN users.

- Select Output Format 2
- Variable names vs. Variable labels..... 2
- Filter by Time Period 2
- Filter by Additional Criteria..... 2
- Other Options..... 3
 - Line Listings 3
 - Rate Tables & SIR Tables 3
 - Frequency Tables 3
- Name and Save Modified Output..... 4
- Export Data Sets..... 4

Where do I begin?

From the left Navigation Bar, Select Generate Data Sets, if needed.

- User -specific
- Based on user rights
- May take a few minutes!

Select Output Options—

Expand folders in Module or Advanced until desired output option is found

- Click Run to view output in browser window
- To change the output, click Modify

Analysis Rate Table

Analysis Data Set: CLAB_RatesNICU Export Analysis Data Set

Modify Attributes of the Output:

Last Modified On: 03/02/2010

Output Type: **Rate Table**

Output Name:

Output Title:

Select output format:

Output Format:

Use Variable Labels

Select a time period or Leave Blank for Cumulative Time Period:

Date Variable: summaryYQ Beginning: 2009Q1 Ending: 2009Q1 Clear Time Period

Enter Date variable/Time period at the time you click the Run button

Specify Other Selection Criteria:

[Show Criteria](#) [Column +](#) [Row +](#) [Clear Criteria](#)

Criteria	Value	Criteria	Value	Criteria	Value

Other Options: [Print Variable Reference List](#)

Group by:

Run Save Save As Reset Back Publish Export Output Data Set

Example of Analysis Modification Screen

Can export analysis and output data-sets. Can change the design parameters of output here.

The top section allows you to modify output characteristics, such as output name, title, and format.

The middle section allows you to specify which data will be considered for the output. You can filter output by time and other criteria (e.g., limit to a single location or infection type.)

The bottom section allows you to specify how the data in the output will be displayed and organized (e.g., sort by location; group by quarter.)

Select Output Format

The Output Format can only be changed for non-graphical output. Pie Charts, Bar Charts, and Control Charts are displayed in HTML only.

Select output format:

Output Format:

Use Variable Labels

Variable names vs. Variable labels

Variable names are the names given to types of data in the spreadsheet.

For example, "ageAtHVAdvRxn" is a Variable name. In this case, if you selected "Use Variable Labels" in the "Select output format" section, "ageAtHVAdvRxn" would be replaced by Variable label "Age at Reaction" as a column heading on your report.

Filter by Time Period

Select a date variable from the drop-down.

Select a time period or Leave Blank for Cumulative Time Period:

Date Variable	Beginning	Ending	
evntDateYr	2009	2009	Clear Time Period

Enter Date variable/Time period at the time you click the Run button.

The list of variables can differ with each output option & analysis dataset selected. Date formats are shown below:

Specify by	Date variable	Beginning	Ending
Date	eventDate	01/01/2009	12/31/2009
Year*	evntDateYr	2009	2009
Half-year*	evntDateYH	2009H1	2009H2
Quarter*	evntDateYQ	2009Q1	2009Q4
Month	evntDateYM	01/2009	12/2009

If saving output, check option to "Enter Date variable/time period at the time you click the Run button."

*Uses calendar year. If fiscal year is desired, specify time period by date or month range.

Filter by Additional Criteria

- The drop-down menus in the "Specify Other Selection Criteria" allow you to select a variable for filtering.
- Click in the row below the variable to specify desired values for your output.

TIP: Use the "IN" operator to select multiple values of a variable. For example, location IN (22ICU, 72ORTHO). Many variables, such as location, supply drop-down menus for selection; other variables allow a free text entry of values.

Specify Other Selection Criteria

Variable	Operator	Value(s)
location		22ICU - PEDIATRIC ICU 72ORTHO - ORTHOPEDIC UNIT
location	in	

Save Clear Close

TIP: When filtering data in a text-entry field, the value must be entered in CAPS. For example, mrsa = Y.

Various operators can be selected to modify the output.

Operator	Meaning
=	Equal to
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
~=	Not equal to
In	In a set of defined values
~In	Not in a set of defined values
Between	Within a range of defined values

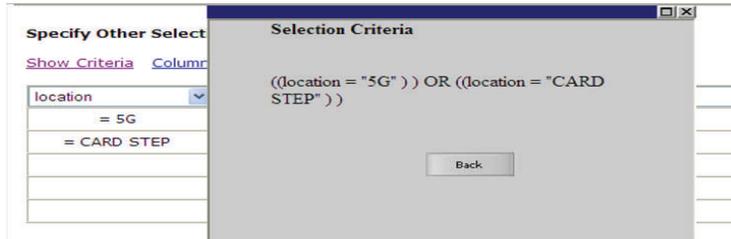
Specify an operator and value(s) for selection criteria:

Variable Operator Value(s)

mrsa = Y

Save Clear Close

TIP: Double-check your filtering by clicking "Show Criteria". This box will display the parenthetical equation used to filter your data.



Other Options

Print the variable reference list from any modification screen or the NHSN website. This document includes every variable name in NHSN with a corresponding, more descriptive, variable label.

Line Listings

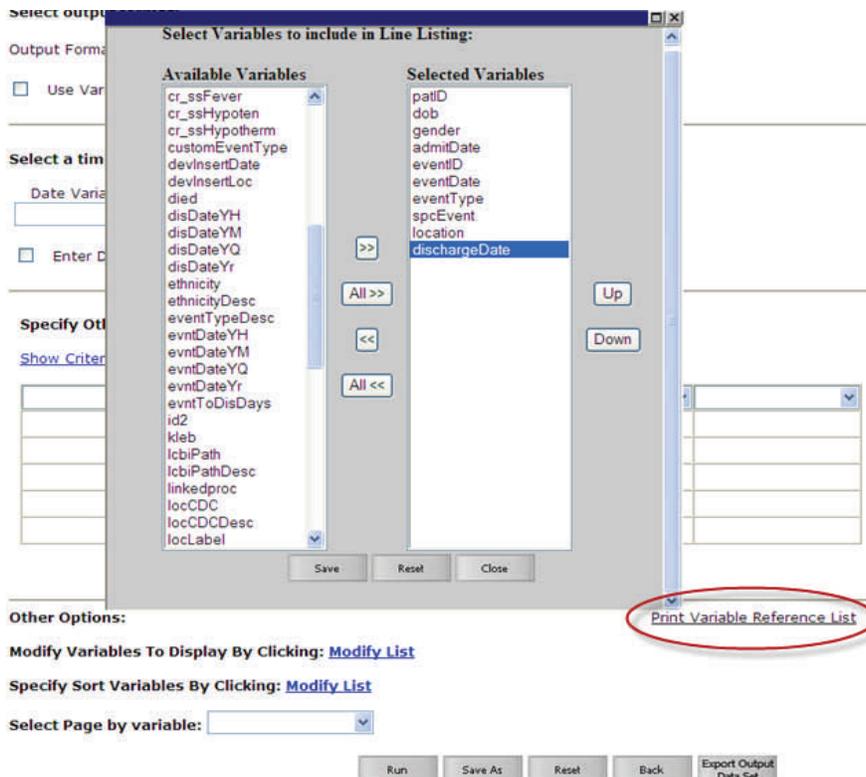
- Specify variables to include as columns in the line listing by clicking the "Modify List" link for "Modify Variables to Display."

- You can move variables from the available list to the selected list by double-clicking them or using the provided directional arrows (and back to the available list by the same method).

- You can re-order the selected variables by first highlighting a variable, then using the "Up" and "Down" buttons to move the highlighted variable to the desired position. You can repeat this process until all variables are in the desired order.

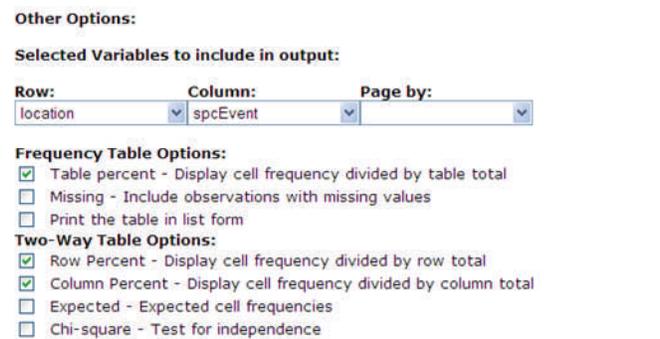
- The "Specify Sort Variables" is an identical utility where you select the variables you wish to sort on. Be careful not to sort by too many!!

- If you specify a "Sort" or "Page By" variable, remember to include that same variable in your line listing!



Frequency Tables

Change Row, Column, and/or Table Options to modify how your frequency table is calculated and displayed.



Rate Tables & SIR Tables

The Group by option allows you to select a summary variable for monthly, quarterly, or annual rates/SIRs. Leave the Group by option blank if you would like a cumulative rate/SIR for a time period specified above.



Name and Save Modified Output

The Run button at the bottom of the design page allows you to view the modified output.

TIP: Remember to close the HTML output window before running another output option. Once you've modified output to your liking, change the Output Name and Output Title to represent this specific output. The modified output option can be saved by clicking the Save As button.

All modified and saved output can be found in the "Custom Output" folders.

Modify Attributes of the Output:

Last Modified On: **03/03/2010**

Output Type: **Rate Table**

Output Name:

Output Title:

Run Save As Reset Back Export Output Data Set

Export Data Sets

Analysis Data Set

Analysis Data Set: CLAB_Events

An analysis data set consists of data of a particular type (such as CLABSI events) created for a user to produce output. The option to export the analysis data set (found at the top of the Output Options page) will include all data within the output option chosen, without any date parameters, filtering or other modifications. **NOTE:** When exporting analysis data sets for rates, the NHSN aggregate data and comparative statistics will not be included. To export this information, you should export the output data set.

Output Data Set

The option to export the output data set (found at the bottom of the Output Options page) will include all data within the output option chosen, with any date parameters, filtering or other modifications. Whichever type of export you choose it will take you to the Export Output Options page, where you may select the format type for the exported file. Clicking on the drop-down menu will list your options for the export format.

Run Save As Reset Back

NOTE: Due to column and row limits set in Excel, if you are attempting to export a large analysis dataset, it is best to use a format other than .xls. You may also wish to modify the analysis data set to include less data (e.g., defined time period) and then export the output data set into the .xls format.

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Export Output Options

Exporting Option Line Listing - All CLAB Events: Select data export format

Microsoft Access table (*.mdb)

- Microsoft Access table (*.mdb)
- Microsoft Access 97 table (*.mdb)
- delimited file (comma-separated values) (*.csv)
- delimited file (tab-delimited values) (*.txt)
- Excel spreadsheet (*.xls)
- Excel 5.0 or 7.0 (95) spreadsheet (*.xls)
- dBASE 5.0, IV, III+, III, and II files (*.dbf)
- SAS for Windows V7/8/9 (*.sas7bdat)

Questions?

For more information: Visit <http://www.cdc.gov/nhsn>

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