## Overview
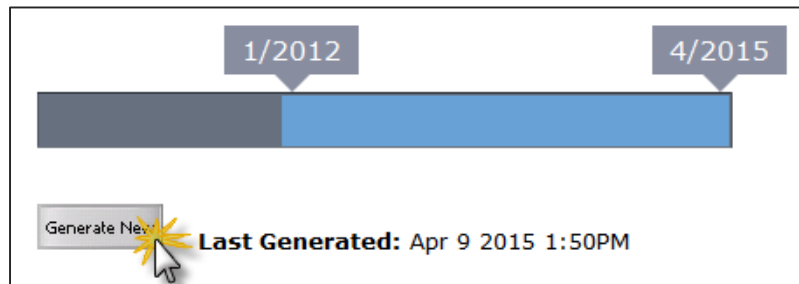
These detailed instructions can be used when trying to determine when monthly reporting plan, event, and summary data were first entered (createDate) or last modified (modifyDate) within NHSN. This guidance is specific to Inpatient Rehabilitation Facilities (IRFs).
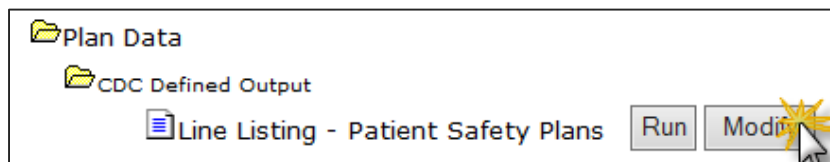
## Instructions

- Prior to running any of the NHSN output reports, generate a new dataset to ensure all data are included in the analyses. A new dataset can be generated by clicking Analysis > Generate Data Sets > Generate New.



- Once a new data set has been generated, navigate to the Advanced folder: Analysis > Output Options > Advanced. All of the below reports will be found in the Advanced analysis folder.

### Monthly Reporting Plans

- In the Advanced folder, click Plan Data then CDC Defined Output to display the Line Listing – Patient Safety Plans report. Click Modify to modify the report to limit the time period and show only desired variables.



- On the modification screen, indicate the time period of interest using the Date Variable: planYM and entering the beginning and ending months.



- Modify the variables to display on the report by clicking Modify List.

- Use ">>" or "<<" to add or remove variables from the Selected Variables column.
  - Include relevant variables such as: planYM, location, utiPlan, mrsa_labID, mrsa_labIDBld, cdif_labID, createDate, and modifyDate.



- Click Run to view the modified output.

**National Healthcare Safety Network**
**Line Listing - Plan**
As of: May 5, 2015 at 5:28 PM
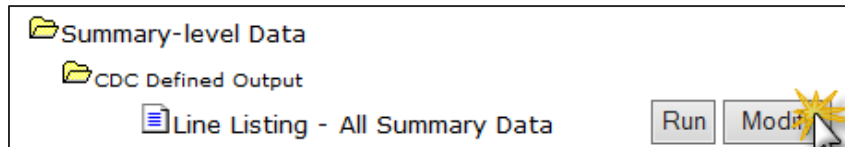Date Range: PLAN planYM 2015M01 to 2015M03

| PSRptPlanID | orgID | CCN | planYM | location | locCDC | utiPlan | mrsa_labID | mrsa_labIDBld | cdif_labID | createDate | createUserID | modifyDate | modifyUserID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 474463 | 17774 | 999999 | 2015M01 | FACWIDEIN | | | | Y | Y | 05FEB15:16:55 | 117556 | 05FEB15:16:55 | 117556 |
| 474463 | 17774 | 999999 | 2015M01 | ADULT-S | IN:ACUTE:IRF | Y | | | | 05FEB15:16:55 | 117556 | 05FEB15:16:55 | 117556 |
| 474463 | 17774 | 999999 | 2015M01 | NORTHW | IN:ACUTE:IRF | Y | | | | 05FEB15:16:55 | 117556 | 05FEB15:16:55 | 117556 |
| 474484 | 17774 | 999999 | 2015M02 | FACWIDEIN | | | | Y | Y | 05FEB15:16:55 | 117556 | 05FEB15:16:55 | 117556 |
| 474484 | 17774 | 999999 | 2015M02 | ADULT-S | IN:ACUTE:IRF | Y | | | | 05FEB15:16:55 | 117556 | 05FEB15:16:55 | 117556 |
| 474484 | 17774 | 999999 | 2015M02 | NORTHW | IN:ACUTE:IRF | Y | | | | 05FEB15:16:55 | 117556 | 05FEB15:16:55 | 117556 |

- This output shows the date the reporting plans were first entered into NHSN (createDate) and which user created them (createUserID).
  - The UserID shown in these reports is an NHSN-assigned value and not the UserID assigned by the NHSN Facility Administrator when adding a user. All user information can be found on the individual NHSN user profiles found on the Users tab on the left hand navigation bar within NHSN.
- The "modifyDate" and "modifyUserID" variables show when the data were most recently modified within NHSN. If the "modifyDate" and the "createDate" are the same, the record has not been modified since it was initially entered into NHSN.
- For MRSA Bacteremia reporting, a "Y" in the "mrsa_labIDBld" column means that the reporting plan specifies LabID Event blood specimens only. Choosing to report either all MRSA specimens or only MRSA blood specimens will fulfill the reporting requirements of the CMS IRF Quality Reporting Program.
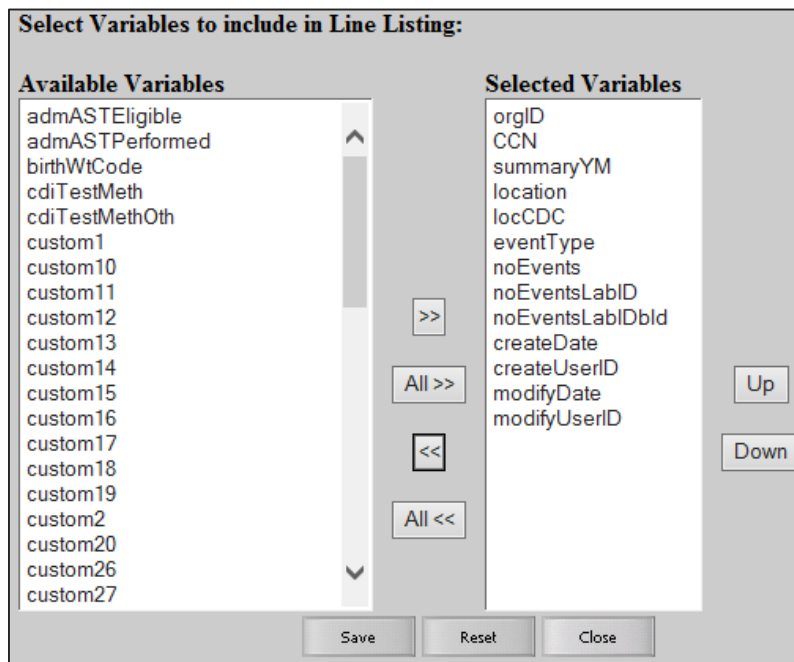
- **IMPORTANT**: If your IRF is mapped as a location within your NHSN acute care facility, the "Y" for MRSA and CDI LabID reporting must be in the IRF unit specific row (along with the "Y" in the utiPlan column) to satisfy CMS reporting requirements.

## Summary Data

- In the Advanced folder, click Summary-level Data then CDC Defined Output to display the available reports. Click Modify next to "Line Listing – All Summary Data" to modify the report to limit by time period and show only desired variables.



- On the modification screen, indicate the time period of interest using the Date Variable: summaryYM and entering the beginning and ending months.
- Modify the variables to display on the report by clicking Modify List.
- Use ">>" or "<<" to add or remove variables from the Selected Variables column.
  - Include relevant variables such as: summayYM, location, eventType, noEvents, noEventsLabID, noEventsLabIDbld, createDate, and modifyDate.



- Next select the variables to sort the output by clicking Modify List next to "Specify Sort Variables by Clicking."

- Use ">>" or "<<" to add or remove variables from the Selected Variables column. Sort by orgID, summaryYM, and locCDC.
- Click Run to view the modified output.

**National Healthcare Safety Network**
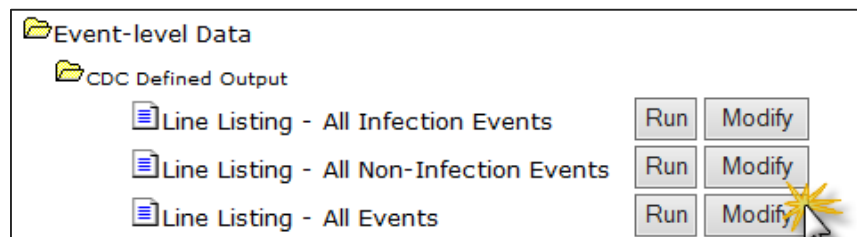**Line Listing for All Summary Data**
As of: May 5, 2015 at 5:44 PM
Date Range: PSSUMMARY summaryYM 2015M01 to 2015M03

| orgid | CCN | summaryYM | location | loccdc | eventtype | noEvents | noEventsLabID | noEventsLabIDbld | createDate | createUserID | modifyDate | modifyUserID |
|-------|-----|-----------|----------|--------|-----------|----------|---------------|------------------|------------|--------------|-------------|--------------|
| 17774 | 999999 | 2015M01 | FACWIDEIN | | CDIF | | N | N | 05FEB15:17:12 | 117556 | 05FEB15:17:12 | 117556 |
| 17774 | 999999 | 2015M01 | FACWIDEIN | | MRSA | | | N | 05FEB15:17:12 | 117556 | 05FEB15:17:12 | 117556 |
| 17774 | 999999 | 2015M01 | ADULT-S | IN:ACUTE:IRF | CAU | Y | | | 05FEB15:17:12 | 117556 | 29APR15:16:36 | 117556 |
| 17774 | 999999 | 2015M01 | NORTHW | IN:ACUTE:IRF | CAU | Y | | | 05FEB15:17:12 | 117556 | 29APR15:16:36 | 117556 |
| 17774 | 999999 | 2015M02 | FACWIDEIN | | CDIF | | Y | Y | 09APR15:13:54 | 117556 | 09APR15:13:54 | 117556 |
| 17774 | 999999 | 2015M02 | FACWIDEIN | | MRSA | | | Y | 09APR15:13:54 | 117556 | 09APR15:13:54 | 117556 |
| 17774 | 999999 | 2015M02 | NORTHW | IN:ACUTE:IRF | CAU | N | | | 29APR15:16:36 | 117556 | 29APR15:16:36 | 117556 |
| 17774 | 999999 | 2015M02 | ADULT-S | IN:ACUTE:IRF | CAU | Y | | | 29APR15:16:36 | 117556 | 29APR15:16:36 | 117556 |

- This output shows the date the summary data were first entered into NHSN (createDate) and which user created them (createUserID). The "modifyDate" and "modifyUserID" variables show when the data were most recently modified within NHSN.
- If "noEvents," "noEventsLabID," or "noEventsLabIDbld" = Y, then the No Events box has been checked on that specific summary record and the event count for that location and month is zero.
- If "noEvents," "noEventsLabID," or "noEventsLabIDbld" = N, then at least one event has been reported to that location and month.
- If "noEvents," "noEventsLabID," or "noEventsLabIDbld" = " ", then no events have been entered and the report no events box has not been checked. Therefore, that location and month is incomplete.
- **IMPORTANT**: If your IRF is mapped as a location within your NHSN acute care facility, the "Y" or "N" for MRSA and CDI LabID reporting must be in the IRF unit specific row (along with the "Y" in the noEvents column) to satisfy CMS reporting requirements.

## Event Data
- In the Advanced folder, click Event-level Data then CDC Defined Output to display the available reports. Click Modify next to "Line Listing – All Events" to modify the report to limit the time period and show only desired variables.



- On the modification screen, indicate the time period of interest using the Date Variable: eventDate and entering the beginning and ending dates.
- Modify the variables to display on the report by clicking Modify List.

- Use ">>" or "<<" to add or remove variables from the Selected Variables column.
  - Include relevant variables such as: eventID, eventDate, eventType, cdif, mrsa, location, createDate, and modifyDate.



- Next select the variables to sort the output by clicking Modify List next to "Specify Sort Variables by Clicking."
  - Use ">>" or "<<" to add or remove variables from the Selected Variables column. Sort by eventDate and eventType.
- Click Run to view the modified output.

**National Healthcare Safety Network**
**Line Listing for All Events**
As of: May 5, 2015 at 5:56 PM
Date Range: EVENTS eventDate 01/01/2015 to 03/31/2015

| orgID | eventID | eventDate | eventType | cdif | mrsa | location | locCDC | createDate | createUserID | modifyDate | modifyUserID |
|-------|---------|-----------|-----------|------|------|----------|--------|------------|--------------|------------|--------------|
| 17774 | 17241439 | 01/05/2015 | LABID | N | Y | ADULT-S | IN:ACUTE:IRF | 05FEB15:17:15 | 117556 | 05FEB15:17:15 | 117556 |
| 17774 | 17241539 | 01/20/2015 | LABID | Y | N | ADULT-S | IN:ACUTE:IRF | 05FEB15:17:19 | 117556 | 05FEB15:17:19 | 117556 |
| 17774 | 18196969 | 02/17/2015 | UTI | N | N | NORTHW | IN:ACUTE:IRF | 29APR15:16:41 | 117556 | 29APR15:16:41 | 117556 |

**Additional Resources**
- Analysis Quick Reference Guides: http://www.cdc.gov/nhsn/PS-Analysis-resources/reference-guides.html
- Analysis Training: http://www.cdc.gov/nhsn/Training/analysis/index.html
- Guidance documents for reporting CAUTI data into NHSN: http://www.cdc.gov/nhsn/cms/index.html#cauti
- Guidance documents for reporting MRSA and CDI LabID data into NHSN: http://www.cdc.gov/nhsn/cms/index.html#mrsa