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 Acute Care Hospitals (ACHs).

* Please note that the “createDate” and “modifyDate” will have an identical value if the record has not been modified after it was originally entered.

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 “Analysis” → “Reports”. All of the below reports will be found in the “Advanced” folder.

Monthly Reporting Plans

• In the “Advanced” folder, click “Plan Data” then select the “Line Listing – Patient Safety Plans” report. Click “Modify Report” to modify the report to limit the time period and show only desired variables.
Modification Page

To modify the time period, navigate to the “Time Period” tab of the modifications page. Select “planYM” as the date variable and enter the date range 01/2015 to 03/2015.

To select variables that should be included in the line list, navigate to the “Display Variables” tab. The list on the left includes all available variables in the dataset, while the list on the right is all of the variables that will be included in the line list. Click the “Selected” button in between the two columns to move variables to the “Selected Variables” column.

Notice that the line list has one row of data for each record.
**Summary Data**

- In the “Advanced” folder, click “Summary-level Data” to display the available reports. Click “Line Listing – All Summary Data” and select “Modify Report” to limit the time period and show only desired variables.

**Modification Page**

To select variables that should be included in the line list, navigate to the “Display Variables” tab. The list on the left includes all available variables in the dataset, while the list on the right is all of the variables that will be included in the line list. Click the “Selected” button in between the two columns to move variables to the “Selected Variables” column. The selected variables in this example are “orgID”, “CCN”, “summaryYM”, “location”, “locCDC”, “eventType”, “modifyDate”, “modifyUserID”, “createDate”, “createUserID”, “noEventsLabID”, “noEventsLabIDbld”, and “noEvents”.

![Diagram showing variable selection process]
To select variables that should be included in the line list, navigate to the “Sort” tab. The list on the left includes all available variables in the dataset, while the list on the right is all of the variables that will be included in the line list. Click the “Selected” button in between the two columns to move variables to the “Selected Variables” column. The selected variables in this example are “orgID”, “summaryYM”, and “location”.

Output Report

National Healthcare Safety Network
Line Listing for All Summary Data
As of: November 4, 2016 at 4:02 PM
Date Range: 01/01/2016 to 01/31/2016

- 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.
**Event Data**

- In the “Advanced” folder, click “Event-level Data” to display the available reports. Select “Line Listing – All Events” and then “Modify Report” to limit the time period and show only desired variables.

**Modification Page**

To select variables that should be included in the line list, navigate to the “Display Variables” tab. The list on the left includes all available variables in the dataset, while the list on the right is all of the variables that will be included in the line list. Click the “Selected” button in between the two columns to move variables to the “Selected Variables” column. In this example, the selected variables are “cdif”, “createDate”, “mrsa”, “eventID”, “eventDate”, “eventType”, “location”, and “orgID”.
Output Report

National Healthcare Safety Network
Line Listing for All Events
As of: November 4, 2016 at 4:14 PM
Date Range: EVENT5 eventDate 01/20/2015 to 03/20/2015

<table>
<thead>
<tr>
<th>cif</th>
<th>createDate</th>
<th>mrsa</th>
<th>eventID</th>
<th>eventDate</th>
<th>eventType</th>
<th>location</th>
<th>orgID</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>05MAY15:09:24</td>
<td>N</td>
<td>47656</td>
<td>03/10/2015</td>
<td>BJ</td>
<td>5G</td>
<td>10018</td>
</tr>
<tr>
<td>N</td>
<td>27MAR15:09:22</td>
<td>Y</td>
<td>47495</td>
<td>02/06/2015</td>
<td>BSI</td>
<td>REHABIRF-1</td>
<td>10018</td>
</tr>
</tbody>
</table>

Additional Resources