Quick Reference Guide: How to Check Create Dates

Introduction

Line listings for COVID-19 vaccination summary data can be produced in NHSN for healthcare personnel, long-term care (LTC) residents, and dialysis patients. The line listing is an organized, detailed list of each record entered into NHSN, available to both facilities and groups. The example below demonstrates the steps to create a modification of the Line Listing for All COVID-19 Vaccination Cumulative Summary Data - Residents. Although this guide uses the example of residents of a long-term care facility, similar steps can be used to check create dates for the healthcare personnel and dialysis modules.
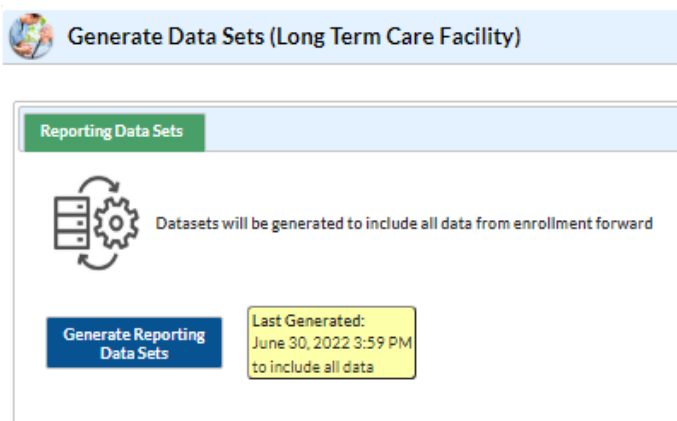
Example

Suppose you are interested in confirming the date the record for All COVID-19 Vaccination Cumulative Summary Data for Residents was first entered and saved by your facility between 05/30/2022 – 06/05/2022. This is the "create date" and can be viewed by modifying the Line Listing. Let's look at the steps to produce a Line Listing showing this information.

Generating Datasets

Generating datasets is the first step to performing analysis in NHSN. This process will freeze your NHSN data at a specific point in time and copy 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. Data sets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate datasets.

To generate datasets in NHSN, navigate to Analysis > Generate Data sets. Then, on the Reporting Data Sets tab, click "Generate Reporting Data Sets". Your previous datasets will be overwritten.
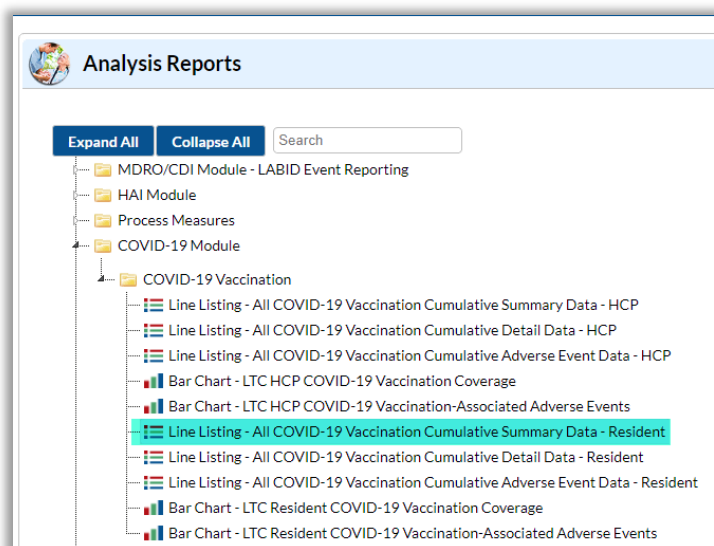

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For more detailed instructions on how to generate datasets, please refer to the Generating Data Sets Quick Reference Guide.
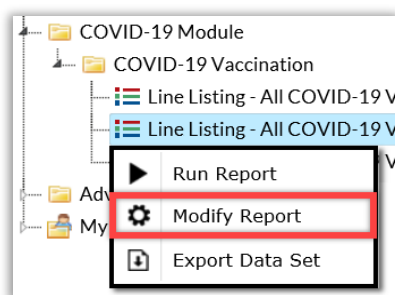
Run Line List Report

Once you have generated your datasets, you are ready to run a line list.

1. On the "Analysis Reports" screen, click on the "COVID-19 Module" folder.
2. Select the "COVID-19 Vaccination" Subfolder.
3. Click on the report that you would like to run. In our example, "Line Listing – All COVID-19 Vaccination Cumulative Summary Data – Resident"

After selecting the report, a pop-up box will appear that will allow you to "Run Report," "Modify Report," or "Export Data Set." Select "Modify Report" to customize your report.

Modifying the Report

Modify Report allows you to customize your report. When you choose to modify the report, the modification screen appears showing multiple tabs containing available modifications for the given report. The "Title/Format" tab allows you to update the report title and select the format in which you want the report displayed, such as HTML or PDF.

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For more detailed information on how to modify a report, please refer to the [How to Modify a Report Quick Reference Guide](#).

Time Period

To filter the data by time period, choose the "Time Period" tab at the top of the page. For our example, we will modify the time period by the week of data collection start date (survWeekStart). If you don't select a time period, your report will include all data from your generated dataset. Because we are interested in seeing data from 05/30/2022 – 06/05/2022, we set 'Week of data collection, start date' to 05/30/2022 (beginning) and 06/05/2022 (ending) to capture that one-week period. Note that you can include multiple weeks of interest in your output.

Tip: For more descriptive variable labels on your report, check the box "Show descriptive variable names" that appears near the top of the modification window (recommended).

Filters

The "Filters" tab allows you to further filter the data that display in the report. For our example, we do not need to filter the data. The "Display Variables" and "Sort Variables" tabs are specific to line list reports and allow you to display and sort specific variables in your report. Both tabs allow you to move variables from the available list in the left column to the selected list in the right column by using the directional arrows in the center. You can also re-order the selected variables using the "Up" and "Down" buttons, found to the right of the selected variables list. For our example, we will add Create Date and Last Modified to the selected list of display variables by clicking on each of them in the "Available Variables" column on the left and choosing "Selected >" to move them to the "Selected Variables" column on the right.

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If including multiple weeks, it is recommended to sort the line list by survWeekStart or survWeekEnd. This can be done by selecting the "Sort Variables" tab and selecting the desired variable that you want to sort the line list by.

Final Report

After modifying the report, you are now ready to see the output. The example line list below shows an excerpt of the results for *Line Listing for All COVID-19 Vaccination Cumulative Summary Data -Resident*. The example report shows COVID-19 vaccination data from a facility for the week of May 30, 2022- June 5, 2022. The output shows that among the 10 residents staying at the facility for at least one day during this time period, all of them (10 residents) completed the primary COVID-19 vaccination series, all 10 received additional/booster dose(s), all 10 received two or more booster doses, and all 10 were up to date with COVID-19 vaccines. Zero residents received only one booster dose. Data were first entered in NHSN on May 31, 2022 at 1:02 PM and later modified on that same day at 1:58 PM. With these time stamps, we can see that data were successfully submitted on May 31, 2022.

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National Healthcare Safety Network
Line Listing - All COVID-19 Vaccination Cumulative Summary Data - Resident
As of: July 7, 2022 at 1:02 PM
Date Range: LTC_COVID19_VACCSUM_RES survWeekEnd 05/30/2022 to 06/06/2022

Facility Org ID=▓▓▓▓

Facility Org ID	Type of Vaccination	Last Modified	Create Date	Week of data collection, start date	Week of data collection, end date	Number of residents staying in this facility for at least 1 day during the week of data collection	COMPLETE PRIMARY VACCINATION SERIES - Residents	PARTIAL VACCINATION - Residents	Medical contraindication	Offered but declined	Unknown vaccination status	Additional or Booster Vaccination - Residents	Only One Booster - Residents	Two or More Boosters – Residents	Vaccinations Update to Date - Residents
39455	COVID19	31MAY22:13:58	31MAY2022:13:02:00	05/30/2022	06/05/2022	10	10	0	0	0	0	10	0	10	10

Sorted by orgID survWeekStart
Data contained in this report were last generated on July 7, 2022 at 10:43 AM to include all data.

Note: The data in this example output are fictitious and intended for illustrative purposes only

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

How to Modify A Report Quick Reference Guide: https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/howtomodifyreport.pdf

How to Save Custom Reports for Future Use Quick Reference Guide: https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/customoutputoptions.pdf

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