

# 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 (LTCF) 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 modify the Line Listing for All COVID-19 Vaccination Cumulative Summary Data – Residents to view a create date. A create date is the time stamp of when data is first entered and saved into NHSN by a facility. 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.

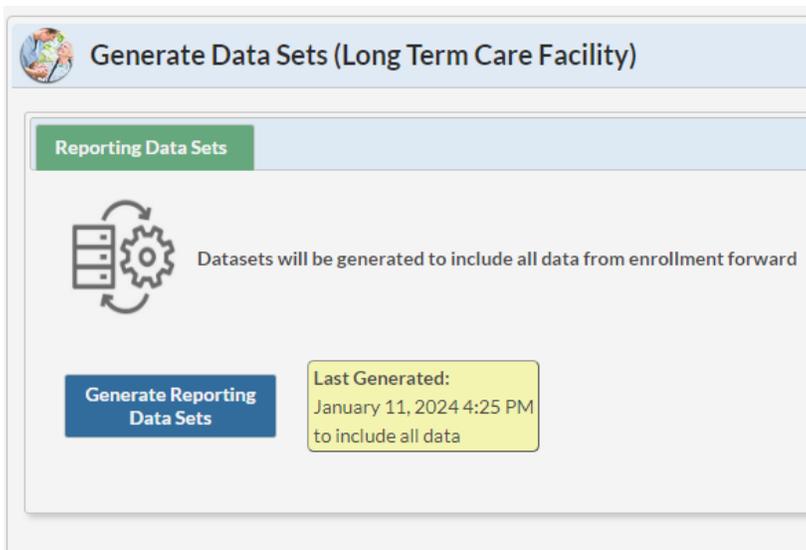
## Example

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 12/24/2023 – 01/06/2024. 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.

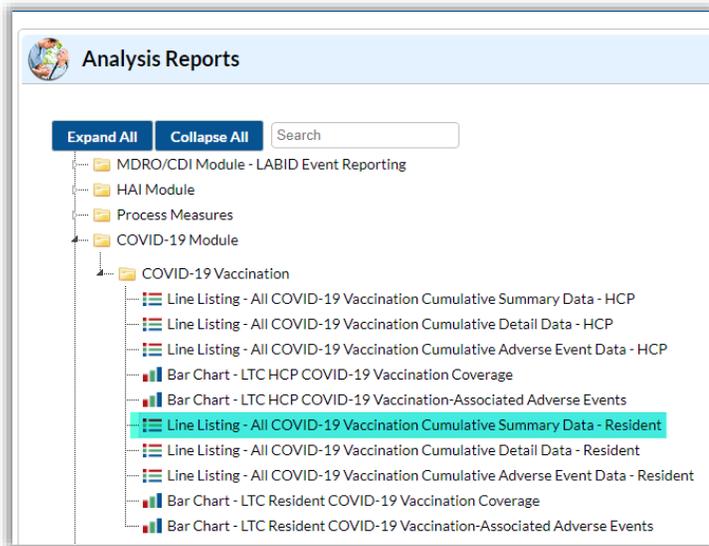


For more detailed instructions on how to generate datasets, please refer to the [Generating Data Sets Quick Reference Guide](#).

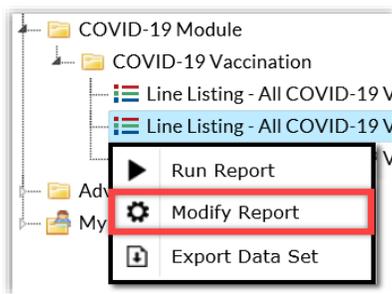
## Run Line List Report

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.



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 12/25/2023 – 01/06/2024, we set ‘Week of data collection, start date’ to 12/25/2023 (beginning) and 01/06/2024 (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).

**Modify "Line Listing - All COVID-19 Vaccination Cumulative Summary Data - Resident"**

Show descriptive variable names ([Print List](#))
 Analysis Data Set: LTC\_COVID19\_VaccSum\_Res
Type: Line Listing

Title/Format

Time Period

Filters

Display Variables

Sort Variables

Display Options

**Time Period:**

Date Variable	Beginning	Ending	
Week of data collection, start date ▼	12/25/2023	01/06/2024	<a href="#">Clear Time Period</a>

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

## 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.



**Modify "Line Listing - All COVID-19 Vaccination Cumulative Summary Data - Resident"**

Show descriptive variable names ([Print List](#))      Analysis Data Set: LTC\_COVID19\_VaccSum\_Res    Type: Line Listing    Last Generated: [January 18, 2024 12:52 PM](#)

[Title/Format](#)    [Time Period](#)    [Filters](#)    **[Display Variables](#)**    [Sort Variables](#)    [Display Options](#)

Display Variables:

Available Variables:

- CMS Certification Number
- County Name
- COVID-19 vaccine(s) by the end of the week - Descrip
- COVID-19 vaccine(s) by the end of the week?
- Create Date
- Created in NHSN Version
- Facility Org ID of user who imported this data, if impor
- Imported?
- Key containing orgid, vaccType and survWeekStart
- Last Modified
- Medical contraindication to Influenza vaccine
- Medical contraindication to RSV vaccine
- Modified in NHSN Version
- Modify User ID
- Number of Beds

All    Selected    Selected    All

Selected Variables:

- Facility Org ID
- Type of Vaccination
- Week of data collection, start date
- Week of data collection, end date
- Number of residents staying in this facility for at least
- Medical contraindication Up to Date
- Offered but declined Up to Date
- Unknown vaccination status Up to Date
- COMPLETE PRIMARY VACCINATION SERIES - Resid
- PARTIAL VACCINATION - Residents
- Medical contraindication
- Offered but declined
- Unknown vaccination status
- Additional or Booster Vaccination - Residents
- Only One Booster - Residents

Up    Down    Undo

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 December 25, 2023- January 6, 2024. The output shows that among the 150 residents staying at the facility for at least one day during this time period, 50 residents are up to date with the COVID-19 vaccination series, 80 received an influenza vaccine, and 20 are up to date with the RSV vaccine. Data were first entered in NHSN on January 18, 2024, at 1:35 PM and later modified on January 22, 2024, at 4 PM. With these time stamps, we can see that data were successfully submitted on January 18, 2024.

### National Healthcare Safety Network

#### Line Listing - All COVID-19 Vaccination Cumulative Summary Data - Resident

As of: January 23, 2024 at 8:42 AM  
 Date Range: LTC\_COVID19\_VACCSUM\_RES survWeekStart 12/25/2023 to 01/06/2024  
 if (((survWeekStart >= input('09/27/2021',mmdyy10.)) ))

Facility Org ID=

Facility Org ID	Create Date	Last Modified	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	Medical contraindication Up to Date	Offered but declined Up to Date	Unknown vaccination status Up to Date	Vaccinations Up to Date - Residents	Influenza vaccination Up to Date	RSV vaccination Up to Date
	18JAN2024:13:35:00	22JAN24:16:46	12/25/2023	12/31/2023	150	10	30	60	50	80	20
	18JAN2024:13:34:00	22JAN24:16:46	01/01/2024	01/07/2024	150	10	25	65	50	80	20

Sorted by orgID survWeekStart

**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>

