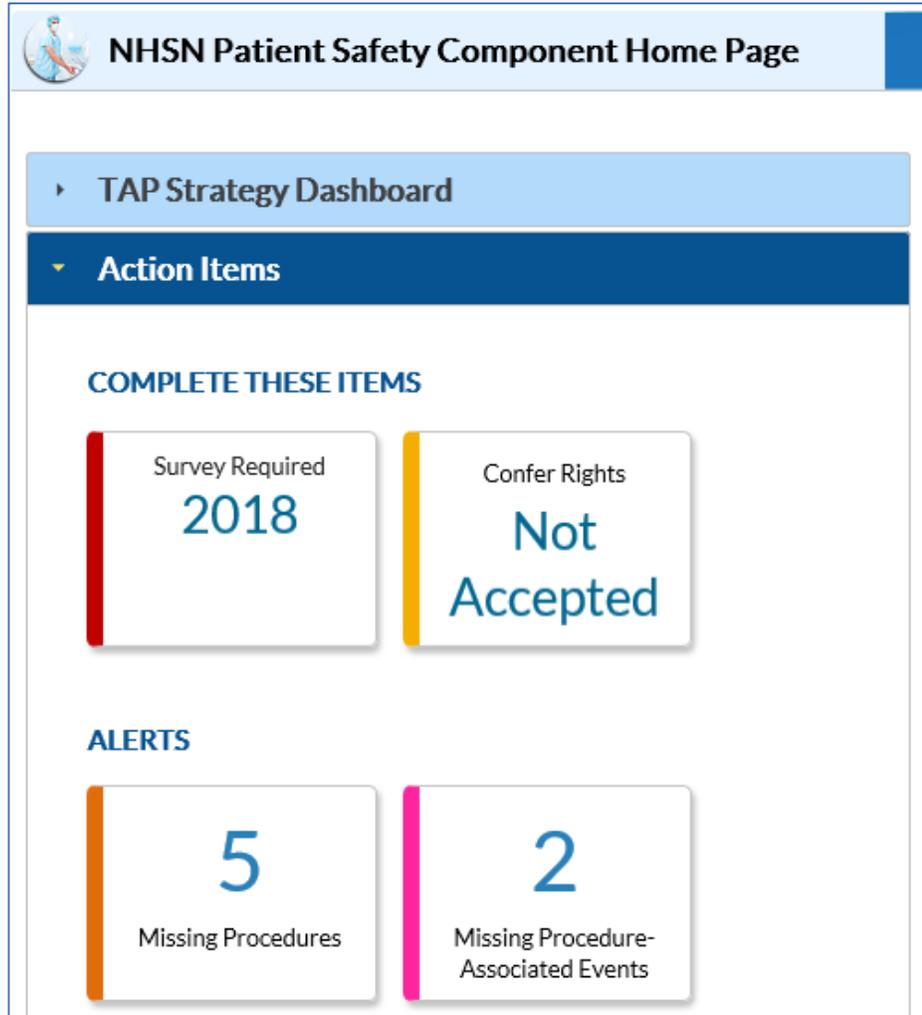




# Instructions for Copying Patient Safety Component SSI Data to a Local Computer or Hard-drive

Use these instructions to copy Patient Safety Component SSI data (SSI event and procedure) to your local computer or hard-drive.

# Step 1-Log into PSC and address alerts



The screenshot shows the NHSN Patient Safety Component Home Page. At the top, there is a header with the NHSN logo and the text "NHSN Patient Safety Component Home Page". Below the header, there is a navigation menu with "TAP Strategy Dashboard" and "Action Items". The "Action Items" section is expanded, showing four items:

- COMPLETE THESE ITEMS**
  - Survey Required 2018
  - Confer Rights Not Accepted
- ALERTS**
  - 5 Missing Procedures
  - 2 Missing Procedure-Associated Events

- These items can be resolved by any user in the facility.
- The action items are interactive icons, meaning when you click on the alert itself, it will direct you to the page where the specific alerts can be resolved.
- Refer to the Alerts document for guidance on resolving alerts: [How to Resolve Alerts-Patient Safety Component](#)

## Step 2: Generate new data sets



1. Once outstanding alerts have been addressed, select “Analysis” from the left-hand navigation pane
2. Select “Generate data sets”

# Generating Data Sets

 **Generate Data Sets (Patient Safety)**

**Reporting Data Sets**

 Include data for the following time period:  

<b>Beginning</b>	<b>Ending</b>	<b>Clear Time Period</b>
01/2017	mm/yyyy	

 1

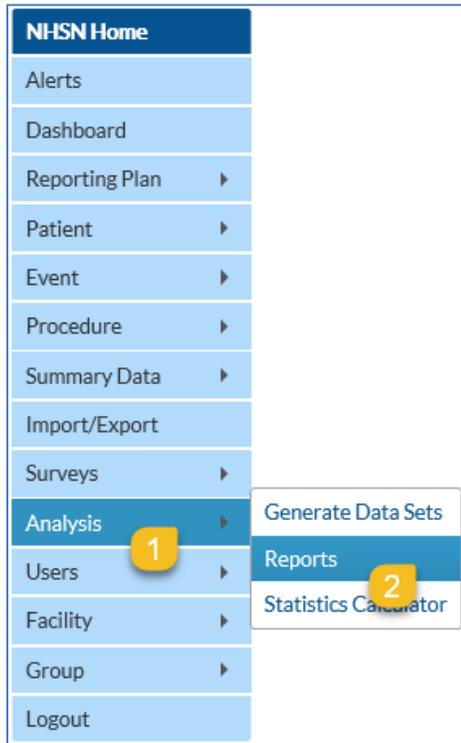
**Generate Reporting Data Sets**

 2

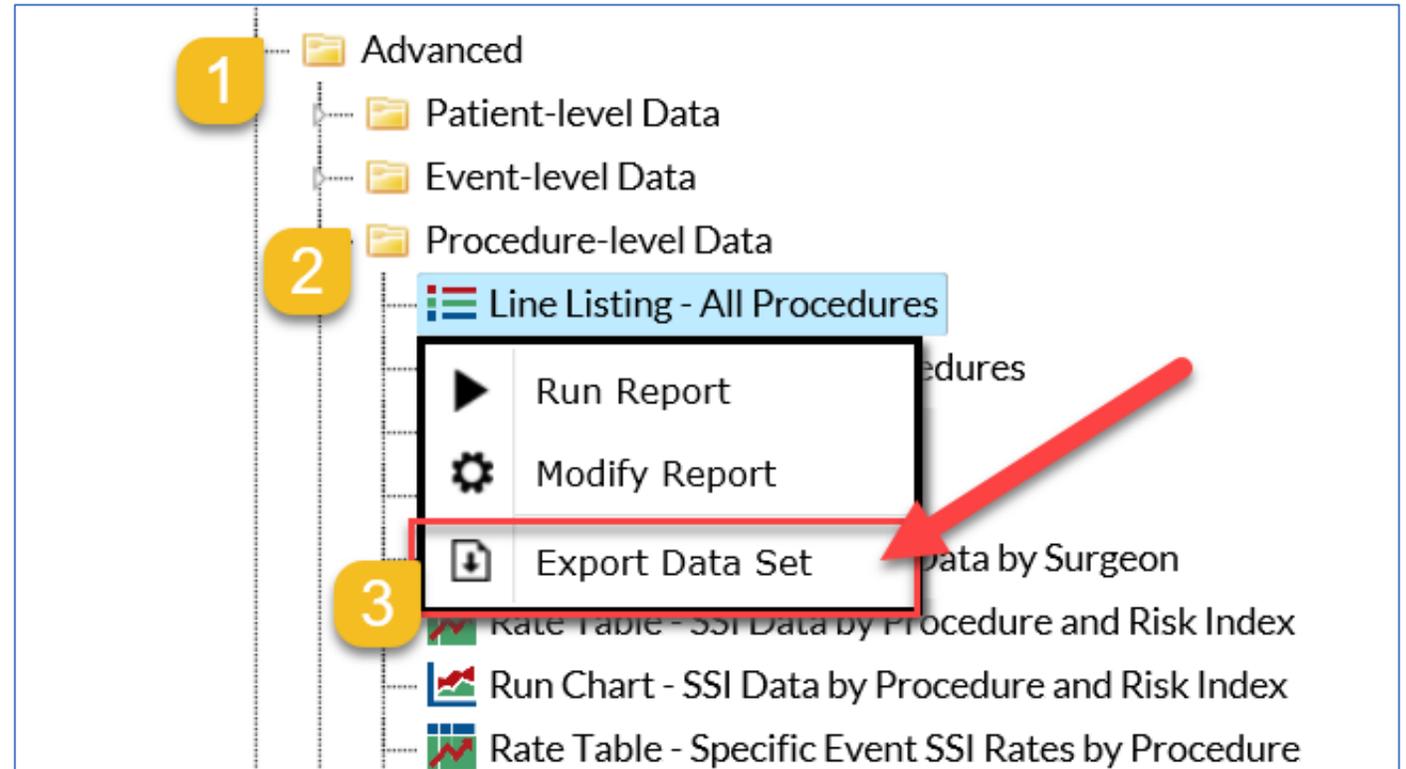
**Last Generated:**

1. Set the time period beginning and ending date to empty (*should display mm/yyyy*) to capture ALL data that is included in the application
2. Select “Generate Reporting Data Sets”

# Step 3: Modify Report for Data export

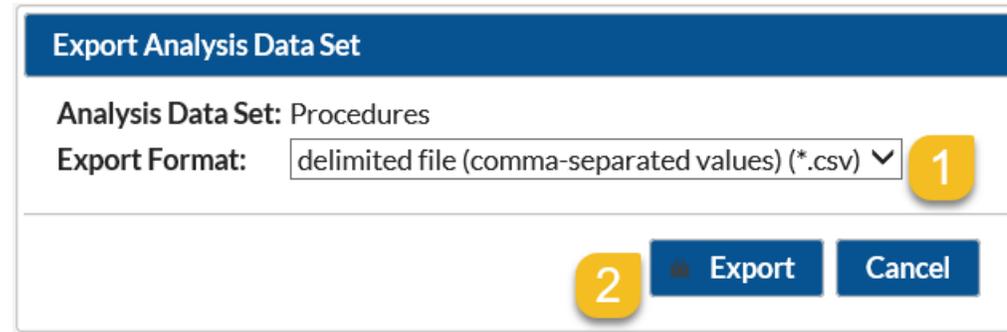


1. From the left-hand navigation pane, select “Analysis”
2. Select “Reports”



1. In the following order: access the “Advanced Folder”
2. Select the “Line Listing-All Procedures” option from the “Procedure-level Data” folder
3. Select “Export Data Set” to export the entire data set without any modifications

## Step 4: Export the Analysis Data Set



Export Analysis Data Set

Analysis Data Set: Procedures

Export Format: delimited file (comma-separated values) (\*.csv) 1

2 Export Cancel

1. Make sure the “Export Format” displays the .csv file extension
2. Select the “Export” option on the bottom of the screen when you are ready to export

## Step 5: Saving the Analysis Data Set



- A notification bar will pop up in your browser window asking you if you would like to open, save, or run the file
- Use the “Save as” option to save the .csv file in a secure location on your computer for your records