

How to View the Create & Modify Dates within NHSN

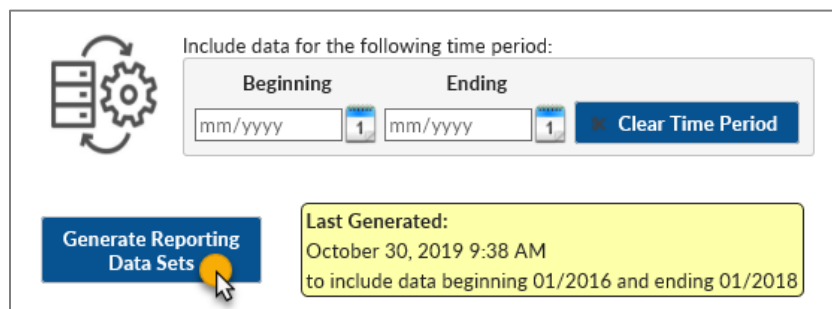
CLABSI, CAUTI, SSI, and MRSA/CDI LabID

January 2020

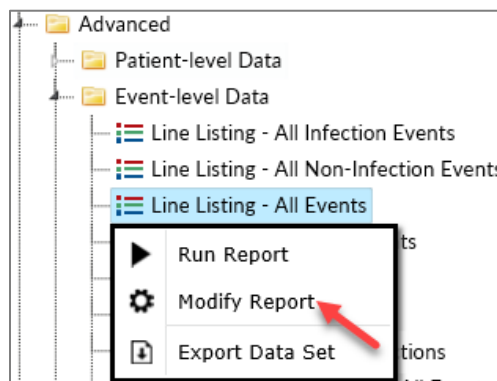
These detailed instructions can be used when trying to determine when monthly reporting plan, event, procedure, and summary data were first entered (createDate) or last modified (modifyDate) within NHSN. The user in a facility who created and modified the record can also be determined in these reports. This guidance is applicable to all facility types.

Instructions

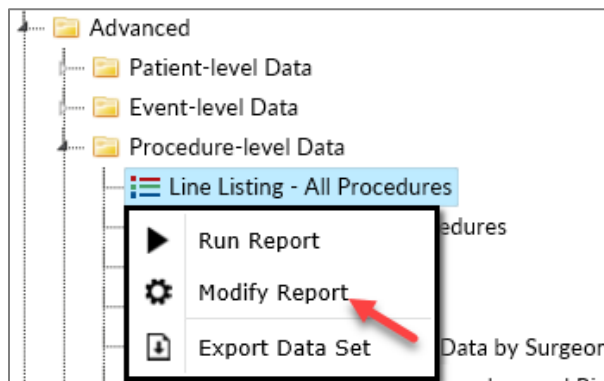
- Prior to running any of the NHSN output reports, generate a new dataset to ensure all data are included in the analyses. A new dataset can be generated by clicking “Analysis” > “Generate Data Sets” > “Generate Reporting Data Sets”.



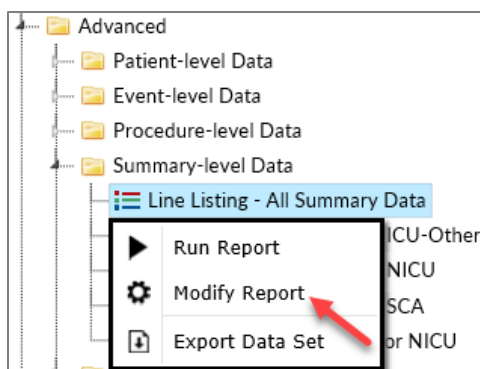
- Once a new data set has been generated, navigate to the Advanced folder by clicking “Analysis” > “Reports” from the left navigation bar in NHSN. All of the below reports will be found in the “Advanced” analysis folder.
- Follow the guidance below based on the type of data you wish to analyze:
 - **Event Data (such as CLABSIs, CAUTIs, SSIs, and LabID Events):** In the “Advanced” folder, click on the “Event-level Data” sub-folder to display the available reports. Select “Line Listing – All Events” and then “Modify Report” to limit the time period and show only desired variables. Refer to [section 2](#) of this document for instructions on modifying this report.



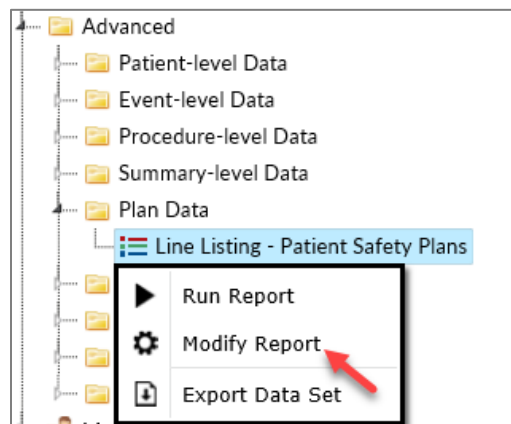
- **Procedure Data:** In the “Advanced” folder, click on the “Procedure-level Data” sub-folder to display the available reports. Click “Line Listing – All Procedures” and select “Modify Report” to limit the time period and show only desired variables. Refer to [section 2](#) of this document for instructions on modifying this report.



- **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. Refer to [section 2](#) of this document for instructions on modifying this report.



- **Monthly Reporting Plans:** In the “Advanced” folder, click on the “Plan Data” sub-folder, and then select the “Line Listing – Patient Safety Plans” report. Click “Modify Report” to limit the time period and show only desired variables. Refer to [section 2](#) of this document for instructions on modifying this report.



SECTION 2

The following steps apply to monthly reporting plans, event data, procedure data and summary data reports to determine when data were first entered or last modified.

- On the modification screen, indicate the time period of interest using the appropriate Date Variable. In the example below, we are modifying the Monthly Reporting Plan Line List, and we will use the date variable of “planYM” (the month/year of the monthly reporting plan). Enter the beginning and ending months. The example below is limited to the January 2019 monthly reporting plan.

Title/Format **Time Period** Filters Display Variables Sort Variables Display Options

Time Period:

Date Variable Beginning Ending Clear Time Period

planYM 01/2019 01/2019

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

- To select the variables that should be included in the line list, navigate to the “Display Variables” tab of the Modify Screen. The list on the left (“Available Variables”) includes all available variables in the dataset, while the list on the right (“Selected Variables”) is all of the variables that will be included in your line list report. Highlight variables of interest and click the “Selected” buttons in between the two columns to move variables between these two columns.
 - For this report, include relevant variables such as: planYM, location, procCode, bsiPlan, utiPlan, ssiPlan, mrsa_labID, mrsa_labIDbId, cdif_labID, createDate, createUserID, modifyDate, and modifyUserID. Available variables will vary by the type of line list report.

Title/Format **Time Period** Filters **Display Variables** Sort Variables Display Options

Display Variables:

Available Variables: Selected Variables:

mssa_infSurv orgID
mssa_labID planYM
mrsa_labIDbId location
mssa_prevalence locCDC
noEventAR procCode
noEventCLIP bsiPlan
noEventPPNU utiPlan
noEventSSI ssiPlan
noProc mrsa_labID
OID mrsa_labIDbId
pedVaePlan cdif_labID
pedVapPlan modifyDate
pneuPlan modifyUserID
ppnuPlan createDate
procCodeDesc createUserID

All Selected Selected All Up Down Undo

- Click Run to view the modified output.

Line Listing - Plan
 As of: December 30, 2019 at 11:52 AM
 Date Range: PLAN planYM 2019M01 to 2019M01

orgID	planYM	location	locCDC	procCode	bs iPlan	utiPlan	ss iPlan	mrsa_labID	mrsa_labIDbld	cdif_labID	modifyDate	modifyUs erID	createDate	createUs erID
10401	2019M01			COLO			Y				30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01			HYST			Y				30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01	2WEST	OUT:ACUTE:WARD					N	Y	Y	30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01	ED1	OUT:ACUTE:ED					N	Y	Y	30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01	EDTEST	OUT:ACUTE:ED					N	Y	Y	30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01	FACWIDEIN						N	Y	Y	30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01	ICU	IN:ACUTE:CC:M		Y	Y					30DEC19:08:59	5929	15FEB19:10:29	5929
10401	2019M01	OBS	OUT:ACUTE:WARD					N	Y	Y	30DEC19:08:59	5929	15FEB19:10:29	5929

- The example report above shows the date and time that each row on the January 2019 monthly reporting plan was first entered in NHSN (createDate) and which user entered them (createUserID).
- The “modifyDate” and “modifyUserID” variables show when the reporting plan was most recently modified within NHSN, and which user modified them. If the “modifyDate” and the “createDate” are the same, the record has not been modified since it was initially entered into NHSN.
- The UserID shown in these reports is an NHSN-assigned value and not the UserID assigned by the NHSN Facility Administrator. All user information can be found on the individual NHSN user profiles found on the **Users tab** from the left-hand navigation bar within NHSN.

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 HAI data into NHSN by facility type:**
<https://www.cdc.gov/nhsn/cms/index.html>

