

# How to Filter Data by Time Period

## Outpatient Procedure Component

### Description

This quick reference guide will outline the basics of how to filter reports by time period, through the report modification screen.

In the tab labeled “Time Period” of the report modifications page for any report option, there is a section that allows you to select a time period or leave blank for cumulative time period.

The screenshot shows a navigation bar with tabs: Title/Format, Time Period (highlighted), Filters, Display Variables, Sort Variables, and Display Options. Below the tabs, the 'Time Period' section is visible. It contains a 'Date Variable' dropdown menu, 'Beginning' and 'Ending' text input fields, and a 'Clear Time Period' button. At the bottom of this section, there is a checkbox labeled 'Enter Date variable/Time period at the time you click the Run button'.

- To restrict a report to a specific time period, select a date variable from the “Date Variable” drop down menu and specify the beginning and/or ending date for the desired time period.

**Tip:** If you plan to save this report, check the option to “Enter the Date variable/Time period at the time you click the Run button”. This will allow you to specify the desired time period every time you generate the report without having to return to the modify report page.

- The available date variables can vary with each report option. The table below provides examples of date variables based on event date, along with the format of each variable. You can filter your report by year, half-year, quarter, or month. Date variables are based on the calendar year; if fiscal year is desired, specify time period by exact date or month range.

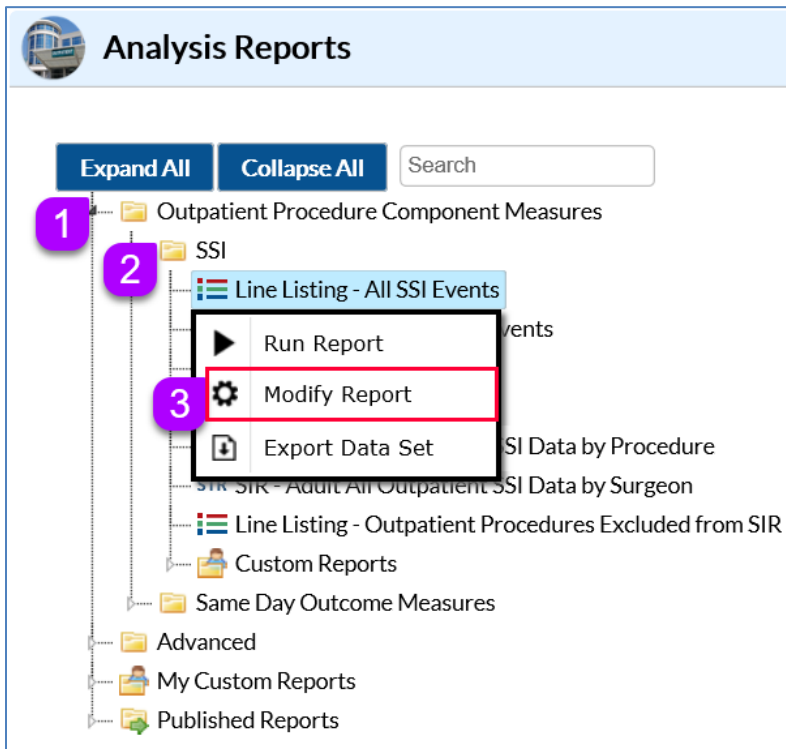
**Tip:** When entering Beginning and Ending dates, the computer will automatically enter the slash marks “/” and letters (H, Q) when applicable.

Specify By	Date Variable	Beginning	Ending
Date	eventDate	1/1/2018	12/31/2018
Year	evntDateYr	2018	2018
Half-year	evntDateYH	2018H1	2018H2
Quarter	evntDateYQ	2018Q1	2018Q4
Month	evntDateYM	01/2018	12/2018

## Example

Suppose you wish to analyze SSI event data that occurred during the first six months of 2018. One way to do this would be to select the date variable “procDateYH”, indicating that you wish to restrict the report to SSIs attributed to procedures performed during this time period, by half-year. The beginning and ending value would be 2018H1; the only SSI events included in the analysis will be those where the procedure date was in the first half of 2018 (that is, January through June 2018). (\*You only need to type “2018” and “1”; the H will be auto-populated)

Accessing the modification screen for the Line Listing of SSI Events:

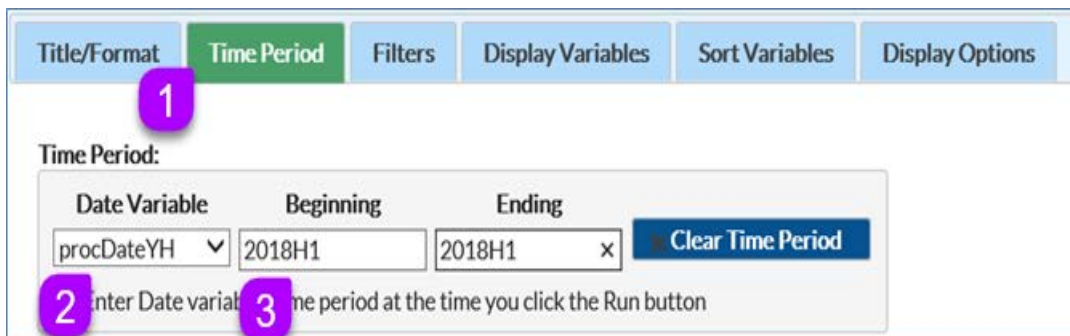


**Step 1:** Select the option for “Outpatient Procedure Component Measures”

**Step 2:** Select the SSI Module

**Step 3:** from the option menu for “Line Listing – All SSI events, select *Modify Report*”

Adding Date Variable Values in the Modification Screen:



**Step 1:** Select the “Time Period” tab of the modification screen

**Step 2:** Select *procDateYH* from the drop-down menu as the date variable

**Step 3:** For our example, the beginning and ending dates are both 2018H1

*Note:* We are searching for SSI events based on the procedure date. This is due to the fact that the procedure carries the risk of infection and therefore the SSI event is attributable to the date the procedure was performed.



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