

# How to View the Create & Modify Dates within NHSN

January 2025

## Introduction

When a record is created in the NHSN database, two variables are created to identify the date/time the record was entered and the user who entered the record. The same occurs when the record is modified. Use these detailed instructions to determine when monthly reporting plans, events, procedures, and summary data were first entered (createDate) or last modified (modifyDate) within NHSN. These reports allow users in a facility to identify the individual who created and modified the record. These instructions are applicable to different analysis reports in 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” from the left navigation bar.

Reporting Data Sets

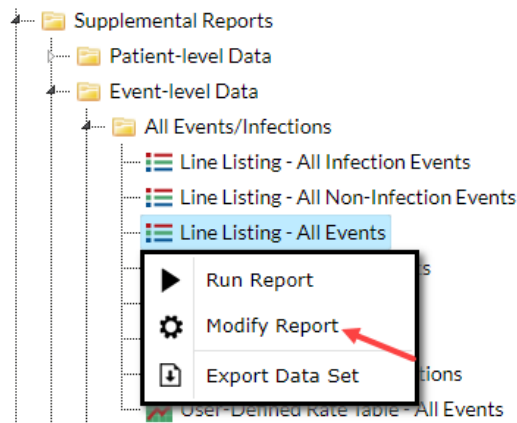
Include data for the following time period:

Beginning mm/yyyy 1 Ending mm/yyyy 1 [Clear Time Period](#)

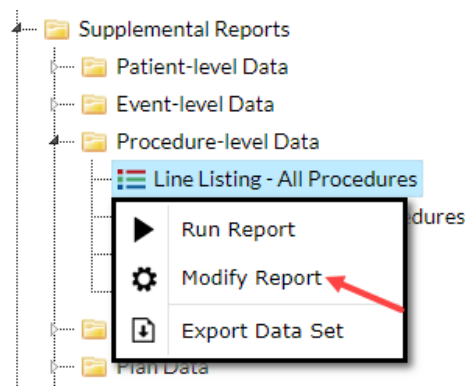
**Generate Reporting Data Sets**

Last Generated: [\(UTC\)](#)  
January 2, 2025 9:30 PM  
to include data beginning 01/2021

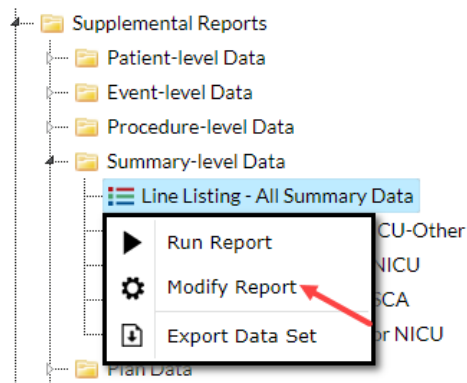
- Once a new data set has been generated, navigate to the Supplemental Reports by clicking “Analysis” > “Reports” from the left navigation bar in NHSN. All the below reports will be found in the “Supplemental Reports” folder.
- Follow the guidance below based on the type of data you wish to analyze:
  - **Event Data (such as CLABSI, CAUTI, SSI, and LabID Events):** In the “Supplemental Reports” 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.



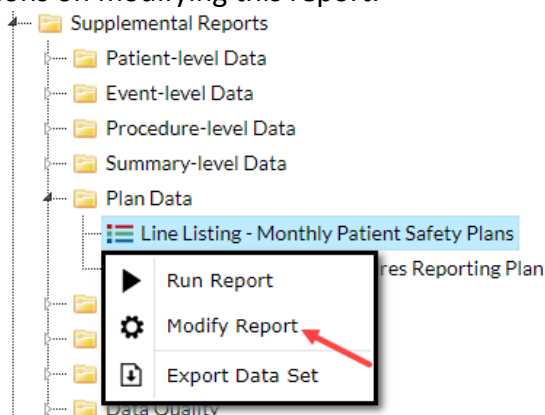
- **Procedure Data:** In the “Supplemental Reports” folder, click on the “Procedure-level Data” sub-folder to display the available reports. Click “Line Listing – All Procedures” and select “Modify Report” to limit the time period and show only desired variables. Refer to [section 2](#) of this document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



- **Summary Data:** In the “Supplemental Reports” 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 “Supplemental Reports” folder, click on the “Plan Data” sub-folder, and then select the “Line Listing – Monthly 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.



## Modifying and Generating a Report

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

- 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 2023 monthly reporting plan.

 A screenshot of a web form titled 'Time Period:'. At the top, there are six tabs: 'Title/Format', 'Time Period' (which is active and highlighted in green), 'Filters', 'Display Variables', 'Sort Variables', and 'Display Options'. Below the tabs, the 'Time Period' section contains three input fields: 'Date Variable' with a dropdown menu showing 'planYM', 'Beginning' with the text '01/2023', and 'Ending' with the text '01/2023'. To the right of these fields is a blue button labeled 'Clear Time Period'. Below the input fields is a checkbox labeled 'Enter Date variable/Time period at the time you click the Run button', which is currently unchecked.

- 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: orgID, planYM, location, locCDC, procCode, bsiPlan, utiPlan, ssiPlan, mrsa\_labID, mrsa\_labIDbId, cdif\_labID modifyDate, modifyUserID, createDate, createUserID. 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:

- cdif\_hh
- cdif\_infSurv
- cephRKleb\_gg
- cephRKleb\_hh
- cephRKleb\_infSurv
- cephRKleb\_labID
- cephRKleb\_labIDBld
- clipPlan
- creEcoli\_gg
- creEcoli\_hh
- creEcoli\_infSurv
- creEcoli\_labID
- creEcoli\_labIDBld
- creEntero\_gg
- creEntero\_hh

Selected Variables:

- orgID
- planYM
- location
- locCDC
- procCode
- bsiPlan
- utiPlan
- ssiPlan
- mrsa\_labID
- mrsa\_labIDBld
- cdif\_labID
- modifyDate
- modifyUserID
- createDate
- createUserID

Buttons:

All, Selected, Selected, All

Up, Down, Undo

- Click Run to view the modified output.

### National Healthcare Safety Network Line Listing - Monthly Plans

As of: January 3, 2025 at 3:00 PM UTC  
Date Range: PLAN planYM 2023M01 to 2023M01

orgID	planYM	location	locCDC	procCode	bsiPlan	utiPlan	ssiPlan	mrsa_labID	mrsa_labIDBld	cdif_labID	modifyDate	modifyUserID	createDate	createUserID
10401	2023M01	2N	IN:ACUTE:WARD:REHAB					N	Y		04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	2WEST	OUT:ACUTE:WARD					N	Y	Y	04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	3N	IN:ACUTE:CC:CT		Y	Y					04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	ED1	OUT:ACUTE:ED					N	Y	Y	04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	EDTEST	OUT:ACUTE:ED					N	Y	Y	04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	FACWIDEIN						N	Y	Y	04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	MED	IN:ACUTE:WARD:M		Y	Y					04DEC24:21:41	22728	07AUG23:20:13	27994
10401	2023M01	OBS	OUT:ACUTE:WARD					N	Y	Y	04DEC24:21:41	22728	07AUG23:20:13	27994

- The example report above shows the date and time that each row on the January 2023 monthly reporting plan was first entered in NHSN (createDate) and which user entered them (createUserID).
- The “modifyDate” and “modifyUserID” variables, outlined in red, 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>

