

How to Check NHSN Timestamps: Completed Date

Introduction

Line listings for Respiratory Pathogens and Vaccination summary data can be produced in NHSN for long-term care (LTCF) residents. 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 – Respiratory Pathogens and Vaccination – Resident” to view key dates data were entered or modified for a given reporting week including completed date.

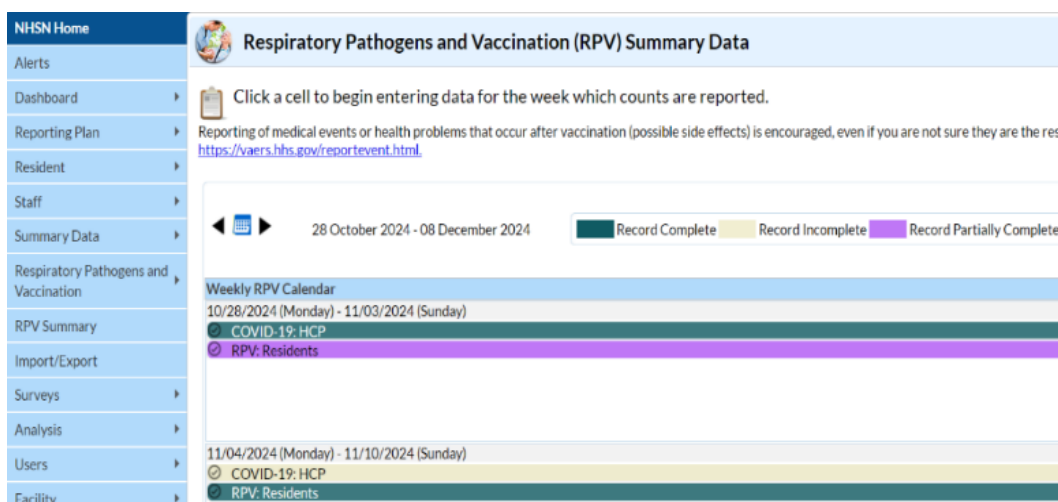
Understanding Create, Modify, and Completed Dates

The “Date Created” field is auto-populated when **any** data are initially entered and saved in the Weekly Respiratory Pathogens and Vaccination (RPV) Module.

The “Date Completed” field is auto-populated when **all** of the required fields of the Weekly Respiratory Pathogens and Vaccination Summary Form for Residents have been entered and saved. This field is available beginning in January 2025.

The “Date Last Modified” field is auto-populated based on the most recent date that changes were made to previously submitted Weekly RPV Module data.

If the Person-Level COVID-19 Vaccination Form for Residents is used to submit data for surveillance weeks beginning 9/30/2024, only questions 1-2a are populated using the person-level information entered. Surveillance weeks that only have questions 1-2a submitted using the Person-Level COVID-19 Vaccination Form for Residents will appear purple in the Weekly RPV Calendar View, indicating that the record has only been partially completed for that week (as shown in the image below).



These partially complete weeks have a Date Created and a Date Modified, but Date Completed remains null (blank) until all required fields are entered and saved. Surveillance weeks that are partially complete will remain **purple** until all required fields of the form (questions 2b-4ci) are complete. To complete the remaining required fields (questions 2b-4ci), you can either:

- Enter the remaining values after clicking on the “View Reporting Summary and Submit” button of the Person-Level COVID-19 Vaccination Form for Residents, and then click on the “Save and Submit Data” button, **OR**
- Use the Weekly Respiratory Pathogens and Vaccination Summary Form for Residents to enter the remaining values and then click on the “Save” button.

Users can confirm complete submission for a surveillance week by checking the completed date field.

Example

Suppose you are interested in confirming the date complete RPV data was entered for the time period of 1/6/2025-1/19/2025. This is the “form completed date” and can be viewed by modifying the Line Listing report. Below are the steps to produce a Line Listing report, showing this information.

Generating Datasets

Generating datasets is the first step to performing any 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 want to see updated data in your NHSN reports, you must regenerate datasets for those updates to be reflected. Datasets are user-specific; therefore, each user in NHSN who wants to analyze data must generate their own 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.

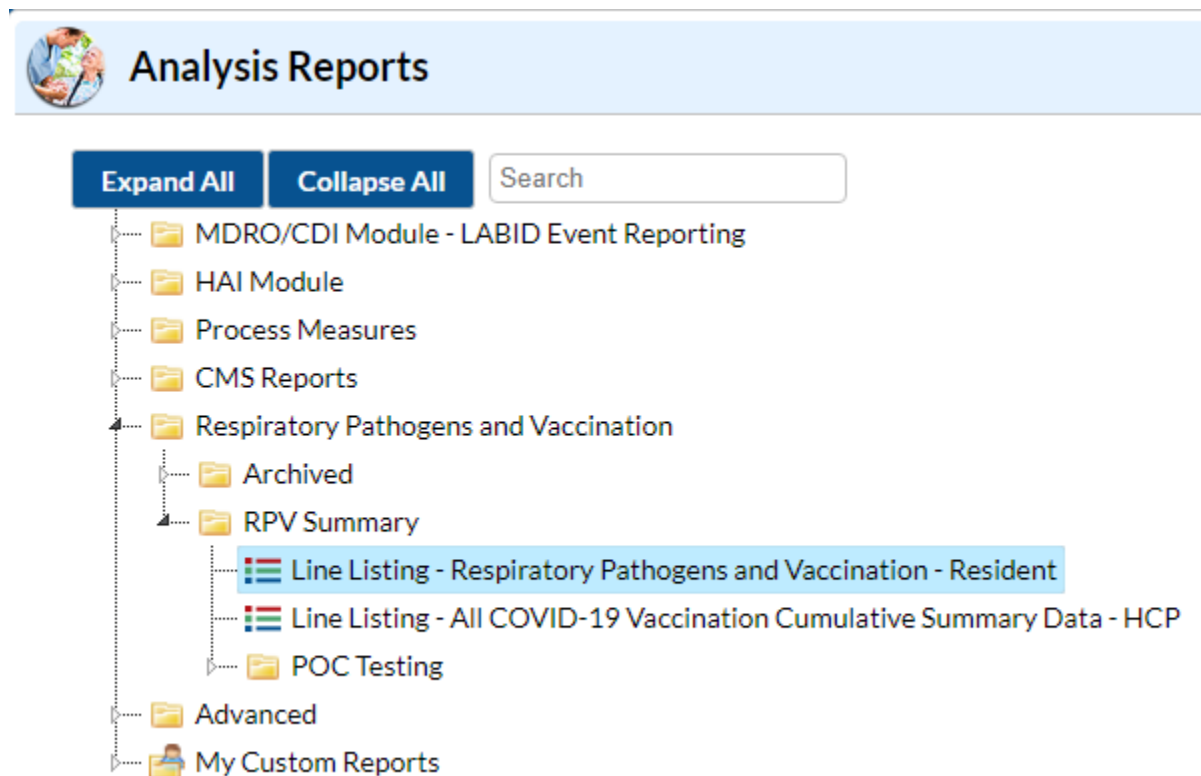
The screenshot displays the 'Generate Data Sets (Long Term Care Facility)' interface. At the top, there is a header with a globe icon and the title 'Generate Data Sets (Long Term Care Facility)'. Below this, a green tab labeled 'Reporting Data Sets' is visible. The main content area features a gear icon with a refresh symbol and the text 'Datasets will be generated to include all data from enrollment forward'. A blue button labeled 'Generate Reporting Data Sets' is positioned on the left. To the right of the button, a yellow box contains the text 'Last Generated: January 11, 2024 4:25 PM to include all data'.

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

Run Line List Report

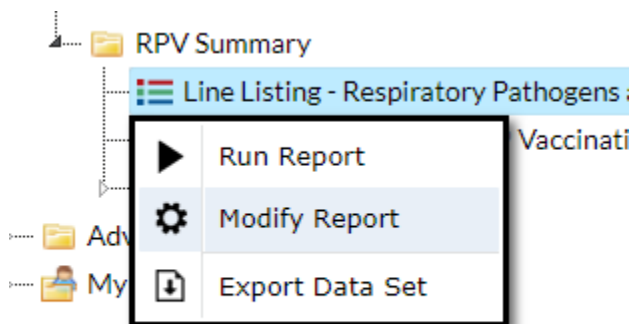
Once you have generated your datasets, you are ready to run a line list.

1. On the “Analysis Reports” screen, click on the “Respiratory and Pathogens Vaccination” folder.
2. Select the “RPV Summary” Subfolder.
3. Click on the report that you would like to run. In our example, click “Line Listing - Respiratory Pathogens and Vaccination – Resident”



The screenshot shows the 'Analysis Reports' interface. At the top, there is a header with a globe icon and the text 'Analysis Reports'. Below the header, there are three buttons: 'Expand All', 'Collapse All', and a search box labeled 'Search'. A tree view of folders is displayed on the left. The 'Respiratory Pathogens and Vaccination' folder is expanded, showing subfolders: 'Archived', 'RPV Summary', 'Line Listing - Respiratory Pathogens and Vaccination - Resident' (highlighted in blue), 'Line Listing - All COVID-19 Vaccination Cumulative Summary Data - HCP', and 'POC Testing'. Other folders visible include 'MDRO/CDI Module - LABID Event Reporting', 'HAI Module', 'Process Measures', 'CMS Reports', 'Advanced', and 'My Custom Reports'.

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.



The screenshot shows a close-up of the pop-up menu for the selected report. The menu is a white box with a black border, containing three options: 'Run Report' with a play button icon, 'Modify Report' with a gear icon, and 'Export Data Set' with a download icon. The 'Modify Report' option is highlighted in blue. The background shows the folder tree with 'Line Listing - Respiratory Pathogens and Vaccination - Resident' selected.

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 1/6/2025-1/19/2025, we set ‘Week of data collection, start date’ to 1/6/2025 (beginning) and 1/19/2025 (ending) to capture that the time period.

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 - Respiratory Pathogens and Vaccination - Resident"

Show descriptive variable names ([Print List](#))
Analysis Data Set: LTC_COVID19_PathVacc_Res
Type: Line Listing

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

Time Period:

Date Variable

Week of data collection, start date

Beginning

1/6/2025

Ending

1/19/2025

Clear Time Period

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 - Respiratory Pathogens and Vaccination - Resident"

Show descriptive variable names ([Print List](#)) Analysis Data Set: LTC_COVID19_PathVacc_Res Type: Line Listing Last Generated (UTC): **December 12, 2024 11:06 PM**

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

Display Variables:

Available Variables:	Buttons	Selected Variables:	Buttons
CMS Certification Number	All	Facility Name	Up
Complete?	Selected	Create Date	Down
Facility Org ID	Selected	Last Modified	Undo
Facility Org ID of user who imported this data, if imported?	All	Date all required fields first completed	
Modified in NHSN Version		Week of data collection, start date	
Modify User ID		Week of data collection, end date	
personLevel		Respiratory Pathogen Season	
Type of Facility		Number of residents staying in this facility for at least	
Type of Vaccination		Number of residents who are up to date with COVID-	
User ID for Data Entry		Number of residents who have received this season's	
Were 1-2a saved on PL side (Y/N)		Number of residents who have received RSV vaccine	
Were 2b-4ci saved on PL side (Y/N)		COVID-19: Residents with a Positive Test	
		Number of residents in Question #3a who received th	
		Influenza: Residents with a Positive Test	
		Number of residents in Question #3b who received th	

Run Save... Export... Close

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 - Respiratory Pathogens and Vaccination – Resident". We can see the difference between the first and second week of data collection. For the first week of data collection (1/6/2025-1/12/2025), we can see that all data has been successfully entered. This is confirmed by the date that has been entered in the field "Date all required field first completed." This date, January 8, 2025, is the completed date.

Contrast this with the blank entry in the date completed field for the second week of data collection (1/13/2025-1/19/2025). This means that not all data has been entered and the user will need to enter the missing data through the summary form or by CSV.



**National Healthcare Safety Network
Line Listing - Respiratory Pathogens and Vaccination - Resident**

As of: December 12, 2024 at 11:21 PM UTC
Date Range: LTC_COVID19_PATHVACC_RES survWeekStart 12/02/2024 to 12/15/2024
if (((survWeekEnd >= input('10/06/2024',mmdyy10,))))

Facility Org ID='

Facility Name	Create Date	Last Modified	Date all required fields first completed	Facility Org ID	Week of data collection, start date	Week of data collection, end date	Respiratory Pathogen Season	Number of residents staying in this facility for at least 1 day during the week of data collection	Number of residents who are up to date with COVID-19 vaccines	Number of residents who have received this season's annual influenza vaccine (YYYY-YYYY)	Number of residents who have received RSV vaccine	COVID-19: Residents with a Positive Test	Number of residents in Question #3a who received the up to date COVID-19 vaccine 14 days or more before the positive test	Influenza: Residents with a Positive Test	Number of residents in Question #3b who received this season's annual influenza vaccine (YYYY-YYYY) 14 days or more before the positive test	RSV: Residents with a Positive Test
	7.JAN2025 5:00	9.JAN2025: 6:00	8.JAN2025 6:00.000		6.JAN2025	12.JAN2025	2024-2025	10	5	5	2	2	0	0	0	0
	14.JAN2025 5:00	16.JAN2025 -5:00			13.JAN2025	19.JAN2025	2024-2025	1	1	-	-	-	-	-	-	-

1. To view any data submitted to the COVID-19 Surveillance Pathways (RIFC, Staff, Supplies and PPE, Therapeutics, and Ventilator Capacity) prior to September 30, 2024, please select reports within (October 2024)".
Sorted by orgID survWeekStart
Data contained in this report were last generated on December 12, 2024 at 11:18 PM UTC to include all data.

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>

