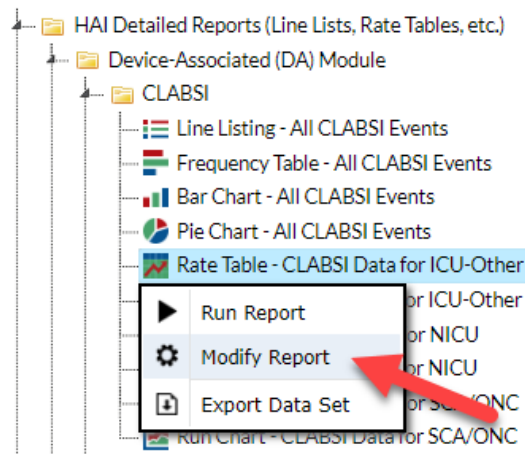


How to Run a Rate Table or SIR Report by Fiscal Year

Guidance for the Patient Safety Component

This quick reference guide provides instructions for generating certain analysis reports, such as rates or standardized infection ratios (SIRs), for a fiscal year or other cumulative time period.

1. Open the Analysis Reports page and locate the report that you would like to run for the fiscal year. Right click on the report. Select “Modify Report.”



2. On the Modify screen, navigate to the Time Period tab. Select “summaryYM” as the “Date Variable.” Enter the month that your fiscal year begins in the “Beginning” field and the month that your fiscal year ends in the “Ending” field.

A screenshot of the 'Time Period' tab in the 'Modify Report' screen. The tab is selected and highlighted in green. Below the tab, the 'Time Period:' section contains three input fields: 'Date Variable' (set to 'summaryYM'), 'Beginning' (set to '10/2020'), and 'Ending' (set to '09/2021'). There is a 'Clear Time Period' button to the right of the 'Ending' field. Below these fields is a checkbox labeled 'Enter Date variable/Time period at the time you click the Run button', which is currently unchecked.

3. Navigate to the Display Options tab. Change the value of the “Group by” dropdown menu from “summaryYM” to “Cumulative.”

A screenshot of the 'Display Options' tab in the 'Modify Report' screen. The tab is selected and highlighted in green. Below the tab, the 'Rate Table Options:' section contains a 'Group by:' dropdown menu. The dropdown menu is currently set to 'Cumulative'. A red arrow points to the dropdown menu.

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4. Make any additional modifications to your report and click the “Run” button. Your report will be displayed with one entry in each table for the fiscal year as a whole.

National Healthcare Safety Network
Rate Table for Central Line-Associated BSI Data for ICU-Other
As of: December 6, 2023 at 4:01 PM
Date Range: BS2_CLAB_RATESICU summaryYM 2020M10 to 2021M09

orgID=10401 loccdc=IN:ACUTE:CC:M

location	months	clabcount	numcldays	CLABRate	numpatdays	LineDU
ICU	1	0	100	0.000	350	0.288

Additional Resources

NHSN Analysis Quick Reference Guides

<http://www.cdc.gov/nhsn/PS-Analysis-resources/reference-guides.html>

NHSN Analysis Trainings

<http://www.cdc.gov/nhsn/Training/analysis/index.html>



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