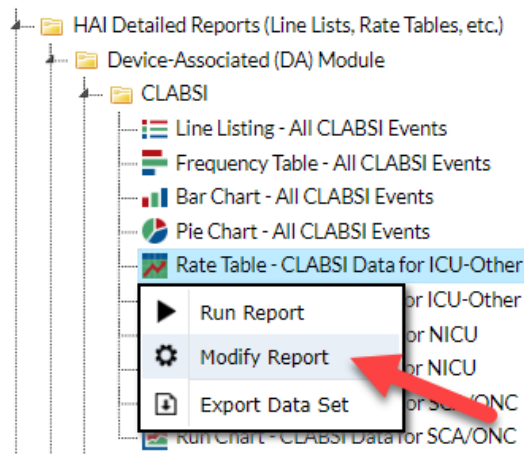# How to Run a Rate Table or SIR Report by Fiscal Year
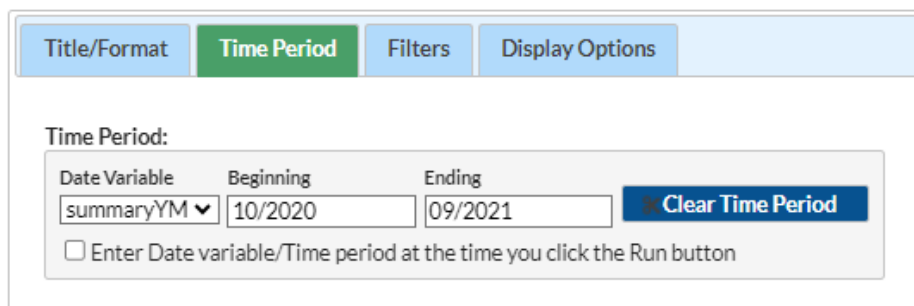
Guidance for the Patient Safety Component

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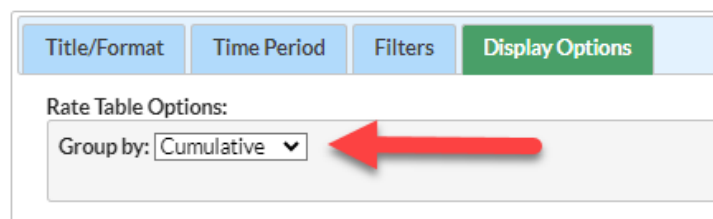
1. Open the Analysis Reports page and locate the report that you would like to run for the fiscal year. Right click on the report. Select "Modify Report."

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.

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

Centers for Disease Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

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	0.286

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

Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases