Run and Export Annual Facility Survey Reports

In the Patient Safety Component, there are separate surveys for the following types of facilities:

- **Hospital (includes general, acute care hospitals; critical access hospitals;; oncology; orthopedic; pediatric; women's; women's and children's; military; psychiatric; and Veterans Affairs): *Patient Safety Component – Annual Hospital Survey* (57.103)**
- **Long-term Acute Care (LTAC) Hospital: *Patient Safety Component – Annual Facility Survey for LTAC* (57.150)**
- **Inpatient Rehabilitation Facility (includes free-standing facilities and CMS-certified inpatient rehabilitation units located within a hospital): *Patient Safety Component – Annual Facility Survey for IRF* (57.151)**

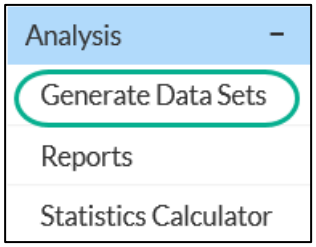
Instructions for completing the Annual Survey form can be found in the Table of Instructions. A link to the Table of Instructions form is included on each of the annual survey forms.

Run Annual Facility Survey Reports in NHSN

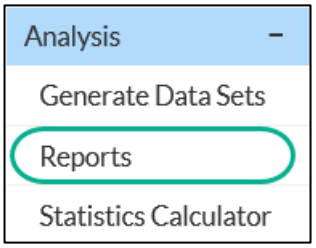
1. Login in to NHSN

2. In the left-hand corner first generate data sets and then go to reports

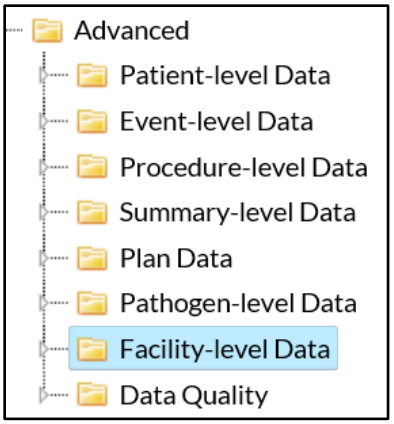
ANALYSIS → GENERATE DATA SETS



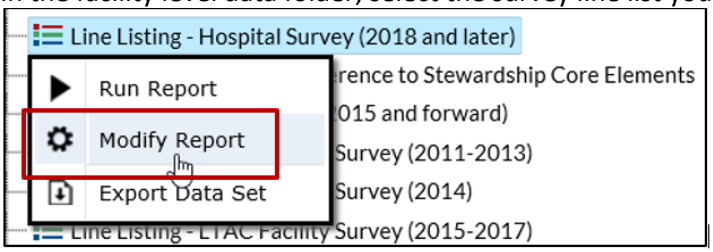
ANALYSIS → REPORTS



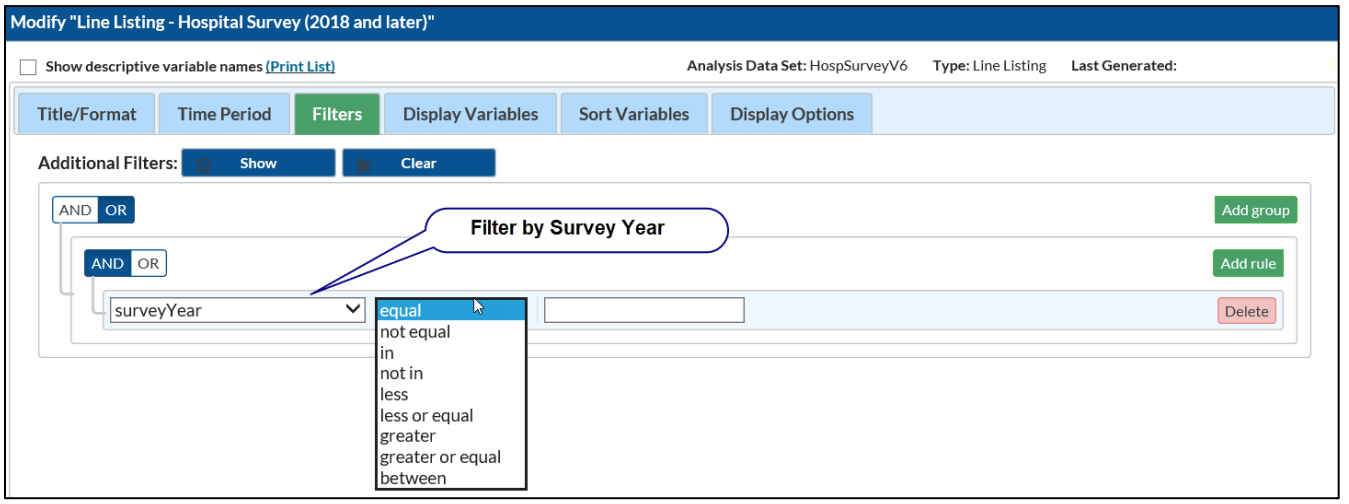
3. On the analysis reports page, go to the **ADVANCED → FACILITY-LEVEL DATA**



4. In the facility level data folder, select the survey line list you would like to run and select **MODIFY REPORT**



5. In the modification screen, filter by survey year.

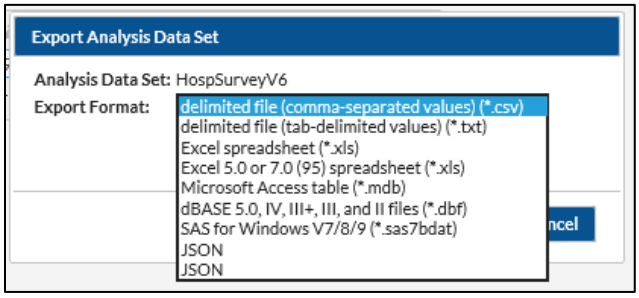


6. In the "Display Variables" tab select the desired variables you would like to see in your report from the "available variables" to the "selected variables" box.

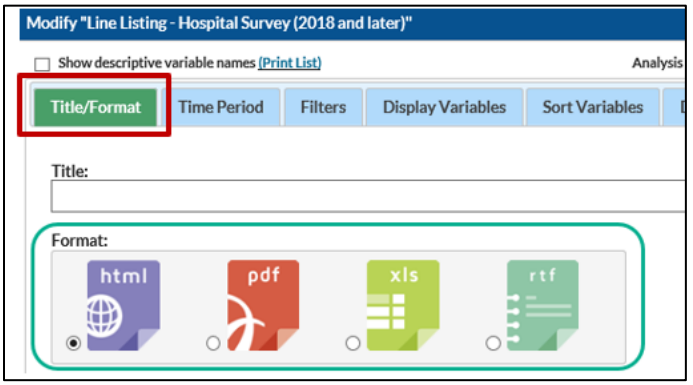
7. Run the report. If you'd like to export the report, proceed to the next section.

Export Annual Facility Survey Reports from NHSN

1. At the bottom of the modification screen, select "**Export**"
2. In the "**Export Analysis Data Set**", select the export format desired.



3. **You can also use the** "**Title/Format**" tab to display the data in different formats. The default display format is .html


Modify "Line Listing - Hospital Survey (2018 and later)"
Show descriptive variable names (Print List)
Analysis
Title/Format
Time Period
Filters
Display Variables
Sort Variables
Title:
Format:
html
pdf
xls
rtf