# How to Generate Data Sets

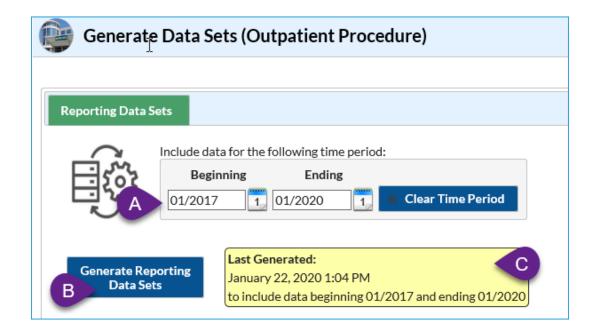## Outpatient Procedure Component

## Description

Before any analysis can be performed in NHSN it's recommended that users generate datasets. This process will freeze NHSN data at a specific point in time and copy those data to defined data sets. This process is necessary each time you'd like to see updates made to your data applied to NHSN reports. Data sets are user-specific, therefore, each user in NHSN who wishes to analyze data must generate data sets.

## Instructions

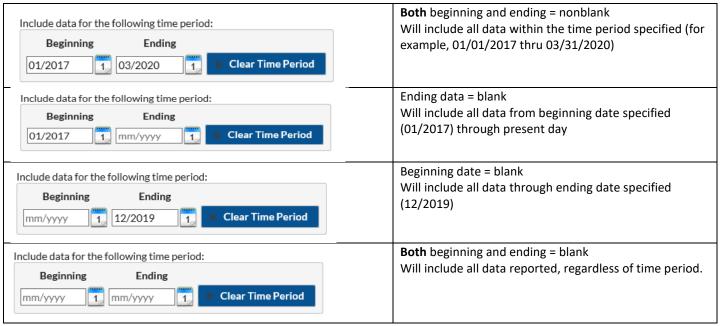1. Within NHSN, navigate to Analysis > Generate Data sets.



2. On the "Generate Data Sets" screen, the "Reporting Data Sets" Tab will open.
   a. A time period can be specified to apply to all analysis data sets.
   b. The "Generate Reporting Data Sets" button will start the data set generation process.
   c. The "Last Generated" information will tell you when your data sets were last generated, and for which time period. This information will also appear in the footnotes on all reports.
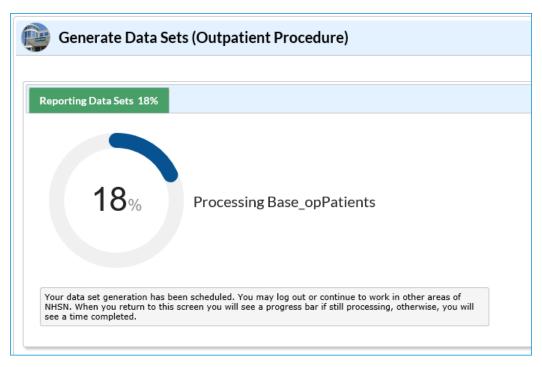
3. Specify desired time period for your data sets, as illustrated in Step A above. The time period must be specified using month and year, however, there's additional guidance depending on the circumstance:
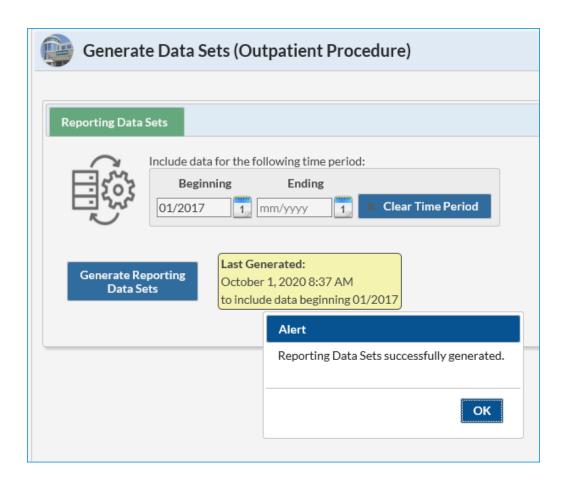
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|---|---|
| Include data for the following time period:<br><br>Beginning 01/2017    Ending 03/2020    ✕ Clear Time Period | **Both** beginning and ending = nonblank<br>Will include all data within the time period specified (for example, 01/01/2017 thru 03/31/2020) |
| Include data for the following time period:<br><br>Beginning 01/2017    Ending mm/yyyy    ✕ Clear Time Period | Ending data = blank<br>Will include all data from beginning date specified (01/2017) through present day |
| Include data for the following time period:<br><br>Beginning mm/yyyy    Ending 12/2019    ✕ Clear Time Period | Beginning date = blank<br>Will include all data through ending date specified (12/2019) |
| Include data for the following time period:<br><br>Beginning mm/yyyy    Ending mm/yyyy    ✕ Clear Time Period | **Both** beginning and ending = blank<br>Will include all data reported, regardless of time period. |

**NOTE:** SSIs with event dates up to 90 days past the "ending" date will be included. 90 days is the maximum surveillance period for several operative procedure categories.

4. Once the time period is specified, click "Generate Reporting Data Sets". A pop-up message will appear, asking you to confirm that you want the current data sets to be updated. Click "OK".

5. When the process starts, you will see a new process image appear on the Reporting Data Sets tab. At this point, you can navigate to other areas of NHSN, or log off. NOTE: You cannot run analysis reports while datasets are generating.

**Generate Data Sets (Outpatient Procedure)**

Reporting Data Sets 18%

18%   Processing Base_opPatients

Your data set generation has been scheduled. You may log out or continue to work in other areas of NHSN. When you return to this screen you will see a progress bar if still processing, otherwise, you will see a time completed.

6.  When data sets have generated, you'll receive an alert that the data sets generated successfully. In addition, the date and time last Generated will be updated. At this point, you can run reports in Analysis.



# Additional Resources

NHSN Ambulatory Surgery Center Homepage: https://www.cdc.gov/nhsn/ambulatory-surgery/index.html

NHSN Helpdesk: nhsn@cdc.gov