# Generating Participation Alerts

## Guidance for the Patient Safety Component Group Users

*December 2019*

**This guide is intended for Group Users of the Patient Safety (PS) Component and provides instructions for generating the Participation Alerts data set, using a feature called "Timeboxing".**

Group users in the PS Component can now select if they wish to run the Participation Alerts dataset/report and, if so, for what time period. By default, the Participation Alerts dataset will <u>not</u> be generated. Separating this dataset from all other datasets will improve the speed at which the other PS datasets will generate. This dataset can be generated independently of the standard dataset generation process.

If you wish to run the Participation Alerts report, you will need to follow the instructions below in order to generate the source data set for this report.

## Instructions

1. Within NHSN, navigate to Analysis > Generate Data sets.
2. On the "Generate Data Sets" screen, select the tab labeled "Participation Alerts Data Set (Optional)".
   A. The alerts to include in the data set can be specified.
   B. A time period can be specified, for this single data set.
   C. The "Generate Reporting Data Sets" button will start the data set generation process.
   D. The "Last Generated" information will tell you when your data set was last generated, and for which time period. This information will also appear in the footnote to your Participation Alerts reports.

3. Specify which alerts you would like included in your data set, as in Step A above. If you would like all of the alert types to be included, check "All Alerts".

4. Specify the desired time period for your data sets, as illustrated in Step B above. The time period can be specified using by month, quarter, half-year, and year. Please see the table below for additional information on using the beginning and ending dates, using the examples provided.
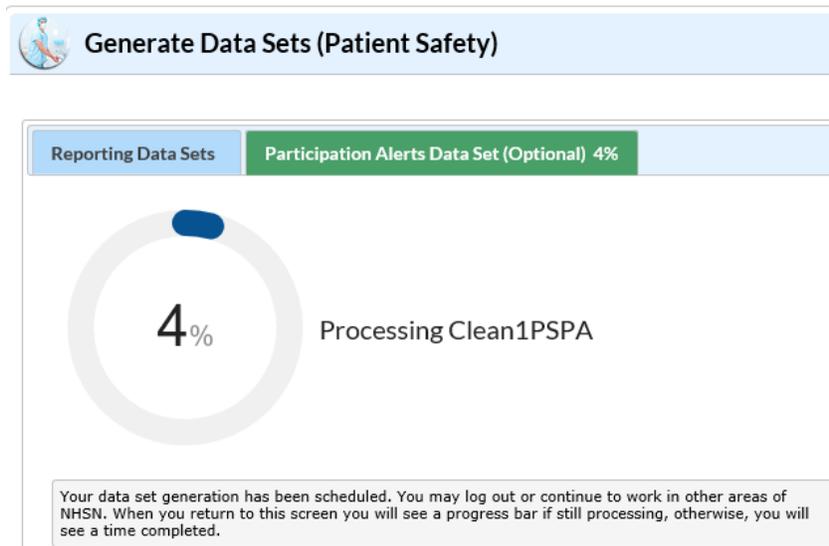
| Include alerts for the following time period: Time Period: Quarter, Beginning: 2019Q1, Ending: 2019Q3, Clear Time Period | **Both** beginning and ending = **non**blank Will include all data within the time period specified (for example, 2019Q1 thru 2019Q3) |
|---|---|
| Include alerts for the following time period: Time Period: Quarter, Beginning: 2019Q1, Ending: yyyyQn, Clear Time Period | Ending date = blank Will include all data from the beginning date specified (2019Q1) through present day |
| Include alerts for the following time period: Time Period: Quarter, Beginning: yyyyQn, Ending: 2019Q3, Clear Time Period | Beginning date = blank Will include all data through the ending date specified (2019Q3) |
| Include alerts for the following time period: Time Period: Quarter, Beginning: yyyyQn, Ending: yyyyQn, Clear Time Period | **Both** beginning and ending = blank Will include all data reported, regardless of time period |

> **Reminder:**
>
> Longer time periods and/or inclusion of all Alerts will lengthen the amount of time required to Generate this data set.

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

6. When the process starts, you'll see a new progress image appear on the Participation Alerts Data Set tab. At this point, you can navigate to other areas of NHSN, or log off. NOTE: You <u>cannot</u> run the Participation Alerts reports while this data set is generating, however you **can** generate other reporting data sets or run other analysis reports.



7. When the data set has generated, you'll receive an alert that the data sets generated successfully. In addition, the date and time Last Generated will be updated and will appear next to the Participation Alerts reports. At this point, you can run the Participation Alerts reports in analysis.



**Additional Resources:**

NHSN Group User Resources: https://www.cdc.gov/nhsn/group-users/index.html

Analysis Quick Reference Guides: https://www.cdc.gov/nhsn/ps-analysis-resources/reference-guides.html

Analysis Training: https://www.cdc.gov/nhsn/training/analysis/index.html

NHSN Helpdesk: nhsn@cdc.gov