How to Identify Which NHSN User Completed or Edited the Annual Facility Survey and When
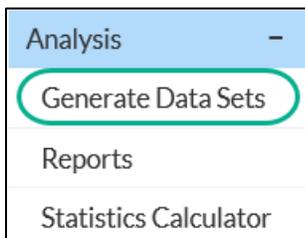
Surveys must be completed by March 1st each year. After March 1st, facilities will be prevented from entering new monthly reporting plans until completion of the applicable survey(s). In the Patient Safety Component, there are separate surveys for the following types of facilities:

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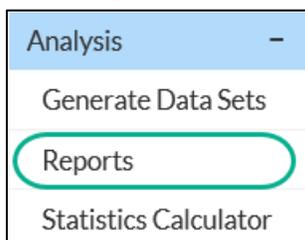
Instructions for completing the Annual Survey form can be found in the Table of Instructions. A link to the Table of Instructions form is included on each of the annual survey forms.

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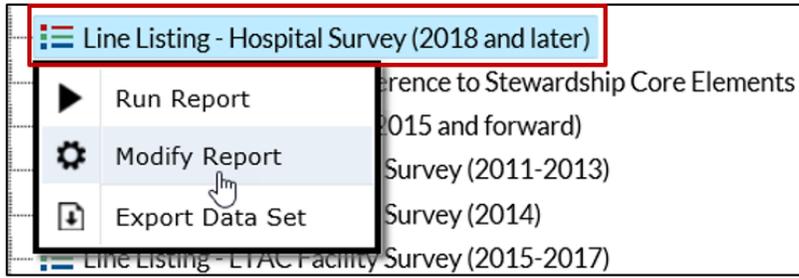
1. First Generate New Datasets

2. To find out when your annual survey was completed and who completed it, you will need to run an analysis report
    a. Navigate to Analysis → Reports

    b. Open the Advanced folder
    c. Go to the Facility – level Data folder

d. Select "Line-Listing – Hospital Survey (2018 and later)"

e. Click on Modify Report. On the modification screen, select the tab

Display Variables

f. In the "Available Variables" box, find the variables **"completeddate," "modifyDate,"** and **"modifyUserID"** and move them to the "Selected Variables" box

g. Click ▶ **Run**

3. The report you generate will include the date when your annual survey was completed, the date it was modified and the userID of the individual who last modified the survey.

National Healthcare Safety Network
Line Listing - Hospital Survey (2018 and later)
As of: January 9, 2020 at 2:30 PM
Date Range: All HOSPSURVEY V6

orgID	surveyYear	name	completeddate	modifyDate	modifyUserID
	2017		04/23/2019	23APR19:09:40	
	2018	.	02/06/2019	02JAN20:14:35	
	2019		01/06/2020	06JAN20:14:37	

NOTE: The User ID is a numeric ID automatically assigned by NHSN. Each user's User ID can be obtained by viewing the user's information in the User Management section of NHSN.

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