

Quick Reference Guide: How to Check NHSN Timestamps: Completed Date

Introduction

Line listings for Respiratory Pathogens and Vaccination summary data can be produced in NHSN for long-term care facility (LTCF) residents. The line listing is an organized, detailed list of each record entered into NHSN, available to both facilities and groups. The example below demonstrates the steps to modify the “Line Listing – Respiratory Pathogens and Vaccination – Resident” to view key dates data were entered or modified for a given reporting week including completed date.

Understanding Create, Modify, and Completed Dates

The **Date Created** field is auto-populated when **any** data are initially entered and saved in the Weekly Respiratory Pathogens and Vaccination (RPV) Module.

The **Date Completed** field is auto-populated when **all** of the required fields of the Weekly Respiratory Pathogens and Vaccination Summary Form for Residents have been entered and saved. This field became available in January 2025.

The **Date Last Modified** field is auto-populated based on the most recent date that changes were made to previously submitted Weekly RPV Module data.

Edit Vaccine Data

COVID-19 Vaccine: HCP
RPV: Residents

Weekly Respiratory Pathogens and Vaccination Summary for Residents of Long-Term Care Facilities

Date Created (UTC):	02/05/2026 10:58PM	Date Completed (UTC):	02/05/2026 10:57PM
*Facility ID:		Facility CCN #:	
*Week of data collection (Monday - Sunday):	01/26/2026 - 02/01/2026	*Date Last Modified (UTC):	02/09/2026 3:41PM
Flu/ Respiratory Virus Season:	2025-2026		

A Note on Timestamps

Note: As of February 26, 2024, all NHSN timestamps are displayed in Coordinated Universal Time (UTC). UTC is a time standard that is not adjusted for daylight saving and does not change throughout the year. UTC serves as a uniform and



universal reference to measure time across all time zones. Please see this document for additional guidance: [UTC Guidance Document](#).

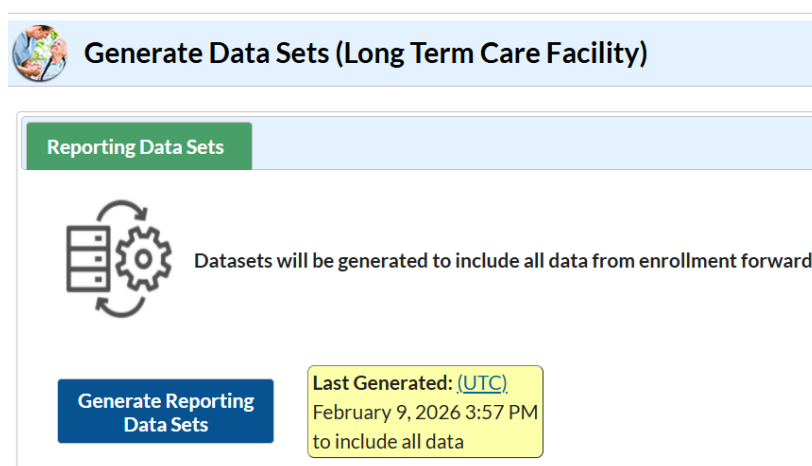
Example

Suppose you are interested in confirming the date complete RPV data was entered for the time period of 1/26/2026-2/8/2026. This is the **form completed date** and can be viewed by modifying the Line Listing report. Below are the steps to produce a Line Listing report.

Generating Datasets

Generating datasets is the first step to performing any analysis in NHSN. This process will freeze your NHSN data at a specific point in time and copy that data into defined datasets. When you want to see updated data in your NHSN reports, you must regenerate datasets for those updates to be reflected. Datasets are user-specific; therefore, each user in NHSN who wants to analyze data must generate their own datasets.

To generate datasets in NHSN, navigate to Analysis > Generate Data sets. Then, on the Reporting Data Sets tab, click **Generate Reporting Data Sets**. Your previous datasets will be overwritten.



Generate Data Sets (Long Term Care Facility)

Reporting Data Sets

Datasets will be generated to include all data from enrollment forward

Generate Reporting Data Sets

Last Generated: (UTC)
February 9, 2026 3:57 PM
to include all data

For more detailed instructions on how to generate datasets, please refer to the [Generating Data Sets Quick Reference Guide](#).

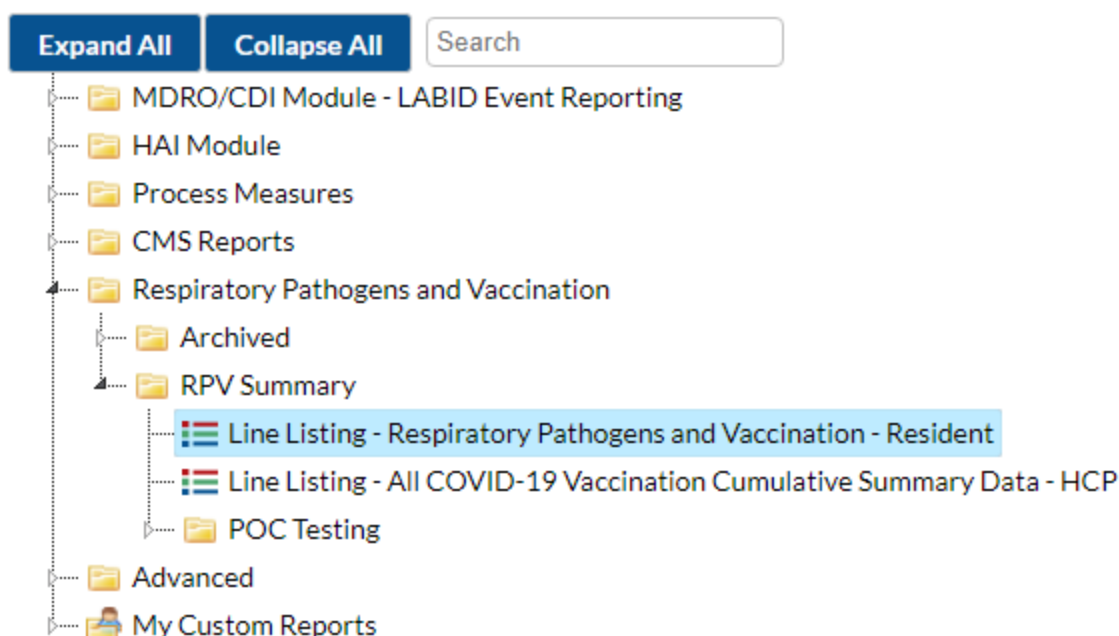
Run Line List Report

Once you have generated your datasets, you are ready to run a line list.

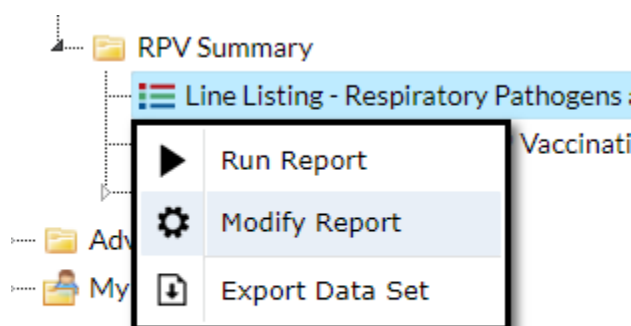
1. On the “Analysis Reports” screen, click on the “Respiratory and Pathogens Vaccination” folder.
2. Select the “RPV Summary” Subfolder.
3. Click on the report that you would like to run. In our example, click **Line Listing - Respiratory Pathogens and Vaccination – Resident**.



Analysis Reports



After selecting the report, a pop-up box will appear that will allow you to **Run Report**, **Modify Report**, or **Export Data Set**. Select **Modify Report** to customize your report.



Modifying the Report

Modify Report allows you to customize your report. When you choose to modify the report, the modification screen appears showing multiple tabs containing available modifications for the given report. The “Title/Format” tab allows you to update the report title and select the format in which you want the report displayed, such as HTML or PDF.

For more detailed information on how to modify a report, please refer to the [How to Modify a Report Quick Reference Guide](#).

Time Period

To filter the data by time period, choose the “Time Period” tab at the top of the page. For our example, we will modify the time period by the week of data collection start date (survWeekStart). If you don’t select a time period, your report will include all data from your generated dataset. Because we are interested in seeing data from 1/26/2026-2/8/2026, we set ‘Week of data collection, start date’ to 1/26/2026 (beginning) and 2/8/2026 (ending) to capture that time period.

Tip: For more descriptive variable labels on your report, check the box “Show descriptive variable names” that appears near the top of the modification window (recommended).

Modify "Line Listing - Respiratory Pathogens and Vaccination - Resident"

☒ Show descriptive variable names ([Print List](#))

Analysis Data Set: LTC_COVID19_PathVacc_Res Type: Li

Title/Format

Time Period

Filters

Display Variables

Sort Variables

Display Options

Time Period:

Date Variable
 Week of data collection, start date ▼

Beginning
 01/19/2026

Ending
 02/08/2026

✖ Clear Time Period

☐ Enter Date variable/Time period at the time you click the Run button

Filters

The “Filters” tab allows you to further filter the data that display in the report. For our example, we do not need to filter the data. The “Display Variables” and “Sort Variables” tabs are specific to line list reports and allow you to display and sort specific variables in your report. Both tabs allow you to move variables from the available list in the left column to the selected list in the right column by using the directional arrows in the center. You can also re-order the selected variables using the **Up** and **Down** buttons, found to the right of the selected variables list. For our example, we will add **Create Date**, **Last Modified**, and **Date all required fields first completed** to the selected list of display variables by clicking on each of them in the “Available Variables” column on the left and clicking **Selected >** to move them to the “Selected Variables” column on the right.



Modify "Line Listing - Respiratory Pathogens and Vaccination - Resident"

☒ Show descriptive variable names ([Print List](#))

Analysis Data Set: LTC_COVID19_PathVacc_Res

Type: Line Listing

Last Generated (UTC): February 9, 2026 3:57 PM

Title/Format	Time Period	Filters	Display Variables	Sort Variables	Display Options
Display Variables: Available Variables: - Complete? - Facility Org ID of user who imported this data, if imported? - Modified in NHSN Version - Modify User ID - personLevel - Type of Facility - Type of Vaccination - User ID for Data Entry - Were 1-2a saved on PL side (Y/N) - Were 2b-4ci saved on PL side (Y/N) All Selected Selected All Selected Variables: - Facility Name - CMS Certification Number - Facility Org ID - Week of data collection, start date - Week of data collection, end date - Create Date - Last Modified - Date all required fields first completed - Respiratory Pathogen Season - Number of residents staying in this facility for at least 1 - Number of residents who are up to date with COVID-1 - Number of residents who have received this season's a - Number of residents who have received RSV vaccine - COVID-19: Residents with a Positive Test - Number of residents in Question #3a who received the Up Down Undo					

Run

Save...

Export...

Close

If you are including multiple weeks, it is recommended to sort the line list by survWeekStart or survWeekEnd. This can be done by selecting the "Sort Variables" tab and selecting the desired variable that you want to sort the line list by.

Final Report

After modifying the report, you are now ready to see the output. The example line list below shows an excerpt of the results for "Line Listing - Respiratory Pathogens and Vaccination – Resident." For the selected weeks of data collection (1/26/2026-2/1/2026 and 2/2/2026-2/8/2026), we can see that all data have been successfully entered. This is confirmed by the dates (February 5, 2026 and February 9, 2026) that appear in the field **Date all required field first completed**.



National Healthcare Safety Network

Line Listing - Respiratory Pathogens and Vaccination - Resident

As of: February 9, 2026 at 4:34 PM UTC

Date Range: LTC_COVID19_PATHVACC_RES survWeekStart 01/26/2026 to 02/09/2026

if (((survWeekEnd >= input("10/05/2024",mmddyy10.))

Facility Org ID=

Facility Name	CMS Certification Number	Facility Org ID	Week of data collection, start date	Week of data collection, end date	Create Date	Last Modified	Date all required fields first completed	Respiratory Pathogen Season	Number of residents staying in this facility for at least 1 day during the week of data collection	Number of residents who are up to date with COVID-19 vaccines	Number of residents who have received this season's annual Influenza vaccine (YYYY-YYYY)	Number of residents who have received RSV vaccine	COVID-19: Residents with a Positive Test	Number of residents in Question #3a who received the up to date COVID-19 vaccine 14 days or more before the positive test	Influenza: Residents with a Positive Test	Number of residents in Question #3b who received this season's annual influenza vaccine (YYYY-YYYY) 14 days or more before the positive test	RSV Reside with Posit Test
			01/26/2026	02/01/2026	05FEB2026.22:58:00	09FEB26.15:41	05FEB2026.22:57:57.000	2025-2026	30	10	8	8	0	0	0	0	
			02/02/2026	02/08/2026	09FEB2026.16:24:00	09FEB26.16:24	09FEB2026.16:24:00.000	2025-2026	30	10	8	8	0	0	0	0	

1. To view any data submitted to the COVID-19 Surveillance Pathways (RIFC, Staff, Supplies and PPE, Therapeutics, and Ventilator Capacity) prior to September 30, 2024, please select reports within the folder labeled "Archived (October 2024)".

Sorted by orgID survWeekStart

Note: The data in this example output is fictitious and intended for illustrative purposes only.

Additional Resources

- [How to Export Data from NHSN](#)
- [How to Generate Data Sets Quick Reference Guide](#)
- [How to Modify A Report Quick Reference Guide](#)
- [How to Save Custom Reports for Future Use Quick Reference Guide](#)

