

Modifying and Running NHSN Healthcare Bed Capacity Reports Guidance for the Patient Safety Component Module

Version 2

Updated: June 12, 2025

Updates included in this version are highlighted in orange

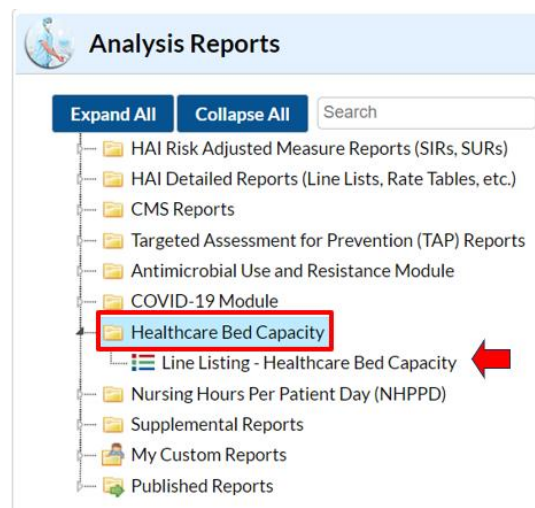
This guide provides instructions for modifying and running NHSN Healthcare Bed Capacity Reports within Patient Safety Component. Any report within NHSN Analysis can be modified to meet many of your analytic needs. This quick reference guide will outline the basics of the report modification page for the Healthcare Bed Capacity Reports.

Note: Before following the steps below, **ensure that you have generated data sets within the NHSN Patient Safety Component for your group or facility at least one time.** This is required for accessing the NHSN Analysis Reports window. Data sets are user-specific; therefore, each user in NHSN who wishes to analyze data must generate data sets. Please note that you **do not need to regenerate data sets** in order to see updated Healthcare Bed Capacity data in your analysis reports. You do, however, need to regenerate data sets to see updated data for any other Patient Safety Component modules in corresponding reports for those data. Detailed instructions for generating data sets within the Patient Safety Component can be found [here](#).

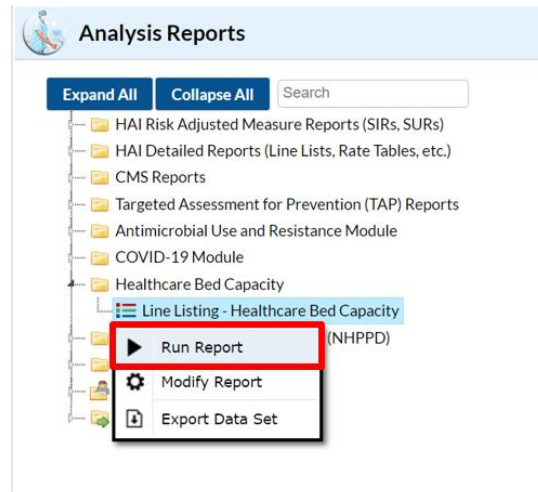
Instructions

1. Within NHSN, confirm that a data set has been generated by navigating to Analysis → Generate Data Sets. On the Generate Data Sets (Patient Safety) screen, the “Reporting Data Sets” tab will open.
 - A. A time period can be specified; however, please note that the time period selected will not impact data displayed in the Healthcare Bed Capacity reports (a time period for the Healthcare Bed Capacity reports can be specified in the Modify Report window).
 - 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.

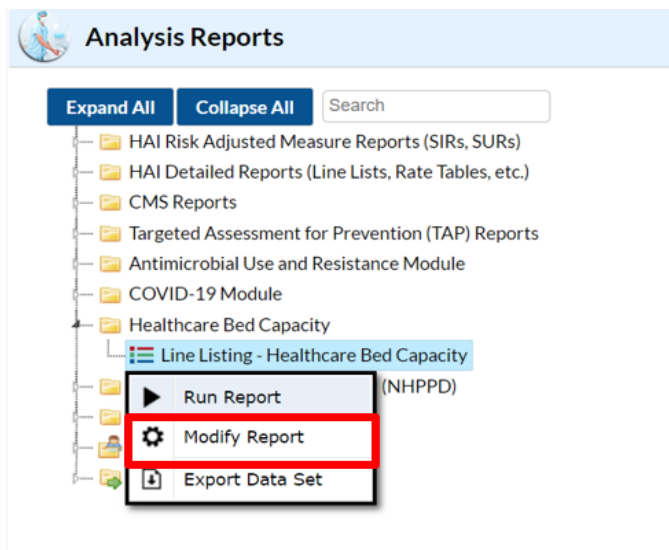
2. Once a data set has been generated at least once, navigate to Analysis → Reports from the left navigation menu in NHSN.
 - A. The Healthcare Bed Capacity Reports can be found within the “Healthcare Bed Capacity” folder.
 - B. Users can generate the following report of their facilities’ Healthcare Bed Capacity data:
 - 1) Line Listing – Healthcare Bed Capacity
 - C. If any custom reports have been generated, these reports will be included in a subfolder within the “Healthcare Bed Capacity” folder. (see page 7 of this guide for more information)



3. To run a report with default settings, select the desired report and a pop-up box will appear allowing you to “Run Report”, “Modify Report”, or “Export Data Set”. Select “Run Report” to generate the report using the default display settings. This will produce an HTML report displaying all records included in the underlying dataset for the default variables.



4. To modify or customize the settings for a specific report, select the desired report and select “Modify Report” from the pop-up box.



- A. The Modify Report window will display tabs for customizing specific aspects of the report including:
- 1) **Title/Format** – Edit report title and select export format (i.e., HTML, PDF, XLS, RTF)
 - 2) **Time Period** – Set a specified time period of data to display
 - 3) **Filters** – Apply additional filtering based on available variables
 - 4) **Display Variables** – Add/remove variables from report
 - 5) **Sort Variables** – Select which variable(s) by which to sort reports
 - 6) **Display Options** – Select which variable (known as the “Page By” variable) by which to organize the report

Modify "Line Listing - Healthcare Bed Capacity"

☐ Show descriptive variable names ([Print List](#)) Analysis Data Set: Capacity Type: Line Listing

1 2 3 4 5 6

Title/Format Time Period Filters Display Variables Sort Variables Display Options

Title:
Line Listing of Healthcare Bed Capacity

Format:

☒ html ☐ pdf ☐ xls ☐ rtf

- B. For general instructions and tips for using the Modify Report functions outlined above, please review the **"How to Modify a Report"** guide which can be accessed [here](#).
5. For the NHSN Healthcare Bed Capacity Data Reports, the following default settings will be applied unless modifications are made using the "Modify Report" window:
- A. **Title:** Name of Report (e.g., "Line Listing of Healthcare Bed Capacity")
 - B. **Format:** HTML
 - C. **Time Period:** All dates included in the underlying analysis data set
 - D. **Display Variables:** A subset of all available variables will be pre-selected to display
 - E. **Sort Variables:** Four variables will be preselected as sort variables in the following order:
orgID, recordID, context, reportingDate
 - F. **Display Options:** The default "Page By" variable is *orgID*
6. Customizing which variables are displayed can help users to validate their facilities' data using the calculated Healthcare Bed Capacity metrics. These variables can be added to the reports using the **Display Variables** tab.

- A. For example, in the screenshot below, the selected variables have been modified to include the calculated metric, “Percent All Beds Occupied” (*AllBedsOccupiedPct*), as well as the variables used to calculate this metric.

Modify "Line Listing - Healthcare Bed Capacity"

☐ Show descriptive variable names ([Print List](#)) Analysis Data Set: Capacity Type: Line Listing Last Generated (UTC): September 17, 2024 8:00 PM

Title/Format Time Period Filters **Display Variables** Sort Variables Display Options

Display Variables:

Available Variables:

- AdultPsychUnoccupied
- AdultTotal
- AdultTotalOccupied
- AdultTotalOccupiedPct
- AdultTotalUnoccupied
- AllBedsNonSpecTotal
- AllBedsUnoccupied
- AllIEDAdmittedCensus
- AllIEDAdmittedPct
- AllIEDCensus
- AllIEDTotal
- AllICUBeds
- AllICULOCOccupied
- AllICUOccupied
- AllICUUnoccupied

Selected Variables:

- orgID
- recordID
- context
- ccn
- factype
- reportingDate
- AllBedsOccupiedPct
- AllBedsOccupied
- AllBeds

Up Down Undo

Run Save... Export... Close

- B. The resulting report will display data for each of these variables:

National Healthcare Safety Network
Line Listing of Healthcare Bed Capacity

As of: September 23, 2024 at 1:28 PM UTC
 Date Range: All CAPACITY

orgID=10018

orgID	recordID	Context	ccn	factype	reportingDate	AllBedsOccupiedPct	AllBedsOccupied	AllBeds
10018	25	HOSP			08SEP2024 02:02:00.000	50	100	200
10018	25	HOSP			10SEP2024 02:02:00.000	50	200	200
10018	26	HOSP			09SEP2024 02:02:00.000	50	100	200
10018	26	HOSP			11SEP2024 02:02:00.000	50	100	200
10018	30	HOSP			11AUG2024 02:02:00.000	50	100	200

Data provided in this report reflect data submitted directly to the NHSN Connectivity Initiative: Healthcare Bed Capacity project. Values shown have been evaluated using defined data quality checks. Null values may indicate either missing values or a result of failed data quality checks.

A value of 9999 indicates the field was not applicable for the facility (e.g., if a facility does not have any ICU beds, a value of 9999 may be reported for AdultICUOccupied).

Sorted by orgID recordID context reportingDate

- C. **Note:** A value of "." indicates that the facility did not report any data for that field (e.g., in the example below, the facility did not report any data for AdultICUOccupied or AdultICUUnoccupied for the reportingDate of 9/10/2024). A value of "9999" indicates that the field is not applicable to the facility (e.g., if a facility does not have any ICU beds, they may enter "9999" to indicate that the ICU bed fields are not applicable).

**National Healthcare Safety Network
Line Listing of Healthcare Bed Capacity**

As of: September 23, 2024 at 1:36 PM UTC
Date Range: All CAPACITY

orgID=10018

orgID	recordID	Context	ccn	factype	reportingDate	AllBeds	AllBedsUnoccupied	AdultICUOccupied	AdultICUUnoccupied
10018	25	HOSP			08SEP2024:02:02:00.000	200	100		1
10018	25	HOSP			10SEP2024:02:02:00.000	200	50		1
10018	26	HOSP			09SEP2024:02:02:00.000	200	100	1	1
10018	26	HOSP			11SEP2024:02:02:00.000	200	50	9999	9999
10018	30	HOSP			11AUG2024:02:02:00.000	200	100	1	

Data provided in this report reflect data submitted directly to the NHSN Connectivity Initiative: Healthcare Bed Capacity project. Values shown have been evaluated using defined data quality checks. Null values may indicate either missing values or a result of failed data quality checks.

A value of 9999 indicates the field was not applicable for the facility (e.g., if a facility does not have any ICU beds, a value of 9999 may be reported for AdultICUOccupied).

Sorted by orgID recordID context reportingDate

- Another helpful display modification for users is the “Show descriptive variable names” option (A) at the top of the report modification window. Selecting this option will update all variable names to use long label names rather than field names (e.g., “Facility Org ID” rather than “orgID”) in both the modification window (B) and the column names in generated reports (C).

A

Modify "Line Listing - Healthcare Bed Capacity"

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

Analysis Data Set: Capacity

Type: Line Listing

Title/Format

Time Period

Filters

Display Variables


Sort Variables


Display Options


Title:


Line Listing of Healthcare Bed Capacity

Format:

☒  html

☐  pdf

☐  xls

☐  rtf

B Modify "Line Listing - Healthcare Bed Capacity"

☒ Show descriptive variable names (Print List) Analysis Data Set: Capacity Type: Line Listing Last Generated (UTC): September 17, 2024 5:13 PM

Title/Format Time Period Filters Display Variables Sort Variables Display Options

Display Variables:

Available Variables:

- Adult ED Admitted Census
- Adult ED Bed Census
- Adult ED Total Census
- Adult ICU-LOC Census
- Adult MT/MS Census
- Adult MT/MS Unoccupied
- Adult MTMS Beds
- Adult OBS Census
- Adult OBS Unoccupied
- Adult Observation Beds
- Adult PCU Beds
- Adult PCU Census
- Adult PCU Unoccupied
- Adult Specialty Beds Occupied
- Adult Specialty Beds Unoccupied

Selected Variables:

- Facility Org ID
- Record ID
- Context for which the record applies
- Facility Name
- State
- County Name
- CMS Certification Number
- Type of Facility
- Reporting for Date
- All Beds Census
- All Beds Unoccupied
- Adult Total Census
- Adult Total Unoccupied
- Adult ICU Census
- Adult ICU Unoccupied

Up Down Undo

Run Save... Export... Close

C National Healthcare Safety Network
Line Listing of Healthcare Bed Capacity

As of: September 23, 2024 at 1:43 PM UTC
Date Range: All CAPACITY

Facility Org ID=10018

Facility Org ID	Record ID	Context for which the record applies	Facility Name	State	County Name	CMS Certification Number	Type of Facility	Reporting for Date	All Beds Census	All Beds Unoccupied	Adult Total Census	Adult Total Unoccupied	Adult ICU Census	Adult ICU Unoccupied
10018	25	HOSP						08SEP2024 02:02:00.000	100	100	1	1	1	1
10018	25	HOSP						10SEP2024 02:02:00.000	200	50	1	1	.	.
10018	26	HOSP						09SEP2024 02:02:00.000	100	100	1	1	1	1
10018	26	HOSP						11SEP2024 02:02:00.000	100	50	1	1	9999	9999
10018	30	HOSP						11AUG2024 02:02:00.000	100	100	1	1	1	1

Data provided in this report reflect data submitted directly to the NHSN Connectivity Initiative: Healthcare Bed Capacity project. Values shown have been evaluated using defined data quality checks. Null values may indicate either missing values or a result of failed data quality checks.

A value of 9999 indicates the field was not applicable for the facility (e.g., if a facility does not have any ICU beds, a value of 9999 may be reported for AdultICUOccupied).

Sorted by orgID recordID context reportingDate

8. Once you have finished customizing a report, you can save the report using the “Save...” button on the Modify Report window (A). This will cause a pop-up to appear where you can rename the report (B) and choose to either overwrite an existing report or create a new Custom Analysis Report (C) before clicking “Save” (D).

A Modify "Line Listing - Healthcare Bed Capacity"

☐ Show descriptive variable names (Print List) Analysis Data Set: Capacity Type: Line Listing Last Generated (UTC): September 17, 2024 8:00 PM

Title/Format Time Period Filters Display Variables Sort Variables Display Options

Title:
Line Listing of Healthcare Bed Capacity

Format:

html pdf xls rtf

Specify a name for your Analysis Report:

Analysis Report Name: **B**

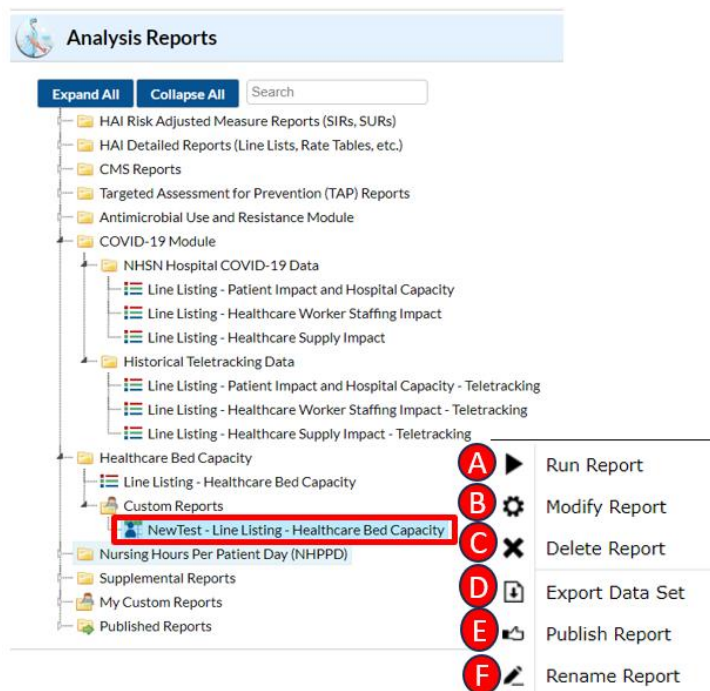
☐ Overwrite existing Custom Analysis Report (Save)

☒ Create a new Custom Analysis Report based on this one (Save as)

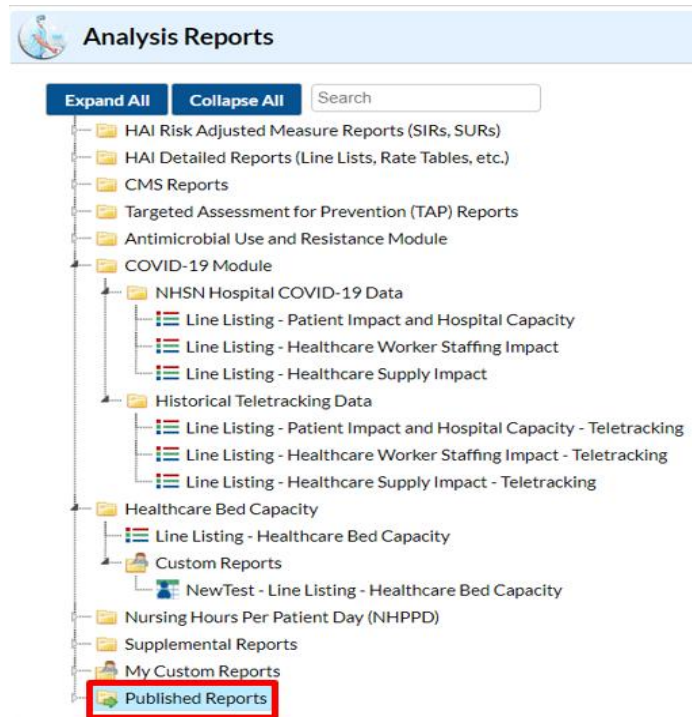
C Save Cancel

A Save... **D** Export... Close

9. Custom reports will be saved to Healthcare Bed Capacity > Custom Reports. Users can select a previously saved custom report to:
- Rerun the report
 - Modify the display settings of the report
 - Delete the custom report
 - Export the report's underlying analysis data set
 - Publish the report (publishing the report will allow all users within the facility/Group to access the report in the Custom Reports folder after logging in to the Patient Safety Component)
 - Rename the title of the report



10. Users can find reports published by other users within their facility/Group in the “Published Reports” folder



Additional Resources

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

General Tips and Tools for NHSN Analysis: <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/General-Tips-NHSN-Analysis.pdf>

Generating Data Sets – Guidance for PSC: <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/generatedatasets-psc-508.pdf>

How to Modify a Report Quick Reference Guide: <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/howtomodifyreport.pdf>

CDC's NHSN Connectivity Initiative: [Hospital Bed Capacity Project](#)

Modifying and Running NHSN Healthcare Bed Capacity Reports Guidance for the Patient Safety Component Module – Change Log

The change log details changes in the guidance for modifying and running NHSN Healthcare Bed Capacity Reports to aid partners in tracking updates.

Changes from previous version (Version 1, dated September 20, 2024)

- **Description:**
 - The description was updated to reflect the availability of NHSN Healthcare Bed Capacity Reports to facility users as well as group users.