State of New Jersey Department of Health

Patient Safety
Reporting System

Module 1 – Overview and Administrative Functions



Phil Murphy Governor



Shereef M. Elnahal, M.D., M.B.A. Commissioner

Sheila Oliver Lieutenant Governor



Background

- 2004 New Jersey Patient Safety Act (P.L. 2004, c9)
 was signed into law.
- Established a serious preventable adverse event reporting system including:
 - Mandatory Reporting
 - Voluntary Reporting



Background

- Statute is designed to improve patient safety in hospitals and other health care facilities.
- The Patient Safety Reporting System (PSRS) is designed to help health care facilities submit events and provide a Root Cause Analysis (RCA) to fulfill the law's mandatory reporting requirements.



Course Contents:

- Overview of the PSRS Process
- II. Accessing the System
- **III.** Adding/Editing Users



I. Overview of the PSRS Process

1. Submission of initial event information

- Within 5 business days of event discovery
- PSRS receives automated notification

2. PSRS reviews the initial event

- Determines if the event is reportable
- Facility receives email on event determination



I. Overview – continued

3. RCA submission required for reportable events

- Within 45 days of initial event submission
- PSRS receives notification when an RCA is submitted

4. PSRS reviews RCA

- Determines if reporting criteria are met
- If not initially met, PSRS provides feedback and facilities edit information until requirements are met



II. Accessing the System

1. Each user must sign a User Confidentiality Agreement before accessing the system

int Screen

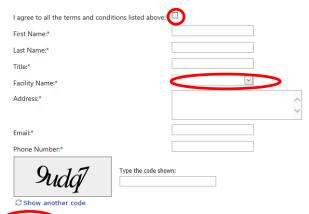
NEW JERSEY DEPARTMENT OF HEALTH
HEALTH CARE QUALITY ASSSSEMENT
USER CONFIDENTIALITY STATEMENT

TO ACCESS THE PATIENT SAFETY REPORTING SYSTEM

Department of Health Patient Safety Reporting System

The New Jersey Patient Safety Reporting System (PSRS) is a statewide confidential electronic reporting system for serious preventable adverse events which occur in NJ licensed healthcare facilities established pursuant to the New Jersey Patient Safety Act 1999 Act

I have read and understand the User Confidentiality Statement to Access the New Jersey Patient Safety Reporting System and the User Confidentiality Agreement. I agree to abide by the User Confidentiality Agreement and understand the consequences to me if I disclose confidential information or breach any part of this agreement.



Department of Health P.O. Box 360, Trenton, NJ 08625-0360 Phone: (609) 633-7759 Confidential Fax: (609) 984-7707 re disability or loss of bodily function lasting more than seven days or still present at the redisability or loss of bodily function lasting more than seven days or still present at the The Act requires all New Jersey licensed health care facilities to report serious nt of Health (DOH) for the purpose of enhancing patient safety. Facilities must perform a 1s issues which led to the event and to implement strategies to prevent future events. e culture focusing on improving processes rather than assigning blame. The information hall health information, demographic information, and self-critical analyses of adverse s to the PSRS shall be limited to authorized users who sign the confidentiality agreement. o (2) Facility Administrative Users. The Facility Administrative Users, if needed, will be management of the facility's other user accounts.

ER CONFIDENTIALITY AGREEMENT

entiality Statement and the obligations and responsibilities listed below. I agree that:

format that I receive or have access to as an authorized user of the PSRS, strictly

access to the PSRS at the following level:

re and will not permit use of my access privileges by any other person or entity. in or submit information and to generate documentation in the official course of my duties

Ins _______DDV. remove, or otherwise furnish personally identifiable information or



- 2. Users must NOT share their user IDs or passwords with anyone
- 3. Each facility will have a minimum of two PSRS liaisons (Facility Administrative Users or FacAdmins)
- 4. PSRS will provide FacAdmins with an access link to the system.



- Once registered, FacAdmins can assign additional internal users
 - Access to enter/edit information
 - Point people for communications from PSRS
- 6. PSRS is accessible to assigned users through "myNewJersey" Network (portal)
 - If you already have a MyNJ account, you will need your login and password.
- 7. Only registered FacAdmins will receive emails from PSRS

NOTE: all users are required to self register for access to the portal.

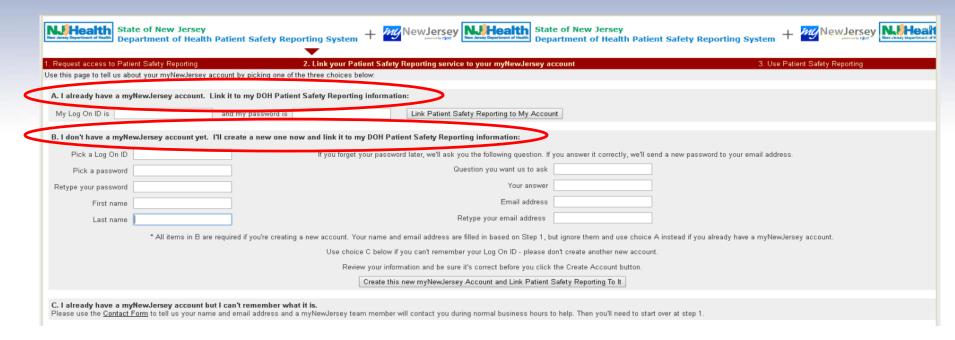


Registration

State of New Jersey Department of Health Department of Health Patient Safety Reporting System								
	Registration Information							
Business Name								
Contact Name								
Email Address								
Reenter Email Address								
User ID								
One time user authorization key								
Submit Registration								
Department of Health P.O. Box 360, Trenton, NJ 08625-0360 Phone:(609) 633-7759 Confidential Fax: (609) 984-7707								

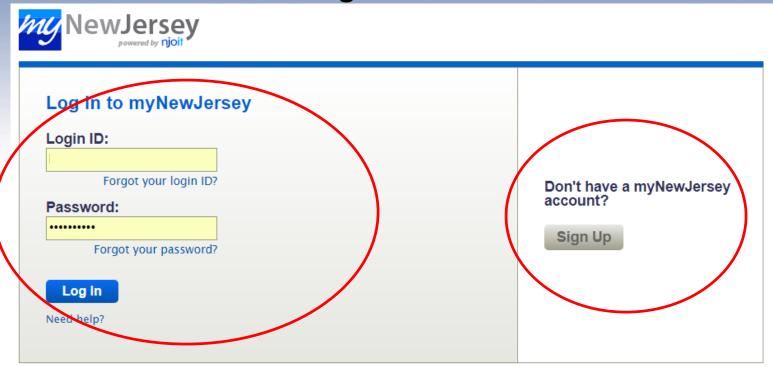


Registration



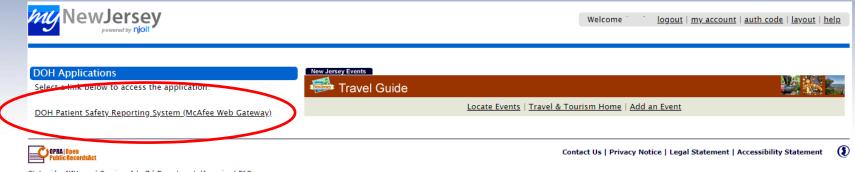


Registration





II. Accessing the System - continued Registration



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Home Page

Num Jersey Department of Health Department of Health Patient Safety Reporting System										
Logged in as: HOME ADD EVENT VIEW EVENTS → RESOURCES → Admin										
Welcome to the NJ Patient Safety Reporting System										
NJ is committed to promoting patient	Search for Report by Number									
safety and preventing serious preventable adverse events. In 2004,	Search									
the New Jersey Patient Safety Act										
(P.L. 2004, c9) was signed into law. The statute was designed to improve	Action Items									
patient safety in hospitals and other health care facilities by establishing a	Initial Event Comments									
serious preventable adverse event	Report Number	Submit Date								
reporting system. This site is designed to help healthcare facilities develop	20180312	5/18/2018								
strong patient safety programs, collect	20180219	<u>20180219</u> 4/11/2018								
and analyze aggregate data and fulfill the law's mandatory reporting	20180151	3/9/2018								
requirements	20180193	4/5/2018								
Additional resources may be found on	<u>20180194</u>	4/3/2018								
the Patient Safety website at:	Dece 1 of 2 (0 thoms) A s Dece [41] 2 Newton [5]									



III. Adding/Editing Users

- 1. FacAdmins can set up additional facility users (Report Readers and/or Report Writers)
 - Access to enter/edit information
 - Note: Report Readers and Writers do NOT receive emails from PSRS
- 2. To create a new user:
 - Enter the email address of the person who will be registering and click "Send Email"
 - An email will be sent with a link to the registration form
 - When the user registers, they will show up on the user registration grid where you can approve or deny access
 - FacAdmins are responsible for maintaining additional users

3. Edit User Information

- Update email
- Change user roles

Note: Only FacAdmins can perform these functions



III. Adding/Editing Users - continued User Maintenance





Create New User

New Jersey Department of Health New Jersey Department of Health Department of Health New Jersey Department of Health Department of Health New Jersey Department of Health Department of Health										
Logged in as:	HOME	ADD EVENT	VIEW EVENTS	RESOURCES	*	Admin				
User\Facility Maintenance										
This screen is used for maintaining users and facilities										

Snow customization window - Use the 'Customization Window' to add/remove fields from the grid.

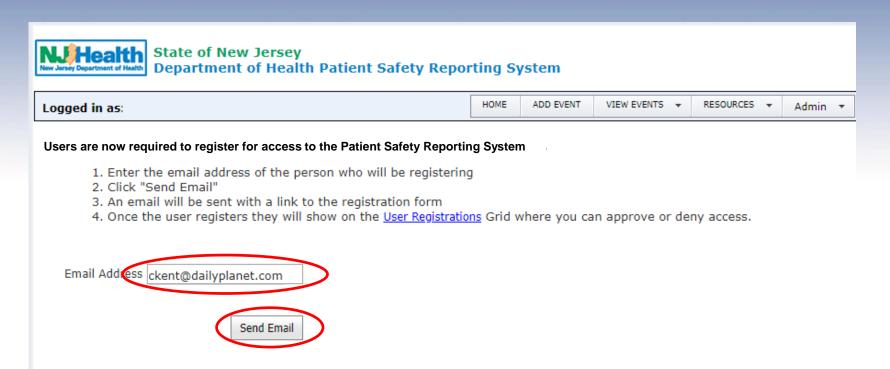
Export Data

Create New User

		#	Detail	User Name 🔻	FirstName 🔻	LastName 🔻	Email 🔻	Phone 🔻	Roles 🔻	Last
6			View	JDoe	Jane	Doe	Jdoe@	(555) 555- 5555	facAdmin, rptWriter, rptReader	6/29,
6	±		View	JSmith	John	Smith	Jsmith@	(555) 555- 5555	facAdmin, rptWriter, rptReader	11/2,



Add New User



Department of Health

P.O. Box 360, Trenton, NJ 08625-0360 Phone:(609) 633-7759 Confidential Fax: (609) 984-7707

Privacy Notice | Legal Statement & Disclaimers



Add New User





Add New User

Edit Form					×
Status:* Facility:*	Pending	ITY-EORT LEE	Type:*	Report Reader and Writer	· F
Address:*	123 Main S Fort Lee, N				÷
First Name:*	Clark		Last Name:*	Kent	
Email:*	clarkent@c	dailyplanet.co	Date Requested:	9/14/2018 2:44:55 PM	F
Phone:*	609-555-1	212	Title:	CKent	T
Comments:					F
		Edit Form			×
Email Text:		Status:*	Granted	Type:*	Report Reader and Writer
		Facility:*	TEST FACILITY-FORT LE	E V	
		Address:*	123 Main Street Fort Lee, NJ		•
		First Name:*	Clark	Last Name:*	Kent
		Email:*	clarkent@dailyplanet.co	Date Requested:	9/14/2018 2:44:55 PM
		Phone:*	609-555-1212	Title:	CKent
		Comments:	1		
		Email Text:			
					Save
	I			5	



Add New User



User\Facility Maintenance

- · This screen is used for maintaining users and facilities
- Create New User
- Show Customization Window Use the 'Customization Window' to add/remove fields from the grid.

Export Data

facAdmin, rptWriter, rptReader	6/29,
facAdmin, rptWriter, rptReader	11/2,
rptWriter, rptReader	7/6/2
	rptWriter, rptReader facAdmin, rptWriter, rptReader rptWriter,



III. Adding/Editing Users - continued Edit User



User\Facility Maintenance

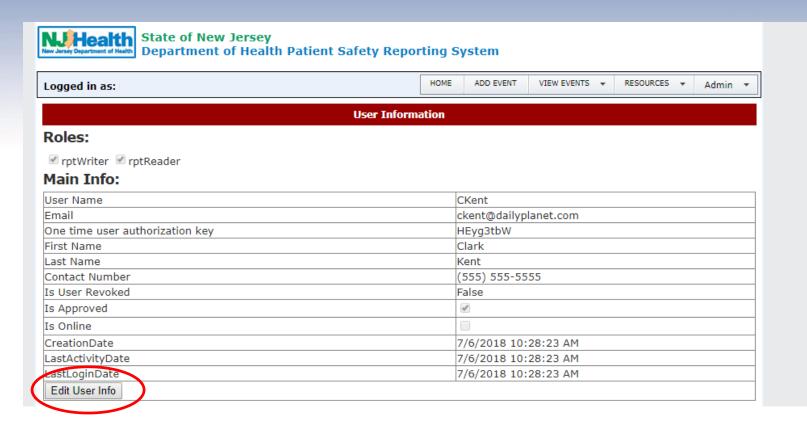
- · This screen is used for maintaining users and facilities
- Create New User
- · Show Customization Window Use the 'Customization Window' to add/remove fields from the grid.

Export Data

	#	Detail	User Name 🔻	FirstName 🔻	LastName 🔻	Email 🔻	Phone 🔻	Roles 🔻	Last
+		View	JDoe	Jane	Doe	Jdoe@	(555) 555- 5555	facAdmin, rptWriter, rptReader	6/29,
+		View	JSmith	John	Smith	Jsmith@	(555) 555- 5555	facAdmin, rptWriter, rptReader	11/2,
±		View	CKent	Clark	Kent	ckent@dailyplar	(555) 555- 5555	rptWriter, rptReader	7/6/2

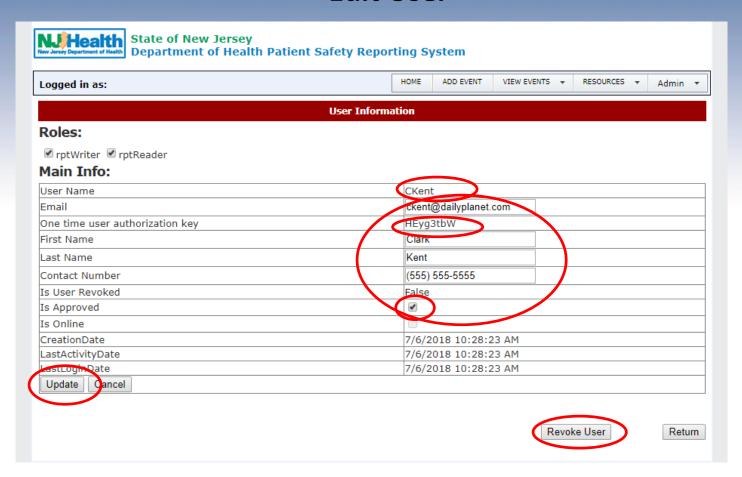


Edit User





III. Adding/Editing Users - continued Edit User





Edit User





Review

- 1. ALL users must register on "myNewJersey" network
- 2. A minimum of two FacAdmins are required for each facility
- 3. FacAdmins can create additional users
- 4. FacAdmins are responsible for keeping facility information and user profiles up to date
- 5. Note: Only FacAdmins will receive emails from PSRS



Next Module

- . Preparing to Enter an Event
- II. Entering a New Event
- III. Event Review by PSRS
- IV. Other Communications About the Event

