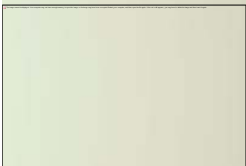# State of New Jersey
Department of Health and Senior Services

Patient Safety Reporting System

Module 1 – Overview and Administrative Functions

Patient Safety Reporting System

- 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 and
  - Voluntary Reporting

Patient Safety Reporting System

- Statute designed to improve patient safety in hospitals and other health care facilities.

- This new Reporting System is designed to help health care facilities submit new events and RCAs to fulfill the law's mandatory reporting requirements.

Patient Safety Reporting System

Course Contents:

I. Overview of the Patient Safety Reporting Process

II. Accessing the System

III. Adding/Editing Users

Patient Safety Reporting System

I.   Overview

1. Submission of initial event information
   - Within 5 business days of event discovery
   - Patient Safety (DHSS) receives automated notification

2. Patient Safety reviews the initial event
   - Determines if the event is reportable
   - Facility receives email on event determination

Patient Safety Reporting System
I.   Overview – Continued

3. RCA submission required for reportable events

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

4. Patient Safety reviews RCA

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

Patient Safety Reporting System
II.   Accessing the System

1. Each facility will have two Facility Admin Users (Patient Safety Liaison)

2. Patient Safety will set up access for Facility Admin Users
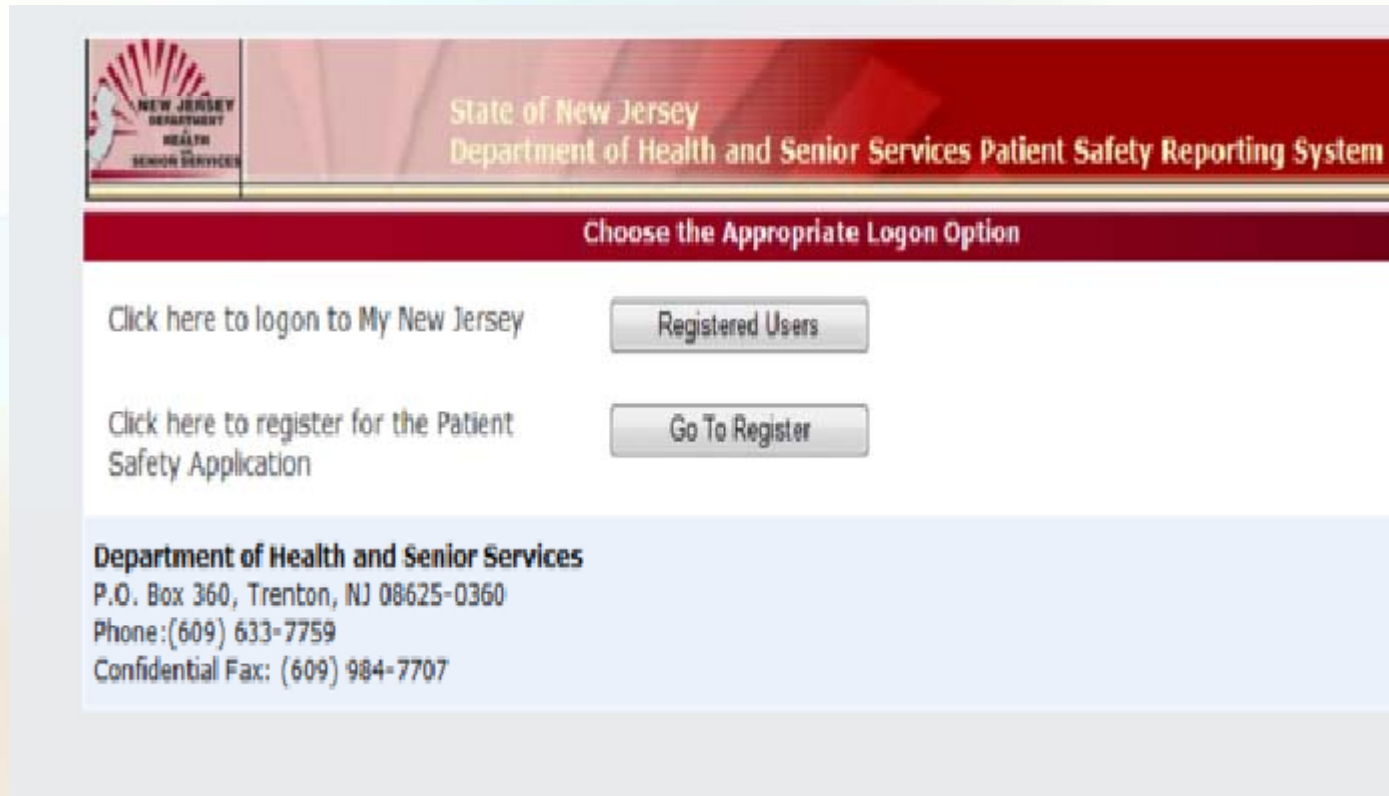
Patient Safety Reporting System
II.   Accessing the System - Continued

3. Facility Admin Users can assign additional
   internal users
   - Access to enter/edit information
   - Point people for communications from Patient Safety

4. Reporting System accessible to assigned
   users through "myNewJersey" Network
   (portal) nj.gov/health/ps/report

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

Patient Safety Reporting System
II. Accessing the System - Continued

State of New Jersey
Department of Health and Senior Services Patient Safety Reporting System
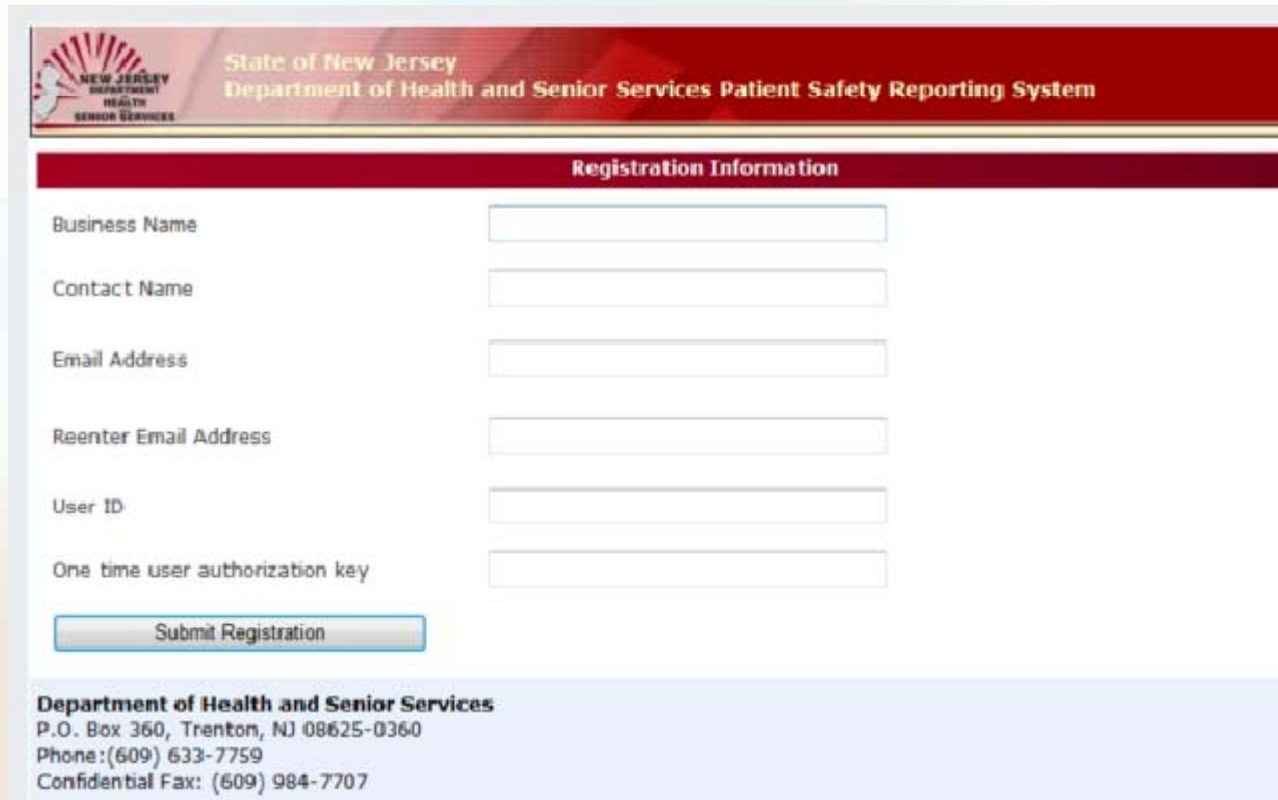
Choose the Appropriate Logon Option

Click here to logon to My New Jersey   [Registered Users]

Click here to register for the Patient   [Go To Register]
Safety Application

Department of Health and Senior Services
P.O. Box 360, Trenton, NJ 08625-0360
Phone:(609) 633-7759
Confidential Fax: (609) 984-7707

Patient Safety Reporting System
II.   Accessing the System - Continued

Patient Safety Reporting System
II. Accessing the System - Continued

Patient Safety Reporting System
II. Accessing the System - Continued

Patient Safety Reporting System

III. Adding/Editing Users

1. Facility Admin Users can set up new Facility Users
    - Access to enter/edit information

2. Add New User
    - Enter information
    - Assign roles/facilities
    - Facility Admins responsible for maintaining additional users

III. Adding/Editing Users – Continued
User Maintenance Main Screen

State of New Jersey
Department of Health and Senior Services Patient Safety Reporting System

Logged in as: sfacility

Home   Add Event   View Events   Resources   User Maintenance

User\Facility Maintenance

- This screen is used for maintaining users and facilities
- Create New User

Detail		User Name		Email		Is Approved		Create Date		Last Login Date	
⊞	View	facilityWriterA		gman@gmail.com		True		10/7/2010		12/13/2010	
⊞	View	pmuser		tulemon@gmail.com		True		11/19/2010		11/19/2010	
⊞	View	SFacility		mw2@doh.state.nj.us		True		10/23/2010		12/13/2010	

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14

III. Adding/Editing Users – Continued
Add New User

Logged in as: sfacility   Home   Add Event   View Events   Resources   User Maintenance

Create User

1. Select Roles

☐ facAdmin ☐ rptReader ☐ rptWriter

2. Enter User Info

First Name:

Last Name:

User Name:

Email:

Authorization Key: OCqTnhbY

3. Select Facility

Select All: ☐	Facility Name	Address	City
☐	AMBULATORY CARE CENTER	1133 EAST CHESTNUT AVENUE	SOUTH VINELAND
☐	TEST FACILITY	33 WEST 33RD	FORT LEE

Create User

15

Patient Safety Reporting System

III.   Adding/Editing Users - Continued

    3. Edit User Information
- Update email
- Change user roles

    4. Delete User Information

Only Facility Admins can perform these functions

III. Adding/Editing Users – Continued
Edit User Information

III. Adding/Editing Users – Continued
Edit User Information

State of New Jersey
Department of Health and Senior Services Patient Safety Reporting System

Logged in as: sfacility

Home   Add Event   View Events   Resources   User Maintenance

User Information

Roles:

☑ facAdmin

Main Info:

User Name	SFacility
Email	mw2@doh.state.nj.us
One time user authorization key	WmedSL9z
Is User Revoked	False
Is Approved	☑
Is Online	☑
CreationDate	10/23/2010 2:07:19 AM
LastActivityDate	12/13/2010 11:44:37 AM
LastLoginDate	12/13/2010 11:44:37 AM

Edit User Info

Return

III. Adding/Editing Users – Continued
Edit User Information

State of New Jersey
Department of Health and Senior Services Patient Safety Reporting System

Logged in as: sfacility

Home   Add Event   View Events   Resources   User Maintenance

User Information

Roles:

☑ facAdmin ☑ rptWriter
☑ rptReader

Main Info:

User Name	SFacility
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One time user authorization key	WmedSL9z
Is User Revoked	False
Is Approved	☑
Is Online	☑
CreationDate	10/23/2010 2:07:19 AM
LastActivityDate	1/4/2011 10:10:53 AM
LastLoginDate	1/4/2011 10:10:53 AM

[Update] [Cancel]

[Return]

Patient Safety Reporting System Review

1. ALL users must register on "myNewJersey" network
2. Two admin users (the Patient Safety Liaisons) created by Patient Safety for each facility
3. Facility admin users can create additional users

Patient Safety Reporting System

Next Module

1. Preparing to enter an Event
2. Entering an Event
3. Patient Safety Review of Event and Communication