

State of New Jersey *Department of Health*

Patient Safety Reporting System

Module 1 – Overview and Administrative Functions



Phil Murphy
Governor

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Commissioner



Patient Safety Reporting System

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.

Patient Safety Reporting System

Course Contents:

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

Patient Safety Reporting System

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

Patient Safety Reporting System

II. Accessing the System

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

NJ Health State of New Jersey
New Jersey Department of Health Department of Health Patient Safety Reporting System

[Print Screen](#)

**NEW JERSEY DEPARTMENT OF HEALTH
HEALTH CARE QUALITY ASSESSMENT
USER CONFIDENTIALITY STATEMENT
TO ACCESS THE 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. The Act requires all New Jersey licensed health care facilities to report serious incidents of disability or loss of bodily function lasting more than seven days or still present at the time of discharge to the PSRS for the purpose of enhancing patient safety. Facilities must perform a root cause analysis of the event and to implement strategies to prevent future events. The information reported to the PSRS shall be limited to authorized users who sign the confidentiality agreement. (2) Facility Administrative Users. The Facility Administrative Users, if needed, will be responsible for the management of the facility's other user accounts.

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.

I agree to all the terms and conditions listed above:

First Name:*

Last Name:*

Title:*

Facility Name:*

Address:*

Email:*

Phone Number:*

 Type the code shown:

[Show another code](#)

NEW JERSEY DEPARTMENT OF HEALTH
PHAB
ACCREDITED HEALTH CARE FACILITY
New Jersey Department of Health

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

II. Accessing the System – *continued*

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.

II. Accessing the System – *continued*

5. **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.



II. Accessing the System - *continued*

Registration

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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

II. Accessing the System - *continued*

Registration

II. Accessing the System - *continued*

Registration

myNewJersey
powered by njoit

Log In to myNewJersey

Login ID:

[Forgot your login ID?](#)

Password:

[Forgot your password?](#)

Log In

[Need help?](#)

Don't have a myNewJersey account?

Sign Up

II. Accessing the System - *continued*

Registration

The screenshot shows the myNewJersey website interface. At the top left is the logo "myNewJersey powered by njoi". At the top right, there is a navigation bar with "Welcome" and links for "logout", "my_account", "auth_code", "layout", and "help". Below the header, there are two main sections: "DOH Applications" and "New Jersey Events".

DOH Applications
Select a link below to access the application.
[DOH Patient Safety Reporting System \(McAfee Web Gateway\)](#)

New Jersey Events
Travel Guide
[Locate Events](#) | [Travel & Tourism Home](#) | [Add an Event](#)

At the bottom left, there is a logo for "OPRA | Open Public Records Act" and text: "Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs", "Copyright (c) State of New Jersey, 1996-2017", and "This site is maintained by the New Jersey Office of Information Technology". At the bottom right, there are links for "Contact Us", "Privacy Notice", "Legal Statement", and "Accessibility Statement" along with an accessibility icon.

II. Accessing the System - *continued*

Home Page



NJ Health State of New Jersey
New 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 safety and preventing serious preventable adverse events. In 2004, the **New Jersey Patient Safety Act** (P.L. 2004, c9) was signed into law. The statute was designed to improve patient safety in hospitals and other health care facilities by establishing a serious preventable adverse event reporting system. This site is designed to help healthcare facilities develop strong patient safety programs, collect and analyze aggregate data and fulfill the law's mandatory reporting requirements

Additional resources may be found on the Patient Safety website at:

Search for Report by Number

Search

Action Items

Initial Event Comments

| Report Number | Submit Date |
|--------------------------|-------------|
| 20180312 | 5/18/2018 |
| 20180219 | 4/11/2018 |
| 20180151 | 3/9/2018 |
| 20180193 | 4/5/2018 |
| 20180194 | 4/3/2018 |

Page 1 of 2 (8 items) < < Prev [1] 2 Next > >

Patient Safety Reporting System

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

The screenshot shows the NJ Patient Safety Reporting System interface. At the top left is the NJ Health logo and the text "State of New Jersey Department of Health Patient Safety Reporting System". Below this is a navigation bar with "Logged in as" and buttons for "HOME", "ADD EVENT", "VIEW EVENTS", and "RESOURCES". A red circle highlights the "Admin" dropdown menu, which is open to show "USER MAINTENANCE" and "USER REGISTRATION" options. A hand cursor is pointing at "USER MAINTENANCE".

Welcome to the NJ Patient Safety Reporting System

NJ is committed to promoting patient safety and preventing serious preventable adverse events. In 2004, the **New Jersey Patient Safety Act** (P.L. 2004, c9) was signed into law. The statute was designed to improve patient safety in hospitals and other health care facilities by establishing a serious preventable adverse event reporting system. This site is designed to help healthcare facilities develop strong patient safety programs, collect and analyze aggregate data and fulfill the law's mandatory reporting requirements

Additional resources may be found on the Patient Safety website at: <http://nj.gov/health/ps/>

Search for Report by Number

Search

Action Items

Initial Event Comments

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Page 1 of 2 (8 items) < < Prev [1] 2 Next > >

III. Adding/Editing Users - *continued*

Create New User

**State of New Jersey**
Department of Health Patient Safety Reporting System

Logged in as: HOME ADD EVENT VIEW EVENTS ▾ RESOURCES ▾ Admin

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, rntReader | 11/2, |

III. Adding/Editing Users - *continued*

Add New User

NJ Health State of New Jersey
New Jersey Department of Health Department of Health Patient Safety Reporting System

Logged in as: HOME ADD EVENT VIEW EVENTS RESOURCES Admin

Users are now required to register for access to the Patient Safety Reporting System

1. Enter the email address of the person who will be registering
2. Click "Send Email"
3. An email will be sent with a link to the registration form
4. Once the user registers they will show on the [User Registrations](#) Grid where you can approve or deny access.

Email Address

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](#)

III. Adding/Editing Users - *continued*

Add New User

The screenshot shows the 'User Registrations' page in the NJ Health system. At the top, there is a navigation bar with 'Logged in as:' and a dropdown menu containing 'HOME', 'ADD EVENT', 'VIEW EVENTS', 'RESOURCES', and 'Admin'. Below this is a red header for 'User Registrations'. A bullet point states: 'This screen is used for managing user requests to access the application'. The main content is a table with columns: '#', 'First Name', 'Last Name', 'Request Type Text', 'Email', 'Comments', 'Date Requested', 'Status Text', and 'Facility Name'. Two rows are visible. The first row shows a user named Jane Doe with a 'Granted' status. The second row shows a user named Clark Kent with a 'Pending' status. The 'Edit' link for the Clark Kent row is circled in red. A 'Show Customization Dialog' button is located in the top right corner of the table area.

| # | First Name | Last Name | Request Type Text | Email | Comments | Date Requested | Status Text | Facility Name |
|---------------------------------------------|------------|-----------|--------------------------|-------------------|----------|-----------------------|-------------|---------------|
| Edit Delete | Jane | Doe | Report Reader and Writer | Jdoe@..... | | 11/14/2018 5:52:13 PM | Granted | TEST FACILITY |
| Edit Delete | Clark | Kent | Report Reader and Writer | clarkent@daily... | | 9/14/2018 2:44:55 PM | Pending | TEST FACILITY |

III. Adding/Editing Users - *continued*

Add New User

The image displays two screenshots of a web-based form titled "Edit Form" used for adding or editing users. The form contains the following fields:

- Status: * (Dropdown menu)
- Type: * (Dropdown menu)
- Facility: * (Dropdown menu)
- Address: * (Text field)
- First Name: * (Text field)
- Last Name: * (Text field)
- Email: * (Text field)
- Date Requested: (Text field)
- Phone: * (Text field)
- Title: (Text field)
- Comments: (Text area)
- Email Text: (Text area)

In the top screenshot, the "Status" dropdown is set to "Pending" and the "Save" button is circled in red. In the bottom screenshot, the "Status" dropdown is set to "Granted" and the "Save" button is circled in red.

III. Adding/Editing Users - *continued*

Add New User

 **State of New Jersey**
New Jersey Department of Health **Department of Health Patient Safety Reporting System**

Logged in as: HOME ADD EVENT VIEW EVENTS ▾ RESOURCES ▾ Admin

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@dailyplai | (555) 555-5555 | rptWriter, rptReader | 7/6/2 |

III. Adding/Editing Users - *continued*

Edit User

**State of New Jersey**
Department of Health Patient Safety Reporting System

Logged in as: HOME ADD EVENT VIEW EVENTS ▾ RESOURCES ▾ Admin

User\Facility Maintenance

- **This screen is used for maintaining users and facilities**
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- [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@dailyplai | (555) 555-5555 | rptWriter, rptReader | 7/6/2... |

III. Adding/Editing Users - *continued*

Edit User

 **State of New Jersey**
Department of Health Patient Safety Reporting System

Logged in as: HOME ADD EVENT VIEW EVENTS RESOURCES Admin

User Information

Roles:
 rptWriter rptReader

Main Info:

| | |
|---------------------------------|-------------------------------------|
| User Name | CKent |
| Email | ckent@dailyplanet.com |
| One time user authorization key | HEyg3tbW |
| First Name | Clark |
| Last Name | Kent |
| Contact Number | (555) 555-5555 |
| Is User Revoked | False |
| Is Approved | <input checked="" type="checkbox"/> |
| Is Online | <input type="checkbox"/> |
| CreationDate | 7/6/2018 10:28:23 AM |
| LastActivityDate | 7/6/2018 10:28:23 AM |
| LastLoginDate | 7/6/2018 10:28:23 AM |

III. Adding/Editing Users - *continued*

Edit User

NJ Health State of New Jersey
New Jersey Department of Health Department of Health Patient Safety Reporting System

Logged in as: HOME ADD EVENT VIEW EVENTS RESOURCES Admin

User Information

Roles:
 rptWriter rptReader

Main Info:

| | |
|---------------------------------|-------------------------------------|
| User Name | CKent |
| Email | ckent@dailyplanet.com |
| One time user authorization key | HEyg3tbW |
| First Name | Clark |
| Last Name | Kent |
| Contact Number | (555) 555-5555 |
| Is User Revoked | False |
| Is Approved | <input checked="" type="checkbox"/> |
| Is Online | <input type="checkbox"/> |
| CreationDate | 7/6/2018 10:28:23 AM |
| LastActivityDate | 7/6/2018 10:28:23 AM |
| LastLoginDate | 7/6/2018 10:28:23 AM |

Update Cancel

Revoke User Return

III. Adding/Editing Users - *continued*

Edit User



State of New Jersey
Department of Health Patient Safety Reporting System

Logged in as: HOME ADD EVENT VIEW EVENTS ▾ RESOURCES ▾ Admin ▾

User Information

Roles:
 rptWriter rptReader

Main Info:

| | |
|---------------------------------|-------------------------------------|
| User Name | CKent |
| Email | ckent@dailyplanet.com |
| One time user authorization key | HEyg3tbW |
| First Name | Clark |
| Last Name | Kent |
| Contact Number | (555) 555-5555 |
| Is User Revoked | False |
| Is Approved | <input checked="" type="checkbox"/> |
| Is Online | <input type="checkbox"/> |
| CreationDate | 7/6/2018 10:28:23 AM |
| LastActivityDate | 7/6/2018 10:28:23 AM |
| LastLoginDate | 7/6/2018 10:28:23 AM |

Update Successful.

Patient Safety Reporting System

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**

Patient Safety Reporting System

Next Module

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