State of New Jersey
Department of Health
Patient Safety Reporting System
Module 1 – Overview and Administrative Functions
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
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.
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

[Image of a registration form]

- Business Name
- Contact Name
- Email Address
- Reenter Email Address
- User ID
- One time user authorization key

[Submit Registration button]

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

A. I already have a myNewJersey account. Link it to my DOH Patient Safety Reporting Information:

- My Log On ID is
- Link Patient Safety Reporting to My Account

B. I don’t have a myNewJersey account yet. I’ll create a new one now and link it to my DOH Patient Safety Reporting Information:

- Pick a Log On ID
- Pick a password
- Retype your password
- First name
- Last name

*All items in B are required if you’re creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can’t remember your Log On ID - please don’t create another new account.

Review your information and be sure it’s correct before you click the Create Account button.

Create this new myNewJersey Account and Link Patient Safety Reporting To It

C. I already have a myNewJersey account but I can’t remember what it is.

Please use the Contact Form to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you’ll need to start over at step 1.
II. Accessing the System - continued

Registration

Log in to myNewJersey

Login ID:
Forgot your login ID?

Password:
Forgot your password?

Log In

Don't have a myNewJersey account?
Sign Up

Need help?
II. Accessing the System - continued

Registration

DOH Applications
Select a link below to access the application:

DOH Patient Safety Reporting System (McAfee Web Gateway)
II. Accessing the System - continued

Home Page

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:
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

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

Logged in as

Welcome to the NJ Patient Safety Reporting System

Search for Report by Number

Search

Action Items

Initial Event Comments

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20180312</td>
<td>5/18/2018</td>
</tr>
<tr>
<td>20180219</td>
<td>4/11/2018</td>
</tr>
<tr>
<td>20180151</td>
<td>3/9/2018</td>
</tr>
<tr>
<td>20180193</td>
<td>4/5/2018</td>
</tr>
<tr>
<td>20180194</td>
<td>4/3/2018</td>
</tr>
</tbody>
</table>

Additional resources may be found on the Patient Safety website at:
http://nj.gov/health/sp/
III. Adding/Editing Users - continued

Create New User

<table>
<thead>
<tr>
<th>#</th>
<th>Detail</th>
<th>User Name</th>
<th>FirstName</th>
<th>LastName</th>
<th>Email</th>
<th>Phone</th>
<th>Roles</th>
<th>Last Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>View</td>
<td>J Doe</td>
<td>Jane</td>
<td>Doe</td>
<td>Jdoe@........</td>
<td>(555) 555-5555</td>
<td>facAdmin, rptWriter, rptReader</td>
<td>6/29/</td>
</tr>
<tr>
<td>2</td>
<td>View</td>
<td>J Smith</td>
<td>John</td>
<td>Smith</td>
<td>Jsmith@......</td>
<td>(555) 555-5555</td>
<td>facAdmin, rptWriter, rntReader</td>
<td>11/2/</td>
</tr>
</tbody>
</table>
III. Adding/Editing Users - continued

Add New User

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: ckent@dailyplanet.com

Send Email

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**

![User Registrations](image)

- This screen is used for managing user requests to access the application

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>Request Type</th>
<th>Email</th>
<th>Comments</th>
<th>Date Requested</th>
<th>Status Text</th>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clark</td>
<td>Kent</td>
<td>Report Reader and Writer</td>
<td>clarkent@daily</td>
<td></td>
<td>9/14/2018 2:44:55 PM</td>
<td>Pending</td>
<td>TEST FACILITY</td>
</tr>
</tbody>
</table>
III. Adding/Editing Users - *continued*

Add New User

![User Form](image.png)
III. Adding/Editing Users - continued

Add New User

<table>
<thead>
<tr>
<th>#</th>
<th>Detail</th>
<th>User Name</th>
<th>FirstName</th>
<th>LastName</th>
<th>Email</th>
<th>Phone</th>
<th>Roles</th>
<th>Last Access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View</td>
<td>J Doe</td>
<td>Jane</td>
<td>Doe</td>
<td>Jdoe@.....</td>
<td>(555) 555-5555</td>
<td>facAdmin, rptWriter, rptReader</td>
<td>6/29/</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>J Smith</td>
<td>John</td>
<td>Smith</td>
<td>Jsmith@.....</td>
<td>(555) 555-5555</td>
<td>facAdmin, rptWriter, rptReader</td>
<td>11/2/</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>C Kent</td>
<td>Clark</td>
<td>Kent</td>
<td>ckent@dailypaci</td>
<td>(555) 555-5555</td>
<td>rptWriter, rptReader</td>
<td>7/6/</td>
</tr>
</tbody>
</table>

This screen is used for maintaining users and facilities. The 'Create New User' and 'Show Customization Window' options are available. Use the 'Customization Window' to add/remove fields from the grid.
### III. Adding/Editing Users - continued

#### Edit User

![User/Facility Maintenance Screen](image)

- **Create New User**
- **Show Customization Window** - Use the 'Customization Window' to add/remove fields from the grid.

#### User/Facility Maintenance Table

<table>
<thead>
<tr>
<th>#</th>
<th>Detail</th>
<th>User Name</th>
<th>FirstName</th>
<th>LastName</th>
<th>Email</th>
<th>Phone</th>
<th>Roles</th>
<th>Last Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>View</td>
<td>J Doe</td>
<td>Jane</td>
<td>Doe</td>
<td>J doe@.....</td>
<td>(555) 555-5555</td>
<td>facAdmin, rptWriter, rptReader</td>
<td>6/29</td>
</tr>
<tr>
<td>2</td>
<td>View</td>
<td>J Smith</td>
<td>John</td>
<td>Smith</td>
<td>J smith@.....</td>
<td>(555) 555-5555</td>
<td>facAdmin, rptWriter, rptReader</td>
<td>11/2</td>
</tr>
<tr>
<td>3</td>
<td>View</td>
<td>C Kent</td>
<td>Clark</td>
<td>Kent</td>
<td>C kent@dailyplan</td>
<td>(555) 555-5555</td>
<td>rptWriter, rptReader</td>
<td>7/6/2022</td>
</tr>
</tbody>
</table>
III. Adding/Editing Users - continued

Edit User

<table>
<thead>
<tr>
<th>Roles:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>rptWriter</td>
<td>rptReader</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Info:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>CKent</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ckent@dailyplanet.com">ckent@dailyplanet.com</a></td>
</tr>
<tr>
<td>One time user authorization key</td>
<td>HEyg3tbW</td>
</tr>
<tr>
<td>First Name</td>
<td>Clark</td>
</tr>
<tr>
<td>Last Name</td>
<td>Kent</td>
</tr>
<tr>
<td>Contact Number</td>
<td>(555) 555-5555</td>
</tr>
<tr>
<td>Is User Revoked</td>
<td>False</td>
</tr>
<tr>
<td>Is Approved</td>
<td></td>
</tr>
<tr>
<td>Is Online</td>
<td></td>
</tr>
<tr>
<td>Creation Date</td>
<td>7/6/2018 10:28:23 AM</td>
</tr>
<tr>
<td>Last Activity Date</td>
<td>7/6/2018 10:28:23 AM</td>
</tr>
<tr>
<td>Last Login Date</td>
<td>7/6/2018 10:28:23 AM</td>
</tr>
</tbody>
</table>

[Edit User Info]
### III. Adding/Editing Users - continued

**Edit User**

![User Information Screen]

**User Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Main Info</th>
<th>Role</th>
<th>Main Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CKent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rptWriter</td>
<td><a href="mailto:CKent@dailyplanet.com">CKent@dailyplanet.com</a></td>
<td>rptReader</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td>One time user authorization key</td>
<td>HEygJtbW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Name</td>
<td>Kent</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td>(555) 555-5555</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is User Revoked</td>
<td>False</td>
<td>Is Approved</td>
<td></td>
</tr>
<tr>
<td>Creation Date</td>
<td>7/6/2018 10:28:23 AM</td>
<td>Is Online</td>
<td></td>
</tr>
<tr>
<td>LastActivityDate</td>
<td>7/6/2018 10:28:23 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LastLoginDate</td>
<td>7/6/2018 10:28:23 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Update] [Cancel] [Revoke User] [Return]
III. Adding/Editing Users - continued

Edit User

[Image of user interface for editing user information]

Update Successful.
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