Patient Safety Reporting System

Course Contents

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II. Reports
III. Resources and Support
Patient Safety Reporting System

I. System Navigation

Main Menu Bar

• View Events
  • All Events
  • Status Report
  • Export Data

• Resources – tools and information
  • Information Consulted
  • Report Questions
  • User Guide
II. Reports

View Events – Status Report

• Click on “Show Customization Window” to add/remove columns
• Drag column name to “Column Chooser” list to remove columns
• Drag column name from “Column Chooser” to add columns
• Filter by using entry boxes
II. Reports – continued

View Events – Status Report

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:
## II. Reports – continued

### View Events – Customization Window

- You can sort the data by clicking on the column headers.
- **Show Customization Window** - Use the 'Customization Window' to add/remove fields from the grid.
- **Saved Reports** - Click to view your saved reports.
- **Save a Report** - Click to save the report.

#### Export to Excel

#### Show Customization Dialog

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Facility Name</th>
<th>Report Number</th>
<th>Event Status</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td></td>
<td>20180252</td>
<td>RCA-Facility Edit</td>
<td>Surgical - Wrong Site</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td></td>
<td>20180252</td>
<td>RCA-Facility Edit</td>
<td>Surgical - Wrong Site</td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events – Add Column Customization Window

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Report Number</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>1/17/2018</td>
<td>20180082</td>
<td>RCA-DOH Review</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/7/2018</td>
<td>20180134</td>
<td>RCA-Facility Edit</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/28/2018</td>
<td>20180145</td>
<td>Closed</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/16/2018</td>
<td>20180156</td>
<td>RCA-Facility Edit</td>
</tr>
</tbody>
</table>

- You can sort the data by clicking on the column headers
- You can hide the Customization Window by selecting 'Hide Customization Window'
- You can save reports by selecting 'Save Report' or 'Save a Report'

Admission Through

ASA Class

Ethnicity

Event Date

Event Date Discover

Event Date Discover Late

Event Date Discover Time

Event Date Unknown

Event Description

Event Reviewer

Event Time

Facility ID

Facility Name

Facility Type ID

Facility Type

Findings Statement
### II. Reports – continued

View Events – Add Column
Customization Window

![Customization Window Image]

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Report Number</th>
<th>Admission Through</th>
<th>Event Status</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>2017</td>
<td>4/13/2017</td>
<td>20170281</td>
<td>Direct Admission</td>
<td>Closed</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2017</td>
<td>12/16/1996</td>
<td>20170296</td>
<td>Direct Admission</td>
<td>Closed</td>
<td>Care Management - Other</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>5/1/2017</td>
<td>20170300</td>
<td>Direct Admission</td>
<td>Closed</td>
<td>Surgical -</td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events – Remove Column

Logged in as:

- You can sort the data by clicking on the column headers
- Hide Customization Window - Use the 'Customization Window' to add or remove columns.
- Saved Reports - Click to view your saved reports.
- Save a Report - Click to save the report.

Export to Excel

Drag a column header here to group by that column

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Report Number</th>
<th>Admission Time</th>
<th>Event Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>2017</td>
<td>5/1/2017</td>
<td>20170293</td>
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</tr>
<tr>
<td>Detail</td>
<td>2016</td>
<td>5/25/2016</td>
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<tr>
<td>Detail</td>
<td>2016</td>
<td>5/11/2016</td>
<td>20160538</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### II. Reports – continued

**View Events – Filter by Columns**

*Customization Window*

- You can sort the data by clicking on the column headers
- **Hide Customization Window** - Use the 'Customization Window' to add/remove fields from the grid.
- **Saved Reports** - Click to view your saved reports.
- **Save a Report** - Click to save the report.

_Drag a column header here to group by that column_

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Report Number</th>
<th>Admission Through</th>
<th>Event Status</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Detail</strong></td>
<td>2018</td>
<td>6/30/2017</td>
<td>20180345</td>
<td>Emergency Department</td>
<td>Event-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td><strong>Detail</strong></td>
<td>2018</td>
<td>2/20/2018</td>
<td>20180135</td>
<td>Transfer from LTC or Assisted Living</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td><strong>Detail</strong></td>
<td>2018</td>
<td>2/22/2018</td>
<td>20180242</td>
<td>Event-DOH Review</td>
<td>Environmental - Fall</td>
<td></td>
</tr>
<tr>
<td><strong>Detail</strong></td>
<td>2018</td>
<td>3/28/2018</td>
<td>20180226</td>
<td>Emergency Department</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events
Customization Dialog

- You can sort the data by clicking on the column headers
- **Hide Customization Window** - Use the 'Customization Window' to add/remove fields from the grid.
- **Saved Reports** - Click to view your saved reports.
- **Save a Report** - Click to save the report.

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Report Number</th>
<th>Admission Through</th>
<th>Event Status</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>6/30/2017</td>
<td>20180345</td>
<td>Emergency Department</td>
<td>Event-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/20/2018</td>
<td>20180135</td>
<td>Transfer from LTC or Assisted Living</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/22/2018</td>
<td>20180242</td>
<td>Event-DOH Review</td>
<td></td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>3/20/2018</td>
<td>20180226</td>
<td>Emergency Department</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events
Customization Dialog Box
II. Reports – continued

View Events
Customization Dialog
II. Reports – continued

View Event
Filter from Bottom of Screen
II. Reports – continued

View Event
Filter from Bottom of Screen
II. Reports – *continued*

**View Events – Filter by Columns**

Filter from Bottom of Screen

- You can sort the data by clicking on the column headers
- [Hide Customization Window](#) - Use the 'Customization Window' to add/remove fields from the grid.
- [Saved Reports](#) - Click to view your saved reports.
- Save a Report - Click to save the report.

### Table:

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Report Number</th>
<th>Admission Through</th>
<th>Event Status</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>6/30/2017</td>
<td>20180345</td>
<td>Emergency Department</td>
<td>Event-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/20/2018</td>
<td>20180135</td>
<td>Transfer from LTC or Assisted Living</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>2/22/2018</td>
<td>20180242</td>
<td>Event-DOH Review</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>3/28/2018</td>
<td>20180226</td>
<td>Emergency Department</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
</tbody>
</table>

[Export to Excel](#)
II. Reports – continued

View Events – Status Report

- Save report for future use by clicking on “Save a Report”
- Export to Excel
II. Reports – continued

View Events – Save a Report
II. Reports – continued

View Events – Find Saved Reports

- You can sort the data by clicking on the column headers
- Show Customization Window - Use the ‘Customization Window’ to add/remove fields from the grid.
- Saved Reports – Click to view your saved reports.
- Save a Report - Click to save the report.
II. Reports – continued

View Events – Export to Excel

<table>
<thead>
<tr>
<th>View</th>
<th>Report Year</th>
<th>Admit Date</th>
<th>Admission Thru</th>
<th>Report Number</th>
<th>Event Status</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>2018</td>
<td>1/1/2018</td>
<td>Direct Admission</td>
<td>20180345</td>
<td>Event-DOH Review</td>
<td>Care Management - Medication Error</td>
</tr>
<tr>
<td>Detail</td>
<td>2018</td>
<td>10/15/2018</td>
<td>Direct Admission</td>
<td>20180347</td>
<td>Event-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events – Export to Excel

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Year</td>
<td>Admit Date</td>
<td>Admission Through</td>
<td>Report Number</td>
<td>Event Status</td>
<td>Event Type</td>
</tr>
<tr>
<td>2018</td>
<td>1/1/2018</td>
<td>Direct Admission</td>
<td>20180346</td>
<td>Event-DOH Review</td>
<td>Care Management - Medication Error</td>
</tr>
<tr>
<td>2018</td>
<td>10/15/2018</td>
<td>Direct Admission</td>
<td>20180347</td>
<td>Event-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>2018</td>
<td>10/20/2018</td>
<td>Direct Admission</td>
<td>20180351</td>
<td>Event-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>2018</td>
<td>1/9/2018</td>
<td>Direct Admission</td>
<td>20180332</td>
<td>RCA-DOH Review</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>2018</td>
<td>2/13/2018</td>
<td>Direct Admission</td>
<td>20180121</td>
<td>RCA-DOH Review</td>
<td>Patient Protection - Suicide\Attempted Suicide</td>
</tr>
<tr>
<td>2018</td>
<td>3/5/2018</td>
<td>Direct Admission</td>
<td>20180157</td>
<td>RCA-Facility Edit</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>2018</td>
<td>4/4/2018</td>
<td>Direct Admission</td>
<td>20180219</td>
<td>Event-Facility Edit</td>
<td>Care Management - Other</td>
</tr>
<tr>
<td>2018</td>
<td>5/15/2018</td>
<td>Direct Admission</td>
<td>20180333</td>
<td>Event-DOH Review</td>
<td>Surgical - Retained Foreign Object</td>
</tr>
<tr>
<td>2018</td>
<td>11/17/2017</td>
<td>Direct Admission</td>
<td>20180077</td>
<td>RCA-DOH Review</td>
<td>Surgical - Retained Foreign Object</td>
</tr>
<tr>
<td>2018</td>
<td>4/18/2018</td>
<td>Direct Admission</td>
<td>20180252</td>
<td>RCA-Facility Edit</td>
<td>Surgical - Wrong Site</td>
</tr>
<tr>
<td>2018</td>
<td>5/9/2018</td>
<td>Direct Admission</td>
<td>20180336</td>
<td>Event-DOH Review</td>
<td>Environmental - Fall</td>
</tr>
<tr>
<td>2018</td>
<td>1/9/2018</td>
<td>Direct Admission</td>
<td>20180042</td>
<td>Closed</td>
<td>Surgical - Retained Foreign Object</td>
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<tr>
<td>2018</td>
<td>5/10/2018</td>
<td>Direct Admission</td>
<td>20180312</td>
<td>Event-Facility Edit</td>
<td>Care Management - Other</td>
</tr>
<tr>
<td>2018</td>
<td>4/16/2018</td>
<td>Direct Admission</td>
<td>20180249</td>
<td>Event-DOH Review</td>
<td>Care Management - Other</td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events – Export Data

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:
II. Reports – \textit{continued}

View Events – Export Data

*It is recommended that data be exported in small batches (e.g. by report year) to speed up the export process.*

<table>
<thead>
<tr>
<th>#</th>
<th>Rec ID</th>
<th>Report ID</th>
<th>Report Year</th>
<th>Report Number</th>
<th>Insert Date</th>
<th>Insert User ID</th>
<th>Event Classification</th>
<th>Reportable Event</th>
<th>Submitted B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td></td>
<td>2018</td>
<td>20180356</td>
<td>11/20/2018</td>
<td>Environmental - Fall</td>
<td>Less Serious or Near Miss</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Reports – continued

View Events – All Events
II. Reports – continued

View Events – All Events
III. Resources and Support

• “Resources” Link:
  • **Information Consulted** – Literature consulted and shared by other facilities for reference; this feature is shared across facilities and is not confidential
  • **Report Questions** – Shows general questions required of all events, event specific questions (Initial Event) and RCA specific questions for reference
  • **User Guide**

• **Support** – Contact numbers on PSRS home page
  • **PSRS** – 609.633.7759 for clinical questions
  • **Help Desk** – 651.659.1419 for technical questions
III. Resources and Support - *continued*

**Information Consulted**
III. Resources and Support - continued

Information Consulted

- You can sort the data by clicking on the column headers

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Information Consulted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental</td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td></td>
</tr>
</tbody>
</table>


- Use as a reference prior to entering RCA
- Gathered during RCA entry
- Can be grouped/filtered by Event Type
- Note: Other facilities can see this information
III. Resources and Support - continued

Report Questions
III. Resources and Support - continued

Report Questions

- These are the questions that are required in order to submit an Event/RCA
- Click on the tab below to change between Initial Event and RCA
- Choose an item from the dropdown to see Event/RCA specific questions

- Initial Event
- RCA

Event Specific Questions
- Care Management - Other
- Care Management - Medication Error
- Care Management - Pressure Ulcers
- Environmental - Other
- Environmental - Burn
- Environmental - Fall
- Environmental - Restraints
- Product/Device - Malfunction
- Patient Protection - Suicide/Attempted Suicide
- Surgical - Retained Foreign Object
- Surgical - Intra/Post-Op Coma or Death

View Initial Event Questions
### III. Resources and Support - continued

#### Report Questions

**Event Information**

- **Event date:**
- **Date any healthcare professional discovered the event:**
- **How was the event discovered? Options:** Report by staff/physician, Report by family/visitor, Report by patient/resident, Assessment of patient/resident after event, Review of chart/record, Other.
- **In what unit did the event occur? Options:** Behavioral Health, Cardiac Catheterization, Emergency Department, Emergency Department Crisis, Screening/Observation, ICU/CCU/TCU, Labor/Delivery, Laboratory, Med/Surg, NICU, Nursery, Operating Room, PACU, Procedure Room, Radiology, Rehabilitation Areas, Step Down, Telemetry, Other.
- **In what location did the event occur? Options:** Hallway/Common Area, In Transit, Operating Room, Patient Room, Patient Bathroom, Procedure Room, NA, Other.

**Event Specific Questions**

- **Prior to the fall what was the patient attempting to do?**
- **Was this fall witnessed?**
- **Did this fall occur during change of shift?**
- **Did this fall occur during a holiday or weekend?**
- **What was the patient’s fall risk at the time of the fall?**
- **What was the level of observation at the time of the fall?**
- **Was the patient confused prior to the fall?**
- **Prior to the fall, did the patient routinely call for assistance with activities (such as toileting)?**

**Enter Event Time in Military (e.g. 1800=6:00PM), if not known, enter 'unknown'**

**Discovery Time in Military (e.g. 0200=2:00AM)**

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NJ Health

New Jersey Department of Health
## III. Resources and Support - *continued*

### User Guide

![User Guide Interface](image)
III. Resources and Support - continued

User Guide

- Searchable PDF document
Training Summary

• **Module 1** – Overview and Administrative Functions
• **Module 2** – New Event Entry
• **Module 3** – Root Cause Analysis
• **Module 4** – Reports, Resources, and Support

• Online Training Presentation available at