State of New Jersey
Department of Health

Patient Safety Reporting System

Module 4 – Reports, Resources, and Support

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Governor

Sheila Oliver
Lieutenant Governor

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Commissioner

Revised November 2018

Patient Safety Reporting System

Course Contents

I. System Navigation
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

Patient Safety Reporting System

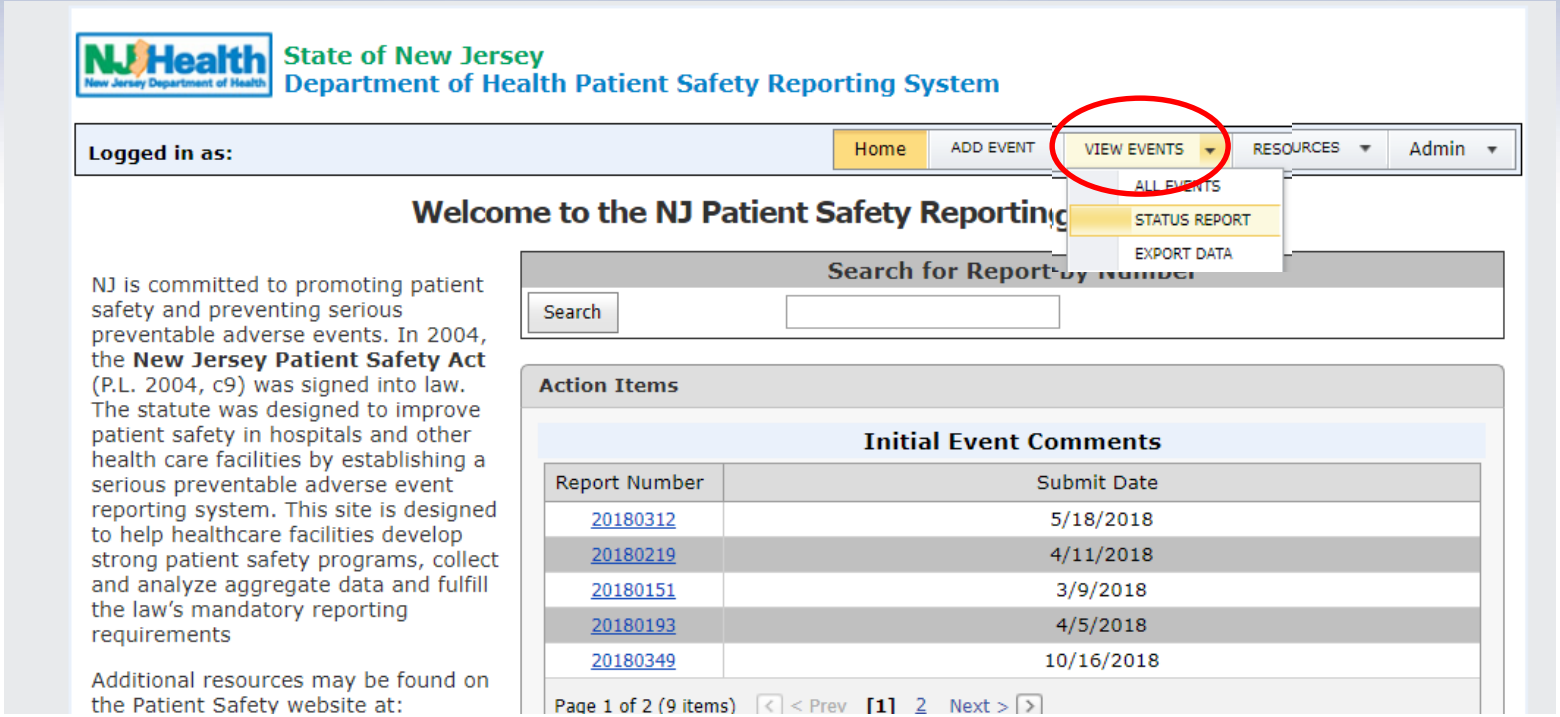
II. Reports

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



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

Drag a column header here to group by that column

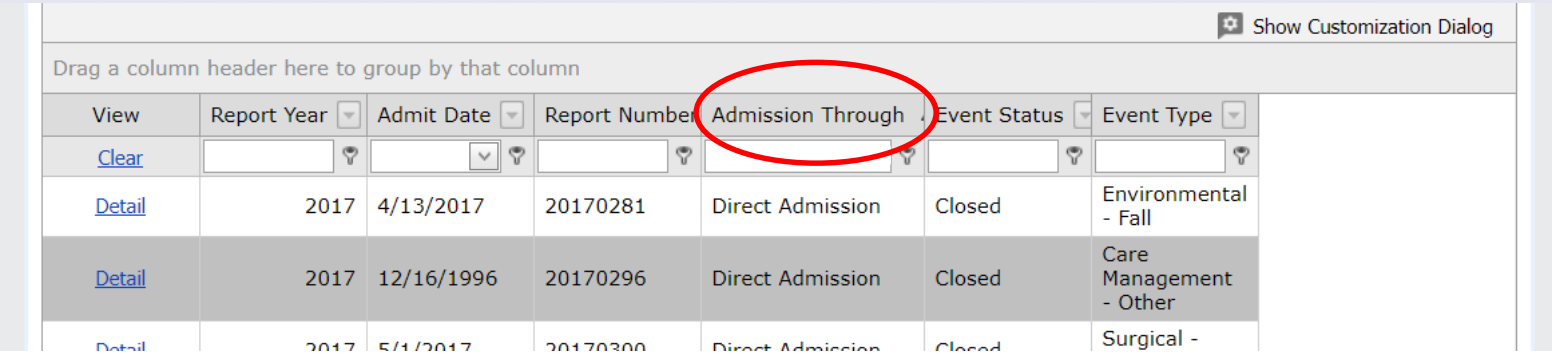
View	Report Year	Facility Name	Report Number	Event Status	Event Type
Clear	2018				
Detail	2018		20180262	RCA-Facility Edit	Surgical - Wrong Site
Detail	2018		20180252	RCA-Facility Edit	Surgical - Wrong Site

II. Reports – *continued*

View Events – Add Column Customization Window

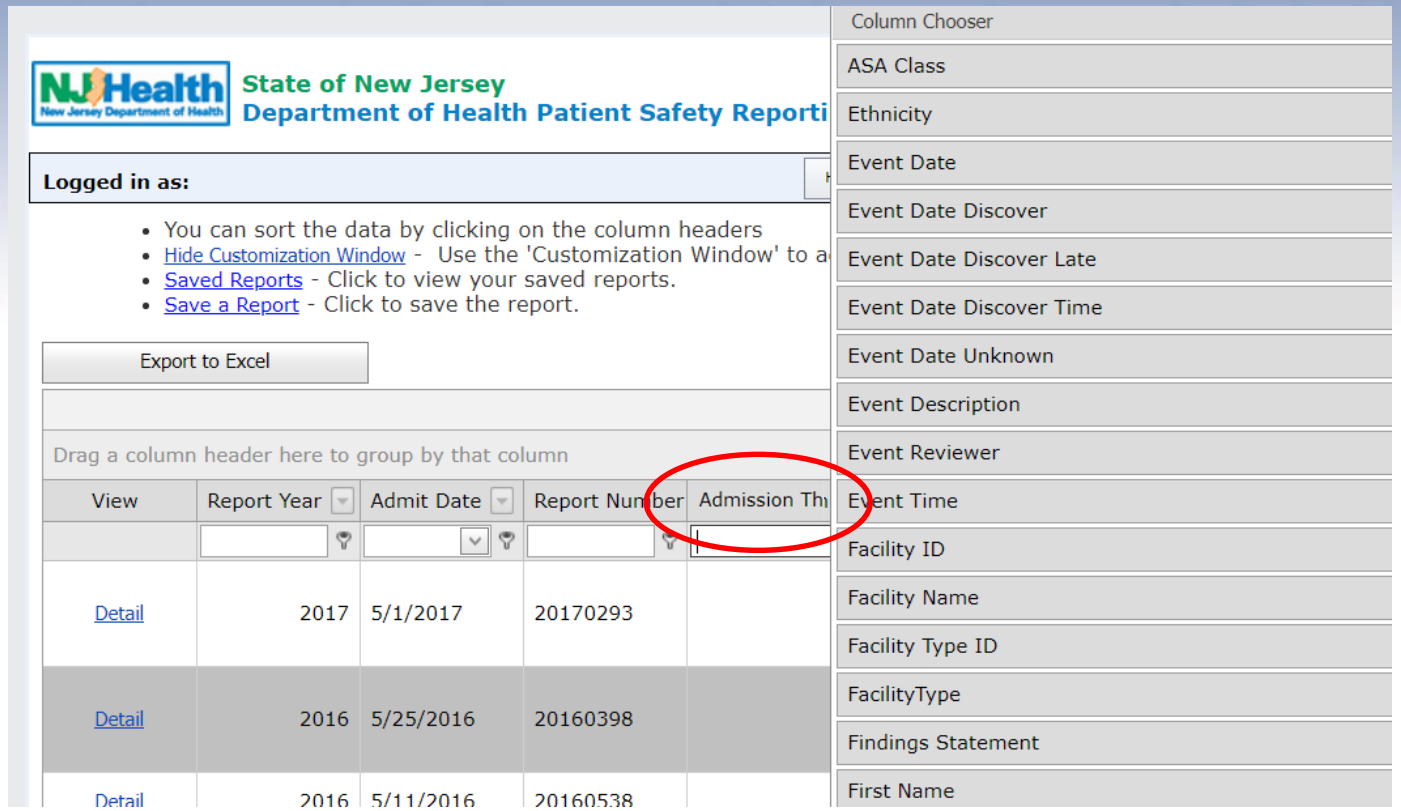
II. Reports – *continued*

View Events – Add Column Customization Window



II. Reports – *continued*

View Events – Remove Column



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.

Export to Excel

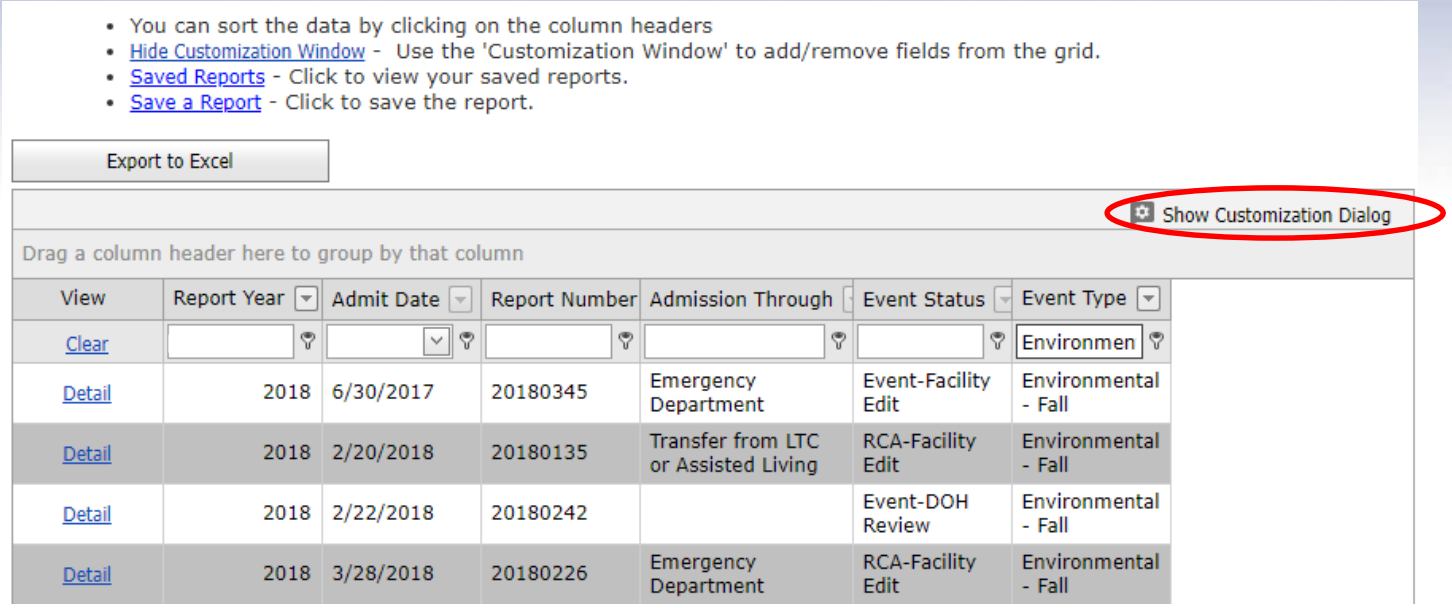
Show Customization Dialog

Drag a column header here to group by that column

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

II. Reports – *continued*

View Events
Customization Dialog



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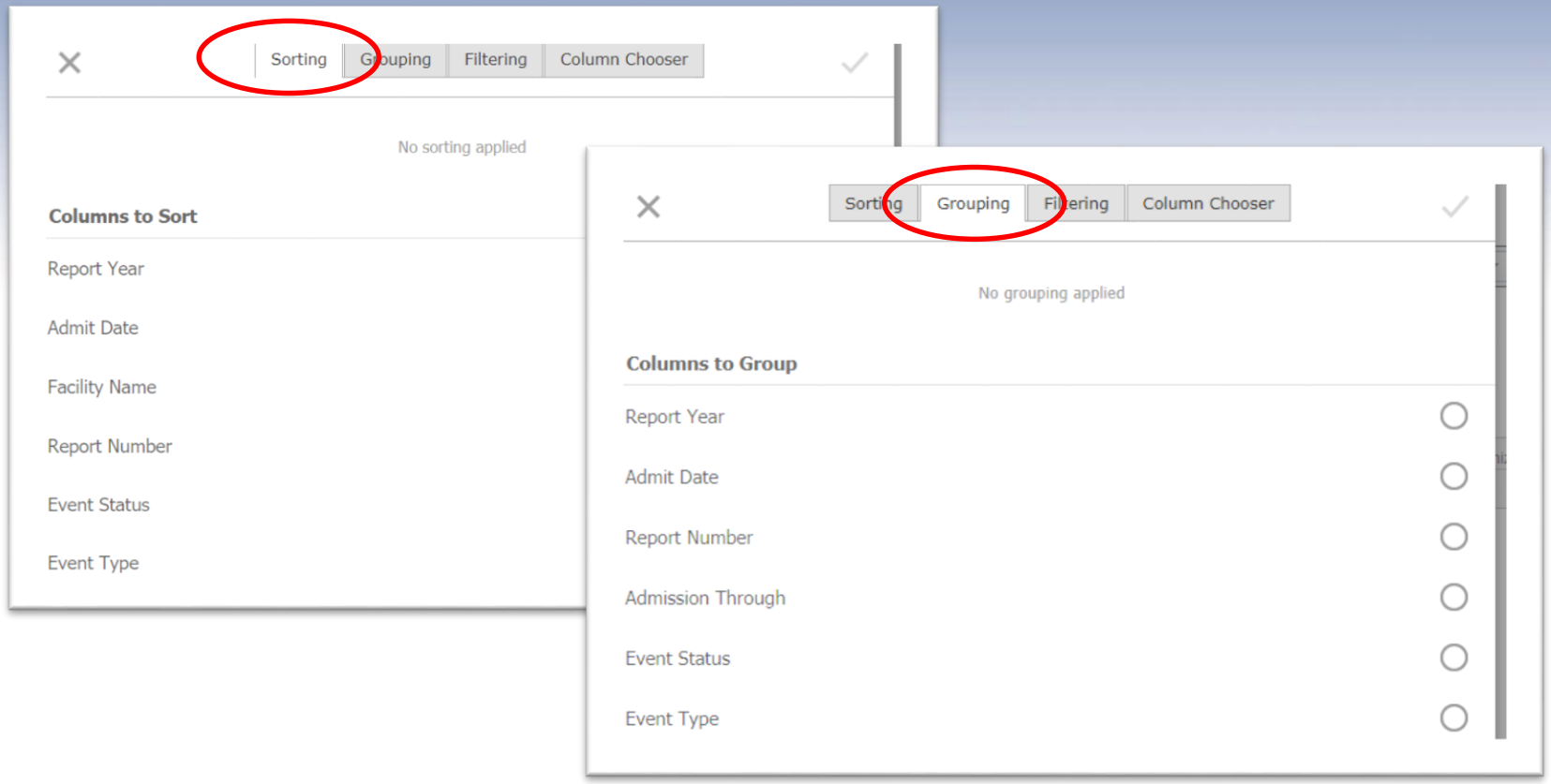
Detail	2018	2/22/2018	20180242		Event-DOH Review	Environmental - Fall
Detail	2018	3/28/2018	20180226	Emergency Department	RCA-Facility Edit	Environmental - Fall

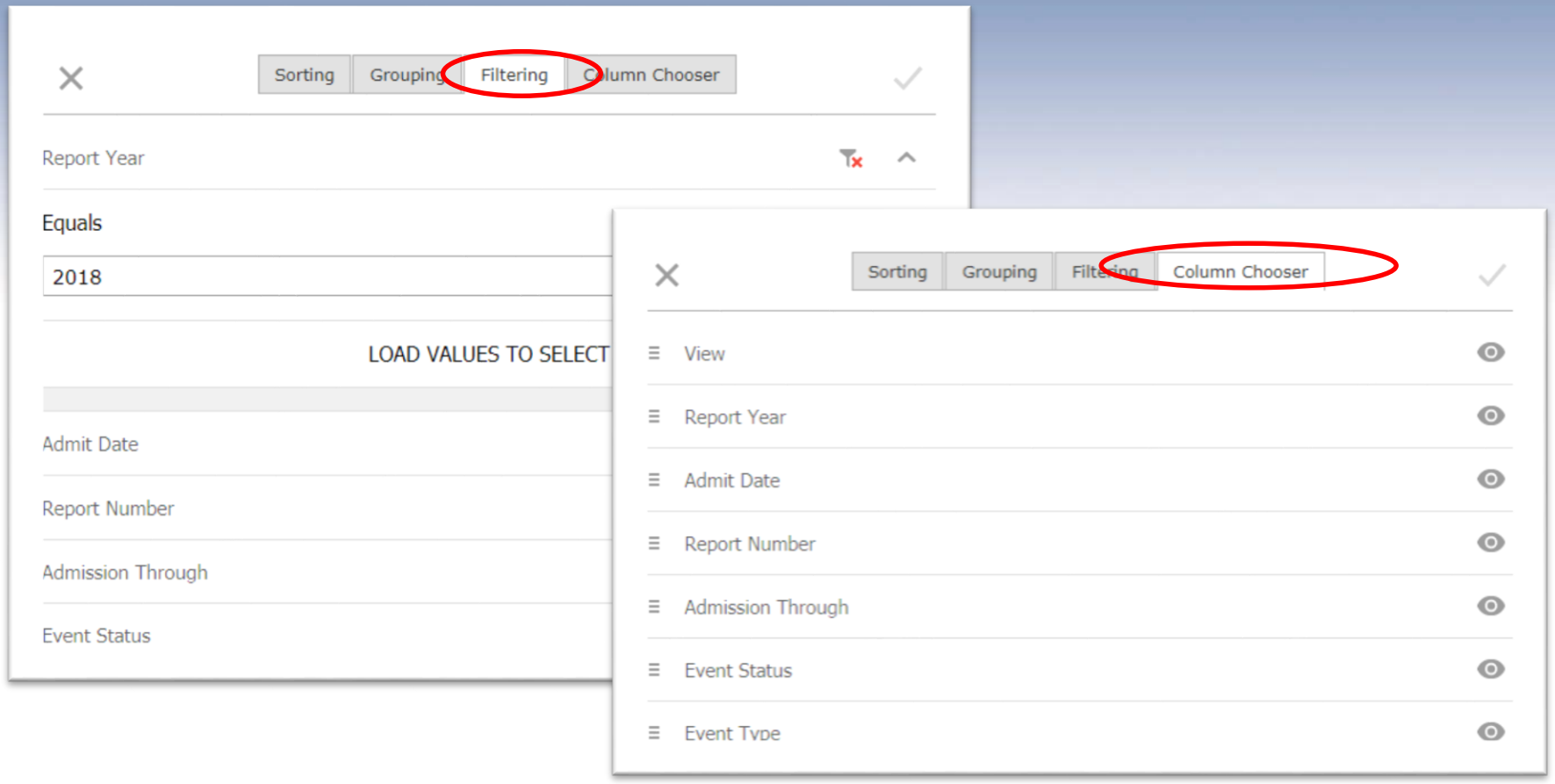
II. Reports – *continued*

View Events
Customization Dialog Box



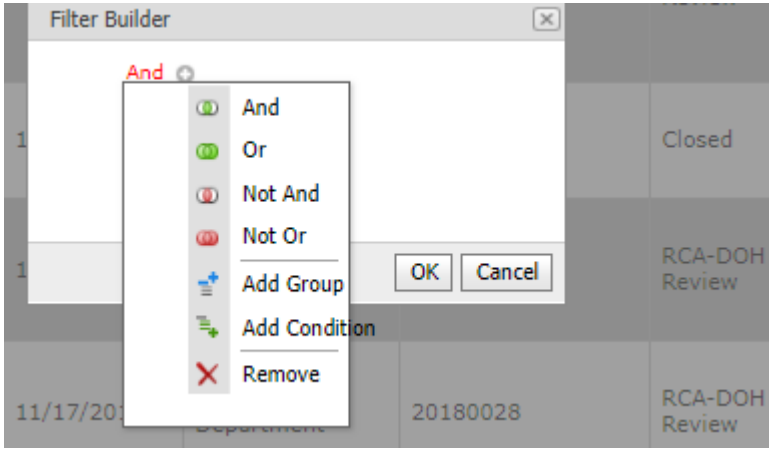
II. Reports – *continued*

View Events
Customization Dialog



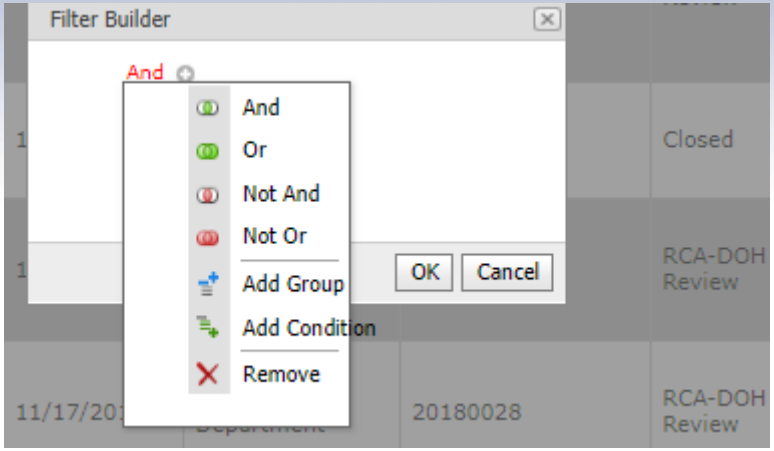
II. Reports – *continued*

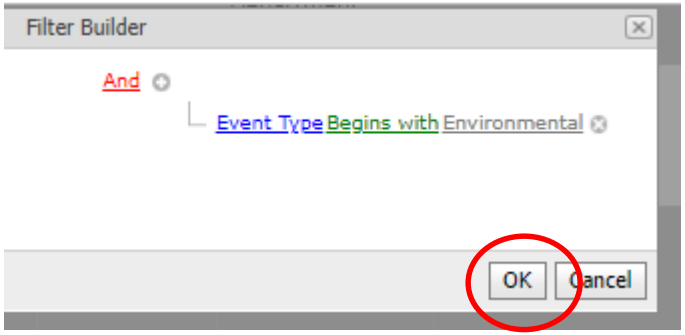
View Event
Filter from Bottom of Screen



II. Reports – *continued*

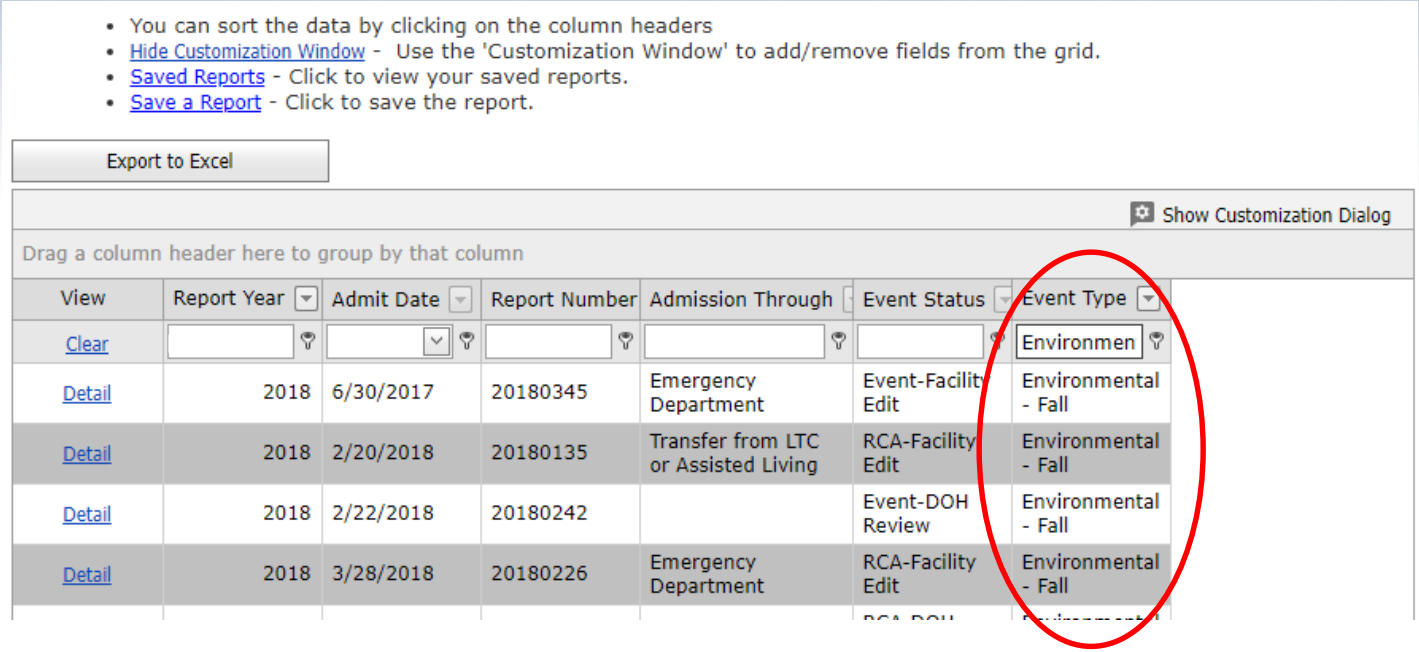
View Event
Filter from Bottom of Screen





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.

Export to Excel

Show Customization Dialog

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Detail	2018	2/22/2018	20180242		Event-DOH Review	Environmental - Fall
Detail	2018	3/28/2018	20180226	Emergency Department	RCA-Facility Edit	Environmental - Fall

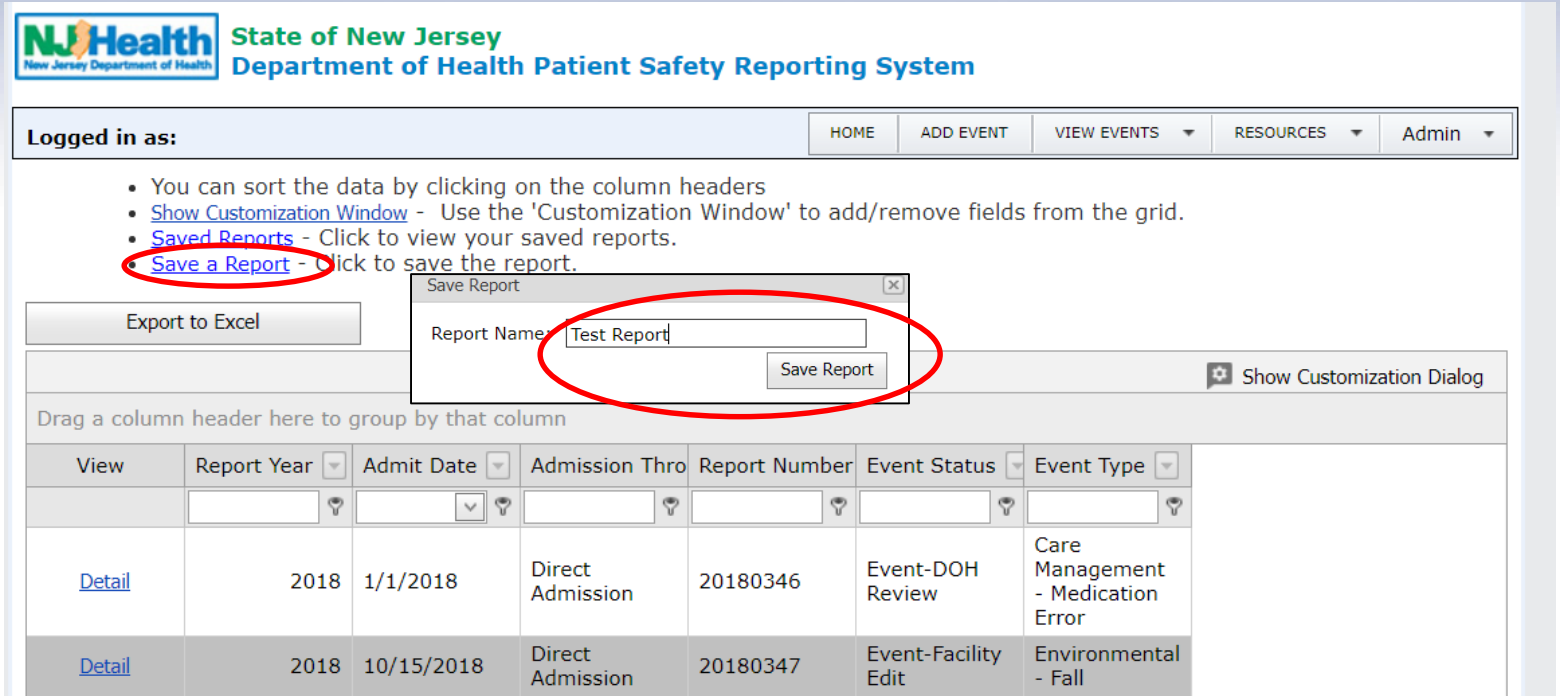
II. Reports – *continued*

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

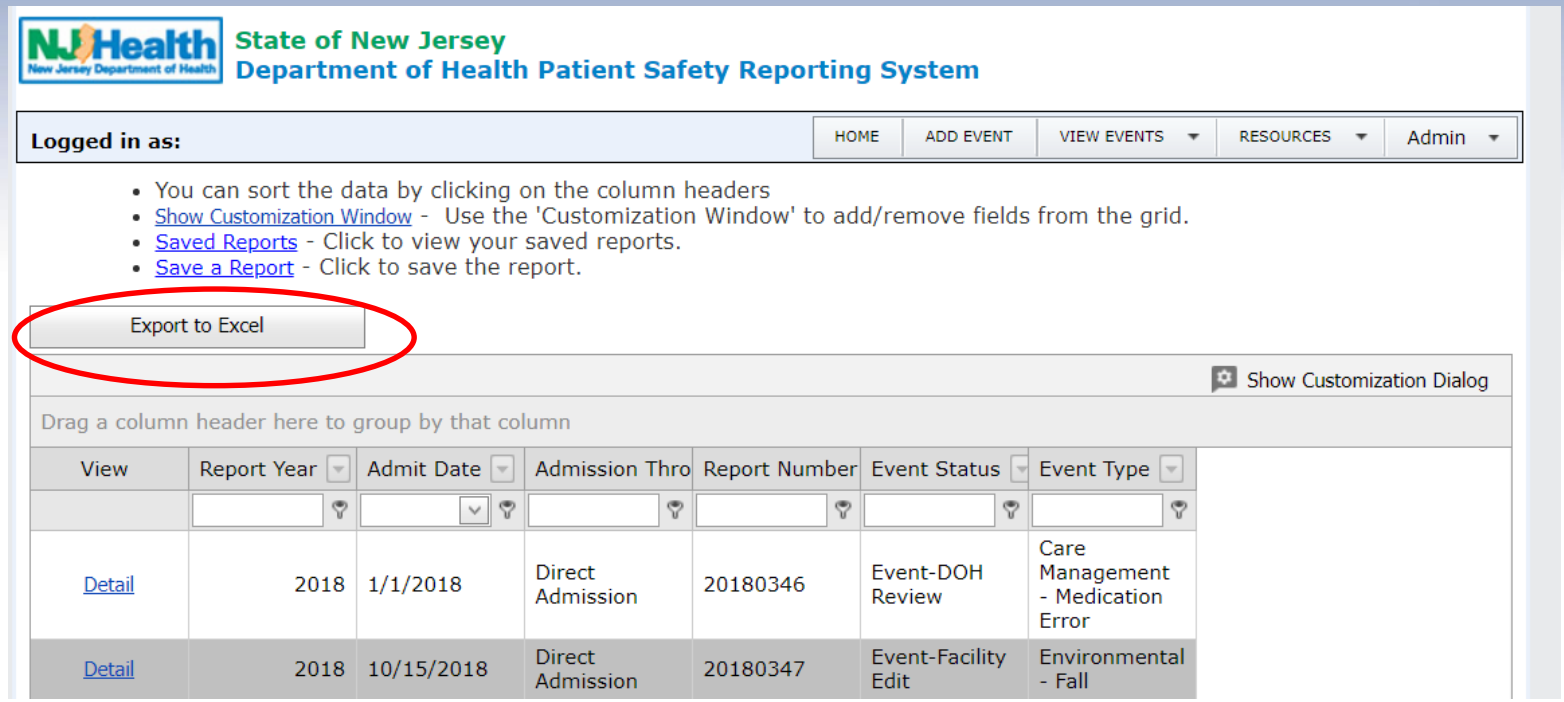


II. Reports – *continued*

View Events – Find Saved Reports

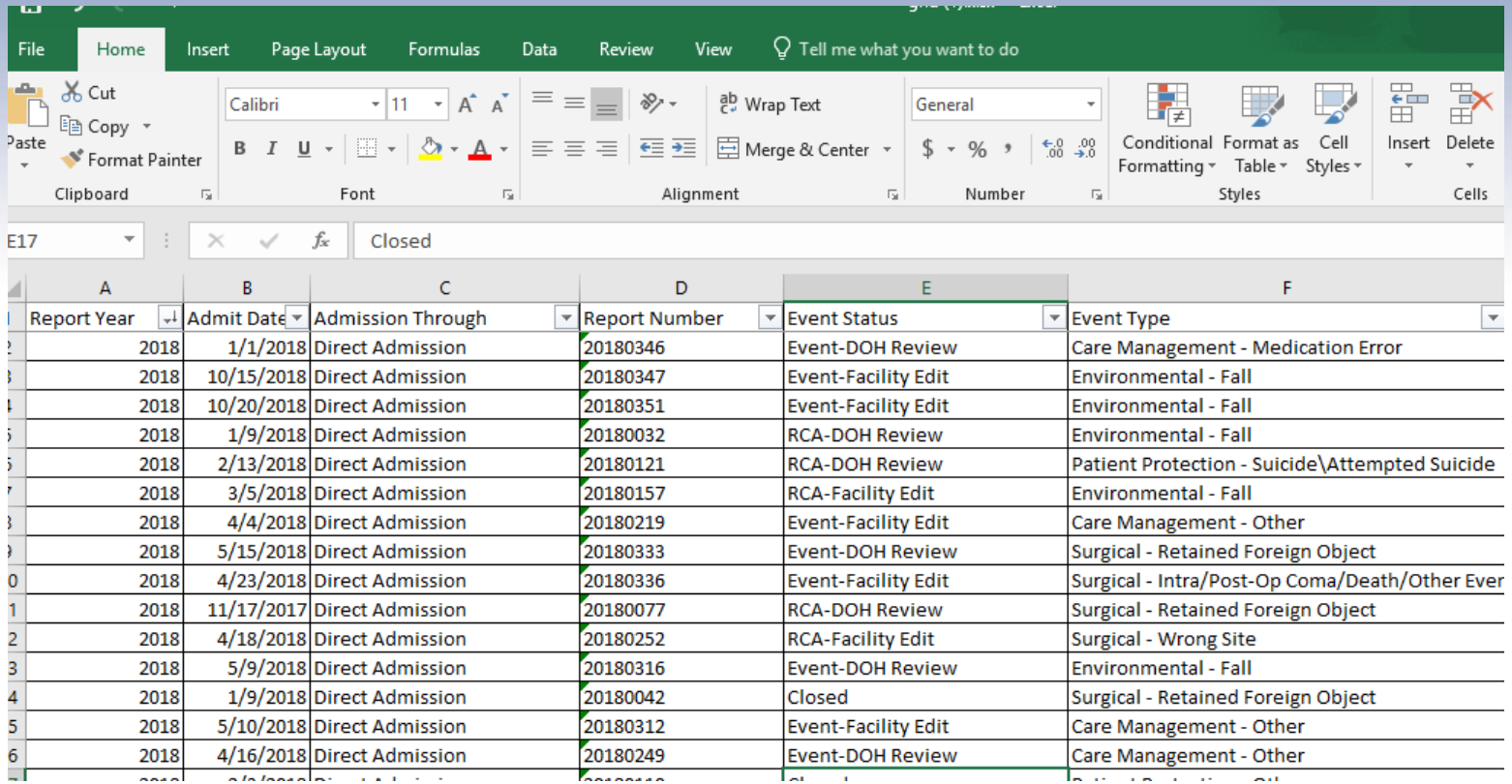
II. Reports – *continued*

View Events – Export to Excel



II. Reports – *continued*

View Events – Export to Excel



File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Cut Copy Format Painter Paste — Clipboard

Calibri 11 — Font

Wrap Text Merge & Center — Alignment

General — Number

Conditional Formatting Format as Table Cell Styles — Styles

Insert Delete — Cells

E17 Closed

	A	B	C	D	E	F
	Report Year	Admit Date	Admission Through	Report Number	Event Status	Event Type
2	2018	1/1/2018	Direct Admission	20180346	Event-DOH Review	Care Management - Medication Error
3	2018	10/15/2018	Direct Admission	20180347	Event-Facility Edit	Environmental - Fall
4	2018	10/20/2018	Direct Admission	20180351	Event-Facility Edit	Environmental - Fall
5	2018	1/9/2018	Direct Admission	20180032	RCA-DOH Review	Environmental - Fall
6	2018	2/13/2018	Direct Admission	20180121	RCA-DOH Review	Patient Protection - Suicide\Attempted Suicide
7	2018	3/5/2018	Direct Admission	20180157	RCA-Facility Edit	Environmental - Fall
8	2018	4/4/2018	Direct Admission	20180219	Event-Facility Edit	Care Management - Other
9	2018	5/15/2018	Direct Admission	20180333	Event-DOH Review	Surgical - Retained Foreign Object
10	2018	4/23/2018	Direct Admission	20180336	Event-Facility Edit	Surgical - Intra/Post-Op Coma/Death/Other Ever
11	2018	11/17/2017	Direct Admission	20180077	RCA-DOH Review	Surgical - Retained Foreign Object
12	2018	4/18/2018	Direct Admission	20180252	RCA-Facility Edit	Surgical - Wrong Site
13	2018	5/9/2018	Direct Admission	20180316	Event-DOH Review	Environmental - Fall
14	2018	1/9/2018	Direct Admission	20180042	Closed	Surgical - Retained Foreign Object
15	2018	5/10/2018	Direct Admission	20180312	Event-Facility Edit	Care Management - Other
16	2018	4/16/2018	Direct Admission	20180249	Event-DOH Review	Care Management - Other

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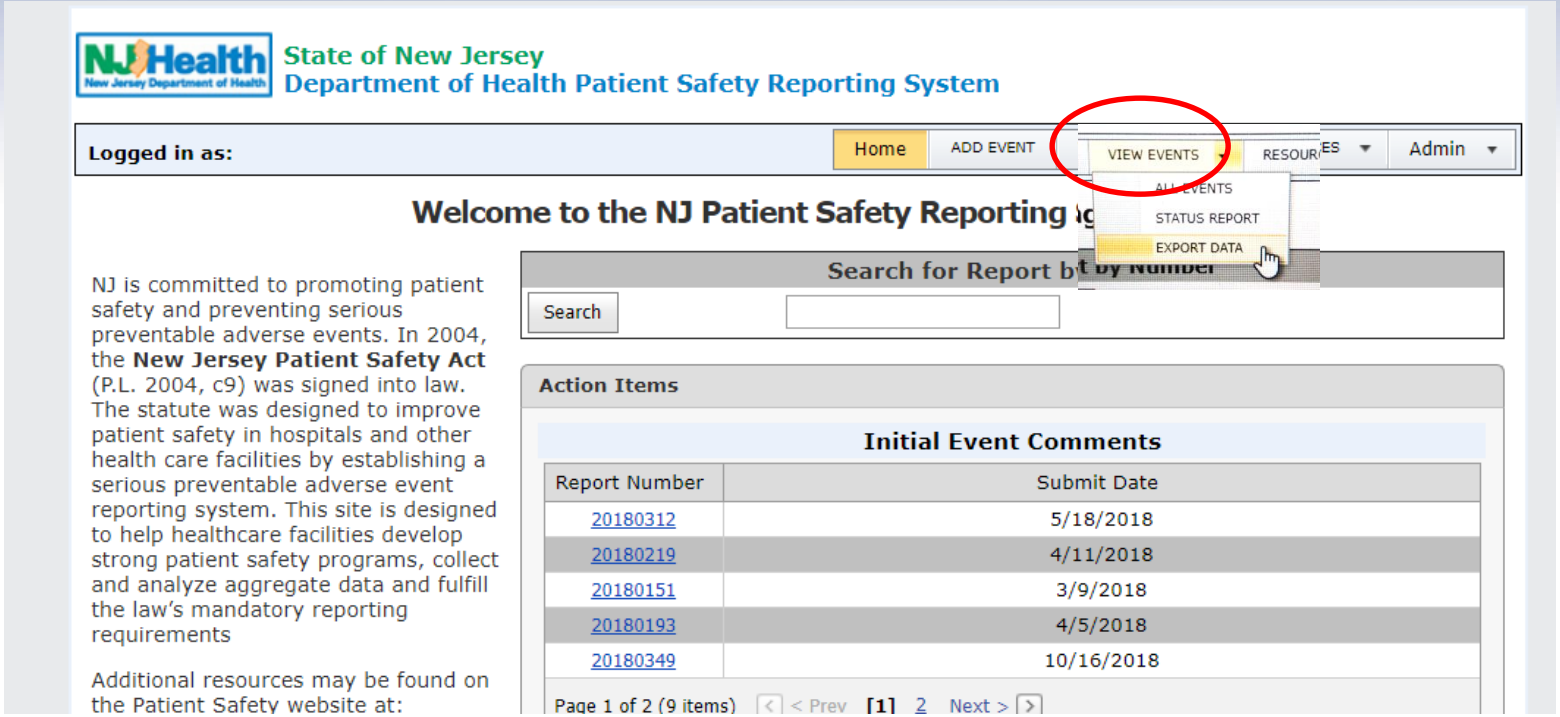
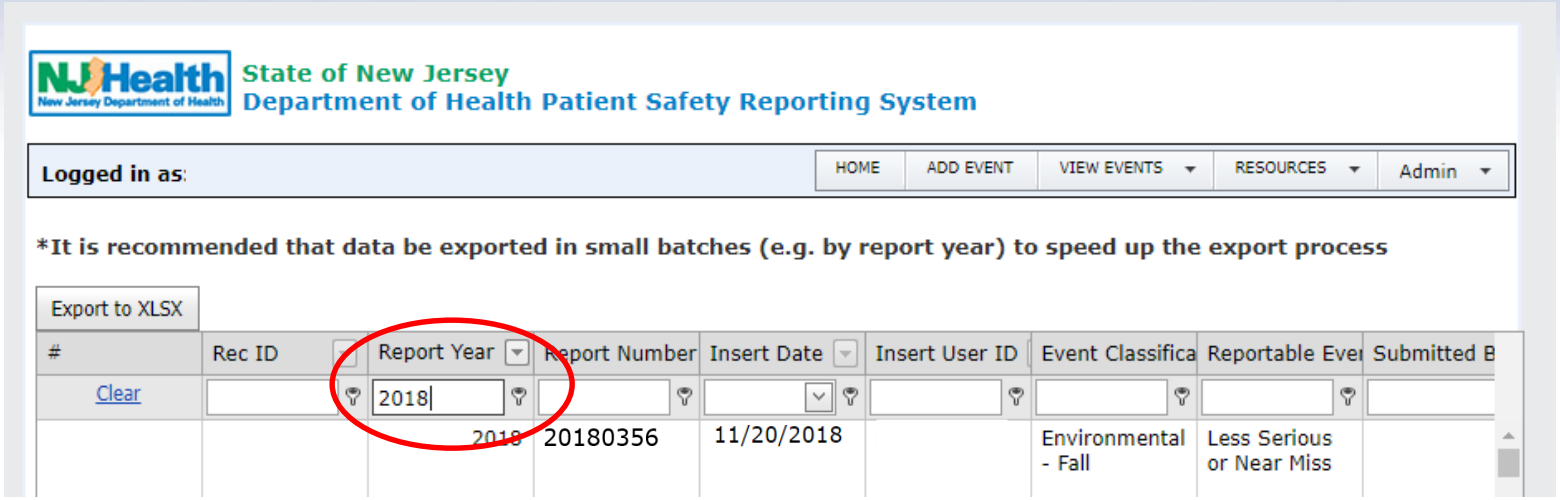
II. Reports – *continued*

View Events – Export Data



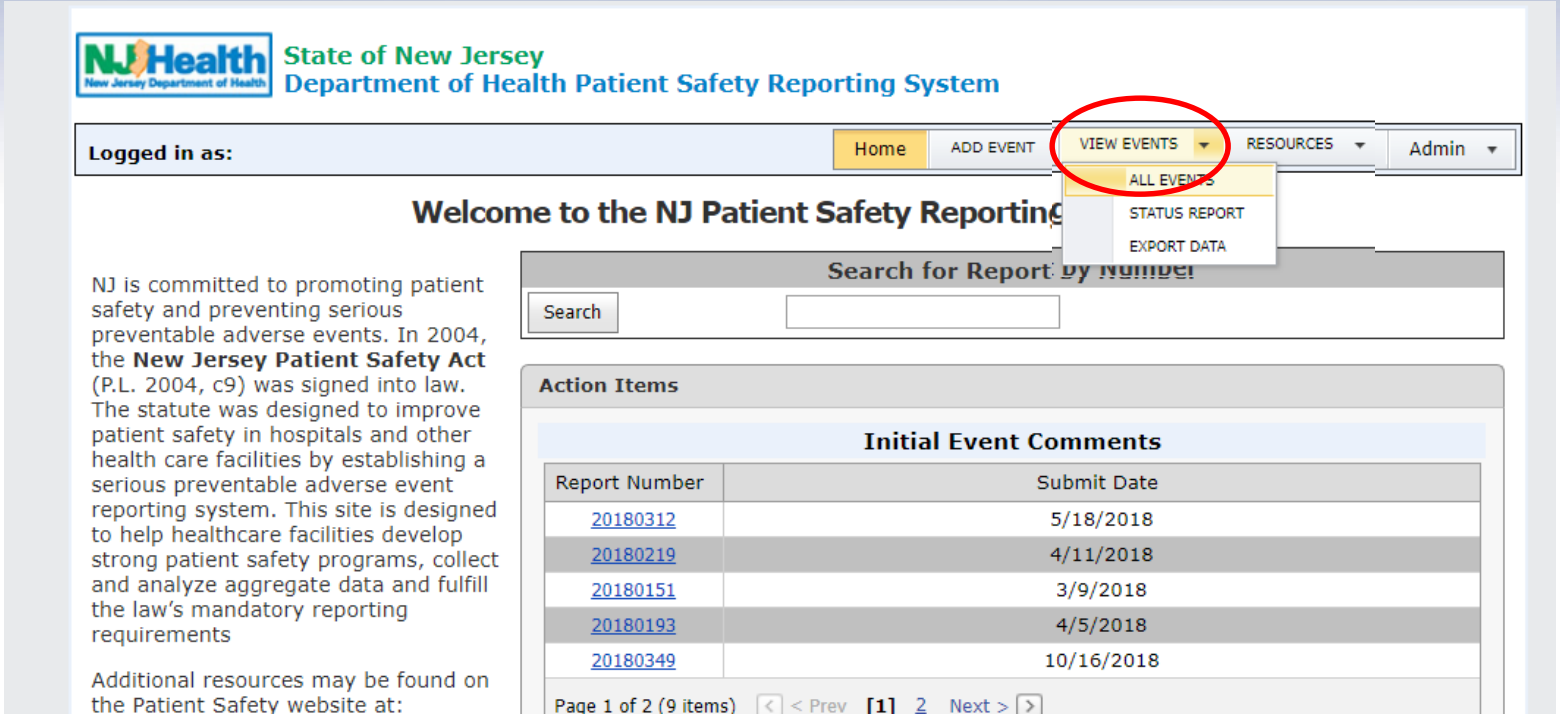
II. Reports – *continued*

View Events – Export Data



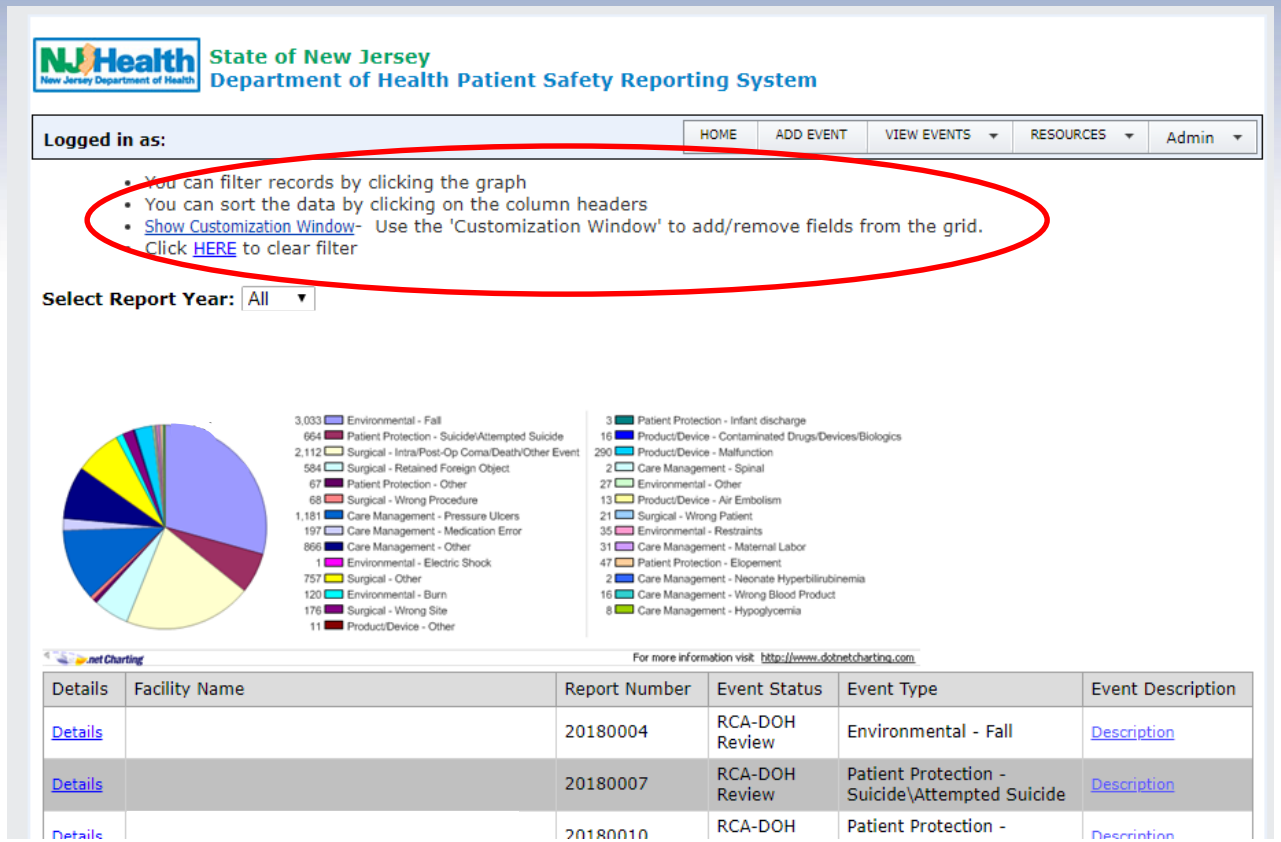
II. Reports – *continued*

View Events – All Events



II. Reports – *continued*

View Events – All Events



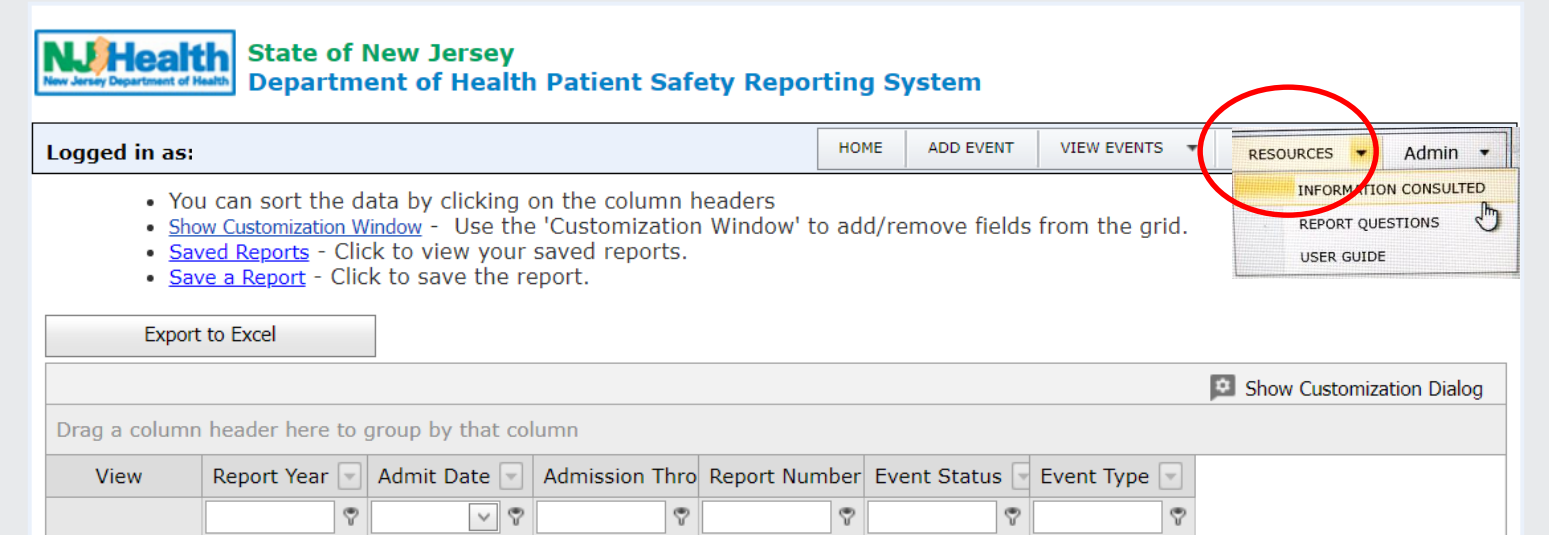
Patient Safety Reporting System

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

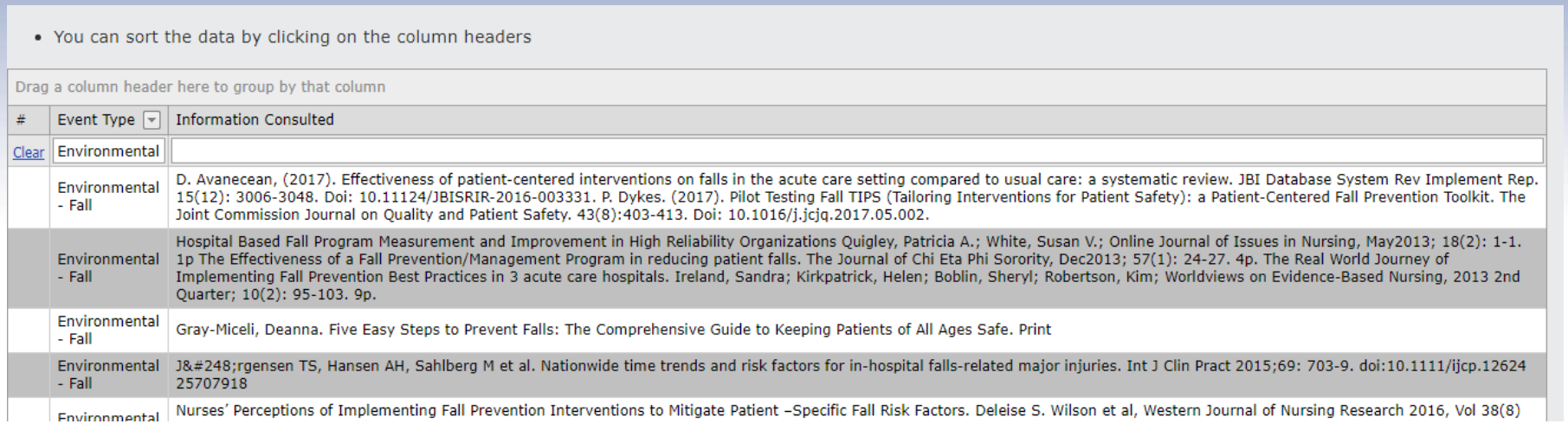
III. Resources and Support - *continued*

Information Consulted



III. Resources and Support - *continued*

Information Consulted



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

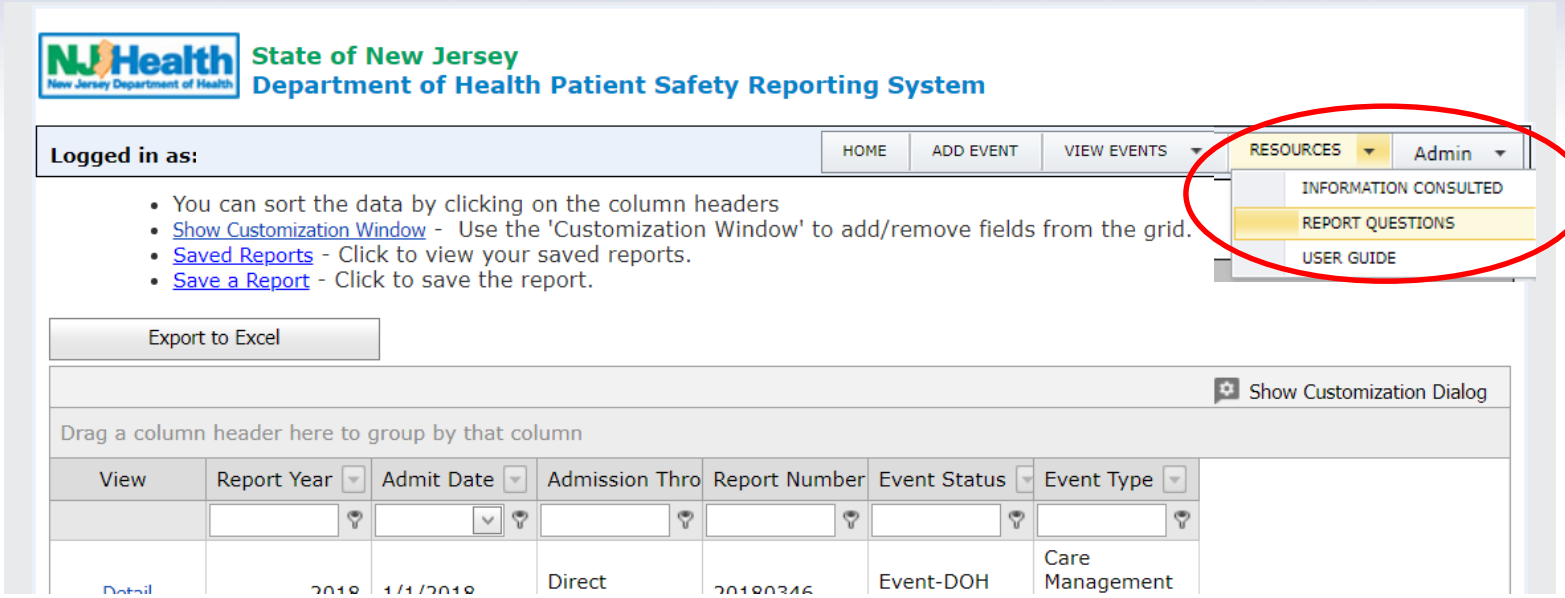
Drag a column header here to group by that column

#	Event Type	Information Consulted
Clear	Environmental	
	Environmental - Fall	D. Avanecean, (2017). Effectiveness of patient-centered interventions on falls in the acute care setting compared to usual care: a systematic review. JBI Database System Rev Implement Rep. 15(12): 3006-3048. Doi: 10.11124/JBISRIR-2016-003331. P. Dykes. (2017). Pilot Testing Fall TIPS (Tailoring Interventions for Patient Safety): a Patient-Centered Fall Prevention Toolkit. The Joint Commission Journal on Quality and Patient Safety. 43(8):403-413. Doi: 10.1016/j.jcjq.2017.05.002.
	Environmental - Fall	Hospital Based Fall Program Measurement and Improvement in High Reliability Organizations Quigley, Patricia A.; White, Susan V.; Online Journal of Issues in Nursing, May2013; 18(2): 1-1. 1p The Effectiveness of a Fall Prevention/Management Program in reducing patient falls. The Journal of Chi Eta Phi Sorority, Dec2013; 57(1): 24-27. 4p. The Real World Journey of Implementing Fall Prevention Best Practices in 3 acute care hospitals. Ireland, Sandra; Kirkpatrick, Helen; Boblin, Sheryl; Robertson, Kim; Worldviews on Evidence-Based Nursing, 2013 2nd Quarter; 10(2): 95-103. 9p.
	Environmental - Fall	Gray-Miceli, Deanna. Five Easy Steps to Prevent Falls: The Comprehensive Guide to Keeping Patients of All Ages Safe. Print
	Environmental - Fall	Jørgensen TS, Hansen AH, Sahlberg M et al. Nationwide time trends and risk factors for in-hospital falls-related major injuries. Int J Clin Pract 2015;69: 703-9. doi:10.1111/ijcp.12624 25707918
	Environmental	Nurses' Perceptions of Implementing Fall Prevention Interventions to Mitigate Patient –Specific Fall Risk Factors. Deleise S. Wilson et al, Western Journal of Nursing Research 2016, Vol 38(8)

- 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*

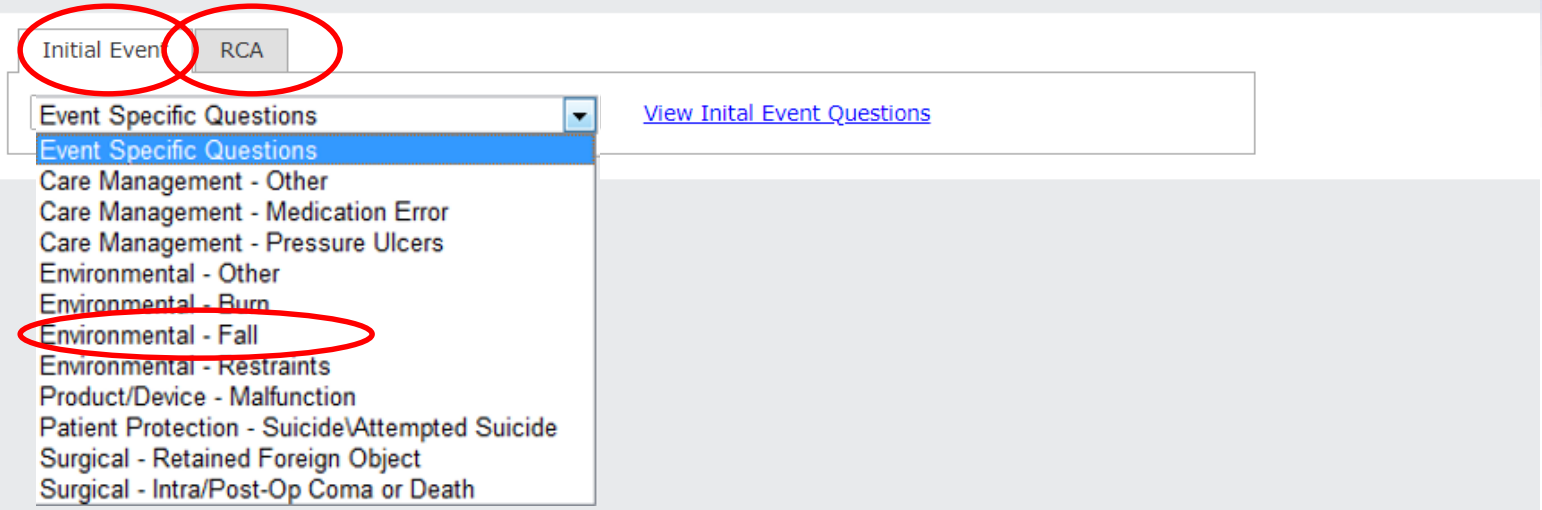
Report Questions



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



III. Resources and Support - *continued*

Report Questions

Event Information

Event date:

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

Date any healthcare professional discovered the event

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

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,

Location of injury (check
Options: Abdomen, Ankle, E
Sacrum, Shoulder, Upper Arı

Severity of injury (check
Options: Death, Increased I

Please supply a descriptio

Immediate clinical action

Immediate new correctiv

Was the patient or health
event within 24 hours of

Event Specific Questions

Prior to the fall what was the patient attempting to do?	**Options:** Ambulating/Standing without assistance and/or without an assistive device, Ambulating/Standing with assistance and/or an assistive device, Changing position, Fell off stretcher/Xray table/OR table, Reaching for an item, Toileting-related activities, Transferring to/or from bed, chair, etc., Undergoing a diagnostic or therapeutic procedure, Unknown, Other,
Was this fall witnessed?	**Options:** Yes/No
Did this fall occur during change of shift?	**Options:** Yes/No
Did this fall occur during a holiday or weekend?	**Options:** Yes/No
What was the patient's fall risk at the time of the fall?	**Options:** High, Medium, Low,
What was the level of observation at the time of the fall	**Options:** 1:1, Arm's length, Line of sight, 15 Minutes, 30 Minutes, 1 Hour, 2 Hours, Other,
Was the patient confused prior to the fall?	**Options:** Yes/No
Prior to the fall, did the patient routinely call for assistance with activities (such as toileting)?	**Options:** Yes/No

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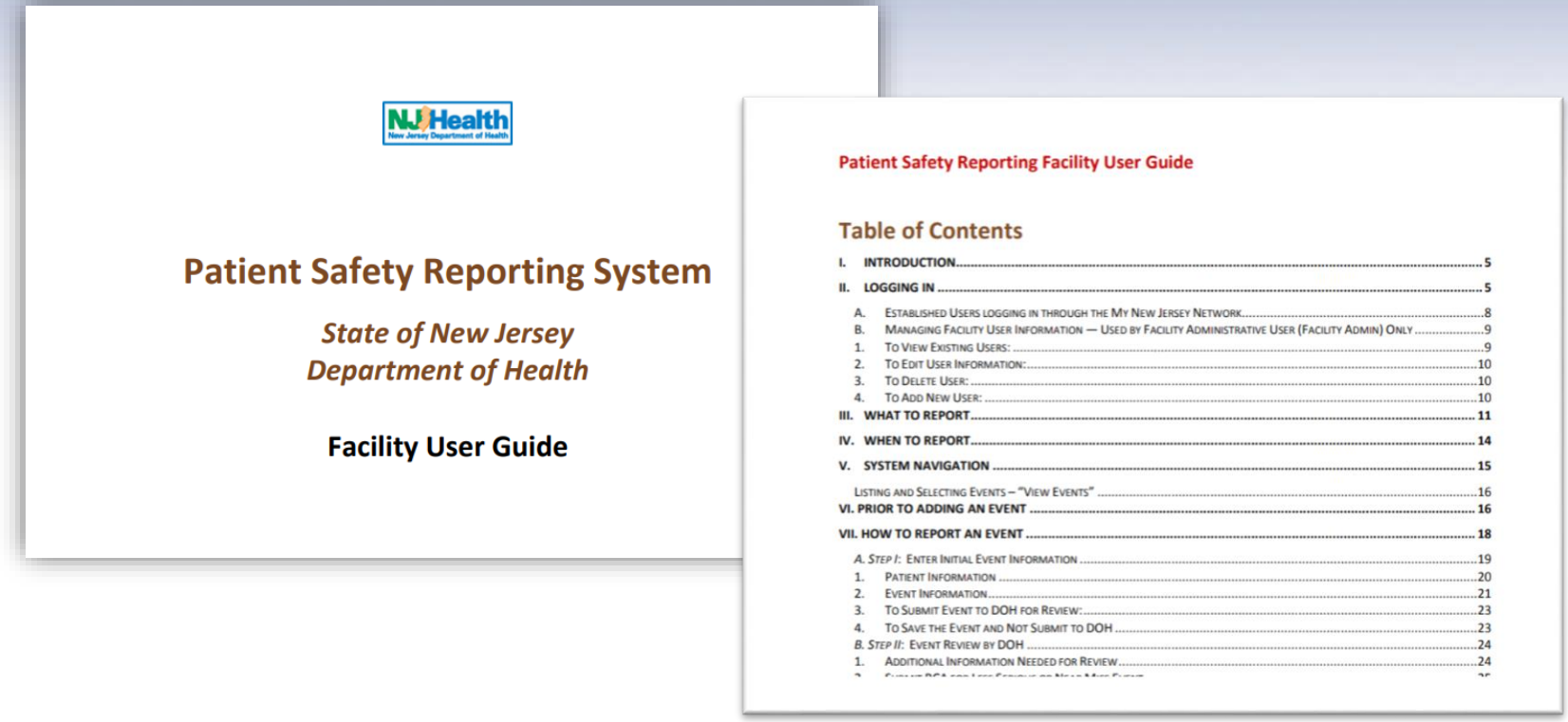
III. Resources and Support - *continued*

User Guide

III. Resources and Support - *continued*

User Guide

- **Searchable PDF document**



Patient Safety Reporting System

State of New Jersey
Department of Health

Facility User Guide

Patient Safety Reporting Facility User Guide

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Patient Safety Reporting System

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**

https://www.nj.gov/health/healthcarequality/health-care-professionals/patient-safety-reporting-system/onlinereeportingsytemtraining.shtml

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