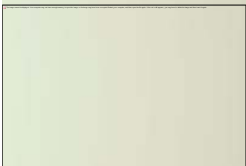


State of New Jersey
*Department of Health and
Senior Services*

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

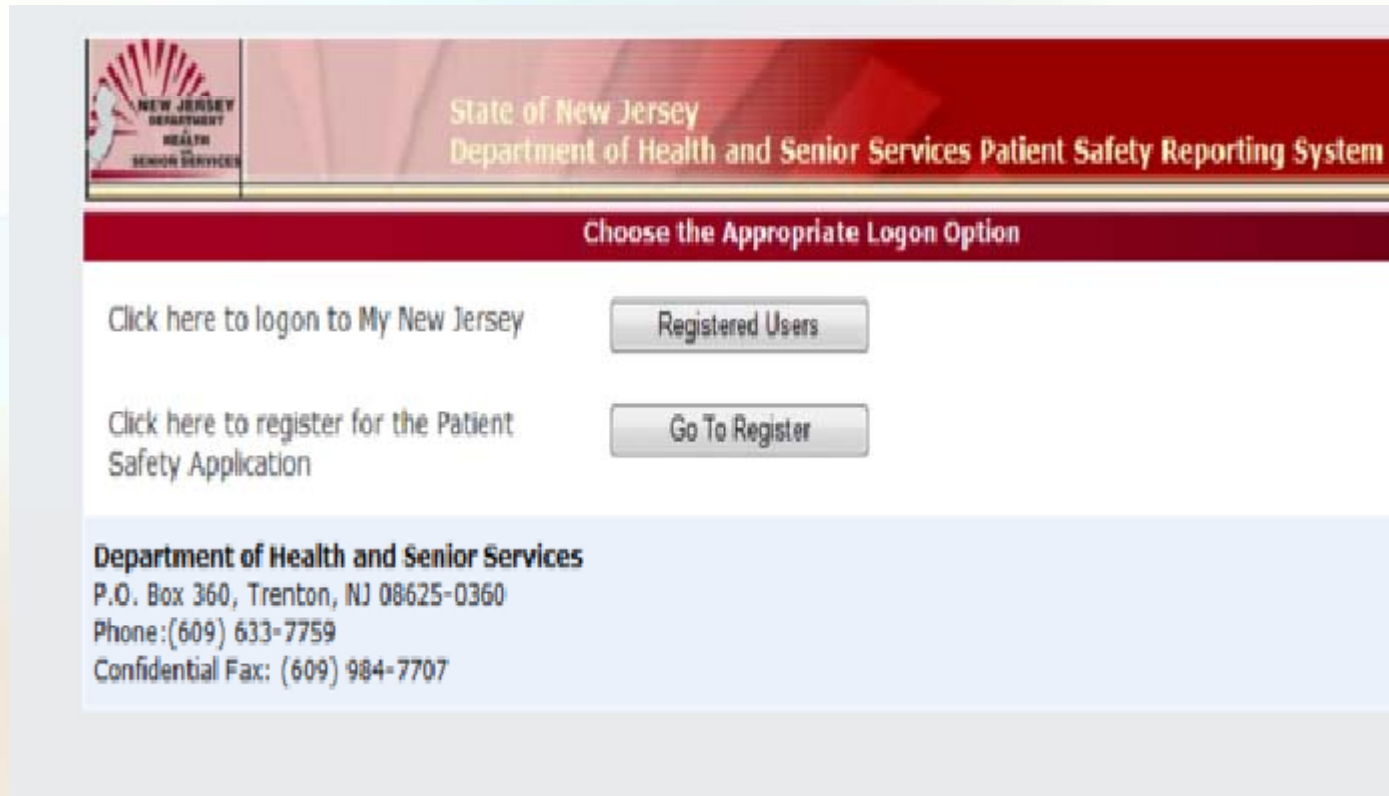
II. Accessing the System - Continued

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



The screenshot shows the login page for the Patient Safety Reporting System. At the top left is the New Jersey Department of Health and Senior Services logo. The header text reads "State of New Jersey Department of Health and Senior Services Patient Safety Reporting System". Below this is a red bar with the text "Choose the Appropriate Logon Option". There are two rows of links and buttons: "Click here to logon to My New Jersey" with a "Registered Users" button, and "Click here to register for the Patient Safety Application" with a "Go To Register" button. At the bottom, contact information for the Department of Health and Senior Services is provided.

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

Choose the Appropriate Logon Option

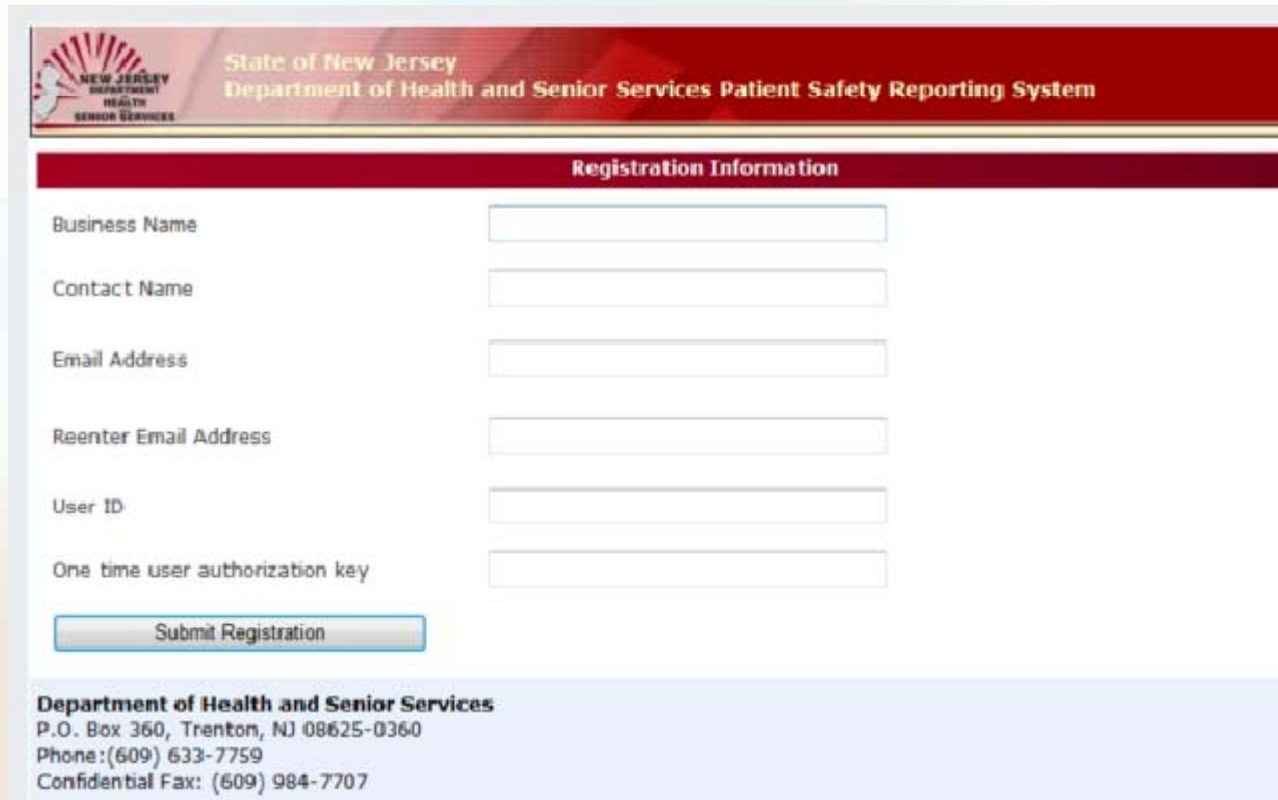
Click here to logon to My New Jersey

Click here to register for the Patient 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



The screenshot shows a web-based registration form for the Patient Safety Reporting System. At the top, there is a red header with the New Jersey Department of Health and Senior Services logo and the text "State of New Jersey Department of Health and Senior Services Patient Safety Reporting System". Below this is a dark red bar with the title "Registration Information". The form contains several input fields: "Business Name", "Contact Name", "Email Address", "Reenter Email Address", "User ID", and "One time user authorization key". A "Submit Registration" button is located below the fields. At the bottom, contact information for the Department of Health and Senior Services is provided.

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

Registration Information

Business Name

Contact Name

Email Address

Reenter Email Address

User ID

One time user authorization key

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

The screenshot shows the official website for the State of New Jersey. At the top left is the state seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". At the top right are links for "Services A to Z", "Departments/Agencies", and "FAQs". Below this is a navigation bar with "myNJ Home", "myNJ Business", and "myNewJersey" tabs. A user is logged in as "pat merrigan" with links for "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help".

There are several service banners: "Premier E-Business Services" with a "Sign up for Premier E-Business Services" link, "Role Manager", "New Jersey Events" with a "Travel Guide" banner, and "DHSS Applications".

Under "DHSS Applications", there is a section titled "Select a link below to access the application:" with a link for "DHSS Patient Safety Reporting System". This link is circled in black.

Other visible links include "Search / Update", "Invite a Client", "Send Mail to Clients", "Locate Events", "Travel & Tourism Home", and "Add an Event".

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



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
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
⊕	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

Department of Health and Senior Services

P.O. Box 360, Trenton, NJ 08625-0360

Phone: (609) 633-7759

Confidential Fax: (609) 984-7707

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:

3. Select Facility

Select All: <input type="checkbox"/>	Facility Name <input type="text"/>	Address <input type="text"/>	City <input type="text"/>
<input type="checkbox"/>	AMBULATORY CARE CENTER	1133 EAST CHESTNUT AVENUE	SOUTH VINELAND
<input type="checkbox"/>	TEST FACILITY	33 WEST 33RD	FORT LEE

Create User

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



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

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

III. Adding/Editing Users – Continued

Edit User Information



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	<input checked="" type="checkbox"/>
Is Online	<input checked="" type="checkbox"/>
CreationDate	10/23/2010 2:07:19 AM
LastActivityDate	12/13/2010 11:44:37 AM
LastLoginDate	12/13/2010 11:44:37 AM

III. Adding/Editing Users – Continued

Edit User Information



Logged in as: sfacility

[Home](#) [Add Event](#) [View Events](#) [Resources](#) [User Maintenance](#)

User Information

Roles:

- facAdmin rptWriter
- rptReader

Main Info:

User Name	SFacility
Email	<input type="text" value="mw2@doh.state.nj.us"/>
One time user authorization key	WmedSL9z
Is User Revoked	False
Is Approved	<input checked="" type="checkbox"/>
Is Online	<input checked="" type="checkbox"/>
CreationDate	10/23/2010 2:07:19 AM
LastActivityDate	1/4/2011 10:10:53 AM
LastLoginDate	1/4/2011 10:10:53 AM
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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