TxHSN
PAE Users
Training 2

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Objectives

Training 2 for PAE users is estimated to take 50 minutes, depending on your familiarity with the PAE reporting system.

In this training we will review:

1. How to complete the degree of harm assessment
2. How to set your security question
3. How to reset/change your password
4. How to open your facility record
5. How to view/update your TxHSN contacts
6. How to report NO PAE Events
7. Overview of TxHSN reports
8. How to run/view your facility IDDR report
9. How to complete your annual survey
10. Upcoming Training/Education
11. Additional Resources

How to complete the degree of harm assessment

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Assessment of Harm

- PAEs that start with the words Patient Death or Severe Harm are reportable if the assessed degree of harm is Patient Death or Severe Harm.
- PAEs that do not start with those words, e.g. Foreign object retained after surgery, are all reportable regardless of the assessed level of harm.
- There are 3 choices for the level of harm question:
  - Death
  - Severe harm
  - Other (includes Moderate harm, Mild harm, No harm, Unknown harm)

PAEs starting with Patient Death or Severe Harm

Basic Information

Record ID:	300000868
Record Type:	PAE - Care Management Event
Person:	( )
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s) (View)
Attachments:	0 attachment(s) (Add)
Facility Links:	**This PAE is only reportable if the Degree of Harm is Death or Severe Harm. Change Degree of Harm to Death or Severe Harm OR request to delete record.** Record is in workflows [View List]

Edit Record Properties | Copy Record

Record Dashboard

Concern displayed on Record Dashboard and in General QP when choosing "Other"

* After any intervention to reduce harm, what was the degree of residual harm to the patient from the incident (and subsequent intervention)?

Other (includes No harm, Moderate harm, Mild harm or Unknow

General QP

This PAE is only reportable if the Degree of Harm is Death or Severe Harm. Change Degree of Harm to Death or Severe Harm OR request to delete record.

Intra-op or Post-op Death in ASA Class 1 Patient

Record Dashboard

Record Summary - Dashboard

Basic Information	
Record ID:	300000879
Record Type:	PAE - Surgical or Invasive Procedure Event
Person:	( )
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s) (View)
Attachments:	0 attachment(s) (Add)
Facility Links:	This PAE is only reportable if the Degree of Harm is Death. Change Degree of Harm to Death OR request to delete record. Record is in workflows [View List]

Edit Record Properties | Copy Record

General QP

* After any intervention to reduce harm, what was the degree of residual harm to the patient from the incident (and subsequent intervention)?

Other (includes No harm, Moderate harm, Mild harm

This PAE is only reportable if the Degree of Harm is Death. Change Degree of Harm to Death OR request to delete record.

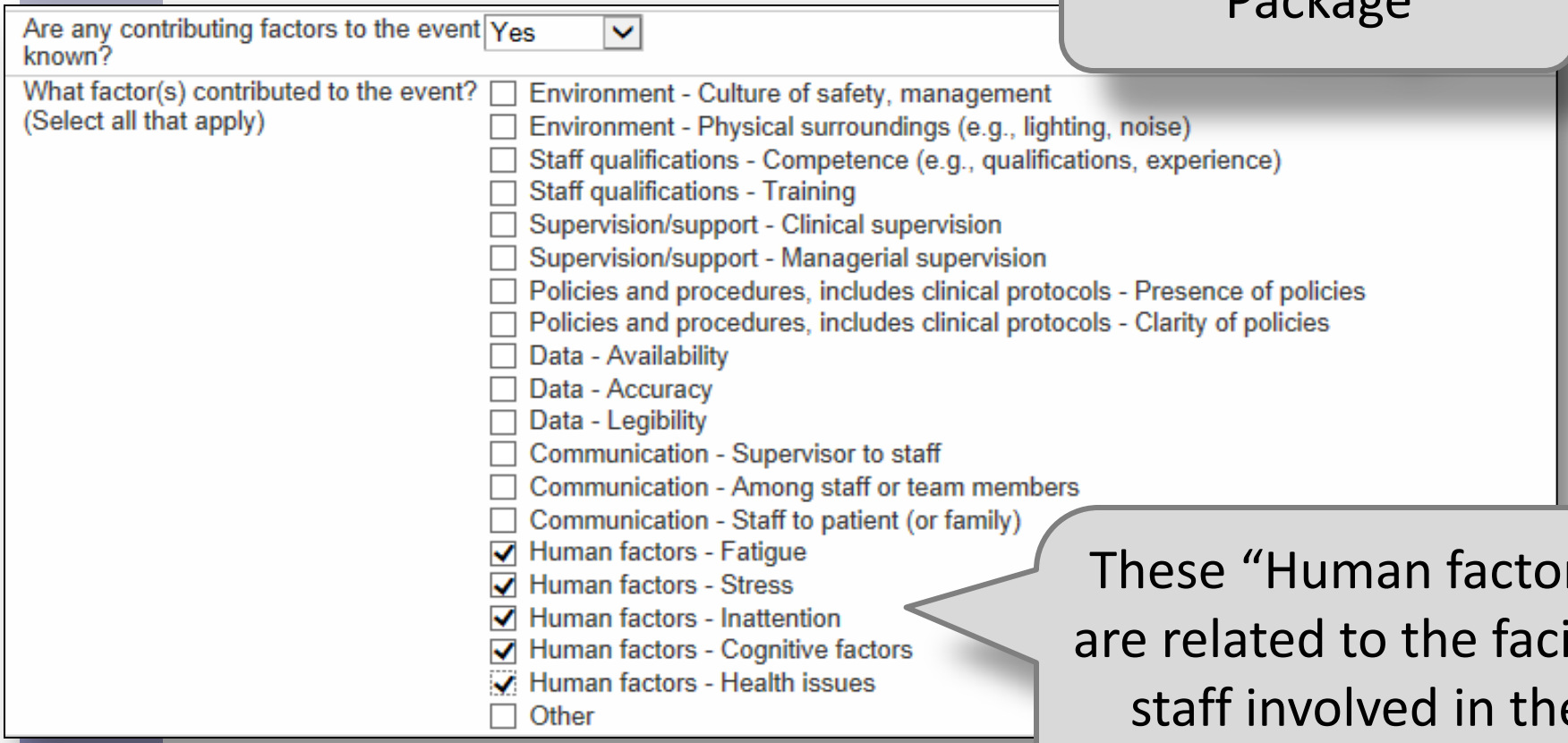
Concern displayed on Record Dashboard and in General QP if choice is other than Death

Assessment of Harm

- When to assess degree of harm
  - After rescue attempts to improve the patient's condition
    - Rescue Actions—to be started or completed within 24 hours of the event
- Case by case basis
- Considerations
  - Surgery required
  - Pain and disfigurement
  - Anxiety or psychological pain
  - Age and tolerance/effect of interventions

Contributing Factors

General Question Package



These “Human factors” are related to the facility staff involved in the event, not to the patient.

How to set your security question

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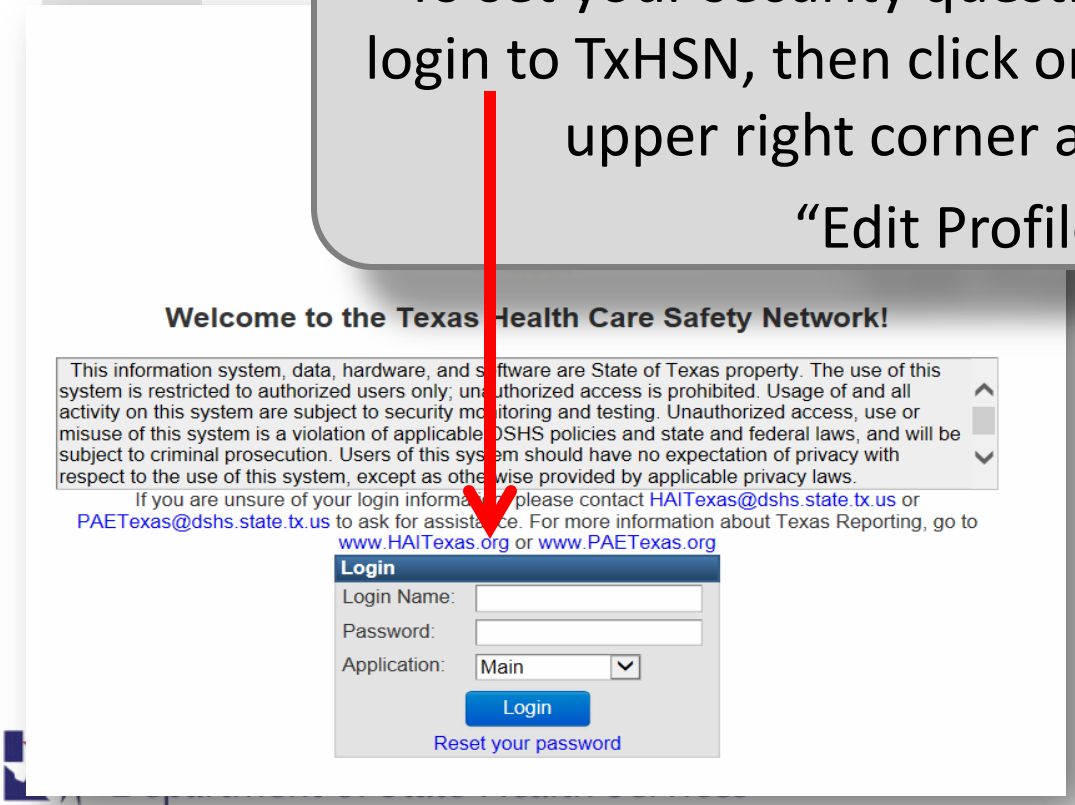
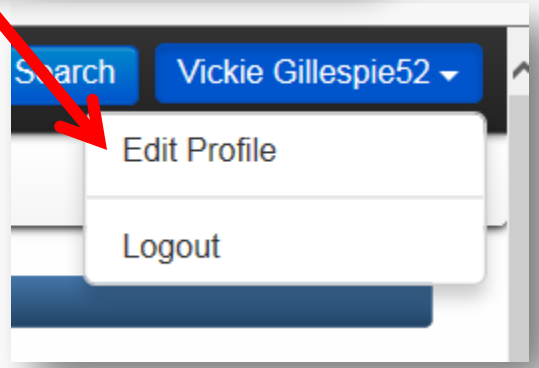
Setting Your Security Question

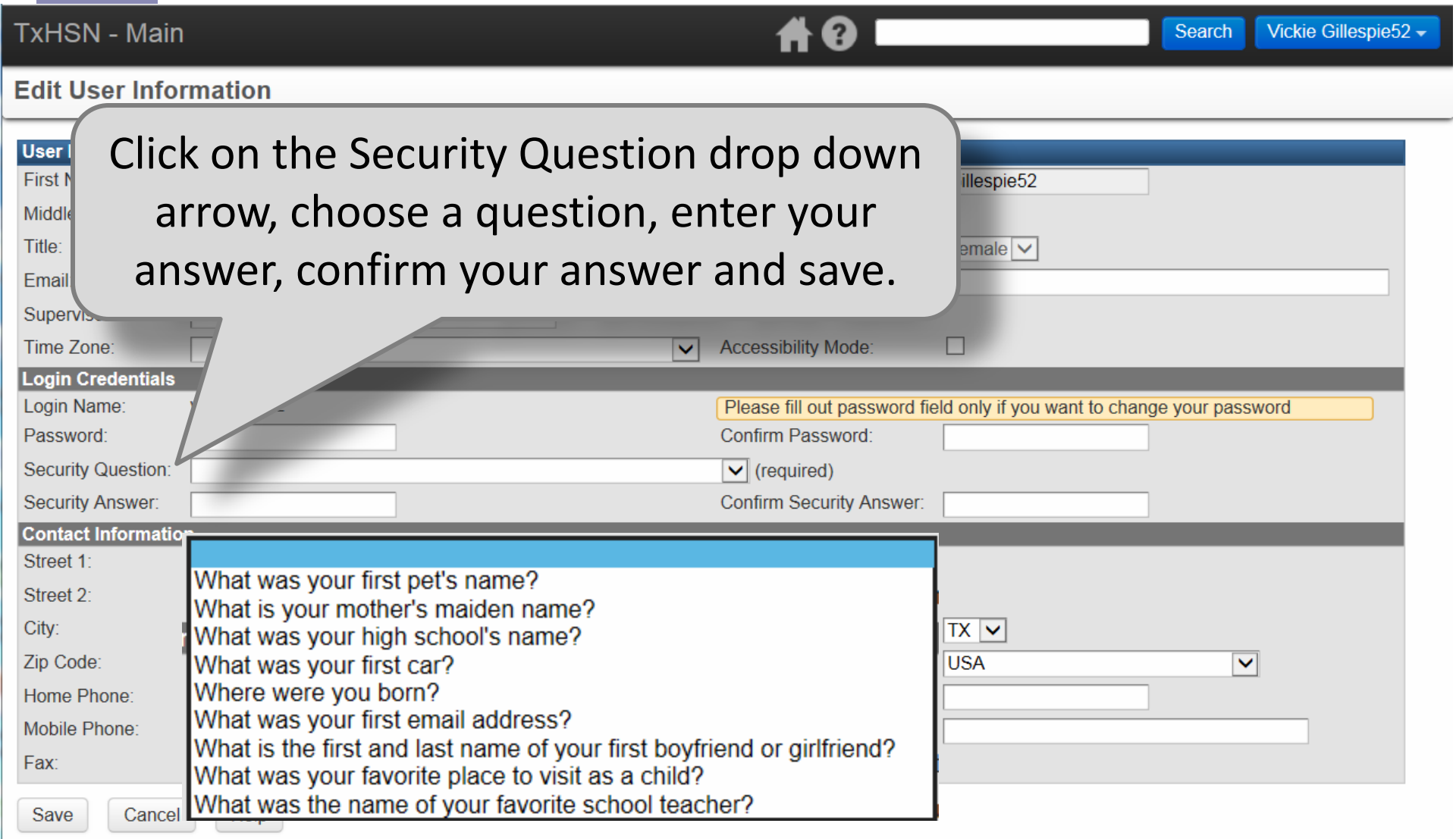
Setting your security question allows you to "Reset you password" from the log-in screen.

To set your security question you must first login to TxHSN, then click on your name in the upper right corner and click on "Edit Profile"





Setting Your Security Question



How to change or reset your password

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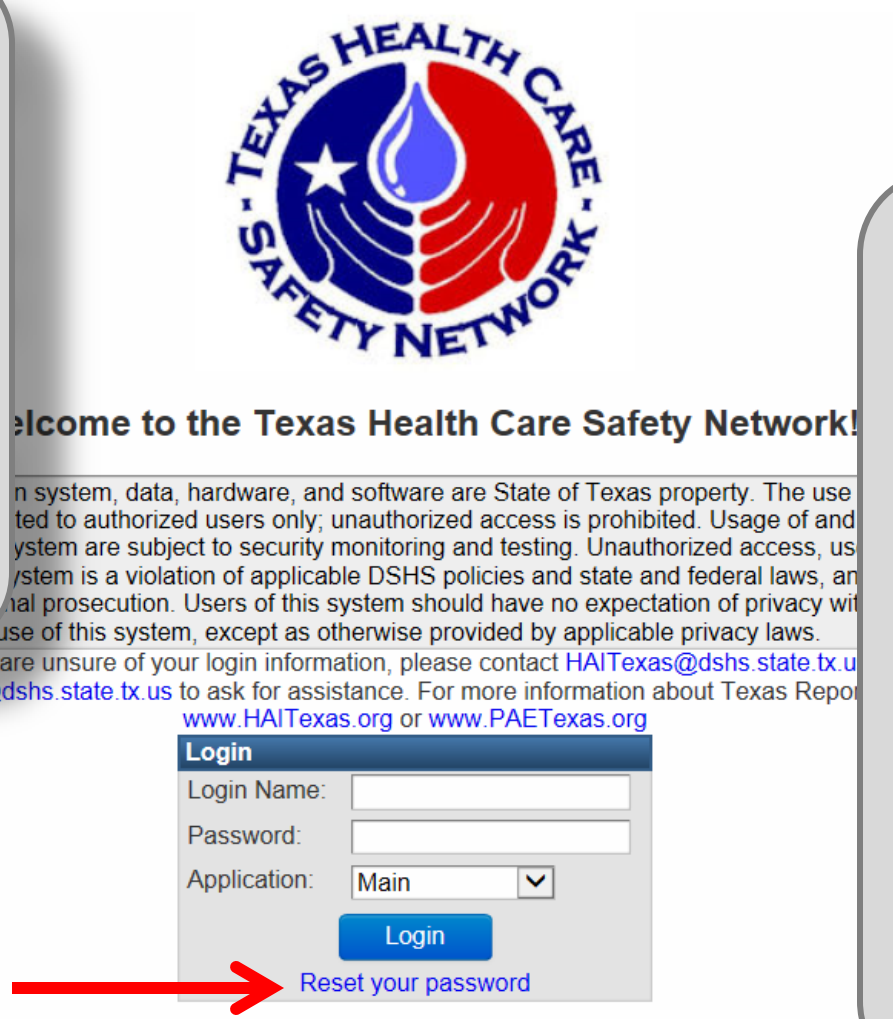
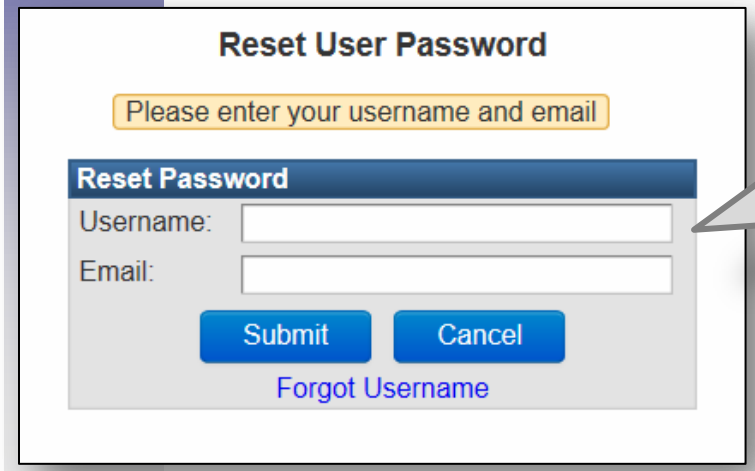
Resetting Your Password

Go into TxHSN at least every 60 days or you will get locked out and be forced to reset your password.

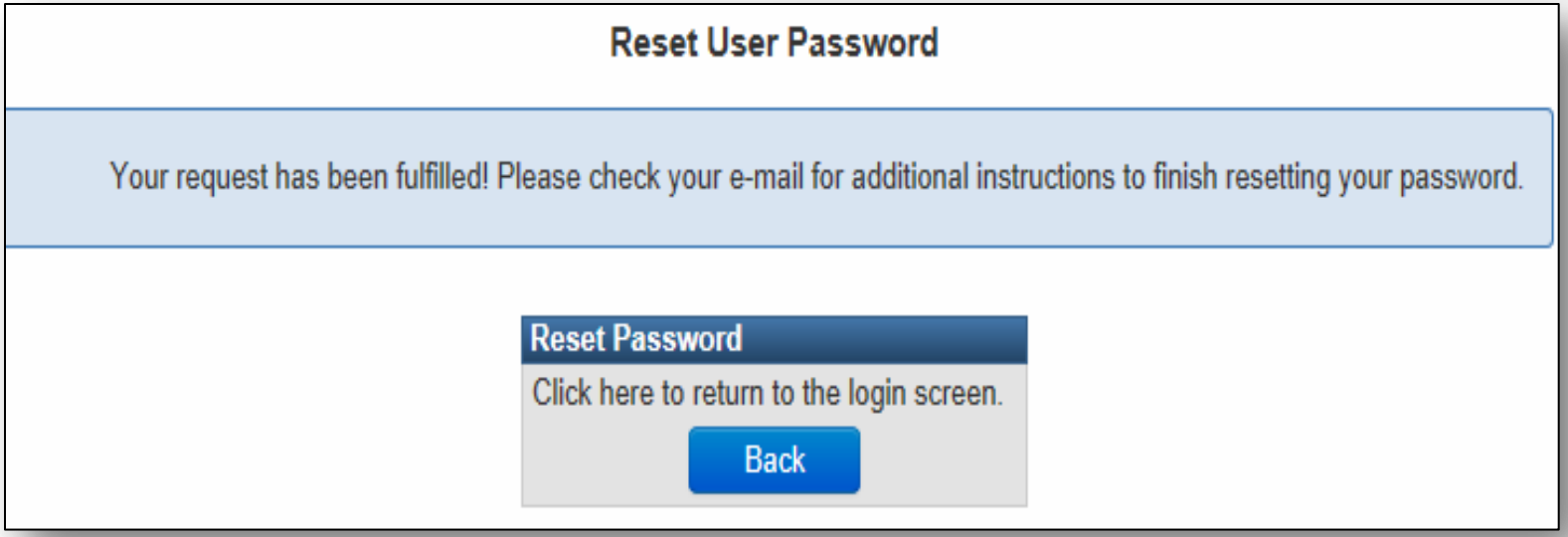


If you've entered your password twice, just go directly to reset your password. You will get locked out if you make 3 unsuccessful attempts.

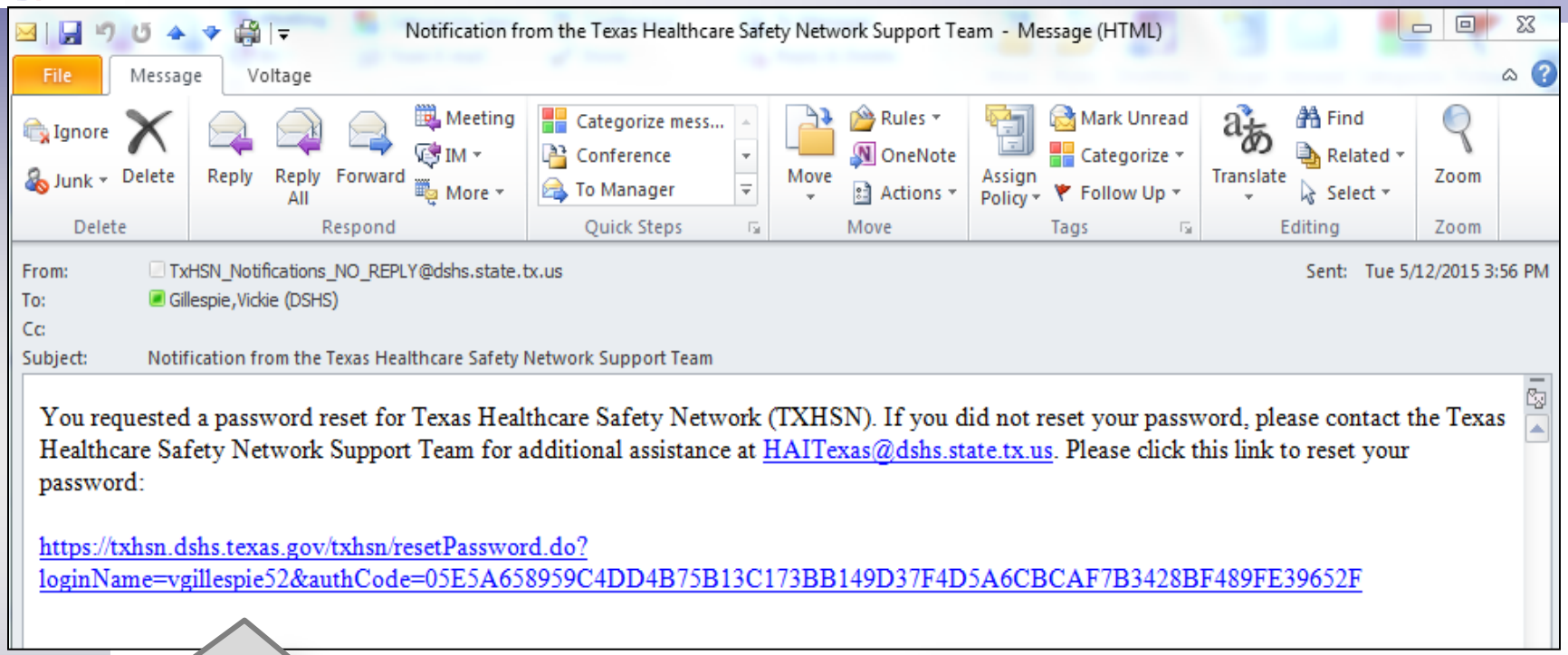
Resetting Your Password



Enter your username and your email and submit. You will get the following message with a link to go back to the login screen.

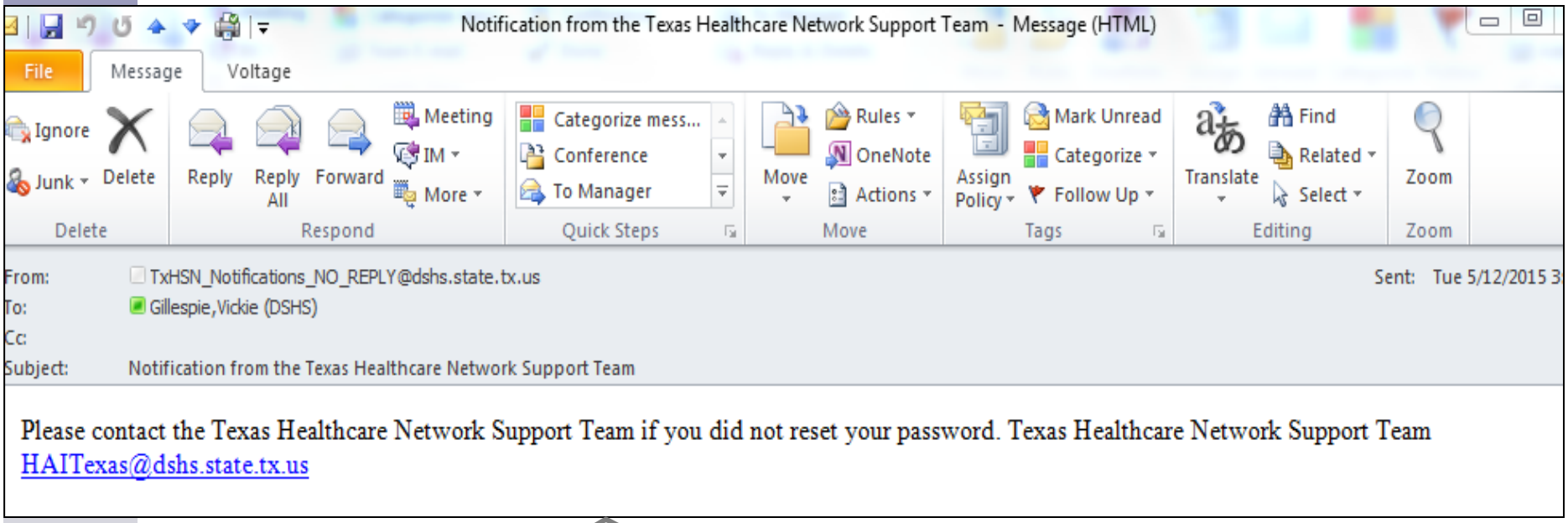


Resetting Your Password



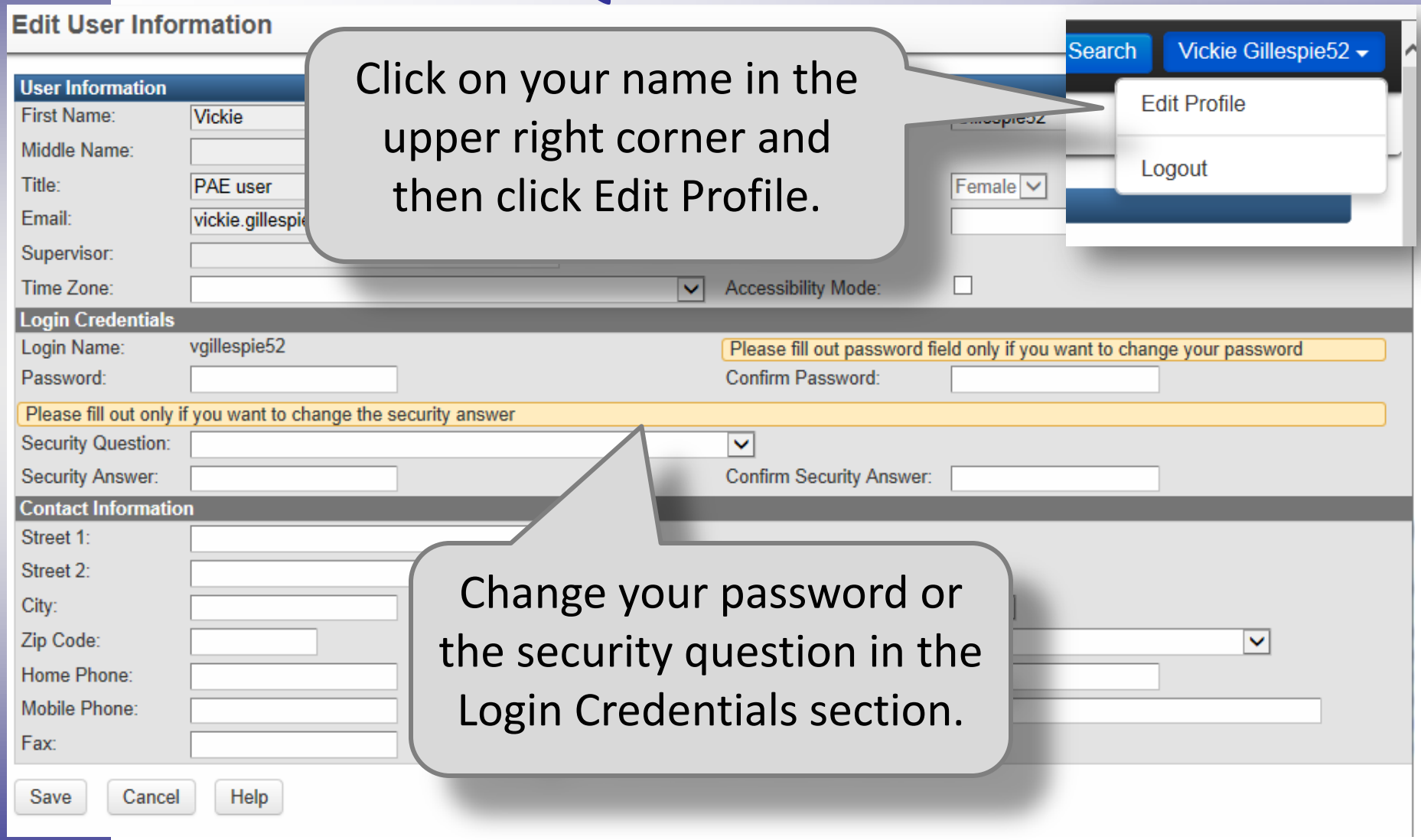
You will then get an Email with Link to reset your password. You will be taken to this screen.

Resetting Your Password



You will get this notification email every time your reset your password.

Changing Password or Security Question



How to open your facility record

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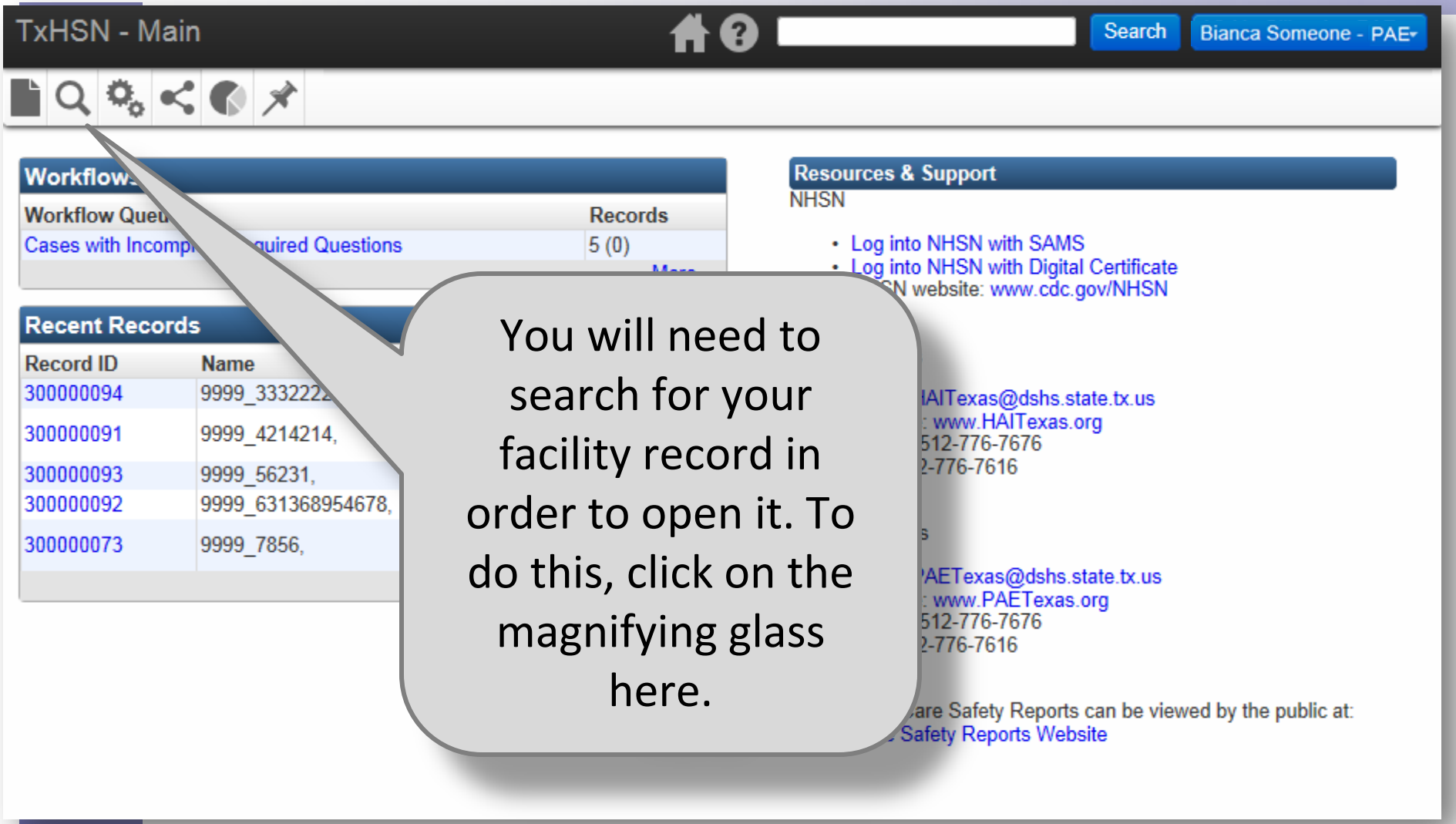
Open Facility Record

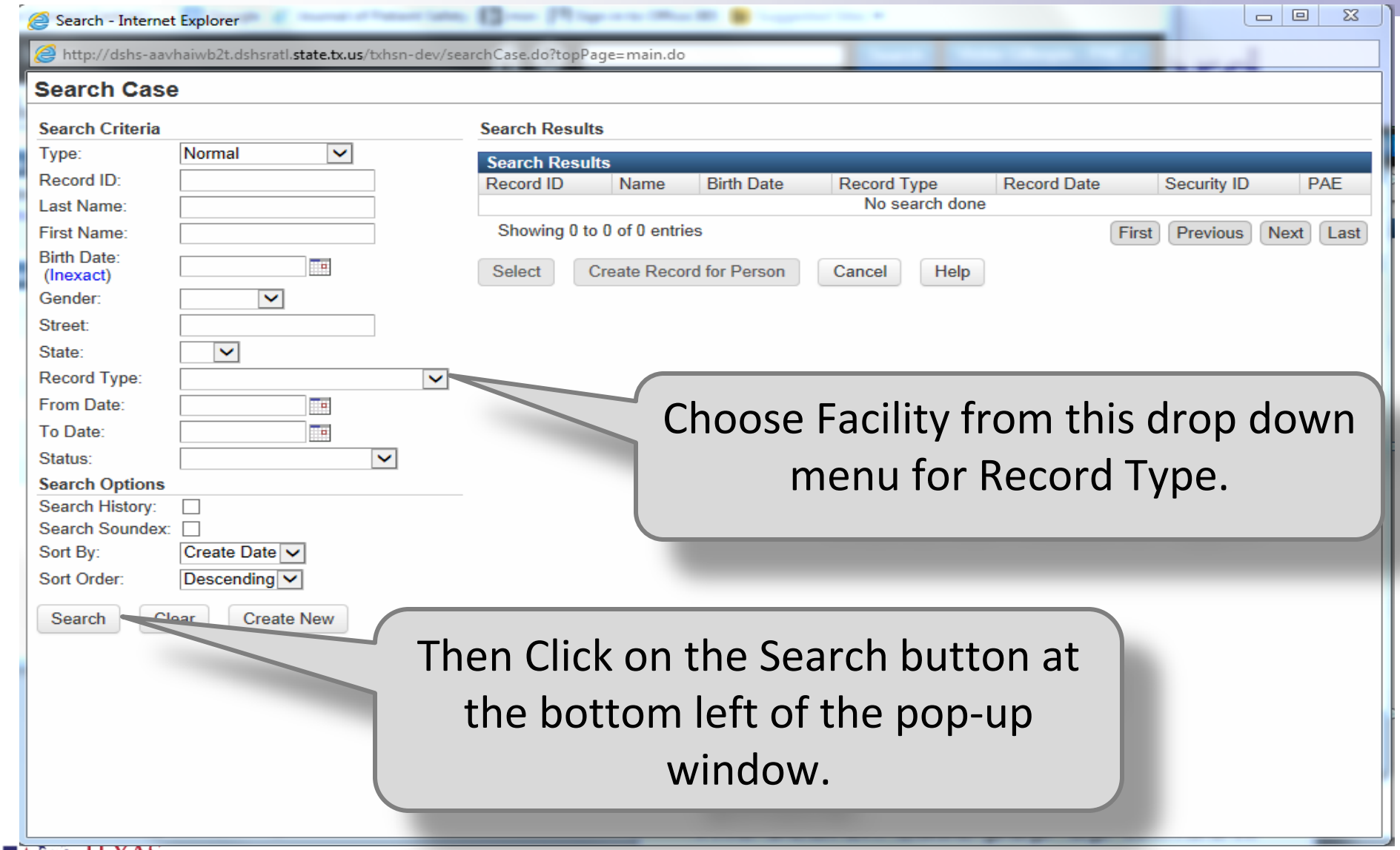
- You must first open your Facility Record in order to access your facility's Health Care Safety reports or make comments on your facility's reports.

- Your Facility Record contains the address, phone, ID numbers of the facility and PAE Designated Contact information.

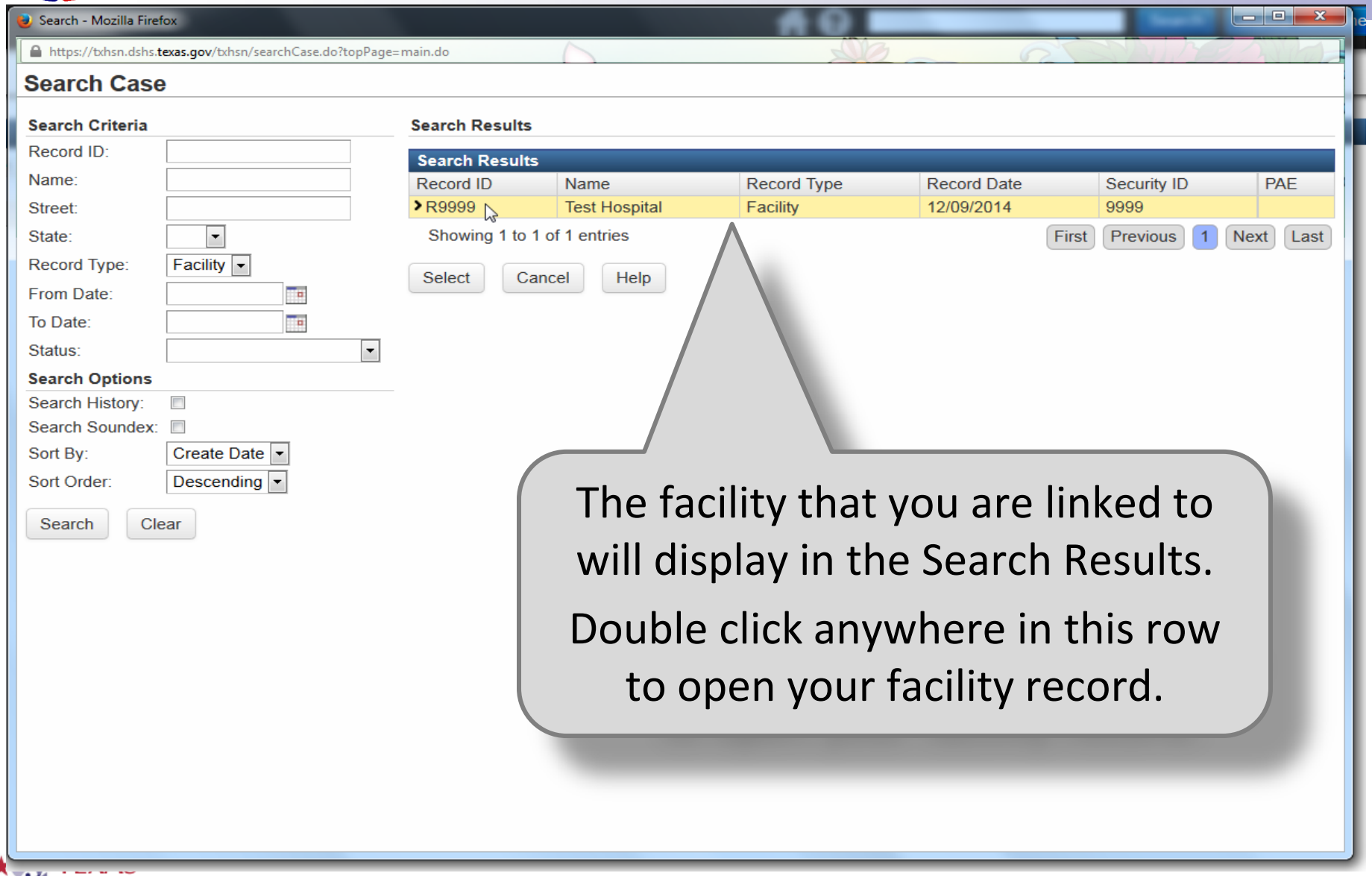
Open Facility Record



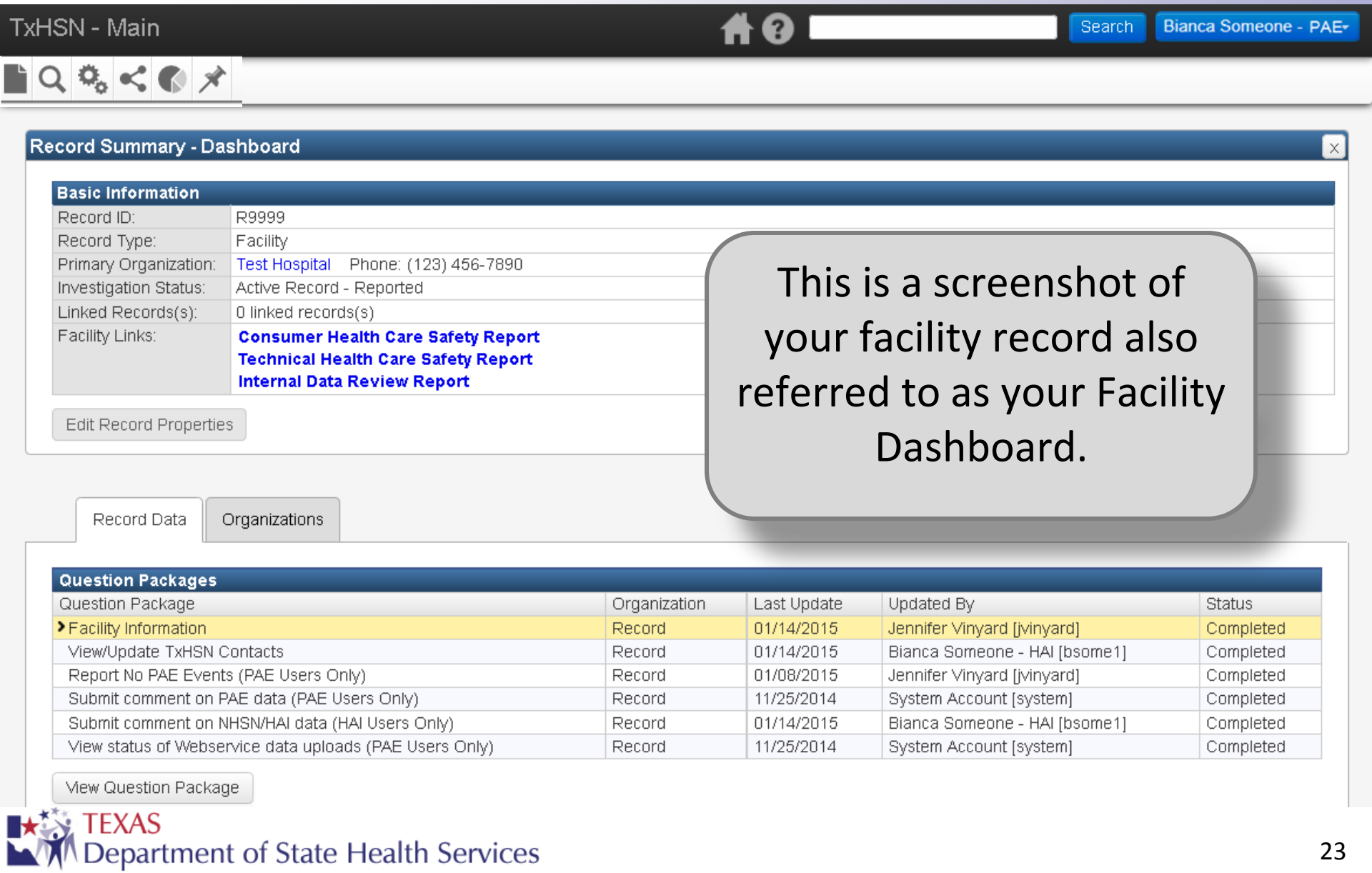
Search for Facility Record



Search for Facility Record

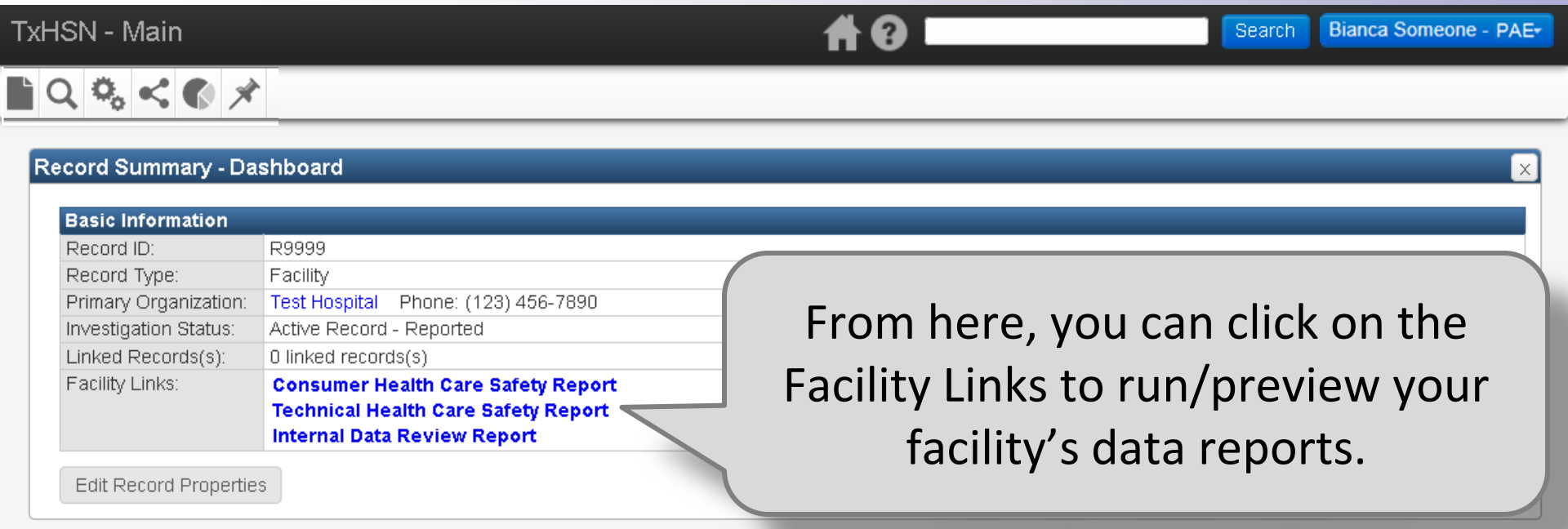


Facility Record

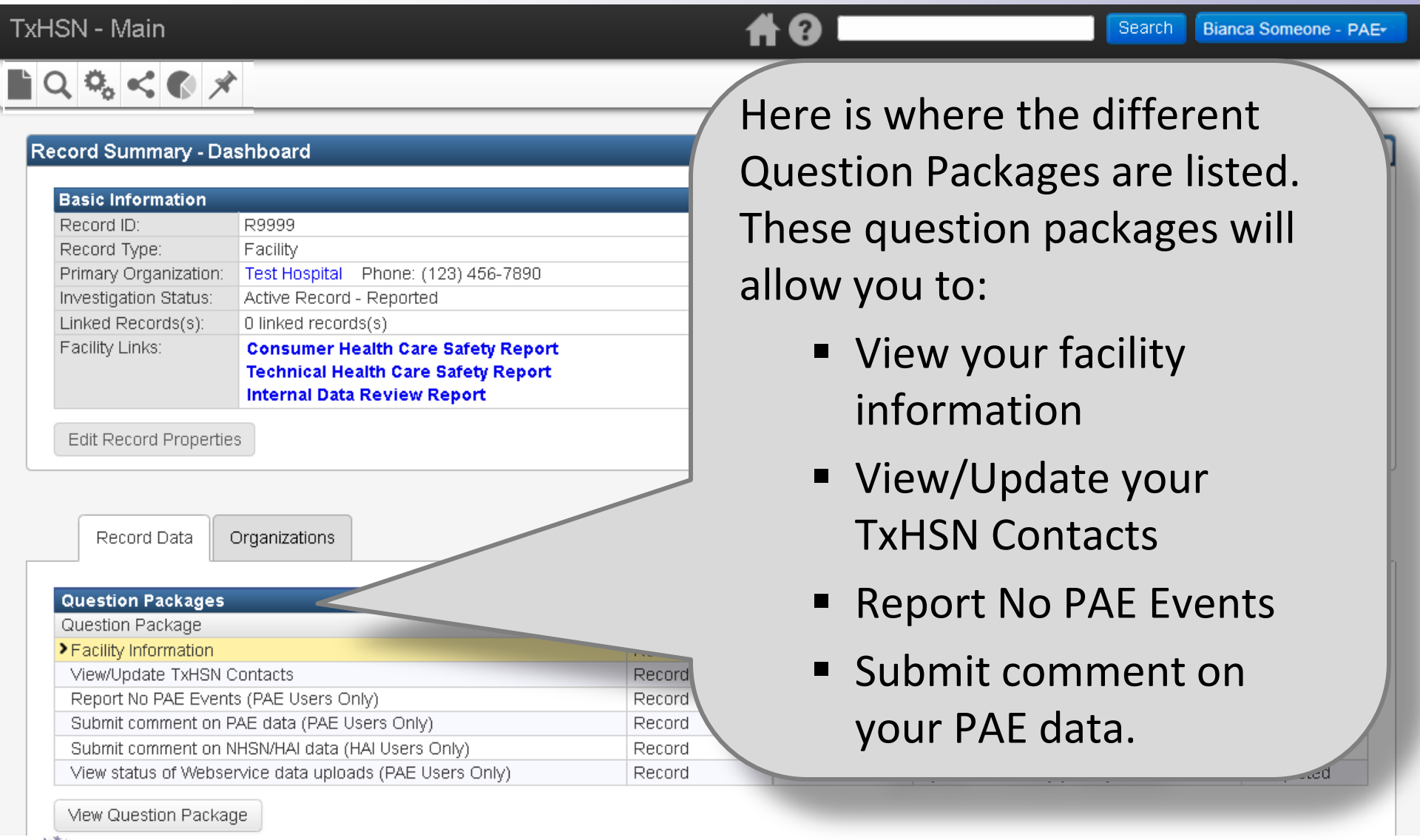


This is a screenshot of your facility record also referred to as your Facility Dashboard.

Facility Record



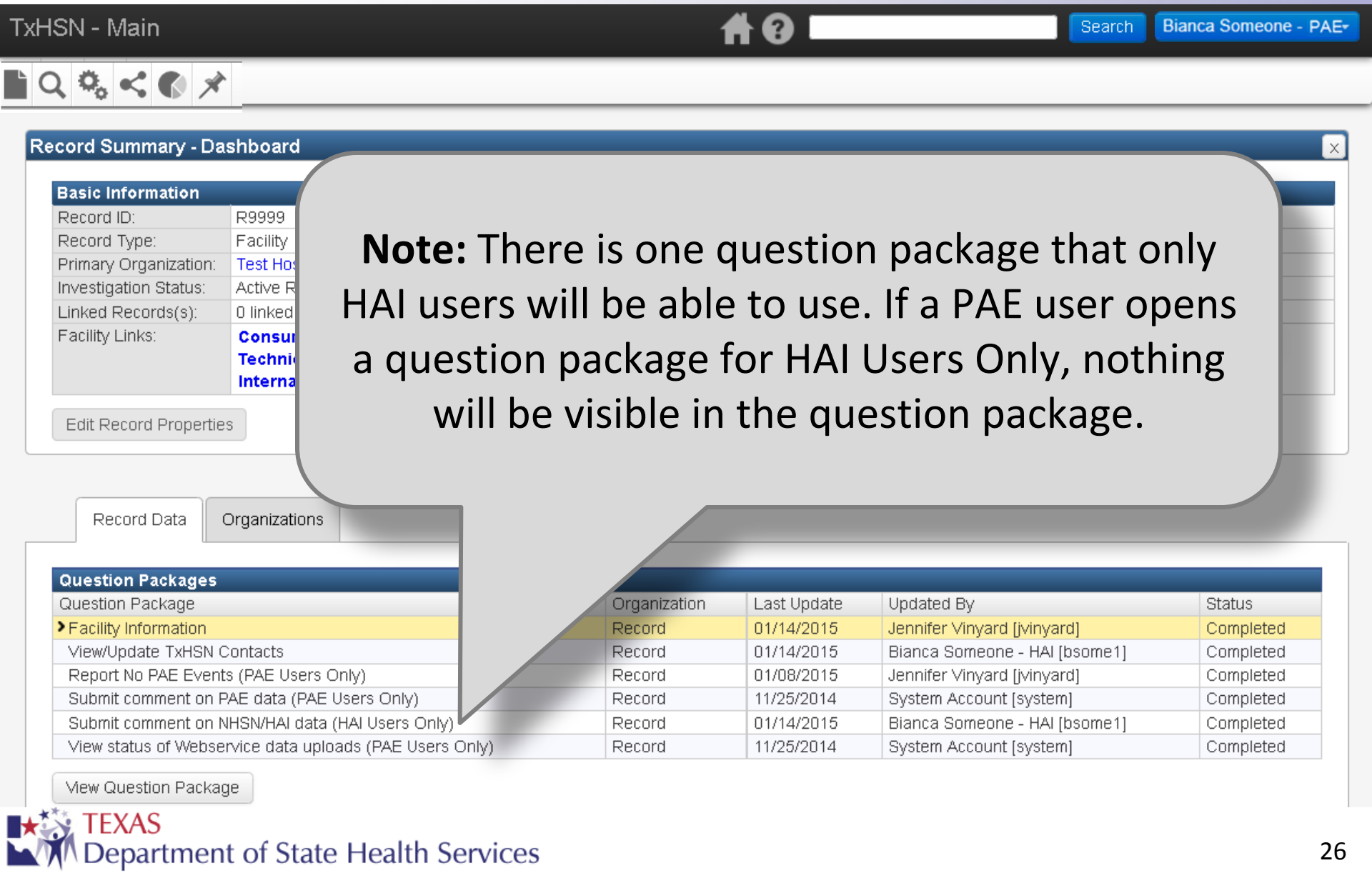
Facility Record



Here is where the different Question Packages are listed. These question packages will allow you to:

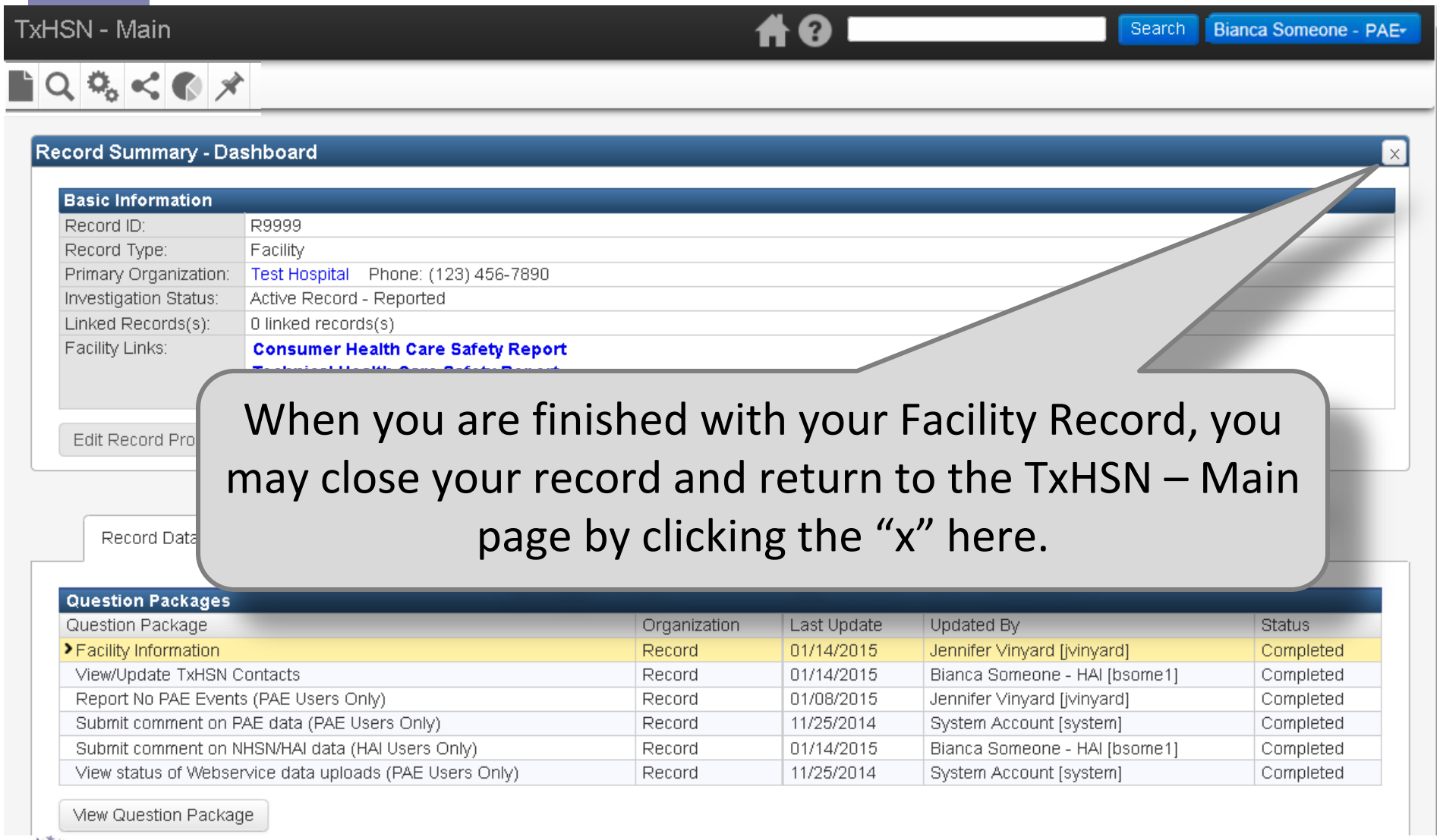
- View your facility information
- View/Update your TxHSN Contacts
- Report No PAE Events
- Submit comment on your PAE data.

Facility Record

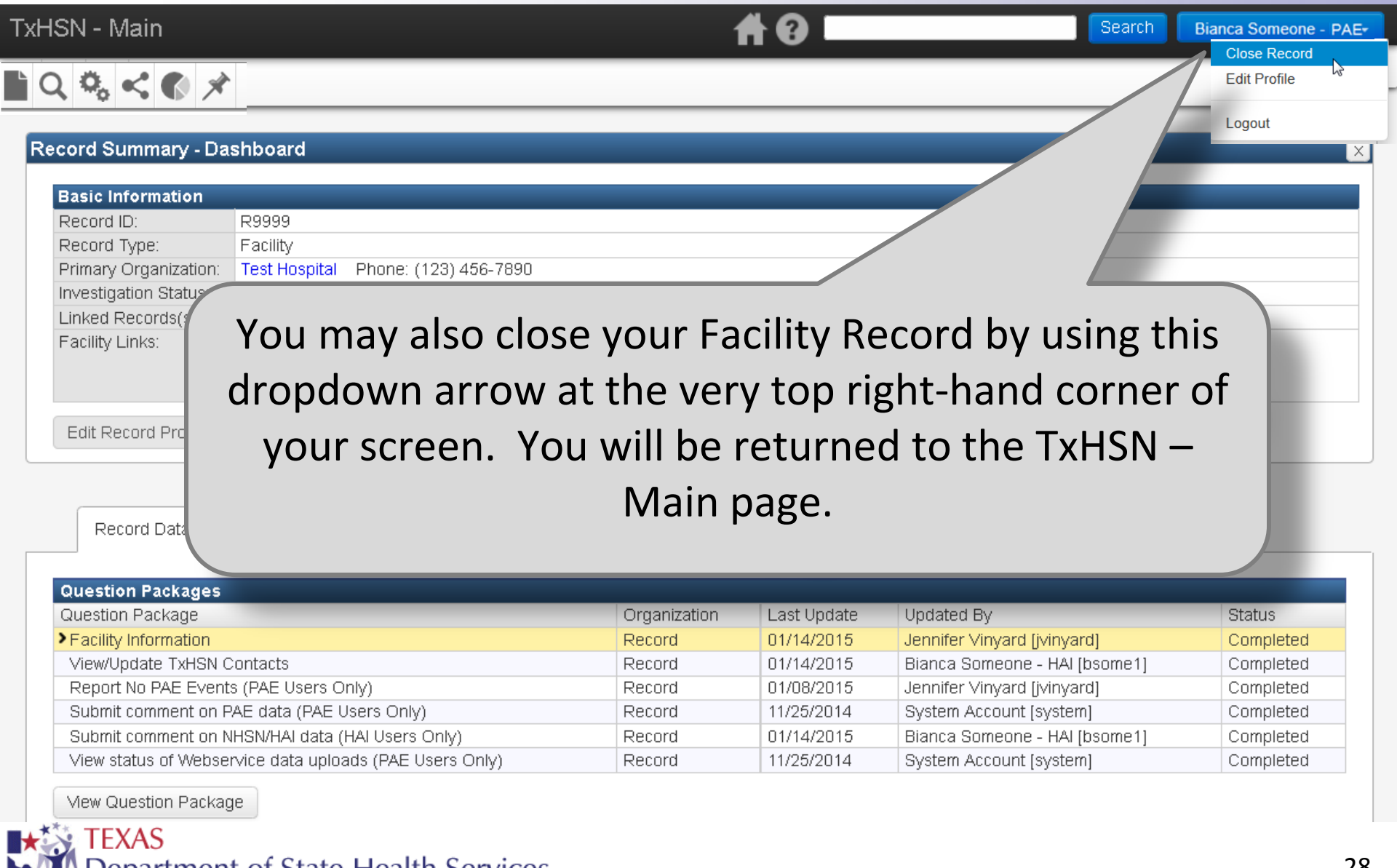


Note: There is one question package that only HAI users will be able to use. If a PAE user opens a question package for HAI Users Only, nothing will be visible in the question package.

Facility Record

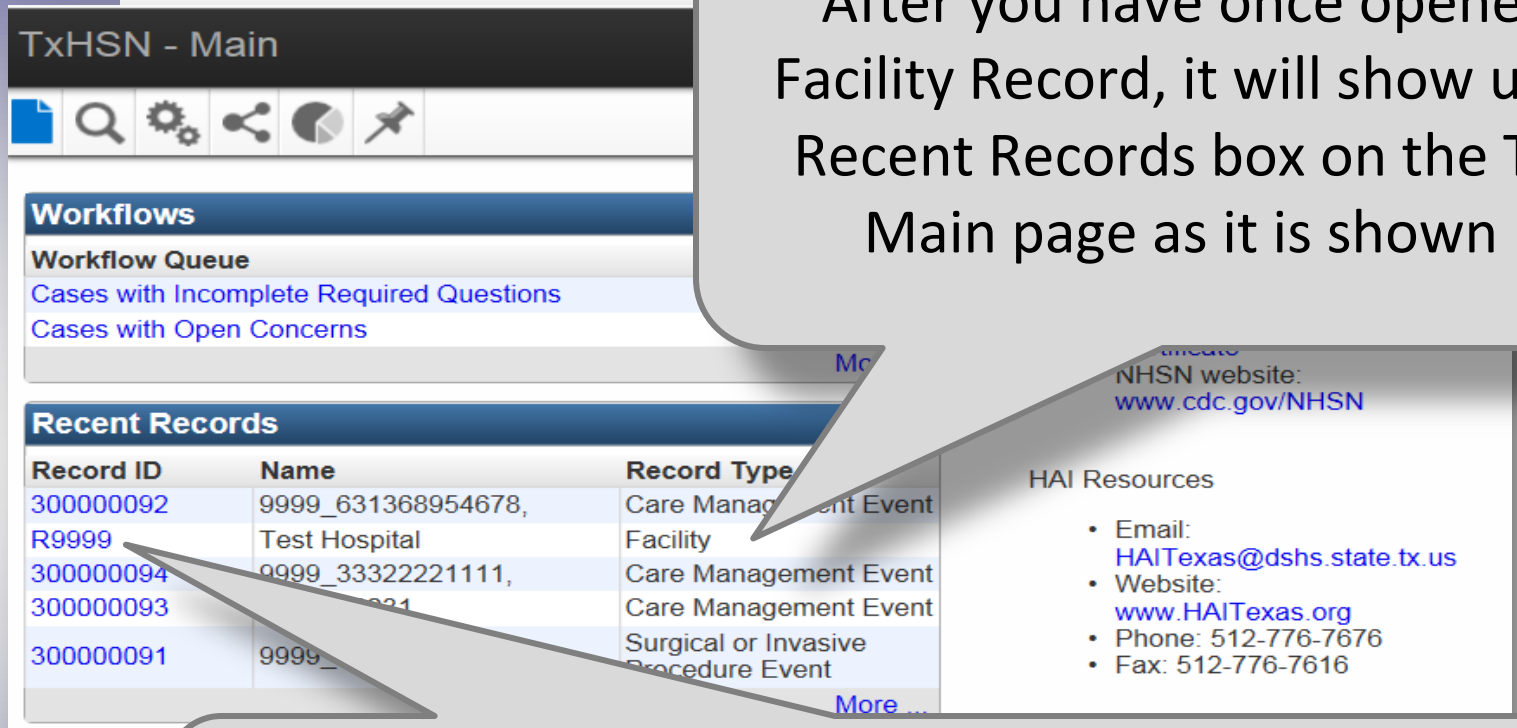


Facility Record



Facility Record

After you have once opened your Facility Record, it will show up on the Recent Records box on the TxHSN – Main page as it is shown here.



Once this happens, you can click directly on the link to navigate to your Facility Record instead of performing a search every time you want to access your record.

How to view/update your TxHSN contacts

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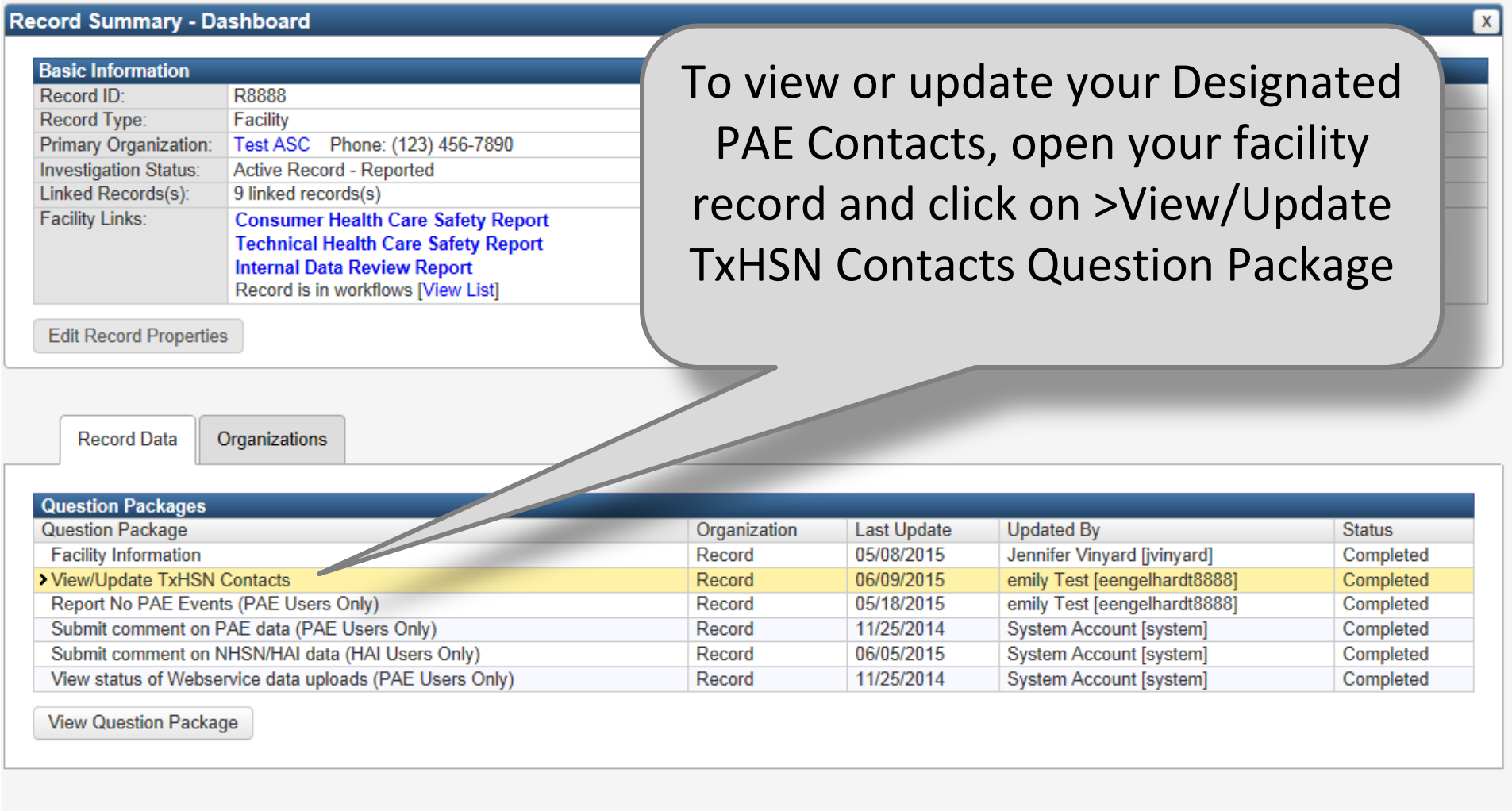
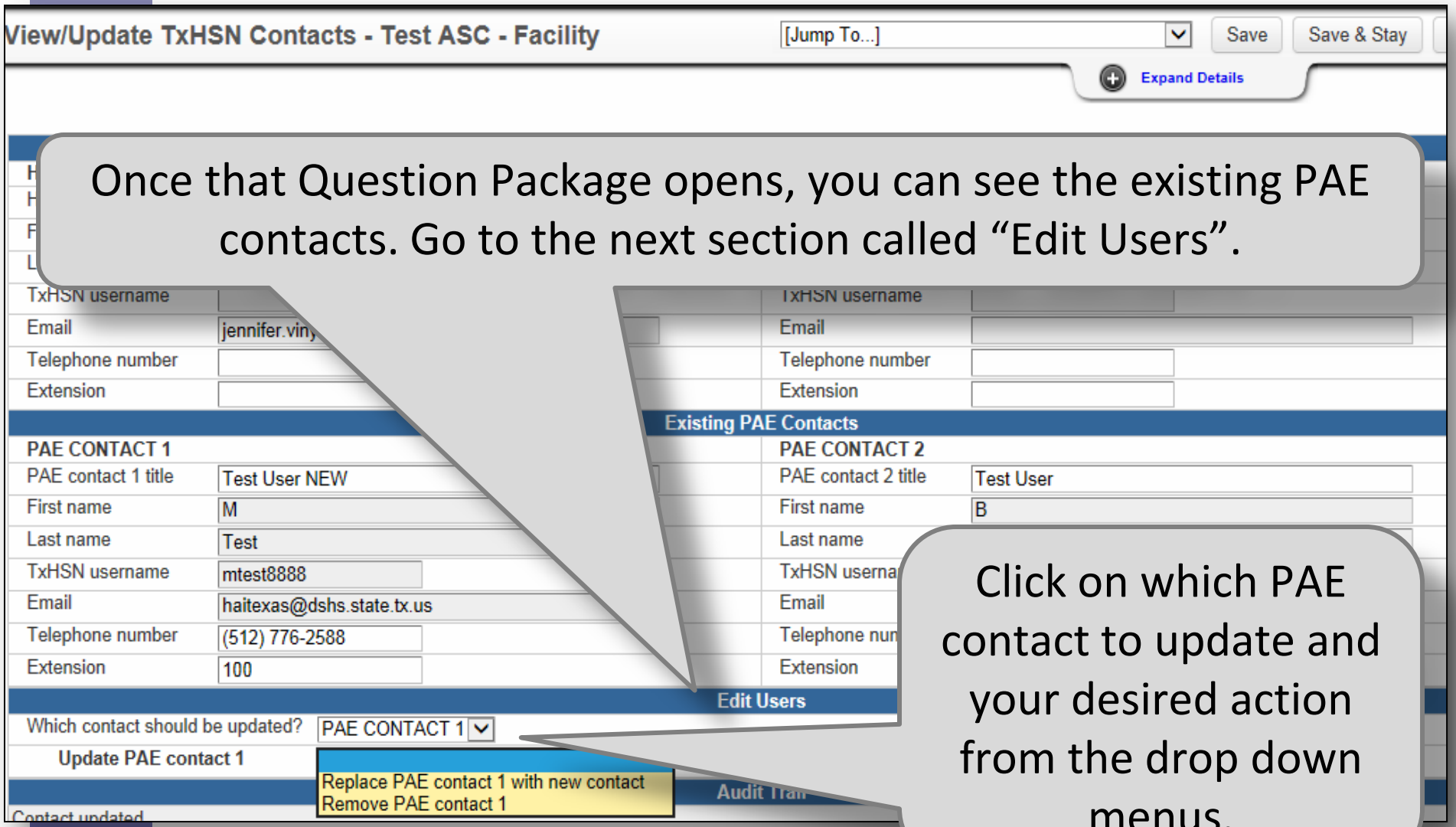
View/Update TxHSN Contacts



View/Update TxHSN Contacts



View/Update TxHSN Contacts

Existing PAE Contacts

PAE CONTACT 1		PAE CONTACT 2	
PAE contact 1 title	Test User NEW	PAE contact 2 title	Test User
First name	M	First name	B
Last name	Test	Last name	Test
TxHSN username	mtest8888	TxHSN username	btest888
Email	haitexas@dshs.state.tx.us	Email	haitexas@dshs.state.tx.us
Telephone number	(512) 776-2588	Telephone number	(512) 776-2588
Extension	100	Extension	

Edit Users

Which contact should be updated?	PAE CONTACT 1
Update PAE contact 1	Replace PAE contact 1 with new contact
PAE contact 1 title	
* First name	
* Last name	
* Email	
Telephone number	
Extension	

Enter the new contact information. Questions with asterisks are required.

Once you have entered the email address, new questions will appear.

View/Update TxHSN Contacts

Existing PAE Contacts

PAE CONTACT 1		PAE CONTACT 2	
PAE contact 1 title	Test User NEW	PAE contact 2 title	Test User
First name	M	First name	B
Last name	Test	Last name	Test
TxHSN username	mtest8888	TxHSN username	btest888
Email	haitexas@dshs.state.tx.us	Email	haitexas@dshs.state.tx.us
Telephone number	(512) 776-2588	Telephone number	(512) 776-2588
Extension	100	Extension	

Edit Users

Which contact should be updated?	PAE CONTACT 1
Update PAE contact 1	Replace PAE contact 1 with new contact
PAE contact 1 title	
* First name	Vickie
* Last name	Gillespie
* Email	vickie.gillespie@dshs.state.tx.us
Telephone number	
Extension	
* New user information is complete and correct?	☑ Yes
* Ready for submission?	☑ Yes
Change requested by	Vickie Gillespie52
Change requested on	06/11/2015 03:19 PM

User update is pending approval

Be sure to click the boxes for "New User Information is complete and correct?" and "Ready for submission?" You will then see a message saying "**User update is pending approval**".

View/Update TxHSN Contacts

Remember to SAVE your record. If you do not, all your changes will be lost.

NOTE: You will only be able to update/change contact information for one contact at a time.

Once approved, the new contact will receive 2 emails from TxHSN Notifications No Reply:

- Log in and website
- Temporary password

The new contact must review the orientation slides prior to entering data.

How to Report No PAE Events

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Report No PAE Events

- Every facility must either:
  - Report actual events that have occurred OR
  - Confirm you have nothing to report for the Half year.
- Facilities who do NOT have any PAEs to report should confirm this in TxHSN for each half year time period.
  - In mid June, you can confirm that that you have no events to report for H1 (Jan – June). This must be completed no later than September 30th for H1. (June 30 is soft deadline)
  - In mid December you can confirm that that you have no events to report for H2 (July – Dec). This must be completed no later than March 31st for H2. (Dec 31 is soft deadline)

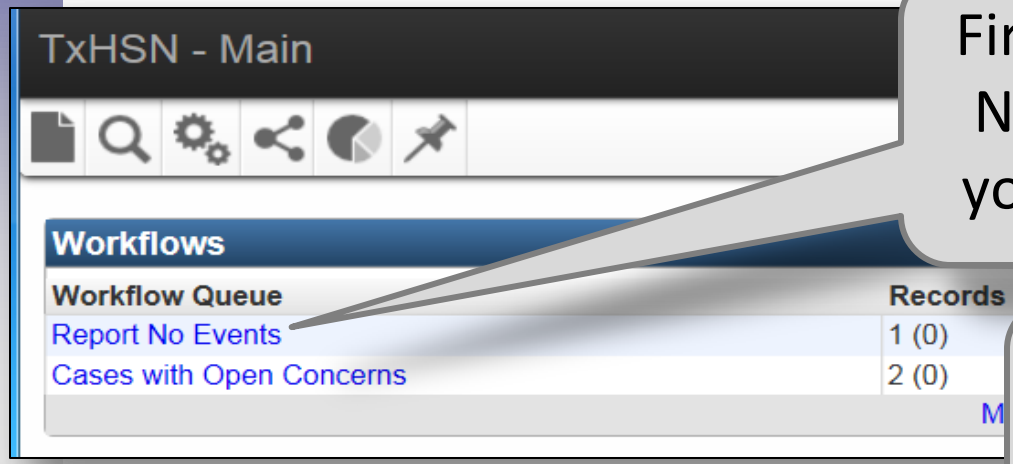
TxHSN Reporting Schedule

Reporting Quarter	Q1: Jan 1 – Mar 31	H1: Jan 1 – June 30	Q3: July 1 – Sept 30	H2: July 1 – Dec 31
Facility data submission deadline	Within 60 days of end of reporting quarter			
DSHS takes preliminary data snapshot	1-Jun	1-Sept	1-Dec	1-Mar
DSHS sends email to facility users review data	~15-Jun	~15-Sep	~15-Dec	~15-Mar
Facility data corrections due ✶ Last day to verify no PAEs to report for half year	30-Jun	30-Sep✶	31-Dec	31-Mar✶
DSHS takes final data snapshot	1-July	1-Oct	1-Jan	1-Apr
DSHS sends email to facility to review data summary and make comments	NA	15-Oct	NA	15-Apr
Facility comment period deadline	NA	30-Oct	NA	30-Apr
DSHS reviews comments	NA	15-Nov	NA	15-May
Public posting of data summary with approved comments	NA	1-Dec	NA	1-Jun

Report No PAE Events

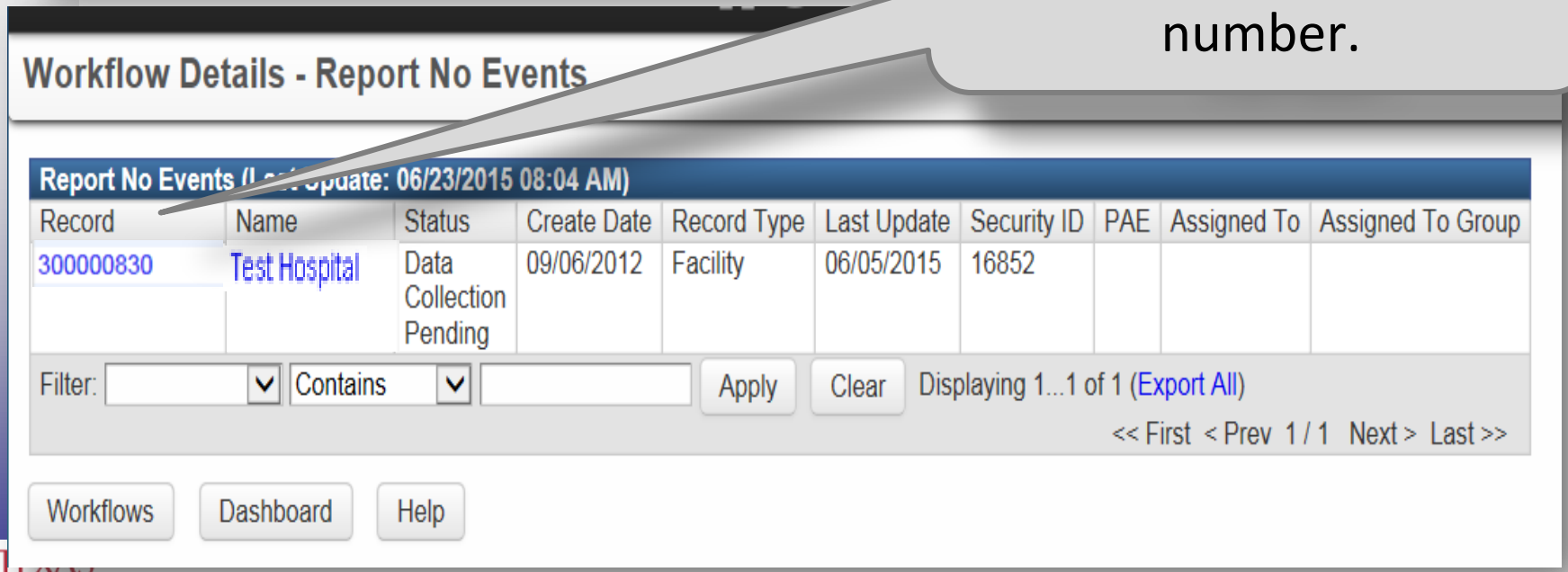
- When it is time to review your data and make corrections AND
- If you have not yet entered any events, you will see the "Report No Events" workflow appear in your Workflow Queue. (*Ignore workflow "Entities Did Not Report".*)
- You can click on it and it will take you to the Workflow Details - Report No Events page—where you need to click on your blue facility number.
- This will take you to your facility dashboard and the "Report No PAE Events" Question Package.

Report No PAE Events

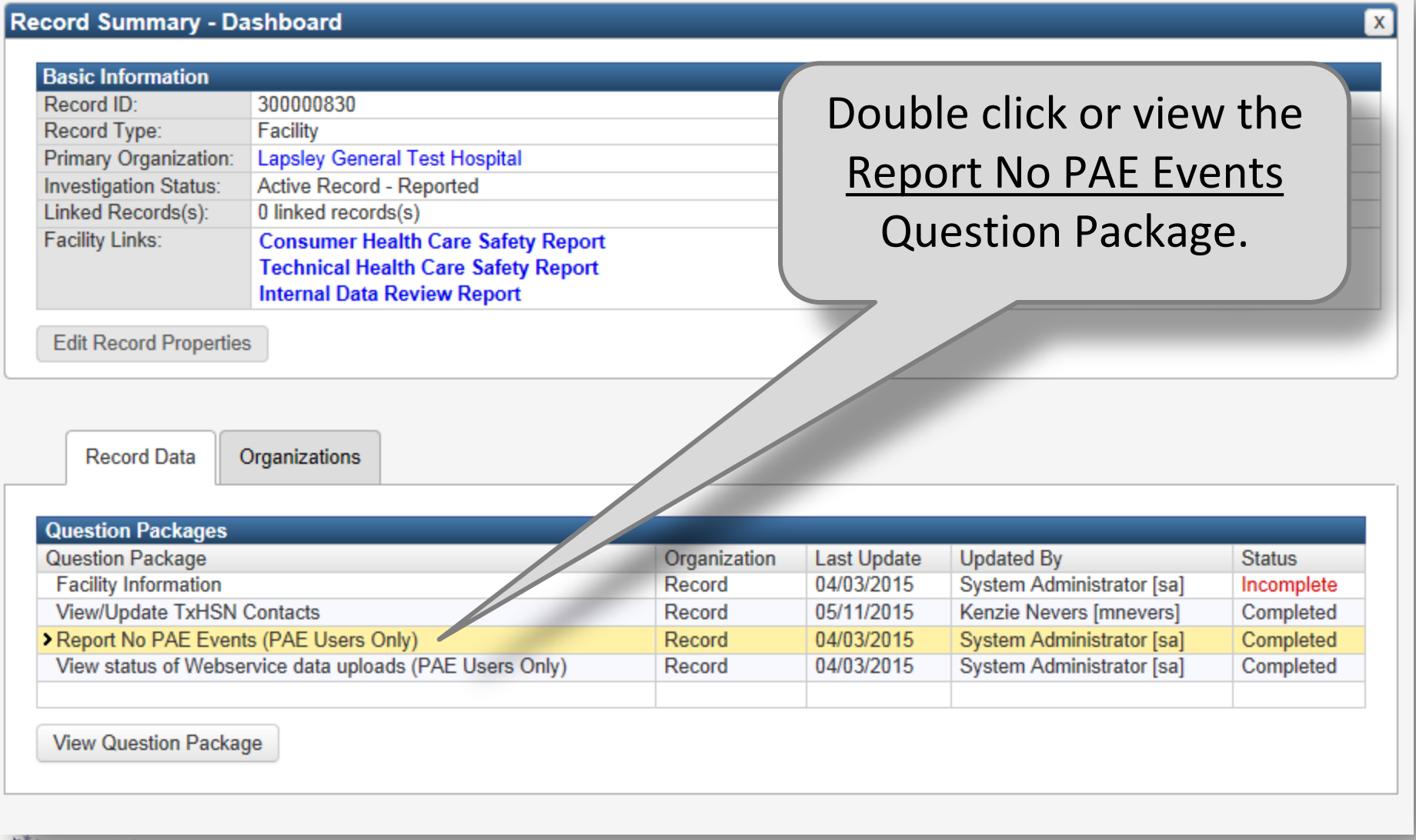


First, click on the Report No Events Workflow in your Workflows Queue.

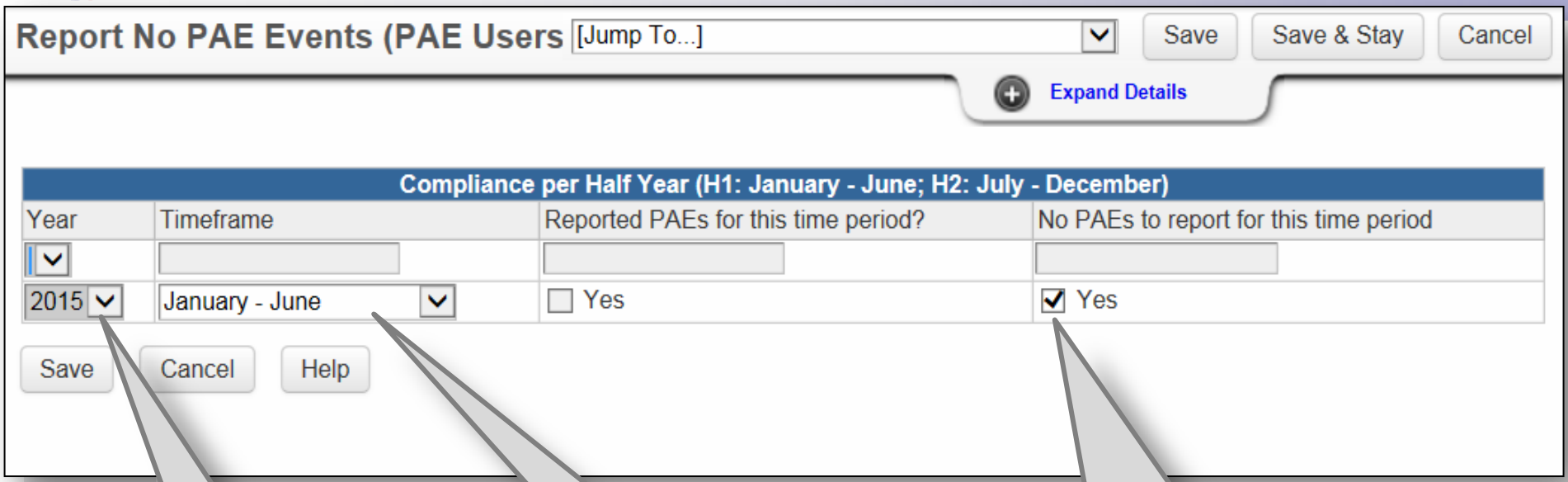
Then Double click your blue facility record number.



Report No PAE Events



Report No PAE Events

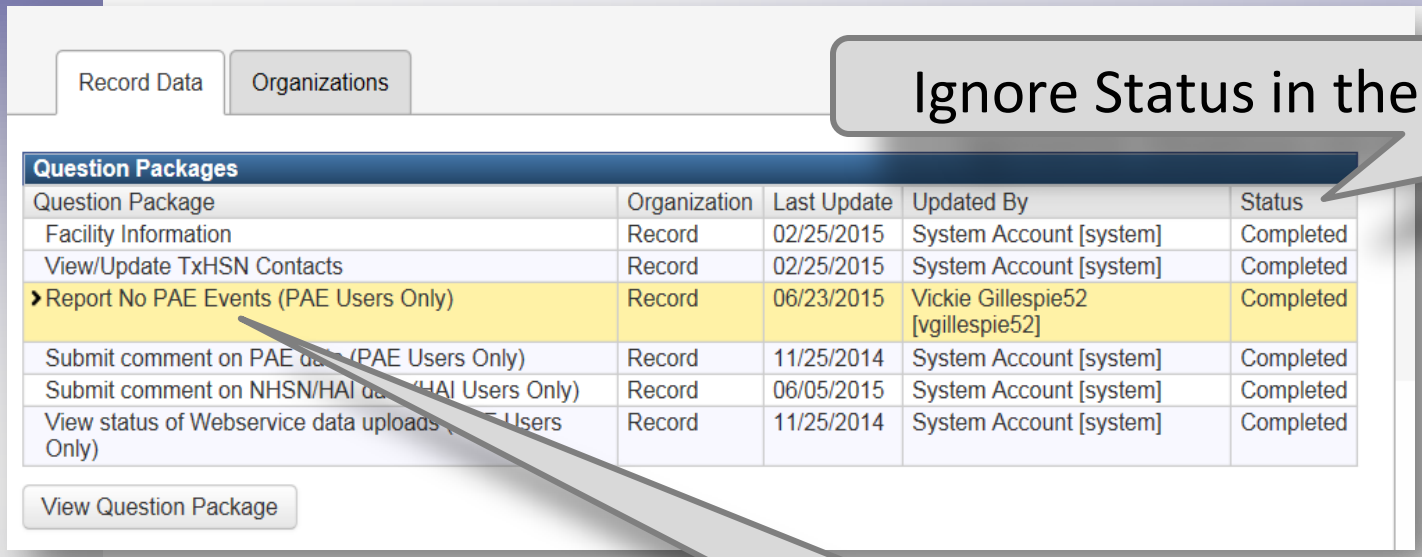


Make sure the year is correct.

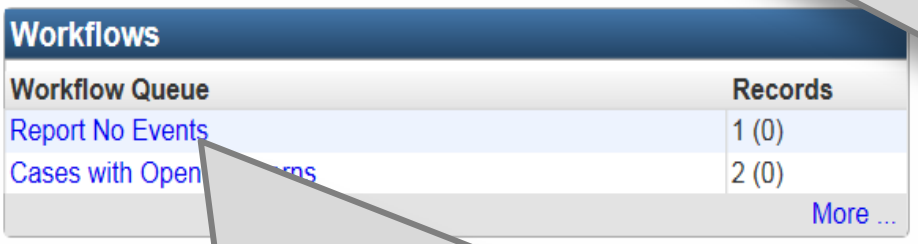
The correct time frame will display as Jan – June or July – Dec.

Click on Yes box to confirm you have nothing to report for this time period and Save.

Report No PAE Events



Ignore Status in the Facility QPs



Once you save, you can go back into the question package and see what was last saved.

This will continue to show in your Workflow Queue until we have triggered a processing module.

Report No PAE Events

- If you have already confirmed no events and then have a PAE to report, you should go ahead and enter it.
- This will override your confirmation—you do not have to go in and change anything.

Report No PAE Events

- If you confirm that there were no PAE events to report, your facility Health Care Safety Reports will state: "This facility reported zero TxHSN events to the Texas Department of State Health Services for this reporting time period."

- If you do NOT confirm, and no PAE events have been entered, your facility Health Care Safety Reports will state: "This facility failed to report TxHSN events to the Texas Department of State Health Services for this reporting time period."

Overview of TxHSN reports

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TxHSN Reports

There are 3 data reports that can be run in TxHSN.

1. Internal Data Review Report (not published)
2. Consumer Health Care Safety Report
3. Technical Health Care Safety Report

Internal Data Review Report

- Lists the PAEs that were entered into TxHSN.
- Lists any data errors associated with PAEs entered into TxHSN:
  - **Concern**
    - One or more date logic errors
    - Incorrect degree of harm assessment

Internal Data Review Report

- Internal Data Review Reports can be run quarterly.
- You will receive email notifications letting you know when reports are ready to be run/previewed in TxHSN.
- Your email was sent June 15 to inform you that you are able to view your 1st quarter 2015 Internal Data Review Report (IDRR). You are now able to make corrections in TxHSN if needed.

Health Care Safety Reports

- Consumer Version: Contains basic information in language for a layperson. This includes the
  - The specific PAE(s) that your facility has reported.
  - The associated category for the reported PAE(s).
  - The number of each PAE that was reported.
- Technical Version: Contains the same information displayed in the Consumer version but uses the actual language from the statute.
- These are both published on the DSHS website for the public.

Health Care Safety Reports

- Health Care Safety Reports can be run for each half year (January – June and July – December)
- Your Jan – June 2015 Health Care Safety Reports will not be ready for review until mid-September.
- You will receive email notifications letting you know when reports are ready to be run / previewed in TxHSN.
- Additional training will be given on these reports in the near future.

TxHSN Reporting Schedule

Reporting Quarter	Q1: Jan 1 – Mar 31	H1: Jan 1 – June 30	Q3: July 1 – Sept 30	H2: July 1 – Dec 31
Facility data submission deadline	Within 60 days of end of reporting quarter			
DSHS takes preliminary data snapshot	1-Jun	1-Sept	1-Dec	1-Mar
DSHS sends email to facility users review data	~15-Jun	~15-Sep	~15-Dec	~15-Mar
Facility data corrections due ✶ Last day to verify no PAEs to report for half year	30-Jun	30-Sep✶	31-Dec	31-Mar✶
DSHS takes final data snapshot	1-July	1-Oct	1-Jan	1-Apr
DSHS sends email to facility to review data summary and make comments	NA	15-Oct	NA	15-Apr
Facility comment period deadline	NA	30-Oct	NA	30-Apr
DSHS reviews comments	NA	15-Nov	NA	15-May
Public posting of data summary with approved comments	NA	1-Dec	NA	1-Jun

How to run/view your facility reports

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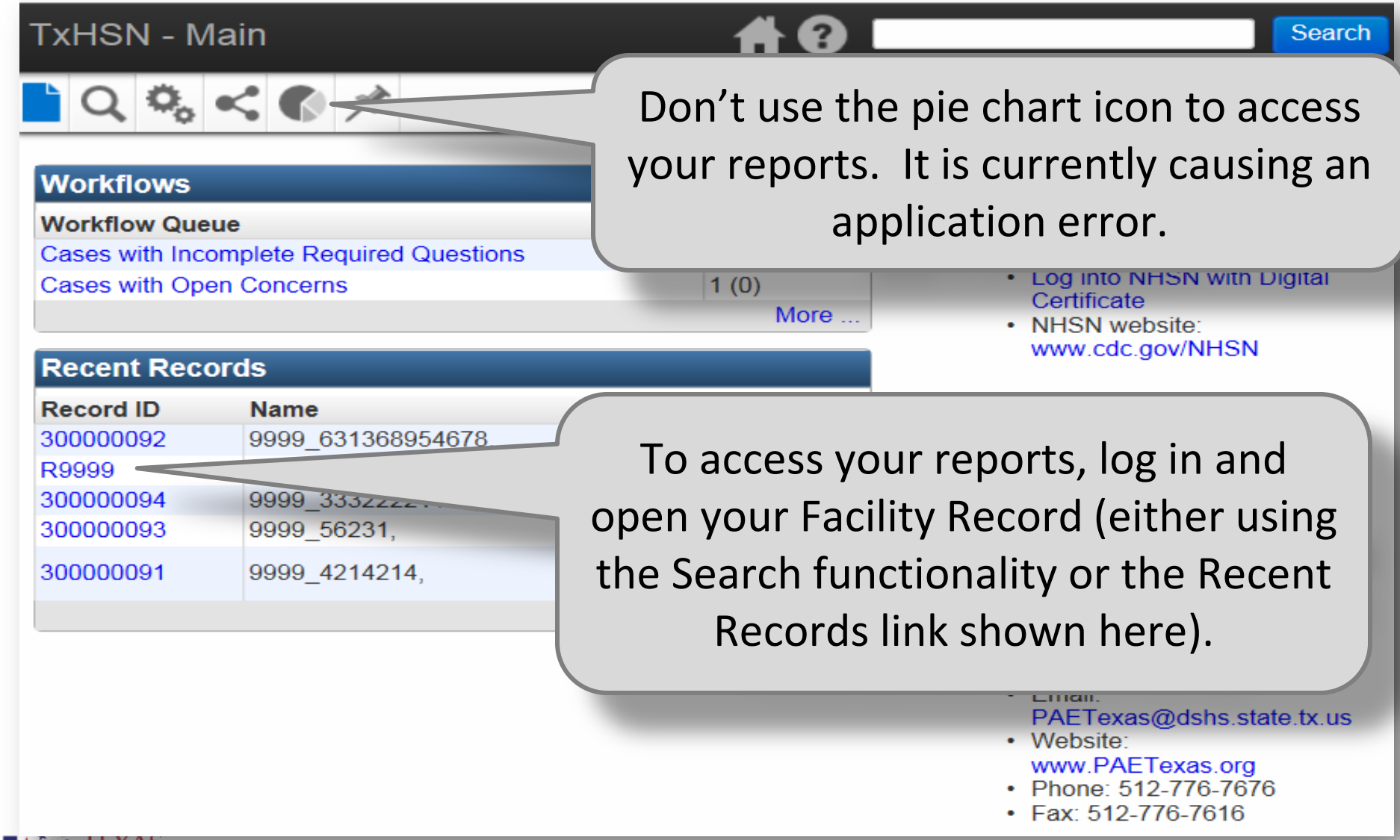
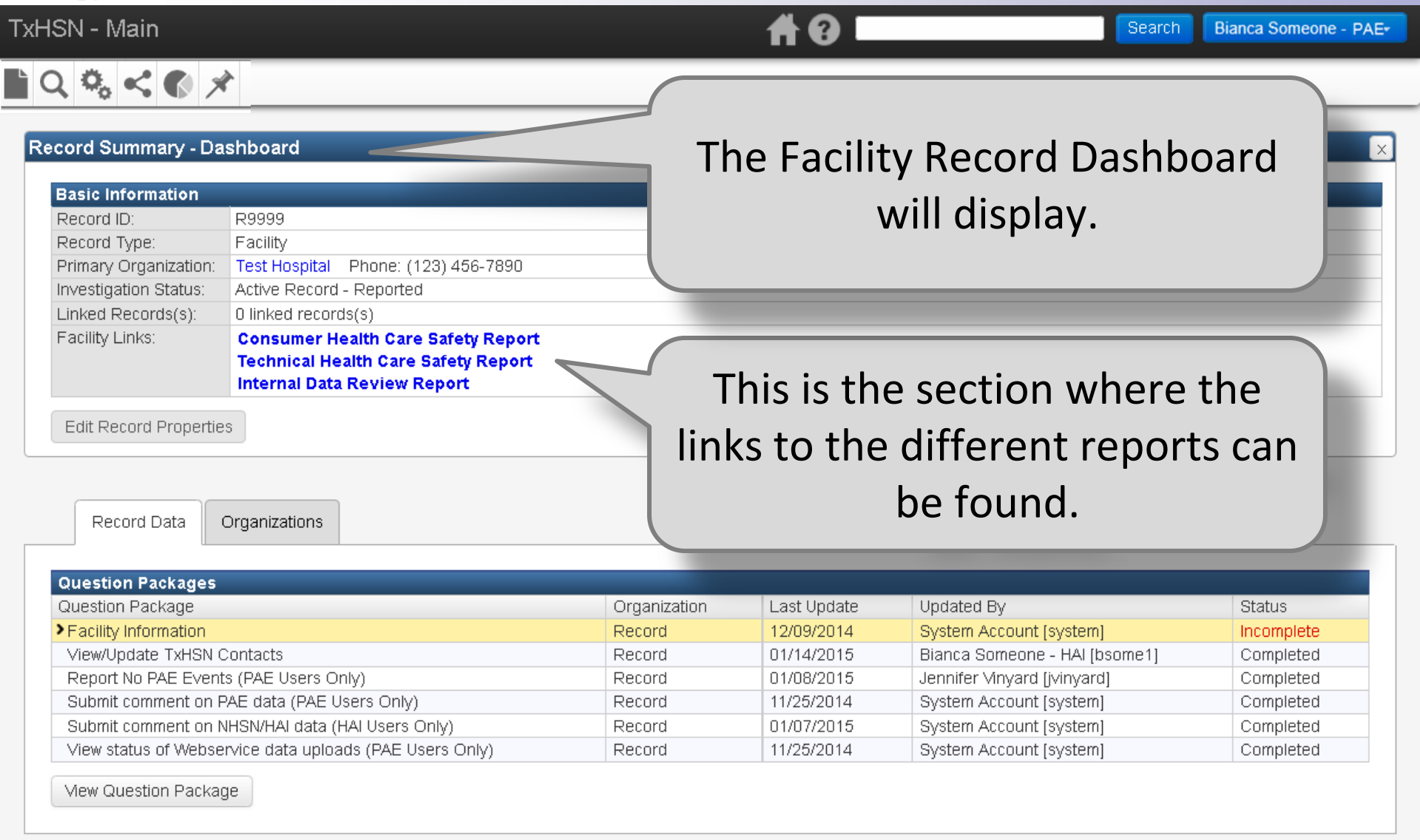
Run/Preview TxHSN Reports



Don't use the pie chart icon to access your reports. It is currently causing an application error.

To access your reports, log in and open your Facility Record (either using the Search functionality or the Recent Records link shown here).

Run/Preview TxHSN Reports

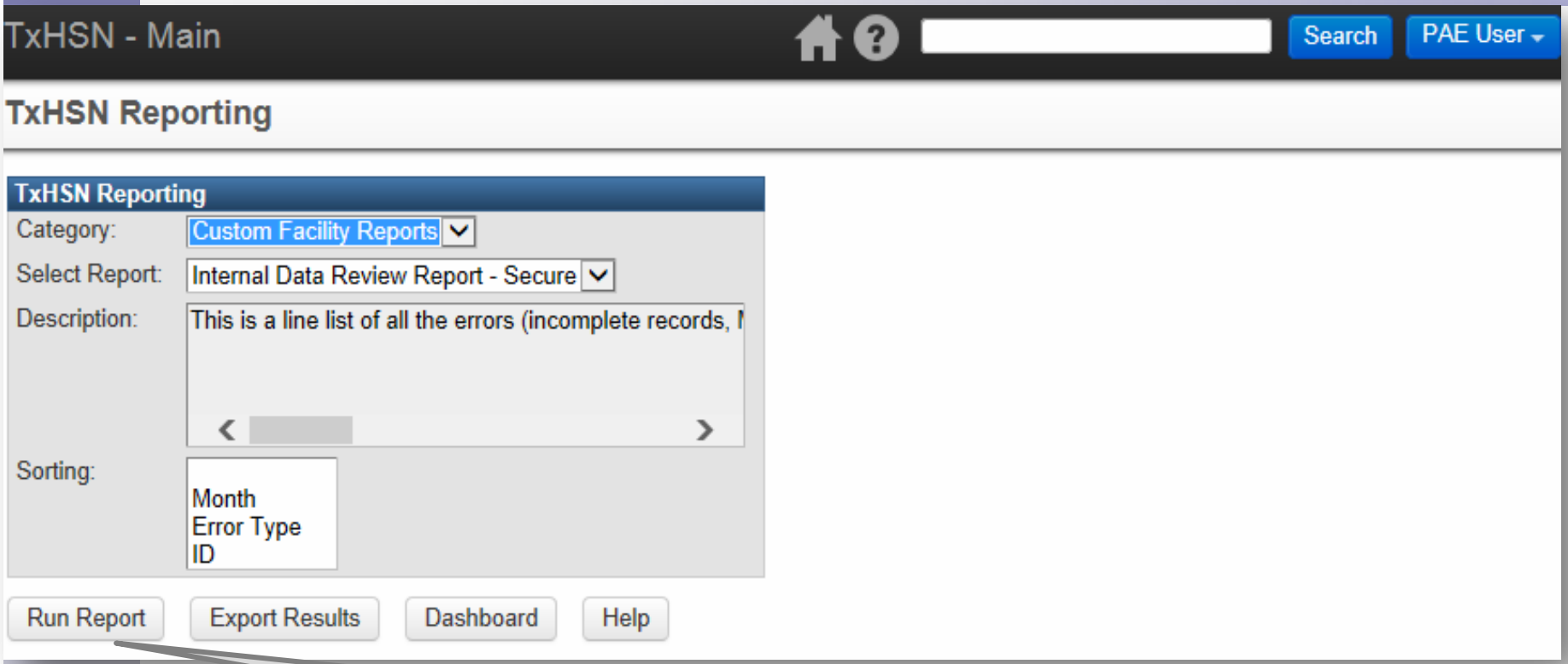


The Facility Record Dashboard will display.

This is the section where the links to the different reports can be found.

Run/Preview TxHSN Reports

Run/Preview TxHSN Reports



To view the report you can click Run Report. This will open an HTML version of the report in your internet browser window.

The IDRR Report lists the PAEs you have reported--

IDRR Report

Internal Data Review Report

Lapsley General Test Hospital
January - June [Final] 2015
Data current as of Never

And any concerns that are on the PAE records.

This report will not be viewed by the public. It is intended for internal facility use only.

An Annual Facility Survey record was not found for your facility for the previous calendar year. For instructions on how to complete your Annual Survey, please email HAITexas@dshs.state.tx.us or PAETexas@dshs.state.tx.us.

Please verify that you have no PAEs to report by 09/30/2015.

Number of PAE Events Reported in TxHSN			
PAE Event ID #	Medical Record # or Patient ID	PAE Event Type	Date of Event
PAE - Care Management Event			
300001206	1487421	Patient death or severe harm resulting from failure to follow up or communicate laboratory, pathology or radiology test results.	3/3/2015
300001208	21354	Death or severe harm associated with a fall in a health care facility resulting in a fracture.	1/15/2015
PAE - Surgical or Invasive Procedure Event			
300001207	84751	Foreign object retained after surgery.	2/4/2015

List of PAE Record Errors in TxHSN			
PAE Event ID #	PAE Event Type	Date of Event	Error Type
300001208	Death or severe harm associated with a fall in a health care facility resulting in a fracture.	1/15/2015	Concerns. Please click on Event ID to correct any concerns listed in red.
300001207	Foreign object retained after surgery.	2/4/2015	Concerns. Please click on Event ID to correct any concerns listed in red.

IDRR Report

Internal Data Review Report

Lapsley General Test Hospital
January - June [Final] 2015
Data current as of Never

To be taken to the event record, link to clicking on the hyperlink here.

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An A
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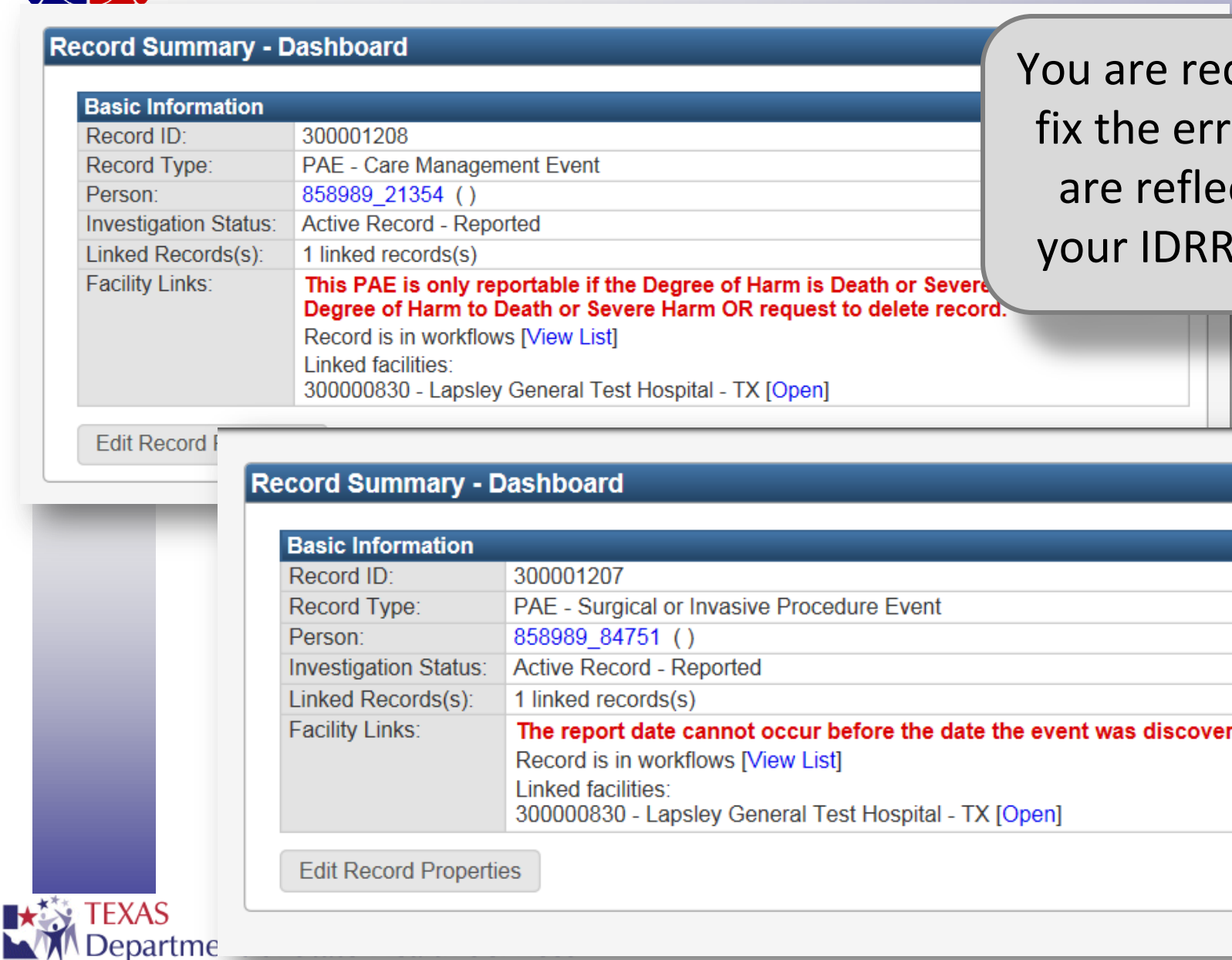
previous calendar year. For
Texas@dshs.state.tx.us or

y that you have no PAEs to report by 09/30/2015.

Number of PAE Events Reported in TxHSN			
PAE Event ID #	[illegible] or	PAE Event Type	Date of Event
PAE - Care Management Event			
300001206	[illegible] 421	Patient death or severe harm resulting from failure to follow up or communicate laboratory, pathology or radiology test results.	3/3/2015
300001208	21354	Death or severe harm associated with a fall in a health care facility resulting in a fracture.	1/15/2015
PAE - Surgical or Invasive Procedure Event			
300001207	84751	Foreign object retained after surgery.	2/4/2015

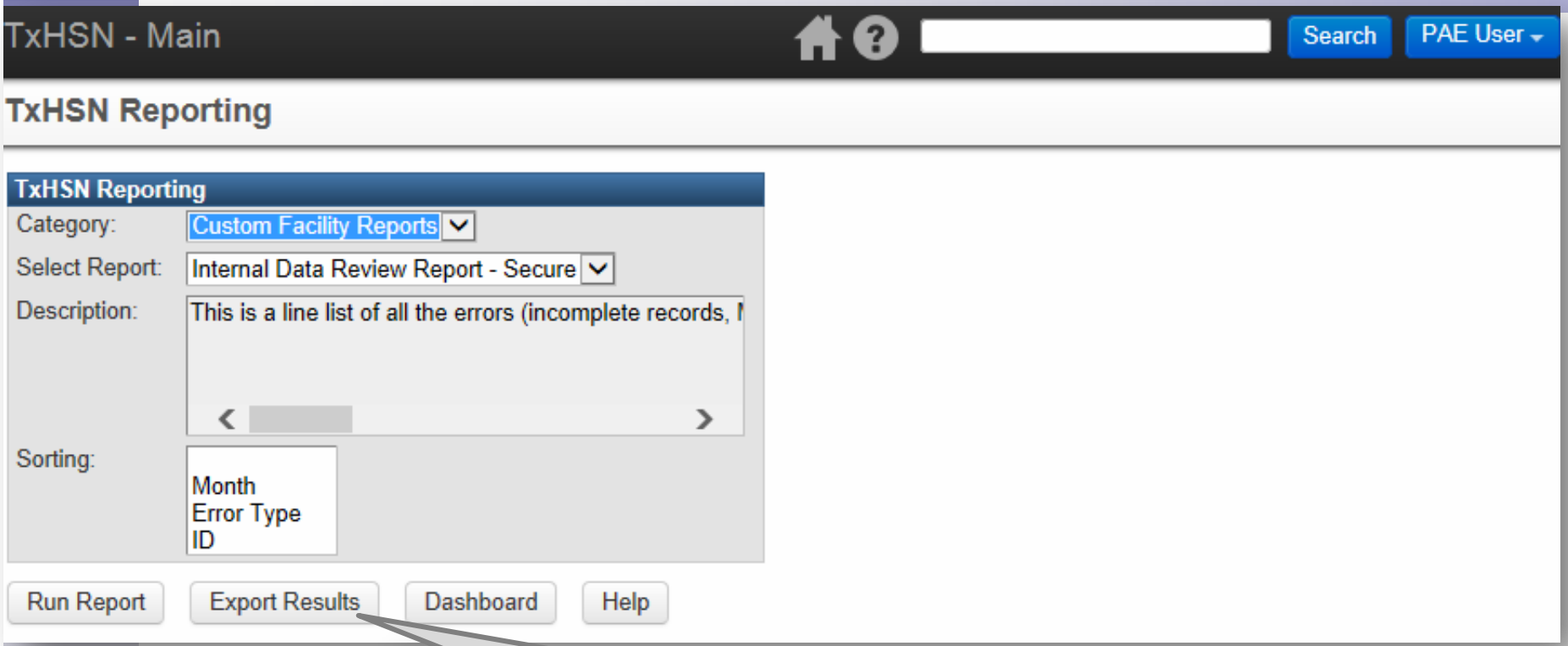
List of PAE Record Errors in TxHSN			
PAE Event ID #	PAE Event Type	Date of Event	Error Type
300001208	Death or severe harm associated with a fall in a health care facility resulting in a fracture.	1/15/2015	Concerns. Please click on Event ID to correct any concerns listed in red.
300001207	Foreign object retained after surgery.	2/4/2015	Concerns. Please click on Event ID to correct any concerns listed in red.

IDRR Links to Event Records



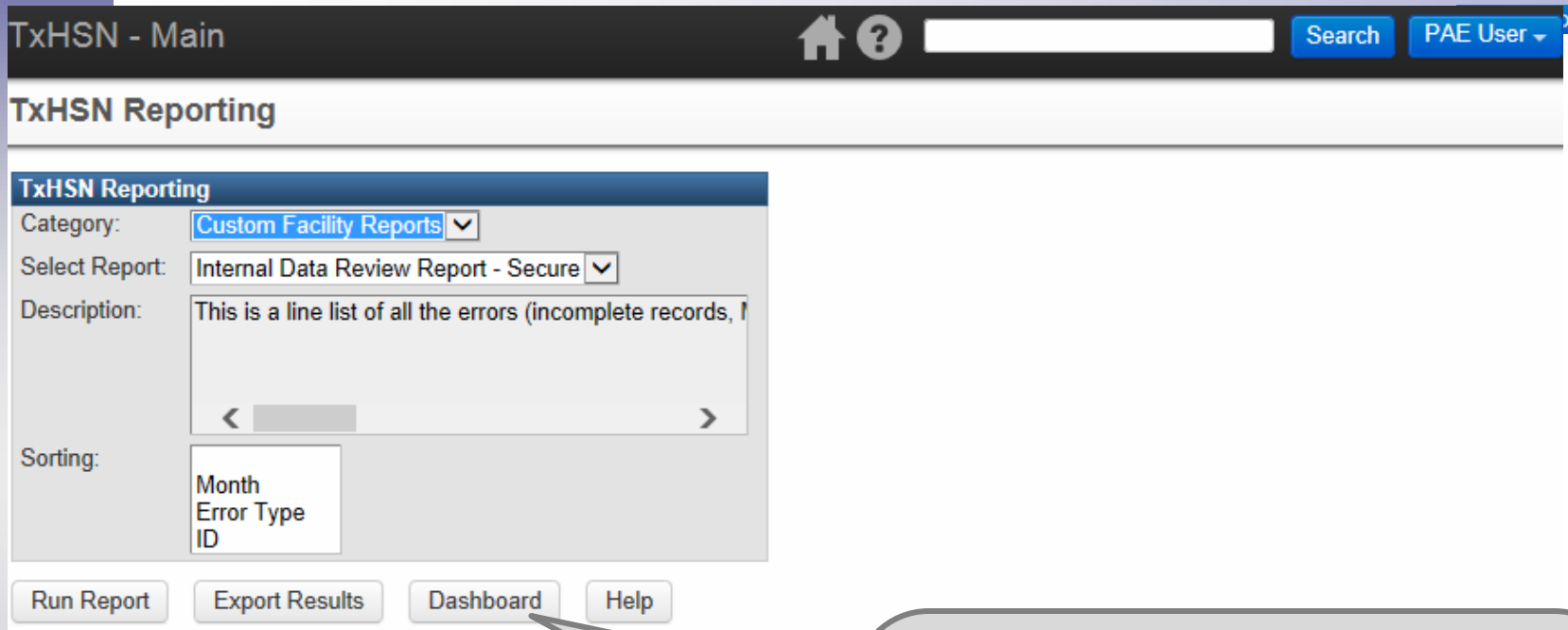
You are required to fix the errors that are reflected in your IDRR report.

Run/Preview TxHSN Reports



You can also Export Results. This will allow you to open and/or save the report.

Run/Preview TxHSN Reports



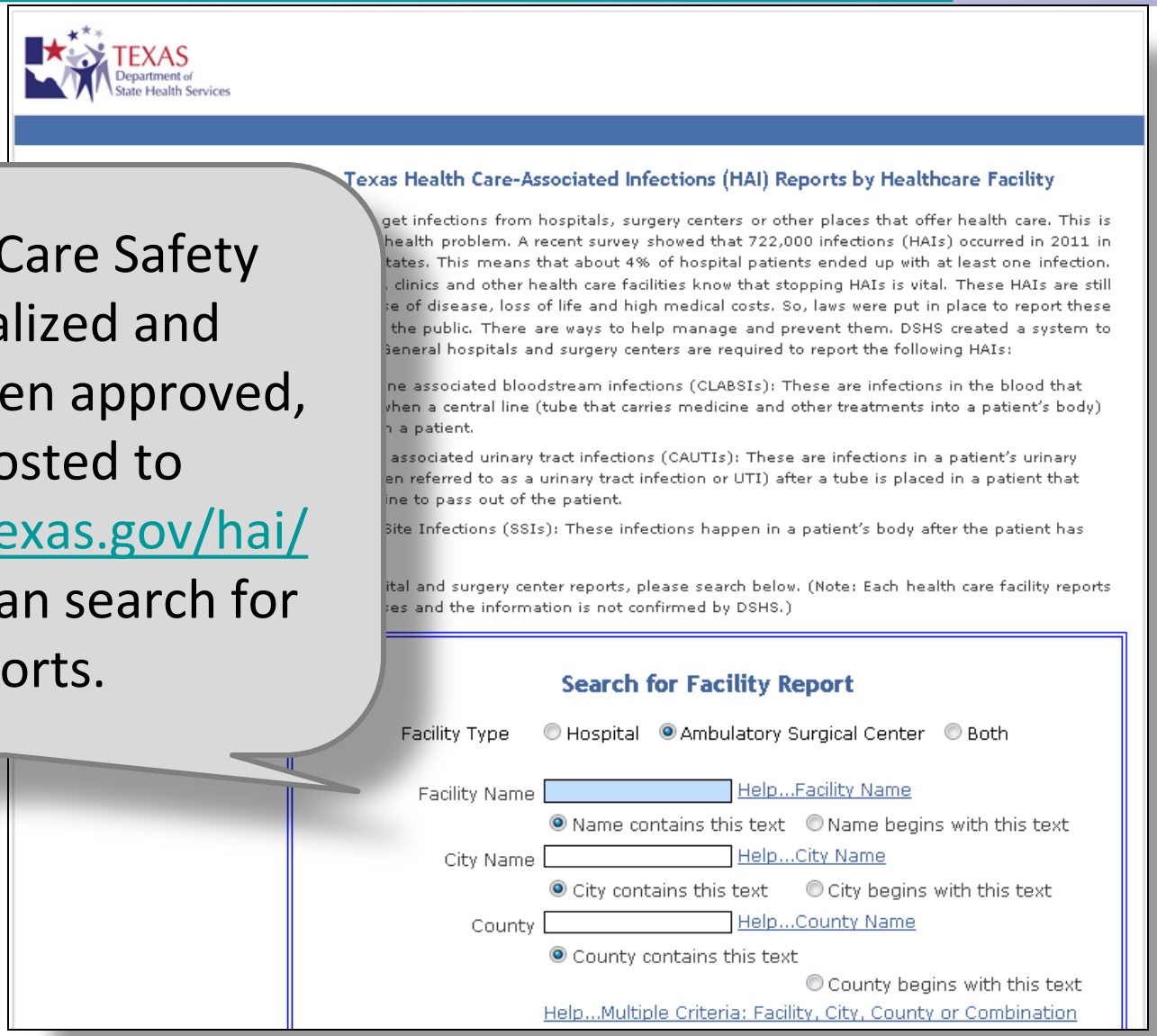
Once you have viewed your report, you can return to your Facility Dashboard by clicking on the "Dashboard" button shown here.

Data Webpage-HAITexas.org

From this website, you can link to the Data webpage where the Health Care Safety Reports can be viewed by the public—June 1 & Dec 1

Data Website: http://txhsn.dshs.texas.gov/hai/

Once the Health Care Safety Reports are finalized and comments have been approved, they will be posted to http://txhsn.dshs.texas.gov/hai/ where the public can search for facility reports.



How to complete your annual survey

TEXAS
Department of State Health Services

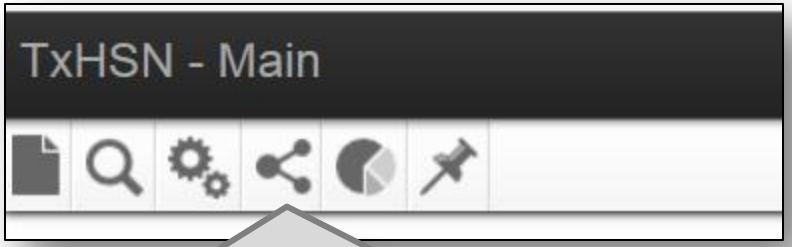
Annual Survey

- The Annual Survey—is required for all facilities. It will provide statistics to include on your Healthcare Safety Consumer and Technical Reports:
  - Number of hospital beds (Hospitals)
  - Number of patient days (Hospitals)
  - Number of Admissions (Hospitals)
  - Number of procedures (ASCs)
- Information submitted is also used for the DSHS Annual Healthcare Safety Report.

How to complete your annual survey

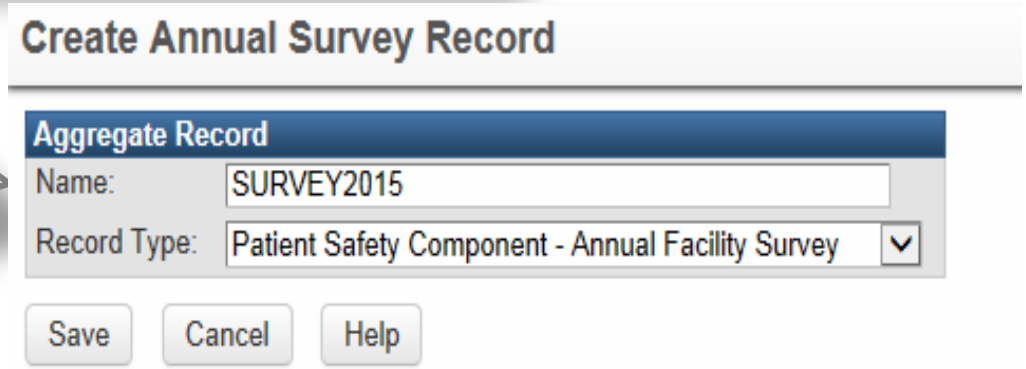
- Facilities that submit HAI data to NHSN for Texas reporting will complete the annual survey in NHSN which is then exported to TxHSN with the HAI data.
- All other facilities will complete the annual survey in **TxHSN**.
- PAE users should complete it NO LATER than September 30 so that the numbers will be reflected on the Dec 1st public reports.

How to complete your annual survey

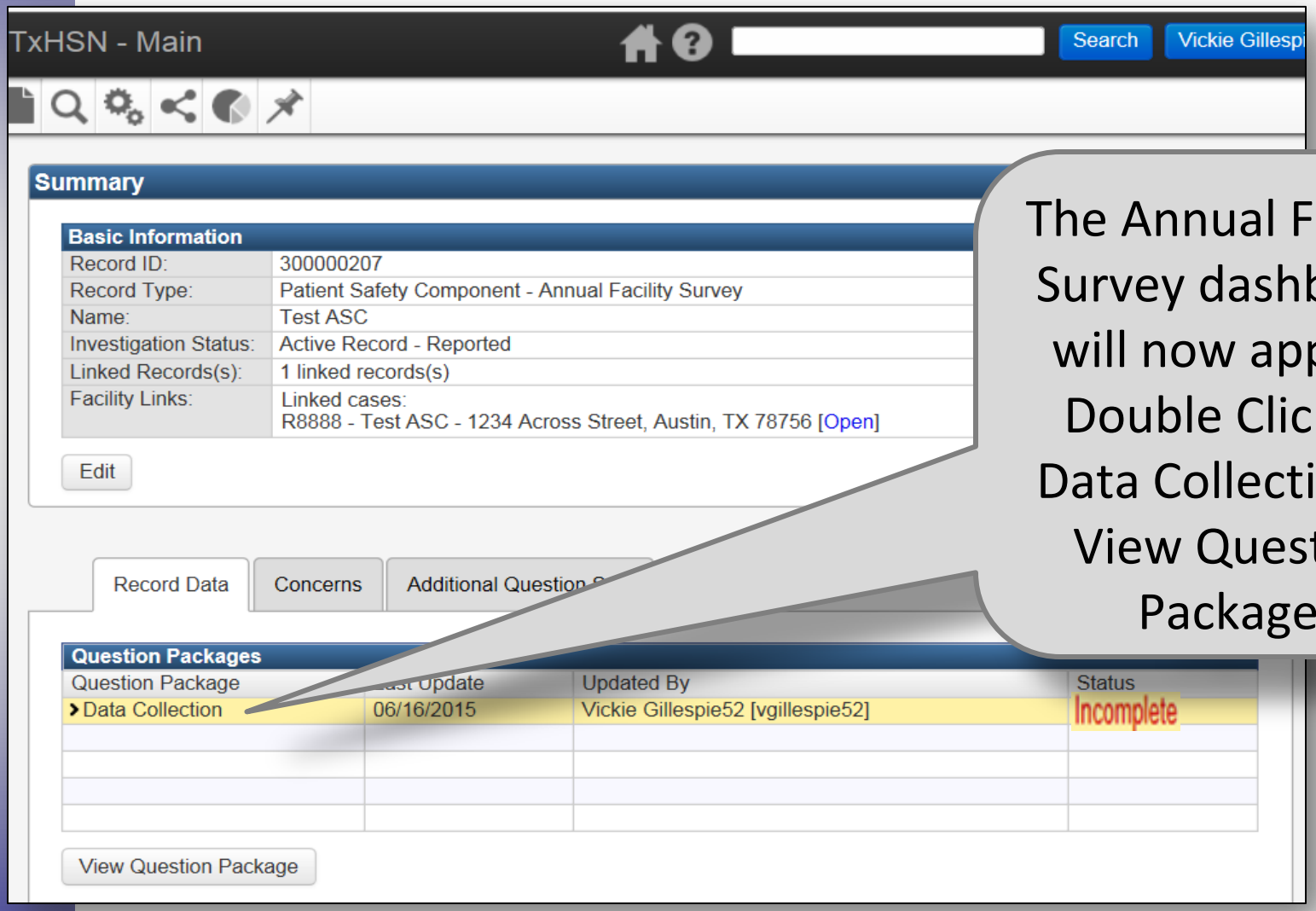


To start, click on the Create Survey Icon on the TxHSN Main page.

Enter SURVEY2015 for the name and choose the Facility Survey record type. Then Save.

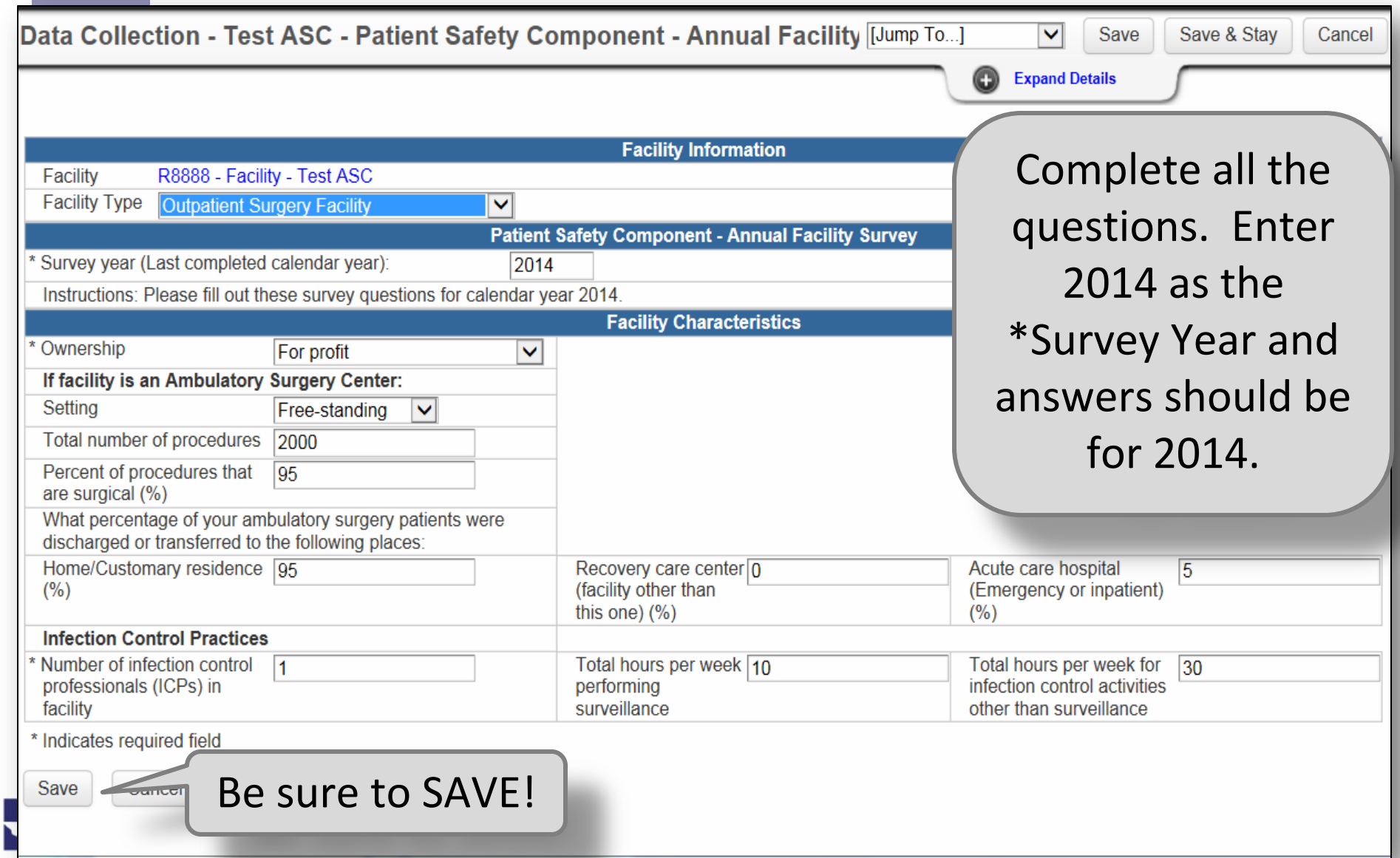


How to complete your annual survey



The Annual Facility Survey dashboard will now appear. Double Click on Data Collection or View Question Package.

How to complete your annual survey--ASC



Data Collection - Test ASC - Patient Safety Component - Annual Facility [Jump To...] Save Save & Stay Cancel

Expand Details

Facility Information

Facility: R8888 - Facility - Test ASC

Facility Type: Outpatient Surgery Facility

Patient Safety Component - Annual Facility Survey

* Survey year (Last completed calendar year): 2014

Instructions: Please fill out these survey questions for calendar year 2014.

Facility Characteristics

* Ownership: For profit

If facility is an Ambulatory Surgery Center:

Setting: Free-standing

Total number of procedures: 2000

Percent of procedures that are surgical (%): 95

What percentage of your ambulatory surgery patients were discharged or transferred to the following places:

Home/Customary residence (%): 95

Recovery care center (facility other than this one) (%): 0

Acute care hospital (Emergency or inpatient) (%): 5

Infection Control Practices

* Number of infection control professionals (ICPs) in facility: 1

Total hours per week performing surveillance: 10

Total hours per week for infection control activities other than surveillance: 30

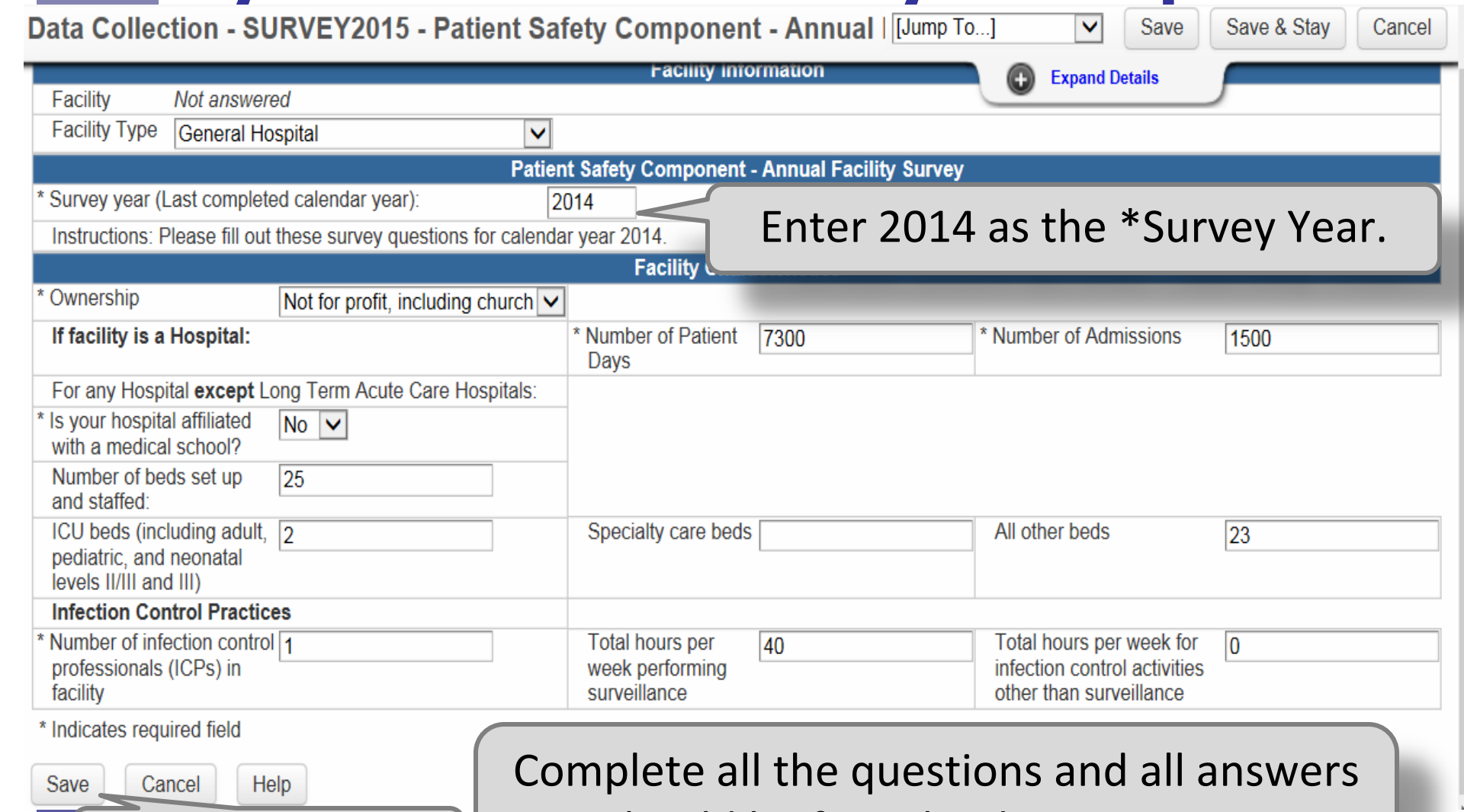
* Indicates required field

Save

Complete all the questions. Enter 2014 as the *Survey Year and answers should be for 2014.

Be sure to SAVE!

How to complete your annual survey—Hospital

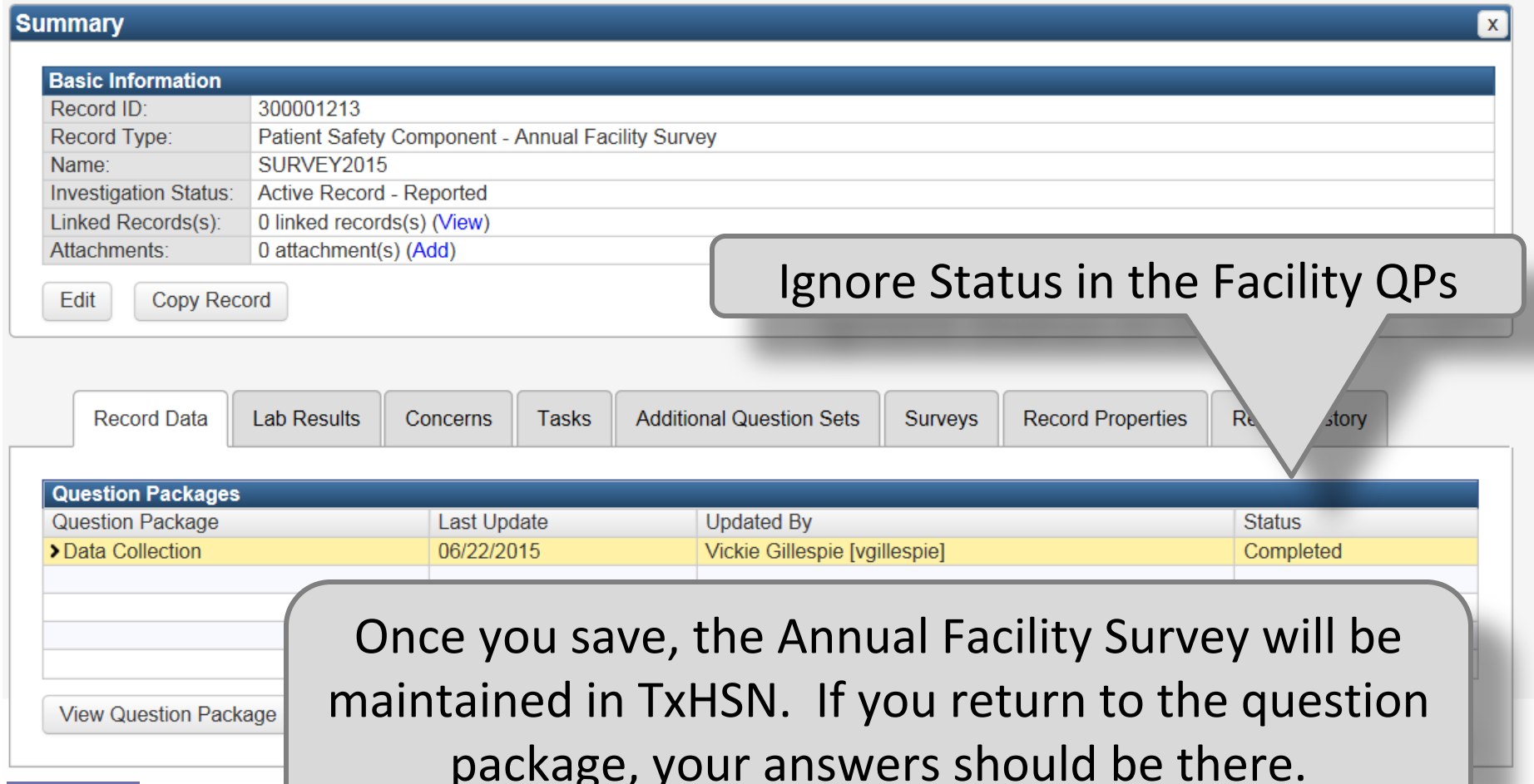


Enter 2014 as the *Survey Year.

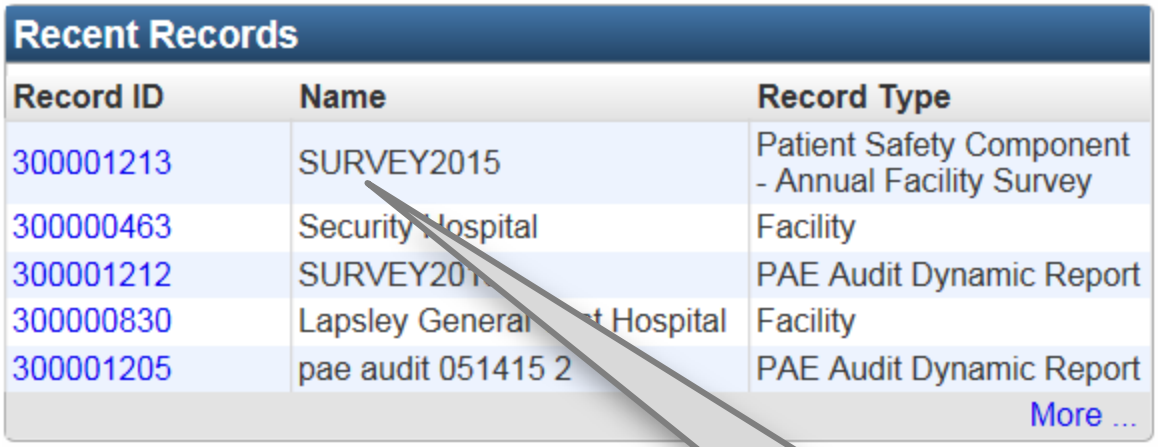
Complete all the questions and all answers should be for calendar year 2014.

Be sure to SAVE!

How to complete your annual survey



How to complete your annual survey

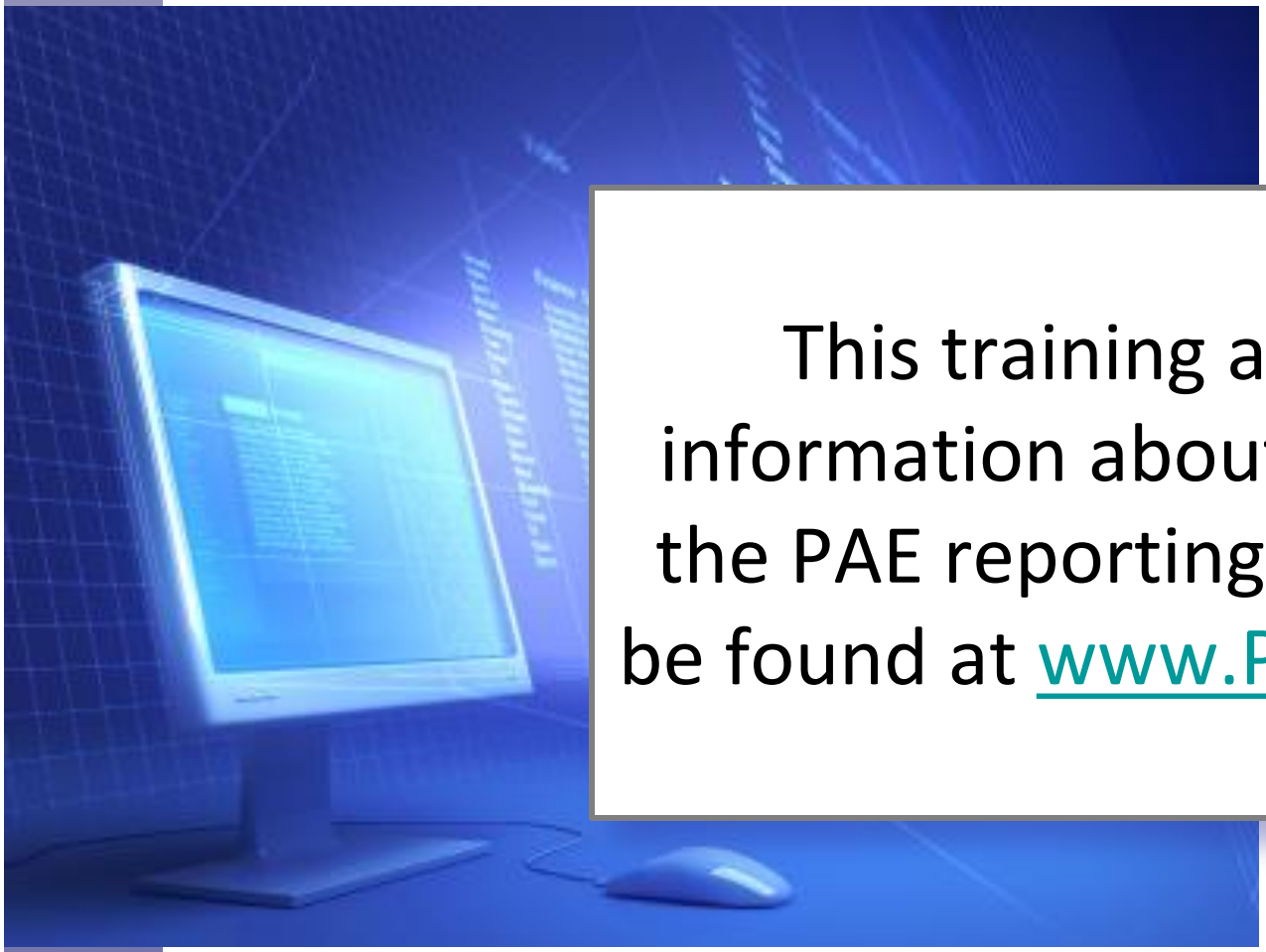


Your Annual survey will now appear in your Recent Records Box.

Additional Resources

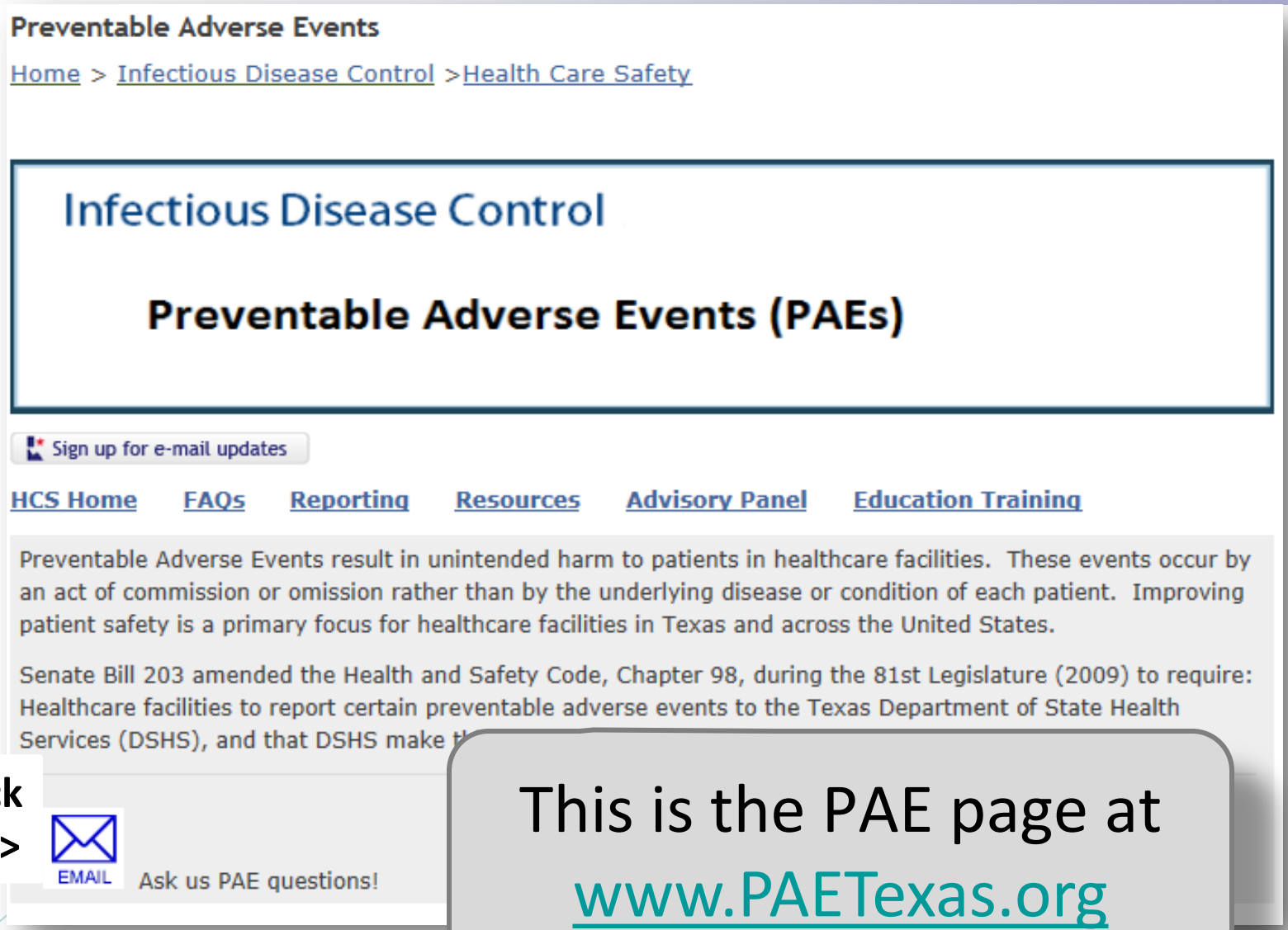
TEXAS
Department of State Health Services

Additional Resources



This training and more information about TxHSN and the PAE reporting process can be found at www.PAETexas.org.

www.paetexas.org Home Page



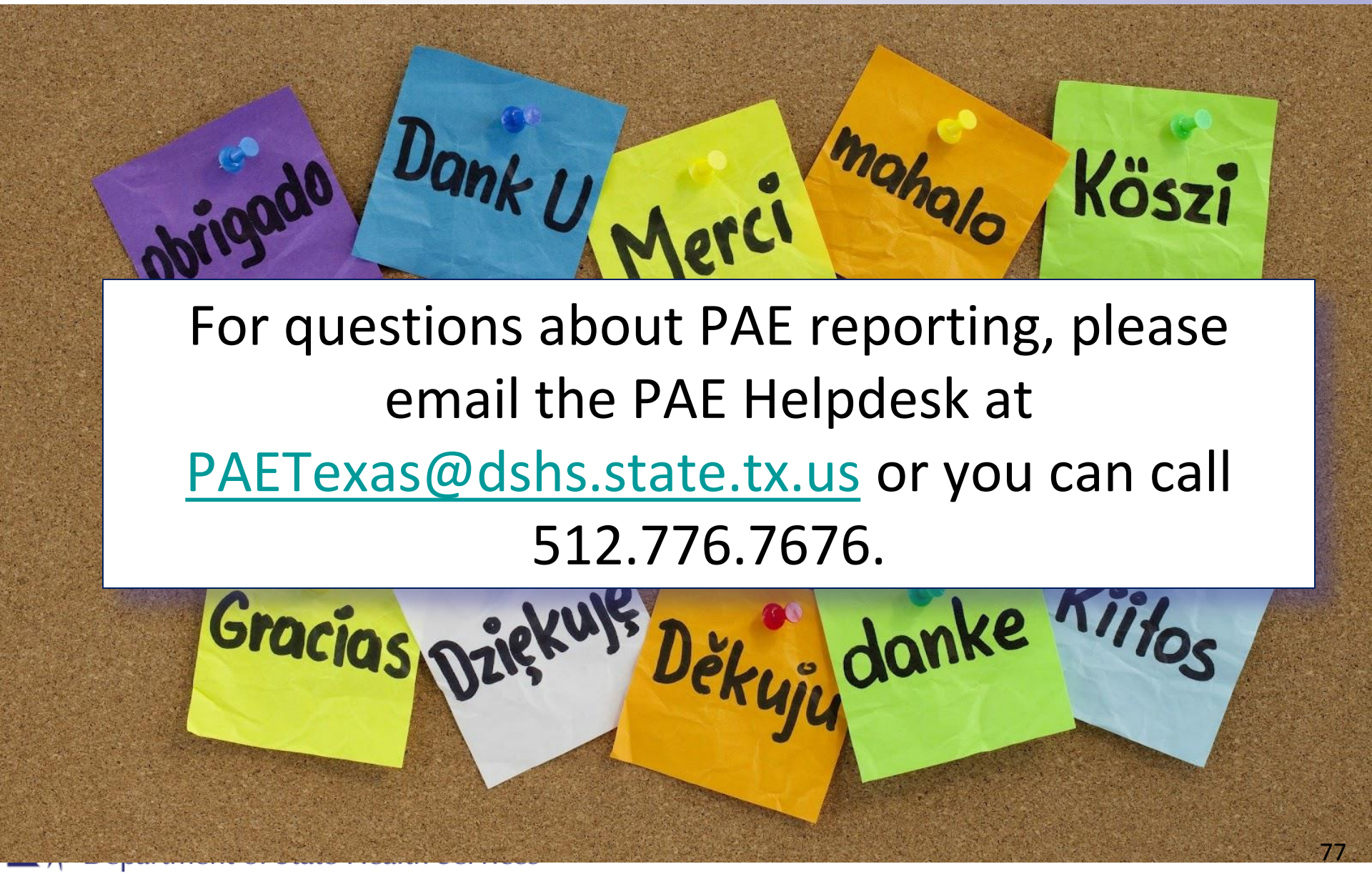
Sign up for e-mail updates -->

Email quick link -------->

This is the PAE page at www.PAETexas.org

TEXAS Department of State Health Services

Thank you for your time!



For questions about PAE reporting, please email the PAE Helpdesk at PAETexas@dshs.state.tx.us or you can call 512.776.7676.